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MADRAS RECORD OFFICE

Government of Madras

Public works DEPARTMENT

G.O. No.	2226	Press
B.P. No.		Mis.
118.119		
Dated	8. 9.	18.7.50

Not to be folded or roughly handled

No. 118. Read the following letter from T. MOSS, Esq., Officiating Controller of Public Works Accounts, to Colonel G. W. WALKER, R.E., Secretary to Government, Public Works Department, dated Fort St. George, 19th July 1873, No. 2,255:—

By the orders of Government contained in G. O., No. 2,413, of the 19th August 1865, Range Officers are required to furnish the Superintending Engineers with a *complete* copy of their Progress Reports. As those orders were issued when Superintending Engineers had very extensive charges, and as by the recent re-organization the inspecting charges of District Engineers were so arranged as to be within the limit of easy control, I thought it desirable to inquire of District Engineers whether Range Officers could not be relieved of some portion of their heavy office work by modifying the arrangement which was necessary when the Government Order of 1865, above quoted, was issued.

2. Having received the replies, with one exception, of the several District Engineers, I am now in a position to address Government on the subject, and I accordingly solicit consideration of the following facts:—

Most of the District Engineers are in favour of the present arrangement, but a few are of opinion that the details might be considerably reduced. All say that some such document as the Progress Report is necessary to enable them to watch expenditure, to arrange for appropriation, and to compile several statements required by various officers and by the Government, while one officer states that the Inspecting Engineer of Civil and Military Buildings requires a Progress Report for all works costing more than 500 Rupees "*exactly in the same form as the Report forwarded to the Controller.*" My inquiry has also brought out the fact that, in some cases, the District Engineer receives Progress Reports *before* they are furnished to this office, which is objectionable, and accounts, in some instances, for the late date on which monthly accounts reach this office.

3. I have carefully considered the subject, and I am satisfied that *all* the information required by District Engineers can be given to them in a more complete and useful form with considerable reduction of work in Range Offices. Instead of the hours and days taken up in copying the Progress Report under the present arrangement, all the necessary information could be given within a short time in a form like that attached to this letter.

4. It will be seen that the form appears in two parts, A. and B., on an open sheet of foolscap, both sides of which are utilized. Part A. is on the left, and Part B. on the right hand side, and when separated the one from the other (as they will be) can be united for purposes of comparison by cross lines, the numbers of which in columns 1 and 6 will be identical.

Part A. will always be returned to Range Officers by District Engineers, who will keep a copy of it to connect with entries in Part B., which will be retained in their offices. The one copy which the District Engineers will have to get made of Part A. will be available for the *whole year*, as will be understood from the remarks further on.

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5. *Part A.*, if used as above, will give, *once for all*, to District Engineers what is now copied out month by month. For example, A. and B. will be prepared and submitted to District Engineers to show works, etc., in progress in April. Part A. will be returned to Range Officers who will re-submit it for May after adding any works that may have been commenced in that month. Thus Part A. would be continually passing between Range Officers and District Engineers, and the entries made in the first month would be of use for every subsequent month of the official year. The cross lines on which the entries will be made should be about an inch apart so that there may be space to note, in red ink, the changes that will sometimes have to be made in columns 3 and 5: in the former, when a revised or supplementary estimate is sanctioned, and in the latter, when an allotment is either increased or decreased. When these columns (3 and 5) are blank the District Engineers will know that work is being done without estimate and allotment, and they will be able to take the necessary steps to remedy the irregularity.

6. *Part B.*, which can be filled up in a few minutes, will be prepared for each month and will accompany Part A. As already noticed, the numbers in column 6 of Part B. will be the same as those in column 1 of Part A. In column 7 will be entered the expenditure during the current year from which the month's expenditure, if desired to be known, could always be ascertained by comparing the amount with that shown in the previous month; the difference between the two sums would be the month's expenditure. It will be remembered that Part B. remains with District Engineers and will, therefore, be always available for reference. Columns 8 and 9 are intended to give information which is not given in Progress Reports. The information will be most useful to District Engineers in enabling them to prevent lapses of Budget Grants by re-distributing (with the sanction of Government) funds which cannot be utilized in the manner anticipated in the Budget programme. While giving this information to District Engineers, Range Officers would be obliged to give thought to the "ways and means," and they would become responsible for any lapse of funds if they failed to give notice of their inability to utilize the funds placed at their disposal or of their ability to utilize more than the sums granted. I attach much importance to this matter, and I think the Chief Engineer and Inspecting Engineers, as also the District Engineers, will regard it in the same way. Of course, when Range Officers have no change to propose, columns 8 and 9 will be blank. Column 10 will give information which should be known to District Engineers, but which is of no use to the Controller of Public Works Accounts. At present the Controller has to notice the omission of such information from Progress Reports, but I submit that the Controller is in a false position when he has to ask an executive officer why works were not inspected, etc. The accounts of outlay are no way affected by such information, and there can be no doubt that the duty of securing proper supervision or inspection of works by Range Officers should rest with District Engineers. Column 11 will serve for many purposes. The word "*completed*" should be entered in it against works that are finished, and after that entry appears District Engineers should call for completion certificates, repeating the call from time to time till the certificates are

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received. After receipt of completion certificates a red ink line should be drawn across the items relating to completed works. Such remarks as "*an Estimate is under preparation*" or "*a Revised Estimate is necessary and will be prepared*" might appropriately be made in this column.

7. The "List" above described in paragraphs 4, 5, and 6, may be used to show *all* works and repairs, also charges for tools and plant in continuous order, or there may be a separate list for works, etc., under each of the heads *Extraordinary, Imperial, Provincial and Local*, as District Engineers may think proper. Both parts of the "List" should be printed.

8. If there is no objection on the part of Government to the change I have proposed, I would suggest that District Engineers be allowed the opportunity of expressing an opinion on my proposals before they are adopted. If the majority should be opposed to the proposed change, I should be sorry to see it introduced. At the same time I think that too much importance should not be attached to objections which are urged for no other reason than the dislike to change of any kind.

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PART A.
KURNOOL RANGE.

List of Works, etc., in progress during the month of July 1873.

No.	Description of works, etc.	Amount of Estimate.	Expenditure to end of last year.	Allotment for current year.
1	2	3	4	5
1				
2				
3				
4				
5				
6				
7				
8				
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19				

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PART B.
KURNOOL RANGE.

List of Works, etc., in progress during the month of July 1873.

No.	Expenditure during the year.	RANGE OFFICER'S OPINION AS TO SUFFICIENCY OR OTHERWISE OF ALLOTMENTS.		Date of last inspection.	Remarks.
		How much more could be utilized if granted.	How much can be relinquished of the allotment.		
6	7	8	9	10	11
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ORDER THEREON, 8th September 1873, No. 2,226.

IN recording the accompanying letter from the Acting Controller with a form of Progress Report for District

2. District Engineers are held personally responsible for the efficient administration of all Public Works in their respective districts, and they must necessarily be kept duly informed of the exact state of all works and funds entrusted to them, the required information being supplied according to the budget heads.

4. The unanimous opinion which appears to have been expressed by District Engineers to the Acting Controller, against the proposal to curtail the information to be supplied to them, ought to have satisfied that official on this point. And it only remains for His Excellency in Council to point out how unnecessary repetition of information can be obviated. In every well administered district Abstract Progress Reports, or rather Registers of Progress, are maintained by the District Engineer in the accompanying Form (C) either for each Range or for each Budget head, viz. —

5. Progress Reports to District Engineers should be submitted at the earliest possible date and should invariably be accompanied by the Inspection Report of the Range Officer from which the dates of inspections of the different works can be noted by the District Engineer in his Register of Progress. The dates of completion of every work should be noted in the Progress Report both to District Engineers and Controller for the month in which final payment is made. And so much of the Manual as required the dates of inspections to be entered in Progress Reports as hereby cancelled.

Description of work, etc.		Amount of Estimate.	By whom and when sanctioned.	Net expenditure up to the end of last year.	GRANT FOR THE CURRENT YEAR.		TOTAL EXPENDITURE DURING THE CURRENT YEAR UP TO THE END OF												Remarks.
					Amount.	When au- thorized.	April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<p>These columns need be filled up in Range Progress Reports sent to the District Engineer only once, the number in the first column sufficing to identify the work in future Reports.</p> <p>All works should be entered under the several Budget Heads:—</p> <p><i>Works.</i></p> <p><i>Establishments.</i></p> <p><i>Tools and Plant.</i></p> <p><i>Contingencies.</i></p> <p><i>etc. etc.</i></p> <p>—</p> <p>And this column should contain all the information given to the Controller.</p>																			
<p>10th and 30th November. Completed 20th October. Finally inspected, 11th November.</p> <p>Completed 12th November.</p> <p>All dates of inspection to be entered in this column as above in black ink.</p> <p>And dates of completion and final inspection should be shown as above in red ink opposite all works completed.</p>																			

District

Register of progress on works

or No.

Range

FORM (C)
1873-74.

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6. Progress Reports to the Chief Engineer for Irrigation and the Inspecting Engineers for Buildings and for Communications are to be furnished by the District Engineers themselves and not by the Range Officers, and must contain all the information which may be called for in the department concerned.

7. His Excellency in Council takes this opportunity of drawing the special attention of District Engineers and their Range Officers to the necessity of carefully keeping up the Registers of important works. Paragraph 32 of the Manual requires the details of the Progress Reports to be taken from those Registers, and District Engineers should take frequent opportunities of examining them personally.

(True Extract.)

Colonel, R.E.,
Secretary to Government.

To the Acting Controller of Public Works Accounts.

- „ District Engineers.
- „ Executive Engineer in charge of Wynaad.
- „ Chief Engineer for Irrigation.
- „ Inspecting Engineers.

Exd. S. T. Austin,
Spare Copies.

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St. Louis Range

Description of work, year			Amount of Estimate	By whom audited and when audited	Not expended. (See instructions)	Grant for the current year		Total expenditure during the current year up to the end of												Remarks
						Amount	When authorized	April	May	June	July	August	September	October	November	December	January	February	March	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
<p>These columns need not be filled up in Range Progress Reports sent to the District Engineer only once in each year, the No. in the 1st Column sufficing to identify the work in future Reports.</p> <p>All works should be entered under the several Budget Heads:</p> <p>Works Establishments Tools and Plant Contingencies See See</p> <p>And this column should contain all the information given to the Controller</p>																				
<p>10 Nov. 30 Nov.</p> <p>Completed 30 Oct. Finally Inspected 11 Nov.</p> <p>Completed 15 Nov.</p> <p>All dates of inspection to be entered in this column as above in Black ink.</p> <p>And dates of completion and final inspection should be shown as above in Red ink opposite all works completed.</p> <p>16th Aug 1873.</p>																				

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 to end
 of
 Estimate of foot
 year
 year

10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224	1225	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Part A
Huron Range

List of Work & progress during the month of July 1873.

Number	Description of Work &c	Amount	Expenditure	Allotment
		of	to end of	for
		Estimate	last	Current
			year	year
1	2	3	4	5

Part B
Huron Range

10

List of Work & progress during the month of July 1873.

Number	Expenditure	Range officers opinion as to efficiency or otherwise of Allotments			Date of last Inspection	Remarks
		How much during the year	How much not utilized if granted	How much can be relin. if finished of the Allotment		
6	7	8	9	10	11	

Information is as low
Seasons required. The is more
the price is full in a lot
The D. S. can just be for the
actual figures before the
26

See continuation on the back

See continuation on the back

[Faint, mostly illegible handwritten text in the left column, possibly bleed-through from the reverse side.]

Office of the Controller of
 Public Works Accounts,
 Fort Saint George, 9 July 1873.
 No. 2255
 From
 The Offg. Controller of P.W. Accounts,
 Fort Saint George.
 The Secretary to Government,
 at Public Works Department,
 Fort Saint George.
 By the orders of the
 Government contained in
 G.O. No. 2413, of the 19th
 August 1865, Range Officers
 are required to furnish the
 Superintending Engineers with
 a Complete Copy of their
 Progress Reports. As those
 orders were issued when
 Superintending

Superintending Engineers had
very extensive charges, and as
by the recent reorganization
the inspecting charges of
District Engineers were so
arranged as to be within
the limit of plenary Control,
I thought it desirable to
inquire of District Engineers
whether Range Officers
could not be relieved of
some portion of their heavy
office work by modifying
the arrangement which was
necessary when the Govern-
ment Order of 1865 above
quoted, was issued.

2. Having received
the

2
the replies, with one excep-
tion, of the several District
Engineers, I am now in a
position to address Govern-
ment on the subject, and
I accordingly solicit consi-
deration of the following
facts.

Most of the District
Engineers are in favor of
the present arrangement,
but a few are of opinion
that the details might be
considerably reduced. All
say that some such docu-
ment as the Progress Report
is necessary to enable them
to watch expenditure, to
arrange

arrange for appropriation and
to compile several statements
required by various officers
and by the Government, while
one officer states that the
Inspecting Engineer of Civil
and Military Buildings re-
quires a Progress Report for
all works costing more than
500 Rupees "exactly in the
same form as the reports
forwarded to the Controller."

My enquiry has also brought
out the fact that in some
cases the District Engineer
receives Progress Reports
before they are furnished
to this Office which is
objectionable

3
objectionable and accounts in
some instances for the late
date on which monthly
Accounts reach this Office.
I have carefully
considered the subject and
I am satisfied that all the
information required
by District Engineers can be
given to them in a more
complete and useful form
with considerable reduction
of work in Range Offices.
Instead of the hours and
days taken up in copy-
ing the Progress Report
under the present arrange-
ment, all the necessary
information

information, could be given within a short time in a form like that attached to this letter.

4. It will be seen that the form appears in two parts A and B, on an open sheet of foolscap, both sides of which are utilized. Part A is on the left and part B on the right hand side, and when separated, the one from the other (as they will be) can be used for purposes of comparison by cross lines the numbers of which in columns 1 and 6 will be identical.

Part

Part A will always be returned to Range Officers by District Engineers who will keep a copy of it to connect with entries in part B which will be retained in their offices. The next copy which the District Engineers will have to get made of part A will be available for the whole year, as will be understood from the remarks further on.

5. Part A if used as above will give, once for all, to District Engineers what is now copied out month by month. For example, A and B will be prepared and submitted

submitted to District Engineers to show Works ~~for~~ in progress in April. Part A will be returned to Range Officers who will resubmit it for May after adding any works that may have been commenced in that month. This part A would be continually passing between Range Officers and District Engineers and the entries made in the first month would be of use for every subsequent month of the official year. The cross lines on which the entries will be made should be about an inch apart so that there may be space to note in red ink, the changes that

that will sometimes have to be made in Columns 3 and 5 in the former when a Revised or Supplementary ^{Estimate} is sanctioned and in the latter when an allotment is either increased or decreased. When these Columns (3 and 5) are blank the District Engineers will know that work is being done without Estimates and allotments and they will be able to take the necessary steps to remedy the irregularity. - Part B which can be filled up in a few minutes will be prepared for each month and will accompany Part A. As already noticed, the

the numbers in Column 6 of Part B will be the same as those in Column 1 of Part A. In Column 7 will be entered the expenditure during the current year from which the months expenditures if desired to be known, could always be ascertained by comparing the amount with that shown in the previous month; the difference between the two sums would be the months expenditure. It will be remembered that Part B remains with District Engineers and will therefore be always available for reference. Columns 8 and 9 are intended to give information

6
information which is not given in Progress Reports. The information will be most useful to District Engineers in enabling them to prevent lapses of Budget Grants by redistributing with the sanction of Government funds which cannot be utilized in the manner anticipated in the Budget programme. While giving this information to District Engineers, Range Officers would be obliged to give thought to the "ways and means" and they would become responsible for any lapse of funds if they failed to give

District Engineers should call
for Completion Certificates, re-
peating the call from time
to time till the Certificates
are received. After receipt of
Completion Certificates a red
ink line should be drawn
across the items relating to
Completed works. Such re-
modification an Estimate is
under preparation or a
Revised Estimate is necessary
and will be prepared might
appropriately be made in
this column. The List above de-
scribed in paras. 1 and 2
may be used to show all
works and repairs, also
Charges.

Charges for Tools and plant
in continuous order, or there
may be a separate List for
Works Fee, under each of
the heads Extraordinary,
Imperial, Provincial, and
Local, as District Engineers
may think proper. Both
parts of the "List" should
be printed.

8. If there is no objection
on the part of Government to
the change I have proposed,
I would suggest that Dis-
trict Engineers be allowed the
opportunity of expressing an
opinion on my proposals
before they are adopted.
If the majority should be
opposed to the proposed
change, I should be sorry
to

to see it introduced at the
 same time I think that too
 much importance should
 not be attached to objections
 which are urged for no other
 reason than the dislike
 to change of any kind.
 I have the honor to be,
 Sir, your obedient servant,

Controller of P.W. Accounts.

...

Proceedings of the
 From the Stry Cont.
 of P & Accts.

Pod 13
 No 2226
 Madras Government
 Receipt the following
 C.E. No. 2255 of 19
 July 1913

[Signature]

In recording the
 accompanying letter
 from the Acting Contr.
 -roller with a form
 of Progress Report
 for District Engineers
 proposed by him
 the Government de-
 sire it to be dis-
 tinctly understood
 that they have no

509
intention of modifying
their Order No. 2413 of
the 19th August 1865

further than by author-
izing District En-

gineers to dispense with
the unnecessary recu-

pitulation of infor-

mation in the Progress
Reports required from
Range Officers.

2. District Engineers
are held personally
responsible for the
efficient administration
of all Public Works in
their respective Districts
and they must neces-
sarily be kept duly

14
informed of the exact
state of all works and
funds entrusted to them
the required informa-
tion being supplied
according to the Budget
Heads.

3. The forms pro-
posed by the Acting
Controller appear to
His Excellency in
Council to be in-
convenient and com-
plicated and not
designed to supply
District Engineers
with all the infor-
mation they re-
quire. Columns 8 and 9
are quite unnecessary

District Engineers can
judge for themselves
from the actual figures
before them of the suf-
ficiency or otherwise
of funds; the informa-
tion proposed to be
given in these columns
is seldom required,
and when necessary should
be stated either ver-
bally or by letter.

The unanimous
opinion which appears
to have been expressed
by District Engineers
to the Acting Controller
against the proposal
to curtail the informa-
tion to be supplied

15
to them, ought to have
satisfied that official
on this point. And it
only remains for His
Excellency in Council
to point out how un-
necessary repetition
of information can
be effected. In every
well administered
District Abstract
Progress Reports,
or rather Registers
of Progress are main-
tained by the District
Engineers in the accom-
panying Form (C)
either for each Range
or for each Budget
Estimate viz:-

"Irrigation Department"
"Imperial Works"
"Provincial and Local Works"
and in which ^{are} registered
the total expenditure
on each work for each
month during the year.
If the several reports
under each heading
of the Range Progress
Report are duly
numbered, it will
only be necessary for
Range Officers to note
the number of any
work which has been
mentioned in former
Progress Reports
and on which trans-
actions have been

made during the month.
Omitting all work on
which no transactions
have occurred during
the month, ~~but~~ giving
the total ^{correctly} of them under
each head.

Progress Reports
to District Engineers
should be submitted
at the earliest possi-
ble date, and should
invariably be accom-
panied by the in-
spection Report of the
Range Officer from
which the dates of
inspections of the dif-
ferent works can be
noted by the District
Engineer in his Register.

of Progress. The dates of completion of every work should be noted in the Progress Report both to District Engineers and Controller for the month in which final payment is made. And so much of the Manual as required the dates of inspections to be entered in Progress Reports is hereby cancelled.

6. Progress Reports to the Chief Engineer for Irrigation and the Inspecting Engineers for Buildings and for Communications are to be furnished by

the District Engineers themselves and not by the Range Officers. And must contain all the information which may be called for in the Department concerned.

7. His Excellency in Council takes this opportunity of drawing the special attention of District Engineers and their Range Officers to the necessity of carefully keeping up the Registers of Important works. Para 32 of the Manual requires the details

of the Progress Reports
 taken from those
 Registers. And District
 Engineers should take
 frequent opportunities of
 examining them personally.

16th Aug 1874
 RH
 JMM

importance of it
 will not be
 given by the
 District Engineer
 or by the District
 Engineer. It is
 the duty of the
 District Engineer
 to see that the
 progress reports
 are made up
 and sent in
 to the District
 Engineer.

180
 28

- To The Agt. Contr. P. Dr. Accts.
- 30. Dr. Engrs
- " Exc: Engr in Ch. of Region
- " Chief Engr for District
- " Sub Engrs
- 1. C. in the Form of sub. to

N: 118-19

254173

4074

Govt. of 1873 Madras.
PUBLIC WORKS.

The Controller
of P.W. Accounts

Dated

Recd.

Encl.

G. O. 8th Sept 1873. No. 2226.

Vol. 1188/119

Accounts

Letter from the Offs (contd) of
P.W. Accounts submitting remarks
on the present practice of Revenue
Officers furnishing Dr. Imps
with a complete copy of their
Returns reports & suggesting
the adoption of a form wherein
all the information reqd by Dr.
Imps can be given; Records
with observations