Archives I -10,006—16-8 77.

(1) Number of pages 222

(2) Date of repair 13.1.87

(3) Initials of the Referencer [illegible]

MIL NADU ARCHIVES

OVERNMENT OF TAMIL NADU

P.W DEPARTMENT

G.O. No. B.P. No.	1064 W	Press. Mis.
Dated	23.4.1881	197 .

to be folded or roughly handled

1064/1

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

23rd April 1881, No. 1,064 W.

Buildings and Roads.
Civil Works.

Read the following papers :—

o. 80.	From Examiner of Public Works Accounts, dated 22nd May 1879, No. 11 E W.
o. 80-A.	From Chief Engineer for Irrigation, dated 10th September 1879.
No. 80-B.	From Superintending Engineer, Second Circle, dated 13th September 1879, No. 2,507.
No. 80-C.	From Military Department, dated 18th September 1879, No. 5,185.
o. 80-D.	From Superintending Engineer, Fourth Circle, dated 25th September 1879, No. 606.
No. 80-E.	From Examiner, Public Works Accounts, dated 1st October 1879, No. 20 E W.
o. 80-F.	From Superintending Engineer, First Circle, dated 10th October 1879, No. 491 G L.
No. 80-G.	From Superintending Engineer, Fifth Circle, dated 17th November 1879, No. 1,949 T J.
No. 80-H.	Proceedings in the Revenue Department, dated 17th November 1879, No. 2,185.
No. 80-I.	From Superintending Engineer, Third Circle, dated 29th November 1879, No. 6,998.

No. 2,799.

No. 80-J.

CIRCULAR.

The enclosed forms of Progress Returns are forwarded to the Chief Engineer for Irrigation who is requested to state his opinion as to the advisability of adopting them for general use in the Roads and Buildings Branch of the Department, with any suggestions that he may think proper as to their improvement or alteration.

2. The form marked "A" is intended for reports from subordinates or subdivisional officers to Executive Engineers; it is to be submitted three times (on the

10th, 20th, and last day) during each calendar month, and is to refer only to works personally inspected by the reporting officer or subordinate.

3. Column 2 should contain all that the subordinate concerned has to say about the work, state of progress, quantity of work done (measurements being stated if taken), quality of work, &c.

4. This report will be forwarded to the Superintending Engineer with such remarks as the Executive Engineer has to offer, and returned by the former after perusal for record in the Divisional Office.

5. It is intended to take the place of the lengthy remarks now usually entered in the last column of the "Inspection Report" which accompanies the travelling allowance bill, and which should in future contain only the entries necessary for the audit of the latter.

6. The form marked "B" is intended for submission by Executive to Superintending Engineers for all works exceeding Rs. 2,500.

7. It is to be submitted monthly so as to reach the Superintending Engineer not later than the 10th of each month. It will then be returned with the latter's remarks to the Executive Engineer, by whom it will be kept until required for submission during the following month.

8. It will be seen that the form shows two entries for each month, viz., "approximate valuation of work done" and "booked outlay;" the latter of these will always be one month behind the former, that is to say, that the return submitted in June will show the "approximate valuation" to the end of May, but the "booked outlay" only to the end of April. The former can, of course, only be an approximation, though it should be as close as possible; the latter should be exact to the nearest rupee. Unless in the case of very large works, the insertion of, say, one spare page should suffice for the progress recorded month by month throughout the year, *i.e.*, if the remarks are, while complete in themselves for the object in view, made as concise as possible. Where a second year is entered on with the work still in progress, a fresh printed form will necessarily be opened, but in that case the report of the past year should invariably travel in its company till the work has been completed.

9. With any large and important works Superintending Engineers at their discretion may order a copy of the "Register of works" to accompany the report. When the work is reported as finished, the Superintending Engineer will return the document to the Executive Engineer to have the final "booked outlay" entered, when it will be sent back for lodgment in the Superintending Engineer's Office. That officer should, in sending the report back to the Executive Engineer, give such [illegible] as may be needed regarding the preparation of the completion report and [illegible] laid down in Chapter IX of the new Code.

[illegible] "C" is for submission monthly by Executive to Superin[illegible] the latter not later than the 15th of each month. [illegible] to cost from Rs. 500 to Rs. 2,500 are to be [illegible] than the first named sum in lump under [illegible]

[illegible] applicable only so far as concerns the [illegible] between the Executive and [illegible] Form "B" [illegible]

1064/2

the Chief Engineer to call for, or to Superintending Engineers to submit, reports for individual works in Form "B" or "C" where such a course may appear desirable.

16. It is to be understood that these returns are not accounts, and that, although the figured entries should be as accurate as circumstances will allow, promptitude and regularity in their submission is of more importance than minute accuracy. No annas or pies should appear in them. Great care should be taken that the "name of the work" is in all cases absolutely the same designation as that under which it has been sanctioned.

17. These forms do not apply to the returns submitted to the Chief Engineer for Irrigation, but it is thought that they may be usefully adopted for those now furnished to Collectors for irrigation works, as well as for Local Fund and Military works; the opinions upon this point of the departments concerned will be obtained.

(By Order.)

FORT ST. GEORGE,
22nd August 1879.

(Signed) J. PENNYCUICK, Major, R.E.,
Ag. Dy. Chief Engineer, P.W.D.

MEMORANDUM.

THE attention of the undersigned having been drawn shortly after assuming charge of his present office to the unsatisfactory nature of the existing forms of progress report, which were mainly designed for purposes of account, for submission by officers of the executive branch to their superiors, he requested Colonel Chrystie and Major Pennycuick to examine certain forms which had been in use in Mysore for many years, and had been found to give all the information required with a minimum of clerical labor, with a view to their introduction in Madras after such modifications as might be necessary to suit local conditions.

2. These officers proposed certain alterations with which they considered that the forms would be well suited to the object in view, and specimens of the forms thus modified were forwarded for consideration to the Chief Engineer for Irrigation, the Examiner of Public Works Accounts, and the Superintending Engineers.

3. The Military and Revenue Departments were also consulted with reference to the substitution of these forms for the progress returns now forwarded to officers of those departments.

4. The opinions of the departmental officers consulted have been carefully considered, and modifications adopted in accordance with their suggestions where such appeared desirable. The Military Department accepted the proposed forms and the further proposal that the returns should be sent quarterly instead of monthly, and that works costing less than Rs. 500 should be entered in lump instead of in detail.

5. The Board of Revenue in their Proceedings No. 2,982, dated 21st October 1879, recorded with G.O., No. 2,185, of 17th November 1879 (Revenue Department), raised certain objections which will be discussed later on.

6. The radical changes in departmental arrangements which took place towards the end of 1879 rendered it undesirable to introduce any new forms at that time, but now that officers have become fairly settled in their new charges the undersigned considers that the subject should be taken up again, the more so as the Code is now complete and the forms prescribed by it are being issued by the department.

7. The forms proposed are five in number and their intention and scope is sufficiently described in the circular attached, which was issued at the time when the forms were first prepared.

8. With the consent of the Military Department, Form "C" will be substituted for the progress returns now submitted for military works, and will be submitted quarterly instead of monthly.

9. The objections raised by the Board of Revenue to the forms proposed are stated in their proceedings attached, and after full consideration of them the undersigned is bound to say that he does not consider that they ought to be allowed to outweigh the advantages of the forms.

10. In paragraph 3 of their proceedings it is stated "that the transmission of the return backwards and forwards will be found to be extremely inconvenient in practice and lead to great delay in the submission of the monthly returns of the Presidents to this office, which even under present arrangements are not rendered as punctually as is desirable owing to delay in the receipt of information from Range Officers. Formerly two copies of progress reports were supplied, one for the use of the Collector, and another for the Local Fund Boards; but in consideration of the labor involved the double set of returns was discontinued and Range Officers were allowed to furnish only one statement. The proposed plan will practically debar the members of Local Fund Boards from keeping themselves acquainted with the progress of works, as the return will probably be required in the Collectors' Office for account purposes for the greater part of the interval between receipt and despatch to the Range Officer."

11. It is evident from this remark that the Board of Revenue are under a misapprehension as to the nature and object of the progress returns, which are not accounts, and are of no value for account purposes; moreover the Collector has no concern with the accounts of Public Works expenditure as such, nor is it clear why any return of Local Fund works should require to be detained in the office of the *Collector* (as distinguished from the Local Fund Office) at all.

12. Any objection based upon this or similar grounds can be removed by the maintenance in the Local Fund Office, and, if necessary, in the Collector's also, of a book in which the entries from the progress return may be posted month by month before the return is sent back to the Executive Engineer. The maintenance of such a book in Superintending Engineers' offices is intended to be left optional with the latter, and will probably in most cases be adopted by them.

13. As regards the absence of the column of remarks, alluded to in paragraph 2, there will be no objection to the return (Form C or E) being accompanied by the remark Form D, in the rare cases where remarks are required.

14. The printing of recurring entries suggested by the Board in paragraph 4 will not effect any great saving of clerical labor, for the reason that it can only be applied to budgetted works and others, the intention to commence which is known some time before the beginning of each official year, and not to the numerous minor works which are taken up from time to time as the year progresses.

15. The Board moreover overlook the convenience of the whole progress of expenditure on a given work or group of works being recorded month by month on a single sheet, and the saving in bulk due to the use of a single sheet instead of twelve sheets.

16. As regards Local Fund works, the undersigned therefore considers that Form C submitted monthly and showing individually all works costing more than Rs. 500, those costing less than that sum being entered in lump, accompanied where necessary by the remark Form D, will answer all practical purposes.

17. The undersigned adheres to his opinion that no practical use is apparently ever made of the returns of progress on irrigation works now sent to Collectors, and that a quarterly abstract in Form E will give all the information that those officers can utilize, and submits this proposal for the consideration of Government; if it be not accepted then Form C must be used as for Local Fund works, but quarterly instead of monthly.

18. It must be borne in mind that the form is intended primarily as one of the many measures lately introduced for improving the administration of this department, while lessening the amount of clerical labor, and that it is most important that this consideration should receive recognition.

19. It is proposed that immediate instructions should issue for the adoption of these forms in the Roads and Buildings Branch, so that they can be brought into use from the beginning of the next official year.

20. With regard to irrigation works the forms now submitted to the Chief Engineer for Irrigation are drawn up to meet the requirements of the Government of India, and must continue to be submitted so that Form E could not be substituted for them, but it is considered that for submission by subordinates to Executive Engineers and by the latter to Superintending Engineers, Forms A, B, C, and D might advantageously be introduced, the objections to points of detail raised by the Chief Engineer for Irrigation being (as will be seen by the marginal remarks of the undersigned) not sufficient to outweigh the advantages of the proposed forms.

21. If the proposals now made are approved, the necessary subsidiary instructions will be issued by the undersigned.

CHEPAUK,
1st February 1881.

(Signed) J. PENNYCUICK, Major, R.E.,
for Chief Engineer, P.W.D.

No. 80-K. ORDER THEREON, 23rd April 1881, No. 1,064 W.

THE Governor in Council accepts the conclusions arrived at by the Chief Engineer based on actual experience, and directs the introduction in the Buildings and Roads Branch of the modified forms of Progress Report A, B, C, D, and E, with effect from the commencement of the current ~~ensuing~~ official year or as soon after as it may be found practicable to adopt them.

2. The remarks of the Chief Engineer in his memorandum of the 1st February will be attended to in the preparation of the returns.

3. As regards irrigation works it will be observed from paragraph 17 of this memorandum that the return of progress now sent to Collectors is to be discontinued, and a quarterly abstract in Form E substituted. Forms A, B, C, and D will also be adopted by subordinates for submission to Executive Engineers, and by the latter to Superintending Engineers.

(True Extract.)

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

To Superintending Engineers,
To Superintendent of Works,
To the Consulting Architect,
" Chief Engineer for Irrigation,
" Examiner of Public Works Accounts,
" Board of Revenue,
" Revenue Department,
" Military Department,
" Financial, &c., Departments,
} with Forms.

Exd. E. C. Shunker.
Spare Copies

BUILDINGS AND ROADS.
CIVIL WORKS.

Govt. of (1881) Madras.

PUBLIC WORKS.

To

SUPERINTENDING ENGINEERS,
&c., &c., &c.

Dated April, 23rd.

Issued

Recd. Encl.

G. O., 23rd April 1881, No. 1,064 W.

APRIL.
Nos. 80—80-K.

Modified Forms of Progress Report A, B, C, D and E.—Directs the introduction in the Buildings and Roads Branch of the —

---

of Circle A Division
Inspection report of in charge
from to 1064/4 18 -8.

Name of work and date of inspection.	Remarks by Subordinate or Sub-division Officer.	Remarks by Executive Engineers.
1	2	3
No 4 ~~[illegible]~~ A. W. [illegible] 524	154	

NB

'Here print paras 2 3 4 and 5 of Circular No 2795 of 22d Aug 1879

No 4

154 — P. W. Secretariat

500

Keep Standing

(64)

Sootoolao

S — R
25 25
25

1

1064/5

1. Sanction ... ...
2. When commenced ... ...
3. When to be completed ... ...
4. By Contract, or by Departmental Agency.
5. Name of Contractor ... ...

	Rupees.
1. Amount of Original Estimate ...	
2. Do. Revised do. ...	
3. Original Budget Allotment ...	
4. Subsequently modified to ...	
5. Amount of Contract	

MONTH.	Approximate Valuation of Work done.		Booked Outlay.		MONTH.	Approximate Valuation of Work done.		Booked Outlay.	
	Rs.	Total to date.	Rs.	Total to date.		Rs.	Total to date.	Rs.	Total to date.
Total of previous year.					Totals brought forward.				
April					October				
May					November				
June					December				
July					January				
August					February				
September					March				
Totals ...					Totals ...				

6 9 79
ENG

2

Name of Upper Subordinate in charge.

Name Lower Subordinates in charge

NB

~~Upper Subordinates~~

Here print paras ~~9~~ 6, 7, 8 & 9 of Circular No 2799 of 22d August 1879

No. ________________ Division.

No. ________________ Sub-Division.

REPORT OF PROGRESS ON

No. 5 **B.**

for the year 187~~[illegible]~~

154 P W. Secretariat

500

Dates of Despatch and Receipt.

Report for—	E. E. D.	E. E. R.	S. E. D.	S. E. R.	E. E. D.	E. E. R.
April ...						
May ...						
June ...						
July ...						
August ...						
September ...						
October ...						
November ...						
December ...						
January ...						
February ...						
March ...						

Authe [illegible]
Bird

D—for date of despatch.
R—for do. receipt.

(64)

NB the names of the months should be shifted to the right - so as to get the whole form within the half side when folded

6 SEP 79
ENG
10000

1064
e

Month.	Report of Progress by Subordinate.	By Executive Engineer.	Remarks by S. E.
	No. 5 154 P.W. Secretariat 580		(14)

_______________Circle

C.

2064/8

_______________Division.

Progress Report of the Buildings and Roads Branch for the Year 18 -8 .

PARTICULARS OF WORKS.			SANCTIONED ESTIMATE.		Expenditure up to end of the preceding Year.	Current Year's Grant.	CURRENT YEAR'S EXPENDITURE UP TO THE END OF											
No. of Budget Item.	Fund.	Name of Work.	Amount	Authority.			April.	May.	June.	July.	August.	September	October.	November	December.	January.	February	March.
1	2	3	*4	†5	6	‡7	8	9	10	11	12	13	14	15	16	17	18	19

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* 4 Alterations to be shown in red ink.

† 5 Abbreviations should invariably be adopted for this column.

‡ 7 The latest alterations in the grant should be shown by a red ink correction.

NB

Reprint paras 10, 11 12 13 & 14 of Circular No 2799 of 22 August 1879

N°. 7030

3

No 6

154 – P. W. Secretariat

500

64

[illegible]

CSM

8 — 12
25 — 25

25

Circle Division. **D**

1064/9

Remarks on Progress Report for the month of 18

By Executive Engineer.	By Superintending Engineer.

By Executive Engineer.	By Superintending Engineer.

By Executive Engineer.	By Superintending Engineer.
	1064/10

4

P.W.D.
[illegible]

No [illegible] 6 SEP 79 ENC. P.W. C COUN

Nº

No 7

BUILDINGS AND ROADS BRANCH.

154 - P. W. Secretariat

500

__________ Circle

__________ Division.

Remarks on Progress Report for the Month of 18

(64)

S — M
25 — 25
25 25

Dated

Received

E.

1064/11

____ Circle __________ Division.

Abstract of Progress Report for the Month of 18 .

Funds, &c.	Grant for the year.	Expenditure during the year.	
IMPERIAL.			
MILITARY.			
Original Works			
Repairs			
Total Military ...			
CIVIL BUILDINGS.			
Postal.			
Original Works			
Repairs			
Total ...			
Telegraph.			
Original Works			
Repairs			
Total ...			
Salt.			
Original Works			
Repairs			
Total ...			
Total Civil Buildings ...			
MISCELLANEOUS PUBLIC IMPROVEMENT.			
Original Works			
Repairs			
Total Mis. Pub. Impts. ...			
Total Imperial			
PROVINCIAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ...			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ...			
Carried over ...			

Circle ______________ Division.

Abstract of Progress Report for the Month of ______________ 18

Funds, &c.	Grant for the year.	Expenditure during the year.	
Brought forward ...			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ...			
Total Provincial ...			
LOCAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ...			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ...			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ...			
Total Local ...			
SPECIAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ...			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ...			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ...			
Total Special ...			
Total for Imperial, Provincial, Local, and Special ...			

REMARKS.

1064/12

N.B.

Have print
paras ~~[illegible]~~ 15
& 16 of Circular
2799 of
22 Augt 1879

P.W.D.
20/7/79

6 SEP 79
P.W. ACCOUNTS

No. 5

No 8
154 – P. W. Secretariat

BUILDINGS AND ROADS BRANCH.

~~500~~

________ Circle.

________ Division.

Progress Report for the Month of

~~E~~ ~~R~~ 18

25 – .25
25 (6485)

Dated

Received

Ungapa
Chinalthy

1064/13

A Division.

Circle,

Inspection Report of in charge

of from to 188 -8 .

Name of work and date of inspection.	Remarks by Subordinate or Sub-division Officer.	Remarks by Executive Engineers.
1	2	3

REMARKS FOR GUIDANCE.

The form marked "A" is intended for reports from subordinates or sub-divisional officers to Executive Engineers; it is to be submitted three times (on the 10th, 20th, and last day) during each calendar month, and is to refer only to works personally inspected by the reporting officer or subordinate.

Column 2 should contain all that the subordinate concerned has to say about the work, state of progress, quantity, of work done (measurements being stated if taken), quality of work, &c., all in as concise a manner as possible.

This report will be forwarded to the Superintending Engineer with such remarks as the Executive Engineer has to offer, and returned by the former after perusal, for record in the Divisional Office.

It is intended to take the place of the lengthy remarks now usually entered in the last column of the "Inspection Report" which accompanies the travelling allowance bill, and which should in future contain only the entries necessary for the audit of the latter.

Month.	Report of Progress by Subordinate.	By Executive Engineer.	Remarks by S. E.

Name of Upper Subordinate in charge.

Name of Lower Subordinate in charge.

REMARKS FOR GUIDANCE.

The form marked "B" is intended for submission by Executive to Superintending Engineers for all works exceeding Rs. 2,500.

It is to be submitted monthly so as to reach the Superintending Engineer not later than the 10th of each month. It will then be returned with the latter's remarks to the Executive Engineer, by whom it will be kept until required for submission during the following month.

It will be seen that the form shows two entries for each month; viz., "approximate valuation of work done" and "booked outlay;" the latter of these will always be one month behind the former; that is to say, that the return submitted in June will show the "approximate valuation" to the end of May, but the "booked outlay" only to the end of April. The former can, of course, only be an approximation, though it should be as close as possible; the latter should be exact to the nearest rupee. Unless in the case of very large works, the insertion of, say, one spare page should suffice for the progress recorded month by month throughout the year, *i.e.*, if the remarks are, while complete in themselves for the object in view, made as concise as possible. Where a second year if entered on with the work still in progress, a fresh printed form will necessarily be opened, but in that case the report of the past year should invariably travel in its company till the work has been completed.

With any large and important works Superintending Engineers at their discretion may order a copy of the "Register of Works" to accompany the report. When the work is reported as finished, the Superintending Engineer will return the document to the Executive Engineer to have the final "booked outlay" entered, when it will be sent back for lodgment in the Superintending Engineer's Office. That Officer should, in sending the report back to the Executive Engineer, give such instructions as may be needed regarding the preparation of the completion report and drawings as laid down in Chapter IX of the new Code.

1064
14

____________________ Division.

No. ____________________ Sub-Division.

REPORT OF PROGRESS ON

B

for the year 188 .

Dates of Despatch and Receipt.

Report for—	E. E.		S. E.		E. E.	
	D.	R.	D.	R.	D.	R.
April ..						
May ..						
June ..						
July ..						
August ..						
September ..						
October ..						
November ..						
December ..						
January ..						
February ..						
March ..						

D—for date of despatch.
R—for do. receipt.

1064
15

1. Sanction .. ..
2. When commenced .. .. ..
3. When to be completed .. ..
4. By Contract, or by Departmental Agency.
5. Name of Contractor .. .. ..

	Rupees
1. Amount of Original Estimate ..	
2. Do. Revised do. ..	
3. Original Budget Allotment ..	
4. Subsequently modified to ..	
5. Amount of Contract	

Month.	Approximate Valuation of Work done.		Booked Outlay.	
	Rs.	Total to date.	Rs.	Total to date.
Total of previous year ..				
April				
May				
June				
July				
August				
September				
Totals ..				

Month.	Approximate Valuation of Work done.		Booked Outlay.	
	Rs.	Total to date.	Rs.	Total to date.
Totals brought forward ..				
October				
November				
December				
January				
February				
March				
Totals ..				

______ **Circle.** ______ **Division.**

Progress Report of the Buildings and Roads Branch for the Year 188 -8 .

PARTICULARS OF WORKS.			SANCTIONED ESTIMATE.		Expenditure up to end of the preceding year.	Current Year's Grant.	CURRENT YEAR'S EXPENDITURE UP TO THE END OF											
No. of Budget Item.	Fund.	Name of Work.	Amount.	Authority.			April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.
1	2	3	*4	†5	6	‡7	8	9	10	11	12	13	14	15	16	17	18	19

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*4 Alterations to be shown in red ink.

†5 Abbreviations should invariably be adopted for this column.

‡7 The latest alterations in the grant should be shown by a red ink correction.

REMARKS FOR GUIDANCE.

The form marked "C" is for submission monthly by Executive to Superintending Engineers, and should reach the latter not later than the 15th of each month.

In this form works estimated to cost from Rs. 500 to Rs. 2,500 are to be entered individually, works costing less than the first named sum in lump under each budget sub-head.

The expenditure will of course be approximate only so far as concerns the last month entered.

The form will pass backwards and forwards between the Executive and Superintending Engineers' Offices in the same manner as form "B."

In entering the names of works at the beginning of each official year care should be taken to leave sufficient space under each budget sub-head for the entry of works subsequently sanctioned. This return will be accompanied each month by a paper of remarks in form marked "D," in which it will only be necessary to enter explanations regarding delay in the progress of any work, or such other matter as may call for the instructions of the Superintending Engineer. There will be no need to enter any work which does not call for the special orders of that Officer.

By Executive Engineer	By Superintending Engineer.

1064/18

BUILDINGS AND ROADS BRANCH.

CIRCLE.

DIVISION.

Remarks on Progress Report for the
Month of 188 .

Dated
Received

D

1064/19

Circle, Division.

Remarks on Progress Report for the Month of 188 .

By Executive Engineer.	By Superintending Engineer.

By Executive Engineer.	By Superintending Engineer.

REMARKS.

BUILDINGS AND ROADS BRANCH.

———————— CIRCLE.

———————— DIVISION.

Progress Report for the Month of

188 .

Dated

Received

REMARKS FOR GUIDANCE.

Form "E" is intended for submission by Superintending Engineers to the Chief Engineer, and is merely a general abstract for each division. It will be open to the Chief Engineer to call for, or to Superintending Engineers to submit, reports for individual works in form "B" or "C" where such a course may appear desirable.

It is to be understood that these returns are not accounts, and that although the figured entries should be as accurate as circumstances will allow, promptitude and regularity in their submission is of more importance than minute accuracy. No annas or pies should appear in them. Great care should be taken that the "name of the work" is in all cases absolutely the same designation as that under which it has been sanctioned.

Circle, Division.

Abstract of Progress Report for the Month of 188 .

Funds, &c.	Grant for the year.	Expenditure during the year.	
IMPERIAL.			
MILITARY.			
Original Works			
Repairs			
Total Military ..			
CIVIL BUILDINGS.			
Postal.			
Original Works			
Repairs			
Total ..			
Telegraph.			
Original Works			
Repairs			
Total ..			
Salt.			
Original Works			
Repairs			
Total ..			
Total Civil Buildings ..			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total Mis. Pub. Impts. ..			
Total Imperial			
PROVINCIAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ..			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ..			
Carried over ..			

Circle, **Division.**

Abstract of Progress Report for the Month of 188

Funds, &c.	Grant for the year.	Expenditure during the year.	
Brought forward ..			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ..			
Total Provincial ..			
LOCAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ..			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ..			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ..			
Total Local ..			
SPECIAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ..			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ..			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ..			
Total Special ..			
Total for Imperial, Provincial, Local, and Special ..			

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North Canara DIVISION.

ABSTRACT OF PROGRESS REPORT FOR THE MONTH OF June 1879

Funds, &c.		Grant for the year.	Expenditure during the year.			
Imperial Fund.						
Major Original Work	Military	-	-	-	-	
	Total......					
Minor Original Works	Military	105	59	7	3	105
	Postal	-	-	-	-	
	Telegraph	-	-	-	-	
	Total......	105	59	7	3	
Repairs	Military	750 493	286	14	-	493
	Postal	75 105	105	-	-	105
	Telegraph					
	Total......	598	391	14	-	
	TOTAL IMPERIAL FUND......	703	451	5	3	
Provincial.						
Major Original Works	Civil Buildings	6,000	-	-	-	
	Total......	6000	-	-	-	
Minor Original Works	Civil Buildings	1400 1005	97	11	9	1005
	Communications	-	-	-	-	
	Miscellaneous Public Improvements.	-	-	-	-	
	Total......	1005	97	11	9	
Repairs	Civil Buildings	5000 3357	2116	5	5	3357
	Communications	-	-	-	-	
	Miscellaneous Public Improvements.	-	-	-	-	
	Total......	3357	2116	5	5	
Tools and Plant......................	New Supplies..	2222 165	141	4	6	165
	Repairs	17	1	2	3	
	Total......	182	142	6	9	
	TOTAL PROVINCIAL	10544	2356	7	11	
Special Fund.						
* Original & Rep.	Civil Buildings.	5,030	233	14	2	
	Communications	-	-	-	-	
Repairs	Miscellaneous Public Improvements.	328	162	15	7	
	TOTAL SPECIAL FUND......	5,358	396	13	9	
Local Fund.						
Original Works	Civil Buildings	210	-	-	-	
	Communications	12,000	2912	14	6	
	Miscellaneous Public Improvements.	-	-	-	-	
	Total......	12,210	2912	14	6	
Repairs	Civil Buildings	85	-	2	-	
	Communications	57,390	3788	11	9	
	Miscellaneous Public Improvements.	-	-	-	-	
	Total......	57,475	3788	13	9	
	TOTAL LOCAL FUND......	69,685	6701	12	3	

* Here enter Original Works or Repairs as the case may be.

12th July 1879.

Executive Engineer.

1864/23

South Canara. DIVISION.

PROGRESS REPORT OF Imperial-Provl., Spl. & Local Fund WORKS FOR THE MONTH OF June 1879

Particulars of Works			Sanctioned Estimate		Expenditure up to end of the preceding year.	Current Year's Grant.	Current Year's Expenditure		Total Expenditure.	Remarks	
No. of Budget Item.	Classification.	Name and Description.	Amount.	Authority.			In this Month.	Up to end of this Month.		Proportion of Work Executed.	Succinct Account showing the state to which the works have been advanced up to date. N.B.—The causes of short outlay below or excess over the estimates should be shown here.
1	2	3	4	5	6	7	8	9	10	11	12
	Military —	Minor New Works 2	370	.	25 10 4	105	. . .	59 7 3	85 1 7		One out of 2 is an incomplete work of last year. This will be completed after the monsoon is over. The other not commenced.
		Total Minor New works				105	. . .	59 7 3			
	— Do —	Repairs 7	548		55 1 5	493	192 14 9	286 14 .	341 15 5		One out of 7 is an incomplete work of last year. 3 completed 1 approaching completion & 2 not commenced & in abeyance under restrictive orders.
		Total Military Repairs				493	192 14 9	286 14 .	. . .		
	Postal —	Repairs Advanced to the Collector	105			105	. . .	105 . .	105 . .		
		Total other Services Repairs				105	. . .	105 . .			
		Total Repairs				598	192 14 9	391 14 .			
		Total Imperial				703	192 14 9	451 5 3			

12th July 79

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Progress Report of Incpl. Provl., Spl. & Local Fund South Canara DIVISION.

WORKS FOR THE MONTH OF June 1879

Particulars of Works.			Sanctioned Estimate.		Expenditure up to end of the preceding year.	Current Year's Grant.	Current Year's Expenditure.		Total Expenditure.	Remarks.	
No. of Budget Item.	Classification.	Name and Description.	Amount.	Authority.			In this Month.	Up to end of this Month.		Proportion of Work Executed.	Succinct Account showing the state to which the works have been advanced up to date. N.B.—The causes of short outlay below or excess over the estimates should be shown here.
1	2	3	4	5	6	7	8	9	10	11	12
		[illegible]									
22.	Civil Buildings	Constructing a Cutchery with out houses for the Head Assistant Collector's Office at Cundapur	8685	G.O. No 32 of 5th Mar 1875		5,000	...	...	...		In abeyance under restrictive orders.
	Do	Quarters for the Hospital Asstt. attached to District Jail at Mangalore	1000	Do. No 626 of 3d March 1879		1000	...	...	...		Do — Do
		Total Major Original Works				6000	...	...			
		[illegible]									
	Do	5	1452		454 15 7	1006	7 4 9	97 11 9	552 9 4		Out of 5 one is completed, one has been postponed under restrictive orders. Three are in progress.
		Total Minor New works.				1006	7 4 9	97 11 9	...		
		[illegible] Works.				7006	7 4 9	97 11 9			

[illegible] Works.

Progress Report of Impl. Provl. Spl. & Local Fund. South Canara DIVISION.

WORKS FOR THE MONTH OF June 1879

Particulars of Works.			Sanctioned Estimate.		Expenditure up to end of the preceding year.	Current Year's Grant.	Current Year's Expenditure.		Total Expenditure.	Remarks.	
No. of Budget Item.	Classification.	Name and Description.	Amount.	Authority.			In this Month.	Up to end of this Month.		Proportion of Work Executed.	Succinct Account showing the state to which the works have been advanced up to date. N.B.—The causes of short outlay below or excess over the estimates should be shown here.
1	2	3	4	5	6	7	8	9	10	11	12
		Repairs									
	Civil Buildings	22.	2035		1444 13 6	1690	107 2 2	349 5 5	794 2 11		Out of 22, two are incomplete works - 8 are Completed - 8 are in progress & have been proposed to be postponed - 5 not commenced during the month -
	Do	Advanced to the Collector				899	- - -	899 - -	899 - -		
	do	do to the Superintendent of Police				868	- - -	868 - -	868 - -		
		Total Repairs				3357	107 2 2	2116 5 5	- - -		
	Tools & Plant	New Supplies	292½		127 11 9	165	41 14 1	141 4 6	269 - 3		9 Hand Carts Completed but not paid for in full.
	Do	Repairs	16½			17	- 8 -	1 2 3	1 2 3		
		Total Tools & Plant				182	42 6 1	142 6 9	- - -		
		Total Provincial				10544	156 13 -	2356 7 11			

Progress Report of Impl.- Provl.- Spl. & Local Fund South Canara DIVISION.

WORKS FOR THE MONTH OF June 1879

Particulars of Works.			Sanctioned Estimate.		Expenditure up to end of the preceding year	Current Year's Grant.	Current Year's Expenditure.		Total Expenditure.	Remarks.	
No. of Budget Item.	Classification.	Name and Description.	Amount.	Authority.			In this Month.	Up to end of this Month.		Proportion of Work Executed.	Succinct Account showing the state to which the works have been advanced up to date. N.B.—The causes of short outlay below or excess over the estimates should be shown here.
1	2	3	4	5	6	7	8	9	10	11	12
6	Civil Buildings	Reconstructing Jailor's Quarters at Mangalore.	1330	G. O. No 988 W of 12th Octr 78	1173 7 7	580	27 2 6	186 14 2	1360 5 9		Completed & paid in full. There are recoveries to be made to the extent of Rs 54-11-9. which will reduce the expenditure to Rs 1305-10-11
5	Do	Rebuilding outer wall of the District Jail at Mangalore	4400	Do Do No 3546 W 2d Octr 78		4400	. . .	. . .	. . .		Not Commenced. will be reported after the monsoon whether this work is necessary or can be postponed
	Do	3.	50			50	22 - -	47 - -	47 - -		3 in progress, not fully completed.
		Total Civil Buildings				5030	49 2 6	233 14 2			
	Mis: Pub: Improvements	3.	485		156 9 3	328	76 2 -	162 15 7	319 8 10		Of these 1 is an incomplete work of last year. 1 not commenced & 2 in progress. but temporarily suspended on account of rains. will be completed after the monsoon is over.
		Total Mis: Public Improvements				328	76 2 -	162 15 7	319 8 10		
		Total Special Fund				5358	125 4 6	396 13 9			

South Canara Division
Progress Report of Dept., Provl., Spl. & Local Fund works for the month of June 79.

PARTICULARS OF WORKS.			SANCTIONED ESTIMATE.		Expenditure up to end of the preceding year.	Current Year's Grant.	CURRENT YEAR'S EXPENDITURE.		Total Expenditure.	REMARKS.	
No. of Budget Item.	Classification.	Name and Description.	Amount.	Authority.			In this Month.	Up to end of this Month.		Proportion of Work Executed.	Succinct Account showing the state to which the works have been advanced up to date. N.B.—The causes of short outlay below or excess over the estimates should be shown here.
1	2	3	4	5	6	7	8	9	10	11	12
		General Fund Original Work									
	Civil Buildings	Construction of a Dispensary & out houses at Buntwal	5,250	G. O. No. 2652 of 10th Octr. 77	198 15 1	.	. .	. . .	198 15 1		Not commenced pending receipt of allotment applied for.
	— Do —	do — do — do — at Karkal	2500	Revd. Bd. Pro: No. 9492 of 16th Augst. 78.	2457 5 10	.	. .	. . .	2457 5 10		— do — do — do —
	— do —	do — do — do — at Uppinangady	4,250	do	68 7 5	.	. .	. . .	68 7 5		— do — do — do —
	— do —	1	210			210	. .	. .	. .		Not commenced —
		Total Civil Buildings				210	. .	. .			
	Communication	Metalling road No. 1 from Mangalore to Mysore frontier by the Sumpage Ghaut	27250	G. O. No. 55 of 4th July 72	26314 - 2	.	. .	. . .	26314 - 2		Not commenced pending receipt of allotment applied for —
		Carried over				–	– –	– –			

Progress Report of Imp^l. Prov^l. Spl & Local Fund works South Canara Division for the month of June 79.

1064/28

PARTICULARS OF WORKS.			SANCTIONED ESTIMATE.		Expenditure up to end of the preceding year.	Current Year's Grant.	CURRENT YEAR'S EXPENDITURE.		Total Expenditure.	REMARKS.	
No. of Budget Item.	Classification.	Name and Description.	Amount.	Authority.			In this Month.	Up to end of this Month.		Proportion of Work Executed.	Succinct Account showing the state to which the works have been advanced up to date. *N.B.*—The causes of short outlay below or excess over the estimates should be shown here.
1	2	3	4	5	6	7	8	9	10	11	12
		Brought forward				-	- - -	- - -	- - -		
No 1	Communications	Improvements to road No 2 from Munzerabad Ghaut to Mani via Uppinangady	9850		1415 12 3	6250	- - -	9 14 -	1425 10 3		Work in progress-
No 2	— Do —	Construction of a road from Mangalore to Mulky via Shedia, Bappe and Taripady	1,23,550	G. O. No 888 of 21st Feb. 78	8,267 13 2	5,750	918 1 5	1,696 14 5	9,964 11 7		The work executed is as follows .5 Earthwork .08 rock blasted .08 Do removed- Earthwork & construction of culverts in progress- except parapets & pointing with Portland Cement- Bappe Bridge completed
	— Do —	Do Do Do from Colloor Ghaut to Benhatty	11,240	Do Do 185 of 25th Novr 1874	10,090 5 7		- - -	12 13 6	10,103 3 1		Stopped pending receipt of allotment applied for-
	— Do —	Construction of an Iron Lattice Girder Bridge across Cabbinhole stream on road No 2	28,000	Do Do No 2116 of 3rd Octr 79.	785 2	-	607 4 11	790 4 3	1,575 6 3		The hire of Chinese employed for cutting granite stones was paid for- As it was impossible to get these men if one left, the work (getting & dressing granite) was continued. it being difficult to get any other men for this work equal to Chinese men-
	— Do —	Do Do Do Do of 35 ft span over Benglar stream on road No 2.	5700		5653 4 10	-	- - -	- - -	5653 4 10		Stopped pending receipt of allotment applied for-
		Carried over				12,000	15,56 4				

Progress Report of Supdt. Provl. Spl. & Local Fund Works South Canara Division for June 1879.

1069/29

No. of Budget Item.	Classification.	Name and Description.	Sanctioned Estimate. Amount.	Sanctioned Estimate. Authority.	Expenditure up to end of the preceding year.	Current Year's Grant.	Current Year's Expenditure. In this Month.	Current Year's Expenditure. Up to end of this Month.	Total Expenditure.	Remarks. Proportion of Work Executed.	Remarks. Succinct Account showing the state to which the works have been advanced up to date. N.B.—The causes of short outlay below or excess over the estimates should be shown here.
1	2	3	4	5	6	7	8	9	10	11	12
		Brought forward				12,000	1525 6 3	2,509 14 2			
	Communications	Construction of an iron lattice girder Bridge across Ferrisapet river on road No 1.	24,700	G.O. No 45W of 20th Jany 79	20,925 4 3	-	- - -	179 11 -	21,104 15 3		Stopped pending receipt of allotment applied for.
	— Do —	Do do do iron girder bridge at Aryal on road No 10	2,760	Rev. Bd Pro: No 102 16th do 79.	2,522 7 10	-	- - -	49 13 7	2,572 5 5		— Do — Do —
	— Do —	Minor bridges below the Mysore frontier & the head of the Colloor Ghaut road No 17.	9,590	G.O. No 3144 of 3 Novr 1858	5,347 15 8	-	- - -	- - -	5,347 15 8		— do — do —
	— Do —	Reconstruction of the Ekmoody Bridge on road No 1.	1,660	Rev. Bd Pro. Fin No 1600 of 8th May 78	554 5 6	-	- - -	- - -	554 5 6		— do — do —
	— Do —	Constructing a Bridge on the 6th Furlong 56th mile on road No 1.	700	L.F. Bd Pro: No 31 of 25th Mar 78 Para 76	277 9 7	-	- - -	- - -	277 9 7		— do — do —
		Carried over				12,000	1525 6 3	2,739 6 9			

South Canara Division

Pro: Report of Impl.- Provl.- Spl. & Local works for June 1879-

Particulars of Works.			Sanctioned Estimate.		Expenditure up to end of the preceding year.	Current Year's Grant.	Current Year's Expenditure.		Total Expenditure.	Remarks.	
No. of Budget Item.	Classification.	Name and Description.	Amount.	Authority.			In this Month.	Up to end of this Month.		Proportion of Work Executed.	Succinct Account showing the state to which the works have been advanced up to date. N.B.—The causes of short outlay below or excess over the estimates should be shown here.
1	2	3	4	5	6	7	8	9	10	11	12
		Carried forward				12,000	1525 6 4	2739 6 9			
	Communications	Constructing a Bridge at Deffpadi on road No. 5	770	L. 7. 123 Pro: No 3 of 26th June 78- Para 18	50 14 6	-	56 10 8	173 7 9	224 6 3		Arrears paid for-
	— Do —	Do — Do — Do — over a Nullah on the 1st furlong 57th mile on road no 1.	700	Do	422 7 2	-	. . .	. . .	422 7 2		Stopped pending receipt of allotment applied for-
	— Do —	1.	256		198 2 11	.	. . .	. . .	198 2 11		— Do — Do —
		Total Communications				12000	1582 1 -	2912 14 6			
		Total original Works.				12210	1582 1 -	2912 14 6			
		General [illegible] Repairs									
	Civil Buildings Hospitals & Dispensaries -	1.	172	.	117 12 3	.	. . .	- 2 -	117 14 3		— Do — Do —
	Do Chuttrums & Traveller's Bungalows -	3.	1700		1437 4 4	85	. . .	. . .	1437 4 4		out of 3, two are incomplete works of last year - Not resumed pending receipt of allotment applied for - orders issued for the execution of one -
		Total Civil Buildings				85	. . .	- 2 -			

1064/31

Progress Report of Suppt. Provl. Fds. South Canara Division & Local Works for June 77.

Particulars of Works.			Sanctioned Estimate.		Expenditure up to end of the preceding year.	Current Year's Grant.	Current Year's Expenditure.		Total Expenditure.	Remarks.	
No. of Budget Item.	Classification.	Name and Description.	Amount.	Authority.			In this Month.	Up to end of this Month.		Proportion of Work Executed.	Succinct Account showing the state to which the works have been advanced up to date. *N.B.—The causes of short outlay below or excess over the estimates should be shown here.*
1	2	3	4	5	6	7	8	9	10	11	12
	Communications	33	64,437		1606 9 9	57,390	2,195 13 7	3,788 11 9	5395 5 6		out of 33 three are in-complete (works of last year) - 27 in progress - the rest not commenced
		Total Communications				57,390	2,195 13 7	3,788 11 9			
		Total Repairs				57,475	2,195 13 7	3,788 13 9			
		Total Local				69,685	3,717 14 7	6,701 12 3			

Executive Engineer's Office, South Canara
Mangalore 12th July 1877
Despd - D.

Executive Engineer,
South Canara Division.

N. B.—This Progress Report must be submitted to the Superintending Engineer not later than the 12th of each month.

The expenditure on Major Original Works to be shewn individually in Progress Reports for each month on Minor Original Works for September and March, and on Repairs for March only.

The total grants and expenditure under each Budget to be shown when details are not given.

P.W.

N.º

In a letter No 606 of 25th September from Supg Engr. 4th Circle.

IMPERIAL, PROVINCIAL, SPECIAL AND
LOCAL FUNDS.

South Canara DIVISION.

Progress Report of Works for the month of June 1879

Dated 12 July 1879
Received

1064/32

Copy of letter No. 330 dated 4th November 1878, from the Executive Engineer Guntoor Division to the Examiner Public Works Accounts Madras.

Your remark on the reverse of Invoice of Stationery No. 1891 dated 9th October 1878.

Submits for consideration that some form of Inspection Report is required for Upper Subordinates to enable this Office and the Superintending Engineer's Office to pass travelling allowance.

(True Copy)

Superintendent
Correspondence Branc

28/5

M.R.B.
23/5

Copy of letter No. 34 S.E. 1st dated 23rd November 1878 from the Examiner of P.W. Acct. Madras to the Ex: Engineer Guntoor Dn.

Advertising to Ex. Engineer's Memo: No. 330, of 4 Instant, the undersigned has the honor to forward herewith a draft form of the Travelling Allce Journal for use of subordinates and to request that Ex: Engineer will be good enough to scrutinize this form and say whether it will meet all necessary requirements of his office.

2. Any addition or modification which the Executive Engineer may

wish to make in the form should be noted thereon when returning it with his remarks.

(True copy)

C. Wolfe
Superintendent's
Correspondence Bh.

1064/54

Superintending Engineers of Circles	Their opinions on the Specimen form of Journal for Upper Subordinates.
No. 1 Circle Superintending Engineer (Mr. G. F. Walch)	"Suitable"; no modification to suggest.
No. 2 - Do - (Lieut: Col: H. L. Prendergast R.E)	"Seems to meet the requirements"
No. 3 - Do - (Major. H. W. Wood R.E.)	"A good one"; deprecates however naming fixed Head Quarters: states that each Executive Engineer should be made responsible for fixing a Subordinate's Head Quarters with special reference and due regard to the works in progress.
No. 4 - Do - (Major H. R. Mead R.E.)	Approves of the form with certain modifications. He thinks that certificates should not be printed as there are already too great a number of them to be signed in the Department. He considers that it is the duty of the Executive Engineers to see that Subordinates keep up proper Establishment. Requires the last column to be as wide as possible; column 3 to be removed to column 12. i.e. the

the one before the las

No 5-Do.
(Mr. J.W.
Rundall)

States that no sp al form of Journal is nee
ed for Upper Subor inates Exe Wks: Form No 14
gives all necessary in formation. The Journal sho
only be a record of journies, the inspection note
should be written separately and sent in on ha
margin for the remarks and instructions of th
superior Officers. Columns for Daily or single,
Double or Treble Horse allowances unnecessary t
sums to be passed being decided by the Executiv
Engineers and Superintending Engineer. The colu
for Half Halting allowance is utterly useless a
it is never passed to a subordinate. The form
proposed seems more complicated than the on
for the Engineer Establishment.

M.R.H.
23/5

1069
35

1. Name of the Subordinates.
2. Nature of Occupation (i.e. whether in charge
of a Division, Sub Division, Road Canal or Embankment).
3. Head Quarters.
4. Month

Date	Places visited	Name of Works inspected	Distance from Head Quarter	Miles travelled in each day	Mileage		Daily rate		Horse allowance			Object of journeys, and remarks on works inspected.
					By rail	By road	Full	Half	Single	Double	Treble	

I. Horse Allowance Certificates:—

I Forage Certificate:—

II Mileage Certificate.

[Exr. Wks. Form No. 1.]

No. 4611

1069/37

From
THE EXAMINER,
PUBLIC WORKS ACCOUNTS,
MADRAS,

To
The Chief Engineer,
Public Works Deptt.

Madras, 20d May 1879.

Sir,

I have the honor to forward herewith for an expression of your opinion and for such orders as you may deem necessary, copy of a specimen form of journal for the use of subordinates of this Departt.

2 The form was prepared by this Office with reference to the correspondance (copy attached) noted in the margin and the several Superintending Engineers consulted as to the advisability or otherwise of the

No. 330, from the Ex. Engr. Guntoor Dt. to the Exr. of P.W. Acct.
No. 34 S.E. 1st from the Examr. of P.W. Acct. to the Ex. Engr. Guntoor Dt.

introduction of this form. The replies of the Superintending Engineers are abstracted in the accompanying statement.

3. No particular form of Journal for the use of the Upper Subordinate Establishment is prescribed by the Code Rules.

I have the honor to be,
Sir,
Your Most Obedient
Servant

for Examiner of P. W. Acct.
& Inspr. N.E.

22/4

1064/32

From

The Examiner P.W. Accounts
Madras

To

The Chief Engineer
P.W. Department

Dated 22nd
Despatched 28
Received
May 1879

Specimen form of Journals for upper Subordinates

Regarding —

No. 2507.

Supery. Engr's Office
Bellary 13th Septr. 1879

From

The Superintending Engineer
2nd Circle

To

The Chief Engineer
P. W. D.
Madras

Sir,

In reply to your Circular No. 2799 dated the 22nd Ultimo, I have the honour to report that I have not changed my opinion that the present Progress Reports, and Inspection reports, are of more value, than the 5 forms which are proposed for adoption.

2. A register will have to be opened in my Office, for entry of all the figures, at any rate, if not of further information, because the forms A & B. are sent back to Executive Engineers. I look upon form C, as a poor substitute for the Progress Report now in use; and fear that a good many references by letter will be required to make good the want of information regarding all works below 500 Rs.

3. But if it is intended that the old forms, shall be abolished; those now circulated, do

not

seem to me, to require alteration or improvement.

I have the honour to be
Sir
Your most obdt. servant
Alexr. Prendergast Lt. Col. Ex.
Supg. Engineer 2nd Circle

9-2-93

P.W.D.
15SEP79
NO.______

From

The Supdg. Engineer
2nd Circle

To,

The Chief Engineer
P.W.D.
Madras.

Dated 13th September 1879
Recd. —

No. 2507

Printed forms of Progress Returns.

Reporting that the — donot require alteration or improvement.

Complete?

No. 606

Supg: Engineer's Office 4th Circle
Coimbatore 25th September 1879.

1069/41

From.

The Superintending Engineer
IV Circle

To.

The Chief Engineer
Public Works Department.
Madras.

Sir,

Enclosure 1.

With reference to your Circular No. 2799 dated 22nd August 1879 and the five forms accompanying it, I have the honor to submit for your consideration a form of the Progress* Report now in use in this circle which you will observe, contains all the information proposed to be furnished by the four separate forms B to E. received with your circular and which is in my opinion more convenient and

* to be obligingly returned

preferable in every way.—

2. It must be borne in mind that one of the principal objects of a progress Report is to keep the responsible Officer informed of the state of the funds at his disposal and of the progress made by his Subordinates in utilizing the appropriations made; and this should be in a clear and handy form not requiring numerous back references.

3. The exact detail in which this report is required to be furnished is explained in a printed notice at the end of the Report submitted with this letter - And a concise report of the progress made on each work entered in this report and shown in the remark column opposite it is in my opinion all that is necessary; except for those works which are considered of sufficient importance to require detailed reports of Progress, such might be made as suggested in your Circular by means of a copy of the Register of Works or in the Inspection Reports of the Divisional and Sub-divisional Officers.

4. Form. A is in my opinion adopted for a form of Inspection Report, but I do not see the necessity of submitting it more frequently than once a month, or of submitting the Inspection Reports of Subordinates below the rank of Sub-divisional Officer to the Superintending Engineer unless called for with reference to the conduct of any particular Subordinate or to check a claim for travelling Allowance, Executive Engineers should not be relieved of the responsibility of making

their own Subordinates do their duty.

5. As all works of any importance should be noticed and fully reported upon at least once a month in the Inspection Reports of the Executive Engineer or his Sub-divisional Officer, the Superintending Engineer can in my opinion be kept fully informed of the details of the progress made on them without overloading the Progress Report Proper with a mass of unnecessary details which has probably called forth the suggestions made in your circular under reply.

6. It should not be forgotten that the Progress Report is the only Account of the expenditure going on in his Circle which is furnished to the Superintending Engineer, & if this functionary were a mere Accountant a copy of

of the monthly Schedules Submitted to the Examiner would be sufficient for him; but it must be admitted that such an Account is not sufficient for Administrative purposes. If it is considered that there would be a saving in Clerical labor by assimilating the form of Accounts that are Submitted to the Superintending Engineer and to Examiner then, I would respectfully submit that this ought to be in the form of the Superintending Engineer's Progress Report.

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

E Montgomerie, Major R.E.
Of Supg: Engineer 4th Circle

their own Subordinates do their duty.

5. As all works of any importance should be noticed and fully reported upon at least once a month in the Inspection Reports of the Executive Engineer or his Sub-divisional Officer, the Superintending Engineer can in my opinion be kept fully informed of the details of the progress made on them without overloading the Progress Report Proper with a mass of unnecessary details which has probably called forth the suggestions made in your Circular under reply.

6. It should not be forgotten that the Progress Report is the only Account of the expenditure going on in his Circle which is furnished to the Superintending Engineer, & if this functionary were a mere Accountant a copy of

of the monthly Schedules Submitte to the Examiner would be Sufficie for him; but it must be admitted that Such an Account is not Sufficient for Administrative purposes. If it is considered that there would be a saving in clerical labor by assimilating the form of Accounts that are Submitted to the Superintending Engineer and to Examine them, I would respectfully submit that this ought to be in the form of the Superintending Engineer's Progress Repor

I have the honor to be
Sir,
Your most obedient servant,
E Montgomerie Major R.E.
Offg Supg: Engineer 4th Circle

P.W.D.
29 [illegible]79

From No. [illegible]

The Supg Engineer
Fourth Circle.

Dated 25th
Recd: } September /79.

No. 606.

Enc. 1

Progress Report.—

Submitting for consideration a form of — now in use in the Circle with his opinion in regard to the same.

Complied with
[illegible] 9/79

1064/64

FROM THE EXAMINER, P. W. ACCOUNTS,

MADRAS.

TO THE CHIEF ENGINEER,

PUBLIC WORKS DEPARTMENT.

NO. 20. E. W. CHEPAK, 1ST. OCTOBER 1879.

SIR,

IN RETURNING HEREWITH THE NEW FORMS OF PROGRESS REPORTS THAT ACCOMPANIED YOUR CIRCULAR NO. 2799 OF THE 22ND. AUGUST 1879, I HAVE THE HONOR TO STATE THAT THE ADOPTION OF THOSE FORMS SEEMS ADVISABLE, AS THEY TEND TO REDUCE THE CLERICAL WORK OF THE EXECUTIVE ENGINEER'S OFFICE TO SOME EXTENT.

I HAVE THE HONOR TO BE,

SIR,

YOUR MOST OBEDIENT SERVANT,

OFFG. EXAMINER, P. W. ACCOUNTS.

30/9
1/10

1/10

9-2-93

P.W.D.
2[illegible]79

No. 7[illegible]

FROM THE EXAMINER, P.W. ACCOUNTS,
MADRAS.

TO THE CHIEF ENGINEER,
P.W. DEPT.

NO. 20. E.W.

DATED 1ST. OCTOBER 1879.
RECD.

ENCLOSURES FIVE.

RETURNS CERTAIN FORMS OF PROGRESS REPORTS RECEIVED WITH THE CHIEF ENGINEER'S CIRCULAR NO. 2799 OF 22ND. AUGUST 1879.

D Complete

1064
47

21
10
0
21

Memo

1064
46

M. E. J.

With reference to G.O. No. 1064 W d/ 23 April 1881. & Engr. Circular No. 1036 of 1881 the E.J. wishes to see the remarks by Col Mullins & the Board of Revenue on the revised forms of Progress Reports and the file (complete) connected with the Circular. The only papers available here in connection with either the G.O. or the Cir. are G.O. Rev. No. 2185 d/ 17th Novr. 1879. The Works Office here say that the file in question was returned to Madras, & that it will be found also Col M's remarks. Please send up the papers soon.

+ Cmty Board's remarks

M.G.
17.5.81

20
20
6

9-2-93

P.W.D.
2?79

No. 7???

FROM THE EXAMINER, P.W. ACCO

MADRAS.

TO THE CHIEF ENGINEER,

P.W. DEPT.

Complete the cumulative the Revised forms of Prog. Reports introduced by G.O. No. 1064 W. of 23rd were not submitted

21/5/79

[illegible]

M.S.I.

Herewith original G.O. which please return when done with.

C.H.
20/5.

ENCLOSURES FIVE.

RETURNS CERTAIN FOR
GRESS REPORTS RECEIVED
CHIEF ENGINEER'S CIRCUL
OF 22ND. AUGUST 1879.

Forms A & B

1064/47

1st Circle	21
2d Circle	40
3d Circle	30
Sh Presy.	21
S.W. Godavari	8
S.W. Kistna	~~8~~ 7
" B. Canal	5 ~~8~~
Cinsp ~~[illegible]~~	8
C.E. for I.	9
Sur Pwa	7
Bd of Rev.	130
Rev Dept	8
Judicial Dept	15
Fini Dept	7
	312

Forms C & D

1st Circle	100
2d Circle	120
3d Circle	20

Forms E

A.	10
B.	10
C	5
D	15
E	20

GOVT. OF MADRAS. } 188 . { P. W. DEPT.

SECRETARY.

Chepauk, 188 .

OFFICE NOTE.

To W.

These papers were delayed until a list of returns furnished by Superintending and Executive Engineers to E.I. was received —

This return is sent herewith, together with specimen forms and a statement showing by whom the submission of the returns was ordered —

The draft of proceedings of Govt ordering the introduction of the new forms in the Buildings and Roads Branch was written by Major Pennycuick but was not initialled by him —

C.C.T. D.W. 12/4/81

C.A.W.

Send to me at Ootacamund

12.4.81

Memorandum by the Chief Engineer P.W. Dept, dated January 1881.

FOR ORDERS.

J. Pennycuick
Major R.E.
for Secy to Govt P.W. Dept.

I accept the [illegible] [illegible] [illegible] at [illegible] the Ch. E. [illegible] arrived.

FOR ORDERS.

Hon Mr Huddleston

QUARTERMASTER-GENERAL'S OFFICE,
Head-quarters, Ootacamund,
17th September 1879.

No. 1673

From Major John Ewing
BRIGADIER-GENERAL H. O'CONNELL,
Offg: Quartermaster-General,

To

Colonel J. Michael C.S.I.
Secretary to Government,
Military Department.

SIR,

In returning your reference order No. 4979 of the 8th Instant, I am desired by His Excellency the Commander-in-Chief to state that he approves of the adoption of the new form of Progress Report forwarded with your Number quoted above.–

I have the honor to be,
Sir,
Your Obedient Servant,
John Ewing
Major
Offg. Qr. Mr. General.

Pasd

P.W.D.
22 IX 79
No.

Ootacamund
18 September 1879

No. 5165

Transferred to the Public Works Department, and the enclosure of Memorandum No. 2915 of 5th September 1879 returned

(By Order)

J. Michael, Col.

Secy: to Govt. M.D.

Mily 1879 Deptt
No:
From The Q.Mr Genl
To The Secy to Govt
Mily Deptt

Dated 17 } Septr
Recd

Encl 1.
No. 1673.

Returning Reference Order No. 4979 of 8 Septr/79 & stating that the Comr in Chief approves of the adoption of new form of Progress Report —

Transferred

P.W.D.
Roads & Build.

9-2-92

1879

From
The Milty: Dept
No 5185 d/ 18 Sept/79

H.E. the Commander in Chief approves of the adoption of the new form of Progress Report.

Acd 19/9

To P.W. Sl. 19/9

19/9/79

C 1-2 Sheet 46 Cptt [illegible]

No 491 G.L.

1064/53

From
The Superintending Engineer
First Circle

To
The Chief Engineer
P. W. Department
Madras

Dowlaishwaram 10th October 1879

Sir,

In reply to Circular No 2799 of the 22d August (received 11th September) I have the honor to make the following suggestions.

2. Form A. This form I would stop at the Executive Engineers; it would then not only keep the Officer in charge of the division informed of the progress of the

9- the works but his remarks on it would it be a convenient way of conveying his orders to the Subordinate — A is very nearly the same form as B except that the latter has printed forms at back for particulars of Sanction Expenditure &c — A is therefore not required by the Superintending Engineers

3. I have no suggestions to make on Forms B. C. D. and E.

4. I consider that the forms will be a great improvement on those now in use which involve a very great deal of repetition in writing the descriptions of works and give very little information in the concise remarks. Both disad=vantages are obviated in the forms proposed.

I have the honor to be
Sir
Your most obdt Servant

Lieut. Col. R.E.
Superintending Engineer 1st Circle

C. Compd by Kir

1064
54

9-2-95

P.W.D.
170179
No 412

From

The Superintending Engr.

1st Circle

To

The Chief Engineer

Public Works

Department

Madras

Dated 10th } October 1889.
Despd 10th }

No. 491 G Le

Progress Returns

Forms of - Replies to

Chief Engineer Cir. No

2799 of 22nd August and

makes certain suggestions

on the subject of

using —

Complied

10

Circle , Division

Inspection report of in charge

of from to 1069/55 18 -8.

Name of work and date of inspection.	Remarks by Subordinate or Sub-division Officer.	Remarks by Executive Engineers.
1	2	3

1	2	3

1. Sanction ... ...
2. When commenced ... ...
3. When to be completed ... ...
4. By Contract, or by Departmental Agency.
5. Name of Contractor ... ...

1. Amount of Original Estimate ...
2. Do. Revised do. ...
3. Original Budget Allotment ...
4. Subsequently modified to ...
5. Amount of Contract ... ...

Rupees,

MONTH.	Approximate Valuation of Work done.		Booked Outlay.		MONTH.	Approximate Valuation of Work done.		Booked Outlay.	
	Rs.	Total to date.	Rs.	Total to date.		Rs.	Total to date.	Rs.	Total to date.
Total of previous year.					Totals brought forward.				
April					October				
May					November				
June					December				
July					January				
August					February				
Septembar					March				
Totals ...					Totals ...				

1	2	3

1. Sanction ... ...
2. When commenced ... ...
3. When to be completed ... ...
4. By Contract, or by Departmental Agency.
5. Name of Contractor ... ...

1. Amount of Original Estimate ...
2. Do. Revised do. ...
3. Original Budget Allotment ...
4. Subsequently modified to ...
5. Amount of Contract ... ...

Rupees,

MONTH.	Approximate Valuation of Work done.		Booked Outlay.		MONTH.	Approximate Valuation of Work done.		Booked Outlay.	
	Rs.	Total to date.	Rs.	Total to date.		Rs.	Total to date.	Rs.	Total to date.
Total of previous year.					Totals brought forward.				
April					October				
May					November				
June					December				
July					January				
August					February				
Septembar					March				
Totals ...					Totals ...				

1064/56

169/7

Month.	Report of Progress by Subordinate.	By Executive Engineer.	Remarks by S. E.

______________ Division.

Upper Subordinate in charge.

No. ______________ Sub-Division.

REPORT OF PROGRESS ON

B.

for the year 187 .

Lower Subordinates.

Dates of Despatch and Receipt.						
	E. E.		S. E.		E. E.	
Report for—	D.	R.	D.	R.	D.	R.
April ...						
May ...						
June ...						
July ...						
August ...						
September ...						
October ...						
November ...						
December ...						
January ...						
February ...						
March ...						

D—for date of despatch.
R—for do. receipt.

C.

__________ Circle __________ Division.

Progress Report of the Buildings and Roads Branch for the Year 18 -8 .

PARTICULARS OF WORKS.			SANCTIONED ESTIMATE.		Expenditure up to end of the preceding Year.	Current Year's Grant.	CURRENT YEAR'S EXPENDITURE UP TO THE END OF											
No. of Budget Item.	Fund.	Name of Work.	Amount	Authority.			April.	May.	June.	July.	August.	September	October.	November	December.	January.	February	March.
1	2	3	*4	†5	6	‡7	8	9	10	11	12	13	14	15	16	17	18	19

---

*§ [illegible] to be shown in red ink.

† [illegible] should invariably be adopted for this column.

‡ [illegible] in the grant should be shown by a red ink correction

Circle Division. **D**

1064/60

Remarks on Progress Report for the month of 18

By Executive Engineer.	By Superintending Engineer.

therefore suggest

By Executive Engineer.	By Superintending Engineer.	By Executive Engineer.	By Superintending Engineer.

1064/61

BUILDINGS AND ROADS BRANCH.

______ Circle

______ Division.

Remarks on Progress Report for the Month of 18

Dated

Received

E.

1064/62

______ Circle ______ Division.

Abstract of Progress Report for the Month of 18

Funds, &c.	Grant for the year.	Expenditure during the year.	
IMPERIAL.			
MILITARY.			
Original Works			
Repairs			
Total Military ...			
CIVIL BUILDINGS.			
Postal.			
Original Works			
Repairs			
Total ...			
Telegraph.			
Original Works			
Repairs			
Total ...			
Salt.			
Original Works			
Repairs			
Total ...			
Total Civil Buildings ...			
MISCELLANEOUS PUBLIC IMPROVEMENT.			
Original Works			
Repairs			
Total Mis. Pub. Impts. ...			
Total Imperial			
PROVINCIAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ...			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ...			
Carried over ...			

2. I would therefore suggest

______ Circle ______ Division.

Abstract of Progress Report for the Month of 18

Funds, &c.	Grant for the year.	Expenditure during the year.	
Brought forward ...			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ...			
Total Provincial ...			
LOCAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ...			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ...			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ...			
Total Local ...			
SPECIAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ...			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ...			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ...			
Total Special ...			
Total for Imperial, Provincial, Local, and Special ...			

REMARKS.

1069/63

2. I would therefore suggest

P.W.D.

TO BE RETURNED
WITH REPLY.

BUILDINGS AND ROADS BRANCH.

______________ Circle

______________ Division.

Progress Report for the Month of

18 .

Dated

Received

No 1949 T.J Supdg Engr's Office 5th C.
Tinnevelly 17th Novr /79
Despd 20th 16th/64

General

From,
J. W. Rundall Esquire
Actg Supdg Engineer 5th C

Enclos 5.
5 Forms.

To,
Col. R. H. Sankey C.B. R
Chief Engineer P.W.D.

Sir,

With reference to your Memo No 3395 of the 11th Instant, regarding the proposed forms (C & D) of Progress Reports, I have the honour to state that booking the entries in a duplicate form to be kept in the Superintending Engineer's Office would remove the objection raised by me; but if the entries in these reports have to be booked a second time, the advantage gained in reduction of clerical work, will to a certain extent be cancelled.

2. I would therefore suggest

that if the forms be adopted, a duplicate copy should not at first be kept, unless it be found practically to be necessary.

I have the honor to be
Sir
your most obd.t Serv.t

I. W. Rundall

Ag.t Sup.t Engineer

9.3.95

Compile

Pass over the original
intention I think.
Leave the matter
[illegible] at —

L

General

P.W.D.
22 N 79
No. 8173

From
The Supy Engineer
5th Circle

To The Chief Engineer
P. W. D.
Madras

No. 1949 I.J.
Dated 17th November /79
Recd.

Enclo - 5

Proposed forms (C & D)
of Progress Reports.
Reports regarding
the —

1064/66

GOVERNMENT OF MADRAS.

REVENUE DEPARTMENT.

17th November 1879, No. 2,185.

READ THE FOLLOWING PAPERS :—

No. 152.

No. 2,915.

MEMORANDUM.

THE undersigned is directed to forward for consideration a proposed form of progress report, and to request the opinion of the Revenue Department as to its suitability for adoption in place of the returns now furnished to Collectors by Public Works Officers for irrigation works.

2. It is proposed that the expenditure shall be entered month by month, but that in place of a fresh return being submitted monthly, one only shall be used for the whole year, being returned at fixed dates to the Executive Engineer concerned for the entry of each month's expenditure.

3. The object in view is to do away with the enormous amount of clerical labor now involved in writing out month by month the name of each work and the other information contained in Columns 1 to 6 of the return.

4. With a view of still further reducing this clerical labor it is proposed that only works estimated to cost more than Rs. 500 should be entered individually, those costing less than this sum being entered in a lump under each budget sub-head.

5. It is believed that no inconvenience will result from this alteration and that no information of real value is obtained by the officers concerned from the perusal month after month of a long list of petty works.

6. It appears open to question whether in the case of irrigation works these returns might not be discontinued altogether: their practical value is believed to be of the very slightest, and to be entirely incommensurate with the labor of their preparation; the opinion of the Revenue Department is requested upon this point.

(By order.)

5th September 1879. (Signed) J. PENNYCUICK, Major, R.E.,
Ag. Under Secy. to Govt., P.W.D.

To the Revenue Department, with Form C.

REFERRED, with the form which accompanies it, to the Revenue Board for their remarks.

(By order.)

OOTACAMUND,
1st October 1879. (Signed) J. H. GARSTIN,
Acting Secretary to Government.

No. 153. Proceedings of the Board of Revenue, dated 21st October 1879, No. 2,982.

ABSTRACT.—Submitting observations on the form of Progress Report (c) proposed by Public Works Department in lieu of that now furnished to Local Fund Boards by Public Works Officers for Local Fund works and to Collectors for Irrigation works.

No. 154. ORDER THEREON, 17th November 1879, No. 2,185.

Miscellaneous.

COMMUNICATED to the Public Works Department with reference to memorandum, No. 2,915, in that department, dated September 5th, 1879, and with the remark that the Government in Revenue Department concur with the Board.

(True Extract.)

J. H. [illegible]

Acting Secretary to Government.

To the Public Works Department.
,, the Board of Revenue.

Exd. W. H. French.
[illegible]

50 Copies.

No. 2,982.

PROCEEDINGS OF THE BOARD OF REVENUE, dated 21st October 1879.

Read endorsements of the Acting Under Secretary to Government, Financial Department, dated 10th September 1879, No. 1,761, and Acting Secretary to Government, Revenue Department, dated 1st October 1879, referring to the Board of Revenue for their remarks a form of progress report (*c*) proposed by the Public Works Department for adoption in lieu of that now furnished to Local Fund Boards by the Public Works Officers for Local Fund works and to Collectors for Irrigation works.

THE form proposed differs from that now in use in that it omits the column for remarks and exhibits the expenditure of the whole year month by month in one and the same statement, it being intended that it should be returned to the District Engineer on fixed dates for entry of each month's expenditure. It is also proposed that all works costing less than Rs. 500 should be entered in a lump instead of being shown in detail in the statement.

2. The proposed form is nearly identical with that condemned as unsuitable very recently in the correspondence printed in G.O., Public Works Department, dated 25th November 1878, No. 4,496-W. The whole question was, after consultation with several Collectors, exhaustively discussed, and the Board see no reason to modify the conclusions then arrived at. The elimination of the column for remarks will greatly impair the utility of the statement, as mere figures showing the expenditure actually charged in the accounts give a very inadequate idea of the progress of works. Originally the form of progress reports did not contain this column, but, after the inconvenience of the omission had been practically demonstrated, Government directed its insertion.

3. The Board consider also that the transmission of the return backwards and forwards will be found to be extremely inconvenient in practice and lead to great delay in the submission of the monthly returns of the Presidents to this office, which even under present arrangements are not rendered as punctually as is desirable owing to delay in the receipt of information from Range Officers. Formerly two copies of progress reports were supplied—one for the use of the Collector and another for the Local Fund Boards; but in consideration of the labor involved the double set of returns was discontinued and Range Officers were allowed to furnish only one statement. The proposed plan will practically debar the members of Local Fund Boards from keeping themselves acquainted with the progress of works, as the return will probably be required in the Collector's Office for account purposes for the greater part of the interval between receipt and despatch to the Range Officer.

4. The object of the proposal is the saving of clerical labor; this may be attained without the sacrifice of convenience by adopting the suggestion of the Board in their Proceedings, dated 3rd August 1878, No. 2,171, that all recurring entries should be printed and printed copies supplied to Range Officers. There seems to be no reason why this should not be done: the proposal was approved by Government and should have been attended to.

5. As regards the exhibition of expenditure on all works costing less than Rs. 500 in a lump without details, the Board have, in their Proceedings quoted in paragraph 4 *supra*, recommended its adoption in the case of Imperial works, and they do not see any objection to its extension to Local Fund works also; but the opinion of all Presidents of Local Fund Boards will be requested on this point.

6. As regards the proposal to discontinue altogether transmission to Collectors of progress reports for Irrigation works, on the ground that their practical value is believed to be of the slightest and to be entirely incommensurate with the labor of preparation, the Board do not approve the suggestion. It is of great importance that

P.W.D.
25OCT79
No.

the chief Revenue Officer of the district should be kept acquainted with the operations of the Public Works Department in connection with the upkeep of the Irrigation works on which the bulk of the land revenue depends; in fact, it appears to the Board that this is the very branch of Public Works regarding which periodical information is most required, and that reports on Civil Buildings and other Public Works might be more easily dispensed with. Moreover Collectors are required to submit annual reports on the Public Works carried out in their districts, and to enable them to fulfil this duty satisfactorily they must be kept informed of the progress made. As progress reports relating to Imperial works are only required quarterly, minor works costing less than Rs. 500 are shown in a lump, and entries regarding establishments and tools and plant are not needed, the labor of preparing the returns must have been materially lessened and may be still further reduced by printing.

7. The order on the former reference (G.O., dated 25th November 1878, No. 4,496-W) appears to have been overlooked in the Public Works Department Secretariat, and has probably not been attended to in the districts. It would be well to give the arrangement then approved a trial before making any further change.

(A true Extract.)

(Signed) C. A. GALTON,
Acting Secretary.

To the Chief Secretary to Government, Financial Department.
" all Presidents of Local Fund Boards, with copies of G.Os., dated 10th September, No. 1,761, and 1st October 1879.

Copy to the Secretary to Government, Revenue Department.
" " Secretary to Government, Public Works Department.

Exd. A. Grubert.

1879.

Board of Revenue,

MADRAS.

To

The Chief Secy. to Govt.,
Financial Department,
&c., &c., &c.

Dated October 21st.
Printed th.
Received

Proceedings, 21st October 1879, No. 2,982.

OCTOBER.
No. 2,982.

Form of Progress Report (c)—proposed by Public Works Department in lieu of that now furnished to Local Fund Boards by Public Works Officers for Local Fund Works and to Collectors for Irrigation Works,—Submitting observations on the —.

4-2-95

P.W.D.
25 NO 79
No. 8

No. 6998 3rd Circle Supg. Engr's Office
Camp Cuddalore 29. Novr 1879.
Disp. 1st Decr

1069
69

From

The Superintending Engineer
3rd Circle

To

The Chief Engineer
Public Works Department

Sir,

With reference to your Circular No 2799 dated 22d August 1879. I have the honor to observe that the introduction of the Progress Returns proposed will add considerably to the work of the already over-burdened offices of this Department, with, apparently, no object gained thereby. There will be two or three forms of Progress Report for Roads and Buildings besides those now submitted by the Dt. Officers to the Examiner, the Chief Engineer for Irrigation, the Superintending Engineer &c &c. The splitting up of the Report into several Forms, one for works exceeding 2500 Rupees, another for works estimated to cost from Rs 500 to Rs 2500 &c &c seems of small practical benefit. One Form of Progress Report should, in my opinion, be used for all works, and the Form at present in use, furnishes
information

information on every necessary point in respect to progress outlay &c. for each work and Executive Engineers may, whenever necessary, call for weekly or fortnightly reports on the progress of any specially interesting work under construction, independently of the monthly reports. The advantage of mixing "Inspection Reports" with Progress Reports, as is intended by Form A, is not apparent. The Diaries and Inspection Reports as now submitted should I think be kept up as they enable the Executive Engineers to exercise a proper check on the work performed by their subordinates.

I have the honor to be
Sir
Your most obdt. Servt.
Henry W. [illegible]
Major, R.E.,
Ag. Supg. Engineer, 3d Circle.

9-2-83

P.W.D.
2DEC79
No. ______

From
The Supdt. Engr. 3rd C.

No. 6998.

dated 29th Novr/79.
Despd. 1st Decr.
Recd.

Forms of progress Returns
—— Reports on the
introduction of ______

Irrigation

Memorandum

10 69/71

No. 2799. Circular dated 22nd August 1879 of Chief Engineer P.W.D.

Form A.

✗ As this is only a note passing permanently between the EE & the SO the less encumbered it is by detailed quotations for the latter — Column I has the name of the work and as that will always be the designation under which a work is sanctioned I see no need that any more is required for the EE correctly to identify it. This on all that is necessary

1. Something of this kind is no doubt much wanted. The form appears to require ✗ a column or place of reference to the number of the estimate or sanction, in order that the other particulars of the works, which will have to be looked to in considering the Remarks noted, may be readily found in the General Progress Report, or in the Register of sanctions.

It is further suggested that this Form should not ⊗ be sent to the Superintending Engineer, but returned to the subordinate or subdivisional officer with the Divisional Officer's remarks, which latter should be initialled by the subordinate and

⊗ This I think an open question Perhaps it will be best to leave it optional with SEs at least till we see how the plan works the form returned to the Divisional Officer for record in his office, and for reference when he goes to inspect the works. To this end an Index* to the returns Form A will apparently be necessary. The form will be valuable if it be made full use of by the Divisional Officer. The measurements noted must be the total to date⊗

Agreed

⊗ yes if in operation the column

2. This being a monthly return, the column "approximate valuation of work done" must be intended to give this information to the end of the month, and the question arises can this be given. Of course every major work, and the Form applies only to such, ought to be inspected and measured every month but it is doubtful whether this* can be done with the strength of the executive of the Department as it is or will be. In the case of a building carried up as it should be to an equal height all over, the determination

Form B

* I think I have had to form in use in Mysore for not less than 13 years and no difficulty has ever been found in working any portion of it — and in any case an approximation can be made.

of the value of work done is easy if it be meant to show only completed work and not also the value of materials prepared or brought thereto, but even then a good deal of ⊗explanation would be needed to show exactly how the work stood at any given date. In the case of a road with earthworks, metalling and masonry works in progress, it is unlikely that the approximate value of work done could be entered except after each complete examination of work done. The undersigned thinks that the progress Report with a wide last column for state of Progress, in which the date of last inspection might be entered, together with the value of work measured and passed by the Divisional Engineer, would be a more complete as well as a more valuable document, and that so prepared it would render this return Form B unnecessary. It would be easy to prepare it correctly

⊗ It will be seen ~~that~~ any explanation can be given in the body of the report and if given concisely & systematically ~~[illegible]~~ only an Abstract of the measurements of Progress &c. no real difficulty will be found while the information is really all ~~that~~ is needed — In my original Form a much wider space was allowed for "Report of Progress by Subordinates" but it is now open to question whether as Form A does not in great measure supersede the necessity for this this column might not with advantage be omitted altogether and the space thrown into the "By Executive Engr"

1064/22

612

105/73

on works on which a special establishment is employed but not otherwise. The probability except in the case just noticed of the Form reaching the Superintending Engineer by the 10th of the month seems to be remote. ⊕

Form C.

3. The X variation from the ordinary form of Report now in use consists in providing expenditure columns for each month of the year, so as to avoid the repetition of the entries in columns 1 to 7 month by month. It is more than doubtful whether Forms B and C. taken together will not involve more clerical work than the present arrangement of Progress Report, and also increase the work of the Divisional officers. Moreover to see how any work has progressed, it would ⊕ be necessary to add up the entries in the several monthly columns and then add the amount in column 6, in order to compare with column 4. All this is provided for in the present form of Progress Report. On the whole the undersigned does not consider Forms B and C. are a good substitute for the present Reports for any class of work. They would not answer in the Irrigation Department because Canal estimates often include many Major works, and a separate report on each of these in Form B would entail a great deal of additional work. One line in a Progress Report is a much simpler way of giving the required information as regards figured entries, and in the last column any requisite amount of explanation can be afforded.

Form D.

4 This is an appendix to Form C. and is really a separate last column of the present Progress Report. For convenience it will be necessary to provide for the quotation of the sanctioned or register number of the estimates of works referred to. The X doubt expressed above with regard to Forms B and C is in-

⊕ It will no doubt be difficult to insure prompt submission at first but I anticipate that the difficulty will disappear & the reports always get to the central Office about the 15th or 16th of the month

X. The real difference consists in the return having only a very few items to be filled in month by month instead of the detail of names of works &c .. having to be refilled. I can only say that in actual practice it saved any amount of clerical labor

~~[illegible]~~

~~[illegible]~~

~~[illegible]~~

It will be seen that the heading is "Current years "Expenditure up "to end of" April May &c. I do not therefore see the grounds of the objection here urged

As regards the present Form my remarks are incorrect

X. In practice no difficulty of the kind here noticed will be found to exist as I have proved by years of use not of this Form but of an analogous one. The explanations are only needed occasionally and give no trouble. I would ~~[illegible]~~ introduce an initial col in abstract [illegible] be given by [illegible] reference from C & D

-creased when Form D as well has to be taken into account.

Form E

5. This Form is an abstract similar to that which is given on the first page of the Progress Reports of the Irrigation Department. It is useful as an abstract, but with this alone the Chief Engineer P.W.D. cannot know what progress is being made with individual works X however important, and it will, it is believed, become necessary for him to obtain the returns in Forms B. C. and D.

X This is pro-vided for in the covering memo. Not only so but the cost of [illegible] works have a copy of the Register of works forwarded monthly through the Supdg Engineer both are, and other i.e. Progress Rept B and Register afford infinitely more information than either the SE or CE ever would obtain

6. At page 3 of the Circular there is some X mistake in the paragraph at top of the page. It may be intended to exclude works above Rupees 2,500 as being shown in Form B. but if so the individual works of a sanction will not be brought together and this will be inconvenient. It seems to be essential that the component items of any project should be entered in one report e.g. suppose a road with half a dozen bridges estimated to cost over X 2500 Rupees each. Form B would be useless if it showed the road as one major work. If all items above 2,500 Rupees each were dealt with in Form B there would in the example be half a dozen of these forms for masonry, and probably a good many more for other classes of work. Then in Form C it would be necessary to look for other works of the same for sanction, and in Form D for explanations. On the same page the second sentence implies that the entries of previous months will be corrected from time to time as the entry for each month will at first be approximate.

X Yes — the word "former" should be read instead of "latter"

X I have had many road Estimates into 30 & 40 different bridges to say nothing of minor works all are dealt with through Form B, but of course a little practice & system is necessary in the case. With perfectly framed detailed Estimates I have never found any of the difficulties here supposed

7. The undersigned thinks that a knowledge of what is being done should be secured by means of 2 documents

1st the Progress Report

2nd the Inspection Report or Notes of Inspection

The writing out of the first 7 columns of a Progress Report month by month involves a good deal of clerical work, but the advantage of having all the required information clearly shown in one return is great, and in the Irrigation Department only Major Works are shown individually for each month, Minor Original Works twice a year, Repairs once a year. In the Reports for 10 months Minor Original Works of each Fund are given in one line and the same for Repairs for 11 months. The Report for March for each year is the only bulky return and

I can only say that this is based on a misapprehension of the forms proposed. They are really old forms which have for years been in actual use for all classes of work Irrigation as well as others. No difficulty has been found in working them; they involve a minimum of clerical labour, give all the information required and have by dint of unvarying promptitude

it is necessary that it should be prepared in full detail as it is a document which has to be referred to for information throughout the following year and perhaps at other times.

The Inspection Reports on the other hand should show what each member of the Department is doing. In them Executive Officers should record the several matters noticed by them when examining works, and the measurements taken or checked by them; and in them instructions should be given by the next superior officer. As a rule Inspection Reports should not go beyond the next superior officer, but they should be referred to by other superior officers whenever particular information on any points connected with particular works require to be looked into. The

This is a most important subject but I have not as yet taken up the subject exhaustively in dealing with the Code — I agree to nearly all that is here stated. One material point is however omitted. The Inspection Reports should not be allowed to grow into the monthly documents that I have seen. Their value in great measure depends on their being kept up on the spot for each work as examined; but I chiefly deal with this afterwards.

12/9/79

undersigned has found his own Notes of Inspection of much value and they are of value to Superintending and Executive Engineers. Similarly he finds the Notes of Inspection of Superintending Engineers of very material value. In turn the Superintending Engineers will find the Inspection Notes of Executive Engineers, and Executive Engineers the Notes of Subdivisional Officers of similar value. All should be written out on half margin and if so written day by day and transmitted at moderate intervals for remarks, they will enable instructions to be conveyed in a convenient manner and will save much correspondence by letter.

Colonel R.E.
Chief Engineer for Irrign

Ootacamund
10 Septr. 1879

To The Chief Engineer P.W.D.

A

Circle Division

1064/85

Inspection report of in charge

of from to 18 -3.

Name of work and date of inspection.	Remarks by Subordinate or Sub-division Officer.	Remarks by Executive Engineers.
1	2	3

1	2	3

1	2	3

1069/84

A

Circle **Division**

Inspection report of

of *in charg*

from *to* 18 -8.

Name of work and date of inspection.	Remarks by Subordinate or Sub-division Officer.	Remarks by Executive Engineers.
1	2	3

Rupees.

1. Sanction ... ...
2. When commenced ... ...
3. When to be completed ... ...
4. By Contract, or by Departmental Agency.
5. Name of Contractor ... ...

1. Amount of Original Estimate ...
2. Do. Revised do. ...
3. Original Budget Allotment ...
4. Subsequently modified to ...
5. Amount of Contract ... ...

MONTH.	Approximate Valuation of Work done.		Booked Outlay.		MONTH.	Approximate Valuation of Work done.		Booked Outlay.	
	Rs.	Total to date.	Rs.	Total to date.		Rs.	Total to date.	Rs.	Total to date.
Total of previous year.					Totals brought forward.				
April					October				
May					November				
June					December				
July					January				
August					February				
Septembar					March				
Totals ...					Totals ...				

1059/78

1065/79

Month.	Report of Progress by Subordinate.	By Executive Engineer.	Remarks by S. E.

______________ Division.

Upper Subordinate in charge.

No. ______________ Sub-Division.

REPORT OF PROGRESS ON

B.

for the year 187 .

Lower Subordinates.

Dates of Despatch and Receipt.

	E. E.		S. E.		E. E.	
Report for—	D.	R.	D.	R.	D.	R.
April ...						
May ...						
June ...						
July ...						
August ...						
September ...						
October ...						
November ...						
December ...						
January ...						
February ...						
March ...						

D—for date of despatch.
R—for do. receipt.

C.

1064/83

_______________ **Circle** _______________ **Division.**

Progress Report of the Buildings and Roads Branch for the Year 18   -8 .

PARTICULARS OF WORKS.			SANCTIONED ESTIMATE.		Expenditure up to end of the preceding Year.	Current Year's Grant.	CURRENT YEAR'S EXPENDITURE UP TO THE END OF											
No. of Budget Item.	Fund.	Name of Work.	Amount	Authority.			April.	May.	June.	July.	August.	September	October.	November	December.	January.	February	March.
1	2	3	*4	†5	6	‡7	8	9	10	11	12	13	14	15	16	17	18	19

Circle Division. **D**

1064/80

Remarks on Progress Report for the month of 18

Numbers corresponding to that in Form C	By Executive Engineer.	By Superintending Engineer.
9 5		

By Executive Engineer.	By Superintending Engineer.

By Executive Engineer.	By Superintending Engineer.

BUILDINGS AND ROADS BRANCH.

Circle

Division.

Remarks on Progress Report for the Month of 18

Dated

Received

E.

1064/76

Circle Division.

Abstract of Progress Report for the Month of 18

Funds, &c.	Grant for the year.	Expenditure during the year.	
IMPERIAL.			
MILITARY.			
Original Works			
Repairs			
Total Military ...			
CIVIL BUILDINGS.			
Postal.			
Original Works			
Repairs			
Total ...			
Telegraph.			
Original Works			
Repairs			
Total ...			
Salt.			
Original Works			
Repairs			
Total ...			
Total Civil Buildings ...			
MISCELLANEOUS PUBLIC IMPROVEMENT.			
Original Works			
Repairs			
Total Mis. Pub. Impts. ...			
Total Imperial			
PROVINCIAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ...			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ...			
Carried over ...			

——— Circle ——— Division.

Abstract of Progress Report for the Month of 18 .

Funds, &c.	Grant for the year.	Expenditure during the year.	
Brought forward ...			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ...			
Total Provincial ...			
LOCAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ...			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ...			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ...			
Total Local ...			
SPECIAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ...			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ...			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ...			
Total Special ...			
Total for Imperial, Provincial			

106/77

REMARKS.

BUILDINGS AND ROADS BRANCH.

Circle

Division.

Progress Report for the Month of

18

Dated

Received

1. Sanction ... ...
2. When commenced ... ...
3. When to be completed ... ...
4. By Contract, or by Departmental Agency.
5. Name of Contractor ... ...

1. Amount of Original Estimate ...
2. Do. Revised do. ...
3. Original Budget Allotment ...
4. Subsequently modified to ...
5. Amount of Contract ... ...

MONTH.	Approximate Valuation of Work done.		Booked Outlay.		MONTH.	Approximate Valuation of Work done.		Booked Outlay.	
	Rs.	Total to date.	Rs.	Total to date.		Rs.	Total to date.	Rs.	Total to date.
Total of previous year.					Totals brought forward.				
April					October				
May					November				
June					December				
July					January				
August					February				
September					March				
Totals ...					Totals ...				

Month.	Report of Progress by Subordinate.	By Executive Engineer.	Remarks by S. E.

________________ DIVISION.

Upper Subordinate in charge. No. ________________ SUB-DIVISION.

REPORT OF PROGRESS ON 1064/96

B.

for the year 187 .

Lower Subordinates.

Dates of Despatch and Receipt.						
	E. E.		S. E.		E. E.	
Report for—	D.	R.	D.	R.	D.	R.
April ...						
May ...						
June ...						
July ...						
August ...						
September ...						
October ...						
November ...						
December ...						
January ...						
February ...						
March ...						

D—for date of despatch.
R—for do. receipt.

_______________ DIVISION.

Upper Subordinate in charge.

No. _______________ SUB-DIVISION.

REPORT OF PROGRESS ON 1069/86

B.

for the year 187 .

Lower Subordinates.

Dates of Despatch and Receipt.

Report for—	E. E. D.	E. E. R.	S. E. D.	S. E. R.	E. E. D.	E. E. R.
April ...						
May ...						
June ...						
July ...						
August ...						
September ...						
October ...						
November ...						
December ...						
January ...						
February ...						
March ...						

D—for date of despatch.
R—for do. receipt.

______ **Circle** 1087/88 ______ **Division.** **C.**

1087/89

Progress Report of the Buildings and Roads Branch for the Year 18 -8

Particulars of Works.			Sanctioned Estimate.		Expenditure up to end of the preceding Year.	Current Year's Grant.	Current Year's Expenditure up to the end of											
No. of Budget Item.	Fund.	Name of Work.	Amount	Authority.			April.	May.	June.	July.	August.	September	October.	November	December.	January.	February	March.
1	2	3	*4	†5	6	‡7	8	9	10	11	12	13	14	15	16	17	18	19

---

*4 Alter be shown in red ink.

†5 Abbr should invariably be adopted for this column.

‡7 The rations in the grant should be shown by a red ink correction.

1087/88

C.

1087/88

________________ **Circle** ________________ **Division.**

Progress Report of the Buildings and Roads Branch for the Year 18 -8 .

PARTICULARS OF WORKS.			SANCTIONED ESTIMATE.		Expenditure up to end of the preceding Year.	Current Year's Grant.	CURRENT YEAR'S EXPENDITURE UP TO THE END OF											
No. of Budget Item.	Fund.	Name of Work.	Amount	Authority.			April.	May.	June.	July.	August.	September	October.	November	December.	January.	February	March.
1	2	3	*4	†5	6	‡7	8	9	10	11	12	13	14	15	16	17	18	19

---

*4 Alter be shown in red ink.

†5 Abbr should invariably be adopted for this column.

‡7 The cations in the grant should be shown by a red ink correction.

M. A. 540999

[illegible] 7713

f. 1. 1064/90

1064/91

C.

____________ **Division.**

____________ **Circle**

Progress Report of the Buildings and Roads Branch for the Year 18 -8 .

PARTICULARS OF WORKS.			SANCTIONED ESTIMATE.		Expenditure up to end of the preceding Year.	Current Year's Grant.	CURRENT YEAR'S EXPENDITURE UP TO THE END OF											
No. of Budget Item.	Fund.	Name of Work.	Amount	Authority.			April.	May.	June.	July.	August.	September	October.	November	December.	January.	February	March.
1	2	3	*4	†5	6	‡7	8	9	10	11	12	13	14	15	16	17	18	19

---

*4 Alterations to be shown in red ink.

†5 Abbreviations should invariably be adopted for this column.

‡7 The latest alterations in the grant should be shown by a red ink correction.

Circle Division. **D**

Remarks on Progress Report for the month of 18

By Executive Engineer.	By Superintending Engineer.

BUILDINGS AND ROADS BRANCH.

__________ Circle

__________ Division

Remarks on Progress Report for the

Month of 18

Dated

Received

E.

______ Circle __________ Division.

Abstract of Progress Report for the Month of 18 . 1064/94

Funds, &c.	Grant for the year.	Expenditure during the year.	
IMPERIAL.			
Military.			
Original Works			
Repairs			
Total Military ...			
Civil Buildings.			
Postal.			
Original Works			
Repairs			
Total ...			
Telegraph.			
Original Works			
Repairs			
Total ...			
Salt.			
Original Works			
Repairs			
Total ...			
Total Civil Buildings ...			
Miscellaneous Public Improvement.			
Original Works			
Repairs			
Total Mis. Pub. Impts. ...			
Total Imperial			
PROVINCIAL.			
Civil Buildings.			
Original Works			
Repairs			
Total ...			
Communications.			
Original Works			
Repairs			
Total ...			
Carried over ...			

Circle Division.

Abstract of Progress Report for the Month of 18 .

Funds, &c.	Grant for the year.	Expenditure during the year.	
Brought forward ...			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ...			
Total Provincial ...			
LOCAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ...			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ...			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works			
Repairs			
Total ...			
Total Local ...			
SPECIAL.			
CIVIL BUILDINGS.			
Original Works			
Repairs			
Total ...			
COMMUNICATIONS.			
Original Works			
Repairs			
Total ...			
MISCELLANEOUS PUBLIC IMPROVEMENTS.			
Original Works ...			
Repairs			
Total ...			
Total Special ...			
Total for Imperial, Provincial, Local, and Special ...			

1660/95

REMARKS.

1064/98

BUILDINGS AND ROADS BRANCH.

__________ Circle

__________ Division.

Progress Report for the Month of

18

Dated

Received

PUBLIC WORKS DEPARTMENT. 1064/96

No. 2,799.

CIRCULAR.

THE enclosed forms of Progress Returns are forwarded to who is requested to state his opinion as to the advisability of adopting them for general use in the Roads and Buildings Branch of the Department, with any suggestions that he may think proper as to their improvement or alteration.

The form marked "A" is intended for reports from subordinates or sub-divisional officers to Executive Engineers; it is to be submitted three times (on the 10th, 20th, and last day) during each calendar month, and is to refer only to works personally inspected by the reporting officer or subordinate.

Column 2 should contain all that the subordinate concerned has to say about the work, state of progress, quantity, of work done (measurements being stated if taken), quality of work, &c.

This report will be forwarded to the Superintending Engineer with such remarks as the Executive Engineer has to offer, and returned by the former after perusal, for record in the Divisional Office.

It is intended to take the place of the lengthy remarks now usually entered in the last column of the "Inspection Report" which accompanies the travelling allowance bill, and which should in future contain only the entries necessary for the audit of the latter.

The form marked "B" is intended for submission by Executive to Superintending Engineers for all works exceeding Rs. 2,500.

1064/98

It is to be submitted monthly so as to reach the Superintending Engineer not later than the 10th of each month. It will then be returned with the latter's remarks to the Executive Engineer, by whom it will be kept until required for submission during the following month.

It will be seen that the form shows two entries for each month; viz., "approximate valuation of work done" and "booked outlay;" the latter of these will always be one month behind the former; that is to say, that the return submitted in June will show the "approximate valuation" to the end of May, but the "booked outlay" only to the end of April. The former can, of course, only be an approximation, though it should be as close as possible; the latter should be exact to the nearest rupee. Unless in the case of very large works, the insertion of, say, one spare page should suffice for the progress recorded month by month throughout the year, *i.e.*, if the remarks are, while complete in themselves for the object in view, made as concise as possible. Where a second year is entered on with the work still in progress, a fresh printed form will necessarily be opened, but in that case the report of the past year should invariably travel in its company till the work has been completed.

With any large and important works Superintending Engineers at their discretion may order a copy of the "Register of works" to accompany the report. When the work is reported as finished, the Superintending Engineer will return the document to the Executive Engineer to have the final "booked outlay" entered, when it will be sent back for lodgment in the Superintending Engineer's Office. That officer should, in sending the report back to the Executive Engineer, give such instructions as may be needed regarding the preparation of the completion report and drawings as laid down in Chapter IX of the new Code.

The form marked "C" is for submission monthly by Executive to Superintending Engineers, and should reach the latter not later than the 15th of each month.

1064/97

In this form works estimated to cost from Rs. 500 to Rs. 2,500 are to be entered individually, works costing less than the latter sum in lump under each budget sub-head.

The expenditure will of course be approximate only so far as concerns the last month entered.

The form will pass backwards and forwards between the Executive and Superintending Engineers' Offices in the same manner as form "B."

In entering the names of works at the beginning of each official year care should be taken to leave sufficient space under each budget sub-head for the entry of works subsequently sanctioned. This return will be accompanied each month by a paper of remarks in form marked "D," in which it will only be necessary to enter explanations regarding delay in the progress of any work, or such other matter as may call for the instructions of the Superintending Engineer. There will be no need to enter any work which does not call for the special orders of that officer.

Form "E" is intended for submission by Superintending Engineers to the Chief Engineer, and is merely a general abstract for each division. It will be open to the Chief Engineer to call for, or to Superintending Engineers to submit, reports for individual works in form "B" or "C" where such a course may appear desirable.

It is to be understood that these returns are not accounts, and that although the figured entries should be as accurate as circumstances will allow, promptitude and regularity in their submission is of more importance than minute accuracy. No annas or pies should appear in them. Great care should be taken that the "name of the work" is in all cases absolutely the same designation as that under which it has been sanctioned.

These forms do not apply to the returns submitted to the Chief Engineer for Irrigation, but it is thought that they may be usefully adopted for those now furnished to Collectors for

B. No. 2799
22-8-79

Irrigation works, as well as for Local Fund and Military works; the opinions upon this point of the Departments concerned will be obtained.

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

Fort St. George,
22nd Aug. 1879.

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selves for
Where a accom
progress, a fresh pr
in that case the report o
travel in its company till the work

With any large and important works
their discretion may order a co
to accompany the report. Whe
finished, the Superintending Engineer
to the Executive Engineer to
when it will be sent
Engineer's Office. That
back to the Executive

be taken that
absolutely the same designation as that under which it has been sanctioned.

These forms do not apply to the returns submitted to the Chief Engineer for Irrigation, but it is thought that they may be usefully adopted for those now furnished to Collectors for

1064/98

2)	North Arcot	6	1	2
3)	South do	6	1	2
2)	Coimbatore	3	1	1
3)	Tanjore	3	1	1
2)	Chingleput	3		1
	Presy	18		6
2)	[illegible]	18		6
3)	Salem			1
1)	Tinnevelly	2		1
1)	Vizagapatam	6		2
1)	Nellore	8		1
3)	Trichinopoly	6		2
	Godavari Dn	3		1
				2
	Buckingham Canal	3		1
		58		28

1064/99

Memo

he order on the subject
f Progress will now
issue as drafted

f A Chief Engineers
circular should also
issue at the same
time directing the
ue of the forms A -- D
in 1st month of the
current year if possible
i.e. Progress Reports
f all works for
hich should be
itted in the
s on 15th May
ual Supdt.

wing forms
D be issue

Each must have printed on the outside blank half of the forms the directions for use laid down in Circular No 2799 of 22d. August 1879

See my notes in blue pencil on back of annexed forms

// As these forms have to pass backwards & forwards through so many hands they must be printed on very stout foolscap paper

/ Without reference to the Se

visional Offices it would be impossible to say how many of each would be required, but as we wish to bring them into use in current months work it will suffice for forms A & B to take in each Division 3 times the number of the Budget works in each over Rs 2500 and for forms C to D 20 in each Division should amply suffice

// The circular in stating the number issued at once should call on E.S. to notify at once the necessity of any further immediate supply, and in future to indent for forms as may be required in units of 50 each

¶ It is desirable that I should see ~~the~~ 'proof' before final issue but the work of printing should be pushed through as an emergency as even now it will be difficult to get out all the forms in time to the several Divisions

---

(1) Are not Progress Reports of P.P. Works sent Quarterly to G. of I.? (2) What form is in use? (3) Did the G. of I. order this form?

Jm

Sir,

7/6/81.

(1) No, they are sent now annually.

2) For form, please see copy of Dmy. herewith submitted.

(3) The form appears to be the one ordered by the G of I and the sample form received from them will be found in Dmy. No 578 d/6/12/77 herewith forwarded.

The date of submission of this report to the G of I is 15th June.

M.A.
7.6.81

This file has returned & Works Office

EPARTMENT.

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or general
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P.W.D.

Memorandum P6

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1064/502

PUBLIC WORKS DEPARTMENT.

No. 2,799.

CIRCULAR.

THE enclosed forms of Progress Returns are forwarded to the Chief Engr [illegible] who is requested to state his opinion as to the advisability of adopting them for general use in the Roads and Buildings Branch of the Department, with any suggestions that he may think proper as to their improvement or alteration.

2. The form marked "A" is intended for reports from subordinates or sub-divisional officers to Executive Engineers; it is to be submitted three times (on the 10th, 20th, and last day) during each calendar month, and is to refer only to works personally inspected by the reporting officer or subordinate.

3 Column 2 should contain all that the subordinate concerned has to say about the work, state of progress, quantity of work done (measurements being stated if taken), quality of work, &c.

4 This report will be forwarded to the Superintending Engineer with such remarks as the Executive Engineer has to offer, and returned by the former after perusal, for record in the Divisional Office.

5 It is intended to take the place of the lengthy remarks now usually entered in the last column of the "Inspection Report" which accompanies the travelling allowance bill, and which should in future contain only the entries necessary for the audit of the latter.

6 The form marked "B" is intended for submission by Executive to Superintending Engineers for all works exceeding Rs. 2,500.

Memorandum P6

1064/104

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a view to their introduction in Madras after such modifications as might be necessary to suit local conditions.

2. These officers proposed certain alterations, with which they considered that the forms would be well suited to the object in view, and specimens of the forms thus modified were forwarded for consideration to the Chief Engineer for Irrigation, the Examiner P. W. Accounts and the Supg. Engineers.

3. The Military and Revenue Depts. were also consulted with reference to the substitution of these forms for the Progress Returns now forwarded to officers of those Departments.

4. The opinions of the departmental officers consulted have been carefully considered, and

~~modification~~ modifications adopted in accordance with their suggestions where such appeared desirable. The Military Deptt. accepted the proposed forms and the further proposal that the returns should be sent quarterly instead of monthly and that works costing less than Rs 500 should be entered in lump instead of in detail

5. The Board of Revenue in their Proceedings No. 2982 d/ 21st Octr 1879 recorded with G. O. No. 2185 of 17th Novr 1879 (Reve. Deptt.) raised certain objections, which will be discussed later on.

6. The radical changes in Departmental arrangements which took place towards the end of 1879 rendered it undesirable to introduce any new forms at that time,

but now that officers have become fairly settled in their new charges the undersigned considers that the subject should be taken up again, the more so as the Code is now complete, and the forms prescribed by it are being iſsued by the Dept.

7. The forms proposed are five in number, and their intention and scope is sufficiently described in the Circular attached, which was iſsued at the time when the forms were first prepared.

8. With the consent of the Military Dept. form "C" will be substituted for the progreſs returns now submitted for Military works, and will be submitted quarterly instead of monthly.

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9. The objections raised by the Board of Revenue to the forms proposed are stated in their proceedings attached, and after full consideration of them, the undersigned is bound to say that he does not consider that they ought to be allowed to outweigh the advantages of the forms.

10. In para 3 of their proceedings it is stated "that the transmiſsion
"of the returns backwards and forwards
"will be found to be extremely inconvenient
"in practice and lead to great delay in
"the submiſsion of the monthly returns of
"the Presidents to this office, which
"even under present arrangements are not
"rendered as punctually as is desirable
"owing to delay in the receipt of information
"from Range Officers. Formerly two
"copies of progreſs reports were supplied -
"one for the use of the Collector and
"another for the L.F. Boards, but in
"consideration of the labor involved
"the double set of returns was discontinued
"and Range Officers were allowed to
"furnish only one statement. The proposed
"plan will practically debar the members of
"L.F. Boards from keeping themselves acquainted
"with the progreſs of works, as the return will
"probably be required in the Collector's Office for
"account purposes for the greater part of the interval
"between receipt & despatch to the Range Officer".

11. It is evident from this remark that the Board of Revenue are under a misapprehension as to the nature and object of the progress returns, which are not accounts, and are of no value for account purposes; moreover the Collector has no concern with the accounts of Public Works Expenditure as such, nor is it clear why any return of Local Fund works should require to be detained in the office of the Collector (as distinguished from the Local Fund office) at all.

12. Any objection based upon this or similar grounds can be removed by the maintenance in the Local Fund office and if necessary in the Collector's

also, of a book in which the entries from the progress returns may be posted month by month before the return is sent back to the Executive Engineer. The maintenance of such a book in Supg. Engineer's offices is intended to be left optional with the latter, and will probably in most cases be adopted by them.

13. As regards the absence of the column of remarks, alluded to in para 2, there will be no objection to the return (form C or E.) being accompanied by the remark form D, in the rare cases where remarks are required.

14. The printing of recurring entries suggested by the Board in para 4 will not

effect any great saving of clerical labour, for the reason that it can only be applied to budgeted works and others the intention to commence which is known some time before the beginning of each official year, and not to the numerous minor works which are taken up from time to time as the year progresses.

15. The Board moreover overlook the convenience of the whole progress of expenditure on a given work or group of works being recorded month by month on a single sheet, and the saving in bulk due to the use of a single sheet instead of twelve sheets.

16. As regards Local Fund works, the undersigned therefore considers that form C submitted monthly, and showing individually all works costing more than Rs 500, those costing less than that sum being entered in lump, accompanied where necessary by the remark form D, will answer all practical purposes.

17. The undersigned adheres to his opinion that no practical use is apparently ever made of the returns of progress on Irrigation works now sent to Collectors, and that a quarterly abstract in form E will give all the information that those

officers can utilize, and submits this proposal for the consideration of Govt.; if it be not accepted then form C must be used, as for Local Fund Works, but quarterly instead of monthly.

18. It must be borne in mind that the form is intended primarily as one of the many measures lately introduced for improving the Administration of this Dept., while lessening the amount of clerical labour, and that it is most important that this consideration should receive recognition.

19. It is proposed that immediate instructions should issue for the adoption of these forms in the Roads and Buildings Branch, so that

they can be brought into use from the beginning of the next official year.

20. With regard to Irrigation works the forms now submitted to the Chief Engineer for Irrigation are drawn up to meet the requirements of the Govt. of India, and must continue to be submitted so that form E could not be substituted for them, but it is considered that for submission by subordinates to Executive Engineers and by the latter to Supg. Engineers forms A. B. C and D. might advantageously be introduced, the objections to points of detail raised by the Chief Engineer for Irrigation being (as will be seen by the marginal remark

of the undersigned) not sufficient to outweigh the advantages of the proposed forms.

21. If the proposals now made are approved, the necessary subsidiary instructions will be issued by the undersigned.

Penny
Major R.E.
for Chief Engineer P.W.D.

Chepauk
1st Feby. 81.

Note.

The draft of the above memorandum was initialled by Col. Sankey before his departure from Madras.

No 1064 W

1064/110

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the 23 April /81

Read the following :—

From

The Ex. P. W. Accounts (H.C. No. 11 E.W. d/ 22 May 1879)
" Chief Engr. for Irrign. (—— 10th Sept. ——)
" Supg. Engr. 2d Circle (— 2507 d/ 13th Septr. —)
" Military Department (— 5185 — 18th — —)
" Supg. Engr. 4th Circle (— 606 — 25th — —)
" Ex. P. W. Accounts (— 20 E.W. — 1st Octr. 1879)
" Supg. Engr. 1st Circle (— 491 G.L. — 10th — —)
" —— do 5th —— (— 1949 I.J. — 17th Nov. —)
Pro: in the Rev. Dept. (— 2185 — 17th — —)
The Supg. Engr. 3d Circle (— 6998 — 29th — —)
Chief Engineer's Cir: Memo. (— 2799 — 27th Augt. /79)
Memo. by the Chief Engr. P.W.D. (—— 1st Feby 1881)

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The Governor in Council accepts the conclusions arrived at by the Chief Engineer, based on actual experience, and directs the introduction

R.S.

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in the Buildings & Roads Branch of the modified forms of Progress Report A.B.C.D & E with effect from the commencement of the ~~ensuing~~ current official year or as soon after as it may be found practicable to adopt them.

2. The remarks of the Chief Engineer in his Memorandum of the 1st Feby will be attended to in the preparation of the Returns.

3. As regards Irrigation works it will be observed from para 17 of this Memorandum that the return of progress now sent to Collectors is to be discontinued, and a quarterly abstract in form E substituted. Forms A.B.C. & D will also be adopted by subordinates for submission to Executive Engineers and by the latter to Supg. Engineers.

Pro forma

Supg Engrs ✓
Supts of Works ✓
Cons: Architect ✓
Chi: Engr for I. ✓
Gov. P.W. Accts: ✓
Bd of Rev: ✓
Rev: Dept ✓
Military Dept ✓
Judl & Genl Depts ✓

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Encl.

G. O., 23 April 1881, No. 1064 W.

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