

(1) Number of pages _____

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MADRAS RECORD OFFICE.

Government of Madras.

Public Works **DEPARTMENT.**

G.O. No. 208	(W)	Press ~~Mis.~~
Dated 8-6-		1877.

Not to be folded or roughly handled

GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

8th June 1877, No. 208 W.

General.
Establishment.

Read the following papers :—

No. 62. Endorsement of the District Engineer, Presidency, dated 4th June 1877, No. 1,281.

From J. N. GRAINGER, Esq., General Superintendent of Public Works Stores and Workshops, to Major ROSS THOMPSON, R.E., District Engineer, Presidency—through the Examiner of Public Works Accounts—dated Madras, 12th May 1877, No. 189.

I HAVE the honor to request that you will have the goodness to solicit the sanction of Government for an increase to the Office Establishment of the Public Works Stores Range of one Assistant Accountant

on a salary of Rupees 30 and one Copyist and Recordkeeper on Rupees 25, and addition of Rupees 10 per month to the pay of the Accountant as per tabular statement enclosed.

2. The exceptionally heavy work in the adjustment of invoices for English stores and Home payment statements, with all Indian charges under various services, has thrown the Account books considerably in arrears, and although the Accountant has worked early and late, he has not been able to bring up the arrears; in fact, the current work in the Accounts Branch is more than one Accountant is able to get through, and it is only by working overtime and rendering him occasional assistance that the monthly accounts have been furnished in due time.

3. The Public Works Stores is an exceptional range, having to deal with the whole 76 ranges of the Public Works Department, and all the Civil and Military Departments of Government, in giving advices for stores received from and issued to them, and charges incurred on account; also in preparing bills for stores issued to Municipalities, Native States, Railways, &c.

4. In several ranges of the Public Works Department, two Accountants are allowed, and the work in the Accounts Branch of the Store Department is more than in an ordinary range, which will be seen from the accompanying list of books kept and accounts furnished by this department.

5. An additional Clerk also is required, as there is only one Copyist, and the time of the Storekeeper is very often taken up in copying his own drafts and making out indents, &c. The additional Clerk will also be useful in keeping the records which is at present done by the Copying Clerk.

6. Under these circumstances, I beg that you will support my application for additional aid in view to placing the office on an efficient footing.

No. 62-A. From the Examiner of Public Works Accounts, dated Fort St. George, 31st May 1877, No. E 14 S W.

2 PUBLIC WORKS DEPARTMENT, 8TH JUNE 1877, No. 208 W.

SUBMITTED to the Chief Engineer and Secretary to Government, Public Works Department.

(Signed) ROSS THOMPSON, Major, R.E.,
District Engineer, Presidency.

No. 63. ORDER THEREON, 8th June 1877, No. 208 W.

THE Government sanction the following additional temporary office establishment for a period of six months from the date of this order:—

One Assistant Accountant	...	...	...	...	...	...	...	Rs.
" Copyist	...	...	...	...	...	...	...	30
								25
Total	...	...	...	...	...	...	...	55

2. The charge will be met from the grant for Temporary Establishment—Provincial.

3. The above sanction has been registered as Provincial—Establishment, No. 93 B of 1877-78.

(True Extract.)

Colonel, R.E.,
Secretary to Government, P.W.D.

To the District Engineer, Presidency
" Examiner of Public Works Accounts.

Exd. H. C. Shaker.

Spare Copies

List of Books kept and accounts furnished
Periodically by the Accountant of Public Works Store

Books

1. Cash Book
2. Cash Abstract Book of Receipts
3. Do Do Disbursements
4. Stock Abstract Book of Receipts
5. Do Do Issues
6. Stock distributions under sub heads
7. Invoice Book
8. Register Book of English Stores with charges as entered in Monthly accounts
9. Book showing the detail charges on each description of English Stores with Indian charges and their rates for each
10. Appropriation Book
11. Do Do Abstract Book
12. Bill Book
13. Bank Remittance Book
14. Journal of Book transactions
15. Credit order book
16. Stationery indent book
17. Stock Ledger Book of Material Services
18. Do Do Domestic do
19. Journal
20. Ledger
21. Trial balance Book
22. Debit Transfer advice
23. Credit Do
24. Acknowledgment book of Credits
25. Do Do Debits
26. Service Labels Account Book

Accounts furnished periodically

De

Monthly

1. On 3rd Cash balance & Return
2. On 7th Valuation Statement for shipping and stores to Collector of the Customs
3. On 10th Ad. Cash Account Current
4. On 20th Cash Account Current complete
5. Schedule of Receipts
6. Do Expenditure or Progress Report
7. Statement of Book adjustment and Cash recoveries
8. Schedule of Miscellaneous Advances
9. Do Deposits
10. Stock Account Current
11. Schedule of Stock purchases and Sales
12. Do Provincial Stock Receipts and Issues
13. Do Transfers
14. Detail of Sales of Tools and Plant
15. Do Establishment Charges
16. On 28th Appropriation Requirements Monthly to the District Engineer Presidency

Half Yearly

17. Returns of all Tools and Plant and Stock in Store with valuation

Yearly

18. Budget (comprising requirements under Tools and Plant by all Range Officers) with Home Indents

The following are in addition to the above

- Checking Bills Receivable and Payable
- In Charge of Cash
- Prising Indents
- Drawing Bills and acknowledging transfer credits from Divisions for stores issued
- Checking freight bills and Railway credit notes received from Civil Department through the Public Works Examiner
- Drawing Bills and issuing transfer debit advice to Divisions concerned for above
- Extracting Cash book together with adjustment Vouchers received from Public Works Examiner &
- Do Stock Receipt and Issue Book
- Distributing Stock Receipts and Issues under several Subheads
- Checking transfers received from stores from other Dep'ts
- Preparing Monthly Accounts
- Attending to Examiner's Circulars and Govt Orders
- Prising the Receipt and Issue Books of Stock, Tools, Instruments, Machinery & and totalling them monthly and distributing under different divisions
- Prising the Receipt and Issue Books of Stock, Tools, Instruments, Machinery & and totalling them monthly and distributing under different divisions
- Prising the English Stores with all charges
- Prising Store Ledgers, and preparing Half yearly Returns with valuation
- Prising Return of Estimates from Districts and preparing Yearly Budget and Home Indent
- Prising Monthly Pay abstracts and Muster Roll of the Contingent Establishment and paying them
- Attending to Examiner's instructions and suggestions

Store Dept
dtd. 12th May 1877

J. W. Wainwright
Genl Sup. P. Works, Workshops

N.D.
1877
Public Works Office Department

Enclosure in letter from
the General Superintendent
Public Works Stores and
Workshops to the District
Engineer Presidency through
the Engineer Public Works
Account, St. Vincent & the
Grenadines dated 12 May 1877

List of Books kept and
Accounts furnished

JUN 77

Public Works Department
Statement of Increase to the Establishment of the Public Works Stores. Madras.

Extract
from the
Public Works
Department
Government
of India
No. Date

[illegible]

Office Establishment.

1 General Superintendent	300	300						
1 Storekeeper	200	200						
1 Deputy Storekeeper	70	70						
1 Assistant Storekeeper	40	40						
1 Accountant	60	70	10					
1 Assistant Accountant		30	30					
1 Clerk	25	25						
1 Copyist and Record Keeper		25	25					
1 Buffadar	9	9						
6 Peons	42	42						
12 Lascars	72	72						
Total	818	883	65					

possibility of one accountant and one clerk to carry on the duties of the office in consequence of increased work.

Public Works Store Department
Madras 12th May 1877

J. H. Kranger
Genl Supt. P. 10. Stores and Workshops

P.W.D.

50077

Public Works Store Department

Enclosure in letter from
the General Superintendent
Public Works Stores and
Workshops to the District
Engineer Presidency through
the Examiner Public Works
Accounts Fort Saint George
No 189 dated 12th May 1877

Tabular Statement.

408: June 77 S.B.P.

JUN 77

Public Works Store Department
Madras 12th May 1877.

1874.

Encl.

The General Superintendent.
Public Works Stores and Workshops,
Madras.

The District Engineer Presidency
through the Examiner
Public Works Accounts
Fort Saint George.

Sir,

I have the honor to request that
you will have the goodness to solicit
the sanction of Government for an
increase to the Office Establishment
of the Public Works Stores Range, of
one Assistant Accountant on a
salary of 30 Rupees, and one Copyist
and Record Keeper on 25 Rupees, and
addition of 10 Rupees per month to the
pay of the Accountant as per Tabular
Statement enclosed.

2. The exceptionally heavy work in
the adjustment of invoices for English
Stores and Store payment Statements,
with all Indian charges under various
services has thrown the Account books
considerably in arrears, and although
the Accountant has worked early and
late, he has not been able to bring up
the arrears; in fact, the current work

in the Accounts branch is more than one Accountant is able to get through, and it is only by working overtime and rendering him occasional assistance that the Monthly Accounts have been furnished in due time.

3. The Public Works Stores is an exceptional Range, having to deal with the whole of Ranges of the Public Works Department, and all the Civil and Military Departments of Government, in giving advice for Stores received from, and issued to them, and charges incurred on account; also in preparing bills for Stores issued to Municipalities, Estates, States, Railways &c.

4. In several Ranges of the Public Works Department, two Accountants are allowed, and the work in the Accounts branch of the Store Department is more than in an ordinary Range which will be seen from the accompanying List of Books kept and Accounts furnished by this Department.

5. An additional Clerk also is required, as there is only one Copyist, and the time of the Storekeeper is very often taken up in copying his own drafts and making out Indents &c. The additional Clerk will also be useful in keeping the records which is at present done by the Copying Clerk.

Under these circumstances I beg that you will support my application for additional aid in view to placing the Office on an efficient footing.

I have the honor to be

Yours Most Obedt Servant.

J. M. S.
J. M. S. to Stores & Workshops.

NO. E. 14. S. W.

FORT ST. GEORGE, 31ST. MAY 1877..

UNDER THE CIRCUMSTANCES EXPLAINED BY THE SUPERINTENDENT, P. W. STORES & WORKSHOPS, THERE SEEMS NO OBJECTION TO AN APPLICATION BEING MADE TO THE SECRETARY TO GOVERNMENT FOR THE ENTERTAINMENT OF AN ADDITIONAL TEMPORARY OFFICE ESTABLISHMENT FOR A PERIOD, SAY FOR SIX MONTHS, FOR THE P. W. STORES. THE ADDITIONAL ESTABLISHMENT TO CONSIST OF AN ASSISTANT ACCOUNTANT ON RS. 30 AND A COPYIST ON RS. 25, AT A TOTAL COST OF RS. 55.

2. THE PROPOSED INCREASE OF RS. 10 TO THE SALARY OF THE ACCOUNTANT IS INADMISSIBLE.

3. THE COST OF THE TEMPORARY ESTABLISHMENT COULD IF SANCTIONED BY GOVERNMENT, BE MET FROM THE BUDGET GRANT FOR TEMPORARY ESTABLISHMENT PROVINCIAL.

4. IN THE PRESENT UNSETTLED STATE OF THE DEPARTMENT, IT DOES NOT APPEAR ADVISABLE TO INCREASE THE PERMANENT SCALE OF ESTABLISHMENT.

Stoway-John

CD. E. H. M.

EXAMINER, P. W. ACCOUNTS.

177
Public Works Store Department

From
The General Superintendent
Public Works Stores and Workshops
Madras

To
The District Engineer
Presidency
through The Examiner
Public Works Accounts
Fort Saint George.

No 189

Dated — 12th
Despatched 12th } May 1877
Received

No of Enclosures Two.

Requests to obtain
the sanction of Government
for an increase to the Office
Establishment of the Public
Works Stores Range

Received
Encls
10/12/81
The District Engineer and Secretary
Fort Saint George
Madras
14/

P.W.D.
General.
No. 5551

From,
The District Engineer,
Presidency

No. 1291,
Dated 4 June 1877

No. of Enclosures, 2.

Establishment - Mr. T. S. Rao
Range -

Submits letter from
Enl Supt. P.W. Works &c.
for an increase to the
Office -

4.6.8: June/77 L.B. 2.62

Cir 6-6-77

P.M. Dept.

No 208 W of 8 June/77

Proceedings of the Madras Government
Read the following

Letter from the District Engineer }
Presidency } H.E. No 1281. dtd 15 June 1877.

The Government
Sanction the following addition
- at temporary Office Establish-
- ment for a period of six
months from the date of this
order.

One Asst. Accountant Rs. 30.
One Copyist " 25.
Rupers. 55.

The charge will be
met from the grant for
Temporary Establishment
Provincial.

ENT
4/6/77
The above sanction
has been registered as
Provincial Establishment
No 95 of 1877-78-

To the District Engineer, Presidency
" Examiner Public Works Accts. ✓

W. A. P. D. 6-6-77

105331

General
Postage

PUBLIC WORKS.

The D. C. Presidency.

Sealed
for
mail

7/17/11

Recd.

U. S. 8th June 1884

Dec. 12-13

P. W. Stores Range.

Presidency - The entire
document of an additional
temporary establishment
for a period of one month
for the ————

Entered in Reg.