M.R.O.1—[illegible]—23-11-87

MADRAS RECORD OFFICE.

Government of Madras.

Revenue Works DEPARTMENT.

G.O. No. 1532 Press Mis.

Dated — 2 — 1853.

Not to be folded or roughly handled

No. 8. Read the following letter from Lieutenant-Colonel E. LAWFORD, Officiating Chief Engineer; to W. H. BAYLEY Esq., Acting Secretary to Governmet, dated 9th November 1858, No. 5242.

SIR,

I have the honor to acknowledge the receipt of Extract Minutes Consultation No. 2341, dated the 6th November 1858, and before offering any other remarks on a paper so condemnatory of this Department, I beg to submit copies of two orders issued by me regarding the attendance and duties of the Central Office Establishment.

Enclosure one. Containing copies of 2 Memoranda.

2. The Government will perceive that the hours of actual *business* for the whole Establishment are now from $10\frac{3}{4}$ A. M. to 5 P M, and as it is not light enough to work beyond $5\frac{1}{2}$ P M, the duty is only a quarter of an hour shorter than that prescribed in the order of Government as far as it can be carried out now.

3. With respect to the Audit Branch in which alone any arrears existed I think the Government will admit there is no longer reason to enforce a punitive attendance beyond that of the general Establishment, and my own opinion is that the result of such protracted duty would not be satisfactory.

See Extract Minutes Consultation No. 2286, dated 29th October 1858. Officiating Chief Engineers letter No. 3789, November 6th 1858.

4. I fully admit that in addressing Government on the 14th July 1858 No. 1955, I was little aware of how much blame attached to the office servants for the arrears I reported, but from a constant personal attendance without a single day's intermission since I have held this charge I can now confidently express my satisfaction with the work done and claim the reliance of Government on my assurance that it is all they can demand.

5. Under this explanation I venture to solicit the sanction of existing working hours in this office but in the mean time the orders of Government will be carried into effect as far as the present season of the year will allow.

Memorandum.

On and after the 3rd Instant it is expected that the office Establishments shall be present and at work every morning by a quarter before eleven at which time the attendance books will be closed and it will be the duty of Heads of Departments to bring to the special notice of the Officiating Chief Engineer and their respective Superintending Engineer's such Clerks as are irregular in their attendance or who may be inattentive in the performance of their duties.

Summary books of attendance will be kept and shewn to the Chief Engineer or Personal Assistant and Superintending Engineers of Circles at the end of each month.

2nd August 1858.

(Signed) E. LAWFORD, Major,
Officiating Chief Engineer.

In order to facilitate the business of the Audit and Estimate Departments the Officiating Chief Engineer resolves to place the latter branch wholly and exclusively under the Personal Assistant who will supervise it exactly as has been hitherto done by the Senior Uncovenanted assistant, but in the absence of the former Officer, the latter, will exercise the same authority as before.

2. The Audit and account Departments will be considered as immediately under the orders and control of the Senior Uncovenanted Assistant and he will be held strictly responsible for the efficient working of the same.

3. A weekly report of the audit of bills should be submitted by him to the Chief Engineer together with a statement of the progress made in the despatch of business of a general nature

and all Drafts in the Audit Department should pass through and bear the initial of the senior Uncovenanted Assistant.

2nd August 1858.

(Signed) E. LAWFORD, Major,
Officiating Chief Engineer.

No. 9. ORDER THEREON, No. 2581; dated 1st December 1858.

The Government cannot permit any change in the office hours of attendance ordered in Extract from the Minutes of Consultation of the 6th November 1858, until all arrears are worked off.

(Signed) W. H. BAYLEY,
Acting Secretary to Government.

Memorandum. 3

On and after the 3rd instant it is expected that the Office Establishments shall be present and at work every morning by a quarter before eleven at which time the attendance books will be closed and it will be the duty of Heads of Departments to bring to the special notice of the Offg. Chief Engineer and their respective Superintendents such clerks as are irregular in their attendance or who may be inattentive in the performance of their duties.

Summary books of attendance will be kept and shewn to the Chief Engineer or Personal Assistant and Supdg. Engineers of Circles at the end of each month.

2nd August 1858.

(Signed) E. Lawford major
Officiating Chief Engineer

In order to facilitate the business of the Audit and Estimate Department the Offg. Chief Engineer resolves to

to place the latter branch wholly and exclusively under the Personal Assistant who will supervise it exactly as has been hitherto done by the Senior (Uncovenanted) Assistant,- but in the absence of the former officer, the latter will exercise the same authority as before.

2 The Audit and account Departments will be considered as immediately under the orders and control of the Senior (Uncovenanted) Assistant and he will be held strictly responsible for the efficient working of the same.

3 A weekly report of the audit of bills should be submitted by him to the Chief Engineer together with a Statement of the progress made in the despatch of business of a general nature and all Bills in the Audit Department should pass through and bear the initials of the Senior (Uncovenanted) Assistant.

2nd August 1858.

/Signed/ C. Lawford Major
Offg Chief Engineer

True Copies
(Lieut Colonel)
Offg Chief Engineer

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General Office of Public Works
Dr. Monumental Office

No. 3742

Office of Public Works, Chief Engineer

c/o

The Secretary to Government, Queen's

Sir,

I have the honor to acknowledge
the receipt of Your letter No 2241 dated the
6th Instant, and to forward herewith
a Memorandum of the duties of the
Establishment of this office, and
a Statement of the allowances
drawn by the Officers of the office
attached to the Chief Engineer's
Department.

I have &c

Chief Engineer

1858 Dept.tl
Enclosure in a letter from
the Off.g Chief Engineer
dated 15 Nov.r
& Rec.d

Dated 9th Nov/58
Received 23 Nov/58

No 3742.
O.W. 2661/58

Copies of Memorandums regarding
the attendance and
duties of the Central
Offices Establishment.

now from 10¾ A.M. to 5 P.M, and as if it is not light enough to work beyond 5½ P.M, the duty is only a quarter of an hour shorter than that prescribed on the order of Government as far as it can be carried out now.-

3. With respect to the Audit Branch in which alone any arrears existed I think the Government will admit there is no longer reason to enforce a punitive attendance beyond that of the General Establishment, and my own opinion is that the result of such protracted duty would not be satisfactory.-

4. - I fully admit that in addressing Government on the 11th July 1858 No 1955 I was little aware of how much blame attached to the Officers

Lee & M.C No 2286
dated 29 Oct/58
Offg Chief Engineer
Letter No 3709. Nov 1/58

servants

demands for the arrears I represented, but from a constant personal attendance without a single day's intermission since I have held this charge I can now confidently express my satisfaction with the work done and claim the reliance of Government on my assurance that it is all they can demand.

5. Under this explanation I venture to solicit the sanction of existing working hours in this Office but in the event of the orders of Government will be carried into effect as far as the present season of the year will allow.

I have the honor to be
Sir
Your most obedient Servant
Lawford Lieut Colonel
Officiating Chief Engineer

Fort Saint George
9 Nov 1858

Ord. Cons: 9th November 58 No 9 to
29 October 17 to 80

PW 358 Department
Ord. Cons. 7th December
No 2661

From
The Superintending Chief Engr
To
The Undersecretary to Government
Public Works Department

Date 9th November 1858.
Received 10th

No 5242
Encln 1

Transmitting with reference to Cost. Adjutt Cons:
No 2341 dated 6th November 1858
Copies of two Memoranda regarding the attendance & duties of the Central Office Establishment & under circumstances stated submits sanction of existing working hours till the orders of Govt are being carried out in the manner

No 2581. 1st December 58
Letter in order

No 2581

The Government cannot permit any change in the Office hours of attendance ordered in Cohat Journal Minutes of Consultation of Nov 6th November 1858, until all arrears are worked off.

W. H. B

Fort St. George
1st Dec 58

10 Copies to the Chief Engr

Dated 2d

No 849.

C 11 Nov. 12 C 26 12 30