3. Initials of [illegible]

M.R.O. 1—82,400—22-11-80.

MADRAS RECORD OFFICE.

Government of Madras.

Public Works DEPARTMENT.

G.O. No.	Press Mis.
Dated 27-3-	1857

Not to be folded or roughly handled

Fort Saint George, Public Works Consultation of 31st March 1857.

No. 39. Read the following letter from Lieutenant Colonel W. E. BAKER, Secretary to the Government of India; to J. D. BOURDILLON, Esq., Secretary to the Government of Fort Saint George, dated Fort William, the 6th February 1857, No. 901.

SIR,

With reference to the annexed Extract of a Resolution in the Financial Department, No. 5605, dated 12th December last, I have the honor to request that the Right Honorable the Governor in Council will report for the information of the Right Hon'ble the Governor General in Council, whether he considers that any reduction of the Establishments for Public Works; supervision may be made in consequence of the late diminution of outlay in this Department, and if so, to what extent and in what manner such a reduction may be best effected.

2. As there is good reason to suppose that considerable inequality exists in the distribution of the Public Works Establishments in relation to the extent of the charges, the nature of the Works, and the amount of outlay, I have been directed to forward the accompanying Tabular Form, framed with the intention of throwing light on these points, which His Lordship in Council is requested to have filled up in the Chief Engineer's Office of account under his control with the least possible delay and to return to this Department with such comments or explanations as he may deem suitable.

3. A Memorandum of Instructions is printed on the back of the Form to which attention is requested, so that uniformity of system may be ensured in filling up these papers.

4. Eighty copies of this Form have been transmitted to you, so that if it be thought expedient, they may be distributed to be filled in by the Executive Officers themselves; but if this is done, it is requested that you will be good enough to have their accuracy certified by the Chief Engineer, and further combine the whole of such separate Returns in one document for submission to the Government of India.

Extract of Resolution.

"Resolved, that a copy of the foregoing paragraphs be forwarded to the Department of Public Works, with a remark that there is no Department in which there appears to be any good prospect of an immediate reduction of charge except that of Public Works, in which the increase of Establishment is in some degree disproportionate to the extent of new works likely to be executed under the recent orders of the Hon'ble Court, and in respect to which the Right Hon'ble the Governor General in Council directs that a report be submitted from the Public Works Department."

(A true Extract.)

(Signed) W. E. BAKER, Lieut.-Col.
Secretary to Government of India, D. P. W.

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1. HEADING A.—In this is to be entered each distinct Executive charge of Public Works, under whatever designation it be carried on. Where permanently established sub-divisions of Executive Districts or Divisions exist in charge of "Superior" or "Engineer" Assistants, they

should be entered as a separate sub-heading, the total for the whole division being likewise given below. Sub-divisions under "subordinate" Assistants are not to be shown separately. Merely isolated works or temporary charges should be included under the principal head of the division, and care is to be taken that the whole of the Executive Establishments under each Chief Engineer, &c., are included in one or other of the divisions or sub-divisions.

The Offices of the Superintending and Chief Engineer and the Central Offices of Account are to be altogether excluded from these Returns, which are only applicable to Establishments concerned in outlay for works, or in receipt of direct Public Works Revenue.

Should it so happen that a quite distinct Establishment is maintained for Public Works Revenue purposes, not directly connected with any Executive charge of Works, (but still subordinate to the Public Works Department,) it will be duly inserted as a distinct entry; and the combination of the charge into one, or its Sub-division into several, will be regulated, as above directed, by the character of the Officer in charge, whether of a Superior or Covenanted grade, or otherwise.

2. HEADING B.—In the first column is to be shown the number of principal Military or Civil Stations, not the number of distinct localities where Works are carried on or where Public Buildings exist. A rough approximation to the area is all that is desired. In the last column is to be shown the length in a direct line between the two points in the division at which the Public Works are most remote from one another. In Canals and Roads the first column under this head need not be filled in, and in the last will be entered the total length of main line of Canal or of Road distance to be visited.

3. HEADINGS C TO G.—Under these will be entered all Establishments for superintendence of Works; but it will not include regularly entertained Establishments for the execution of Work, such as for the repair of Roads, conservancy of Canal Banks, &c. The entries in columns C, D, E, will be according to the grades laid down in G. O. 17th June 1856. Under the head of Miscellaneous, F, will be entered all such persons as Chuprasses, Peons, Guards, Medical Officers, &c.; also Cashiers, Disbursing Agents, Store-keepers, &c., employed in connexion with the execution of works. In column G. will be exhibited the total of all grades, distinguishing the number of persons entrusted with the disbursement of public money on their own responsibility from those not so entrusted. It must not be supposed that this implies Cashiers or Treasurers, or petty Disbursing Agents of any sort, but only persons regularly in charge of Works having a distinct personal pecuniary responsibility and rendering periodical accounts to the Executive Engineer or his Assistants, or direct to the Central Office. The column marked "Total" will be the aggregate of those marked C, D, E, F. The sum of the separate entries under the columns marked "Disbursers" "Not disbursers" should in like manner agree with the "Total," the "Disbursers" and "Not disbursers" being only intended to show another classification of the same establishments for Works which are otherwise distributed in the columns C. to F.

4. HEADING H.—Under this will be exclusively placed the Office Establishments for carrying on the Correspondence and Record and Divisional Accounts of the Works. Where separate Accounts Offices are allowed to Assistants whose charges are entered separately in column (A), these Offices will, of course, appear separately in this column too; but in case of "subordinate" Assistants, any office purely devoted to accounts will be shown in the general entry for the head of the division.

In the first column under this head will only be entered the number of the class of persons specially designated; but in the second the entire charge for the whole Office Establishment, including all miscellaneous persons as well as the class the numbers of which are alone noted in the first column. The Miscellaneous here meant is, of course, not to be confused with that under heading F, which refers solely to *Works*, while this refers solely to *Office*.

5. HEADINGS I. TO M.—These columns will contain as nearly as may be the average monthly expenditure of *cash* for the last year under each of the heads named. The charges for material transferred from Stock Accounts will not be entered as these are shown as direct disbursements in the column K.

The total of the last column of heading G, the last column of heading H. and of heading M., should together give the entire disbursements *on account of Works* of the Executive charge opposite which they are entered, and care must be taken on the one hand that nothing is left out, and on the other that no charge is repeated twice.

6. HEADINGS N. TO P.—These are to be treated in a similar way to the total columns under heading G. and the heading H. as before explained, only that here it will be better to show the Annual Charge in contrast with the Annual Income.

Where Revenue collection is combined with an Executive charge, of course the amounts under the headings N. & O. will be in addition to the total before spoken of in respect of Works, and in like manner care must here be taken that nothing is left out or shown as a charge twice.

It is clearly to be understood that no entries are to be made under these headings excepting where the collection of some item of Public Works Revenue forms a regular and authorized portion of the duties of the Public Works Establishments, and that no Revenues are to be entered excepting those actually collected and accounted for by the Public Works Officers.

7. Where any special circumstances exist to cause an unusually large or an unusually small demand for Establishment in relation to outlay, it should be specially noted and explained.

8. Where any difficulty exists in separating the outlay, &c, under the heads of the Tabular form, it must be solved arbitrarily by the Chief Engineer making the entries in the best way he can. The circumstance, however, should be noted.

9. Where the outlay in any Division during the last year has been abnormal, an approximate sum may be entered (in red ink below the actual outlay) more suitable to the probable ordinary condition of things, a note being made of the circumstance and the grounds on which the modification has been made being assigned.

10. Where the returns are not for the entire year, the necessary steps will be taken to see that the monthly or annual sums are properly entered, *viz*, that the monthly charges represent the actual average charge in any one month and not the charge for the broken period distributed over the whole year; and that a due allowance is made in like manner in the Revenue charges or income so as to show the approximate amounts for an entire year.

11. Lastly, extreme precision is not called for in the amounts entered in the Return, and will be sufficient to give the outlay in round numbers to the nearest hundred of Rupees, if this is more convenient; though, of course, where the exact figures can as easily be entered, it will be better to do so.

TABULAR

To illustrate the relation of Establishments to the extent of the charge and the

Name of Division or District of Public Works. A	Extent of charge. B			Works—(Mon												
				Establishments for superintendence of Works.												
				Superior or Engineer. C		Upper Subordinates. D		Lower Subordinates. E		Miscellaneous. F		All Grades. G				
	Number of Stations.	Approximate Area in Square Miles.	Greatest length of Charge.	No.	Monthly charge.	No.	Monthly charge.	No.	Monthly charge.	No.	Monthly charge.	Disbursers.	Not Disbursers.	Total.	Monthly charge.

STATEMENT.

amount of the pecuniary transactions of each Division of Public Works in the____

thly charges.							Revenue—(Annual Charges.				
Office of Record and Account. H		Outlay—(Average Monthly.)					Executive Duties. N		Office of Record & account. O		
Number of writers, draftsmen, and Accountants only.	Entire Monthly Charge for Salaries.	New works. I	Repairs. J	Purchase or Manufacture of Stock. K	Contingent Charges. L	Total. M	Total number of Persons.	Total Annual Charge for all Salaries.	Number of Writers and Accountants only.	Total Annual Charge for all Salaries.	Gross Annual Income. P

Fort Saint George, Public Works Consultation of 31st March 1857.

No. 40. ORDER THEREON, No. 561; dated 27th March 1857.

Ordered to be communicated to the Chief Engineer with a request that he will submit the report called for by the Government of India with as little delay as possible.

2. The eighty copies of the Tabular Form received from the Government of India will be forwarded to the Chief Engineer, so that, if necessary, he may distribute them to the Executive Officers to be filled in by themselves, in this case he will, after verifying their correctness, furnish this Government with a general return for submission to the Government of India.

(Signed) H. FORBES,
Acting Secretary to Government.

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No.

CIRCULAR.

FROM

LIEUTENANT-COLONEL W. E. BAKER,
Secretary to the Government of India,

To

PUBLIC WORKS DEPARTMENT,
PUBLIC.

Dated the 6th February 1857.

SIR,

THE Right Hon'ble the Governor General in Council regrets to observe, that the Accounts of many branches of the Department of Public Works for the past year, have not been submitted either with satisfactory punctuality or with sufficient completeness, and that the general Financial returns of the Empire must, consequently, be transmitted to England in a form which still fails to reach that standard of precision which the Government of India considers essential, and which it must insist upon realizing.

I am directed, therefore, once more to impress upon the Governor of in Council, the high degree of importance which his Lordship in Council attaches to the fulfilment of this portion of their duties, by all Officers of the Department of Public Works, and to request earnest attention to the necessity for adopting all possible measures for expediting the preparation of the Public Works Accounts in the Presidency. In considering claims to advancement, punctuality and regularity in all that relates to accounts should be kept constantly in view by the Right Honorable the Governor in Council, and serious notice should be taken of neglect, whether in the Heads of Offices or in the Clerks in the Departments of Account. Increased attention should be paid to the prevention of arrear, and the Office establishments must be compelled to work at extra hours if necessary.

I have the honor to be,
SIR,
Your most obedient Servant,

FORT WILLIAM,
The 6th February 1857.

Secretary to the Government of India.

9ᵉ P.W.D.

No. 561

Extract from the Minutes of Consultation
Under date the 27th March, 1857.

Read the following
letter from the Secretary to the
Government of India.

/Here enter 6th February 1857 No 901/

Ordered to be com-
municated to the Chief
Engineer with a request that
he will submit the report
called for by the Government
of India with as little delay
as possible.

The eighty copies of
the Tabular form received
from the Government of India
will be forwarded to the Chief
Engineer, so that, if necessary,
he may distribute them to
the executive officers to be
filled in by themselves, in

this

this case he will, after verifying their correctness, furnish this Government with a general return for submission to the Government of India.

P. S.

81 Copies to the Chief Engr. Dist 28 with 79 Copies of the Corrections & forms each.

Public Works 1857 Dep.t
Dr. 16 Cons 3½ p.c. March

No 561.

Extract Mins of Cons.

Dated 27th March 57.

(From the Govt. of India
9. April 58 No. 920 in 18 Pages
From the Sec.y of St. 14th May 58
No. 186 in Cons.
18th June 1858
No 5628

Requesting the Chief Engr to submit a Report showing the extent and manner of effecting a reduction in the Estt. of Pub. Works, in consequence of the late diminution of outlay in it.

No 39 & 40.

C 18 Mar 24