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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

P.W. DEPARTMENT

G.O. No.	768 (W)	Press.
B.P. No.		Mis.
769		
Dated	23-3-1880	197.

Not to be folded or roughly handled

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GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

23rd March 1880, No. 768 W.

General
Establishment.

Read the following papers :—

No. 105. From the Government of India, dated 16th January 1880, Circular No. 3 P.W.

No. 105-A. From Major D. H. TRAIL, R.E., Officiating Examiner, Public Works Accounts, to the Secretary to Government, Public Works Department, dated Madras, 20th February 1880, No. 276 W.

I HAVE the honor to acknowledge the receipt of the new form of Day-book forwarded to me on the 12th instant, and as I consider that, though an improvement on the original Day-book, the new form does not afford an Executive Engineer all the useful information regarding his work that he ought to have, I venture to make the following remarks for your consideration and further action should you think it necessary.

2. I will first take up the requirements of a Sub-divisional Officer with regard to a work under his charge.

These are :—

- 1st. The names and description of laborers employed day by day.
- 2nd. The manner in which these men were employed.
- 3rd. The quantity and quality of the materials received and used day by day and remaining available at the end of the month for future operations.
- 4th. The arrears which are due, and the payments which have been made during the month as well as the outstandings at the close of the month.
- 5th. The quantity of each kind of work outturned, &c.
- 6th. The rate at which it is being executed.

3. The requirements Nos. 1, 4, and 5 will be found to be supplied by the accompanying form of nominal roll while Nos. 2, 3 are met by the daily report, and requirement 6, the Sub-divisional officer can meet by putting together the information in regard to outturn furnished on the back of the nominal roll with the cost of that work as given by the daily report.

So far no modification of the Government of India orders are necessary, it only requires the adoption of the form of muster roll marked A.

4. Again, the wants of an Executive Engineer are much the same, but as he has not to superintend the daily details he should have his information in a more condensed form.

It will therefore be sufficient if he gets placed before him monthly the following:—

- 1st. The quantity of work of each different kind executed.
- 2nd. The cost of the labor employed from time to time to effect this result.
- 3rd. The cost of material similarly employed.
- 4th. The total cash payments.
- 5th. The total liabilities.
- 6th. An analysis of the value of work executed by different agencies as "Departmental," "Contract," "Petty Contract," "Task Work," &c.
- 7th. The debts remaining due to each creditor.
- 8th. The materials received, used, and remaining available for use on the work.
- 9th. The means of comparing the results of the work turned out by different gangs employed on the same kind of work.

The form just received gives the information under heads 1, 2, 4, and 8, but that under the others (3, 5, 6, 7, and 9) is wanting. *

5. In order to furnish that additional information without increasing the bulk of the Day-book some further condensation is required, and I venture to think that this can be effected without in any way detracting from the value of the information recorded, by the following means:—

- 1st. Treating materials in the daily report in the same manner as labor.
- 2nd. By transferring only the totals of labor and materials for the ten days from the daily report instead of entering the daily totals as well as the ten-day totals in the Day-book. The exhibition of information once should be enough for practical purposes and any after account need only make use of the total results arrived at by the preceding accounts. By adopting this principle much space is saved, and it becomes possible to exhibit more information than can otherwise be done on the same sheet. A glance at the accompanying form, which I would propose to substitute for the Government of India one, will make my meaning clear.

6. It will be seen that on the second page appears the cost of labor and materials on each sub-head, and at the same time sufficient space is left for showing the progress side by side with that cost, and this again facilitates the striking of a working rate for each gang, which is of great importance to the Executive Engineer. At the foot the total payments are shown in lump.

7. The materials used on the different sub-heads and the cost thereof having been shown in the ten-day report and in the material column of page 2 of the proposed Day-book, the only point on which it remains necessary to inform the Executive Engineer is the state of his material account at the close of the month. This is effected by the figures shown on page 3.

It will further be seen that the proposed condensation has set free sufficient space to allow of the insertion of a "Memorandum of sums not paid," and also an "Abstract" collecting together the total debits to the work on account of work executed by "Contract," "Petty contract," "Task work," "Departmental," or other labor. This together with the necessary adjustments gives the total amount required for posting the register of works direct from the Day-book (monthly abstract would be a more appropriate name).

Reviewing the foregoing it will be seen that the requirements noted in paragraph 4 are provided for in the proposed form as follows:—

Requirements—

1, 2, 3	...	...	...	...	...	...	on page 2
4	...	...	...	...	...	...	on pages 1 and 2
5	...	...	...	...	...	...	on page 1
6	...	...	...	...	...	...	on " 4
7	...	...	...	...	...	...	on " 1
8	...	...	...	...	...	...	on " 3
9	...	...	...	...	...	...	on " 2

It will also appear that by these means a clear and concise record is maintained of all the points affecting the work of the month.

It may be argued that a Day-book is not intended to record more than the particulars affecting the portion of the work done by departmental agency, but to this I do not agree, especially when by a little arrangement all the information required by an Executive Engineer can on a single sheet be given in regard to work executed by any agency, while the actual mechanical labor is not one-half that involved by the original orders regarding the compilation of Day-books.

For these reasons I venture again to request a consideration of my proposals and such further action as you may consider may be warranted by the circumstances of the case.

No. 105-B.

Note by the Chief Engineer.

In Government of India Circular, Public Works Department, (Account-General,) No. 3, dated 16th January 1880, the adoption of a new form of Day-book for works is ordered.

With reference to this the Examiner, Major D. H. Trail, R.E., submits a letter, No. 276 W., of the 20th February 1880, in which, while drawing attention to marked defects of the new form, points to an effective means of remedying these by the employment of a form which, as he observes, would not involve one-half the mechanical labor.

The undersigned begs to observe that the form advocated by Major Trail has for years been in use in the Mysore Department of Public Works, where it was tried tentatively under the authority of the Government of India, and there can be no question whatever as to its suitability.

The Examiner goes so fully into the matter in his communication that it is only necessary to draw attention to one or two salient points.

On page 2 of his form it will be observed that the rates at which the work under each sub-head is being executed is shown in the last column. The advantage of this must be sufficiently obvious, but this will be more marked when the relative values of the two forms are considered in reference to a work where many gangs of laborers are employed under different gangmen, such as a large piece of road either original or repairs. Here the Government of India Day-book lumps all together, giving a general rate to be worked out which when abstracted is valueless, as it does not show the rate for each special gang. This latter which is given by Major Trail's form is alone of any use to the Executive Officer.

The abstract of total debits to the work during the month as shown on page 4 is most important, as collecting at once all the information needed for posting the register of works. No such abstract being given in the new Government of India form there is absolutely no means of posting directly the register of works, which therefore must be effected by making separate calculations on slips of paper which are almost certain to be lost.

The undersigned is so convinced of the many grave defects of the new form of Day-book as brought to notice by the Examiner, and is at the same time so satisfied from long trial of the value and completeness of that advocated by Major Trail, that he trusts a serious representation may be made to the Government of India on the subject, and with the expression of a hope that at least Major Trail's form may be allowed the same trial in the Madras Presidency that it had in Mysore.

(Signed) R. H. SANKEY, Colonel, R.E.,
Chief Engineer, P.W.D.

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PUBLIC WORKS DEPARTMENT, 23rd MARCH 1880, No. 768 W.

No. 106.

ORDER THEREON, 23rd March 1880, No. 768 W.

ORDERED that the Government of India be addressed.

(Here enter No. 769 W., dated 23rd March 1880.)

(True Extract.)

Major, R.F.,
Ag. Under Secy. to Govt., P.W.D.

J. A. S. T. Austin
Spurs Copies

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3

GENERAL
ESTABLISHMENT

Govt. of Madras.
PUBLIC WORKS.

Dated March 1880.

From

To

G. O. No. 105-108, No. 769 W.

MARCH.

Nos. 105-108.

New Form of Handbook for Works.—The
Government of India addressed on the sub-
ject of the adoption of a —

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PUBLIC WORKS DEPARTMENT.

General
Establishment.

No. 769 W.

No. 107.

FROM

THE SECRETARY TO THE GOVERNMENT OF MADRAS,

Public Works Department.

TO

THE SECRETARY TO THE GOVERNMENT OF INDIA,

Public Works Department.

SIR,—His Grace the Governor in Council, in submitting the correspondence which has taken place on the subject of the form of Day-book to be adopted for this department, desires that a trial may be accorded to that now recommended by the Examiner, and supported by the Chief Engineer on the experience which he has already had of its value, and having view to the great saving in mechanical labor which it ensures to all disbursers.

I have the honor to be,

Sir,

Your most obedient servant,

FORT ST. GEORGE,
23rd March 1880.

Major, R.E.,
Ag. Under Secy. to Govt., P.W.D.

Exd. S. T. Austin.
Spare Copies

CENTRAL
ESTABLISHMENT

GOVT. of MADRAS
PUBLIC WORKS.

THE SECRETARY TO THE
GOVERNMENT of INDIA.

Recd. March 1870.

Encl.

Encl.

Encl.

G. O. Dated March 1870, No. 703 W.

MARCH.

No. 107.

New Form of Day-book for Works.

GOVT.
OF MADRAS.

187

P. W.
DEPT.

SECRETARY.

Fort St. George,

24th Feb

1870

OFFICE NOTE.

To W

I am disposed to
agree with you that
Design Tracts' modifications
are improvements, but I
cannot express that my
opinion is and a valuable
one.

I believe so much more
in personal inspection and
energy than in any form of
return that I think the
particular form of return
in work of this sort to be
a matter of but small
importance.

I really could not tell

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OF 187

from the morning I had found
of the book or record
of the work I have been
in the habit of using,
but I have been unable
to find any difficulty in
finding out what my
work was containing or
any other information I
wanted regarding a particular
article.

FROM MAJOR L.H. TRAIL R.E.,

OFFG. EXAMINER, P.W. ACCOUNTS,

MADRAS.

TO THE SECRETARY TO GOVERNMENT,

PUBLIC WORKS DEPARTMENT.

NO. 276.W.

MADRAS, 20TH. FEBRUARY 1880.

SIR,

I HAVE THE HONOR TO ACKNOWLEDGE THE RECEIPT OF THE NEW
FORM OF DAY BOOK FORWARDED TO ME ON THE 12TH. INSTANT AND
AS I CONSIDER THAT, THOUGH AN IMPROVEMENT ON THE ORIGINAL
DAY BOOK, THE NEW FORM DOES NOT AFFORD AN EXECUTIVE ENGI-
NEER ALL THE USEFUL INFORMATION REGARDING HIS WORK THAT HE
OUGHT TO HAVE, I VENTURE TO MAKE THE FOLLOWING REMARKS FOR
YOUR CONSIDERATION AND FURTHER ACTION SHOULD YOU THINK IT
NECESSARY.

2. I WILL FIRST TAKE UP THE REQUIREMENTS OF A SUB-DIVI-
SIONAL OFFICER WITH REGARD TO A WORK UNDER HIS CHARGE:-

- THESE ARE
- 1ST. THE NAMES & DESCRIPTION OF LABORERS EM-
PLOYED DAY BY DAY.
 - 2ND. THE MANNER IN WHICH THESE MEN WERE EM-
PLOYED.
 - 3RD. THE QUANTITY & QUALITY OF THE MATERIALS
RECEIVED & USED DAY BY DAY AND REMAIN-
ING AVAILABLE AT THE END OF THE MONTH
FOR FUTURE OPERATIONS.

4TH. THE AMOUNTS WHICH ARE DUE, & THE PAYMENTS WHICH HAVE BEEN MADE DURING THE MONTH AS WELL AS THE OUTSTANDINGS AT THE CLOSE OF THE MONTH.

5TH. THE QUANTITY OF EACH KIND OF WORK TURNED OUT.

6TH. THE DATE AT WHICH IT IS BEING EXECUTED.

3. THE REQUIREMENTS NOS. 1, 4, & 5 WILL BE FOUND TO BE SUPPLIED BY THE ACCOMPANYING FORM OF NOMINAL ROLL WHILE NOS 2, 3 ARE MET BY THE DAILY REPORT AND REQUIREMENT 6. THE SUB-DIVISIONAL OFFICER CAN MEET BY PUTTING TOGETHER THE INFORMATION IN REGARD TO OUTSIDE FURNISHED ON THE BACK OF THE NOMINAL ROLL WITH THE COST OF THAT WORK AS GIVEN BY THE DAILY REPORT.

SO FAR, NO MODIFICATION OF THE GOVERNMENT OF INDIA ORDERS ARE NECESSARY, IT ONLY REQUIRES THE ADOPTION OF THE FORM OF MUSTER ROLL MARKED A.

4. AGAIN THE WANTS OF AN EXECUTIVE ENGINEER ARE MUCH THE SAME, BUT AS HE HAS NOT TO SUPERINTEND THE DAILY DETAILS HE SHOULD HAVE HIS INFORMATION IN A MORE CONDENSED FORM.

IT WILL THEREFORE BE SUFFICIENT IF HE GETS PLACED BEFORE HIM MONTHLY THE FOLLOWING :-

1ST. THE QUANTITY OF WORK OF EACH DIFFERENT KIND EXECUTED.

2ND. THE COST OF THE LABOR EMPLOYED FROM TIME TO TIME TO EFFECT THIS RESULT.

3RD. THE COST OF MATERIAL SIMILARLY EMPLOYED.

4TH. THE TOTAL CASH PAYMENTS.

5TH. THE TOTAL LIABILITIES.

6TH. AN ANALYSIS OF THE VALUE OF WORK EXECUTED BY DIFFERENT AGENCIES AS 'DEPARTMENTAL' 'CONTRACT' 'PETTY CONTRACT' 'TASK WORK' ETC.

7TH. THE DEBTS REMAINING DUE TO EACH CREDITOR.

8TH. THE MATERIALS RECEIVED USED AND REMAINING AVAILABLE FOR USE ON THE WORK.

9TH. THE MEANS OF COMPARING THE RESULTS OF THE WORK TURNED OUT BY DIFFERENT GANGS EMPLOYED ON THE SAME KIND OF WORK.

THE FORM JUST RECEIVED GIVES THE INFORMATION UNDER HEADS 1, 2, 4 & 8 BUT THAT UNDER THE OTHERS (3, 5, 6, 7 & 9) IS WANTING.

5. IN ORDER TO FURNISH THAT ADDITIONAL INFORMATION WITHOUT INCREASING THE BULK OF THE DAY BOOK SOME FURTHER CONDENSATION IS REQUIRED, AND I VENTURE TO THINK THAT THIS CAN BE EFFECTED WITHOUT IN ANY WAY DETRACTING FROM THE VALUE OF THE INFORMATION RECORDED BY THE FOLLOWING MEANS.

1ST. TREATING MATERIALS IN THE DAILY REPORT IN THE SAME MANNER AS LABOR.

2ND. BY TRANSFERRING ONLY THE TOTALS OF LABOR AND MATERIALS FOR THE 10 DAYS FROM THE DAILY REPORT INSTEAD OF ENTERING THE DAILY TOTALS AS WELL AS THE 10 DAY TOTALS IN THE DAY BOOK. THE EXHIBITION OF INFORMATION ONCE SHOULD BE ENOUGH FOR PRACTICAL PURPOSES AND ANY AFTER ACCOUNT NEED ONLY MAKE USE OF THE TOTAL RESULTS ARRIVED AT BY THE PRECEDING ACCOUNTS. BY ADOPTING THIS PRINCIPLE MUCH SPACE IS SAVED AND IT BECOMES POSSIBLE TO EXHIBIT MORE INFORMATION THAN CAN OTHERWISE BE DONE ON THE SAME SHEET. A GLANCE AT THE ACCOMPANYING FORM, WHICH I WOULD PROPOSE TO SUBSTITUTE FOR THE GOVERNMENT OF INDIA ONE, WILL MAKE MY MEANING CLEAR.

6. IT WILL BE SEEN THAT ON THE 2ND PAGE APPEARS THE COST OF LABOR & MATERIALS ON EACH SUB-HEAD AND AT THE SAME TIME SUFFICIENT SPACE IS LEFT FOR SHOWING THE PROGRESS SIDE BY SIDE WITH THAT COST, AND THIS AGAIN FACILITATES THE

STRIKING OF A WORKING RATE FOR EACH GANG WHICH IS OF GREAT IMPORTANCE TO THE EXECUTIVE ENGINEER. AT THE FOOT THE TOTAL PAYMENTS ARE SHOWN IN LUMP.

7. THE MATERIALS USED ON THE DIFFERENT SUB-HEADS AND THE COST THEREOF HAVING BEEN SHOWN IN THE 10-th DAY REPORT AND IN THE MATERIAL COLUMN OF PAGE 2 OF THE PROPOSED DAY BOOK, THE ONLY POINT ON WHICH IT REMAINS NECESSARY TO INFORM THE EXECUTIVE ENGINEER IS THE STATE OF HIS MATERIAL ACCOUNT AT THE CLOSE OF THE MONTH. THIS IS EFFECTED BY THE FIGURES SHOWN ON PAGE 3.

IT WILL FURTHER BE SEEN THAT THE PROPOSED CONDENSATION HAS SET FREE SUFFICIENT SPACE TO ALLOW ^{OF} THE INSERTION OF A 'MEMO OF SUMS NOT PAID' AND ALSO AN 'ABSTRACT' COLLECTING TOGETHER THE TOTAL DEBITS TO THE WORK ON ACCOUNT OF WORK EXECUTED BY 'CONTRACT' 'PETTY CONTRACT' 'TASK WORK' 'DEPARTMENTAL' OR OTHER LABOR. THIS TOGETHER WITH THE NECESSARY ADJUSTMENTS GIVES THE TOTAL AMOUNT REQUIRED FOR POSTING THE REGISTER OF WORKS DIRECT FROM THE DAY BOOK
(MONTHLY ABSTRACT WOULD BE A MORE APPROPRIATE NAME)

REVIEWING THE FOREGOING IT WILL BE SEEN THAT THE REQUIREMENTS NOTED IN PARA 4 ARE PROVIDED FOR IN THE PROPOSED FORM AS FOLLOWS :-

REQUIREMENTS

- 1, 2, 3.....ON PAGE 2
- 4.....ON PAGES 1 & 2
- 5.....ON PAGE 1
- 6.....ON PAGE 4
- 7.....ON PAGE 1
- 8.....ON PAGE 3
- 9.....ON PAGE 2

IT WILL ALSO APPEAR THAT BY THESE MEANS A CLEAR AND

CONCISE RECORD IS MAINTAINED OF ALL THE POINTS AFFECTING THE WORK OF THE MONTH.

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IT MAY BE ASSURED THAT A DAY BOOK IS NOT INTENDED TO RECORD MORE THAN THE PARTICULARS AFFECTING THE PORTION OF THE WORK DONE BY DEPARTMENTAL AGENCY, BUT TO THIS I DO NOT OBJECT ESPECIALLY WHEN BY A LITTLE ARRANGEMENT ALL THE INFORMATION REQUIRED BY AN EXECUTIVE ENGINEER CAN ON A SINGLE SHEET BE GIVEN IN REGARD TO WORK EXECUTED BY ANY AGENCY WHILE THE ACTUAL MECHANICAL LABOR IS NOT ONE HALF THAT INVOLVED BY THE ORIGINAL ORDERS REGARDING THE COMPILATION OF DAY-BOOKS.

FOR THESE REASONS I VENTURE AGAIN TO REQUEST A CONSIDERATION OF MY PROPOSALS AND SUCH FURTHER ACTION AS YOU MAY CONSIDER MAY BE WARRANTED BY THE CIRCUMSTANCES OF THE CASE.

I HAVE THE HONOR TO BE,

SIR,

YOUR MOST OBEDIENT SERVANT,

D. H. Seal

MAJOR S.E.
OFFG. EXAMINER, P.W. ACCOUNTS.

Ab. No. 253 W. 2-2-80.

P.W.D.

23 FEB 80

NO.

FROM THE EXAMINER, P.W. ACCOUNTS,

MADRAS.

TO THE SECY. TO GOVT. P.W.D.

MADRAS.

NO. 276 W.

DATED 20TH. FEBRUARY 1880.

RECD.

DAY BOOK
ENCLOSURES. 32 DAILY REPORT
NOMINAL ROLL

POINTING OUT THAT
THE NEW FORM OF DAY BOOK DOES NOT
AFFORD AN EXECUTIVE ENGINEER ALL THE
USEFUL INFORMATION REGARDING WORK.

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Note by the Chief Engineer

In 9 of 1 Circular P.W.D.
(Account - General) Circular
No 3 dated 16: Jan: 1880
the adoption of a new
form of Day Book in
works is ordered.

With reference to this
the Examiner has seen S. H.
Zamil R. Submits a
letter No 276 W of the
20: Feb: 1880 in which
while drawing attention
to several defects of
the new form points to
an effective means of
remedying these by
the employment of a
form which as he observes
will not involve an
extra mechanical
labour ~~expense~~

The undersigned
begs to observe that

C-17-3-80.

C-17-3-80.

the form advocated
by Major Trail has
for years been in use
in the Mysore Department
of P.W. where it was used
entirely under the
authority of the Govt.
of India, and there
can be no question what-
ever as to its suitability.

The Memorandum does
do justice into the matter
in his communication but
it is only necessary to
draw attention to one
or two salient points.

On page 2 of the form
it will be observed that
the rates at which the
work under each sub-
-head is being executed
is shown in the last
column - The advantage
of this must be sufficiently
obvious but this will
be more marked when
the relative values of
the two forms are con-
sidered in reference to

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a work where many
gangs of labourers are
employed under different
gangs men such as at a
large piece of work with
original or repairs. Here the
of a day book keeps all
costs giving a general
note to be worked out when
when abstracted is necessary
as it does not show the
rate for each special gang
This latter which is given
by Major Trail's form ^{always}
any use to the Executive
Office.

The Abstract of total
debts - to the work during
the month as shown on
page 4 is most important
as collecting at once all
the information needed
in posting the Reports
of works - No such statement
being given in the Mysore
Govt. of India form there
is absolutely no means
of posting directly the
Reports of works which
therefore must be effected
by making separate

- Citations in Slates of
papers which are almost
certain to be lost

The undersigned is so
convinced of the many
value defects of the new
form of day book as
brought to notice by the
Examiner, and is at the
same time so satisfied
from long trial of the value
and completeness of that
advocated by Messrs. Smith
that in trust a serious
representation may be made
to the Government of India on
the subject, and with the
expression of a hope that
at least Messrs. Smith's
form may be allowed the
same trial in the Madras
Presidency but it had
a change

W. H. D.

No 768 W

P. W. Department.

PROCEEDINGS of the MADRAS GOVERNMENT.

Under date the 23rd Mar/80

Read the following

From, the Comptroller of India (H. C. No. 3 P. H. 9/10 Jan/80)
The Examiner, P. H. No. 276 H. 9/20 Feb/80.
Note by the Chief Engineer, P. H. D.

Ordered that the
Government of India
be addressed.

H. C. No. 276 H. 9/23 Mar/80

To
The Secy. to the Govt.
of India, P. H. D.

Sir,
His Grace the
Governor in Council,

MA

in submitting the
correspondence which
has taken place on
the subject of the form
of ~~Day~~ book to be
adopted for this Dept.,
desires that a trial
may be accorded to
that version recommended
by the Examiners, and
supported by the Chief
Engineer on the expedi-
ence which he has
already had of its
value, and having
view to the great

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saving in mechanical
labor which it exposes
to all disbarers.

Att

17-3-80

✓
Dated to T. M. L.
with 768-69 & 3
forms

87 1/2/80

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Govt. of 1880. Public Works.

PUBLIC WORKS.

To

Date

Amount

Recd

Exp

Q. O. 23 Mar 1880 No. 768 w
769

Nos. 105-106

107

How far of Day Book
for work. - The by I
addressed in the subject
of the adoption of a -

How far of Day Book
for work.