

## CHAPTER XVIII.—CONTINGENT CHARGES.

### A.—MODE OF OBTAINING CASH.

514. Cash required to disburse contingent charges is obtained from treasuries directly by bills, i.e., in the same way as cash required for payment of pay and allowances.

1. Under this method the charges do not enter the divisional accounts at all, though ultimately in the Audit office they are charged against the appropriations to which they relate.

### B.—GENERAL RULES.

515. The rules in Chapter VI, M.F. and A.C., Volume I, and Appendix 12 of the M.F. and A.C., Volume II, apply generally to the Public Works Department to the extent that they may not be inconsistent either with the authorized method of obtaining cash for contingent charges. (*Vide* paragraph 514) or with any of the special rules in the Code.

516. The expression "Contingent Charges" as used in Public Works accounts does not include charges which under the rule in Appendix 4 are classified under some other head of expenditure, e.g., Works, Repairs and Tools and Plant. Supplies and Services, though classed as a distinct head of account, are governed by the rules applicable to contingent charges.

1. The following rules have been laid down for differentiating between the heads "Contingencies" and "Supplies and Services":—

Contingencies comprise those charges which are incidental to the management of an office as an office. Such expenditure is much of the same kind in all departments.

Supplies and Services comprise charges which are incurred, for the technical working of a department i.e., charges which are not merely incidental, but represent the main and proper activities of a department. Such charges are for the most part peculiar to the department in which they are incurred, e.g., the charges for chemicals for ferro prints and medicines and hospital necessities in the Public Works Department are treated as Supplies and Services.

517. (1) The cost of medicines obtained for disinfecting boats plying on canals will be charged to the canals, concerned under "Maintenance and Repairs".

(2) Charges on account of medical stores supplied to Public Works Department hospitals not connected with any particular work or system of works should be debited to "Establishment--Contingencies" -- "Supplies and Services".

(3) In all other cases, the charges will be debited to some particular work on system of works.

518. Deleted (G.O. No. 74, P.W. dated 11th January 1939).

### C—SPECIAL RULES.

519. The following rules are applicable :—

(a) The procedure prescribed in the M.F. and A.C. for drawing bills direct on the treasury, for keeping the accounts, of cash obtained on the bills and for making disbursements applies *in toto*.

(b) Contingent bills may be drawn only by the Divisional Officer or such other officer as may have been specially authorized by the local Government, the procedure for the encashment of the bills being the same as prescribed for establishment bills in paragraph 507.

(c) Payments made out of the cash thus drawn are subject to the rules of this Code, both in regard to the manner of authorizing and making payments and to the forms of vouchers to be obtained in support thereof.

(d) Debits from other departments or provinces for supplies chargeable to contingencies, intimations of which may be received from the Accountant-General, should be dealt with in the manner indicated in Article 181 of the M.F. and A.C., Volume I, without being formally responded to in the accounts of the division. Other debits, of which intimations may be received direct through Advices of Transfer Debit, and Stock and adjustment transactions arising within the division, should be cleared, by an entry in the regular accounts, by debit to "the Accountant-General's office on account of the Contingencies of the Division," the transaction being incorporated in due course in the Contingent bill as laid down in the rule already quoted.

1. In accepting invoices of store and work bills, etc., received from other divisions and departments, charges pertaining to contingencies should be clearly specified and, if necessary, distinguished from other charges, so that in cases where the necessary adjustment can be effected in the Audit office, this may be done without further reference to the Divisional office.

520. The cash obtained for contingent charges should not be mixed up with balances of cash obtained for other purposes, and care should be taken that cash charges relating to other heads are not brought to account, even temporarily, as contingent charges or *vice versa*.