

(1) Number of pages 6

(2) Date of repair 15-10-49

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MADRAS RECORD OFFICE.

Government of Madras.

Public Works **DEPARTMENT.**

G.O. No. <u>2589</u>	Press Mts.
<u>128-129</u>	
Dated <u>7-9-</u>	<u>1864</u>

Not to be folded or roughly handled

4

*Proceedings of the Madras Government, Public Works Department,
7th September 1864.*

No. 128. Read the following Circular from Colonel R. STRACHEY, R. E., Secretary to the Government of India, to Local Governments and Administrations, dated Public Works Department, Simla, 21st July 1864, No. 48:—

1. Great irregularities have lately occurred in the Office of the Chief Engineer and Public Works Secretary in the Central Provinces, which show that there was a complete want of method and systematic routine in that Office, and that no steps were taken by the superior officers to check the operations of the subordinate clerks, or to ascertain that the business was correctly and punctually carried on. In order to prevent, as far as possible, the recurrence of such irregularities, from which most serious hindrance to the despatch of important business has arisen, the Governor General in Council is pleased to direct that suitable rules for the conduct of business in the several offices of the Public Works Department shall at once be prepared under the orders of the several Local Governments and Administrations, and shall henceforth be regarded as strictly binding on all officers in charge of, or clerks employed in such offices.

2. These rules should distinctly specify the routine to be observed in the despatch of the business of the office; and specific responsibility should be made to attach to some one individual for the performance of every stage of the office duties. The nature of the check to be exercised by the superior officers at the head of the larger offices, and their Assistants, should be distinctly defined.

3. The rules for each class of office should be printed and distributed to all officers and clerks employed in such offices, who should be held strictly responsible for the exact performance of the duties as laid down in the rules. It should be the special duty of the head clerk of every office to see that every new clerk on joining receives a copy of the rules and makes himself acquainted with their contents.

4. The rules for the offices of Account should be framed after communication with the Accountant General of the Public Works Department.

5. It is requested that copies of the rules, when prepared and printed, may be submitted to this Office for perusal.

Copy forwarded for information to the Government of Madras in the Public Works Department.

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

No. 129.

ORDER THEREON, 7th September 1864, No. 2,589.

Ordered to be recorded.
(True Extract.)

(Signed) J. H. M. SHAW STEWART, Major, R. E.,
Deputy Secretary to Government.

2589

Record

Shepherd
7th Sept/64

Received of Mr. J. H. ...
the sum of ...
for ...
J. H. ...

1864 Data
Circ. for Sept.
No. 3814

Establishment.

CIRCULAR No. 48.

To

FROM

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

Dated SIMLA, 21st July, 1864.

Received

30 Sept.
Recorded -
sent for information
side for info - 28 Sept.
Recorded
10 Sept.

Directs Local Governments and Administrations
to prepare a set of rules for the conduct of business
in the several offices of Public Works Department
under their control in order to keep in check the
operations of Subordinate Clerks.

No. 128. 129.

2nd Sept/64 On 5th

2589-7th Sept 1864 -