Archives 1—10,000—6-10-76.

(1) Number of pages 28

(2) Date of repair 9-10-86

(3) Initials of the Referencer

TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

public works - DEPARTMENT

G.O. No. ~~B.P. No.~~	4443 - W	Press. ~~Mis.~~
Dated	21. 11. 1878 ~~197~~.	

Not to be folded or roughly handled

4443/1

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

21st November 1878, No. 4,443 W.

General.
Account.

Read the following paper :—

No. 250. Resolution of the Government of India in the Public Works Department (Account—General), dated Simla, 5th November 1878, Circular No. 94 P W.

Revised Form of Completion Report.

Resolution.—It is observed that the present form of Completion Report is defective in these respects : (1) it shows only the quantities of work executed and sanctioned, and does not provide for a comparison of the actual cost and rates of the work with those of the sanctioned estimate ; and (2) it tends to mislead the Commanding or Departmental Officer of the Department for which the work is executed as to the direction of the remarks he is called upon to make.

2. That Completion Reports lose much of their value if they do not contain authentic information of the rates and cost of the Completed Work as compared with those of the estimate is sufficiently demonstrated by the fact that, although the existing forms do not require such entries, the Completion Reports drawn up do habitually contain them. The Governor-General in Council is therefore pleased to direct that this information shall be provided for in the forms, and be required to be entered in all future Completion Reports.

3. The remarks which the officer of the Department for which the work is executed is intended to make are, in respect of his satisfaction with the efficiency of the work and its agreement with the design, approved of by his Department. The quantities and cost of the work, and other particulars entered in the Completion Reports, are not points with which he is concerned, and hence the reports dealing with these points should not be laid before him at all.

4. The Governor-General in Council is therefore pleased to sanction the substitution of the annexed revised forms of "Completion Report" (No. 108) and "Completion Certificate" (No. 108A), the latter to be used only when the countersignature of a Civil or Military authority is necessary.

5. It is also deemed advisable to alter the procedure for the circulation and final record of Completion Reports. The office in which these documents are most needed for reference is that of the administrative head of the work. In general cases this officer is the Secretary to Government, in the Military Works Branch he is the Inspector-General, in State Railways he is the Engineer-in-Chief, and in the case of large Irrigation Works he is the Superintending Engineer, who has the supervision of the whole work. The report should therefore be submitted by the Executive Engineer to the Examiner of Accounts who, after verification of the figures, should transmit it to the Superintending Engineer of the Circle. This officer, if he is the administrative head of the work, will retain the report, recording it in his office ; if he is not, then after taking any action that may be necessary he will forward it to the office in which it is to be finally recorded.

6. Any Superintending Engineer, however, whose office is not the office of final record may, if he think fit, instruct the Examiner of Accounts to send Completion Reports direct to the office of final record instead of through himself.

7. On the completion of a work executed for the Civil or Military Department, Form No. 108A should be forwarded with report, specification and drawings of the work as executed, to the Civil or Military authority concerned for signature and return, when it will be attached to the Completion Report and submitted by the Executive Engineer as above described.

8. The entries in the Completion Report must accord with the closing entries in the Register of works.

9. These forms should be brought into use from the date of the receipt of this Resolution.

ORDER.—Ordered that this Resolution, together with the forms mentioned therein, be communicated to the Local Governments and Administrations and Officers noted in the margin for information and guidance.

The Governments of Bengal, North-Western Provinces and Oudh, and Punjab, in the Public Works Department, General and Irrigation Branches.
The Chief Commissioners, Central Provinces, British Burmah, Mysore and Coorg, and Assam.
The Resident, Hyderabad.
The Agents to the Governor-General for Central India and Rajaputana.
The Superintendent of Port Blair and Chief Commissioner, Andaman and Nicobar Islands.
The Director-General of Telegraphs.
The Inspector-General of Military Works.
The Accountant-General, Public Works Department.
The Director of State Railways.
The Director of State Railway Stores.
The Director-in-Chief, Indo-European Telegraph.
The Director, Persian Telegraph.
The Deputy Director, Persian Gulf Telegraph.
The Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore and Lucknow.

Ordered, also, that a copy be forwarded to the Governments of Madras and Bombay, in the General, Irrigation and Railway Branches, with a request that it may be stated whether there is any objection to the forms now sanctioned being introduced in the Public Works Department of those two Governments. If not, the requisite steps should be taken to bring the forms into use.

(Signed) A. J. FILGATE, Major, R.E.,
Under Secy. to the Govt. of India.

To the Secretary to the Government of Madras, Public Works Department.

No. 251. ORDER THEREON, 21st November 1878, No. 4,443 W.

COMMUNICATED to the Secretary, Public Works Code Committee, for the necessary action.

(True Extract.)

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

To the Secretary, Public Works Code Committee.

Exd. C. Howarth.
Spare Copies.

4443/2

PUBLIC WORKS DEPARTMENT FORM No. 108.

________________ *Division.*

COMPLETION REPORT No.

Name of Work ________________

Authority ________________

Sub-heads of Estimate.	AS ESTIMATED.			AS EXECUTED.			DIFFERENCES.*			Reference to paragraphs overleaf explaining differences.
	Quantity.	Rate.	Amount.	Quantity.	Rate.	Amount.	Quantity.	Rate.	Amount.	
Totals ..			Rs.			Rs.			Rs.	

* Excesses to be entered in red ink, savings in black ink.

[*N.B.*—When any considerable deviations from the original design have occurred, the report, specification, drawings, and details of the measurements of the work actually done, in the same form as the estimates, should accompany the Completion Reports.]

Names of Engineers and Subordinates by whom the work was supervised.

Explanation of differences.

PUBLIC WORKS DEPT. FORM No. 108.

COMPLETION REPORT No.

Name of Work ____________________

Amount of estimate Rs. ____________

Expenditure „ ____________

Difference „ ____________

Percentage of excess (if any) ____________

Date of commencement ____________

Date of completion ____________

Forwarded to the Examiner, Public Works Accounts, __________ for verification as this office No. _____, dated ____________

Documents accompanying.

Executive Engineer,
__________ Division.

Transmitted to Superintending Engineer, ______________ Circle, duly verified as this office No. _____, dated ____________

Examiner, P. W. Accounts.

Transmitted to ________________ for record as this office No. ____ dated ________

Superintending Engineer.

---

* Here note "Completion Certificate" granted by the Civil or Military authority concerned, report, specification, drawings, and detail of quantities, when necessary.

4443/3

PUBLIC WORKS DEPARTMENT FORM No. 108 A.

______________ *Division.*

COMPLETION CERTIFICATE.

Name of work

Authority

Certified that the abovementioned work was taken over on
and that it is considered satisfactory and suitable to the purposes for which it is intended.

Dated ____________________

____

____

Commanding or Departmental Officer.

PUBLIC WORKS DEPT. FORM No. 108A.

COMPLETION CERTIFICATE.

Name of work————————————

Forwarded to
for signature and return, as this office No. ,
dated

Documents accompanying.

Executive Engineer,
——————— Division.

Returned to Executive Engineer,
Division, duly signed, with above-mentioned documents.

Commanding or Departmental Officer.

---

* Here mention report, specification, and drawings of the works as executed, and any other documents submitted with this Completion Certificate.

GENERAL.
ACCOUNT.

Govt. of (1878) Madras.

PUBLIC WORKS.

To.

THE SECRETARY, PUBLIC WORKS
CODE COMMITTEE.

Dated November 21st.

Issued

Recd. *Encl.*

G. O., 21st November 1878, No. 4,443 *W.*

NOVEMBER.

Nos. 250-251.

Revised Form of Completion Report.—Resolution of the Government of India substituting a —, communicated to the Secretary, Public Works Code Committee, for the necessary action.

4443
5

P1

Circular No. 94 P. W.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT.

General.

Simla, 5th November 1878.

Revised form of Completion Report.

RESOLUTION.—It is observed that the present form of Completion Report is defective in these respects: (1) it shows only the quantities of work executed and sanctioned and does not provide for a comparison of the actual cost and rates of the work with those of the sanctioned estimate; and (2) it tends to mislead the Commanding or Departmental Officer of the Department for which the work is executed as to the direction of the remarks he is called upon to make.

2. That Completion Reports lose much of their value if they do not contain authentic information of the rates and cost of the Completed Work, as compared with those of the estimate, is sufficiently demonstrated by the fact that, although the existing forms do not require such entries, the Completion Reports drawn up do habitually contain them. The Governor General in Council is therefore pleased to direct that this information shall be provided for in the forms, and be required to be entered in all future Completion Reports.

3. The remarks which the officer of the Department for which the work is executed is intended to make are, in respect of his satisfaction with the efficiency of the work and its agreement with the design, approved of by his Department. The quantities and cost of the work, and other particulars entered in the Completion Reports, are not points with which he is concerned, and hence the reports dealing with these points should not be laid before him at all.

4. The Governor General in Council is therefore pleased to sanction the substitution of the annexed revised forms of "Completion Report" (No. 108) and "Completion Certificate" (No. 108A), the latter to be used only when the countersignature of a Civil or Military authority is necessary.

5. It is also deemed advisable to alter the procedure for the circulation and final record of Completion Reports. The office in which these documents are most needed for reference is that of the Administrative head of the work. In general cases this officer is the Secretary to Government,—in the Military Works Branch he is the Inspector General,—in State Railways he is the Engineer-in-Chief,—and in the case of large Irrigation Works he is the Superintending Engineer, who has the supervision of the whole work. The report should therefore be submitted by the Executive Engineer to the Examiner of Accounts who, after verification of the figures, should transmit it to the Superintending Engineer of the Circle. This officer, if he is the administrative head of the work, will retain the report, recording it in his office; if he is not, then after taking any action that may be necessary, he will forward it to the office in which it is to be finally recorded.

6. Any Superintending Engineer, however, whose office is not the office of final record may, if he think fit, instruct the Examiner of Accounts to send Completion Reports direct to the office of final record, instead of through himself.

7. On the completion of a work executed for the Civil or Military Department, Form No. 108A should be forwarded, with report, specification and drawings of the work as executed, to the Civil or Military authority concerned for signature and return, when it will be attached to the Completion Report and submitted by the Executive Engineer as above described.

8. The entries in the Completion Report must accord with the closing entries in the Register of works.

9. These forms should be brought into use from the date of the receipt of this Resolution.

ORDER—Ordered, that this Resolution, together with the forms mentioned therein, be communicated to the Local Governments and Administrations and Officers noted in the margin, for information and guidance.

The Governments of Bengal, North-Western Provinces and Oudh, and Punjab, in the Public Works Department, General and Irrigation Branches.
The Chief Commissioners, Central Provinces, British Burmah, Mysore and Coorg, and Assam.
The Resident, Hyderabad.
The Agents to the Governor General for Central India and Rajputana.
The Superintendent of Port Blair and Chief Commissioner, Andaman and Nicobar Islands.
The Director General of Telegraphs.
The Inspector General of Military Works.
The Accountant General, Public Works Department.
The Director of State Railways.
The Director of State Railway Stores.
The Director-in-Chief, Indo-European Telegraph.
The Director, Persian Telegraph.
The Deputy Director, Persian Gulf Telegraph.
The Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore and Lucknow.

Ordered also, that a copy be forwarded to the Governments of Madras and Bombay, in the General, Irrigation and Railway Branches, with a request that it may be stated whether there is any objection to the forms now sanctioned being introduced in the Public Works Department of those two Governments. If not, the requisite steps should be taken to bring the forms into use.

Alex. J. Filgate
Major, R. E.,
Under Secy. to the Govt. of India.

To. The Secretary to the Govt. of Madras
P.W. Dept.

3 spare copies

No.
19 NOV 78
ACCOUNT

[illegible] 1878 [illegible]

No. 2973

GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.
ACCOUNT.
General.

To

E 2

Circular No. 94 P. W.

Dated Simla, 5th November 1878.

Received 19

To C

For disposal.

W
18-11-78.

TO W.

THE DRAFT G. O. HEREWITH.

Leg/c
20/11

Revised form of Completion Report.

Govt. C. B. Press, Simla,—No. 193, P. W. D. A. B.—[illegible]-11-78—1,270.

Recd 19/11

Separate
As per Copy

4443/7
3

Enclosure No. 1 to P. W. D. Circular No. 94A—G. of 1878.

PUBLIC WORKS DEPARTMENT FORM No. 108.

________________ *Division.*

COMPLETION REPORT No.

Name of Work ________________

Authority ________________

Sub-heads of Estimate.	As estimated.			As executed.			Differences.*			Reference to paras. overleaf explaining differences.
	Quantity.	Rate.	Amount.	Quantity.	Rate.	Amount.	Quantity.	Rate.	Amount.	
Totals ...	Rs.			Rs.			Rs.			

* Excesses to be entered in red ink, savings in black ink.

[*N.B.*—When any considerable deviations from the original design have occurred, the report, specification, drawings and details of the measurements of the work actually done, in the same form as the estimates, should accompany the Completion Reports.]

EXAMINER P. W. ACCOUNTS
No. 10.1.78

4

Names of Engineers and Subordinates by whom the work was supervised.

Explanation of differences.

PUBLIC WORKS DEPARTMENT FORM No. 108.

COMPLETION REPORT No.

Name of Work

Amount of estimate Rs.

Expenditure „

Difference „

Percentage of excess (if any)

Date of commencement

Date of completion

Forwarded to the Examiner, Public Works Accounts, ____________ for verification as this office No. ______, dated

Documents accompanying.

*

Executive Engineer,
____________ Division.

Transmitted to Superintending Engineer, ____________ Circle, duly verified, as this office No. ______, dated

Examiner, P. W. Accounts.

Transmitted to ____________ for record as this office No. ____ dated

Superintending Engineer.

---

* Here note "Completion Certificate" granted by the Civil or Military authority concerned, report, specification, drawings and detail of quantities, when necessary.

Separate [illegible] copy

4443/8

Enclosure No. 2 to P. W. D. Circular No. 94A—G. of 1878.

PUBLIC WORKS DEPARTMENT FORM No. 108A.

____________ *Division.*

COMPLETION CERTIFICATE.

Name of work

Authority

Certified that the above-mentioned work was taken over on
and that it is considered satisfactory and suitable to the purposes for which it is intended.

Dated ____________

____

Commanding or Departmental Officer.

EXAMINER
No 1911/78
ACCOUNTS

D/r 2973/9/78

PUBLIC WORKS DEPARTMENT FORM No. 108A.

COMPLETION CERTIFICATE.

Name of work

Forwarded to
for signature and return, as this office No. ,
dated

Documents accompanying.

Executive Engineer,
Division.

Returned to Executive Engineer,
Division, duly signed, with abovementioned documents.

Commanding or Departmental Officer.

---

* Here mention, report, specification and drawings of the works as executed, and any other documents submitted with this Completion Certificate.

Govt. C. B. Press, Simla—No. 164, P. W. D., A. B.—8-11-78—1,270.

[Ex. Wks. Form No. 36J.]

PROCEEDINGS *of the* MADRAS GOVERNMENT
IN THE
PUBLIC WORKS DEPARTMENT,

4443/9

No. 4443 W Under date the 21st Novr 1878.

Read the following:—

CIRCULAR FROM THE GOVERNMENT OF INDIA NO. 94. P. W. DATED NOVEMBER 5TH. 1878.

6

ORDER THEREON.

Ex/ No Genl Mast

COMMUNICATED TO THE SECRETARY P. W. CODE COMMITTEE FOR THE NECESSARY ACTION.

EW

C.

20/11
21/11

Secy: P.W. Code Committee
Despd 8-12-78

8. The entries in the Completion Report must accord with the closing entries in the Register of works.

9. These forms should be brought into use from the date of the receipt of this Resolution.

ORDER—Ordered, that this Resolution, together with the forms mentioned therein, be communicated to the Local Governments and Administrations and Officers noted in the margin, for information and guidance.

The Governments of Bengal, North-Western Provinces and Oudh, and Punjab, in the Public Works Department, General and Irrigation Branches.
The Chief Commissioners, Central Provinces, British Burmah, Mysore and Coorg, and Assam.
The Resident, Hyderabad.
The Agents to the Governor General for Central India and Rajputana.
The Superintendent of Port Blair and Chief Commissioner, Andaman and Nicobar Islands.
The Director General of Telegraphs.
The Inspector General of Military Works.
The Accountant General, Public Works Department.
The Director of State Railways.
The Director of State Railway Stores.
The Director-in-Chief, Indo-European Telegraph.
The Director, Persian Telegraph.
The Deputy Director, Persian Gulf Telegraph.
The Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore and Lucknow.

Ordered also, that a copy be forwarded to the Governments of Madras and Bombay, in the General, Irrigation and Railway Branches, with a request that it may be stated whether there is any objection to the forms now sanctioned being introduced in the Public Works Department of those two Governments. If not, the requisite steps should be taken to bring the forms into use.

Alex. J. Filgate, Major, R. E.,
Under Secy. to the Govt. of India.

To.
The Secretary to the Govt. of Madras. ~~[illegible]~~
P. W. Depart. Ry. Branch

3 Spare copies -

EXAMINER
Nº 10 N. 78
ACCOUNTS

P.W. 2973-78

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT.

General.

To

Circular No. 94 P. W.

Dated Simla, 5th November 1878.

Received

Revised form of Completion Report.

Govt. C. B. Press, Simla,—No. 193, P. W. D. A. B.—8-11-78—1,270.

4443/12

Circular No. 94 P. W.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT.

General.

Simla, 5th November 1878.

Revised form of Completion Report.

Resolution.—It is observed that the present form of Completion Report is defective in these respects: (1) it shows only the quantities of work executed and sanctioned and does not provide for a comparison of the actual cost and rates of the work with those of the sanctioned estimate; and (2) it tends to mislead the Commanding or Departmental Officer of the Department for which the work is executed as to the direction of the remarks he is called upon to make.

2. That Completion Reports lose much of their value if they do not contain authentic information of the rates and cost of the Completed Work, as compared with those of the estimate, is sufficiently demonstrated by the fact that, although the existing forms do not require such entries, the Completion Reports drawn up do habitually contain them. The Governor General in Council is therefore pleased to direct that this information shall be provided for in the forms, and be required to be entered in all future Completion Reports.

3. The remarks which the officer of the Department for which the work is executed is intended to make are, in respect of his satisfaction with the efficiency of the work and its agreement with the design, approved of by his Department. The quantities and cost of the work, and other particulars entered in the Completion Reports, are not points with which he is concerned, and hence the reports dealing with these points should not be laid before him at all.

4. The Governor General in Council is therefore pleased to sanction the substitution of the annexed revised forms of "Completion Report" (No. 108) and "Completion Certificate" (No. 108A), the latter to be used only when the countersignature of a Civil or Military authority is necessary.

5. It is also deemed advisable to alter the procedure for the circulation and final record of Completion Reports. The office in which these documents are most needed for reference is that of the Administrative head of the work. In general cases this officer is the Secretary to Government,—in the Military Works Branch he is the Inspector General,—in State Railways he is the Engineer-in-Chief,—and in the case of large Irrigation Works he is the Superintending Engineer, who has the supervision of the whole work. The report should therefore be submitted by the Executive Engineer to the Examiner of Accounts who, after verification of the figures, should transmit it to the Superintending Engineer of the Circle. This officer, if he is the administrative head of the work, will retain the report, recording it in his office; if he is not, then after taking any action that may be necessary, he will forward it to the office in which it is to be finally recorded.

6. Any Superintending Engineer, however, whose office is not the office of final record may, if he think fit, instruct the Examiner of Accounts to send Completion Reports direct to the office of final record, instead of through himself.

7. On the completion of a work executed for the Civil or Military Department, Form No. 108A should be forwarded, with report, specification and drawings of the work as executed, to the Civil or Military authority concerned for signature and return, when it will be attached to the Completion Report and submitted by the Executive Engineer as above described.

8. The entries in the Completion Report must accord with the closing entries in the Register of works.

9. These forms should be brought into use from the date of the receipt of this Resolution.

ORDER—Ordered, that this Resolution, together with the forms mentioned therein, be communicated to the Local Governments and Administrations and Officers noted in the margin, for information and guidance.

The Governments of Bengal, North-Western Provinces and Oudh, and Punjab, in the Public Works Department, General and Irrigation Branches.
The Chief Commissioners, Central Provinces, British Burmah, Mysore and Coorg, and Assam.
The Resident, Hyderabad.
The Agents to the Governor General for Central India and Rajputana.
The Superintendent of Port Blair and Chief Commissioner, Andaman and Nicobar Islands.
The Director General of Telegraphs.
The Inspector General of Military Works.
The Accountant General, Public Works Department.
The Director of State Railways.
The Director of State Railway Stores.
The Director-in-Chief, Indo-European Telegraph.
The Director, Persian Telegraph.
The Deputy Director, Persian Gulf Telegraph.
The Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore and Lucknow.

Ordered also, that a copy be forwarded to the Governments of Madras and Bombay, in the General, Irrigation and Railway Branches, with a request that it may be stated whether there is any objection to the forms now sanctioned being introduced in the Public Works Department of those two Governments. If not, the requisite steps should be taken to bring the forms into use.

Alexr. J. Filgate Major, R. E.,
Under Secy. to the Govt. of India.

To.
The Secretary to the Govt. of Madras
P.W. Dept. Irrgn. Br.

3 spare copies

EXAMINER
No.
19 NOV 78
ENCL.
P.W. ACCOUNTS

PW 12973 78

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT.

General.

To

Circular No. 94 P. W.

Dated Simla, 5th November 1878.

Received

Revised form of Completion Report.

Govt. C. B. Press, Simla,—No. 193, P. W. D. A. B.—8-11-78—1,270.

~~Cn 12923~~

Govt. of (1878) Madras.

PUBLIC WORKS.

To

22-11-78

Dated

Issued

Recd.

Encl.

G. O. 21 Nov 1878, No. 4443 W

Nos. 250 & 251

Revised form of Completion Report: Resolution of the G of I substituting a ——— Commd to the Secty P.W. Code Committee for the necessary action