Archives 1—10,000—6-10-76.

(1) Number of pages 36

(2) Date of repair August 86

(3) Initials of the Referencer GNB

TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

P. W. DEPARTMENT

G.O. No. 2849-50.W Press.
B.P. No. Mis.

Dated 12. 7. 1878 197-

A.H.

Not to be folded or roughly handled

2849-50/1

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

12th July 1878, No. 2,840 W.

General.
Account.

Read the following paper:—

No. 134. Proceedings of the Government of India, Public Works Department, (Account—General), dated Simla, 9th October 1876, Nos. 836—51 A—G.

Printing of forms of Account of the Public Works Department.

Read the following:—

Note by Lieutenant-Colonel J. J. McLEOD INNES, V.C., R.E., Accountant-General, Public Works Department, on printing of forms of account of the Public Works Department, —No. 706 G, dated 5th July 1876.

Under the rules noted in the margin, the procedure followed in respect to the printing of forms of account of the Public Works Department is that the working forms of account, which are supplied for the purpose by the Accountant-General, Public Works Department, or the Chief Engineers and Examiners of Provinces, are printed at the Government Central Press at Calcutta, the only forms printed in local presses being those of a miscellaneous nature, and this is done provided they can be so printed cheaper than in Calcutta.

Chapter XV, Section ii, paragraphs 11 and 12 and 15A of the Code.

2. The propriety of the printing of the regular and prescribed forms, both for the keeping and submission of accounts at the Calcutta Press, seems unquestionable; but the system of the supply and printing of the miscellaneous forms, that is, forms not entered in the Code, such as muster rolls, measurement books, and tabular statements of all sorts, which are kept up, and required from subordinates of the department, appears to me to be undesirable. The paper for these documents is of course supplied by Government, but it seems to me that the cost of printing is sufficient to place the work beyond the sum usually available for the purpose in each case concerned under contingencies. In the Military Divisions especially statements of the above description are very numerous, while the forms are dependent on local and personal ideas. Hence Executives have frequently to prepare these statements, and draw up these forms in manuscript, and some of the superior officers of the department have represented to me that the worry of this is very great. I would therefore suggest an inquiry in the matter from all Local Governments and Administrations.

Read also the following:—

Exfract from the Report of the Committee appointed to report and inquire into the works of Executive Engineers.

Printing.

The Committee are of opinion that reduction in office work would result if some powers of sanction as regards "printing" be accorded to Superintending Engineers. This power would be principally used by them for circulating for information matter considered by them necessary, or perhaps useful, for the Engineering staff in their circles; also cases arise where Executive Engineers would be relieved by being furnished with forms specially adapted to local circumstances; in such cases Superintending Engineers should have the power to accord sanction to their provision without the necessity of a reference to Government. It must be distinctly understood the Committee do not bring forward this suggestion as one advocating local changes in standard forms of accounts or returns.

RESOLUTION.—The Government of India consider that in many cases it is not desirable to print every form or circular. Printing in great detail will doubtless reduce the work of an office, but beyond a certain point it will not reduce a single member of the establishment, so that it is necessary to be careful that only such forms are printed as will really save work.

With these remarks the Government of India invite the opinion of the several Governments and Administrations on any changes that may be necessary in the present system of printing the forms, and what precise powers should be given to Superintending Engineers to authorise the printing of forms other than those supplied from the Government Central Press for local use.

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

ORDER.—Ordered, that this Resolution be communicated to the several Governments and Administrations and Officers noted in the margin, for the purpose indicated in paragraph 2.

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

No. 135. ORDER THEREON, 12th July 1878, No. 2,849 W.

ORDERED that the following letter be sent.

(Here enter No. 2,850 W, dated 12th July 1878.)

(True Extract.)

(Signed) E. A. FOORD, Colonel, R.E.,
Secretary to Govt., P.W.D.

Exd. T. D. Ryan.
Spare Copies

GENERAL
ACCOUNT.

Govt. of India,

PUBLIC WORKS.

Dated July 1878.

Read

Rec'd. Encl.

G. O., 12th July 1878, No. 2,649 W.

JULY.

Nos. 154-156.

Circulars and Forms of Accounts of the Public Works Department.—Ordered that the Government of India be addressed regarding the check of printing of —.

PUBLIC WORKS DEPARTMENT.

28695 50/3

General Account.

No. 2,650 W.

No. 136.

FROM

THE SECRETARY TO THE GOVERNMENT OF MADRAS,
Public Works Department,

To

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

SIR,—I am directed to acknowledge the receipt of Resolution by the Government of India, No. 836—51 A—G, dated 9th October 1876, on the subject of the printing of the forms in use in the Public Works Department, and in reply to inform you that at present it is somewhat difficult to record fully the views of this Government on the subject, as the Madras Public Works Code is not yet complete and consequently the whole of the standard forms for general use have not been definitely decided upon.

2. As a general rule, all standard forms used for purposes of account and audit are in this Presidency printed at the Government Press under the direct supervision of the Examiner and are by him supplied generally to the department, a system which has practically been found to be convenient and economical.

3. All other forms used in the department are as a general rule printed at the District Presses attached to the Collectorates on the order of the District Engineers.

Of these administrative and miscellaneous forms, which are printed at the District Presses, His Grace the Governor in Council believes that there are many which are of general use in the department and which consequently it would be more economical to print at the Government Press, and supply from a central depôt similarly to the account forms. This matter will be taken up and definitely decided upon on the completion of the Madras Public Works Code.

4. On the general subject of printing forms, His Grace the Governor in Council is of opinion that it is advisable to print at the Government Press all standard forms whatsoever which are prescribed in the Public Works Code. But that it is advisable to continue the present system of printing at the District Presses all miscellaneous forms required for purely local purposes, subject to the check exercised over the aggregate cost of printing these forms, by their being charged against the budget grant for contingencies.

I have the honor to be,
Sir,
Your most obedient servant,

Colonel, R.E.,
Secy. to Govt., P.W.D.

OOTACAMUND,
12th July 1878.

Exd. T. D. Ryan.
Spare Copies

849-50
5

GENERAL ACCOUNTS.

Govt. of (1878) Madras.

PUBLIC WORKS.

To SECRETARY TO THE GOVERNMENT OF INDIA.

Dated 3rd July 1878.

Issued

Last — Last

C. C., 13th July 1878, No. 2830 W.

JULY.

No. 132.

Instructions and orders regarding the Preparation of Circulars and Forms of Accounts of the Public Works Department.

No. 836 A.G.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT.

General

To THE Secretary to the Govt. of Madras

Dated 19th July 1877

The undersigned is directed to invite attention to the reference from this Department noted below, and to request the favour of an early reply thereto.

I have &c.

Secretary to Govt. of India.

No. 836/57, dated 9th October 1877.

SUBJECT.

Invites opinion on any changes that may be necessary in the present system of printing forms of account of the Public Works Department, and what precise powers should be given to Superintending Engineers to authorize the printing of forms other than those supplied from the Govt Central Press for local use.

To C. The Aforesaid was sent by Post on the 25th November last. 1877

Ack. 6-7-78

No. 836 R.S.
2

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT.

Irrigation

To THE Secy: to the Govt: of Madras
Public Works Department
Irrigation Branch.

Dated 11th May 1878.

The undersigned is directed to invite attention to the reference from this Department noted below, and to request the favour of an early reply thereto.

Alex. J. Gilpatrick Major R.E.
Under Secretary to Govt. of India.

No. 836/51 A/G. dated 9th October 1876.

SUBJECT.

Check over the printing of Circulars or Forms of Accounts of the Public Works Department

---

2849-50
1

No. 836 A/5
2

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNTS. 5695

General

To

THE Secy. to the Government of Madras

Public Works Department

Dated 11th May 1878.

The undersigned is directed to invite attention to the reference from this Department noted below, and to request the favour of an early reply thereto.

Alex. J. Pelly Major R.E.

Under Secretary to Govt. of India.

No. 836/67 A/5 dated 9th October 1876.

SUBJECT.

Check over the printing of circulars or Forms of Accounts of the Public Works Department

Referred to C in continuation of the previous letter ordered on the 25th November 1876

PM 20/5/78 Dy. Sec'y

To Audy 6-7-78

Public Works 1878 Aug
Nos 5695 2848 8

From

The Govt of India

No 836 A/5
2

dated 11th May 78

Check over the printing of Circulars or Forms of Accounts of the P.W.D.

To Examiner - 21 - 5 - 78

28849-50

Public Works 1877 Dept.
No. 7250 28495⁰/9

From
The Govt. of India

No 836/1
Dated 5th July/77

Printing forms of account
of the Public Works Dept &c.

To
Examiner 27-7-77

No. 836 A 5
2

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTM

2849-52

Public Works 1876 Sept
No 766, 2895
10

From

The Govt of India

No 836 A G

2/9 Aug/76

Printing of forms of Accounts
of the Public Works Dept.

Examiner – 25–10–76

No. 8366 9
2

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTM

2849-50
11

No. 836 A 9
3.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT.

General

To

THE Secy. to the Govt of Madras
Revd Irrigation Branch

Dated 14th June 1876.

The undersigned is directed to invite attention to the reference from this Department noted below, and to request the favour of an early reply thereto.

Alex. J. Edgoth Major R.E.
Under Secretary to Govt. of India.

No. 836/57 dated 9th Oct 1876.

SUBJECT.

Check over the printing of Circulars and Forms of Accounts of the Public Works Department.

2849-50
12

No. 836 AG.
5

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT.

General

To

THE Secy. to the Govt of Madras
Public Works Department

Dated 14th June 1876.

The undersigned is directed to invite attention to the reference from this Department noted below, and to request the favour of an early reply thereto.

Alex. Pringle Major RE
Under Secretary to Govt. of India.

No. 836/51 dated 9th Oct 1876.

SUBJECT.

Check over the printing of Circulars and Forms of Accounts of the Public Works Department.
No. 283. F.
Referred to Mr. C. in continuation of the letter & previous Reminders. DA. 21/6/78 Dy. J. fa.
22nd June/78

To Actg 6-7-78 Rec'd 13-7-78
Cir 8-7-78 Rec'd 12-7-78

Nos. 836—51 A—G.

2849 S
13

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT.
General.

Simla, October 9, 1876.

Printing of forms of Account of the Public Works Department.

Read the following :—

Note by LIEUT.-COL. J. J. MCLEOD INNES, V. C., R. E., Accountant General, Public Works Department, on printing of forms of account of the Public Works Department,—No. 706 G, dated 5th July 1876.

Under the rules noted in the margin, the procedure followed in respect to the printing of forms of account of the Public Works Department is that the working forms of account, which are supplied for the purpose by the Accountant General, Public Works Department, or the Chief Engineers and Examiners of Provinces, are printed at the Government Central Press at Calcutta, the only forms printed in local presses being those of a miscellaneous nature, and this is done provided they can be so printed cheaper than in Calcutta.

Chapter XV, Section ii, paras. 11 and 12 and 15A of the Code.

2. The propriety of the printing of the regular and prescribed forms, both for the keeping and submission of accounts at the Calcutta Press, seems unquestionable; but the system of the supply and printing of the miscellaneous forms, that is, forms not entered in the Code, such as muster rolls, measurement books and tabular statements of all sorts, which are kept up, and required from subordinates of the Department, appears to me to be undesirable. The paper for these documents is of course supplied by Government, but it seems to me that the cost of printing is sufficient to place the work beyond the sum usually available for the purpose in each case concerned under contingencies. In the Military Divisions especially statements of the above description are very numerous, while the forms are dependent on local and personal ideas. Hence Executives have frequently to prepare these statements, and draw up these forms in manuscript, and some of the superior officers of the Department have represented to me that the worry of this is very great. I would therefore suggest an enquiry in the matter from all Local Governments and Administrations.

Read also the following :—

Extract from the Report of the Committee appointed to report and enquire into the works of Executive Engineers.

Printing.

The Committee are of opinion that reduction in office work would result if some powers of sanction as regards "printing" be accorded to Superintending Engineers. This power would be principally used by them for circulating for information matter considered by them necessary, or perhaps useful, for the Engineering staff in their Circles; also cases arise where Executive Engineers would be relieved by being furnished with forms specially adapted to local circumstances; in such cases Superintending Engineers should have the power to accord sanction to their provision without the necessity of a reference to Government. It must be distinctly understood the Committee do not bring forward this suggestion as one advocating local changes in standard forms of accounts or returns.

RESOLUTION.—The Government of India consider that in many cases it is not desirable to print every form or circular. Printing in great detail will doubtless reduce the work of an office, but beyond a certain point it will not reduce a single member of the establishment, so that it is necessary to be careful that only such forms are printed as will really save work.

P. W. D. No. 528, G. C. B; Press—11-10-76—510.

2. With these remarks the Government of India invite the opinion of the several Governments and Administrations on any changes that may be necessary in the present system of printing the forms, and what precise powers should be given to Superintending Engineers to authorize the printing of forms other than those supplied from the Government Central Press for local use.

ORDER.—Ordered, that this Resolution be communicated to the several Governments and Administrations and Officers noted in the margin, for the purpose indicated in para. 2.

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

W. A. CROMMELIN, Major-Genl., R. E.,
Offg. Secretary to the Government of India.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT.

General.

To

THE GOVERNMENTS OF MADRAS, BOMBAY, BENGAL, THE NORTH-WESTERN PROVINCES, AND THE PUNJAB, IN THE PUBLIC WORKS DEPARTMENT AND IRRIGATION BRANCH.

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 INSPECTOR GENERAL OF MILITARY WORKS.

THE ACCOUNTANT GENERAL, PUBLIC WORKS DEPARTMENT.

Nos. 836—51 A—G.

Dated SIMLA, October 9, 1876.

Received

Printing of forms of account of the Public Works Department.

[Exr. Wks. Form No. 111.]

2887-S
15

GOVT. OF MADRAS. } 187 . { P. W. DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 187

OFFICE NOTE.

To

KEEP WITH Genl. No.

dated 187 .

No 2849 S/12 Proposal
Ordered that the following
letter be sent:- 28H7-51
16

From the Govt of India (M.E. Dept 836—51-8-12-22-2-46)
M.E. No 2850W dt 16/12/78

TO THE SECRETARY TO THE

GOVT. OF INDIA,

P.W. DEPARTMENT.

I AM DIRECTED TO ACKNOWLEDGE THE RECEIPT OF RESOLUTION BY THE GOVERNMENT OF INDIA NO. [illegible]-ST.A.G. DATED 5TH. OCTOBER 1878, ON THE SUBJECT OF THE PRINTING OF THE FORMS IN USE IN THE P.W. DEPARTMENT, AND TO REPLY TO INFORM YOU THAT AT PRESENT IT IS SOMEWHAT DIFFICULT TO RECORD FULLY THE VIEWS OF THIS GOVERNMENT ON THE SUBJECT, AS THE MADRAS P.W. CODE IS NOT YET COMPLETE AND CONSEQUENTLY THE WHOLE OF THE STANDARD FORMS FOR GENERAL USE HAVE NOT BEEN DEFINITELY DECIDED UPON.

2. AS A GENERAL RULE, ALL STANDARD FORMS USED FOR PURPOSES OF ACCOUNT AND AUDIT ARE IN THIS PRESIDENCY PRINTED AT THE GOVERNMENT PRESS UNDER THE DIRECT SUPERVISION OF THE EXAMINER, AND ARE BY HIM SUPPLIED GENERALLY TO THE

Sd/ 6-7-78

[illegible] A SYSTEM WHICH HAS PRACTICALLY BEEN FOUND TO BE CONVENIENT AND ECONOMICAL.

5. ALL OTHER FORMS USED IN THE DEPARTMENT ARE AS A GENERAL RULE PRINTED AT THE DISTRICT PRESSES ATTACHED TO THE COLLECTORATES ON THE ORDER OF THE DISTRICT ENGINEER.

OF THESE ADMINISTRATIVE AND MISCELLANEOUS FORMS, WHICH ARE PRINTED AT THE DISTRICT PRESSES, HIS GRACE THE GOVERNOR in Council BELIEVES THAT THERE ARE MANY WHICH ARE OF GENERAL USE IN THE DEPARTMENT AND WHICH CONSEQUENTLY IT WOULD BE MORE ECONOMICAL TO PRINT AT THE GOVERNMENT PRESS, AND SUPPLY FROM A CENTRAL DEPOT SIMILARLY TO THE ACCOUNT FORMS. THIS MATTER WILL BE TAKEN UP AND DEFINITELY DECIDED UPON ON THE COMPLETION OF THE MALRAD P.W.CODE.

4. ON THE GENERAL SUBJECT OF PRINTING FORMS, HIS GRACE THE GOVERNOR IS OF in Council OPINION THAT IT IS ADVISABLE TO PRINT AT THE

2849-50
17

GOVERNMENT PRESS ALL STANDARD FORMS WHATSOEVER, WHICH ARE PRESCRIBED IN THE P.W.CODE. BUT THAT IT IS ADVISABLE TO CONTINUE THE PRESENT SYSTEM OF PRINTING AT THE DISTRICT PRESSES ALL MISCELLANEOUS FORMS REQUIRED FOR PURELY LOCAL PURPOSES, SUBJECT TO THE CHECK EXERCISED OVER THE AGGREGATE COST OF PRINTING THESE FORMS, BY THEIR BEING CHARGED AGAINST THE BUDGET GRANT FOR CONTINGENCIES.

Elf 7/1 Lij 4/7.

Signed Orders despatched to Govt on the 26-7-48
S.O. sent at Madras on the 26-7-48

Tue 8-7-78
6-7-78 Thu 12-7-78

Govt. of Madras.

PUBLIC WORKS.

To

Dated

Issued

Read. Encl.

G. O., 12 Jan 1878. No. 284 & 285

Nos. 136 & 186

Circulars & Forms of Accts. of the P.W.D.

Ordered that the Govt. of India be addressed regarding the check of printing of —.

Intimating the steps taken regarding the printing of Circulars & Forms of accounts of the P.W.D.

6-7-78