

Public Works Dept.

Pres. of the Madras Govt

Nº 87 dated 15 Jan 76

Read the following:-

again Letter from Contr. P.W. Dept

no 129. W dated Nov 5/75

& enclose to the Pres. of the Govt in the P.W. Dept

no 3290 dated Nov 16/75.

Resolution

His Grace the
Govt. in Council deems that
immediate steps may be
taken by all concerned to
bring into operation from
the 1st January 1876 the
provisions of P.W. Dept Standing
order no 1 of 1876, printed
copies of which are now being
furnished to the Dept by the

Amr

Controller—

2. In carrying out this order, particular attention will be paid by District Eng^s to the preparation of the item Estimates for large works which in accordance with para 29 are to be furnished by District Eng^s to the Controller— In the selection of the items of work to be separately accounted for with a view to ascertaining the actual rates of the work executed, the District Eng^s will take care to select only those items which from the quantity of work to be executed or from other favorable circumstances may be expected

with reasonable precautions to yield data that can be thoroughly relied upon—

3. Executive Officers will be expected to satisfy themselves that the Super^s in the items selected by the District Eng^s is accurately charged off— The Cont^r will, as far as possible, check the results obtained, and will advise the District Engineers of all abnormal rates with a view to their being inquired into—

4. His Grace the Gov^r in Council trusts that by the cordial cooperation of all the Officers in the Department,

valuable information regarding
the actual cost of all descriptions
of work in this Presidency will
soon be obtained & made
generally available -

5. The Controller will provide
the Dist Eng^s with all the
books & forms required in
connection with this order &
will also take care by the
early supply to the Executive
Officers of printed copies of
the items Estimates prepared
by the Dist Eng^s, that clerical
labor in the Dist Offices is
reduced to a minimum -

Ordered that a copy of
this Resⁿ be forwarded to the
Officers listed in the margin
for information & guidance.

L.L.
101

G.M.W.

N 170

Cin 12-1-76

All. Dist Eng^s 130
Ex. Eng^s 3
The Comm. Architect 5
Ch. of Irrigation 12
The Cont. P.M. Acs.
All Depts of the
Secretariat
Sept. 21-1-76

Copy

Gobi. of 1876 Madras.

PUBLIC WORKS.

To all Dist. Super^{rs}

Dated

For

Recd

Recd

G. O. 15 June 1876 No. 87

170

By the Standing Order
No 1 of 1876. - Resolving
that immediate steps be
taken by all concerned to
bring into operation from
the 1st Feb, the provisions
of —

Map. 21-1-77

(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.	87	(iv) Press
B.P. No.		Mis.
Dated	15-1-	1876.

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Works Department,
15th January 1876.*

Read again letter from the Controller of Public Works Accounts, No. 129 W., dated 5th November 1875, and recorded in Proceedings of Government, No. 3,290, dated 16th November 1875:—

No. 170. ORDER THEREON, 15th January 1876, No. 87.

ACCOUNT, No. 9.

HIS GRACE the Governor in Council desires that immediate steps may be taken by all concerned to bring into

operation, from the 1st February 1876, the provisions of Public Works Department Standing Order, No. 1 of 1876, printed copies of which are now being furnished to the department by the Controller.

2. In carrying out this order, particular attention will be paid by District Engineers to the preparation of the item estimates for large works which in accordance with paragraph 29 are to be furnished by District Engineers to the Controller. In the selection of the items of work to be separately accounted for with a view to ascertaining the actual rates of the work executed, the District Engineer will take care to select only those items which from the quantity of work to be executed or from other favorable circumstances may be expected with reasonable precautions to yield data that can be thoroughly relied upon.

3. Executive officers will be expected to satisfy themselves that the expenditure on the items selected by the District Engineers is accurately charged off. The Controller will, as far as possible, check the results obtained, and will advise the District Engineers of all abnormal rates with a view to their being inquired into.

4. His Grace the Governor in Council trusts that by the cordial co-operation of all the officers in the department, valuable information regarding the actual cost of all descriptions of work in this Presidency will soon be obtained and made generally available.

5. The Controller will provide the District Engineers with all the books and forms required in connection with this order, and will also take care, by the early supply to the executive officers of printed copies of the item estimates prepared by the District Engineers, that clerical labor in the divisional offices is reduced to a minimum.

(True Extract.)

Major-General, R.E.,
Secretary to Government.

To all District Engineers.
To the Executive Engineer, Wynaad.
" Consulting Architect.
" Chief Engineer for Irrigation.
To all Departments of the Secretariat.
To the Controller of Public Works Accounts.

Exd. E. C. Shunker.
Spare Copies

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

STANDING ORDER

NO. 1 OF 1876.

ESTIMATE REGISTERS.

1. Every District Engineer is required to keep a Register of sanctioned estimates for works in his district (Cr. Wks. ^{Register of} ^{Estimates to} ^{be kept.} Form No. 79).
2. In this Register should be entered not only estimates sanctioned by the District Engineer himself, but ^{All Estimates} ^{to be entered.} *all* estimates whatever that are sanctioned for his district.
3. In the Register a separate portion is to be set apart ^{Separate} ^{Registers for} for each *head of service, viz.,* Irrigation, Imperial, Provincial, ^{each Head of} ^{Service.} Local, and Special.
4. The sanctioned estimates entered under each head of service are to be consecutively numbered in the order in ^{Estimates to} ^{be numbered.} which they are entered.
5. There will be a separate series of numbers for each head of service.
6. The serial numbering is to commence at the beginning of each official year, and to continue through the official year, 1st April to 31st March.
7. In the case of estimates sanctioned by superior ^{Superior} ^{authority to} authority, the District Engineer's Register should show, in ^{be quoted.} the column provided for the purpose, the Register No. (if any) of such superior sanctioning authority.

Cross references to be made in cases of Revised and Supplemental Estimates.

8. When a revised estimate is sanctioned, the entry relating to the original estimate should be neatly scored through in red ink, and the number of the revised estimate should be entered in the column provided opposite to the original entry, and a corresponding cross reference should be made opposite to the entry of the revised estimate. (To prevent confusion erroneous entries should be scored through in black ink.) Similar cross references should be made between original and supplemental estimates.

Remarks to be entered at the end of the book.

9. Should it be necessary to record in the Register any remarks regarding an estimate, such remarks should be written on the plain pages at the end of the book and referred to in the body of the Register by a number in the column "Reference to Remarks."

Entries in Registers to be as brief as possible.

10. All entries in the Register should be as brief as possible, consistently with easy identification of the works described, and subject to the condition that they must contain all information which is to be entered in the Return of sanctioned estimates to be submitted to the Controller (*vide* paragraphs 23 to 27, instructions relating to the preparation of that Return). In the column "Description of Works," all needless repetition of information (such as grouping, classification, locality, &c.) separately provided for in the form should be carefully avoided.

11. In entering the classification of the work under the heads *fund, class, main-head, and sub-head*, strict adherence is required to the arrangement and nomenclature shown in the accompaniment to this Standing Order.

Serial numbering for comprehensive estimates.

12. When a sanction given embraces a number of separate though connected works, each individual work or every separate building should be entered in the Register. Thus all the bridges on a line of road, all the locks, waste weirs, falls, &c., on a canal should be separately entered.

13. In such cases the aggregate amount sanctioned should be recorded against the general description of the scheme, and the aggregate sanction should alone be numbered in the series, the separate works which make up the aggregate, bearing all the same number in the general series, but being

distinguished by a separate numbering within the scheme, thus 1¹, 1², 1³, 1⁴, &c.

14. Two Registers of estimates sanctioned by the Government of India and by the Local Government will be kept up in the Government Secretariat in the manner above prescribed for District Engineers' Registers. One of these Registers will be for roads and buildings and the other for irrigation. These Registers will be in the same form as the District Engineers' Registers.

15. In all correspondence regarding estimates the Register No. and Head of Service and the year are invariably to be quoted in addition to the description of the work; whether the District No. or the Secretariat No. is quoted will depend upon who are the parties to the correspondence. The District and Secretariat numbers will be distinguished by the following initial letters:—

Secretary to Government, P. W. D.	...	W.
Chief Engineer, Buildings and Roads	...	EW.
Joint Secretary, Irrigation Branch	...	I.
Chief Engineer, Irrigation	...	EI.
Board of Revenue	...	B.
Bangalore District	...	BN.
Bellari do.	...	BL.
Chinglepat do.	...	CN.
Coimbatúr do.	...	CI.
Cadapa do.	...	CD.
Ganjam do.	...	GN.
Godavari do.	...	GD.
Kistna do.	...	KS.
Karnúl do.	...	KR.
Madura do.	...	MD.
Malabar do.	...	ML.
Nilgiri do.	...	NG.
Nellúr do.	...	NL.
North Arcot do.	...	NA.
Presidency do.	...	PS.
Salem do.	...	SL.

South Arcot	District...	...	SA.
South Canara	do. ...	...	SC.
Tanjore	do. ...	...	TJ.
Tinnevelli	do. ...	...	TN.
Trichinopoli	do. ...	...	TC.
Vizagapatam.	do. ...	...	VZ.

Thus: "Imperial No. 23 W. of 1875-76, Post Office at Madras, or Provincial No. 17 T. N. of 1875-76, Munsif's Court at Tutigudi.

RETURNS OF SANCTIONED ESTIMATES.

- Returns to be submitted monthly.
16. Every District Engineer will submit to the Controller of Public Works Accounts not later than the 10th of each month, a return (Cr. Wks. Form No. 80) of the estimates sanctioned for works in his district, and recorded in his Estimate Register during the preceding month; these returns are to be extracts from the Estimate Register maintained by the District Engineer.
- Separate returns for each head of service.
17. A separate return should be submitted for each head of service, viz., Irrigation, Imperial, Provincial, Local, and Special.
- Serial numbering, &c., to agree with register.
18. Sanctioned estimates should be entered in the return in the precise order in which they appear in the Register; each estimate should be numbered with the same number as it bears in the Register; and all other items of information for which provision is made in the form should follow the Register exactly.

19. For each separate sanction entered in the Return, of which the amount exceeds Rupees 10,000 (and for all works which the District Engineer or any superior authority may wish to be accounted for by sub-heads), an Item estimate (Cr. Wks. Form No. 84 or 85) should accompany the Return.

20. Whenever a sanction included in the Return cancels or modifies a previous sanction, the fact should be noted in the Remarks Column and the previous sanction should be quoted.

21. In the case of estimates sanctioned by superior authority, that authority's Register number or the Proceedings of Government or of the Board of Revenue should be quoted in the Remarks Column.

22. If a work is to be carried out by agency other than that of the Public Works Department, the agency should be noted in the Remarks Column.

23. The description of each work should specify *inter alia*, the locality of a work and the group or system to which it belongs.

24. Entries relating to estimates for Military Buildings should always contain information on the following points:—

- Barracks*.—Whether double or single storeyed; whether half or whole company, and the number of men (married or single) to be accommodated.
- Quarters*.—Whether single or double storeyed; number of each rank (married or single) to be accommodated; and if the quarters are on the unit system, the number of units.
- Hospitals*.—Whether for males or for females or lock, &c.; whether single or double storeyed, number of patients to be accommodated; whether accommodation for Medical Subordinates is included, &c.
- Guard-houses, Canteens, Reading-rooms, &c., &c.*—Whether single or double storeyed.
- Stables*.—The number of stalls, or number of horses to be accommodated.
- Magazines*.—The storage capacity for powder, cartridges, or what not.

Arrangement
of estimate.

25. In the case of an estimate for a set of barracks, the component buildings of the set should be arranged in the following order:—

- (a) *Barracks for Single Men.*—Barrack by barrack, detailing for each barrack the main and subsidiary buildings, such as wash-houses, cook-houses, privies, &c.
- (b) *Barracks for Married Men.*—Detailed as above.
- (c) *Quarters for Non-commissioned Staff.*—Building by building with out-houses.
- (d) *Hospital Accommodation.*—Arranged by hospitals of each kind (male, female, lock, &c.); hospital by hospital, the main and subsidiary buildings.
- (e) *Auxiliary Accommodation.*—(1) Guard-houses, (2) Magazines, (3) Reading-rooms, (4) Recreation-rooms, (5) Canteens, (6) Racket-courts, (7) Workshops, &c., &c.

Attention to the directions given in paragraphs 24 and 25 is necessary to enable the Controller to comply with the requirements of the Government of India.

26. In dealing with Civil buildings the spirit of the detailed instructions given for Military buildings should, as far as possible, be followed.

27. In the case of an estimate for a system of Irrigation works, the component works of the system should be entered in the order of the prescribed classification.

Emergent
works to be
entered at foot
in red ink.

28. Works, the commencement of which without a sanctioned estimate has been approved by the District Engineer or superior authority as "emergent," should be entered in red ink at the foot of the Return, with the approximate expenditure to be incurred on them, and should be entered without a number. These works will of course appear again in some subsequent Return when a regular sanction has been recorded.

ITEM ESTIMATES.

29. District Engineers will furnish the Controller with Item estimates for all works whose estimated cost exceeds Rupees 10,000, and for all other works which the District Engineer or any superior authority may wish to be accounted for by items of the estimate. ^{When required.}

30. The Item estimate should be prepared in Cr. Wks. Form No. 84 when it relates to a work without subsidiary works or buildings connected with it. When there are such subsidiary buildings (estimated to cost each less than Rupees 10,000) the Item estimate should be prepared in Cr. Wks. Form No. 85 (which provides for, showing in parallel columns for each separate work or building, the estimated quantity and cost of each description of work), and the aggregate of the main and subsidiary works or buildings will, as far as accounting for expenditure is concerned, be treated as one work. ^{Forms to be used.}

31. But for every subsidiary work or building estimated to cost more than Rupees 10,000, or which the District Engineer or any superior authority may wish separately accounted for, a separate Item estimate should be submitted.

32. The term *subsidiary works or buildings* is to be understood to refer only to such works or buildings as are in such close proximity to each other, and to the main work or building with which they are connected, that they will in practice all be carried on concurrently by the same staff and the same body of laborers. Thus the cook-houses and latrines attached to a barrack or hospital are subsidiary buildings to such barracks or hospital, but each of the bridges scattered at intervals along a line of road is a separate work, to be separately accounted for. ^{Subsidiary buildings.}

33. The Item estimate will show the total estimated quantity and cost of each description of work provided for in the estimate, but all items estimated to cost less than about Rupees 200 each should be lumped together as "*Items under Rupees 200 each*," unless the District Engineer or any superior authority wishes them to be separately accounted for. ^{Small items of the estimate to be lumped together.}

District Engineer to use discretion with regard to items.

34. It is to be particularly understood that the Item estimate submitted to the Controller is not to be a mere copy of the abstract of the detailed estimate submitted to Government, although the totals of the Item estimate and of the sanctioned Abstract estimate will necessarily agree. The Item estimate submitted to the Controller will show separately *only* those items which the District Engineer wishes should be separately accounted for. In deciding on these items the District Engineer will remember that the chief object of accounting for items separately is to secure data as to rates. In deciding, therefore, on those items which have to be separately accounted for, the character of the Executive Officer who will have to execute the work and the general circumstances under which the work is to be carried out are important elements. It will obviously be worse than useless for the Controller's Office to waste labor in recording data which, under the circumstances of the case, the District Engineer may have cause to know must be entirely fallacious.

Petty supervision, sundries, and contingencies.

35. In addition to the specific items of work above referred to, the Item estimate will show separately the estimated cost of (1) Petty Supervision, (2) Sundries, and (3) Contingencies.

Sundries.

36. It will be understood that *nothing but petty items*, such as twine, thread, lamp-oil for watchmen, &c., &c., may be charged against the sub-head "Sundries;" and that each important item of work not foreseen and provided for in the original estimate will be charged to a separate sub-head, a revised estimate being framed if necessary.

Contingencies.

37. The amount provided for under Contingencies is to be regarded as a general margin to cover increased rates, losses of materials, &c., &c., but no specific item of expenditure is to be charged to this head.

Standard units, &c., to be adhered to.

38. The order nomenclature and units in both the *abstract* and *item* estimates are to be in exact accordance with the Book of Standard Specifications and the Stock Book;* but lengthy descriptions should be avoided by giving a general

description, together with the schedule number, to indicate the precise kind of work intended, for instance in an Abstract estimate "Second-class brickwork, plain in walls, bricks supplied by Contractors," would be described as "Brickwork No. 17," or whatever the schedule number may happen to be.

39. Annas and Pies are to be excluded from the Abstract and Item estimates, the cost of each item being got out to the nearest rupee. Totals of estimates are not to be brought to round numbers.

40. Quantities are to be entered as so many units, thus the unit for brickwork being 100 cubic feet, 9,250 cubic feet of brickwork would be entered as 92.5 units.

(1) Number of pages _____

(2) Date of repair _____

(3) Initials of the Referencer _____

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Government of Madras

Public Works DEPARTMENT

G.O. No.	88	(IV)	Press
~~B.P. No.~~			~~Mis.~~
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