

(1) Number of pages _____

(2) Date of repair _____

(3) Initials of the Referencer _____

MADRAS RECORD OFFICE

Government of Madras

Public Works

DEPARTMENT

G.O. No.	128	Press	<i>Original</i>
B.P. No.		Mis.	
Dated	16. 1.	195	1875

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Works Department,
16th January 1875.*

No. 274. Read the following Proceedings of the Madras Government in the Public Works Department, (Establishment—General,) dated Fort William, 18th December 1874, No. 2,127—57 E.—G. —

Copy of the following forwarded to the Local Governments and Administrations

The Governments of Madras and Bombay, in the Public Works Department, General, Irrigation, and Railway Branches	and Officers marginally noted as an enclosure to Public Works Department Circular Resolution, Nos. 1,373—1,403 E—G, dated 15th August 1874
The Governments of Bengal, the North Western Provinces, and the Punjab, in the Public Works Department, General and Irrigation Branches	
The Chief Commissioners of Oudh, Central Provinces, British Burmah, 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	

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

Extract from the Civil Pension Code

CHAPTER XIV

APPLICATION FOR PENSION OR GRATUITY

Section 69 —Every NON-GAZETTED Officer, with the exception of police officers, whose pay does not exceed twenty rupees, and officers in the post office department and the inland customs department whose pay does not exceed ten rupees, is required to keep a service book in which should be entered a statement of every step in his official life, each entry being attested at the time by the immediate head of the office in which he is serving. For officers of the island custom department whose pay does not exceed ten rupees a roll must be kept, such as is prescribed in section 109 (a) for the police.

If the officer is himself at the head of an office (e g, a deputy post master or a sub-inspector of police), the attestation should be made by his immediate superior.

1 The opening page should be divided for entries in the following form
(1) Name of officer (2) Caste or race. (3) Residence (4) Father's name and residence. (5) Age. (6) Exact height by measurement (7) Personal marks for identification (8) Date on which page is filled up. (9) Signature of officer. (10) Signature and designation of the head of the office.
The entries in this page should be renewed or re-attested at least every five years.

2. The remaining pages should be divided for entries in the following form:—
(1.) Name of appointment. (2) Whether substantive or acting, and whether permanent or temporary. (3) If acting, here state the substantive appointment (4) Pay. (5) Acting allowance. (6) Date of commencement of appointment.

*Proceedings of the Madras Government, Public Works Department,
16th January 1875.*

(7) Signature of officer (8) Character of officer * (9) Signature and designation of immediate head of the office (10) Date of termination of appointment (11) Reason of termination (such as promotion, transfer, dismissal, &c) (12) Signature of immediate head of the office

No entries need be made in column 8 except when there is anything especially good or bad to be recorded

3 Leave of every description (except casual), every period of suspension from employment, and every other break of service, should be noted, with full detail of its duration, by an entry written across the page, and attested by the head of the office

4 A service book is supplied, at his own cost, to every officer on his first appointment

5 The service book of an officer is to be kept in the office in which he is serving, being transferred with him from office to office. It may be given up to the officer if he resigns or is discharged without fault, an entry being first made therein to this effect

6. Every officer is charged with the duty of seeing that his service book is properly kept up, and that all erasures in it are properly attested. If the book is not carefully kept up, difficulties may arise as to verification of service, should the officer afterwards apply for pension or gratuity

* Circular of the Government of India in the Home Department, dated 15th June 1869

The Governor General in Council has recently had under consideration a case in which a public officer, the head of a department, in granting a certificate to one of his subordinates, suppressed the true reason for which the subordinate had been removed from his appointment. Such an omission may, obviously, be injurious to the interests of the public service. I am therefore directed to draw attention to the subject, and to request the issue of orders to all public officers warning them to be careful in giving certificates to their subordinates to state the whole truth in respect of character and cause of dismissal or resignation of appointment

No 275 ORDER THEREON, 16th January 1875, No 128

ESTABLISHMENT, No 12

COMMUNICATED to the officers of the Public Works Department, in continuation of G O, No 2,634, dated 16th September 1874

(True Extract)

Colonel, R.E.,

Secretary to Government.

To the Chief Engineer for Irrigation

To District Engineers

To the Executive Engineer, Wynad.

„ Consulting Engineer for Railways

„ Examiner of Railway Accounts

„ Controller of Public Works Accounts.

„ Consulting Architect

Ed S T. Austin

Spare Copies

Per G. O. No 2634 dated 16th Sept 1874
GOVERNMENT OF INDIA

PUBLIC WORKS DEPARTMENT

ESTABLISHMENT

General

To

THE GOVERNMENTS OF MADRAS AND BOMBAY,
IN THE PUBLIC WORKS DEPARTMENT, GENERAL, IRRIGATION AND RAILWAY BRANCHES
THE GOVERNMENTS OF BENGAL, NORTH WESTERN PROVINCES AND THE PUNJAB, IN THE PUBLIC WORKS DEPARTMENT, GENERAL AND IRRIGATION BRANCHES
THE CHIEF COMMISSIONERS OF OUDH, CENTRAL PROVINCES, BRITISH BURMAH, MYSORE AND COORG AND ASSAM
THE RESIDENT AT HYDERABAD
THE AGENTS OF 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

Nos 2127—57 E—G

Dated December 18, 1874

Received — 30 —

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

P W D Press—19-12-74—385

8115

Govt. of India
PUBLIC WORKS.

The Chief Engineer
Negative

Total

Recd

Encl

G. O. 16 Jan 1918

No. 274-275.

Maintenance of records

of leave and service of
members of the PW Dept.

Proceedings of the Govt of
India forwarding Extract
from the Civil Pension
Code regarding the
laying down rules for
the maintenance of
~~the~~ records of leave
for non-Sanctioned Officers.

Comd to the Officers
of the PW Dept.