

M
ZD11C011
M81
19115

49879

GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

A



MANUAL

OF

INSTRUCTIONS FOR THE CONDUCT OF BUSINESS
IN THE PUBLIC WORKS SECRETARIAT.

COMPILED BY

RICHARD PARSONS, CHIEF ASSISTANT,

AND ISSUED BY ORDER OF GOVERNMENT.

Am
12-3

MADRAS:

PRINTED BY R. HILL, AT THE GOVERNMENT PRESS.

1881.

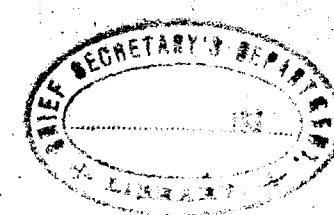


TABLE OF CONTENTS.

CHAPTER I.—General Duties and Organization of the Public Works Department of the Government of Madras.
Paras. 1—3.

CHAPTER II.—Apportionment of work amongst Members of Government.
Paras. 4—14.

CHAPTER III.—Relations of the Public Works with other Departments of the Secretariat.
Paras. 15—17.

CHAPTER IV.—Internal organization of, and mode of working, the Office of the Secretary in the Public Works Department.
Paras. 18—38.

CHAPTER V.—Disposal of ordinary receipts.
Paras. 39—71.

CHAPTER VI.—Recording.
Paras. 72—94.

CHAPTER VII.—Special rules for different sections.
Paras. 95—134.

- I.—ESTABLISHMENT.
- II.—BUDGET.
- III.—CASHKEEPER.
- IV.—TECHNICAL SECTION.

CHAPTER VIII.—Forms of communications and orders.
Paras. 135—160.

CHAPTER IX.—Correspondence with the Secretary of State.
Paras. 161—175.

CHAPTER X.—Rules to promote expedition in disposal of business.
Paras. 183—186.

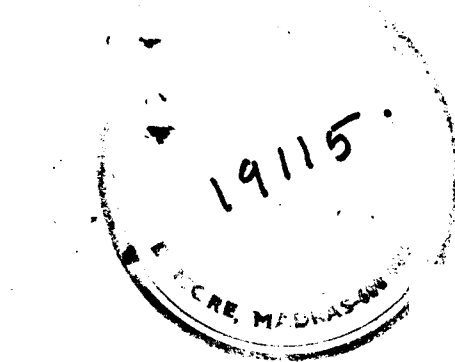
CHAPTER XI.—Rules to prevent accumulation of useless records.
Paras. 187—190.

CHAPTER XII.—Miscellaneous.
Paras. 191—224.

CHAPTER XIII.—Personal matters.
Paras. 225—253.

- I.—QUALIFICATIONS.
- II.—ATTENDANCE, LEAVE, &c.

CHAPTER XIV.—Press.
Paras. 254—265.



M
Z211(DI)
M81



GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

A MANUAL OF INSTRUCTIONS

FOR THE

CONDUCT OF BUSINESS IN THE PUBLIC WORKS
SECRETARIAT.

CHAPTER I.

*General Duties and Organization of the Public Works Department
of the Government of Madras.*

1. The Public Works Department disposes, under the orders of the Governor in Council, of all business connected with Provincial and Imperial roads, buildings, harbours, irrigation and navigation canals, and in fact of all works which find a place in the several Public Works Budgets and which are executed by the officers of the department, and again of all matters connected with the administration of Guaranteed and State Railways. Nature of work carried out by the Public Works Department.
2. The control exercised by the Government of India is generally of a financial character (chiefly relating to the scale of establishment to be maintained), all executive management being as a rule left entirely to the Madras Government under such financial rules as may from time to time be issued by Her Majesty's Secretary of State or the Government of India, and subject to the general system of administration as laid down in the Public Works Code and the Standing Orders of the Government of India. Control exercised by the Government of India.
3. The Madras Government have to transmit for the information of the Government of India, their Proceedings in full or in abstract. Transmission of Proceedings to Government of India.

CHAPTER II.

Apportionment of Work amongst Members of Government.

- Division of business how arranged. 4. The business of the different departments of Government is, for the purpose of first perusal of papers and of passing orders thereon, distributed between the Members of Council in such manner as may be decided by Government.
- Duty of Secretaries in this connection. 5. The Public Works Secretary and Joint Secretaries in the Irrigation and Railway Branches send the papers in their several branches to the Member of Council who thus takes the business of the department, or under certain special circumstances refers them also to the Governor and other Members of Council.
- Routine papers. 6. All papers not of very special importance are disposed of finally by the Member to whom the business of the department is apportioned.
- Papers of more importance. 7. Papers of very special importance are sent with the initiating Member's orders either to the Governor alone or to the other Members of Government for opinion. Questions in which the Military Department have an interest, whatever their importance, are invariably sent for the remarks of His Excellency the Commander-in-Chief, in addition to the Member in charge of the Public Works Department. It is the duty of the Secretary to send them round, if for any reason it should appear to him desirable to do so.
- Oral discussion. 8. In the event of a difference of opinion among the Members, the papers are usually brought up by the Secretary for discussion in Council, the decision of the majority being final.
- Papers relating to other departments. 9. Papers which involve considerations relating to another department should invariably be sent by the Secretary to the department concerned for opinion prior to circulation.
- Special circulation of important and urgent papers. 10. Papers of special importance and of urgency will, in the absence of the Public Works Member, or when delay would be involved by adopting the usual course, or again when questions of new appointments of officers and other special matter connected with the establishment is involved, be sent first to the Governor for orders.
- Circulation of draft despatches. 11. Important despatches to the Secretary of State are usually drafted upon the orders of the Members of Council or of the Governor, and in sending round the despatches for signature the papers should accompany them, if they have not been circulated previously.
- Circulation to the Governor of important measures. 12. All proposals involving any large or permanent expenditure or otherwise of special importance should be sent to the Governor after they have been seen by the Member in charge of the department.
- Special instructions for circulation of urgent papers. 13. Papers and telegrams of importance requiring immediate action, or the communication of which to the Secretary of State by telegraph or by first mail is desirable, should be transmitted at once to the Governor or to the responsible Member of Council in packets or boxes marked *urgent*. When such papers are to be printed for circulation to the Council or transmission to the Secretary of State they should take precedence of all other business in the Government Printing Departments.

14. All appointments in the Engineer Establishment originate with the Governor, and his orders should be first taken in all such cases, the papers being also sent to the departmental Member or taken into Council.

CHAPTER III.

Relations of the Public Works with other Departments of the Secretariat.

Sanction to Public Works expenditure.

15. No orders giving *sanction* to Public Works expenditure should be issued from any other department than that of Public Works. Infringement of the rule should be brought to the notice of the Secretary to the department concerned. All expressions of opinion regarding the conduct of officers, whether favorable or the reverse, should, prior to the issue of orders, be referred for remarks to the department to which the officer concerned belongs.

Questions affecting other departments.

16. In questions which arise in the Public Works Department affecting matters under the control of other departments of the Government regarding which there is any doubt, the papers should generally be forwarded to the department concerned for preliminary expression of opinion, the draft order being counter-initialled if considered desirable. Thus if a project for a jail is received in this department, the construction of which has not been sanctioned in the Judicial Department, or if it involve any departure from existing standards, &c., it should be sent to the Judicial Department before taking orders in this department.

CHAPTER IV.

Internal Organization of, and mode of working, the Office of the Secretary in the Public Works Department.

17. The administrative work of the department is divided into the following branches:— Division of work into Branches.

I.—*General*, including all questions connected with the establishment employed on *general* duties ;

II.—*Irrigation*, including all works connected with—
Provincial or Imperial irrigation works,
Tanks,
Dykes,
Embankment and conservancy of rivers,
River improvements.

III.—*Buildings and Roads, i.e.*, all buildings, &c., Provincial or Imperial connected with the—

Army,
Post office,
Revenue Department,
Telegraph ,,
Marine ,,
General ,,
Ecclesiastical ,,
Educational ,,
Judicial ,,

Also all questions relating to—

Roads,
Bridges,
Navigable canals other than those connected
with systems of irrigation,
Accommodation for travellers,
Improvement of towns,
Harbour improvements,
Light-houses,
Mines,
Manufactures.

IV.—*Railway*, including both Guaranteed and State Railways.

Questions connected with *special* establishments, such as the irrigation conservancy establishment, the establishment of Deputy Consulting Engineer, &c., are dealt with by the Chief Engineer in charge of the branch to which the establishment may belong.

Questions connected with the Public Works Establishment employed on *general* duties will be dealt with by the senior Chief Engineer for the time being in charge of the General Branch, who will, however, be expected to consult his colleagues, and to obtain their general concurrence before proposing to Government the transfer or posting of any of the responsible executive officers of the department who either are, or are to be, employed on important works of the other branches.

The same course should also be followed when submitting to Government proposals with regard to works, the construction of which will affect the works of another branch.

Division of Records.

18. The records including "Proceedings" connected with *Irrigation, General Public Works, and Railways* are kept in the Secretariat with distinct series of numbers, viz. :—

General and Buildings and Roads	...	W Series.
Irrigation	...	I "
Railway	...	R "

19. The records of the Chief Engineer, Public Works Department, are also kept in the Secretariat, but those of the Chief Engineer for Irrigation and Consulting Engineer for Railways are kept in their respective offices. The records of the lithographic section are also kept distinct.

Office Establishment.

20. The establishment of the Chief Engineer, Public Works Department, and the lithographic section are under the immediate charge of the Deputy Chief Engineer and Under Secretary in the Public Works Department.

Division of work among Secretaries.

21. The Secretary is generally responsible to the Government for the proper transaction of the business of the department. But the Joint Secretaries in the Irrigation and Railway Branches initiate and dispose of, in their own offices, all questions relating exclusively to the business of their respective branches, the papers being registered, circulated, indexed, printed, issued and recorded in the Secretariat. Copies of all orders on Irrigation and Railway matters are however furnished to those branches respectively for separate record. All orders drafted in the Irrigation or Railway Branches which may affect the general finances, administrations or establishments of the department should be circulated through the Secretary. Officers are responsible that all orders drafted by them are in accordance with the rules of the department and the instructions of the Members of Government.

Correspondence with Heads of Departments.

22. Questions relating to Military details should be referred to the Adjutant-General, Quartermaster-General, or Officers Commanding Divisions. The Chief Engineer may correspond direct with the Heads of all the other Departments of Government on all matters relating to details of works appertaining to their departments. In those cases in which the Heads of Departments are Boards, the Chief Engineer should address the Secretary. Proceedings of Government are, however, addressed to the Boards.

Approval of Orders by Members of Government.

23. In matters of minor importance, orders are prepared without previous reference to Government, but all orders, except on matters of mere routine, should be approved by the departmental Member, or other Members as may be necessary.

Routine business of Branches.

24. The officers specially in charge of the several branches should understand that they are expected to maintain a sufficient general control over all the routine business of their branches as well as to conduct the duties connected with the preparation of notes, letters, &c.

25. All Standing Orders either communicated by the Government of India or initiated by the disposal of special cases in Madras should at once be sent to the Examiner, whose duty it is to frame and circulate the same for approval of the Code Committee before final issue.

Similarly all proposed new Standing Orders, and especially new forms which it is thought desirable to introduce in either the "Roads and Buildings" or in the "Irrigation" Branch,

should be circulated for approval of the Code Committee previous to final disposal.

26. The proper despatch of business requires that constant attention should be given to the regular and punctual working of the office establishments in all stages of the processes through which papers have to pass from their original receipt to their final recording in the proceedings, and any neglect of the orders of the department on the part of the office establishment should at once be checked, and, if necessary, brought to the knowledge of the Under Secretary or Secretary by the Chief Assistant and Manager.

Attention to regular working of Office Establishment.

27. A short time every week devoted to inspecting the registers, &c., will secure what is wanted, and will ensure regularity and precision, without which the more important duties of the office cannot be satisfactorily carried on.

Inspection of Registers.

28. Periodical inspections of the registers and other books of the office should be regarded as specially enjoined on the Chief Assistant and Manager.

To be done periodically.

29. On occasions of all vacancies or promotions, it will be the duty of the Chief Assistant and Manager to submit an office note for the orders of the Secretary.

Reports of Chief Assistant.

30. The following are some of the main points to which attention should be given on occasions of periodical inspections :—

Points to be noticed.

I.—Regularity in marking off in the Registers the disposal of papers received. This is essential to the prevention of arrears.

II.—Attention to the *part* of the proceedings in which the papers are recorded. Serious needless expense may be caused by printing at length papers of minor importance.

III.—Care in checking the Index and Contents of the Proceedings, to see that the important matters are properly noticed and prolix and unsuitable titles rejected.

IV.—The introduction of illustrative sketches in the proceedings should not be allowed unless essential, and then only after approval by the Under Secretary.

V.—Attention should be paid to the dockets, which should be clear and sufficiently full, without being too lengthy.

VI.—The neglect to record papers should also be corrected.

VII.—The habit of putting up useless papers, and neglecting to put up those really required, should be checked.

VIII.—The orderly arrangement of the bundles sent up for orders should be noticed.

IX.—Attention should be paid to tying the bundles, so that they can be easily opened, and to folding the letters, so that they shall be of one size.

X.—The handwriting of Clerks should be carefully watched. Neatness and legibility should be specially attended to.

31. The Chief Assistant and Manager is the head of the Office Establishment, and he is to be recognized as responsible

Position and duties of Chief Assistant.

for the general discipline of the office. He will enforce regular attendance throughout the office, and report any instances of failure or remissness that may come to his notice to the Under Secretary.

32. He is to exercise a general supervision over the Clerks placed under his control, to be careful that they are fully and properly employed on the public business of the office, satisfying himself that there are no impediments creating unnecessary delay, and assisting the clerks in any point of difficulty that may arise.

33. He is authorised to frank all letters sent by post on Her Majesty's service only.

34. He will control the contingent expenses of the office and be responsible that no unauthorised charges are admitted, the cash-book being initialled by him daily before submission to the Under Secretary.

35. He will see that all requisitions for papers from the Secretaries and Under Secretaries, &c., are promptly and correctly complied with, that the copying work is expeditiously done, that papers to be printed are properly marked on drafts, and that the "communications" are inserted before the papers go down to the Press.

36. Finally, the Chief Assistant will initiate draft orders in the General and Buildings and Roads Branches on ordinary current subjects.

37. The Second Assistant will take a fair share of the work of drafting and aid the Chief Assistant generally, and be prepared to act for the Chief Assistant whenever the latter may be absent.

Position and duties of
Second Assistant.

CHAPTER V.

Disposal of Ordinary Receipts.

38. A letter on receipt is opened by the Chief Assistant and by him made over to the Registry Clerk, who enters it in the Numerical Register. The date of receipt and current number are entered on the face of the letter in *red ink*, and the number of enclosures is also marked, plans being separately noted. Each enclosure should bear the current number with its consecutive number. Thus:—

P.W. ^{Encl. 2}₁₈₉₀ would indicate that the document was enclosure No. 2 of current number 1890. The general number of the receipt is entered at the head of the paper folded lengthwise. In the event of a paper being sent out in original and returned to the office it is registered a second time, the original number being scored out and the new number entered above it.

39. After registry, the letter should be chained with former correspondence if any. This is done by noting the number and date of the last despatch, letter, or G.O. in the case, or if the letter opens a new subject by writing "No previous correspondence" or N. P. C. at the foot of the back of the letter when folded up, so that the entry may be readily seen when the letter is subsequently taken out of the Record bundles. This is the "back chain." At the same time a note of the letter received must be made on the margin of the draft of the letter or G.O. replied to or referred to. This is the "forward chain." Though no former letter is quoted, there may have been previous correspondence, and this should be looked to.

40. The chaining should be completed before any letter is accepted for deposit in the Records.

41. The "back chain" enables the Clerk in charge of the Records to take all the former correspondence in a connected series out of the bundles without referring to the Registers, while the "forward chain" serves to show the replies received to any letter despatched. For the proper completion of a file, the "Table of Contents" must also be consulted.

42. The letter after registry should be sent to the Records. The necessary papers to make up the file will then be collected under the direction of the Record Clerk. Further disposal in the Record Section.

43. All papers will, after completion of files, be sent to the Chief Assistant who will initiate such orders as may be necessary and mark the papers that should be made over to the Second Assistant, Under Secretaries, and Joint Secretaries. And by the Chief Assistant.

44. If spare copies of a letter are received they should be made over to the Records (after being noted in the Register) to be destroyed when the papers come to be recorded, if found to be of no use. The accumulation of useless papers will thus be prevented.

45. When signed copies of the same Government of India Resolution, addressed respectively to the General, Irrigation and Railway Branches are received, the copies addressed to the Irrigation and Railway Branches should be sent to the Joint Secretaries concerned for "perusal," with remark that the question will be disposed of in the General Branch if that be Additional signed copies.

the intention. On return initialled by the Joint Secretaries, the copies should be attached to the original on the first opportunity. The issue of the "perusal" copies should be noted on the original.

46. The plans received in the office will be entered in the Register of Plans before being placed in the almirahs.
- Urgent letters. 47. Letters marked *urgent* should be passed through the Registers, and the files put up for transmission to the Secretary without delay.
- Instructions on letters. 48. The Secretary will note anything that he thinks necessary in the shape of instructions on the various letters, and will return them to the Chief Assistant, who will see that the instructions are carried out. When the instructions are on a separate slip, these latter when faired and initialled should be destroyed and not kept with the files.
- Printed papers to be "put up" for files. 49. The printed collection of recorded papers should be used in completing cases, and not the manuscript copies, except where important remarks of the Members of Government have not been printed with the collection copies.
- Arrangement of files. 50. In arranging these papers those of oldest date should be at the top, the rest being placed in order of dates. Should the papers refer, as is sometimes the case, to more than one subject having some relation to the case on which orders are required, each set should be tied in a separate bundle, arranged in the manner noted above and linked to the first, the whole being subsequently tied together.
- Plans and Maps to accompany files. 51. In all cases needful plans and maps should accompany the file.
- File required for Periodical Review, Returns, &c. 52. The file usually required in the case of periodical reviews, returns, &c., is the previous return with any subsequent correspondence arising therefrom. Should the return be the first of the kind, then the order requiring its submission should be put up.
- Preparation of cases for disposal. 53. Cases will be prepared either by a suggested order, or by a precis or note, or by a draft at once, as occasion may seem to require. Suggestions in pencil should never exceed a very few lines.
- References to documents under disposal. 54. The current number of the documents on which an office note or precis is based should be entered at the head of the note or precis, and in cases where the precis or note is sent in circulation, the number and date of the document should also be entered at the head.
- Do. on slips in files. 55. All slips put up with cases should bear the current number of the document to which they refer.
- Matters to be attended to in the circulation of papers. 56. Papers marked for the perusal or orders of Members of Government will be put up every day and entered in the "Circulation List" kept by the Circulating Clerk, by whom they will be regularly despatched. Ordinary cases will be separated from those requiring early orders, and the latter will be put into a box to which a red label will be attached, or if put into a packet the word *urgent* will be written on the outside with *red ink*. The date of circulation of papers will also be marked on the outside either of the box or packet in which they may be enclosed. It is to be considered a general rule that all files leaving the

records are to be properly arranged, and all obviously useless papers removed. This will also be looked to by the Circulating Clerk before sending papers to the Members of Government.

57. The Circulation Book should be reviewed every week and a Register of Arrears kept up. All ordinary papers out for more than a fortnight should be shown as in arrears on a form which will be submitted to the Secretary. Telegrams and "special" papers should be brought forward if out more than a week. *Vide* paragraph 187. Arrears in circulation.

58. The Secretary may send round to the Members of Government drafts or bulky documents either in manuscript or proof at his discretion. Circulation of bulky documents in manuscript or proof.

59. Drafts prepared from orders by the Members will at the discretion of the Secretary be re-circulated for final approval of Government. Draft "from Orders."

60. A draft having been returned by the Secretary duly approved, it will, if to issue in manuscript, be numbered and dated, fair copied, compared, and sent up for signature. Approved drafts issued in manuscript.

61. If a draft has to be issued in print it will, after separation from the documents not to be printed and after being numbered and dated and the requisite number of printed copies marked thereon, be sent to the Press. The separated papers are to be carefully stitched together, to have the number and date of the order with which they are connected marked on the outside document, and to be retained by the Head Despatcher till the order returns printed. The papers will then be re-connected; and, after despatch of the signed orders, made over to the Record Clerk, who will satisfy himself before accepting them that they are complete and properly arranged. Do. printed.

62. The fair letters and orders, whether printed or manuscript, will be submitted for signature daily at an hour sufficiently early to admit of their being issued the same evening. Timely submission of papers for signature.

63. Manuscripts should previously be read and seen to by the Examining Clerk, and initialled in token of their having been examined. Manuscripts "examined."

64. Copies are to be kept of *all* orders, Chief Engineer's memoranda, endorsements, office notes, &c., issued from the office. Copies of all "issues" to be kept.

65. In cases in which a letter, memorandum, &c., is issued without the approval of the draft by the Secretary, the officer who has finally approved the draft will ordinarily sign it, the proper official designation of such officer being affixed to his name. In the event of the absence from office of the officer who approved the draft, any other officer may sign the fair on seeing that the draft has been duly approved. The responsibility in such cases rests with the officer who approved by initialling the draft. Fairs of drafts not seen by the Secretary.

66. Orders on which the drafts may have been approved by the Secretary will ordinarily be signed by him, but there will be no objection to any such order being signed by any other officer duly authorised on that behalf when such a course will obviate delay; his own official designation being used, except in cases of great importance, or in which censure is administered to an officer on the Engineer Establishment, when he will sign "for the Secretary." As a rule, however, all such letters should, when possible, bear the Secretary's signature. "Fairs" of drafts approved by the Secretary.

"Fairs" signed by the Under Secretary.

67. The Under Secretary will sign orders and letters of a routine nature, reminders, &c., the drafts having as a rule been previously approved by the Secretary.

Disposal of Petitions.

68. The number and date of disposals on all petitions registered in the Petition Department should be communicated to that department simultaneously with the issue of orders, and the fact of the communication noted on the draft.

Retention of papers.

69. No paper is to be retained by any Clerk unless specially marked. Papers ordered to "lie over" should be brought to notice at intervals of not more than a month, except in cases where there are clear and evident reasons or specific orders to the effect that such disposal must be postponed for a further period.

Confidential correspondence.

70. The following rules should be observed in the treatment of confidential correspondence :—

I.—Confidential papers should not pass in usual course through an office. Only the Head of the Office and a few trustworthy Clerks (whose names are to be noted) should deal with them.

II.—Confidential papers should pass from hand to hand, either by personal delivery, or to be sent in sealed covers.

III.—The entries in the ordinary Office Registers and Diaries should be made from slips furnished by the Confidential Clerk who deals with the papers, and should be *very general*, sufficient merely to admit of the paper being traced and referring to a separate register. This register should be kept by the Confidential Clerk, and should be in the same form as the General Register kept for ordinary correspondence.

IV.—Confidential papers should not be brought on the ordinary proceedings, but should be separately recorded and kept under the personal custody of the Confidential Clerk. If printed, the spare copies and the Proceedings Volumes should be treated with the same attention as the originals, and when forwarded for the information or use of Government should be sent carefully packed under double cover.

V.—As few copies of confidential papers as possible should be printed and a register should be kept of these showing how each copy has been disposed of.

VI.—When confidential papers are sent out of an office, they should be put into double covers, the inner one having the word "confidential" conspicuously written or printed on it and superscribed with only the name of the addressee, and the outer one bearing the usual official address.

CHAPTER VI.

Recording.

71. The Clerk in charge of the records is responsible for the condition and proper classification of all records of whatever character that the office may contain. Responsibility of Record Clerk.

72. A case having been disposed of, the unrecorded papers will be at once prepared for record, previous cases put up being returned to their places as soon as they have been counter-marked with the newly recorded papers. Papers prepared for Record.

73. The disposal should at the same time be noted in the Receipt Register and the fact entered on the original thus :— "Entered in Receipt Register, 5th April 1881. Similar entries should be made on the original after passing the Table of Contents, Index, and Despatch Register. It will be the duty of the Record Clerk to refuse to receive papers not so marked. Counter-mark.

74. All cases are to be regarded as "disposed of" and in a state to be recorded, when definite orders have been passed on them, whether those orders finally dispose of the reference or not. When a call is made for further information which is likely to be supplied at once, or where a preliminary reference is made to some other department without an expression of opinion in this department, the papers should not commonly be recorded till the case can be dealt with on its merits. Papers when to be regarded as "disposed of."

75. Cases calling for further orders in the Financial or other Departments if they have been gone into and disposed of on their merits so far as this Department is concerned, should be recorded on issue on the Public Works Resolution making the reference. Record of papers calling for further orders in other Departments.

76. The records of each branch are kept in two divisions. Division of "Branch" Records.
A.—Papers printed in full in the Volumes of Proceedings.
B.—Papers printed in abstract do. do.

77. Office Notes and Notes by the Members of Government to which the initials of the writer only are attached technically termed by the Government of India "*keep-withs*" are not to be recorded or brought into the proceedings except under special orders. They should, however, be marked with the number and date of the original draft order with which they are put up. Minutes by Members of Government, attested as such by the signature of the writer, will always be recorded at length in the Volumes of Proceedings and the collection copies, but not in the ordinary spare copies. In these latter the Minutes will simply be read. Minutes should be printed at length in all copies prepared for signature which go to the Government of India or to the Home Government, but not in copies prepared for issue or perusal by other departments, unless specially ordered. Record of "Notes" and "Minutes."

78. Bulky enclosures or statements and unimportant documents connected with Part A papers, which it is not absolutely necessary to reproduce in the printed proceedings, &c., may be put up in original with the recorded papers of the case with which they are connected. On each of these documents the number of the recorded proceedings with which it is to be kept will be entered in ink (unless rough notes for drafts subsequently faired). Record of enclosures not printed.

Removal of original documents from Record bundles.

"Part" under which orders should be recorded to be made by the Assistants.

Disposal of Part A papers.

Do. of Part B papers.

Do. of Chief Engineer's papers.

Papers to be sent to the Press daily.

Those not to be printed being eliminated.

Nature of entries in "Table of Contents" and Index.

Index of Volumes of Proceedings and "Contents," Parts A and B, when sent to Press.

Closing of Part A Proceedings of the month.

Proceedings not to be kept open after close of month.

79. No original documents should be removed from the record bundles until they have been noted in the record slip which is placed immediately below the boards. The current number for which the document may be required should be quoted. Unless this can be done, the initials of the person calling for the documents must be obtained on the record slip.

80. It is the duty of the Assistants to mark on each draft the *part* under which it should be recorded. It is necessary to guard against important papers being recorded in Part B, merely because the orders or letters are short.

81. If the case is to be recorded in Part A, the papers will be numbered, the outside or fly-docket and Table of Contents prepared and the Index made. The proceedings columns of the Receipt Registers will be filled in, and the papers will then be sent to the press. Proofs will be sent up for correction, and when printed and issued the complete collection, together with the manuscript originals, will be deposited among the records. Ordinarily six copies of the collection of papers in Part A cases are to be printed for the records, but when the papers are of great importance and are likely to be much referred to more copies should be ordered. For special cases the number of extra copies required will usually be indicated by the Secretary.

82. In Part B cases the papers will be numbered, and the fairs being despatched, the Table of Contents will be prepared, the proceedings columns of Receipt Registers filled in, and having been indexed, the papers will be sent to the Records for deposit. The "Table of Contents" is printed and inserted in the Monthly Volume of Proceedings.

83. Chief Engineer's papers will be numbered, the disposal columns of the Receipt Registers filled in, and the papers sent to the Records for deposit after despatch of the "fairs." These papers do not appear in the Monthly Volumes of Proceedings in any shape.

84. All cases to be printed at length in the proceedings must be sent to the press daily as recorded, accompanied by the usual docket.

85. No "put-ups" are to be sent to the press, or other papers which are not to be printed.

86. The entries in the "Table of Contents" of the proceedings both A and B should state in a concise way the nature of the reference and the order given on it. The Index should be prepared so as to give simple references to the subjects. When more than one subject is dealt with in an order, the Index should show each subject separately.

87. The complete Index of Volumes of Proceedings for each month is to be sent to the press on the 1st of the following month, and the "Contents," Parts A and B, in portions on the 10th, 20th, and last day of the month.

88. The last case Part A of each month should bear on the docket slip itself the remark "closes the month."

89. If from any cause papers are delayed, or if old papers are found requiring to be brought on the proceedings, they must be treated as belonging to the month in which taken up. The cases for the months' proceedings can thus never fall into arrears, and papers taken up for despatch to the printing office

after the 1st of the month will belong to the new month, no matter when the orders were issued.

90. When Minutes are written by Members of Council the "Minutes" how printed. fact will be recorded above the proceedings in the copies printed for issue. In those printed for office record and communication to the Government of India and the Secretary of State, they will be given *in extenso* before the proceedings. Spare copies of the Minutes should also be printed for the use of the Member of Government who records them.

91. In order that Minutes may be readily traced when required for reference, they should be indexed under the separate heading "Minutes." They should also be separately bound at the end of the year. Do. to be separately indexed and bound.

92. When censure is conveyed in Proceedings of Government which have to be communicated to officers other than those concerned, care should be taken that the paragraphs containing the censure are not circulated indiscriminately. This should be attended to in manuscript as well as in printed proceedings. Censure to be communicated to officers concerned only.

93. Notes by the Members of Government are not to be issued from the Secretariat. "Notes" by Members of Government not to be issued.

CHAPTER VII.

*Special Rules for different Sections.*I.—*Establishment.*

All Notifications affecting officers to be noted.

94. All orders relating to appointments, promotions and transfers, and the like, which appear in the Gazette, should be noted in the Establishment Registers against the name of the office concerned. The Establishment Clerk will carefully scrutinize the local Gazette, the Gazette of India, and the General Orders by the Government and Commander-in-Chief, and bring to notice anything which affects the establishments of the Public Works Department, with a view to such further action being taken as may be necessary.

Register of Executive Establishments to be maintained.

95. The Establishment Clerk will keep correct registers posted to date of the executive establishments of the department, both Engineer and Subordinate. These registers should show the service of each member from date of joining the department, and against each name should be recorded all orders administering either praise or censure, all promotions, degradations, leaves, transfers, &c.

Gradation List to be kept up and excesses and vacancies noted.

96. He should keep a correct Gradation List, and bring to notice all excesses or vacancies in the various grades.

Return of Officers and Subordinates.

97. Returns of officers and subordinates will be checked by him and retained in his charge.

List of charges and Officers available to fill them.

98. He will keep a correct list of all executive charges and of officers and subordinates available to fill them.

Events to be gazetted and communicated to the Examiner.

99. All appointments, promotions, leave, transfers, assumption and delivery of charge of officers of the Engineer Establishment should be gazetted, the draft notifications being sent to the press through the Examiner's office. These should, whenever practicable, reach the Examiner's office not later than noon of Monday in each week.

100. Similar events in the Upper Subordinate Establishment should be communicated to the Examiner for note immediately they are reported.

II.—*Budget.*

Estimates due for works in progress.

101. The Budget Clerk will bring to notice the fact that an estimate, original or revised, is due for any work in progress. As the Superintending Engineers are in future to receive the progress reports and are otherwise in a position to know precisely the requirements, the office should receive information regularly from them, and thus enable the Budget Clerk to keep the Secretary properly informed.

Register of sanctions.

102. Registers will be kept posted to date of all sanctions to estimates under separate heads, Imperial, Provincial, Local, Special, Irrigation, and of outlay on account of capital on guaranteed Railways accorded by Government.

Sanctions to be entered and numbered.

103. When a sanction is given, it should be at once entered in the register and properly numbered.

Sanction to changes in Establishment.

104. When sanction is received to changes in establishments, such sanction should be entered on the Register of Sanctions, the proceedings in which the sanction is recorded being noted.

105. When a revised estimate is sanctioned, the entry relating to the original estimate should be neatly scored through in *red ink*, and the number of the revised estimate should be entered in the column provided opposite to the original entry, and corresponding cross references should be made opposite to the entry of the revised estimate. (To prevent confusion, *erroneous* entries should be scored through in *black ink*). Similar cross references should be made between original and supplemental estimates.

106. Should it be necessary to record in the register any remarks regarding an estimate, such remarks should be written on the plain pages at the end of the book and referred to in the body of the register by a number in the column "reference to remarks."

107. All entries in the register should be as brief as possible, consistently with easy identification giving the designation of the work in the precise terms shown at the head of the estimate of the works described. In the column "description of works," all needless repetition of information (such as grouping, classification, locality, &c.,) separately provided for in the form should be carefully avoided.

108. When a sanction given embraces a number of separate though connected works each individual work or separated building should be entered in the register. Thus all the bridges in a line of road, all the locks, waste weirs, falls, &c., on a canal should be separately entered.

109. In such cases the aggregate amount sanctioned should be recorded against the general description of the scheme, and the aggregate sanction should alone be numbered in the series and separate works which make up the aggregate, bearing all the same number in the general series, but being distinguished by a separate numbering within the scheme, thus — $\frac{1}{3}$, $\frac{1}{2}$, $\frac{1}{3}$, &c.

110. In all correspondence regarding estimates, the register number and *fund* and *year* are invariably to be quoted in addition to the designation of the work: whether circle number or the secretariat number is quoted will depend upon who are the parties to the correspondence. The circle and secretariat numbers are distinguished by the following initial letters:—

Secretary to Government, Public Works Department	W.
Joint Secretary to Government, Irrigation Branch	I.
Do. do. Railway Branch	R.
Chief Engineer, Public Works Department	E. W.
Do. Irrigation Branch	E. I.
Board of Revenue	B. R.
Superintending Engineer, First Circle	S. E. I.
Do. do. Second "	S. E. II.
Do. do. Third "	S. E. III.

and so on for additional circles.

Thus Imperial No. 23 W. of 1875-76

Post Office at Madura.

or Provincial No. 17 S. E. 2nd of 1875-76.

Munsif's Court at Tut gudi.

111. In every order intimating sanction to an estimate there should be a paragraph to the following effect:—

"This sanction has been entered as Imperial No. 17 W. of 1875-76 in the register of this office" for Imperial Works, and

Form of sanction and facement of Estimates

Estimates retained how dealt with.	so on for Irrigation, Provincial, Local or Special. Sanctioned estimates should be en faced with the register number. 112. Abstracts of estimates not returned or sent to the Examiner find a place as "put-ups" of the case with which they are connected. Specifications and reports prefixed to estimates are dealt with in the same way.
Additional Registers to be kept up.	113. In addition to the registers of sanctions, the following registers should be kept up :— Register of Allotments to non-Budget Works. Do. of Works sanctioned for entry in the Budget. Do. of Imperial Funds promised. Do. of Provincial do. Do. of Re-appropriations requiring the sanction of the Government of India. Do. of Modifications of the Establishment Budget. Do. of Incomplete Works.
Irrigation Registers.	114. The irrigation registers should be kept up in the Irrigation Branch in accordance with prescribed forms.
Budgets on what based.	115. The budgets are prepared from estimates submitted by executive officers of works which have been duly sanctioned by Government. The grants are regulated by the funds available and the requirements of the public service, none but sanctioned works finding a place in the Budgets.
Date when due at Madras.	116. Budget estimates submitted to the Public Works Department of the Madras Government should reach by the dates specified at the end of the Manual.
When due in Calcutta.	117. The following dates have been fixed for submission of budgets to the Government of India :— Imperial Budgets, 1st January. Provincial, Local, and Municipal Budgets, 15th February.
Indent for Stores from England.	118. As an accompaniment to the budget, the General Superintendent of the Public Works Stores submits by the 1st October in each year an indent of stores required from England under each head of service. These indents should, after approval, be forwarded to the Secretary of State, and copies sent to the Government of India.
Rules for expediting the preparation and issue of Budgets.	119. In order to expedite the preparation and issue of budgets from the Secretariat, the following rules should be attended to :— I.—After the budget has been struck off and before the forms are broken up, the figures and other variable entries should be taken out, and about twenty blank copies of the form obtained for use next year. II.—The budget should be written up from time to time as far as the data will then permit, so that by the time the last information required is received, very little will remain to be done. III.—Commencing early in November, the budget should be got out in the rough on a hypothetical basis, the nearest approximation practicable. IV.—On this basis the budget should be completed as far as possible, the works, the amount of their estimates, references and authorities all entered,

the work being done judiciously with ample space between each entry.	
V.—As the divisional estimates are received the entries should be checked, probable outlay during the year entered, the establishment portion finished, and by the 15th December the matter should be ready to put into type.	
VI.—The budget should be in a form to be dealt with by the Chief Engineer before the budget orders are received.	
VII.—Immediately on receipt of orders assigning funds, the works should be reviewed, and the amount brought down to the funds available by arranging under Class A all such as can be carried out in the year with the largest possible assignments to each, and giving under Class B all other works which can be brought forward for execution in case there are subsequently funds to spare.	
III.—Cash-keeper.	
120. The Cash-keeper is entrusted with the contingent allowance of the office, which should be lodged in the office cash-chest. All disbursements under proper authority should be recorded in the Cash Book, which will be initialled daily by the Chief Assistant and Under Secretary. The vouchers should be numbered, carefully preserved, and attached to the contingent bill in support of the charges.	Contingent allowance, how dealt with.
121. He will see that the imprest, the limit of which should be carefully reviewed from time to time by the Secretary, is recouped in the usual way from time to time as may be necessary, care being taken that the funds are not allowed to run out.	Recoupment of Imprest.
122. The Cash-keeper will also prepare the Salary and Travelling Allowance Bills of the office, and should be conversant with the Code Rules bearing on these matters.	Salary and Travelling Allowance Bills, and Code Rules bearing on them.
123. He has also the custody of the stationery under the general control of the Second Assistant, and is personally responsible for the detailed issues which should never exceed the authorised scale, except under special authority.	Custody of Stationery.
124. The list of office property will also be maintained by him, and he should bring to notice any discrepancy between his list and the actual numbers.	List of Office Property.

VI.—Technical Section.

125. Descriptive lists and drawings of the more important public buildings should be maintained with plans of all military cantonments, and a series of the standard designs approved by Government. All copies of standard plans should bear the number and date of the Government Order under which they are issued, taking care to cancel at once all obsolete or condemned standards, also copies of all topographical maps issued by the Surveyor-General or the Madras Revenue Survey Department relating to the Madras Presidency, and again all plans, &c., of ancient buildings, &c., made by the Public Works or other department.	Descriptive lists and drawings of buildings. Military Cantonments. Standard Designs.
--	--

Register of Plans.	126. Proper Registers should be kept up to enable plans to be readily traced.
Maps furnished to the Surveyor-General.	127. The Surveyor-General should be furnished with copies of maps on tracing cloth showing any alterations in existing roads or any new projects for roads or canals under construction.
Standard Specifications.	128. Copies of the authorised standard specifications of each kind of Artificers' work for the department should be kept posted with any suggested modifications and should be referred to for all estimates. See paragraphs 974 and 976 of Code. These should also refer by number to the several items in the schedule of rates as supplied for each division.
Schedule of Rates.	129. The schedule of rates for each kind of work commonly executed is prepared by divisions annually on the 1st October and forwarded through the Superintending Engineer to the Examiner, but to abridge the labor of preparing separate documents yearly, only the items which have changed in rate since the previous year are brought forward. That officer checks and compares the rates with the cost of work actually executed, and then submits the schedule to the Chief Engineer, by whom, on approval, it is issued to the department. Alterations to this schedule should not be admitted unless specially authorised by the Chief Engineer on the recommendation of the Superintending Engineer.
Standard Specifications need not be submitted with projects for sanction.	130. Projects submitted for sanction need in most cases only refer by number to the standard specifications, though giving full details of such modifications as may be considered necessary in these, and also in case of all work not provided for in the standard specification. Reference to the number of the standard will suffice.
Drawings returned to Executive Engineers.	131. Drawings sent up by Superintending Engineers for sanction of works should be returned to them.
Character of plans required.	132. As regards the character of plans required to accompany projects laid before this Government or the Government of India, reference should be made to paragraphs 964 and 965 of the Public Works Code.
Points to be attended to in the technical examination of projects.	133. The following points should be attended to in the examination of projects in the technical section of the office :— (1) Whether the project sent up is complete as to form heading, references, report, specification, details and abstract as directed in the Code. If failing in these particulars it should without further examination be returned to the Superintending Engineer, drawing attention to the several points in which a departure from orders is observable. (2) Whether the design is in accordance with standard plans and suitable to the purpose required. (3) Whether the scantlings of timber for roofing are sufficient as given in the Standard Tables of Scantlings. (4) Whether the quality of work provided for is appropriate to the class of building. (5) Whether the rates are reasonable, &c., in accordance with the schedules, or specially worked out for the locality and explained.

- (6) whether the plans, sections, &c., are complete, &c. The time of the draughtsmen should not be taken up with checking the correctness of all arithmetical details, as this duty devolves on subordinate offices, though a *few* items should always be selected for minute check.
134. Projects estimated to cost Rs. 5,000 and below, should be accompanied by *abstract* estimates only, when submitted for sanction and require no arithmetical check.
135. The registers of buildings prescribed by paragraph 1,395 of the Public Works Code will be kept up in the technical section. Care should be taken to see that they are complete and readily available for reference.

CHAPTER VIII.

Forms of Communications and Orders.

Forms of Communications specified.	136. The various forms in which communications may issue are—	Extract Proceedings, Letters, Office Memoranda, Dockets, Office Notes, Endorsements.
Extract Proceedings when employed.	137. All ordinary orders on references made by subordinate authorities are communicated in <i>Extract Proceedings</i> .	
	138. This form of communication is also adopted where a correspondence has to be sent to one of the other departments of the Government of Madras.	
Docket do.	139. The <i>docket</i> is used when copies of proceedings requiring no further remark beyond the information contained in the proceedings themselves are forwarded to the Government of India or other superior authority.	
Letter do.	140. When further remark is necessary, or in the case of formal communications, the <i>letter</i> form is employed.	
Office Memorandum do.	141. An <i>office memorandum</i> should, as an invariable rule, never contain orders. The office memorandum is the Secretary's mode of communicating, as distinguished from that of Government.	
Office Notes do.	142. <i>Office Notes</i> may be used when considered necessary between Secretaries or between the Secretary in the Public Works Department and officers of his department at headquarters.	
Endorsement do.	143. When a letter or other document, either in original or transcript, is passed on by the receiver to a third party, no explanation being required, a covering letter is not necessary, a simple <i>endorsement</i> intimating the dates of receipt and transmission being sufficient. When the necessary opinion or explanation can be given in a few words, it may be incorporated in the endorsement. This applies equally to communications to the Government of India as to all other authorities.	
Chief Engineer's correspondence.	144. Chief Engineer's correspondence issues in letter or memorandum form, or by a docket as may be required in each case.	
Forms of address in corresponding with native functionaries.	145. The undermentioned forms of address selected as equivalent respectively to "Mr." or "Esquire" should be used in all official correspondence in the case of those native functionaries who by virtue of their office under Government would be addressed as "Mr." or "Esquire;" if they happened to be Europeans or Eurasians, viz.:— I.—The incumbents of all appointments made and gazetted by the Government and of appointments the monthly salary of which is not under 200 rupees a month, will, if Mahomedans, bear after their proper names the affix of Sahib Bahadur; all others the affix of Garu or Averal with the letters M. R. R. prefixed.	

II.—The incumbents of appointments not made and gazetted by Government, the monthly salary of which is 50 rupees, but under 200 rupees, will, if Mahomedans, bear the affix of Sahib; all others the prefix of M. R. R.

N.B.—Native gentlemen holding the office of a Justice of Peace, or of a Judge, so styled, are entitled to be addressed as "Esquire" agreeably to the English usage.

146. Letters will usually be written on not less than half a sheet of foolscap, leaving quarter margin on the inside of page, but brief letters or memoranda may be of the docket form on a quarter sheet of foolscap cut longitudinally. Size of letters.

147. A brief docket must be written on every official document, so that its nature may be seen from the outside when folded up. The docket of estimates and bills must show their amount. Dockets to be written on official documents.

148. Each separate subject should be included in a separate letter, *e.g.*, questions connected with the strength of establishments should not be mixed up with matters relating to engineering or the construction of works. Separate subjects to be treated in separate letters.

149. Each paragraph of a letter should be separately numbered, and when either those or reports exceed the ordinary length, there should also be short marginal headings indicating the subject.

150. Care should be taken to see that all papers are properly punctuated and examined, that the initials of the Examining Clerks are attached before despatch, and that the docket conveys a correct summary of the contents. Every official document should be authenticated by the signature of the proper officer being attached in a clear and legible manner. Precautions to be taken before issue of letters.

151. Extracts of correspondence may, when necessary, be inserted in a letter, in preference to attaching copies. When enclosures are sent with a letter, a list must accompany giving the number and date of each. Extracts of correspondence and list of enclosures.

152. When the enclosures of a letter received do not agree with the list, advice of the missing documents should be communicated to the despatching office by return of post. Action to be taken in the case of missing enclosures.

153. It must always be remembered in business that the Government of Madras is one Government, although its work is carried on in several departments. It is consequently not a proper thing to address other departments by *letter*, or to say anything that has the appearance of setting up the authority of one department against another. There is only one authority, that of the Government of Madras. Where differences of opinion arise in the various departments, they should always be referred to as the opinions of the Government in the particular department in which they have been formed. Any *absolute orders* of the Government in the Public Works Department that effect other departments should always be communicated to such departments by *extract proceedings*. Departmental position explained.

154. New rules, modifications of existing rules, &c., in connection with matters which are treated of at length in the Public Works Code, whether initiated by the Government of India or by the Madras Government, are issued to the department in standing orders after approval by the Code Committee. Standing Orders when used.

Standing Orders how framed.

155. Standing Orders should be prefaced by a concise title or heading and with a reference to a particular paragraph of the Code. They should be free from preambles or reasons and merely contain the orders. When reasons are requisite they should issue as extract proceedings in the first instance, with full explanation, and subsequently as bare orders in the form of Standing Orders. When Standing Orders issued by the Government of India are made applicable to Madras, such will be duly intimated by that Government.

Distribution list of Standing Orders to be kept up.

156. A list showing distribution of Standing Orders and other documents or books not usually accompanied by formal communications should be kept up.

Proceedings to be furnished to Sanitary Commissioner.

157. The Sanitary Commissioner to the Government of Madras should be furnished with copies of all proceedings which may be of use to him.

Proceedings to be furnished to Principal, Civil Engineering College.

158. The Principal of the Civil Engineering College should also be furnished, through the Director of Public Instruction, with copies of proceedings affecting the institution of which he is the head.

Proceedings to be furnished to Chamber of Commerce.

159. The Chamber of Commerce should be supplied with papers of commercial interest and those affecting the running of trains.

Uniformity in designating the Governor.

160. Uniformity in the mode of designating the Governor should prevail in the several Secretariats of the Government of Madras. The proper title and mode of address will ordinarily be intimated by the Chief Secretary on each occasion of a fresh incumbent. When the Governor acts with his Council, the words "in Council" should be added to the designation adopted.

Form of expression in Government Orders to be attended to.

161. In communicating the orders of the Government, care should be taken to avoid the use of expressions attributing them to the Governor alone or to the Secretary; and precautions should be taken in correspondence with other offices to check any tendency to misconceptions of this character.

CHAPTER IX.

Correspondence with the Secretary of State.

162. The Government of Madras usually confines itself to one subject in reporting to the Secretary of State. One subject only dealt with in each Despatch.

163. Purely formal communications such as — Formal communications.

I.—Postal copies of telegrams.

II.—Advices of the despatch of annual reports.

III.—Lists of casualties among Uncovenanted European servants of Government.

IV.—Departmental indents for stores—
may be submitted to the Home Government under cover of a letter from the Secretary addressed, either to Her Majesty's Under Secretary of State, or to the departmental Secretary at the India Office.

164. As regards indents for stores, they should in all cases be accompanied by a statement that the supply has been duly considered by Government. Explanations when necessary should also accompany with such detailed specifications accompanied by drawings as may serve to explain precisely what is required. Indents for Stores.

165. In all cases involving questions of pensions, gratuity, allowance, and the like, in which the orders of the Secretary of State are needed, whether the question is raised by a memorial to his address or otherwise, the matter should first be submitted to the Government of India. The Secretary of State should only be addressed in respect of such questions through the Government of India in cases of appeals from the orders of the Government of India. Questions of Pension, Gratuity, Allowance, &c.

166. On all despatches to the Secretary of State sent up for signature it is to be noted in pencil whether the draft has been approved or not and by whom. In case of drafts not having been approved by the Governor and entire Council, the papers are to be put in the box or packet with the fair for signature. Despatches of merely routine character, *e.g.*, transmitting Last Pay Certificates and other Returns, &c., need not be previously circulated to all the Members of Government in draft. Approval or otherwise of draft to be noted.

167. All letters to the Secretary of State are to be brought on to the regular records with the rest of the papers of the case referred to, and are to be recorded also when specially written on a subject not connected with other papers. The distinct series of numbers, however, for Home despatches will be adhered to, the serial number being given above and the proceedings number below, thus $\frac{1}{2} \frac{1}{3}$. Despatches to Secretary of State to be brought on the regular Proceedings.

168. The same rule applies to letters from the Secretary of State. These, whatever the subject, are brought on the regular record in the Monthly Proceedings at length as disposed of. The printed collections will thus always contain, as an essential part of them, the connected correspondence with the Secretary of State, and the correspondence with the Secretary of State is thus dealt with exactly in the same manner as that with any other authority. Despatches from do. do.

169. A separate collection of the correspondence with the Secretary of State will be bound apart from the volume for each month. Secretary of State's correspondence to be bound up separately.

- Home Despatches separately indexed. 170. The index should have special entries under "Home Government" for all despatches to and from the Secretary of State.
- Enclosures to accompany Despatches. 171. Printed copies of the papers referred to in despatches to the Secretary of State must invariably accompany the despatch. Nor should the enclosures in any case follow the despatch, the transmission of the despatch being delayed, if necessary, for the completion of the enclosures.
- Copies of Despatches to be kept. 172. Eight copies of ordinary despatches to and from the Secretary of State, with copies of the enclosures when printed, are to be kept and filed for use in the records for Madras and Ootacamund.
- Review of Proceedings with the object of reporting Home. 173. The Chief Assistant will examine the Contents of the Monthly Proceedings, Part A, as soon as ready, with a view to the Secretary's orders being obtained as to reporting subjects specially to the Secretary of State.
- Care in the preparation of Despatches. 174. Special care should be taken in the preparation of despatches to the Secretary of State that the main points are properly brought forward.
- Reference to be made to "Minutes" of dissent. 175. In cases in which any Member of the Government records, in a minute, his dissent from the general conclusion adopted, the circumstance should be suitably referred to in the letter reporting the result to the Secretary of State, and the nature of the arguments on which the conclusions adopted by the Government have been based should be explained. Otherwise no allusion will be made to variations of opinion, unless under special orders.
- Signature of Despatches by dissenting Members. 176. The signature of the despatches to the Secretary of State by Members of Government in case of their dissent being recorded by a minute or in the office notes, is to be understood as only intended to authenticate the document, and not to commit them to the opinions expressed.
177. All messages to the Home Government should be addressed to the Secretary of State alone and not to any Head or Junior Secretary of any Department of the India Office.
- Subjects of official telegrams to Secretary of State to be enlarged upon in despatch to follow. 178. When an official telegram is addressed to the Secretary of State it should be followed on the first opportunity with a despatch reciting it, and, if need be, explaining more fully the subject to which it refers.
- Packing Accounts. 179. A packing account showing the nature of the stores, quantities, and weight of packages is forwarded by the Brindisi Mail following the sailing of the steamer or sailing ship conveying stores to India. This original packing account is to be retained in India. The duplicate Packing Account is forwarded by a subsequent mail, and should be returned to England with the remarks of the Committee of Survey or of the officers who may receive the stores, inserted in the columns left for the purpose.
- Report of death of European Officers. 180. The death in India of every European employed in the department is to be at once reported to the Secretary of State.
- Books published in India. 181. Copies of all books published in India in the vernacular languages or in English are to be supplied to the Secretary of State for the use of the British Museum. This does not apply to Progress and Administration Reports and such like papers of

which copies are at present supplied to the Secretary of State, but papers of a special, professional or scientific character which may be published under the orders of Government or by an officer of the department. The Financial Department of the Government of India arranges for the recovery of the price of all private publications supplied to the British Museum under this arrangement.

182. Communications of despatches of the Secretary of State to private persons are to be made in abstract, or so much only of the text is to be given as may be necessary with reference to the disposal of the matter in hand. Communication of Secretary of State's Despatches.

183. When a memorial to the Secretary of State praying for a pension or gratuity is forwarded to the Government of India, it should always be accompanied by an application for pension in the prescribed form and by a report on the applicant's claim from the account officer concerned, unless the Government are unprepared to support the prayer. Documents to accompany Memorials for Pension, &c.

CHAPTER X.

Rules to promote expedition in disposal of business.

Arrear list to be prepared. 184. On the 15th of each month a return of papers received during the previous month and still undisposed of should be prepared. The return will, in the first instance, be sent to the Assistants, who will note such papers as may be in their possession, and will then be submitted to the Under Secretaries and Joint Secretaries, and finally to the Secretary.

Subsequent disposal. 185. When returned by the Secretary the lists are to be kept and cases scored out as they are disposed of. These returns will be prepared in book form, so that previous returns may be available for reference at any future time.

To be abstracted. 186. After the return has been seen by all officers in possession of papers, it will be completed by an abstract in the following form :—

Remaining undisposed of on—

15th May	...	...	...	...	26
15th June	...	...	...	...	6
15th July	...	...	...	...	1

Arrear list of papers in circulation. 187. A list of papers circulated to the Governor and Members of Council and not returned within two months is to be prepared on the expiration of each month and submitted to the Secretary for him to place before Council or circulate.

CHAPTER XI.

Rules to prevent accumulation of useless Records.

188. All official books and records are the property of the State, and must be carefully preserved, unless their destruction be sanctioned by superior authority. All official books and records the property of the State.

189. The following should on no account be destroyed :— Records to be preserved.

I.—Records connected with expenditure when undisputed until after a lapse of six years, counting from the final closure of the accounts.

II.—Records connected with the expenditure on works not completed.

III.—Records of experiments and observations.

IV.—Records of claims to service and personal matters connected with those in the service.

190. *Public Works Budget and Budget Orders.*—Seven sets for each year may be bound up between boards and kept, one for general use in Madras, one in Ootacamund, two for the use of the Secretary and Under Secretary, two for the Assistants, and one for the budget section.

191. Complete sets, as many as may be necessary, of the following should be preserved in the Library for future reference :—

1. Gazette of India.
2. Madras Government Gazette.
3. Government of India Public Works Code.
4. Madras Public Works Code.
5. Standing Orders of the Government of India.
6. Do. do. Madras Government.
7. Circular Orders of the Chief Engineer, Public Works Department.
8. Do. do. Chief Engineer for Irrigation.
9. Do. do. Examiner, Public Works Accounts.
10. Do. do. Accountant-General, Public Works Department.
11. Do. do. Board of Revenue.
12. General Orders by Government (Military).
13. Do. do. by the Commander-in-Chief.
14. Quarterly Army List.
15. Establishment Lists of the Government of India.
16. Do. do. Madras Government.
17. Bound copies of the Public Works Budgets.
18. Do. do. Finance Accounts.
19. Do. do. Administration Reports.

Surplus copies being destroyed or otherwise disposed of.

Circulation lists may be destroyed every twelve months.

Lists of packets may be destroyed every twelve months.

CHAPTER XII.

Miscellaneous.

- Communications by Telegraph. 192. Communications by telegraph at the public expense regarding applications for leave of absence and appointments are prohibited.
193. All telegraph messages should be expressed in the fewest possible words consistently with a clear rendering of the meaning. Brevity next to clearness must be considered the most important consideration in telegraph messages.
- "Clear the line" and "Clear Offices." 194. On emergent occasions of great importance certain public functionaries, among whom is the Secretary to Government, Public Works Department, have the power to "clear the line," that is, to suspend the receipt and despatch of all messages until the one for which the line is "cleared" is passed on. In the case of confidential messages, "clear offices" may also be ordered.
195. No charges should be entered in any contingent bill for any other than State telegrams. Charges not so classified by the Telegraph Department will not be admitted by the Examiner.
- Papers supplied to local Journals. 196. Local newspapers are to be supplied with papers containing matters of general interest.
197. It should be borne in mind in the selection of papers for the Editor's Table that they should only contain such information as can be made public without prejudice to the interest of the State. As a general rule, subject under special circumstances to modification under the instructions of the Governor in Council, papers will not be communicated to the press which refer to subjects still under consideration by the Government of India or the Secretary of State, which relate to discussions which have taken place among the Members of Government, or which affect the personal character of officers.
- Administration Reports, distribution of. 198. Administration Reports should not be distributed to the general public till one month after they have been sent to the Government of India.
- List of Office property. 199. A list of office furniture and property generally should be maintained.
- Stationery to be obtained from the Stationery Office. 200. Articles of stationery available in the Stationery Office should not be procured elsewhere.
- Scale on which Indents should be framed. 201. The number and quantity of stationery articles indented for should be as small as possible, and should not exceed the scale of supply as per prescribed form.
- Special articles specified. 202. Indents should include drawing pencils, colors, and drawing paper, but not cloth for mounting drawings, which must be purchased.
- Supplementary Indents. Supplementary indents on the Superintendent of Stationery are only admitted in cases of real emergency.
- Indents for Books and Periodicals. 203. Indents for the supply of books and periodicals other than those laid down in Appendix P of the Public Works Code as part of the supply duly authorised by Government, require the sanction of the Chief Engineer.

204. Purchases of books should be strictly limited to those (principally of reference) which are of obvious practical necessity to the office. *Class of books that may be purchased.*
205. Indents for forms of accounts and returns will be sent to the Examiner for compliance. *Indents for "Forms."*
206. All requisitions for numbered forms should be drawn out in the prescribed form of indent. *Indents to be in form.*
- The counterfoil should invariably be filled up, numbered, dated, and initialled, and no other office copy will be required. *Counterfoil.*
207. Forms are issued either in books or in sets of 100, 10, &c., and a book or set is the unit for the form, supplies and indents being made accordingly. *Units of supply of forms.*
208. Indents should be despatched to the Office of the Examiner by the 20th January, April, July, and October. *Dates for despatch of Indents.*
209. Forms are not usually supplied on intervening dates, except under special circumstances, a note of which is required to accompany the indent which should be prepared in the prescribed form. *Exceptional Indent.*
210. Standard patterns of the various forms for correspondence, accounts or returns in use in the department are supplied from time to time from the Examiner's office. *Standard patterns of forms.*
211. Standard forms of the departmental accounts are not to be altered, except with the permission of the Government of India. The introduction of local forms of account requires the previous sanction of this Government and of the Code Committee, if of a miscellaneous or general character. *Standard forms not to be altered.*
212. Service labels are obtained by indent on Treasuries. Each indent should be checked by the Chief Assistant, who will satisfy himself that the requisition agrees with the counterfoil. *Indents for Service labels.*
213. The cost of the stamps will be advanced by the Cash-keeper from the Standing Imprest, and he will, on receipt of stamps, satisfy himself that the values agree with the amount shown on the counterfoil of the requisition. *Receipts to be checked.*
214. The stamps will then be made over to the Despatcher who will be responsible for them, bringing them properly to debit in the register kept for the purpose, and recording daily the issues and balance under each separate value. *And expenditure duly accounted for.*
215. Service books should be maintained in accordance with the provisions of the Civil Pension Code for all members of the establishment who are entitled to pension. *Service Books.*
216. All covenants with officers of the Public Works Department should be sent to the Examiner, Public Works Accounts, for note and return for final custody in the Secretariat cash-chest. *Covenants.*
217. Original papers should not be supplied on ordinary requisition without special authority. *Supply of original papers.*
218. No public papers should be shown nor copies given on private application, unless with the previous permission of Government. *Private application for papers.*
219. No requisitions for copies of official documents should be made to or complied with by any department, unless the papers. *Public requisition for papers.*

requisition is signed by a gazetted officer or an Assistant of the Secretariat.

Copies of Accounts, Circulars, &c., to be supplied to the Examiner.

220. The Examiner should be supplied with copies of all accounts, circulars, &c., issued by the Government of India as soon as possible after receipt.

Passage by Sea.

221. Officers proceeding by sea should be informed that they should engage their passages through the Master Attendant at reduced rates, or their passages should be engaged for them.

Information on Account matters.

222. Application should be made to the Examiner for information on all matters of account. It is his duty to obtain required particulars that are not available in his own office.

Relations of the Examiner with the Secretary.

223. The Examiner of Public Works Accounts as chief financial officer of the department is regarded as the financial adviser to the Public Works Secretaries, and their communications are chiefly of a personal nature as members of the same office; all formal correspondence between them being, as far as possible, avoided. All questions connected with finance and accounts are noted upon by the Examiner previous to being dealt with finally by the Secretary concerned, in order that Government, before passing orders on the case, may have before them, not only the aspect of the case from a financial point of view, but also the bearing of all the financial rules and regulations relevant to the subject.

Legal business.

224. In transacting business with the law officers of Government, the following summary of their several duties should be kept in view:—

Advocate-General.

I.—The principal law officer of the Government is the Advocate-General. His duties briefly put are—(1) to advise the Government upon legal matters referred to him; (2) to appear for the Government in legal proceedings on the Original Side of the High Court in which the Government is interested; and (3) to appear at the Madras Sessions and prosecute in cases of offences by Government servants against the Government.

Government Pleader.

II.—The duties of the Government Pleader as at present constituted are—(1) to appear before the High Court, Appellate Side, when instructed to do so by Government in all appeals in suits in which Government or officers of Government are parties; (2) to appear before the same tribunal in support of convictions in criminal appeals when directed to do so by Magistrates or by the High Court, or in appeals from orders of acquittal when directed to do so by Government; (3) to appear for Government in civil or criminal cases in Mofussil Courts when instructed to do so; (4) to advise Government on legal questions arising out of suits, &c., in the Mofussil.

Crown Prosecutor.

III.—The Crown Prosecutor is standing Counsel to Government in criminal cases arising within the original jurisdiction of the High Court. It is his duty to appear for the prosecution on behalf of Government and conduct all the cases at the High Court Sessions, except that in cases of murder and certain other serious offences in which the Advocate-General is required to appear on behalf of Govern-

ment; he acts as the Advocate-General's junior. It is also the duty of the Crown Prosecutor to appear as Counsel for Government and conduct Government prosecutions before the Presidency Town Magistrates, the Government Solicitor furnishing him with the necessary briefs. The Crown Prosecutor is also ex-Officio Public Prosecutor for the purposes of the Presidency Magistrate's Act 1877, and, as such, when directed by the Government to do so, presents appeals to the High Court from orders of acquittal, or dismissal, or discharge, made by Presidency Town Magistrates.

IV.—To each District Court is attached a Government Vakeel, who is a member of the local Bar. He is required to appear and act in all Government suits in the Courts of the District Judges' stations.

V.—The functions and duties of the Government Solicitor are shortly these—To advise the different departments and officers of Government in matters on which the opinion of the Advocate-General may not be required; in cases where that officer's opinion is required to lay the papers before him, and on receipt of his opinion to forward a copy of it to Government; to prepare contracts for the several departments of Government, and all deeds and conveyances to Government; to furnish the Crown Prosecutor with the necessary briefs in Police cases in which that officer has to appear, *i.e.*, all cases in which the prosecution is instituted or carried on by or under the orders or with the sanction of Government; to appear at the Police Courts and instruct the Crown Prosecutor in such cases; to send the necessary briefs to the Advocate-General for the quarterly Sessions of the High Court in all cases in which the Crown is immediately interested, and to appear in Court on the trial of such cases; and to institute, defend and conduct all civil suits and proceedings by or against Government, and where the sanction of Government has been obtained by or against its officers.

225. The stopping of the wages of public servants for the time they may be absent from duty in attendance as witnesses before Courts of Justice, in obedience to legal process, is forbidden. In every case where the attendance of a public servant is reasonable and his conduct in the case is not condemned, the Courts are required to give such public servants a certificate to that effect, in order to establish his right to pay.

Pay of persons required to attend at Law Courts.

CHAPTER XIII.

*Personal matters:**I.—Qualifications.*

- Composition of the Office.** 226. The Office of the Public Works Secretary is composed of two Uncovenanted Assistants, Clerks, Draughtsmen, Press Messenger, Attenders and Peons.
- Uncovenanted Assistants.** 227. The Uncovenanted Assistants are appointed by the Secretary, either by promotion in the office, or by selection of qualified persons outside the office.
228. The ordinary Uncovenanted Civil Service Examination Rules are applicable to the appointments.
- Qualifications required for Clerks.** 229. The qualifications required for clerks are as follow:—
230. The Uncovenanted Civil Service Examination must be passed for appointment above Rs. 20 and below Rs. 50. For appointments of Rs. 50 and above, the Precis Test, Higher Grade, must be passed. An examination in Public Works Procedure and Practice, as laid down in the Madras Code, is also requisite for promotion.
- First appointment.** 231. Clerks are ordinarily first posted to the lower appointments, vacancies in the higher appointments being, as far as possible, filled by promotion in the office.
- Apportionment of work.** 232. The appointment of the work does not necessarily follow the designations of the appointment. Every person will be available for any duties for which he may be required, either at Madras or Ootacamund, without any claim to allowances in addition to his fixed salary.
- Every Clerk to be conversant with rules laid down for his guidance.** 233. Every person employed in the Public Works Secretariat will be expected to make himself thoroughly acquainted with the instructions laid down for his guidance in this Manual and in the Public Works Code.
- A person in private employ seeking a Government appointment.** 234. When a person in private service seeks an engagement under Government without producing the written permission of his employer, the officer with whom the appointment rests should always communicate with the latter before appointing the applicant.

II.—Attendance, Leave, &c.

- Hours of Attendance.** 235. The hours of attendance are from 11 o'clock in the morning until 5 o'clock in the evening daily, except on the last Saturday of the month when, if business permits, the office is closed. No time is allowed for difference in clocks or accidental delay. Clerks are expected to be at their seats by 11 o'clock.
- Attendance Book.** 236. An Attendance Book is kept in the office, which should be initialled by Clerks before 11 o'clock. At 5 minutes after 11 o'clock the book is submitted for the inspection of the Chief Assistant, who should keep the book by him and make all late-comers sign and enter hour of arrival in his presence.
- Absence.** 237. Whenever any clerk is absent with or without leave, the circumstance is noted in the Absentee Register, which is

abstracted from the Attendance Book and submitted to the Under Secretary at the beginning of each week.

238. If any person is absent the whole day without leave he forfeits his salary for the day, and frequent or systematic absence or late attendance will lead to dismissal. Absence without leave, &c.

239. No Clerk is permitted to leave office during office hours without the permission of the Chief Assistant. Permission necessary to leave during office hours.

240. Every person absent on a plea of sickness must, if called upon to do so, produce a medical certificate of his inability to attend, and, as a rule, a medical certificate should be required when the absence extends over more than three days. Medical Certificate.

241. Regularity of attendance is deemed so important that it is taken into consideration in determining claims to promotion. Regular Attendance.

242. The office is closed on Sundays and on all authorised holidays as shown below:— Authorised Holidays.

	Days.
Christmas with New Year's Day (general)	 12
Easter (do.)	 6
Queen's Birthday (do.)	 1
Ash-Wednesday (Christians)	 1
Ascension Day (do.)	 1
Corpus Christi Day (Roman Catholics)	 1
Pongal (general to Hindus)	 2
Mahalia Ammavassia (do.)	 1
Dassara Feast (do.)	 1
Deepavally Feast (do.)	 1
Lunar Eclipse (do.)	 1
Solar Eclipse (do.)	 1
Vycoonda Yagadasy (do.)	 1
Triplicane Feast (Vishnu sect only)	 1
Kristna Jainthee (do.)	 1
Tamil New Year's Day (Tamil sect)	 1
Telugu do. (Telugu sect)	 1
Sivarathree (Siva sect)	 1
Avania Vuttum (only to persons wearing thread)	 1
Buckreed (Mahomedans)	 2
Moharum (do.)	 4
Sheebiburat (do.)	 1
Ramzan (do.)	 2

243. A Character Book is kept in which is recorded all praise, reprimands, fines, &c. Character Book.

244. Office hours must be devoted to the regular, diligent and punctual discharge of duties connected with the office, and the services of every Clerk may be commanded, whenever they may be available, for any duty for which they may be required, also for work beyond the ordinary office hours where absolutely necessary. Performance of duty.

245. Clerks are not to carry on any trade, business or profession, and they are not to have any other occupation which may call off their attention from their official duties. Extra Official occupations.

246. They are prohibited from making public any documents, papers or information of which they may become possessed in their official capacity. Making public official information.

247. No Clerk is to receive any strangers in the rooms in which the business of the office is carried on, except on official business. Admission of Strangers.

Official documents taken out of office.	248. No official documents are to be taken out of the office by any but the Assistants, without the express sanction of the Chief Assistant.
Office Order Book.	249. An Office Order Book is kept up in which all orders issued for the guidance of the Clerks are entered.
Section Order Book.	250. A similar book should be maintained in each section of the office, in which the senior Clerk will enter all office orders subsidiary to the Manual. This book should be called for by any clerk taking charge of new duties, and if not forthcoming the matter should be immediately reported.
Custody and check of Stationery.	251. Stationery is kept by the Cash-keeper under the supervision of the Second Assistant. Care should be taken that the issues are only such as are requisite for the purpose of the office, and that there be no waste. The book balances should be tested at least once each year by actual count, the result being examined and vouched for by the Under Secretary.
Accounting for Stationery by Clerks.	252. Each Clerk is, on receiving stationery, to be liable to have to account for the expenditure of what has been previously issued to him. Copyists should keep a daily account of the quantities used and submit the same for examination when requiring fresh supplies.
Articles of a durable nature.	253. Penknives, rulers, penholders, and other stationery of a durable nature are not allowed, unless the old ones are surrendered.
Mislaid.	254. If such articles are mislaid, the persons losing them must provide fresh ones at their own expense.

CHAPTER XIV.

Press.

255. All communications from the office to the press are to be made to the Superintendent, or to such responsible person as he may appoint. Communications to the Press.

256. It should be borne in mind that the work of the press is printing only, and that all papers and collections of papers should be sent to the press complete and in the form and order in which they are to be printed. Papers to be complete and in order.

257. The following rules have been laid down for guidance whenever practicable :— Rules for Printing.

I.—A margin is to be left at the top and bottom and on both sides of the paper according to the following scale :—

- (a.) For foolscap and smaller sizes, half an inch ($\frac{1}{2}$ ").
- (b.) For demi and medium, three-quarters of an inch ($\frac{3}{4}$ ").
- (c.) For royal and larger sizes, one inch (1").

II.—If the form is to be ultimately bound up in book form, a clear space of one inch (1") is to be left over the "quire crease."

III.—In drawing out the form, the proper margin should first be laid off on the paper, and the form as required for use should then be drawn entirely inside the margin.

258. The width of every column must be a multiple of a sixth of an inch ($\frac{1}{6}$ "), anna and pie columns being one-sixth of an inch ($\frac{1}{6}$ ") each, and in addition one forty-eighth of an inch ($\frac{1}{48}$ ") must be allowed for each line, broad or fine.

259. The type for head lines, headings, &c., is usually to be left to the discretion of the press.

260. As a general rule, headings will be all of one type, and without any exception all headings will be from one fount, so that if any distinction of type is required in the headings, it must be got by using capitals, small letters, italics, and Roman.

261. Words to be printed in italics must be underlined once, in small capitals twice, in capitals three times.

When a proof is approved, the order to strike off copies will give—

- (a.) The number of copies to be struck off.
- (b.) The pattern of blue line ruling, if any.
- (c.) Style of binding, if any.
- (d.) The number of sheets, leaves, or pages to a book.
- (e.) The title of the book.
- (f.) The number of plain-ruled pages, if any, required for index.
- (g.) The position of the index.

262. The types for the title pages are to be left to the discretion of the Government Press.

263. When the form is to be ruled with blue lines, the lines should be carried right across the paper, unless there is absolute necessity for a break, which will be notified in giving the order to strike off.

Number of copies to be marked.

Progress Report of Printing.

264. The press has no knowledge of the distribution of papers, and therefore the number of copies required will be indicated by the office in sending the case down to the press.

265. A progress report, showing the state of progress in the printing of the records of the office, will be kept by the Press Overseer and will be submitted to the Chief Assistant every Monday morning, and to the Secretary when necessary.

266. When a case is ordered to be printed previous to obtaining orders on it, no more than the copies absolutely required for immediate use should be struck off, unless the type is to be broken up at once, in which case the press should be instructed to print the number of copies required for proceedings to be put into an appendix when the papers are recorded.

FORMS.

1. Index to Register of Letters received.
2. Receipt Registers.
- 2a. Register of Returns received.

3. Unanswered Reference Register.
4. List of Unanswered References from the Government of India.
5. Reminder (Miscellaneous).
6. Do. (Order or Memorandum).
7. List of Papers circulated to Members of Government.
8. List of Papers detained in circulation.
9. Statement of Papers sent to Ootacamund from Madras Office.

10. Register of Sanctioned Estimates, Imperial, Provincial, Local or Special, Establishment
11. Register of Sanctions (Railway).
12. Register of Allotments to non-Budget Works.
13. Register of Works sanctioned for entry in the Budget.
14. Register of Funds promised.
15. Register of Re-appropriations requiring the sanction of the Government of India.
16. Statement of Reserve Balances.
17. Note by Budget Section on Projects submitted for sanction.
18. Communication of sanction to re-appropriation of Budget Grant.

19. Notification of Appointments.
20. Do. of Promotions.
21. Do. of Leave.
22. Do. of Posting.
23. Do. of Transfer.
24. Do. of Return from Leave.
25. Do. of Assumption of charge.
26. Do. of Relief of duties.
27. Diary of Service of Officers and Upper Subordinates.
28. Gradation List of do. do.
29. Register of Applications for Appointments.
30. Register of Officers on Leave.
31. Register of Authorised Charges and the Officers posted thereto.

32. Disposal Register of Current Numbers.
33. List of Papers undisposed of for week ending—.

34. Advice of despatch of Records by Sea.
35. List of Packets.
36. Docket Form for Proceedings.

No. 4.

LIST OF UNANSWERED REFERENCES FROM THE GOVERNMENT OF INDIA ().

Current Number.	Number and Date of Letter.	Date of Receipt.	Subject.	Disposal.	Reply.

No. 5.

REMINDERS—MISCELLANEOUS.

No.

PUBLIC WORKS DEPARTMENT.

To

The

Chepauk, 188 .

Subject. The undersigned has the honor to request that the submission of the noted on the margin may be expedited.

Under Secy. to Government.

No. 6.

REMINDER ORDER MEMO.

No.

PUBLIC WORKS DEPARTMENT.

To

The

Chepauk, 188 .

No. dated The undersigned has the honor to invite attention to the { Order Memo. } noted on the margin, and to request that the reply may be expedited.

Under Secy. to Government.

No. 7.

LIST OF PAPERS CIRCULATED IN PUBLIC WORKS DEPARTMENT ON THE 188 .

Current Number.	From Whom.	Date.	Subject.	With Draft or Order and Plans.	When sent out.	Box or Cover.	When returned.

No. 8.

PUBLIC WORKS DEPARTMENT.

LIST OF PAPERS DETAINED IN CIRCULATION.

Current Number.	Date.	Subject.	When Circulated.	To Whom.

[illegible]

REGISTER OF SANCTIONED ESTIMATES.

[illegible]

37. Tabular Statement of Matters of Routine.
38. Table of Contents to the Proceedings.
39. Passage Warrant.
40. Embarkation Certificate.
41. Despatch forwarding Last Pay Certificate of Officers of the Department to the Secretary of State.
42. Letter forwarding Packing Accounts to the Under Secretary of State.
43. Statement of Receipts and Disbursements on account of the Madras Irrigation and Canal Company.
44. Despatch forwarding Capital Account of the Madras Irrigation and Canal Company to Government of India and the Secretary of State.
45. Despatch forwarding Railway Revenue Accounts to Secretary of State.
46. Register of Despatches.

47. Register of Office Establishment.
48. Cash Book.
49. Register of Receipts and Issues of Stationery.
50. Report of Absentees.

51. Register of Receipts and Expenditure of Postage Stamps.
52. Local Despatch Register.
53. Tappal Register.
54. Register of Papers in the Press.
55. Diary of Papers in the Press.

56. Memorandum forwarding documents.
57. Docket of Current Numbers.
58. Requisition for documents.
59. Register of Papers removed from the records.

60. Public Works Index.

61. Form of Indent.
62. Register of Plans.

63. Library Register.

No. 1.

INDEX TO REGISTERS OF LETTERS RECEIVED.

Current Number.	Enclosure.	Date of Receipt.	Register Number.	Register Page.	Number of Spare Copies and Plans.	Disposal and Remarks.

No. 2.

RECEIPT REGISTER.

Current Number.	Number of Sending Office.	Date.	From Whom.	Subject.

No. 2-A.

REGISTER OF RETURNS RECEIVED.

Serial Number.	Name of Return.	For what Period.	Date received.	From Whom.	Disposal.

No. 3.

UNANSWERED REFERENCE REGISTER.

ORDER OR MEMO-RANDUM.		Subject.	To whom addressed.	REMINDER.		REPLY.		Remarks.
Number.	Date.			Number.	Date.	Current Number.	Date.	

Number.	Works.	Chargeable to Capital.	Chargeable to Revenue.	References and Remarks.

No. 12.

REGISTER OF ALLOTMENTS FOR NON-BUDGET WORKS FOR 1881-82.

Service Head.	Works.	Order sanctioning the Estimate.	Amount of Estimate.	Expenditure to end of March 1881.	Amount Appropriated.	Order Appropriating Funds.	Remarks.

No. 13.

REGISTER OF WORKS SANCTIONED FOR ENTRY IN THE BUDGET, IMPERIAL, PROVINCIAL, IRRIGATION, LOCAL, OR SPECIAL.

Name of Work.	Amount of Estimate.	Authority.	Remarks.

No. 14.

REGISTER OF FUNDS PROMISED.
Imperial, Provincial, Irrigation, Local, or Special.

Work.	Amount of Estimate.	Amount Promised.	Reference to Government Order sanctioning Estimate.	Reference to Government Order promising funds.

No. 15.

Gort. of India Form No. 121—Vide G.O., No. 26, of 5th January 1876.

APPLICATION TO THE GOVERNMENT OF INDIA FOR A REAPPROPRIATION OF BUDGET GRANT.

[illegible]

STATEMENT OF RESERVE BALANCES AS THEY STOOD ON THE FIRST DAY OF EACH MONTH DURING 1880-81.

	Budget Grant for 1880-81.	BALANCE AVAILABLE ON THE												Remarks.
		1st April.	1st May.	1st June.	1st July.	1st August.	1st September.	1st October.	1st November.	1st December.	1st January.	1st February.	1st March.	
IMPERIAL.														
Original Works.														
Military	..													
Civil Buildings ..	Postal ..													
	Telegraph ..													
	Salt Works ..													
Miscellaneous Public Improvements, Light-houses	..													
REPAIRS.														
Military	..													
Civil Buildings ..	Postal ..													
	Telegraph ..													
	Salt Works ..													
Miscellaneous Public Improvements, Light-houses	..													
PROVINCIAL.														
Civil Buildings	..													
Tools and Plant	..													
London Supplies	..													
Suspense Balances	..													
Temporary Establishment	..													

C. No.

P. W. Secretariat.

NOTE BY BUDGET SECTION ON PROJECTS SUBMITTED FOR SANCTION.

Work

Remarks and References.

Fund			
Service Head			
Departmental Head			
Amount of Estimate	...	Rs.	
Expenditure in previous year	...	"	
Allotment in current year	...	"	
Balance required to complete	...	"	
Total Rs.			
Note of available funds.			

Budget Superintendent.

COMMUNICATION OF SANCTION TO REAPPROPRIATION OF BUDGET GRANT.

No.

The budget grants authorised in G.O., No. , dated is informed that the reappropriations of , have been sanctioned by the Government of India.

CHEPAUK,

188 .

Under Secy. to Govt., P.W.D.

To

The

PUBLIC WORKS DEPARTMENT.

GENERAL BRANCH.

Madras, 188 .

OFFICE NOTE.

To C.

The undermentioned draft notification is forwarded for check :—

NOTIFICATION.

Appointment.

THE following appointment is made :—
Mr. to be Grade,
with effect from

PUBLIC WORKS DEPARTMENT.

GENERAL BRANCH.

Madras, 188 .

OFFICE NOTE.

To C.

The undermentioned draft notification is forwarded for check :—

NOTIFICATION.

Promotions.

The following promotions are made :—

Name.	Present Grade.	Grade to which promoted.	With effect from	Nature of Promotion.	Remarks.

50

No. 21.

PUBLIC WORKS DEPARTMENT.

GENERAL BRANCH.

Madras, 188 .

OFFICE NOTE.

To C.

The undermentioned draft notification is forwarded for check :—

NOTIFICATION.

Leave.

Mr. leave for from the Engineer, Grade, 180 , under

No. 22.

PUBLIC WORKS DEPARTMENT.

GENERAL BRANCH.

Madras, 188 .

OFFICE NOTE.

To C.

The undermentioned draft notification is forwarded for check :—

NOTIFICATION.

Posting.

The following posting is ordered :—

Mr. () Engineer, Grade, to the () Division (), Circle To join.

No. 23.

PUBLIC WORKS DEPARTMENT.

GENERAL BRANCH.

Madras, 188 .

OFFICE NOTE.

To C.

The undermentioned draft notification is forwarded for check :—

NOTIFICATION.

Transfer.

The following transfer is ordered :—

Mr. To Division () Circle Engineer, Grade, from the () Division () Circle To join.

51

No. 24.

PUBLIC WORKS DEPARTMENT. 19115

GENERAL BRANCH.

Madras, 187 .

OFFICE NOTE.

To C.

The undermentioned draft notification is forwarded for check :—

NOTIFICATION.

Return from Leave.

Mr. Grade, reported his return on the from the leave granted him in the Fort St. George Gazette of the Part Page). Engineer, of the

No. 25.

PUBLIC WORKS DEPARTMENT.

GENERAL BRANCH.

Madras, 188 .

OFFICE NOTE.

To C.

The undermentioned draft notification is forwarded for check :—

NOTIFICATION.

Assumption of Charge.

ADVERTING to the notification published in Part 188 , page of the Fort St. George Gazette of the

Mr. Engineer, on the Grade, assumed charge of his duties in the of the Division 188 .

No. 26.

PUBLIC WORKS DEPARTMENT.

GENERAL BRANCH.

Madras, 188 .

OFFICE NOTE.

To C.

The undermentioned draft notification is forwarded for check :—

NOTIFICATION.

Relieved of Duties.

ADVERTING to the notification published in Part 188 , page of the Fort St. George Gazette of the

Mr. his duties in the of the Engineer, Grade, was relieved of Division on the 188 .

No. 27.

OFFICERS.
DIARY OF SERVICE UPPER SUBORDINATES.

Name.	Rank.	Location.	Event.	P.W.D. Notification No.	Current No.	NOTIFICATION IN PORT ST. GEORGE GAZETTE.			G.O. OR MEMO.	
						Part.	Page.	Date.	No.	Date.

No. 28.

GRADATION LIST OF OFFICERS AND UPPER SUBORDINATES.

Name.	Engineering Tests.	Vernaculars.	Division.	Remarks.

No. 29.

REGISTER OF APPLICANTS FOR EMPLOYMENTS IN THE PUBLIC WORKS DEPARTMENT.

Number and Date of Application.	Name.	Tests passed.	Employments.	Address.	Result of Application.

No. 30.

REGISTER OF OFFICERS ON LEAVE.

Name.	Rank.	Nature and Amount of Leave.	Date due.	Date arrived.	Notification granted Leave.

No. 31.

REGISTER OF AUTHORISED CHARGES AND THE OFFICERS POSTED THERETO.

Division.	Officer in Charge.	Sub-Division No.	Officers unattached.
(1)	(2)	(3)	(4)

N.B.—Columns (1) and (3) only will be filled in with ink, the remaining columns being kept up in pencil.

No. 32.

DISPOSAL REGISTER OF CURRENT NUMBERS FOR 188 .

Current Nos.	Record of Current and Final Disposal.											

ABBREVIATIONS USED.—W.—Secretary, P.W.D.; D.W.—Under Secretary, P.W.D.; I.—Joint Secretary, Irrigation Branch; D.I.—Under Secretary, Irrigation Branch; R.—Joint Secretary, Railway Branch; C.—Examiner, P. W. Accounts; C.A.W.—Chief Assistant; S.A.W.—Second Assistant; B.C.—Budget Clerk; C.R.—Correspondence Branch; T.—Technical Clerk; R.C.—Record Clerk; E.C.—Establishment Clerk; C.K.—Cashkeeper; L.O.—Lie over; F.—Final disposal.

54

No. 33.

LIST OF PAPERS UNDISPOSED OF FOR THE WEEK ENDING _____.

Current No.	From Whom.	No.	Date.	Subject.	With whom and when to be disposed of.

No. 34.

ADVICE OF DESPATCH OF RECORDS BY SEA.

PUBLIC WORKS DEPARTMENT.

No. .

MEMORANDUM.

The Under Secrerary to Government has the honor to forward the accompanying Box containing Proceedings of Government for the month of for transmission to the Right Honorable the Secretary of State for India by the next Steamer for Southampton.

CHEPAUK, 188 . }

Under Secy. to Govt., P.W.D.

To

The Collector of Sea Customs.

No. 35.

LIST OF THE PACKET TO THE RIGHT HONORABLE THE SECRETARY OF STATE FOR INDIA PER OVERLAND MAIL VIA "BOMBAY AND BRINDISI."

Number and Date of Despatch.	PUBLIC WORKS DEPARTMENT.
	Subject.

55

No. 36.

DOCKET FORM FOR PROCEEDINGS.

GOVERNMENT OF (188) MADRAS.

PUBLIC WORKS.

To

Dated

Issued

Recd.

Encl.

G.O., 188 , No.

Nos.

No. 37.

PUBLIC WORKS DEPARTMENT.

TABULAR STATEMENT OF MATTERS OF ROUTINE FOR THE MONTH OF 188 .

Government of Madras.

1 Back Numbers.	2 Subject.	3 Number and Date of Order.	4 Numbers and Dates of previous Orders.

No. 38.

PUBLIC WORKS DEPARTMENT.

TABLE OF CONTENTS TO THE PROCEEDINGS OF THE MADRAS GOVERNMENT FOR THE MONTH OF 1881.

Index Nos. of the Proceedings.	Subject.	Dates of Pro-ceedings.	Date of Report to Secretary of State for India.	Numbers and Dates of previ-ous Proceedings.	Page.

56

No. 39.

No.

MEMORANDUM.

The Master Attendant, Madras, is requested to arrange for a class passage for the person shown in the margin by the next steamer leaving Madras for Calcutta.

Under Secretary to Government,
P.W.D.

To The Master Attendant, Madras.

No. 40.

MEMORANDUM.

The undersigned has the honor to request the Master Attendant to be good enough to transmit the enclosed Embarkation Certificate to the Agents of the British India Steam Navigation Company, "Limited," and to forward the bill for passage-money, when received, to the Examiner of Public Works Accounts.

To The Master Attendant, with copy of letter and embarkation certificate (duplicate).

THIS is to certify that on the Steamer " " on the embarked 188 -8 .

No. 41.

PUBLIC WORKS DEPARTMENT.

Proceedings of the Madras Government, under date

Read the following :—

From THE EXAMINER OF PUBLIC WORKS ACCOUNTS, (H. E. No. dated Submitting Last Pay Certificate of

. Ordered to be forwarded to the Home Government.

To THE () SECRETARY OF STATE FOR INDIA,

We have the honor to forward herewith a Last Pay Certificate which has been furnished by the Examiner of Public Works Accounts on account of , Engineer in the Public Works Department of this Presidency, who has proceeded to Europe on year

57

No. 42.

PUBLIC WORKS DEPARTMENT.

Proceedings of the Madras Government under date

Read the following :—

From (H. E. No. dated

Ordered that the Packing Account be forwarded to the Home Government.

To (H. E. No. dated

THE UNDER SECRETARY OF STATE FOR INDIA.

SIR,—I am directed to retransmit, for submission to the Right Honorable the Secretary of State for India, the original Packing Account of Public Works Stores shipped per S.S. for Madras Mysore, and to state that the stores were received correctly and in good order.

No. 43.

PUBLIC WORKS DEPARTMENT.

Proceedings of the Madras Government under date

Read the following :—

From THE ACCOUNTANT-GENERAL, MADRAS, (H. E. No. dated

ORDERED that the foregoing Statement be communicated to the Chief Engineer for Irrigation, and that the following letter be despatched.

To the Chief Engineer for Irrigation.
" Chief Engineer and Manager of the Madras Irrigation and Canal Company.
" Examiner of Irrigation Company's Accounts.

(H. E. No. dated

To THE UNDER SECRETARY OF STATE FOR INDIA.

SIR,—I am directed by the Governor in Council to forward the accompanying statement, which has been furnished by the Accountant-General, showing the sums received and disbursed on account of the Madras Irrigation and Canal Company for the month of 188 . The aggregate amount expended up to was Rupees

	Capital	Revenue	Rs.	A.	P.
	::	::	::	::	::
Total ..					

58

No. 44.

PUBLIC WORKS DEPARTMENT.

Proceedings of the Madras Government, under date

Read the following :—

FROM

THE CHIEF ENGINEER AND MANAGER,
MADRAS IRRIGATION AND CANAL
COMPANY. } (H. E. No. dated

EXAMINER, IRRIGATION COMPANY'S
ACCOUNTS. } (" "

ORDERED that the Capital Account of the Madras Irrigation and Canal Company up to
188 be forwarded to the Government of India and to the Secretary of State.

To the Chief Engineer for Irrigation.

" Chief Engineer and Manager, Madras Irrigation and Canal Company.

" Examiner, Irrigation Company's Accounts.

" Revenue Department.

(H. E. No. dated

To

THE SECRETARY TO THE GOVERNMENT OF INDIA, P. W. D.

SIR,—I am directed to forward the Capital Account of the Madras Irrigation and Canal
Company up to the 188

To

THE RIGHT HONORABLE THE SECRETARY OF STATE FOR INDIA.

MY LORD,—We have the honor to forward the Capital Account of the Madras Irrigation and
Canal Company up to the 188

No. 45.

RAILWAY DEPARTMENT.

No. of 188 .

To

THE MOST HONORABLE THE MARQUIS OF SALISBURY,

Secretary of State for India.

MY LORD MARQUIS,—We have the honor to forward, herewith, the Revenue Accounts
the Railway for the half-year ending
188 , in compliance with the request contained in your Lordship's despatch to the address
the Government of India, No. 16, dated 4th March 1875.

No. 46.

REGISTER OF DESPATCHES.

No.	Date.	Subject.	Date sent Home.	Date sent to India.	Enclosures.	Date replied to.

59

No. 47.

REGISTER OF OFFICE ESTABLISHMENT.

Name, Age when first entertained, years.

Establishment.	Date.	Appointment.	Salary.	Remarks regarding Punishments, Severe and Formal Reprimands, and all Special Commendations or Marks of Approbation.

No. 48.

CASH BOOK.

Date.	Particulars.	Receipts.	Expenditure Items.	Expenditure Total.	Balance.

No. 49.

REGISTER OF RECEIPTS AND ISSUES OF STATIONERY.

Date.	Particulars.	RECEIVED.		ISSUED.		BALANCE.		Remarks.
		Qrs.	Sheets.	Qrs.	Sheets.	Qrs.	Sheets.	

REPORT OF ABSENTEES IN THE PUBLIC WORKS SECRETARIAT FOR WEEK ENDING

Name.	LEAVE ALREADY TAKEN.		DURING WEEK.			Total.	Remarks.
	Privilege.	Casual.	Privilege Leave.	Casual Leave.	Without Leave.		

REGISTER OF RECEIPTS AND EXPENDITURE OF POSTAGE STAMPS (ONE-ANNA STAMPS).

Date.	Number received.	Number expended.	Balance on Hand.	Remark.

LOCAL DESPATCH REGISTER.

Date.	Particulars.	To whom.	Messenger.

TAPPAL REGISTER.

Date.	Particulars.	By Whom.	Weight.	Postage.		
			TOLAS.	RS.	A.	P.

REGISTER OF PAPERS IN THE PRESS.

Number.	When sent to Press.	When returned from Press.	Number of Days.

DIARY OF PAPERS IN THE PRESS.

Back Numbers.	Order Number.	Current Number.	Date sent to Press.	Proof sent.	Proof returned.	Taken for Reference.	Date of Issue.	Remarks.

62

No. 56.

CHEPAUK, 188 .

No.
MEMORANDUM.

THE undersigned has the honor to forward the following documents to the
Engineer, with reference to his
letter, No. , dated 188 .
(By Order.)

Ag. Dy. Chief Engineer, D. P. W.

To
The

No. 57.

DOCKET OF CURRENT LETTERS.

P. W. 188 . DEPARTMENT.

C. No.

From

No.

Dated

Recd.

SUBJECT.

Disposal.

No. 58.

MEMORANDUM.

For C. No.

REQUESTED for reference the under-mentioned papers :—

GOVERNMENT OFFICE,
Public Works Department,
188 . }

To
The

63

No. 59.

REGISTER OF PAPERS REMOVED FROM THE RECORDS.

No. of G.O. or Memo.	For what purpose or C. No.	When taken.	Name of the Party by whom taken.	Date returned.

No. 60.

PUBLIC WORKS INDEX.

Subject.	Date of Proceedings.	No.

No. 61.

PUBLIC WORKS DEPARTMENT.

No.

Indent on the , for the delivery of the
undermentioned Articles.

Name of Article.	No. required.	For what Purpose.	Remarks.

CHEPAUK, 188 . }

Under Secretary to Government, P.W.D.

DISTRICT.

REGISTER OF PLANS, &c.

Serial Number.	District Number.	Description of Plans.	No. of Plans.	Current No.	No. of G.O.	Date of G.O.	No. of Almirah.	No. of Portfolio	Remarks.

N.B.—Each plan should be numbered thus $\frac{85}{21}$, the serial number above and the district number below. T plans should be arranged in the portfolios and numbered consecutively by districts. Standard plans should bear th distinguishing letter S both in the register and on the plans. The issue of plans should be noted in the Remark Column, reference to G.O. or C. Number being invariably given.

P. W. LIBRARY REGISTER.

Library No.	Name of Book.	Volume.	Year.	References and Remarks.
1				
2				
&c.				

19115

m

Z211(D1)

M81