

(1) Number of pages 15

(2) Date of repair _____

(3) Initials of the Referencer _____

MADRAS RECORD OFFICE.

Government of Madras.

Public Works DEPARTMENT.

G.O. No. <u>2536</u>	Press
<u>2526</u>	~~Mis.~~
Dated <u>2-9-</u>	1864.

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Works Department,
2nd September 1864.*

No. 25. Read the following Circular from Colonel R. STRACHEY, R. E., Secretary to the Government of India, Public Works Department, to the Secretary to the Government of Madras, Public Works Department, dated Simla, 1st July 1864, No. 40:—

Forms and Rules for Contract Accounts.

1. The Governor General in Council is pleased to lay down the following rules for dealing with contract accounts which have been prepared by the Accountant General, Public Works Department, in pursuance of the recommendation of the Public Works Accounts Commissioners, contained in paragraphs 94—95 of their report, and have been approved by the Government of India.

2. Although these rules provide for the measurement of, and payment for, contract work monthly, it is to be understood that they do not prevent settlement being made with contractors at more frequent intervals, when such an arrangement may be desirable. It is, indeed, only by prompt adjustment of contractors' accounts, and by paying them up for their work as frequently as it is convenient for them to receive payment, that the objectionable practice of making advances can be discontinued in the manner contemplated by these rules. The Governor General in Council requests that the particular attention of Local Governments and Administrations may be given to this subject; that measures may be everywhere taken to ensure all contractors' work being promptly measured up and settled for; and that all cases of overpayments to contractors which will now, under Rule VIII, be periodically reported to the Local Government, may be at once enquired into, and dealt with as may appear necessary for checking such irregularities.

3. Any supplementary instructions which may be needed for giving effect to these rules will be issued to the Accounts Department by the Accountant General. The rules and forms will come up into operation in the accounts for September 1864.

Rules for Contract Accounts.

I.—Every payment to a contractor is to be on account of some particular work which is to be specified in the entry of the transaction in the Executive Engineers' accounts, and on the contractors' receipt. The practice of making payments on general account to a contractor will cease.

II.—The miscellaneous account termed 'contracts and advances' in Controllers' books is to be closed, and every payment made to a contractor is to be debited to the work on account of which it is made. The contract accounts in the Public Works Books will, therefore, be based on the actual cash payments made.

III.—Whenever a payment is made to a contractor, measurements, showing the whole quantity executed up to date of the work on account of which the payment is made, are always to be recorded as in the Forms I or II supplied. These measurements may be entered either on separate certificates for each work, as per Form I, which is to be prepared in duplicate; the counterfoil being kept by the officer granting the certificate, or in one certificate, as in Form II, to embrace several minor works, measured for the first time on completion. When the contractor submits his own bill, he will do so in duplicate. Both original and duplicate will be attested by the sub-divisional officer in charge of the work, and the latter will be retained by him. These certificates which should be numbered in order of issue, will be sent up in original with the other monthly accounts to the Controller.

IV.—Whenever practicable, the receipt for payment to a contractor should be entered on the back of the certificate. When this cannot be done, a separate receipt of the kind shown in Form III is to be furnished.

V.—Whenever payments are made otherwise than on measurements, as advances, the receipt will be of the kind shown in Form III.

2 *Proceedings of the Madras Government, Public Works Department,*
2nd September 1864.

VI. As a rule, the accounts of contract work, showing the work measured up and payments made, are to be submitted to the Controller monthly, but in the case of small works, the execution of which runs over only a few weeks, it will be more convenient to measure up and pay for the work on its completion, and the agreements with the contractors should be so made when practicable.

VII.—The above rule will not prevent an Executive Engineer from measuring up work and paying for it as frequently as he may desire. On the contrary, every effort should be made by prompt settlement with contractors to obviate the necessity for making advances beyond the value of the work done.

VIII.—Payments made to a contractor in excess of the value of the work done, as per certificates of measurements, or payments in advance, may, nevertheless, be passed by the Controller and debited to the work concerned, if apparently reasonable, but such overpayment or advance, when not covered by adequate security,* is to be reported to the Local Government in the monthly statement of objectionable items, for such orders as may be considered necessary; a report is also to be made to the Accountant General.

* *Extract, paragraph 10, Section 4, Chapter VIII of Code.*
(1.) Government Promissory Notes endorsed over to the Executive Engineer, on which advances may be made to the extent of 75 per cent. of their value.
(2.) Landed property or buildings; the title to the property and its value being certified by the Collector of Revenue, and the advance not being more than half the value.
(3.) Personal security; the persons being men of known probity and wealth, on which heads the Magistrate and Collector should be consulted. A formal bond must be executed and registered, and the advance must not exceed half the sum in which the securities are bound. The amount of the security bond must, of course, depend upon the number and wealth of the persons bound.

IX.—Accounts of contract work for labour only, the materials being supplied by the Department, should be rendered in the manner shown in form IV, the payments made being entered in the contractor's account in the Ledger.

X.—Payments for task work, not done on regular contract, may be entered either in Form IV, or in the day-book (figured abstract) as may be most convenient. (See Form V of the Commissioner's Report.)

XI.—The above rules will not prevent small advances being made for miscellaneous services; such advances, which are not to exceed Rupees 50 each, will be kept in the inefficient balance of the Executive Engineer. Any advances made beyond that sum, not covered by work done or service rendered, will be reported monthly in the statement of objectionable items.

XII.—Notwithstanding the license allowed in paragraphs VIII and IX, the Local Government will take all practicable care to reduce, as far as possible, the making of advances on any account, and will endeavour to establish a system under which no payments are made excepting for work actually done.

XIII.—All payments to contractors will be made, as far as possible, by the Executive Engineer himself, by cheques; Controllers and Superintending Engineers are enjoined to be particular in ascertaining on their inspections that this is done.

XIV.—A personal account will be kept by the Executive Engineer in his Ledger with each contractor employed by him, showing on the one side the payments made, and on the other the value of the work done, as per certificates or bills filed. (See Form V.) The account is to be closed and balanced monthly, and a copy furnished to the Controller. A copy should also be furnished to the contractor whenever he desires. The contractor's accounts in the Ledger should be carefully examined by inspecting officers on their visits to the Executive Engineer's Office.

(Signed) E. C. S. WILLIAMS, Captain, R. E.,
Under Secy. to the Govt. of India.

Proceedings of the Madras Government, Public Works Department, 3
2nd September 1864.

[P. W. CIRCULAR No. 40 OF 1864, FORM I, PART I.]

[This form to be used for considerable works, for which payments on account are required by the contractor. When the bill is supplied by the contractor, the authorities, &c. can be filled up in the Executive Engineer's Office.]

No. 45 C 3RD SUB-DIVISION. PRESIDENCY DIVISION.

Nature of work.—Two storied verandah in the north and west sides of the western block of Belvedere House.

Name of contractor.—Burn & Co.

Authority for work.—Estimate No. 53 of 1862-63, Government of Bengal's No. 3,250 of 12th July 1863.

Number of last certificate granted for this work.—40 C.

The 20th May 1864.

Total quantity of work executed to date.

Schedule No.	Quantity.	Items.	Rate.	Amount.
This column will be necessary as soon as the schedules referred to in Circular No. 45, G. G. of 1863, have been introduced.	2,649½	Masonry, 100 cubic feet	Rs. A. P. 22 8 0	596 2 6
	4,050	Sand plaster, 100 superficial feet	2 4 0	91 2 0
	143'3½"	Sal wood work, cubic feet	2 12 0	394 0 10
	138'8"	Teak wood work, cubic feet	3 4 0	402 3 0
	796	Terrace roofing, 100 superficial feet	24 0 0	191 0 7
	770	Terraced flooring, 100 superficial feet... ..	17 4 0	132 13 2
	74'11"	Balustrading, running feet	0 12 0	56 3 0
	49	Making holes in wall and repairing damages, each	0 3 0	12 4 0
	3,500	White-washing, 100 superficial feet	0 4 0	8 12 0
	1,764	Sand rubbing, 100 superficial feet	0 14 0	15 7 1
	1,674½	Teak wood boarded roof, superficial feet	0 8 0	838 10 0
	1-38	Wrought-iron work, maund	14 0 0	27 14 9
	24-9	Cast iron railing, running feet... ..	4 0 0	99 0 0
	1,677	Green painting, 100 superficial feet	3 12 0	62 14 2
	3,586	White painting, 100 superficial feet	2 14 0	103 1 6
	614	Tiled drain, 100 superficial feet	18 12 0	113 4 0
	13	Zinc spouts, each	0 5 0	4 1 0
		Total value of work done to date		3,148 3 7
		Deduct value of work shown on last certificate.		1,608 3 3
		Net value of work done since date of last certificate No. 40 C		1,540 0 4

BURN & Co.,
Contractors.

Work completed.
D. E. F.,
In charge of Sub-Division.

Certified that the above claim is correct, that the measurements, have been made by me, and that the work has been satisfactorily performed.

Asst. Engr. [or Subordinate in charge of work.]

REMARKS BY EXECUTIVE ENGINEER.

[The Executive Engineer should here state if he has inspected the work, and the measures taken by him to verify the measurements.]

Executive Engineer.

4 *Proceedings of the Madras Government, Public Works Department,*
2nd September 1864.

MEMO. OF PAYMENTS MADE.

	RS.	A.	P.	RS.	A.	P.
Total value of work done	...	...	...	3,148	3	7.
Amount of previous payments from last certificate ...	1,447	0	0			
Payment now made	1,701	3	7			
Total				3,148	3	7
Balance due				0	0	0

Received Rupees (1,703-3-7) seventeen hundred and three, Annas three, and Pies seven only, on account of this work, as a final payment in settlement of all demands on account of this work.

(Stamp.)
BURN & Co.,
Contractors.

25th May 1864.

N. B.—On the completion of the work the words, “as a final payment in settlement of all demands,” are to be added.

REMARKS.

Proceedings of the Madras Government, Public Works Department, 5
2nd September 1864.

[P. W. CIRCULAR No. 40 of 1864, FORM I, PART II.]

[This form to be used for large supplies of materials, for which payments on account are required by the contractor. When the bill is supplied by the contractor, the authorities, & c., can be filled up in the Executive Engineer's Office.]

No. 46 C 1ST SUB-DIVISION. SUBURBAN ROADS DIVISION.

Name of contractor.—Ram Gopal Ghose.

No. of certificate granted for materials.—36 C. The 15th May, 1864.

(Total quantity of materials supplied up to date.)

Name of work against which Chargeable.	Estimate.	Schedule No.	Quantity.	Kind of materials.	Rate.	Amount.
					RS. A. P.	RS. A. P.
Road from Ballygunge to Seal-dah	No.—dated—	...	Cubic feet. 15,167	Road metal (broken stone) per 100 cubic feet ...	6 0 0	910 0 0

BURN & Co.,
Contractors.

Certified that the above claim is correct, and that the materials have been received.

Asst. Engr. [or Subordinate in charge of Sub-Division.]

Remarks by Executive Engineer.

MEMORANDUM OF PAYMENTS MADE.

	RS.	A.	P.	RS.	A.	P.
Total value of materials supplied... ..	...	...	...	910	0	0
Amount of previous payments	...	...	...			
Payments now made	820	0	0	820	0	0
Balance due				90	0	0

Received Rupees (820) eight hundred and twenty only, on account of materials supplied, as on other side.

Dated 18th May, 1864.

(Stamp.)
RAM GOPAL GHOSE.

[This is a form of certificate for different works measured up for first time on completion and settled for at same time. The necessary references are filled up by the Executive Engineer in red ink.]

No. 48 C.

2ND SUB-DIVISION, PRESIDENCY DIVISION.

Nature of Work.—Minor repairs and new work first measured on completion.

Name of Contractor.—Burn and Co.

No. and date of Order for Contractor to undertake the work.	Name of work.	No. and amounts of Estimates.	Detail of work.	Item in Schedule.	Rate.	Amount.	Total of each work.	Payments made.	Remarks.
Executive Engineer, 1864.	Alterations to verandah of High Court.	No.— Rs. 35.	2,450 C. ft. masonry per 100 36 S. ft. Teak doors, per foot. 250 S. ft. flooring repaired per 100.	...	RS. A. P. 20 0 0 1 8 0 10 0 0	490 54 25	RS. 569	Paid in full by Cheque No. 6, 28th May 1864, (see other side.)	A. B.
Do. 2,118 18th "	Replacing win-dow, Chief Engineer's Office.	Requisition No. 10. Rs. 35.	1 New window Taking down old win-dow. Sundries ...	...	...	30 5 5	40		
Do. 6 1st May.	Annual repairs to Office of Board of Revenue.	No. Rs. 290.	36,000 S. ft. white-washing per 100. 2,400 S. ft. green painting, per 100. 6 Beams replaced, each... Sundries ...	...	0 4 0 3 8 0 20 0 0 ...	90 84 120 30	320		Measurements verified by self.
			Total ...	...	...	...	929		

BURN & Co.,
Contractors.

Certified that the above claim is correct, that the measurements have been made by me, and that the work has been satisfactorily performed.

C. D.,

Assistant Engineer, [or Subordinate in charge of work.]

28th May, 1864.

REMARKS BY EXECUTIVE ENGINEER:—

Proceedings of the Madras Government, Public Works Department, 7 2nd September 1864.

Received Rupees (929) nine hundred and twenty-nine only, on account of the works detailed within, as a final payment in settlement of all demands.

(Stamp.)

BURN & Co.,
Contractors.

Dated 28th May, 1864.

[P. W. CIRCULAR No. 40 OF 1864.—FORM III.]

[Form of Receipt to be furnished when it is not given on the back of a Work Certificate.]

Received from the Executive Engineer, ——— Division, Rupees (500) five hundred only, in part payment for constructing the Cavalry Stables at ———

(Stamp.)

A. B.,
Contractor.

[This is a case where payment is made after the certificate had been submitted, which is therefore the last.]

Memorandum.

	RS.	A.	P.	RS.	A.	P.
Value of work done, as per last certificate	...	...	...	1,700	0	0
Previous payments	...	...	...	1,000	0	0
Receipt as above	...	...	...	500	0	0
Balance due	...	...	...	1,500	0	0
				200	0	0

A. B.,
Contractor.

Date

(Or this)

Received from the Executive Engineer, ——— Division, Rupees (1,247) twelve hundred and forty-seven, being balance in full due on my contract for supplying bricks for the year 1864.

(Stamp.)

C. D.,
Contractor.

Memorandum.

	RS.	A.	P.	RS.	A.	P.
Value of materials supplied, as per last certificate	...	...	...	3,647	0	0
Previous payments	...	...	...	2,400	0	0
Receipt as above	...	...	...	1,247	0	0
				3,647	0	0

Date

(Or this, to be used when one payment is made on account of several works, in which case the amount chargeable to each is always to be specified.)

Received from the Executive Engineer, ——— Division, Rupees (1,500) fifteen hundred only, as advances for the works specified below, viz. :—

	RS.	A.	P.
As advance for constructing a Record-room, Collector's Cutcherry	...	...	...
Annual repairs to Cutcherry	...	...	...
Drain-bridge in Civil Lines	...	...	...
Total	1,500	0	0

(Stamp.)

F. F.,
Contractor.

Date

8 *Proceedings of the Madras Government, Public Works Department,*
2nd September 1864.

[P. W. CIRCULAR No. 40 OF 1864, FORM IV.]

[Form of Account to be rendered for work partly executed by contract and partly by Departmental Agency.]

1ST SUB-DIVISION.

PRESIDENCY DIVISION.

Name of work.—New Police Station, Baraset.

Authority for work.—Estimate No. 51 of 1863-64, Government of Bengal's No. 5,368, dated 10th February 1864.

The 20th May, 1864.

[illegible]

[NOTE.—The figures in antique (black letter) are entered by the Office of Accounts.]

(Signed)

(Remarks by Executive Engineer.)

Asst. Engr. (or Subordinate in charge of work.)

(Signed)

Executive Engineer.

*Proceedings of the Madras Government, Public Works Department, 9
2nd September 1864.*

[P. W. CIRCULAR No. 40 OF 1864, FORM V.]

DIVISION, PUBLIC WORKS.

Extract from Ledger folios containing the accounts of Contractors for May, 1864.

BURN AND CO.

		RS.	A.	P.		RS.	A.	P.
10	To Cheque No. 5 ...	100	0	0	By balance brought forward ...	350	0	0
25	To Cheque No. 9 ...	1,701	3	7	By Certificate No. 45 C "two storied verandah, Belvedere" ...	1,540	0	4
28	To Cheque No. 10 ...	929	0	0	By Certificate No. 48 C for petty and minor works ...	929	0	6
		2,730	3	7				
	Balance due ...	88	12	9				
		2,819	0	4		2,819	0	4

RAM GOPAL GHOSE.

		RS.	A.	P.		RS.	A.	P.
18	To Cheque No. 8 ...	820	0	0	By balance brought forward ...	120	0	0
29	To Cheque No. 11 ...	97	0	0	By Certificate No. 46 C, for road metal supplied	910	0	0
					By Certificate No. 49 C, for petty repairs, Suburban Road	130	0	0
		917	0	0				
	Balance due ...	243	0	0				
		1,160	0	0		1,160	0	0

GOOLAM MAHOMED.

			RS.	A.	P.				RS.	A.	P.
8.	To Cheque No. 4 ...		120	0	0	By balance brought forward ...			240	0	0
10	To Cheque No. 6 ...		60	0	0	By labor, as per monthly account of "New Police Station" at Baraset.			125	0	0
30	To Cheque No. 12 ...		90	0	0						
			270	0	0						
	Balance due ...		95	0	0						
			365	0	0				365	0	0

10 *Proceedings of the Madras Government, Public Works Department,*
2nd September 1864.

NUBBEE BUKSH.

		RS.	A.	P.		RS.	A.	P.
7	To Cheque No. 3 ...	100	0	0	By balance brought forward ...	180	0	0
15	To Cheque No. 7 ...	90	0	0	By labor, as per account of "New Police Station" at Baraset ...	648	0	0
30	By Cheque No. 13 ...	580	0	0				
		770	0	0				
	Balance due ...	58	0	0				
		828	0	0				
						828	0	0

(Signed) _____
Executive Engineer.

No. 26.
ORDER THEREON, 2nd September 1864, No. 2,536.
Communicated to the Controller of Public Works Accounts.
(True Extract.)
(Signed) J. H. M. SHAW STEWART, Major, R. E.,
Deputy Secretary to Government.

To the Controller of Public Works Accounts.

Exd S. T. Augustin.

Circulate

exp. 2536.

*Communicated to the
Controller of P. W. Accounts*

*Chepauk
2nd Sept/64*

The Controller of P. W. Accounts
X⁸⁷

Diff. 3 Sept 64

1736
F. N. 1861, Dep. 1000
(1) Pro. of Govt. for Sept.
No. 31/27

Account.

CIRCULAR No. 40.

To

FROM

SECY. TO GOVT. OF INDIA,
IN THE PUBLIC WORKS DEPT.,

Dated SIMLA, 1st July, 1864.

Received 26 Aug

61

no. 2536 2nd Sept/64

Forms and Rules regarding Contract Accounts.

No. 25.26

With an Order

C. 26th August 1864 Dr. 26th