

(1) Number of pages 2-12(2) Date of repair 12-11-67

(3) Initials of the Referencer \_\_\_\_\_

**MADRAS RECORD OFFICE.****Government of Madras.***Public Works* **DEPARTMENT.**

G.O. No. 3893-94

**Press**  
**Mis.**

311-313

Dated 16-12-1867.

**Not to be folded or roughly handled**

No. 311. Read the following letter from the General Superintendent Public Works Stores and Workshops, to the Secretary to Government, Public Works Department, dated Chepauk, 6th December 1867, No. 1,186:—

1 Statement.  
1 List.

1. I have the honor to bring to the notice of Government, that the business of the Store Department has of

late years so considerably increased, that an augmentation to the Office Establishment is indispensably necessary, to enable that Department to cope effectually with the additional work which now devolves upon it.

2. The following is a statement of the duties which are performed by each member of the establishment:—

Store-keeper.

Attending to the landing, shipping, and despatching of stores, and to all petty details in connection with the general supervision and custody of stores. Prepares and passes Indents, and is in charge of cash.

Deputy Store-keeper.

Receives, issues, and looks to the packing of stores. Superintends the cleaning of machinery and tools. Records the receipts and issues of stores in the proper books. Keeps the general stock account of Public Works Stores.

Assistant Store-Keeper.

Prices Indents, posts the receipts and issues in the Ledgers of machinery, tools, scientific instruments, and stock. Prepares Return of stores, with lists of receipts and issues for the Controller of Public Works Accounts. Closes Ledgers half yearly; fair copies letters; enters packing accounts, indents, &c., in the proper books; checks bills.

Clerk.

Registers letters received and despatched; keeps the records; keeps up the files of Indents, Bills of Lading, Tonnage statements, Tonnage certificates, bills, &c., and is in charge of stationery.

3. The receipts and issues of stores are now much larger than when the present establishment was organized, and the amount of clerical work has consequently increased in proportion. The elaborate system of accounts, which was recently ordered to be introduced upon the recommendation of the Accountant General, Public Works Department, involving the preparation of the several detailed returns shown in the list appended to this letter, has materially added to the work of the Department, and engrosses the time and attention of the Store-

*Proceedings of the Madras Government, Public Works Department,  
16th December 1867.*

keeper and his Deputy to the detriment of their more legitimate out-door work. It is to afford these subordinates the aid which they so much need for the due and efficient performance of their proper duties, that I now request the Government will be pleased to sanction the employment of an Accountant on a salary of Rupees 60, who will prepare the various monthly and other accounts given in the margin,\* and otherwise aid the establishment. This arrangement will further have the advantage of ensuring more care and correctness in the preparation and submission of the several Returns which the Store Department is supposed to furnish the Office of Account.

- \* Cash Account Current.
- Stock Account.
- Schedule of receipts of Stock and Cash.
- Progress Report.
- Cash balance Statement.
- Register of Stores with valuation.
- Cash Book.
- Cash Abstract Book.
- Stock Abstract Book.
- Journal.
- Ledger.
- Trial Balance.
- Transfer entry book.
- Stock Account in sub-heads.
- Stock Ledger.

4. The Tabular Statement herewith submitted provides also for the employment of a Duffadar and three additional Peons; at present the Stores and Workshops are watched at night by two Peons in the permanent establishment, assisted by four coolies, who are paid on monthly contingent bills. Two Peons on the Workshop Establishment are engaged in maintaining a watch at the main entrance gate during the day, thus leaving only one Peon available for attending at the Office. The recent extension of the Public Works Store-rooms renders it of importance that additional watching Peons should be employed in lieu of the coolies who are now engaged on whom little or no reliance can be placed for the custody of Government property.

|                                |       |
|--------------------------------|-------|
| Proposed Establishment, Rupees | 1,118 |
| Present...                     | 1,028 |
|                                | 90    |

5. I trust that, under these circumstances, the Government recognizing the necessity for the small increase of establishment now applied for, will be pleased to sanction it.

**PUBLIC WORKS DEPARTMENT.**  
Statement of Increase to the Establishment of Public Works Stores, Madras.

*Proceedings of the Madras Government, Public Works Department,  
16th December 1867.*

| No. | Date. | Extract from Home Dept. of Govt. of India. | Office to which the Proposition refers. | NATURE OF CHANGE.            |                              | PROPOSITION.        |                     |                     |                     |          |                        | Local Govt's recommendation. | ORDERS OF THE GOVERNMENT OF INDIA. |          |         |
|-----|-------|--------------------------------------------|-----------------------------------------|------------------------------|------------------------------|---------------------|---------------------|---------------------|---------------------|----------|------------------------|------------------------------|------------------------------------|----------|---------|
|     |       |                                            |                                         | Present Scale.               | Proposed Scale.              | PERMANENT.          |                     | TEMPORARY.          |                     | Remarks. | Home Dept. Department. |                              | Financial Department.              | Remarks. | Orders. |
|     |       |                                            |                                         |                              |                              | Increase per month. | Decrease per month. | Increase per month. | Decrease per month. |          |                        | Period.                      |                                    |          |         |
|     |       |                                            |                                         | 1 General Superintendent ... | 1 General Superintendent ... | 600                 | 600                 |                     |                     |          |                        |                              |                                    |          |         |
|     |       |                                            |                                         | 1 Store-keeper ...           | 1 Store-keeper ...           | 200                 | 200                 |                     |                     |          |                        |                              |                                    |          |         |
|     |       |                                            |                                         | 1 Deputy do. ...             | 1 Deputy do. ...             | 70                  | 70                  |                     |                     |          |                        |                              |                                    |          |         |
|     |       |                                            |                                         | 1 Assistant do. ...          | 1 Assistant do. ...          | 40                  | 40                  |                     |                     |          |                        |                              |                                    |          |         |
|     |       |                                            |                                         | 1 Clerk ...                  | 1 Accountant ...             | 60                  | 60                  |                     |                     |          |                        |                              |                                    |          |         |
|     |       |                                            |                                         | 3 Peons ...                  | 1 Clerk ...                  | 25                  | 25                  |                     |                     |          |                        |                              |                                    |          |         |
|     |       |                                            |                                         | 13 Lascars ...               | 1 Duffadar ...               | 73                  | 9                   |                     |                     |          |                        |                              |                                    |          |         |
|     |       |                                            |                                         |                              | 6 Peons ...                  | 43                  | 21                  |                     |                     |          |                        |                              |                                    |          |         |
|     |       |                                            |                                         |                              | 13 Lascars ...               | 73                  | 90                  |                     |                     |          |                        |                              |                                    |          |         |
|     |       |                                            |                                         | Total...                     |                              | 1,028               | 1,118               |                     |                     |          |                        |                              |                                    |          |         |

(Signed) F. L. MONCRIEFF, C. E.,  
Genl. Supt. P. W. Stores and Workshops.

CHEPAUK,  
6th December 1867.

*Proceedings of the Madras Government, Public Works Department,  
16th December 1867.*

*List of Books kept in the Public Works Store Department.*

- 1 Register of Letters received.
- 1 Register of Letters despatched.
- 1 Receipt Book of Machinery.
- 1 Issue Book of do.
- 1 Receipt Book of Tools and Plant.
- 1 Issue Book of do.
- 1 Receipt Book of Scientific Instruments and drawing materials.
- 1 Issue Book of do.
- 1 Receipt Book of Stock Articles.
- 1 Issue Book of do.
- 4 Sets of Ledgers to the above.
- 1 Packing Account Book.
- 1 Invoice Book.
- 1 General Stock Book of Public Works Stores.
- 1 Indent Book.
- 1 Survey Report Book.
- 1 Check Book of Stores despatched by rail.
- 1 Check Book of Stores despatched by sea.
- 1 Cash Book.
- 1 Cash Abstract Book.
- 1 Stock Abstract Book.
- 1 Journal.
- 1 Ledger.
- 1 Stock Ledger.
- 1 Trial Balance Book.
- 1 Transfer entry Book.

29

CHEPAUK,  
6th December 1867.

(Signed) F. L. MONSCRIEFF, C.E.,  
Genl. Supt. P. W. Stores and Workshops.

No. 312.

ORDER THEREON, 16th December 1867, No. 3,893.

ESTABLISHMENT, No. 29.

|                      |     |     |     |     |
|----------------------|-----|-----|-----|-----|
| 1 Accountant         | ... | ... | ... | rs. |
| 1 Duffadar           | ... | ... | ... | 60  |
| 3 Peons, at 7 Rupees | ... | ... | ... | 9   |
|                      | ... | ... | ... | 21  |
| Total                | ... | ... | ... | 90  |

The Government are satisfied from the explanations which are furnished in this letter that the additional establishment applied for is necessary, and they accordingly resolve to request the sanction of the Government of India to its employment.

Ordered that the following letter be sent:—

(Here enter No. 3,894, dated 16th December 1867.)  
(True Extract.)

(Signed) CHARLES A. ORR, Colonel, R. E.,  
Secretary to Government.

To the General Superintendent of Public Works Stores and Workshops.  
.. Controller of Public Works Accounts.  
.. Accountant General.

Exd. T. O'Connor.

PUBLIC WORKS DEPARTMENT,  
FORT ST. GEORGE,  
16th December 1867.

No. 3,894.

No. 313.

To

THE SECRETARY TO THE GOVERNMENT OF INDIA.

SIR,

ESTABLISHMENT, No. 30.

1. I am directed to forward here-  
with an application from the General  
Superintendent of Public Works Stores

and Workshops for an augmentation to his Office Establishment.

2. The additional establishment applied for consists of one Accountant, a Duffadar and three Peons, at a monthly cost of Rupees 90. Mr. Moncrieff explains that the business of the Store Department has of late years considerably increased, and that this, coupled with the introduction of the system of Accounts recommended by Major Chesney for adoption, has prevented the Store-keepers from devoting the time and attention to their legitimate out-door duties which are so essential to the efficiency of the Department. The additional watching establishment of one Duffadar and three Peons is shown to be absolutely required for the protection of valuable public property now lodged in the extensive Store and Workshop buildings.

3. I am accordingly to solicit the sanction of the Government of India to the entertainment of the proposed establishment, the cost being defrayed from savings on the general allotment under that head of the Budget.

I have the honor to be,

Sir,

Your most obedient servant,

(Signed) CHARLES A. ORR, Colonel, R. E.,  
Secretary to Government.

Exd. T. O'Connor

List of Books kept in the P. W. Store Department.

- 1. Register of Letters received.
- 1. Register of Letters despatched.
- 1. Receipt Book of Machinery.
- 1. Issue Book of Machinery.
- 1. Receipt Book of Tools and Plant.
- 1. Issue Book of Tools and Plant.
- 1. Receipt Book of Scientific Instruments & Drawing Material.
- 1. Issue Book of Scientific Instruments & Drawing Material.
- 1. Receipt Book of Store Articles.
- 1. Issue Book of Store Articles.
- 4. Set of Ledgers to the above.
- 1. Packing Account Book.
- 1. Invoice Book.
- 1. General Store Book of P. W. Stores.
- 1. Indent Book.
- 1. Turnery Report Book.
- 1. Check Book of Stores despatched by rail.
- 1. Check Book of Stores despatched by sea.
- 1. Cash Book.
- 1. Cash Abstract Book.
- 1. Store Abstract Book.
- 1. Journal.
- 1. Ledger.
- 1. Store Ledger.
- 1. Trial Balance Book.
- 1. Transfer Entry Book.

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P. W. Store Department  
Chepauk. 1<sup>st</sup> December 1887

*W. H. Macrieff*  
General Supt. P. W. Stores and  
Workshops

Public Works Store Department  
 No 1186  
 From  
 98  
 Depants 6<sup>th</sup> December 1887

H. L. Moulliff Esquire. C.E.  
 General Superintendent. P.W. Store & Workshops

Colonel Charles St. J. P.E.  
 Secretary to Government P.W.D.  
 Fort Saint George

I have the honor to bring to the notice of Government, that the business of the Store Department has of late years so considerably increased, that an augmentation to the office establishment is indispensably necessary, to enable that Department to cope effectually with the additional work which now devolves upon it.

The following is a statement of the duties which are performed by each member of the Establishment

Store-keeper Attending to the landing, shipping and despatching of Stores and to all petty details in connection with the general supervision and custody of Stores. Prepares and passes Indents, and is in charge of cash.

Dist. Store-keeper. Receives, issues, and looks to the packing of Stores. Superintends the cleaning of machinery and tools. Records the receipts and issues of Stores in the proper books. Keeps the general Stock Account of P.W. Stores.

Asst. Store-keeper. Prepares Indents. Posts the receipts and issues in the Ledgers of Machinery

Enclosed in a letter from the General Superintendent. P.W. Store & Workshops is the statement of the duties of the members of the Establishment.

Copy of Charles St. J. P.E. to the General Superintendent.

1887/12/6





Public Works Department.  
Statement of increase to the Establishment of Public Works Store, Madras.

| Extracts from<br>House Dept<br>of Government<br>of India |      | Office to which the<br>report is referred | Nature of Change               |                               | Proposition              |                          |                          |                          | Grounds of<br>Proposition | Local Government<br>Recommendation | Orders of the<br>Govt. of India |                    |       |
|----------------------------------------------------------|------|-------------------------------------------|--------------------------------|-------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|------------------------------------|---------------------------------|--------------------|-------|
| No.                                                      | Date |                                           | Present Scale                  | Proposed Scale                | Permanent                |                          | Temporary                |                          |                           |                                    | House<br>Dept.                  | Financial<br>Dept. | Order |
|                                                          |      |                                           |                                |                               | Increase<br>per<br>month | Decrease<br>per<br>month | Increase<br>per<br>month | Decrease<br>per<br>month |                           |                                    |                                 |                    |       |
|                                                          |      |                                           |                                |                               |                          |                          |                          |                          |                           |                                    |                                 |                    |       |
|                                                          |      | Public Works Store                        | 1. General Superintendent— 600 | 1 General Superintendent— 600 |                          |                          |                          |                          |                           |                                    |                                 |                    |       |
|                                                          |      |                                           | 1 Store. Keeper— 200           | 1 Store. Keeper— 200          |                          |                          |                          |                          |                           |                                    |                                 |                    |       |
|                                                          |      |                                           | 1 Deputy— 70                   | 1 Deputy— 70                  |                          |                          |                          |                          |                           |                                    |                                 |                    |       |
|                                                          |      |                                           | 1 Assistant— 40                | 1 Assistant— 40               |                          |                          |                          |                          |                           |                                    |                                 |                    |       |
|                                                          |      |                                           | 1 Clerk— 25                    | 1 Accountants— 60             | 60                       |                          |                          |                          |                           |                                    |                                 |                    |       |
|                                                          |      |                                           | 3 Peons— 21                    | 1 Clerk— 25                   |                          |                          |                          |                          |                           |                                    |                                 |                    |       |
|                                                          |      |                                           | 12 Lascars— 72                 | 1 Dub. Scribe— 9              | 9                        |                          |                          |                          |                           |                                    |                                 |                    |       |
|                                                          |      |                                           |                                | 6 Peons— 42                   | 21                       |                          |                          |                          |                           |                                    |                                 |                    |       |
|                                                          |      |                                           |                                | 12 Lascars— 72                |                          |                          |                          |                          |                           |                                    |                                 |                    |       |
| Total 1028                                               |      |                                           |                                |                               | 118                      | 90                       |                          |                          |                           |                                    |                                 |                    |       |

P. W. Store Department  
2  
December 1867

W. H. Stanger  
Genl. Supt. P. W. Store, Madras

No 3893

PROCEEDINGS of the MADRAS GOVERNMENT.

Under date the 16 Decr/67

Read the following

From The General Superintendent (Here enter No. 1186 dated 6th December 1867)  
P.W. Stores & Workshops

The Government are satisfied from the explanation which are furnished in this letter that the additional establishment applied for is necessary, and they accordingly resolve to request the sanction of the Government of India to its employment.

Ordered that the following letter be sent.

A to B d/

1. Accountant - Rs 60  
1. Duffader - " 7  
3. Plans at Rs 7 - " 21  
20

N.  
W.H.  
by R.

To The General Supt of P.W. Stores & Workshops  
Controller  
Genl Supt

Decr 17/12/67

Mr 4/12/67

Statement of income & the  
Expenditure of Public Works  
Office.

Enclosed is a statement of the  
General Superintendent of P.W. Stores  
& Workshops for the year 1866.  
P.W. Stores & Workshops

No 2896

To

The Secretary to the  
Government of India

Sir,

I am directed to  
forward herewith an ap-  
plication from the General  
Superintendent of P. W. Stores  
and Workshops for an aug-  
mentation to his Office es-  
tablishment.

The additional  
establishment applied for  
consists of one Accountant,  
a Duffadar and three Peons,  
at a monthly cost of Rs 90.

Mr. Moncrieff explains that  
the business of the Store Dept.  
has of late years considerably  
increased, and that this,

1919

coupled with the introduction  
of the system of Accounts  
recommended by Major Chen  
for adoption, has prevented  
the Storekeepers from devoting  
the time & attention to  
their legitimate outdoor  
duties which are so essential  
to the efficiency of the Dept.  
The additional watching  
establishment of 1 Duffadar  
and 3 Peons is shown to be  
absolutely required for the  
protection of valuable  
public property now lodged  
in the extensive Store and  
Workshop Buildings.

I am accordingly  
to solicit the sanction of the  
Government of India to  
the entertainment of the

proposed establishment, the  
cost being defrayed from  
being on the general allo-  
ment under that head of  
the Budget.

P. W. 186 . Department.

No.

PROCEEDINGS OF GOVERNMENT.

Dated

*[Signature]*  
Hart St George  
16 Dec 1867

Recd 17/12/67 with one copy  
of G.O. 3893 of 1867 - three copies  
each of letters 3894 & G.O.  
3893 forwarded for the use of  
the Financial Dept.

510315  
Pub. Works 1867 Depart<sup>th</sup>

Pro: of Govt<sup>th</sup> for December

No 3093 & 3094

Pro: of the Madras Govt<sup>th</sup>

D<sup>th</sup> 16<sup>th</sup> December 1867

Informing the Superin:  
tendant of the P.W. Store  
Department that his appli:  
cation for an augmentation  
to his office Establishment  
will be forwarded for the  
sanction of the Govt of India.

Transmitting to the  
Govt of India the above  
application.

No 311 @ 313