

CIRCULAR No. 442 E.

FROM

THE ACCOUNTANT GENERAL, BENGAL,

TO

THE *Head Master Hindoo School*

Calcutta, the 6th March 1878.

SIR,

To enable me to compile the Annual Books of Establishment for the Government of India, I have the honor to forward a supply of forms marked A and B, and to request that you will have the goodness to return them to my address, the former IN ORIGINAL and the latter IN DUPLICATE,

*"It should be the duty of all Officers drawing pay for Establishment from Civil Treasuries to send this Annual Return to the Accountant General with their Pay Abstracts for March, as heretofore.*

on or immediately after the 1st of April next, after filling in the details of your Establishment as they may stand on that date. Your particular attention is invited to the marginal extract from the orders of the Government of India, Financial Department,

No. 4651, dated 29th July 1874.

2. Form A is intended to exhibit in detail the *name, designation, and salary of every Covenanted and Uncovenanted Officer, and of all Clerks receiving more than Rs. 10 a month*; also, a list of menial servants, *with their names and monthly salaries*. In preparing this form, you should be careful to *quote the orders of Government sanctioning the scale of your Establishment*, and also to exhibit in a note, at foot of the Return, all items of expenditure on account of Establishment which, though sanctioned prior to 1st April 1878, may not have been incurred up to that date. Two copies of Form A are sent herewith (one for your own Office); you will observe that the form is a new one, and that full instructions are given in notes appended to the sample in my Circular regarding Establishment Bills and Returns (Comptroller General's No. 33, dated 22nd January 1876).

3. Form B should include all the European and East Indian Uncovenanted Civil Servants employed in your Office, whose names will also appear in Form A. Please note that the "period of residence" in India to be entered in the last column of this form should only include residence *while in the service of Government*. Two copies are forwarded, which should be filled up for transmission to this Office. If there are no European or East Indian Uncovenanted Servants attached to your Establishment, one copy of the form should be returned as blank to this Office.

4. As there is no connecting link between the gross numbers given in your Budget Estimate and the Nominal Rolls in the Books of Establishment, you are requested to submit a statement (C) in the annexed form showing the number of the officers in the sanctioned scale on which your estimate was based. The totals of numbers will, of course, agree with those given in your Budget.

5. If the number of forms sent prove insufficient, a fresh supply should immediately be called for from this Office. It is requested that the printed forms only may be used. Manuscript Returns will not be accepted.

I have the honor to be,

SIR,

Your most obedient Servant,

D. BARBOUR,

*Offy. Accountant General, Bengal.*

#### NOTE.

DEPUTY COMMISSIONERS, when filling up the lists, should show the Establishments in detail of their Civil and Criminal Courts together, and of the Revenue Department separately, including those entertained by Assistant and Extra Assistant Commissioners. The Jail and Medical Establishment lists will be submitted separately by medical or other officers who are in charge of these Establishments.

JUDGES should give in detail the names of Subordinate Judges, Moonsiffs and Nazirs with their Establishments; as also the names of all Court Ameens.

COLLECTORS should give in detail the names of Joint Magistrates, Assistant Magistrates, Deputy Collectors, and Deputy Magistrates, and Sub-Deputy Collectors, and of the Members of their respective Establishments; also details of the Meteorological and Salt Establishments in one Return, and details of the Abkaree Establishments in a separate Return.

DISTRICT SUPERINTENDENTS OF POLICE should include in detail their Office and Hospital Establishments, as well as the Executive Police Establishments, and should insert in Form A the names, ages, &c., of all Constables, &c., whatever their salaries may be. Municipal Police Establishments should be separately entered after the Imperial Police Establishments.

SUPERINTENDENTS OF SURVEY should include in their lists of Establishment, Field and Demarcation Establishments.

MEDICAL OFFICERS should supply details of the Medical, Jail, and Lock-up Establishments under them—the two latter in a separate Return, and should keep distinct such of the Establishments as are payable wholly from Local Funds, or partly from General Revenues and partly from Local Funds.

INSPECTORS OF SCHOOLS should only include in their Returns the Higher Class Model and other Schools within their Divisions which are entirely supported by Government and are Government Institutions. Grant-in-aid Schools should be excluded.