

Revenue (1896) Department.

MISCELLANEOUS SERIES.

G.O., No. 4115

DATED 13.10.96

[Despatch Abstract.]

Comm. to the Heads of Dep'ts under the
Rev. Sect. for information & guidance Reos:
Fur. Dep't. issuing instructions relating
to the preparation & submission of Proposals
Statements.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
1779	1779	Rev.	16. 5. 1899.				
		<i>CN 7932/17 = 2. 8. 1899.</i> <i>Quo. 1776/01 = 8018 mi.</i> <i>1-4-01</i> <i>CN 1533 D/11</i>					

Rev Dept. Government { 1896 } of Madras. FINANCIAL.



Recd. *f. 10.*
Regd. *p. 10*

Enclosures

Spare copies

List

G.O., No. 604, 21st September 1896.

C.O. misc. 4115. d/13.10.96.
Communicated
to all Heads of Departments
under the Revenue Secretary
for information and guidance

SEPTEMBER.

27 To all Heads of Departments
under R.D.

M.

7/10.

Proposition Statements.

Approving the suggestion of the Accountant-General that he may be allowed to forward to Government in future — in duplicate so as to admit of one of the copies being returned to him with the sanction of Government written across it; and circulating to Secretariat departments and heads of departments a summary of instructions relating to the preparation and submission of —.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper :—

From F. C. HARRISON, Esq., Officiating Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 25th August 1896, No. 2644.

When a proposition statement in duplicate is received from the head of a department, the practice has been to retain one copy of the statement in this office and to forward the other to Government with the necessary report. This practice is based on G.O., No. 967, Financial, dated 16th December 1890. The footnote under form 5 on page 271 of the Civil Account Code, volume I, however, requires that the order of Government should be written across the last four columns of the proposition statement. I beg to suggest therefore, for the consideration of Government, that this office may be allowed to forward both the copies of the proposition statement, in which case one of them can be returned to this office by Government with their sanction written across it, together with the Government Order sanctioning the proposal.

ORDER—No. 604, Financial, dated 21st September 1896.

The Accountant-General's suggestion is approved.

2. The various rules and orders issued from time to time in regard to the preparation and submission of proposition statements have been collected in the annexed summary which is circulated for the information and guidance of the departments of the Secretariat and of all heads of departments.

3. Attention is specially directed to rule 2.

(True Extract.)

H. C. Harrison
for Ag. Chief Secretary.

To the Accountant-General.

„ the Departments of the Secretariat (including departments under the Chief Secretary). *Rev*
„ all Heads of Departments under the Chief Secretary.

K. M. Pahlwan.

[Annexure.

1. A. In the case of schemes which have to be submitted to the Secy of State for sanction it will not always be necessary to prepare for that purpose proper statement in full detail in Form A. When such a scheme involves the revision of a large establishment, comprising subordinate and menial posts, the simplified form C prepared in consultation with the Asst Genl, may be forwarded to the Govt. of India, who will decide whether it furnishes sufficient information or whether Form A should be used. *to do so etc.*

INSTRUCTIONS RELATING TO THE PREPARATION AND SUBMISSION OF PROPOSITION STATEMENTS.

1. When the entertainment of a new establishment or a change, temporary or permanent, is proposed in an office, a letter fully explaining the grounds of the proposition should be submitted departmentally to Government along with a tabular statement in duplicate in form A, showing clearly its financial effect. If the change would affect only a section of the establishment, the numbers and cost of the other sections may be shown in totals without detail, but full particulars must be given for all in which any alteration is recommended.

Article 57, C. A. Code.

2. In order to prevent unnecessary correspondence, proposition statements should be submitted concurrently with applications for revisions of establishments. No action will be taken by Government on such proposals unless the prescribed statements accompany them.

G.O., No. 764, Financial, 31st October 1890. No. 166, Financial, 10th February 1892.

3. When the expenditure involved cannot be met from the grant for the year a statement in form B should be submitted with the proposition statement.

Articles 57 and 158, C. A. Code, and G.O., No. 608, Finl., 29th June 1893.

4. Where the pay of any post, existing or proposed, rises from a minimum to a maximum by periodical increments, the average monthly cost, not the actual or the commencing cost, must be given. This average cost, no doubt, varies under various circumstances, but under all it depends largely on the period of rise. If the pay rise by five equal increments from a minimum to a maximum, the average monthly cost will be taken in the case of a gazetted officer at the minimum plus two-thirds, and in the case of ministerial establishments at the minimum plus three-fourths of the difference between the minimum and maximum; if the period of rise be twenty years, the average monthly cost may be taken at the exact mean; in other cases an intelligent estimate should be made.

Note 1 to article 57, C. A. Code.

5. The numbers entered in columns 4 and 10 of form A should not be consecutive; the numbers to be shown should be those denoting the strength of the class or grade described in the following columns. Where the pay is not incremental, it is sufficient to enter it in the column headed "Maximum"; there is no advantage in repeating it twice.

G.O., No. 409, Financial, 2nd April 1892.

6. Provincial totals should be entered in proposition statements relating to any schemes affecting the entire presidency.

G.O., No. 1432, Judicial, dated 14th July 1893.

7. As the figures in the column headed "Present scale" have to be verified in the Account department before orders on the proposed scale are passed by Government all proposition statements should invariably be submitted through the Accountant-General in duplicate. This rule applies even to cases of "new" establishments.

Note 2 to article 57, C. A. Code.

G.O., No. 941, Financial, 11th December 1890.

8. The Accountant-General will forward both copies of the proposition statement to Government after examination. If the proposed revision is sanctioned, one copy of the proposition statement will be returned to him with the sanction written across the last four columns.

G.O., No. 604, Financial, 21st September 1896.

9. All references to heads of departments by the Accountant-General on proposition statements should be treated as urgent and any delay in transmission should be explained by him to Government in a note on the proposition statement.

10. The Accountant-General should note on proposition statements passing through his office whether the charges are within the sanctioning powers of the local Government.

G.O., No. 1195, Financial, 13th August 1886.

11. The submission of proposition statements is unnecessary in cases where sanction is required for the retention for further periods of existing temporary establishments.

G.O., No. 426, Financial, 6th April 1892.

11-A. The submission of proposition statements is unnecessary in cases where the only change in establishment proposed is the grant of a local allowance.

11-B. The submission of proposition statements is unnecessary in cases where the only change in establishment proposed is in the designations of appointments.

G.O., No. 426,
Financial, 6th April

12. Where sanction is sought for the first time for the temporary entertainment of establishments in times of scarcity, the necessity for the submission of proposition statements depends on the nature of the establishments themselves. If they are entertained solely for famine work and their cost is charged to *Famine*, the establishment may be regarded as "new" and the procedure of sending proposition statements through the Accountant-General dispensed with. But if their cost is treated as additional charges incurred in Provincial departments in consequence of extra work thrown on them by famine, proposition statements must be submitted through the Accountant-General.

G.O., No. 2242,
Judicial, 14th
September 1894.

13. As the object of a proposition statement is to explain clearly the financial effect of every change in every establishment, whether temporary or permanent, it is necessary also in the case of an establishment that is menial and non-pensionable and liable to discharge at any time without compensation.

12-A. Where sanction is sought for the first time for the temporary entertainment of plague establishments, the necessity for the submission of proposition statements depends upon the nature of the establishments themselves. If an establishment is entertained solely for plague and forms a direct plague charge, it may be regarded as "new" and the procedure of sending proposition statements may be dispensed with. But if the cost of an establishment is treated as an additional charge incurred on an existing establishment in consequence of extra work occasioned by plague, proposition statements must be submitted.

12. B. The principle enunciated in rules 12 and 12-A will also apply to the employment of other temporary establishments for work which is quite outside the ordinary routine of administration such as Census and special duty of any kind i.e. the submission of proposition statements is unnecessary in cases when no staff exists for the performance of the work to be done, but when an existing establishment requires strengthening, proper statements should be submitted.

vide for 503 File 11 C. The submission of proper statements is unnecessary in cases where the only change in establishment proposed is the grant of house rent allowance.

Rev 399/105 11 D. The submission of proper statements is unnecessary in cases where the only change in establishment proposed is the grant of a personal allowance.

FORM A.
STATEMENT of Proposition for revision of Establishment.

Order sanctioning present establishment. Government of	Department.	Nature of Charge.										Proposition.				Orders of the Government of India.									
		Present Scale.				Proposed Scale.				Permanent.		Temporary.		Local Government's recommendation.	Grounds of Proposition.	Home Department.	Financial Department.	Orders.							
		Designation.	Pay.	Average cost.	Number.	Designation.	Pay.	Average cost.	Number.	Increase per month.	Decrease per month.	Increase per month.	Decrease per month.												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

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

To the Secretary to Government, Department, through the Accountant-General, with reference to G.O., No. 1695, dated the 23rd September 1878, Financial Department.

Signature
(Officer's Designation)

ACCOUNTANT-GENERAL'S REPORT.

No. .

The entries in the column of "Present Scale" have been compared with the
ers of this office, and are correct with the exception of the items altered in red

ACCOUNTANT-GENERAL'S OFFICE,
FORT ST. GEORGE,
189 . }

Accountant-General.

GOVERNMENT OF MADRAS.

DEPARTMENT.

No. .

FORT ST. GEORGE,
The 189 . }

*Secretary to the Government
of Fort St. George.*

FORM B.*

STATEMENT proposing expenditure for which provision has not been made in the budget for 18 ,
and which cannot be met from anticipated savings under the grant head.

Amount of allotment required.	Major head under which the expenditure will fall.	Explanation as to why no re-appropriation within the budget grant is considered possible.	Major head from which a transfer to meet the charge is ordered.
			†

* (G.O., No. 608, Financial, dated 29th June 1893.
† Entries in this column are to be made by Government alone.

Form C.

Please See No 195 of '05.

When given for copying _____
 When copied _____
 When examined _____
 When signed _____

189 .

READ AGAIN G.O., No.
 189

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
 IN ORIGINAL.

N.B.:-

- A = Copy in full.
- B = Not to be copied.
- P = Copy abstract only.
- Q = Copy heading only.