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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU
Public works DEPARTMENT

G.O. No.	1438 W	Press.
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Not to be folded or roughly handled

1/15/80

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

18th June 1880, No. 1,433 W.

General.
Establishment.

Read the following paper:—

No. 55. From Major H. R. MEAD, R.E., Superintending Engineer, Second Circle, to the Chief Engineer, Public Works Department, dated Coimbatore, 26th May 1880, No. 81.

I HAVE the honor to bring to your notice the files of old records that are cumbering up the Executive Engineers' offices, and those not only take up room that is required, but also hinder the office work.

In the present state of the offices it is impossible for the Executive Engineers to have their records in proper order.

2. The present Divisional Officers have the records of the old District Engineers (in one case three districts) and from three to nine old ranges, and I believe I am right in saying that little or nothing has been done with regard to the destruction of old records for the last twenty-two years.

3. The new Code (paragraphs 914 and 915) gives me ample authority for the destruction of these old records, but it is necessary that the Executive Engineers should have some temporary establishment to enable them to arrange their records and to destroy those useless.

I request therefore sanction for the following temporary establishment for three months from the date of entertainment:—

				Clerks at Rs. 25.	Clerks at Rs. 20.	Clerks at Rs. 15.
West Coast ...	...	...	...	1	1	3
Coimbatore ...	...	...	...	1	1	1
Salem ...	...	...	...	...	1	1
North Arcot ...	...	...	...	1	...	2
Chingleput ...	...	...	...	1	2	1
Total ...				4	5	8

or seventeen clerks for three months at a cost of Rs. 960.

4. With this assistance I hope the Executive Engineers may be able to place their records in proper order and dispose of all the useless ones; this done, will relieve the permanent office establishment of much unnecessary labor.

5. I enclose a draft circular I propose to send to Executive Engineers instructing them regarding the records to be retained and those to be destroyed for your approval, and request early sanction for the measures proposed, as the matter is one I consider of great urgency and importance.

PROPOSED CIRCULAR.

OWING to the amalgamation of ranges in 1878 and the late reduction the present Division Offices are filled up with old useless records that not only take up room that is required, but also hinder the office work. It is necessary that they should be sorted, the useless ones destroyed, and the others properly arranged.

2. The new Code, paragraphs 914, 915, give authority to the Superintending Engineer to sanction the destruction of useless records, but directs the following :—

- (1.) Records connected with expenditure when undisputed, not to be destroyed until six years have elapsed.
- (2.) Records connected with expenditure on works not completed.
- (3.) Records of experiments and observation.
- (4.) Records of claims to service and personal matters connected with persons in the service.
- (5.) All statements connected with expenditure on irrigation works.

3. In 1873 the District Engineer's system was brought in, and in 1878 the Superintending Engineer's system was reverted to. The present Executive Engineers' offices have complete records of the District Engineers' offices (in one case three of these offices). It is thought right that all these records should be kept intact, and also those of the divisions formed in 1878 and reformed in 1879 and 1880.

There will be no necessity, however, to keep all the files of Government Orders, &c.; two good files should be selected and kept. This will enable a complete record of the districts being retained for seven years.

4. With regard to the records of the abolished ranges or divisions, they may be all destroyed with the following exceptions :—

Should the District Engineer's Progress Reports, &c., be complete, all the Division ones may be destroyed, but should the former not be complete, omissions should be made up from the Divisional Reports.

All acquittance rolls, copies of pay bills, &c., should be retained.

Copies of vouchers and accounts sent to the Examiner since 1873 should be retained.

5. As the correspondence filed in the old District Engineer's office should include all that sent from the Divisional Offices should be sufficient; if complete, that in the Divisional Offices may be all destroyed.

All returns of rainfall, height of water in rivers, &c., &c., should be kept.

All plans, copies of estimates for large works, statements of expenditure on them, &c., should be retained and properly filed.

6. With regard to the records in offices previous to 1873. It is considered that most of it may be destroyed, but all plans, estimates for large works, statement of expenditure on them, return of rainfall, height of water in rivers and channels, &c., &c.; all acquittance rolls, copies of pay bills, statement of distribution of establishment, &c., copies of administration reports, correspondence regarding old project works, &c., should be retained and a list of them made out in a book.

7. Executive Engineers are requested, first, to examine and arrange properly the records of the old District Engineer offices and the divisions from 1878 to 1880, and see that they are complete, making up any deficiencies from the old range records. As soon as this is done the old range records should be examined one by one and two lists made in a book; one of these records that it is proposed to keep, the other of these to be destroyed. A copy of the latter should be sent to the Superintending Engineer, who will, under the authority given him in the new Code, direct their destruction.

The same should be done with regard to the records in the offices prior to 1873.

8. Executive Engineers should not wait for complete lists to be made before applying for sanction for the destruction of records; they should apply for sanction from time to time as the lists are prepared.

9. The old records should be destroyed by burning, all unused paper in old books being torn out and kept for use. Any old covers that might come in for binding should be retained. Old Gazettes, &c., should be sold as waste paper.

10. With regard to books, Executive Engineers should collect and keep as a library a complete set; another set of duplicates should be packed in old stationery boxes, so that if a new division is formed they will be available. All the other copies should be also packed in boxes, and they will be hereafter disposed of.

(Signed) H. R. MEAD, Major, R.E.,
Suptg. Engr., Second Circle.

No. 56.

ORDER THEREON, 18th June 1880, No. 1,433 W.

THE employment of the following establishment for a period of three months is sanctioned at the request of the Superintending Engineer, Second Circle, for the destruction of useless records :—

	Clerks at Rs. 25.	Clerks at Rs. 20.	Clerks at Rs. 15.
West Coast ...	1	1	3
Coimbatore ...	1	1	1
Salem ...	1	1	1
North Arcot ...	1	2	1
Chingleput ...	1	2	1
Total ...	4	5	8

2. The Government approve generally of the draft circular submitted by the Superintending Engineer, but the condition of the records varies so much in different districts that no certain rule can be laid down regarding their destruction.

3. The Superintending Engineer must use his own discretion subject to the limits laid down in the Public Works Code, paragraph 915.

4. This sanction is registered as Provincial No. 18 B. of 1880-81.

(True Extract.)

(Signed) R. H. SANKEY, Colonel, R.E.,
Secretary to Govt., P.W.D.

To the Superintending Engineer, Second Circle.
" Examiner of Public Works Accounts.
To all other Superintending Engineers, } for information and guidance.
" the Superintendents of Works,

Exd. A. F. Goodall.
Spare Copies

GENERAL
ESTABLISHMENT.

Gobt. of (1880) Madras.
PUBLIC WORKS.

To

THE SUPERINTENDING ENGINEER,
SECOND CIRCLE.

&c., &c., &c.

Dated June, 18th.

Issued

Recd.

Encl.

G. O., 18th June 1880, No. 1,433 W.

JUNE.
Nos. 55-56.

Old Records.—The entertainment of a temporary establishment for the destruction of — in the Second Circle, sanctioned.

Statement showing the proposed changes in the Establishment of the 2^d Circle, Public Works Department
to accompany Supplying's letter No. dated May 1880.

Extract from
18 Sept.
Govt. of
India
No. 204
Office to which the
proposition belongs.

Detail	Nature of Charge		Permanent		Ordinary		Grounds of proposition.	Government of India or Government of Local Government or Administration P. W. D.	Orders of the Government of India Financial Dept. General Branch, etc.
	Detail	Recent Establishment	Proposed Establishment	Increase per month	Decrease per month	Increase per month			
Office Establishment		Rs	P	Rs	A	P	Rs	A	P

5 Clerk West Coast Division - 253 - { 25 " "
20 " "
15 " "
15 " "
15 " "

3 - D^o - Coimbatore - D^o - 253 - { 25 " "
20 " "
15 " "

2 - D^o - Salem - D^o - 2208 - { 20 " "
15 " "

3 - D^o - North Arcot - D^o - 253 - { 25 " "
15 " "
15 " "

4 - D^o - Chingleput - D^o - 253 - { 25 " "
20 " "
20 " "
15 " "

Total Rupees - 820 "

3 months 960 " "

It is necessary that this Temporary Establishment be undertaken for sorting & arranging records and for destroying those that are considered to be useless. The present permanent establishment of the Division Office is quite inadequate in undertaking this work in addition to its current duties.

M. M. M. Major P. R.
Supplying's 2^d Circle.

Supplying's Office 2^d Circle
Coimbatore May 1880 }

Office of Supplying's, 2^d Circle.

17

Encls. 2

In a letter No. 81 of 26th
May 1880 from the
Supy. Engr. 2^d Circle
P.W.D.

31 MAY 80

N^o

1433W

Statement showing the
proposed change in the
reestablishment of the
2^d Circle D.P.W.

No. 81

Supg. Engineer's Office, 2^d Circle.
Coimbatore, 26th May 1880.

From,

The Superintending Engineer
Second Circle.

To,

The Chief Engineer
P.W.D. Madras.

Sir,

Encls. 2

1 Draft Circular
1 Application
for Reestablishment

I have the honor to bring to your
notice the files of old records that are cumbering
up the Executive Engineers Offices and those not
only take up room that is required but also is
hinder the Office work. In the present state
of the Offices it is impossible for the Executive
Engineers to have their records in proper order.
2. The present Divisional Officers, ~~some~~
have the records of the old District Engineers
(in one case 3 districts) and from 3 to 9 old
Ranges and I believe I am right in saying
that little or nothing has been done with
regard to the destruction of old records for
the last 22 years.

1857 to 1879

3.

The New Code (paras 914 and 915)
gives me ample authority for the destruction
of

of these old records but it is necessary that the Executive Engineers should have some temporary establishment to enable them to arrange their records and to destroy those useless.

I request therefore sanction for the following temporary establishment for 3 months from the date of entertainment

	Clerks @ Rs 25	Clerks @ Rs 20	Clerks @ Rs 15
West Coast _____	1	1	3
Coimbatore _____	1	1	1
Saluv. _____	"	1	1
North Arcot _____	1	"	2
Chingleput. _____	1	2	1
Total. _____	4.	5.	8.

or 17 Clerks for 3 months at a cost of Rs. 960.

4. With this assistance I hope the Executive Engineers may be able to place their records in proper order and dispose of all the useless one, this done will relieve the permanent office establishment of much unnecessary labour.

5 I enclose a draft circular I propose to send to Executive Engineers instructing

6/14/80
instructing them regarding the records to be retained and those to be destroyed for your approval and request early sanction for the measures proposed as the matter is one I consider of great urgency and importance.

I have the honor to be,
Sir,

Your Most-Obl. Servant.

M. A. S. Major B.E.
Supg. Engineer, II Circle.

P.W.D.

31 MAY 80

From No. 345

The Supply Engineer,
2^d Circle.

Dated 26th

Recd.

} May 1880.

No. 81

Encl. 2

Old Records:—

Bringing to notice
that the files of the old records
are cumbering up
the Engrs' offices; &
requesting sanction for the
establishment of temporary
re-establishment for the destruction
of records

Proposed

Circular

Owing to the amalgamation of
Ranges in 1878 and the late reduction
the present Division Offices are filled
up with old useless records that not
only take up room that is required
but also hinder the Office work. It
is necessary that they should be sorted
the useless ones destroyed and the others
properly arranged.

2. The New Code paras 914, 915 give
authority to the Supy Engineer to sanction
the destruction of useless records but
directs the following.

- (1) Records connected with expenditure
when undisputed not to be destroyed
until 6 years have elapsed.
- (2) Records connected with expenditure
on works not completed.
- (3) Records of experiments and observations.
- (4) L^{ts} of Claims to service and personal
matters connected with persons in the
service.
- (5) All statements connected with expenditure
on Irrigation works.

3. In 1873 the District Engineers system was brought in and in 1878 the Supp. Engineers system was reverted to.

The present Executive Engineer's Offices have complete records of the District Engineers Offices (in one case 3 of these offices) It is thought right that all these records should be kept intact and also those of the Divisions formed in 1878 and reformed in 1879 and 1880.

There will be no necessity however to keep all the files of Government orders &c. &c. 2 good files should be selected and kept.

This will enable a complete record of the districts being retained for 7 years.

4. With regard to the records of the abolished Ranges or Divisions they may be all destroyed with the following exceptions.

Should the District Engineers Progress Reports &c. be complete all the Divisional ones may be destroyed but should the former not be complete omissions should be made up from the Divisional reports.

8/15/87^W JPL.
All acquittance rolls ^{8/15/87^W JPL.} copies of pay bills &c. should be retained.

Copies of vouchers and accounts sent to the Examiner since 1873 should be retained.

5. As the correspondence filed in the old District Engineers Office should include all that sent from the Divisional Offices should be sufficient, if complete that in the Divisional Offices may be all destroyed.

All returns of Rain fall height of water in rivers &c. &c. should be kept.

All plans, copies of estimates for large works statements of expenditure on them &c. &c. should be retained and properly filed.

6. With regard to the records in Offices previous to 1873. It is considered that most of it may be destroyed but all plans estimates for large works statement of expenditure on them, Return of Rain fall height of water in rivers and Channels &c. &c. all acquittance rolls copies of pay bills, statement of

distribution of establishment &c. Copies of Administration reports Correspondance regarding old projects Memoirs &c. should be retained and a list of them made out in a book.

7. Executive Engineer are requested first to examine and arrange properly the records of the old District Engineer Offices and the Divisions from 1878 to 1880 and see that they are complete making up any deficiencies from the old Range records. As soon as this is done the old Range records should be examined one by one and a list made in a book of these records that it is proposed to keep the other of these to be destroyed a copy of the latter should be sent to the Supt Engineer who will under the authority given him in the New Code direct their destruction.

The same should be done with regard to the Records in the Office prior to 1873.

8. Executive Engineer should not wait for complete lists to be made before applying for sanction for the destruction

^{9/10/20} destruction of records they should apply for sanction from time to time as the lists are prepared.

9. The old Records should be destroyed by burning all unused paper in old books being torn out and kept for use any old covers that might come in for binding should be retained. Old Gazettes &c. should be sold as waste paper.

10. With regards to books Executive Engineer should collect and keep as a Library a complete set, another set of duplicates should be packed in old stationary boxes so that if a new Division is formed they will be available. All the other copies should be also packed in boxes and they will be hereafter disposed of.

 Major R.R.
Supt Engr 2^d Circle.

Encls. No. 1

In a letter No 81 of 26th May
1880 from Sup^r Engineer's Office,
2^d Circle.

P.W.D.

31 MAY 80

No 3454

Draft Circular.

No 1433 W 14330 sent
valued

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Under date the 18th June 1880

Read the following:—

From the Super Engineer
2nd Circle } (S.E. No 81 of 26th May/80)

The ^{supplement} ~~entertainment~~ of the
following establishment
for a period of three
months is sanctioned
at the request of the
Super Engineer 2nd Circle
for the destruction of
useless records:—

	clerks @ Rs 25	clerks @ Rs 20	clerks @ Rs 15
West Coast—	1	1	3
Coimbatore—	1	1	1
Salem—	"	1	1
North Arcot—	1	"	2
Chingleput—	1	2	1
Total	4	5	8

100
100
120

320 Rs = 900

The

2. The R.O. approve generally of the draft Circular submitted by the Super Engineer, but the condition of the records varies so much in different districts that no certain rule can be laid down regarding their destruction.

3. The Super Engineer must use his own discretion subject to the limits laid down in the P. R. Code.

Para 915

S
31-5

Att

3/6/80

This sanction is legd.
as sent No 1845 of
1880/81.

Dir 3.6.80. Rtd 16.6.80.

Ch. D. 1-6-80

S. E. head of Circle

Ex. P. R. J. A. ✓

Other S. E. ✓

Supt. of Works ✓

27-80

3454

Govt. of (1880) Madras.

PUBLIC WORKS.

To

Dated

Issued

Recd.

Encl.

G. O. 18th June 1880, No. 143310.

Nos. 55-56.
~~57-58~~

Old Records -

The entertainment
of a temporary
establishment for
the destruction
of — in the ^{2nd} line
sanctioned.

120
10