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MADRAS RECORD OFFICE

Government of Madras

Public Works DEPARTMENT

G.O. No.	2634	Press	<i>Y</i>
B.P. No.		Mis.	
Dated	16-9-	195	-

Not to be folded or roughly handled

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*Proceedings of the Madras Government, Public Works Department,
16th September 1874.*

No. 334. Read the following Proceedings of the Government of India in the Public Works Department, (Establishment—General,) dated Fort William, 15th August 1874, No. 1,373—1,403 E—G.:—

Maintenance of leave and service records of members of the Public Works Department.

RESOLUTION.—The Government of India having had under consideration the question of the mode in which records should be maintained of the leave and service of members of this department, the Governor-General in Council is pleased to direct that a similar system to that obtaining in the Civil Department should be followed in this department.

2. The present practice, therefore, under which Controllers of Public Works Accounts have to maintain a Leave and Service Register for every member of the department who is entitled to pension is to be discontinued, and in future those Registers in the same Form (No. 73) as heretofore will be kept up in Controllers' Offices only for members of the following classes:—

Engineer Establishment,
Control ,,
Upper Subordinates,
Accountants,

and for members of the State Railway Store and Irrigation Revenue Establishments holding positions analogous to those of Engineers and Upper Subordinates.

3. For other members of the department entitled to pension belonging to the Lower Subordinate, Petty and Office Establishments, and for members of the State Railway Store and Irrigation Revenue Establishments holding similar positions, service books should be maintained in the offices or divisions to which they respectively belong, in accordance with provisions of Section 69 of the Civil Pension Code. It should be the duty of Controllers, upon occasions of inspections of Executive Engineers' Offices, to see that these books are kept properly and up to date.

4. The change herein prescribed should be introduced as soon as possible, and Controllers should furnish Heads of Offices and Executive Engineers with all the information that is necessary to enable service books to be opened out for all persons for whom such books are to be maintained.

5. All applications for leave from members of the Lower Subordinate, Petty, or Office Establishments, which require the sanction of any authority superior to the head of the Office or Executive Engineer of the Division, should be accompanied by an extract from the applicant's service book, showing his previous leave and service.

6. It should, of course, be understood that when a person for whom a service book is kept up is promoted to a class for which Leave and Service Registers are maintained, e.g., a Lower Subordinate promoted to the Upper Subordinate Establishment, the service book hitherto maintained for him shall be transferred to the Controller in view to a Leave and Service Register being opened for him.

- The Governments of Madras and Bombay, in the Public Works Department, Buildings and Roads, Irrigation and Railway Branches.**
- The Governments of Bengal, North-Western Provinces, and Punjab, in the Public Works Department, Buildings and Roads and Irrigation Branches.**
- The Chief Commissioners of Oudh, Central Provinces, British Barmah, Mysore and Coorg, and Assam.**
- The Resident at Hyderabad.**
- The Agents to the Governor-General for Central India and Rajpootana.**
- The Superintendent of Port Blair, and Chief Commissioner Andaman and Nicobar Islands.**
- The Director-General of Telegraphs.**
- The Inspector-General of Military Works.**
- The Accountant-General, Public Works Department.**
- The Director of State Railways.**
- The Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.**
- The Director in Chief, Indo European Telegraph.**
- The Director, Persian Telegraph.**
- The Deputy Director, Persian Gulf Telegraph.**

(Signed) J. G. STEEL, Major, R.E.,
Offg. Under Secy. to the Govt. of India.

ORDER THEREON, 16th September 1874, No. 2,634.

COMMUNICATED to the officers of the Public Works Department for information and guidance.

Colonel, R.E.,

Secretary to Government.

To the Chief Engineer for Irrigation.
To District Engineers.
To the Special Executive Engineer, Wynaad.
" Consulting Engineer for Railways.
" Examiner of Railway Accounts.
" Officiating Controller of Public Works Accounts.
" Consulting Architect.

Exd. S. T. Austin.

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To

No. 1373—1403 E—G.

Dated August 15, 1874.

Received 10-31

*Maintenance of records of leave and service of
Members of the Public Works Department.*

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G. O. 16 Sep 1871, No. 2634

Nos. 114-115

Maintenance of records
of leave and service of
members of the P.W. Dept.

Proceedings of the Govt.
of India communicating
Resolution directing that
a similar system to
that obtaining in the
Civil Dept. should be
followed in regard to the
Comd. to the
Officers of the P.W. Dept.