

(1) Number of pages 12
(2) Date of repair _____
(3) Initials of the Referencer _____

MADRAS RECORD OFFICE.

Government of Madras.

Public Works DEPARTMENT.

G.O. No. 289

Press
~~Mis.~~

Dated 30 — 1 — 1877.

Not to be folded or roughly handled

No. 595. . Read the following Proceedings of the Government of India in the Public Works Department, (Account—General,) dated Simla, 17th October 1876, Nos. 881—97 A—G:—

Preparation of Contractors' Bills.

Read the following—

Extract from the Report of the Committee appointed to report upon Reduction of Work in Executive Engineers' Offices.

The Committee find contractors' bills are in most cases prepared in Executive Engineers' Offices. It is proper the Executive Engineer should furnish the contractor with the result of the detailed measurements taken by him or his subordinates; but it is contrary to all reason his office should keep their accounts for them; the work of the office hands should be confined to checking the bills, whereas a considerable part of their time is taken up in their actual preparation. As long as this system is continued, no contractor will attempt to make an effort towards preparing his own.

The Committee accordingly recommend a contractor should be charged in the proportion of eight annas per bill; in the event of its extending over more than one sheet, in the same proportion per sheet; this charge only to be made when the bills are made out in office hours. Also that they should be required to purchase standard forms at their value, whatever that may be.

RESOLUTION.—The Code, Chapter XIX, Section i, paragraph 70, lays down that when the "contractor submits his own bill, he must do so in duplicate." Paragraph 85 says that "dealers supplying stores should be encouraged to send in their bills monthly, blank forms being supplied to them for the purpose." In Chapter XIV, paragraph 37, it is said that "payments for work done or materials delivered may be made from time to time on regular bills supplied by the contractor." And the forms of contract certificates and bills contemplate that the contractor is to prepare the bill.

2. The Governor General in Council considers that there would be strong objections to fees being charged for the preparation of contractors' bills, but before arriving at a final decision, the Government of India desires to be informed of the actual practice in all branches of the Department in the preparation of these bills. The points on which information is required are—

- I.—Whether the general practice is for contractors to prepare their own bills, and if so, whether any fee is charged for the forms supplied.
- II.—Whether, in cases where the bills are prepared in Executive Engineers' Offices, any fee is charged to the contractor, either for the forms supplied to him, or for the clerical assistance given in the preparation of the bill.
- III.—Whether these fees are credited to Government, or whether they are formed into a fund for additional clerical assistance, or whether they are paid to the clerks, either direct by the contractor or through the Executive Engineer, in addition to their salaries.
- IV.—Whether there is any reason to believe that payment of any kind is made by contractors, without the Executive Engineer's cognizance, to clerks employed in Executive Engineers' Offices for the preparation of contractors' bills.

*Proceedings of the Madras Government, Public Works Department,
30th January 1876. No. 239.*

The Governments of Madras, Bombay, 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 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 Director of State Railways.

ORDER.—Ordered, that this Resolution be communicated to the Governments, Administrations and Officers noted in the margin, for the purpose indicated.

(Signed) W. A. CROMMELIN, Major-General, R.E.,
Offg. Secy. to the Govt. of India.

No. 596. ORDER THEREON, 30th January 1877, No. 283.

ACCOUNT, No. 35.

ORDERED that the following letter be despatched to the Government of India.

(Here enter No. 290, dated 30th January 1877.)

(True Extract.)

(Signed) W. FAREWELL, Colonel,
Acting Joint Secretary to Government.

PUBLIC WORKS DEPARTMENT,
FORT ST. GEORGE, 30th January 1877.

No. 597.

No. 290.

FROM

THE ACTING JOINT SECRETARY TO THE GOVT. OF MADRAS.
Public Works Department, (Buildings and Roads Branch,)

TO

THE SECRETARY TO THE GOVERNMENT OF INDIA,
Public Works Department.

ACCOUNT, No. 36.

SIR,—I am directed to acknowledge the receipt of Resolution by the Government of India in the Public Works Department, Nos. 881—97 A—G, dated 17th October 1876, and in reply to forward the following replies to the questions put by the Government of India regarding the practice obtaining in the Public Works Department of this Presidency in the preparation of contractors' bills in the Divisional Offices:—

I.—The general practice is for contractors' bills to be prepared in the Divisional Office.

In a few instances contractors prepare their own bills, but no fee is charged for the forms supplied to them for the purpose.

II.—In cases where bills are prepared in a Divisional Office it is not the practice to charge the contractor a fee either for the forms supplied to him or for the clerical assistance given in the preparation of the bill.

III.—See answer to question II above.

IV.—There is no reason to believe that, without the cognizance of the Executive Officer, payments are made by contractors to Divisional Accountants for the preparation of their bills.

I have the honor to be,

Sir,

Your most obedient servant,

Colonel,

Acting Joint Secretary to Government.

Exd. S. T. Austin.
Spare Copies

[Exp. Wks. Form No. 111.]

GOVT.
OF MADRAS.

187

P.W.
DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras,

187 .

OFFICE NOTE.

To

V.

THE FOLLOWING IS THE INFORMATION AVAILABLE IN THIS OFFICE ON THE SUBJECT TREATED OF IN GOVERNMENT OF INDIA'S RESOLUTION NO. 881-97. A.G. OF THE 17TH. OCTOBER 1876.-

KEEP-WITH.

Genl. No.

dated

187

I. THE GENERAL PRACTICE IS FOR CONTRACTOR'S BILLS TO BE PREPARED IN THE DIVISIONAL OFFICE. IN A FEW INSTANCES CONTRACTORS PREPARE THEIR OWN BILLS, BUT NO FEE IS CHARGED FOR THE FORMS SUPPLIED TO THEM FOR THE PURPOSE.-

II. IN CASES WHERE BILLS ARE PREPARED IN A DIVISIONAL OFFICE IT IS NOT THE PRACTICE TO CHARGE THE CONTRACTOR A FEE EITHER FOR THE FORMS SUPPLIED TO HIM OR FOR THE CLERICAL ASSISTANCE GIVEN IN THE PREPARATION OF THE BILL.

III. VIDE II PRECEDING.

IV. THERE IS NO REASON TO BELIEVE THAT PAYMENTS ARE MADE WITHOUT THE COGNIZANCE OF THE EXECUTIVE OFFICER, BY CONTRACTORS TO DIVISIONAL ACCOUNTANTS FOR THE PREPARATION OF THEIR BILLS.-

2. IF YOU HAVE REFERRED THE
CASE TO OTHER OFFICERS, IF YOU
WILL SEND THEIR REPLIES, I CAN
DRAFT REPLY TO THE GOVERNMENT
OF INDIA.--

L. J.

24TH. JAN. 1877.

*C. The practice as described by
you being exactly that
adopted by the Dept. it
is not necessary that
the case be referred to
other officers -*

*Please draft
accordingly*

*W. H.
G. W.
25.1.77*

Nos. 881-97 A-G.

GOVERNMENT OF INDIA,

PUBLIC WORKS DEPARTMENT.

ACCOUNT.

General.

Simla, October 17, 1876.

Preparation of Contractors' bills.

Read the following—

Extract from the Report of the Committee appointed to report upon reduction of work in Executive Engineers' Offices.

The Committee find contractors' bills are in most cases prepared in Executive Engineers' Offices. It is proper the Executive Engineer should furnish the contractor with the result of the detailed measurements taken by him or his subordinates; but it is contrary to all reason his office should keep their accounts for them; the work of the office hands should be confined to checking the bills, where a considerable part of their time is taken up in their actual preparation. As long as this system is continued, no contractor will attempt to make an effort towards preparing his own.

The Committee accordingly recommend a contractor should be charged in the proportion of eight annas per bill; in the event of its extending over more than one sheet, in the same proportion per sheet; this charge only to be made when the bills are made out in office hours. So that they should be required to purchase standard forms at their value, whatever that may be.

RESOLUTION.—The Code Chapter XIX, Section i, para. 70, lays down that when the "contractor submits his own bill, he must do so in duplicate." Para. 85 says that "dealers supplying stores should be encouraged to send in their bills monthly, blank forms being supplied to them for the purpose." In Chapter XIV, para. 37, it is said that "payments for work done or materials delivered may be made from time to time on regular bills supplied by the contractor." And the forms of contract certificates and bills contemplate that the contractor is to prepare the bill.

2. The Governor General in Council considers that there would be strong objections to fees being charged for the preparation of contractors' bills, but before arriving at a final decision, the Government of India desires to be informed of the actual practice in all branches of the Department in the preparation of these bills. The points on which information is required are—

I.—Whether the general practice is for contractors to prepare their own bills, and if so whether any fees are charged for the forms supplied.

II.—Whether in cases where the bills are prepared in Executive Engineers' Offices, any fee is charged to the contractor, either for the forms supplied to him or for the clerical assistance given in the preparation of the bill.

III.—Whether these fees are credited to Government, or whether they are formed into a fund for additional clerical assistance, or

D. No. 539, G. C. B. Press—18-10-76—420.

whether they are paid to the clerks, either direct by the contractor or through the Executive Engineer, in addition to their salaries.

IV.—Whether there is any reason to believe that payment of any kind is made by contractors without the Executive Engineer's cognizance to clerks employed in Executive Engineers' Offices for the preparation of contractors' bills.

The Governments of Madras, Bombay, 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 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 Director of State Railways.

ORDER.—Ordered, that this Resolution be communicated to the Governments, Administrations and Officers noted in the margin for the purpose indicated.

M. M. M. M.

Major-Genl., R. E.,

Offg. Secy. to the Govt. of India.

No. 881 R.

*To the Secretary to the Govt. of Madras.
Public Works Department.*

GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.

ACCOUNT.
General.

To

The Governments of Madras, Bombay, Bengal,
North-Western Provinces, and the Punjab,
in the Public Works Department, General
and Irrigation Branches.

The Chief Commissioners of Oudh, Central Pro-
vinces, 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 Director of State Railways.

Nos. 881-97 A-G.

Dated SIMLA, October 17, 1876.

Received

*To C. In favour of such
information as he may
be in a position to affor*

W. H. 11176

Preparation of Contractors' bill.

No 290 of 30 Jan 77

TO THE SECRETARY,

TO THE GOVERNMENT OF INDIA,

P.W. DEPARTMENT.

SIR,

I AM DIRECTED TO ACKNOWLEDGE THE RECEIPT OF RESOLUTION BY THE GOVERNMENT OF INDIA IN THE PUBLIC WORKS DEPARTMENT, NO. 881-97 A.G. DATED OCTOBER 17TH. 1876, AND IN REPLY TO FORWARD THE FOLLOWING REPLIES TO THE QUESTIONS PUT BY THE GOVERNMENT OF INDIA, REGARDING THE PRACTICE OBTAINING IN THE PUBLIC WORKS DEPARTMENT OF THIS PRESIDENCY IN THE PREPARATION OF CONTRACTORS BILLS IN THE DIVISIONAL OFFICES:-

I. THE GENERAL PRACTICE IS FOR CONTRACTORS BILLS TO BE PREPARED IN THE DIVISIONAL OFFICE.

IN A FEW INSTANCES CONTRACTORS PREPARE THEIR OWN BILLS, BUT NO FEE IS CHARGED FOR THE FORMS SUPPLIED TO THEM FOR THE PURPOSE.-

II. IN CASES WHERE BILLS ARE PREPARED IN A DIVISIONAL OFFICE

N. 595-

Oct 29-1-77

IT IS NOT THE PRACTICE TO CHARGE THE CONTRACTOR A FEE EITHER FOR THE WORKS SUPPLIED TO HIM OR FOR THE CLEFICAL ASSISTANCE GIVEN IN THE PREPARATION OF THE BILL.

III. SEE ANSWER TO QUESTION

II ABOVE.

IV. THERE IS NO REASON TO BELIEVE THAT WITHOUT THE COGNIZANCE OF THE EXECUTIVE OFFICER, PAYMENTS ARE MADE BY CONTRACTORS TO DIVISIONAL ACCOUNTANTS FOR THE PREPARATION OF THEIR BILLS. -

29TH JAN. 1877.

Dispd + 13.2.77

12
No 289 Public Works Department
Acct

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Under date the 30 Jan 77
Read the following :-

RESOLUTION FROM THE GOVERNMENT OF INDIA IN THE PUBLIC WORKS DEPARTMENT, NO. 881-97.A.G. DATED OCTOBER 17TH. 1876.

ORDER THEREON.

ORDERED THAT THE FOLLOWING LETTER BE DESPATCHED TO THE GOVERNMENT OF INDIA.

HE No 290 of 30 Jan 77
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1876
Govt. of Madras.

PUBLIC WORKS.

To *the Secy to Govt of India*

Dated

Issued

Recd.

Encl.

G. O. *25th Dec* 1877, No. *289*
290

Nos. 595-596-597

Contractors Bills - The
Govt of Madras, ~~Madras~~ *Secy*
addressed on the subject of the
preparation of -

For forwarding information
regarding the practice of
- *training in the* *Govt* *Dept of*
his Presidency in the
preparation of Contractors
Bills in District Offices.

Sent in Reg.