

Educational (1900) Department.

ORDINARY MS.

G.O., No. 467

DATED 22-8-01

INDEXED.

[Despatch Abstract.]

Recording profo, P. W. D. approving the proposals
of the Examiners, P. W. accounts to audit in future,
by Comp. Sum the Claims to Salary of men
in inferior service, & to instruct heads of P. W.
officers to refrain from increasing in Salary till
the Claims of unpassed men until their exemption
from the Ed. rules.

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GENERAL.
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Government {1901} of Madras.
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Order
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G.O., No. 2150 W., 10th August 1901.

AUGUST.

Audit of Claims to Salary

The proposals of the Examiner, Public Works Accounts, to audit, in future, by lump sum the claims to salary of men in inferior service, and to instruct heads of Public Works offices to refrain from including in salary bills the claims of unpassed men until their exemption from the Examination rules, approved.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following papers:—

Office-note from the Examiner, Public Works Accounts, Madras and Coorg, dated Madras, 8th May 1901, No. 580 A./E.

I would invite attention to the remarks in column 2 (Name and rank) of Public Works Department Form, Form No. 21-A (Salary bill form), from which it will be seen that the names of all subordinates of whatever class who are in superior service and whose pay exceeds Rs. 10 per mensem should be entered in the salary bill.

2. It follows from the above that the audit in the case of all men in inferior service, and also of those in superior service whose pay is Rs. 10 and less per mensem, is required to be conducted by lump sums and not individually, as in the case of other men in superior service.

3. It has, however, been the practice in this office for some years past, to ascertain even in the case of peons, etc., whether the men, for whom pay is claimed, have passed the prescribed qualifying tests or been exempted therefrom by competent authority. Such enquiries have elicited in most cases the fact that the men are not so qualified and that their exemption has been or will be sought, as the case may be. The result has been that the pay of most of the men has had to be disallowed for want of proper sanction to exemption. The amount of correspondence has, of late, grown so great that it seems imperative that some steps were taken to stop it.

4. The confusion in the audit of the claims arises mostly from the fact that peons and others are entertained, as a rule, either without ascertaining their eligibility under the Examination rules, or under the impression that sanction to their exemption could be procured in the ordinary course contrary to the orders issued in G.O., No. 974 W., dated 6th April 1897. These men are, in most cases, paid monthly by the heads of offices on their own responsibility, but when the question is taken up in audit, it has invariably to be disallowed and all such items have to appear as "sums paid but not audited".

5. With a view to reduce the extra work which the present system entails, I would propose that Executive Engineers and heads of offices be informed that the claims to pay, etc., of all inferior servants be, in future, preferred only numerically, showing the rates and the total amount claimed, with a clear explanatory memorandum in respect to the difference between the numbers and cost as claimed and those as admissible with reference to the sanctioned strength. This will enable this office to exercise the check over the claims to see that they are not in excess of sanction.

6. I would also propose that Executive Engineers and other heads of Public Works offices be requested to refrain from including in salary bills the claims of men who are not qualified under the Examination rules, unless and until the necessary sanction is received. The head of each office is quite capable in each case of seeing that the rules are obeyed, and responsibility in respect to this matter may be fixed on him by requiring him to append a certificate to the effect that the Examination rules of the Local Government have been strictly attended to.

7. I would request early orders of Government on the above proposals, as they will, if approved by Government, relieve my office of a great deal of work that is now being done, while they will fix the responsibility of seeing that the Examination rules are not infringed, on the officer primarily responsible for making such appointments.

Office-note to the Examiner, Public Works Accounts, Madras and Coorg, dated Madras, 11th June 1901, No. 2795 C.

[Your office-note No. 580 A./E., dated 8th May 1901].

The proposal made in paragraphs 5 and 6 of your office-note read above will be laid before Government; but before doing so, I wish that your suggestion that the claims of men who are not qualified under the Examination rules should not be included in salary bills may be reconsidered.

2. Peons are always going on leave generally at a moment's notice, and it is almost impossible to get passed men to act for them, and sometimes it is very difficult to get even unpassed men. The effect of your suggestion would be that unpassed men acting as peons could get no pay until their exemption had been sanctioned by Government, which is a matter of several weeks. This would make it still more difficult to obtain acting men. It will, it is thought, be sufficient if the importance of promptly applying for exemption be impressed upon the officers of the department, and a rule made, that no unpassed man's pay should be included in the salary bill until exemption has been applied for. Please say whether you agree.

Office note from the Examiner, Public Works Accounts, Madras and Coorg, dated Madras, 10th July 1901, No. 847 A./E.

[Your office-note No. 2795 C., dated 11th June 1901].

Paragraph 6 of my office-note No. 580 A./E., dated 8th May 1901, was intended to apply to the appointment of all men (superior or inferior) to posts for which local tests have been prescribed. In the case of men in superior service, the occasions for appointing unpassed candidates will be comparatively few. In their case, therefore, there will be no appreciable inconvenience if their salaries and travelling allowance were allowed to be claimed only on receipt of the requisite exemption from the Examination rules.

2. In the case of peons and others in inferior service, I would invite your attention to G.Os, No. 1011 W., dated 25th April 1898, and No. 3340 W., dated 21st December 1899. I quite recognize, however, the hardship that will be caused by the enforcement of the rule and the consequent difficulty of securing the services of men to fill acting posts.

3. I would, however, invite your attention to the rule in article 3 (3) of the Public Service notification, which empowers heads of departments to sanction the entertainment of unpassed men to fill acting posts which do not exceed three months in duration, if the acting allowance is not more than Rs. 15 per mensem. This rule will, it is thought, meet the cases of the acting appointments on emergent occasions. In the meanwhile, prompt application for exemption of unpassed men should be made if the vacancies are likely to last more than three months.

ORDER—No. 2150 W., dated 10th August 1901.

The Government approves of the proposals in paragraphs 5 and 6 of the Examiner's office-note No. 580 A./E., dated 8th May 1901, read above.

2. With regard to the proposal in paragraph 6, the Government directs that the necessary certificate be attached in future to salary bills. In cases of necessity or urgency, heads of Public Works offices may disburse the salaries of unpassed men subject to sanction to exemption from the Examination rules being obtained in the usual course.

(True Extract.)

for *Under Secretary to Government.* *Lt. R. S.*

To the Chief Engineer for Irrigation.

- „ Superintending Engineers.
- „ the Consulting Architect to Government.
- „ the Superintendent of Works, Lighthouse Division.
- „ the Examiner, Public Works Accounts.
- „ the General Superintendent, Public Works Workshops and Stores.
- „ the Executive Engineer on Special Duty, Divi Pumping Project.
- „ the Educational Department.

Ekd. T. K. Narayana Aiyangar.

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READ AGAIN G.O., No. _____, DATED
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CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DIITO.

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