

(1) Number of pages _____

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MADRAS RECORD OFFICE

Government of Madras

Public Works DEPARTMENT

G.O. No.	3029	Press
B.P. No.		Mis.
530-531		
Dated	26-10-1874	195.

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Works Department,
24th October 1874.*

No. 530. 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 Madras, 8th October 1874, No. 6,101:—

SEVERAL questions having been asked by District Engineers and Range Officers regarding service books to be kept up by subordinates, with reference to the orders communicated in G. O., No. 2,634, of the 16th September last, I thought it desirable to have a memorandum of instructions printed for the guidance of all officers of the department. I have the honor to enclose a copy of the memorandum for the information of Government. It will be seen from the 2nd paragraph that, in anticipation of the approval of Government to the proposal contained in my letter, No. 5,466 of the 21st ultimo, I have included Accountants among subordinates for whom service books should be kept up in Range Offices. If the Government should not approve of the proposal above mentioned, I shall instruct all officers to strike out the words "including Accountants," which appear within parenthesis in the 2nd paragraph of the enclosed memorandum.

No. 531. ORDER THEREON, 24th October 1874, No. 3,029.

ESTABLISHMENT, No. 42.

THE instructions issued in the Controller's Circular are approved.

(True Extract.)

Colonel, R.E.,
Secretary to Government.

To the Officiating Controller of Public Works Accounts.

Exd. S. T. Austin.

Spare Copies

*Proceedings of the Madras Government, Public Works Department,
24th October 1874.*

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(True Extract.)

Colonel, R.E.,
Secretary to Government.

To the Officiating Controller of Public Works Accounts.

Exd S. T. Austin.

Spare Copies

No. 6,046.

MEMORANDUM.

From THE OFFG. CONTROLLER OF P. W. ACCOUNTS,
MADRAS,
To THE

With reference to paras 3 and 4 of the orders of the Government of India, communicated in G. O. No. 2634 of the 16th September 1874, the undersigned has the honor to state that Service Books of the required form may be obtained from the Stationery Depot upon indent at 8 pies per copy, prepaid. The cost of the Books should be recovered from the parties to whom they may be supplied and until such recovery is made, the cost should be held under Miscellaneous Advances.

2. The Service Books should be kept on the records of the office in which the Subordinates may be serving and when subordinates are transferred from one office to another, their Service Books should be officially transferred to the officers concerned. To prevent misapprehension, it may be mentioned, that Superintending and District Engineers will not be concerned with the Service Books of subordinates attached to Ranges. The Service Books of subordinates (including Accountants) attached to Ranges will be kept in the Range Offices, while Superintending and District Engineers will retain, in their offices, the Service Books of their own office men, that is, of those for whom they draw pay in the Monthly Salary Bill.

3. Care should be taken to conform to the instructions contained in Section 69 of the Civil Pension Code, Edition of December 1873, in preparing Service Books which must be kept up for the lowest grade of Subordinates, including those mentioned in Section 38.

4. Arrangements will be made by this office for supplying information of the leave availed of from the 1st January 1869 by each of the subordinates for whom the Service Book is to be maintained. Particulars of service if not proved by certificates in possession of subordinates, should be obtained by application to the Offices or Departments in which the men were previously employed. Service from 1857 could no doubt be ascertained by reference in each office to the Official Register which it is presumed has been kept up under the Government Notification published at page 97 of the *Fort Saint George Gazette* of the 17th July 1857.

T. MOSS,
Offg. Controller of P. W. Accounts.

Office of the Controller of
P. W. Accounts
Albany 8, October 1874

No 6101

From

The Offg Controller of
P. W. Accounts

To

The Secretary to Government
Public Works Department

Sir

Several questions having
been asked by District Engineers
and Range Officers regarding Ser-
vice Books to be kept up by Subor-
dinates, with reference to the Orders
communicated in G. O. No 2634, of
the 16th September last, I thought it
desirable to have a Memorandum
of instructions printed for the gui-
dance of all Officers of the Depart-
ment. I have the honor to enclose
a copy of the Memorandum for
the information of Government. As
will be seen from the 2nd para that
in anticipation of the approval

of

W. 634674

Cont

Oct. 724 Oct 74

In B. A. 530

P. W. 1874 Department.
No. of Oct 30 Ctr
From. A: 6346.

The Offg Controller of
P. W. Accounts

To The Secy to Govt
P. W. Dept.

Dated 8th October 1874
Recd 9th October 1874
No 6101

Enc: 1.

P. H. 7 24 Oct 74.
N. 3029.

Enclosing copy of
Memorandum for
approval present the form
of Service Books to be kept
up in Range Offices
With an Order.

The instructions issued in the
Contracting Circular are approved.

Contracting
Circular despatched 11/11/74.

Approved

530-531

Recd 16 Oct 74

of Government, to the proposal contained
in my letter No. 5466 of the 21st Ultimo, + 2.6 222876
I have included Accountants among
Subordinates for whom Service Books 79 Oct 74
should be kept up in Range Offices.
If the Government should not ap-
prove of the proposal above mentioned,
I shall instruct all Officers to strike
out the words "including Accountants"
which appear within parenthesis in the
2nd para of the enclosed Memorandum.

I have the honor to be

Sir

Your most obedient Servant

F. J. J.

Offg Controller of P. W. Accounts

J. E. D.

P. W. 1874 Department.
Mo. of Oct 30 Atr
From. S: 6346.

The Offg Controller of
P. W. Accounts

To The Secy to Govt
P. W. Dept.

Dated 8th October 1874
Recd 9th October 1874
No 6101

Enc: 1.

P. H. 724 Oct 1/74.
N. 3029.

Enclosing copy of
Memorandum for
approval present the form
of Service Books to be kept
up in Range Offices

With an Order

The instructions received in the
Contractors Circular are approved.

Contractors
Circular
N. 3029
10/11/74.

Approved

530-531

recd to Act 9 Oct 74

of Government, to the proposal contained
in my letter N. 5466 of the 21st Ultimo, 72.6 10/28/74
I have included Accountants among
Subordinates for whom Service Books 79 Oct 74
should be kept up in Range Offices.
If the Government should not ap-
prove of the proposal above mentioned,
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out the words "including Accountants"
which appear within parenthesis in the
2nd para of the enclosed Memorandum.

I have the honor to be

Sir

Your most obedient Servant

Wm. J. F.

Offg Controller of P. W. Accounts

WJF

634/V

Govt. of 1874 Madras.

PUBLIC WORKS.

To the Controller of
Museum

Dated

Recd.

Encl. /

G. O. 24th Dec 74, No. 3029.

Nos. 304 & 301

Service Books The in-
structions issued in the
~~Controller's Circular~~
regarding the form of Service
Books to be kept up in
Range Offices, approved.