

SURVEYOR GENERAL'S OFFICE.

(Rules for indenting on the Government Mathematical Instrument Department for surveying instruments)

No. 208F

British Burma Gazette, July 12th 1873.

No. 208F.-The following Rules for indenting on the Government Mathematical Instrument Department for surveying instruments, having been approved by the Controller, Military Accounts, are published for general information.

SIMLA;
The 10th June 1873. }

H.L.THUILLIER, Colonel,
Surveyor-General of India.

RULES AND REGULATIONS.

THE Calcutta Government Mathematical Instrument Department supplies new instruments, &c., and repairs, examines, and adjusts, &c., old ones, on book debit, on the public service.

- ☐ **2.** All applications for instruments on the public service must be submitted in the following indent form and in duplicate:-

Indent on the Calcutta Mathematical Instrument Depot for Instruments required for the use of

Description of Instruments.	Quantity or number in use or in store.	Quantity or number indented for	Purpose for which required.	Avr

I do hereby certify that the articles specified in this indent are indispensably necessary for the purposes set forth, according to the best of my knowledge and belief, after the most careful examination.

Recommended.

Countersignature of approving authority.

Signature of Indenting Officer with designation of a

- ☐ **3.** All indents* must be duly approved and countersigned by the heads of departments, or of the Government under which indenting officers may be serving, before they can be supplied, viz.-

Topographical Surveys,	by Surveyor-General of India.
Trigonometrical „	„ Superintendent of the Survey.
Revenue „	„ „ „ „
Settlement „	„ Boards of Revenue.
Public Works Department,	„ Superintending Engineers or higher authorities.
Telegraph Department,	„ Director-General of Telegraphs.
Marine Department,	„ Master Attendant.
Quarter-Master-General's } Department,	„ Quarter-Master-General of the Army.
All other Civil Officers or } Military Officers holding } Civil employ.	„ Secretary to Government under which serving, or Secretary to Board of Revenue.

and they should be addressed to the Superintendent, Government Mathematical Instrument Department, No.9, Park Street, Calcutta, and not to the Surveyor-General,

- ☐ **4.** The mode of transit and address, or station to which the instruments are to be consigned, must invariably be specified on indents in the proper column. Indents need not be accompanied with forwarding letters.
- ☐ **5.** All officers to whom instruments and other stores are issued on public service, have to account for them to the Examiner, Ordnance Accounts, Coilah Ghat Street, Calcutta, to whom all half-yearly and other returns of such instruments and stores, and all payments for them should be forwarded.
- ☐ **6.** All instruments and component parts of instruments, when no longer required, should be at once returned to the Mathematical Instrument Department for issue to other officers who may require them, except when the officer in charge considers that their transit charges may nearly equal, or exceed their actual value; in which case he should refer to the Superintendent, Mathematical Instrument Department, for instructions as to their disposal.
- ☐ **7.** When instruments are considered unserviceable by any officer, a survey should be held on them by a committee of Government officers, whose report should be forwarded to the Superintendent, Mathematical Instrument Department, who will issue instructions as to which of the articles are to be forwarded to the Depot, Calcutta, and which should be sold by public auction to the best advantage. The proceeds of all articles sold by auction must be deposited in the nearest treasury; and the treasury receipt, with auction account sale, should be forwarded to Examiner, Ordnance Accounts, Calcutta.
- ☐ **8.** When instruments are received for final deposit in store, a receipt will be granted for them by the Superintendent, Mathematical Instrument Department, to enable officers from whom received, to remove them from their debit, by forwarding their receipt to Examiner, Ordnance Accounts, with half-yearly or other returns of stores submitted to him.

- ☐ 9. All Government instruments, &c., requiring repair, &c., should be forwarded with an official letter or repair indent. If no longer required and intended to be deposited in store, it should be specifically mentioned.
- ☐ 10. All instruments, &c., received from England and issued on book debit on the public service will be charged at their invoice cost, plus charges incurred in landing, storing, and examining and despatching them, &c.; or when this cost cannot be ascertained, rate book prices will be charged. These are based on average rates.
- ☐ 11. Instruments made in the department will be charged at the actual cost, and those purchased locally for issue at cost price, plus 10 percent for incidental charges.
- ☐ 12. Instruments returned into store will be valued according to their condition.
- ☐ 13. It is particularly requested that sizes and sorts of instruments, length of scales, how divided, and purposes for which required, and generally any information which will guide this department in knowing, without further reference, the exact wants of the indenting officer, be put on face of indent.
- ☐ 14. The following list shows nomenclature of the various descriptions of instruments ordinarily kept in store of this department for issue on public service. This nomenclature, it is especially necessary, should be adopted in all indents.

To enable the indenting officer as well as the officer who countersigns and finally passes an indent to know the cost involved thereby, the average price of each description of instrument is also given in the annexed list. Indenting officers must invariably enter the value of all instruments required by them in column of indent allotted to the purpose.

The supply should be regulated, not according to what an officer would like to have, but what he can do with, or can do without.

Footnote

(1) Para, 3. All indents = Indent forms may be had on application being made to the Mathematical Instrument Office.
