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MADRAS RECORD OFFICE.

Government of Madras.

Public works DEPARTMENT.

G.O. No.	463	Press
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Dated	12. 2.	1873.

Not to be folded or roughly handled

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*Proceedings of the Madras Government, Public Works Department,
12th February 1873.*

No. 269. Read the following Circular from the Government of India, Public Works Department, (Account—General,) dated Fort William, 30th December 1872, No. 66:—

Proposal for indexing and keeping copies of Contract Certificates.

Read again:—

Public Works Department Resolution No. 134—45 A—G, dated 2nd February 1872.

Read also replies thereto from the several Local Governments and Administrations, namely.—

Letter from Secretary to Government of Madras, No. 716, dated 14th March 1872.

"	"	"	of Bombay, ,, 109A, ,, 12th ,, ,,
"	"	"	of Bengal, ,, 1,368 ,, 13th ,, ,,
"	"	"	of N. W. Provinces, No. 1,867, of 30th July ,,
"	"	"	of Punjab, No. 2,119 dated 20th April 1872.
"	"	"	Chief Commissioner of Central Provinces, No. 1,894 of 6th April 1872.
"	"	"	of British Burmah, No. 864 of 30th March ,,
"	"	"	of Oudh, No. 3,218, dated 18th March 1872.
"	"	"	of Mysore, ,, 63, ,, 28th Feb ,,
"	"	"	Resident of Hyderabad, No. 1,34 G—A, ,, 12th March ,,
"	"	"	Governor-General's Agent, Bajpootana, No. 1,052 S of 5th April 1872.
"	"	"	Governor-General's Agent, Central India, No. 608-I., dated 20th March 1872.

RESOLUTION.—The replies received from the several Local Governments and Administrations to the proposal for indexing and keeping copies of contract certificates being generally to the effect that the arrangement would cause additional work for which there is no absolute necessity, the Governor-General in Council considers that it is unnecessary to give effect to the proposal. If the contractor's ledger is kept up to date in the manner prescribed in the code forms, all the necessities of the case would be sufficiently met, and the possibility of error reduced to a minimum.

2. It has, however, been brought to notice that the arrangements in force in Bengal for dealing with Contract Certificates are not in exact accordance with the Code Rules. On this point the following Note has been submitted by the Controller of Public Works Accounts, Bengal:—

Extract paragraphs 1 to 5 from a Note by F. R. Boxce, Esq., Controller of Public Works Accounts, Bengal, on the Government of India's Circular No. 136 A—G, dated 2nd February 1872, on the salary of Contract Certificates.

1. It would appear that, in the Province from which the reference is made, the Code xix—i—69 is read differently from what it is read in Bengal. As I understand the Certificate No. 14, and the paragraph in the Code referred (xix—i—63) the certificate is a document to be prepared by the Government Officer or Subordinate in charge of the work, in duplicate, to be countersigned, after check, by the Sub-Divisional Officer and by the Contractor in token of his concurrence in the quantities set forth. On this being done, one copy is to be handed to the Contractor, as a document on which he can obtain from the Executive Engineer payment on account of work done. The other copy being at the time retained by the Sub-Divisional Officer, to be forwarded by

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him direct to the Executive Engineer as an advice of the work done up to date. There are evident reasons why both copies should not be made over to the Contractor, and why the Executive Engineer by whom the payment is to be made should receive independent advice of the quantities of work done.

2. The above reading of the Code appears to be supported by the "rules for accounts of State Railways," page 13, para. 57, and is put forward under the impression that the Code orders as to payments to Contractors being made by the Executive Engineer are enforced. Of course, if payments were made to a Contractor by a sub-divisional disburser, he would, instead of handing one copy of the certificate to the Contractor, make the needful payment, and thus for the time retain both copies of the certificate, keeping one copy for record, and sending the other in support of the accounts to the Executive Engineer at the close of the month.

3. Under the above procedure, the duplicate copy of the certificate should always be in the Office from whence the payment was made, and a Sub-Divisional Officer, who has not to make the payment, should not require to retain as a record any copy of the certificate, as the measurements from which the last certificate was prepared should be on record in his measurement book as directed in the Chief Engineer's Circular No. 8 of 31st July 1871.

4. As regards the numbering of Contract Certificates, the procedure in the province referred to appears also to differ from that in Bengal, as here it is the practice to number the certificates granted to each Contractor for each contract in consecutive order from No. 1 to the last of the series. Thus No. 10 would always be preceded by No. 9, No. 9 by No. 8, and so on; and there is no possibility of any certificate being overlooked, as this is one of the points on which each certificate is tested in this Office, and therefore I do not see any necessity for the introduction of the additional index as proposed.

5. In this Office the certificates are looked on as vouchers to the divisional schedule, and as such are recorded with the other vouchers of the division for the month, and kept under lock and key by the Head Accountant of the Examiner's Branch of the Circle concerned.

3. The Circular referred to in the foregoing Note is as follows:—

Memorandum from the Officiating Chief Engineer, Bengal, to the Superintending Engineers of several Circles of Bengal, dated 31st July 1871, Circular No. 8.

It has lately been brought to the notice of the Chief Engineer that the instructions conveyed in Code xix—i—70 are not sufficiently clear.

In some cases it has been the practice for Contractors to prepare their bills in duplicate and present both to the Executive Engineer, the duplicate remaining for record in the Office of the latter; in others, for the Sub-Divisional Officer to retain the duplicate, thereby necessitating the preparation of a copy in the Executive Engineer's Office; while in others the Contractor has been compelled to prepare his bill in triplicate, in order that the Executive Engineer and his Sub-Divisional Officer may each retain a copy.

2. The first is apparently not in accordance with the instructions contained in the Code; the second involves an unnecessary increase of clerical work in the Executive Engineer's Office, and the third an injustice of the Contractor.

3. The Chief Engineer directs that in future the Sub-Divisional Officers shall forward direct to the Executive Engineer for record the copy of the Contractor's bill retained by him, and that the measurement book shall be the sole record of certificates granted to be retained by the Sub-Divisional Officers.

4. Executive Engineers should be directed to examine thoroughly the measurement books of their Sub-Divisional Officers, and see that they are a complete record of each kind of work done up to date of certificate being granted.

4. These arrangements seem preferable to the rules laid down in the Code, and might be followed with advantage in all Provinces where the Code rules apply.

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12th February 1873.*

ORDER.—Ordered that this Resolution be communicated to Governments and Administrations noted in the margin, to the Inspector-General of Military Works, and to the Officers of the Railway Branch, for information and guidance, and to the Financial Department for information.

Governments of Madras, Bombay, Bengal, North-Western Provinces, and the Punjab in the General and Irrigation Branches.
Chief Commissioners of the Central Provinces, British Burmah, Oudh, and Mysore.
The Resident, Hyderabad.
The Agents to the Governor-General in Central India and Rajpootana.
The Superintendent of Port Blair and the Nicobars.
The Chief Engineer, Punjab Northern (State) Railway.
The Engineer-in-Chief, Indus Valley (State) Railway.
The Superintending Engineers, Delhi and Agra Districts, Rajpootana (State) Railway, Holkar (State) Railway, Neemuch (State) Railway, and Northern Bengal Railway Survey.
The Consulting Engineers for Railways, Calcutta, Lahore, and Lucknow.
The Deputy Controllers of Accounts, Punjab Northern, Indus Valley, Rajpootana and Central India (State) Railways.

Ordered also that a copy be forwarded to the Accountant-General, Public Works Department, for information.

(Signed) P. O'CONNELL, Lieut.-Colonel, R.E.,
Offg. Deputy Secy. to the Govt. of India.

No. 270. ORDER THEREON, 12th February 1873, No. 463.

ACCOUNT, No. 21.

COMMUNICATED to the Controller of Public Works Accounts with reference to his letter of the 1st March 1872, No. 2,916.

(True Extract.)

Colonel, R.E.,
Secretary to Government.

To the Controller of Public Works Accounts

Ed. E. C. Shunker.

S. W. 1873 Report

No 437

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT.

General.

To

CIRCULAR No. 66 PUBLIC WORKS.

Dated December 30, 1872.

Received *23rd Jan'y/73.*

26-8-08

to the Controller

Recd 1/12/73

*W-3 463
Communicated to the Controller of Public Works
for accounts with reference to his letter of the 1st Nov 1872, &c. 2916.*

Wm

Proposal for indexing and keeping copies of
Contract Certificates.

P. W. D. Press—7-1-73—1,004.

With an order

Sp 437

Govt. of 1873 Madras.

PUBLIC WORKS.

To The Controller of Public
Works Accounts

Date

Recd.

Encl.

G. O. 12th May 1873. No. 463.

NO. 269 & 270

Contract Certificates.

Circular from the Govt.
of India relating to the
proposal for indexing
& keeping copies of con-
tract certificates, Com?

To the Controller of P.W.
Accts. with instructions.