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MADRAS RECORD OFFICE

Government of Madras

Public Works DEPARTMENT

G.O. No.	924	(W)	Press
~~B.P. No.~~			~~Mis.~~
Dated	8-4		1876

Not to be folded or roughly handled

No 154. Read the following letter from Captain L CONWAY-GORDON, R.E., Examiner of Public Works Accounts, to Major-General G W WALKER, R.E., Secretary to Government, Public Works Department, dated Fort St George, 4th March 1876, No 270 W —

I HAVE the honor to call the attention of Government to paragraph 29 of my letter, No 1,030, dated 31st May 1875, and to ask if any arrangements can be made to provide better accommodation for this office.

2 Bad as the case really was, had matters remained as described in that letter, having already called the attention of Government to the subject, I think I should have preferred to struggle on, rather than weary Government with continual applications on a subject which, I felt certain, would have been taken up at the first possible opportunity.

3 But Government itself has aggravated the position almost beyond endurance. Since my last letter on the subject was written, this office has been called upon to take up the compilation of the Capital and Revenue Accounts of Irrigation Works, and a semi-permanent establishment has been added to the already crowded occupants of this building. I have had to take one of the Deputy Examiners into my own room, and to give up his room to the clerks, but in spite of this, the establishment, for want of space in the more habitable parts of the building, has overflowed into the vaults beneath—a temporary arrangement only practicable in the cold weather.

4 As matters stand at present, the stock of stationery and the Presidency is kept in a vaulted casemate about 50 feet long, dimly lighted, and an unglazed hole, 6 inches square, in the door. To open the door for more light, is to bury the whole stock of forms in red dust, for the door opens on to a thoroughfare which, for a considerable part of the day, is used as a cab-stand. Besides being dark, this vault is damp. I enclose a form, which will show Government far better than any description I could give, the appearance printed forms present, after they have been kept for a short time in the Public Works Stationery Store.

5 The records have also to be kept in ground-floor rooms and vaults where there are no proper means of ventilation, and where rats and white ants unite with the damp and mould in destroying papers, which no care can at present protect from their marauds.

6 The correspondence branch of the office is located in a glazed verandah, which was probably designed for forcing tropical plants. During the hot season, when it is oppressively hot nearly everywhere, this particular room is almost unbearable.

7. The more habitable parts of the office are most inconveniently crowded. For want of a proper record-room, for want of proper racks and almirahs, there are piles of papers everywhere,—papers on the ground, papers on the tops of desks and of almirahs, papers in boxes, and not one of them, owing to the way they are kept, is readily available for reference. The whole presents a most slovenly and unworkmanlike appearance. It is confusion now, but to move them without the means of re-arranging them would be to exchange confusion for chaos.

8 Coming down to smaller points—more personal than public—there is no proper urinary attached to this office. A mat screen has been flung up in the passage between the office and the principal record-room, it is about 6 feet off the pipe at

*Proceedings of the Madras Government, Public Works Department,
8th April 1876*

which everybody drinks, and during the hot weather the stench therefrom pervades the whole upper floor. Last summer at times this stench was truly sickening. I might add that the gazetted officers have no proper retiring room at all.

9. In addition to this, I may say that the whole building is absolutely unfitted for its present purpose. The rooms are small, narrow, badly ventilated, and ill lighted, some rooms being lighted entirely by insufficient skylights. For audit purposes, one requires large, well-lighted rooms, arranged so that each clerk can be properly supervised, and the time lost in running from one room to another can be reduced to a minimum.

10. In our present office, our chief difficulty is undoubtedly the want of space. It is only necessary to watch a clerk engaged, say, in checking a pension application, who during the day has to refer to perhaps fifty large volumes of Gazettes, Leave and Service Registers, &c., &c., to see how impossible it is for the man to proceed satisfactorily and rapidly with his work if he has not space upon which to spread his books. The whole office works under the depressing feeling that no matter what their efforts, their work must be second rate, dilatory, and absolutely wanting in finish. Indeed, with the hot weather before us, this question of space has almost got to be a question, not so much of convenience, as of health.

11. Should the Government be willing to take up this question of providing better accommodation for this office, I would suggest the following —

(a) *As regards Furniture* — For the current official year, under "Imperial services" there is a provision of Rupees 4,000 for tools and plant; of this, only Rupees 490 have been spent. Part of the balance, which will otherwise only lapse, might be made available for the purchase of record almirahs and racks for this office.

(b) *As regards House Accommodation*. — It appears to be decided that the system of business prescribed in the Public Works Code is to be introduced, and this will necessitate all the Public Works Secretaries, as well as the Examiner, being placed under the same roof, as is done universally elsewhere. In fact, as regards the Examiner, the Supreme Government have lately, in their letter, dated 13th February 1876, No 80 A I, addressed to the Madras Government in this view. To accommodate the Railway Branch of the Secretariat, it will be probably necessary to add to the present Secretariat building, and these additions should, I think, include sufficient space for the Examiner and his office.

No 155

ORDER THEREON, 8th April 1876, No 934

CIVIL WORKS, No 9-A

In view of the departure of Government to the Hills, which will shortly take place, the Examiner will, after consulting with the Chief Secretary, be at liberty to make such use of the vacated Secretariat rooms as may suit him. By which means temporary relief will be obtained during the hot weather. And the Consulting Architect will be authorized, in communication with the Deputy Chief Engineer, the Examiner of Public Works Accounts, and the Consulting Engineer for Railways, to prepare plans and estimates for such additions to the Government Secretariat building as shall provide accommodation sufficient to

*Proceedings of the Madras Government, Public Works Department,
8th April 1876.*

permit of the Account and Railway Departments being brought under the same roof. For such portions of their establishments as may without inconvenience be detached, the existing Examiner's Office (with another story added, if thought fit) will still remain available.

2. The furniture applied for may be procured.
(True Extract)

Colonel,

Offg Under Secy to Govt, P.W.D.

To the Examiner of Public Works Accounts
" Consulting Architect
" Deputy Chief Engineer, Public Works Department
" Consulting Engineer for Railways
" Chief Secretary to Government

Exd A Rant
Spare Copies

(C. 115 P. 10 2)

From ^{Examined}
THE CONTROLLER,
PUBLIC WORKS ACCOUNTS,

To: The Secretary to Government,
Public Works Department.

FORI SAINT GEORGE, 4 March. 1876.
Resp^d 63

Sir,

I have the honor to call the attention of Government to para 29 of my letter No 1039 dated 31st May 1875, and to ask if any arrangements can be made to provide better accommodation for this Office.

Enclosure 1.

And as the case really was, had matters remained as described in that letter having already called the attention of Government to the subject, I think I should have preferred to struggle on, rather than weary Government with continual applications in a subject which, I felt certain, would have been taken up at the first possible opportunity.

But Government itself has aggravated the position almost beyond endurance. Since my last letter on the subject

was written, this Office has been called upon to take up the compilation of the Capital and Revenue Accounts of Irrigation Works, and a semi-permanent establishment has been added to the already crowded occupants of this building. I have had to take one of the Deputy Examiners into my own room, and to give up his room to the clerks; but in spite of this, the establishment, for want of space in the more habitable parts of the building, has overflowed into the vaults beneath a temporary arrangement only practicable in the cold weather.

4. As matters stand at present, the stocks of stationery and forms for the whole Presidency is kept in a vaulted casemate about 50 feet long; dimly lighted by an unglazed hole, 6" square, in the door. To open the door for more light, is to bury the whole stock of forms in red dust, for the door opens on to a thoroughfare which, for a considerable part of the day, is used as a latrine. Besides being

dark, this vault is damp. I enclose a ⁵⁰form which will show Government far better than any description I could give, the appearance printed forms present, after they have been kept for a short time in the Public Works Stationery Store.

5. The records have also to be kept in ground floor rooms and vaults where there are no proper means of ventilation, and where rats and white ants unite with the damp and mould in destroying papers, which no care can, at present, protect from their invasions.

6. The Correspondence Branch of the Office is located in a glazed verandah, which was probably designed for forcing tropical plants. During the hot season, when it is oppressively hot nearly everywhere, this particular room is almost unbearable.

7. The more habitable parts of the Office are most inconveniently crowded, for want of a proper record-room, for want of proper racks and almirahs

there are piles of papers everywhere, papers on the ground, papers on the tops of desks and of almirahs, papers in boxes, and not one of them owing to the way they are kept, is readily available for reference. The whole presents a most slovenly and unworkmanlike appearance. It is confusion now, but to move them without the means of rearranging them would be to exchange confusion for chaos.

Coming down to smaller points, more personal than public. There is no proper Urinary attached to this Office. A mat screen has been flung up in the passage between the Office and the principal record room: it is about 6 feet off the pipe at which every body drinks, and during the hot weather the stench therefrom pervades the whole upper floor. Last summer at times this stench was truly sickening. I might add that the gazetted Officers have no proper retiring room at all.

In addition to this I may

say that the whole building is absolutely unsuited for its present purpose. The rooms are small, narrow, badly ventilated and ill lighted; some rooms being lighted entirely by insufficient skylights. For audit purposes, no requires large well lighted rooms, arranged so that each clerk can be properly supervised; and the time lost in moving from one room to another can be reduced to a minimum.

In our present office our chief difficulty is undoubtedly the want of space. It is only necessary to watch a clerk engaged say in checking a pension application, who during the day has to refer to perhaps fifty large volumes of registers, leave and service registers, &c., &c., to see how impossible it is for the man to proceed satisfactorily and rapidly with his work if he has not space upon which to spread his books. The whole Office works under the depressing feeling that no matter what their efforts, their work must be second rate, dilatory, and absolutely wanting in finish. Indeed

with the hot weather before us, this question of space has almost got to be a question, not so much of convenience, as of health.

Should Government be willing to take up this question of providing better accommodation for this Office, I would suggest the following.

(a.) As regards Furniture. For the current official year under "Superior other services" there is a provision of Rs 4000 for tools and plant, of this only Rs 490 have been spent. Part of the balance, which will otherwise only lapse, might be made available for the purchase of record cabinets and racks for this Office.

(b.) As regards Hand accommodation. It appears to be decided that the system of business transacted in the Public Works Code is to be introduced, and this will necessitate all the Public Works Secretaries, as well as the Examiner being placed under the same roof, as is the case generally

elsewhere. In fact, as regards the Examiner, the Supreme Government have lately in their letter No 80 A 1 dated 18th February 1906, addressed to the Madras Government in this view. To accommodate the Railway Branch of the Secretariat, it will be probably necessary to add to the present Secretariat Building, and these additions should, I think, include sufficient space for the Examiner and his Office.

I have the honor to be

Sr

Your most Obedient Servant

Lowry-Gordon

Examiner, P.W. Accounts

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by
leaving
77
do
have
in
to
do
it

P. W 1876 Sept
From No 1683.

The Examiner
P. H. Account

The Secy to Government
Public Works Department

Dated
6/11/76
March 6, 1876

N^o 27011

Accommodation to
the Examiner's Office —
Remarks to the exam^r —

By 8-11-76 B2 154
On 24-4-76 Price 26.6 76
On 25-4-76 224-76 120
On 7-3-76

Public Works Dept

Letter from the Examiner of Public
Works Accounts No. 27011 dated 4 March 1876

For Orders

I have carefully examined
the premises described by the
Examiner of Public Works account
and I can testify to their being
no exaggeration in his statements
Some remedy is urgently required
The over-crowding is most serious
& in the hot weather will be
unbearable. and the want
of room for the records &
for reference to numerous
volumes - must be a
great hindrance to work.

I have no doubt that the
Examiner's office ought to be
in the Secretariat & I would
form the Committee proposed
(adding thereto Captain Lowry
and others) with a view to
the addition of a portion of
another story to the Govt Office

to be created for orders
with the remark that
nothing can be done without
funds, and (as already
stated) not one Rupee
is available for commencing
any new work in 1876-77
from Provincial Funds.

Some additional space
may be available for
Records &c in the lower
part of the house occupied
by the Deputy Commissioner
of Ordnance, which is
about to be added to
from Military Funds

St

It should be settled whether the Examiner and his office are to be taken into the Secretariat Building. In view of the approaching departure of Mr. to the Mills by Mr. there with a considerable space available in the building. If so be, the Acting Govt. office, I would suggest the Examiner of P.W. Accounts, the Architect and that the Controller may be allowed temporarily to occupy the rooms vacated. This will greatly relieve the inconveniences.

Another noble effort to which he & his office are
Secretary to Government exposed in the hot
weather. The case is
really so emergency that

I entirely agree with
 Mr. Colclough in this
 matter and would order
 estimates to be prepared
 In the mean time I
 will give effect to the suggestion
 & sanction the appropriation
 noted in the Controller's
 letter P.H. (a). W.M.

11/3

11/3/76



№ 934

Public Works Department

PROCEEDINGS of the MADRAS GOVERNMENT.

UNDER date the 8th April 1896

READ the following, —

*Tham
in the Summer of } (the 29th of March 1876)
P. H. Adams*

In view of the
departure of Governor
Gibbs to the West
which will shortly
take place, the Ex-
after consulting with the Chief Secretary
miner has been at
liberty to make a re-
view of the records of
Secretariat & to make
any report he may see fit
to make. By
which means the
records will be
obtained during the
hot weather. And
the Council may be able
to get the records
before the Commission
leave with the Deputy
Chief

1891

Ph 8.44.16 N 934

22-4-76 11:23-4:21

7-2-26

Chief Engineer, the
 Engineer of Public
 Works & accounts
 And the Consulting
 Engineer for Railways
 to prepare Plans and
 Estimates for such
 additions to the
 Government Secretariat
 Buildings as shall
 be provided as a
 provision sufficient to
 permit of the Secretariat
 and Railway Sec-
 retariats being
 brought under the
 same roof. For
 such portions of
 their establishments
 as may without
 inconvenience be
 detached, the existing
 Exam? (Office)

Office with one other
 Library added, if thought
 fit will still remain
 available

2. The furniture
 applied for may
 be procured.
 L.M.W.

I do not understand
 that it has been decided to be procured
 from the P.W.D. by which
 Govt.

I think it must be
 possible to create some
 rooms & buildings in the Fort
 to obtain at once some room
 for securing some papers which
 are not required in the Secretariat
 Com: with Council Sec: say
 & Chaplain. D. N. W.
 I should like to see the plan
 of Fort & the views of the
 the several buildings

Prof. 25/4.
 This paper only reached me this day

For the
 Com. Architect
 Dy. Chief Eng: P.W.D.
 Com. Eng: for P.W.D.
 The Chief Secy for Govt.

1883
 ★
 Oct. of 1876 Madras
 PUBLIC WORKS.

1876. vide original of
 22-1876/15/76

10/4

1876, 20 934

Fort Loretto - Build.
 Fort St George —
 Examiner. Mr. Asst. Commr.
 -ed to use temporarily the
 a portion of the — : & plans
 estimated requested for
 providing accommodation
 for that officer for the
 Engineer for Pz; in those
 buildings.