

Clerk

Richmond 8th March 1884

Enclosures might be made
as to whether these
notices are or will soon
be ready for issue in
which case possibly it
would be best to mention
them in the Circular

It is quite clear that
our stringent orders are
now called for on this
subject

~~Att~~

22/3/81

D. W.

I have no reason to think that although this is probably an extreme example of the manner in which the time of Accountants is diverted from their legitimate duties the practice of making them do other & especially clerical work is far too common I think therefore it will be well to issue a special circular in which omitting names for this special case should be given as an example of any thing almost in this way to be avoided & prohibit any such practice in future

Major Trail has shown I have approved of printed notices ~~of instructions~~ which he has drawn up of the duties of the several classes of clerks in E.E.'s Office which I propose to have issued in printed guidance to be posted & hung up on boards in front of each

Frederick City 9th March 1886

The Executive Engineer
Frederick City Division

With reference to the
Executive's letter N^o 800 E 3rd of 4th
Instant, I beg to submit the follow-
ing reply on several points therein
referred to.

About 6 days exclusive of the
Major Sub. Eng. in direct charge
of the Executive Engineer

The whole of the Accounts &
connected with the Sub. Eng.
compiled in the Division
Office extracts from Cash Books
being obtained from Major &
Headquarters Sub. Eng. Officers

Some of the Returns & Stat^s
connected with the Accounts
I am unable to enumerate the
documents from the rough
copies recorded in the Office.
P. 47253-12-7 in Cash. Time
occupied about 3 days.

The whole of the Correspondence
Connected with the Accounts,
to the Examiners, Subg Engrs
Sub and Officers, Overseers
Collectors, Treasury Deputy
Collectors &c.

In disposing of these
papers much time is
taken up in picking
out references from
the old Records and
especially from those
of the late Madras
Division, which are in
a most Confused state.

6. Generally 9 hours.

The work is also attended
to almost in all Sundays
and sanctioned holidays

7. No.

2. In Conclusion I
respectfully beg to represent
that owing to the amalgamation
of the late Madras Div & the
extension of Local Fund works
in the Trichinopoly District, the
difficulties I have to undergo

in the performance of my duties are
inexpressible.

I beg to remain
Sir

Your most Obedt. Servant.

Chas. Chatterjee
Accountant

No 4063

Mr. Mammen Mr. Account
His office His letter No:
800 S. E. 3rd dated 4th Inst.

Chas
App. S. E.
Trichinopoly

9/3/81.



FROM MAJOR D.H. TRAIL R.E.

OFFG. EXAMINER P.W. ACCOUNTS,

MADRAS.

TO THE SECRETARY TO GOVERNMENT,

PUBLIC WORKS DEPARTMENT.

NO. 211/W

MADRAS, 19th MARCH 1881.

SIR,

I HAVE THE HONOR TO REPORT THAT THE EXECUTIVE ENGINEER, TRICHINOPOLY DIVISION, IN HIS NO. 3823 DATED 17TH. FEBRUARY 1881, REPORTED THAT HIS ACCOUNT WORK WAS FALLING INTO ARREARS AND REQUESTED THAT AN ADDITIONAL ACCOUNTANT MIGHT BE TOLD OFF FOR HIS OFFICE TO BRING UP ARREARS. ONLY ONE ACCOUNTANT IS SANCTIONED FOR A DIVISION, CONSEQUENTLY IT WAS IMPOSSIBLE TO COMPLY WITH THIS REQUEST WITHOUT CAUSING INCONVENIENCE TO OTHER WORK. IN ORDER TO ASCERTAIN, HOWEVER, IF POSSIBLE, WHAT THE CAUSE OF THESE ARREARS MIGHT BE, I CALLED UPON THE ACCOUNTANT, THROUGH THE EXECUTIVE ENGINEER, TO NAME THE DIFFERENT KINDS OF WORK ON WHICH HE HAD BEEN EMPLOYED, AS WELL AS TO STATE THE TIME OCCUPIED ON EACH. IN HIS REPLY WHICH IS APPENDED IT APPEARS:-

1ST. ° THAT ABOUT 6 DAYS OF THE 30 ^{are spent} IN CHECKING THE SUB-DIVISIONAL ACCOUNTS, EXCLUSIVE OF THE HEAD QUARTER SUB-DIVISION IN CHARGE OF THE EXECUTIVE ENGINEER.

2NDLY. THAT THE WHOLE OF THE SUB DIVISIONAL

ACCOUNTS

Mr 2014/11

No 4063.

From, *Mr. D.H. Trail R.E.*
in charge of *Trichinopoly* Div.

The *Examiner of P.W. Accounts*
Madras

Dated 9th March 1881.

Refers to the receipt of reply to the letter dated 12th 880. 7. 8. 81 dated 4th instant -

Large - few
Disputed of 3
men on the
Sub-divisional

SAD 213

ACCOUNTS ARE PREPARED IN THE DIVISIONAL OFFICE.

3RDLY. THAT HE FAIR COPIED SOME OF THE RETURNS AND STATEMENTS CONNECTED WITH THE ACCOUNTS.

4THLY. THAT HE PAID AWAY RS. 7,353-12-7 IN CASH DURING THE MONTH OCCUPYING ALTOGETHER ABOUT 3 DAYS.

5THLY. THAT HE HAS HAD TO ATTEND TO THE WHOLE OF THE CORRESPONDENCE CONNECTED WITH THE ACCOUNTS AND RETURNS WITH EXAMINER, SUPERINTENDING ENGINEER, COLLECTORS, TREASURY ETC. AND IN DISPOSING OF THE PAPERS HAS ^{had} TO LOOK OUT THE PAPERS HE WANTED FROM THE RECORDS, WHICH HE STATES, ARE IN A MOST CONFUSED STATE.

6THLY. THAT HE WORKS ABOUT 9 HOURS DAILY INCLUDING SUNDAYS AND HOLIDAYS.

2. WITH THIS REPORT BEFORE ME I AM NOT IN LEAST SURPRISED THAT THERE SHOULD BE ARREARS IN THE ACCOUNT WORK AS I DO NOT CONSIDER THAT ANY ACCOUNTANT HOWEVER QUALIFIED COULD POSSIBLY OVERTAKE ALL THIS WORK SATISFACTORILY.

TO BEGIN WITH THE SUB DIVISIONAL ACCOUNTS THESE SHOULD BE SUBMITTED IN A COMPLETE STATE BY THE SUB DIVISIONAL OFFICERS LEAVING ONLY THE CHECK AND THE COMPILATION OF THE DIVISIONAL ACCOUNTS TO THE EXECUTIVE ENGINEER'S OFFICE.

2NDLY. THE CASH PAYMENTS SHOULD BE VERY LIMITED AND IF THIS CANNOT BE MANAGED A CASHIER WOULD APPEAR TO BE NECESSARY. IN THE PRESENT INSTANCE 3 DAYS APPEAR TO HAVE BEEN OCCUPIED IN PAYING AWAY RS. 7,353-12-7 IN CASH.

3RDLY.

3RDLY. THOUGH THE DISPOSAL OF THE ACCOUNTS

CORRESPONDENCE IS A PORTION OF THE ACCOUNTANT'S DUTY, HE SHOULD BE ASSISTED BY HAVING THE NECESSARY REFERENCES SUPPLIED TO HIM AND HE CERTAINLY SHOULD NOT BE CALLED UPON TO WASTE HIS TIME BY PERFORMING COPYIST'S WORK.

3. I BRING THESE FACTS PROMINENTLY TO YOUR NOTICE AS I HAVE CAUSE TO BELIEVE THAT MUCH THAT IS FOUND UNSATISFACTORY IN THE WORKING OF THE ACCOUNTS PORTION OF THE EXECUTIVE ENGINEER'S DUTIES IS ^{due to} THE IMPROPER DISTRIBUTION OF WORK AND THE ACCOUNTANT BEING DISTRACTED FROM HIS OWN PARTICULAR DUTIES.

4. THE NEW CHAPTERS OF THE CODE SHOW EXACTLY WHAT SHOULD BE DONE ON THE WORK, WHAT RETURNS ARE TO BE COMPILED AND SUBMITTED BY THE SUB DIVISIONAL OFFICE, AND WHAT COMPILATIONS ARE EXPECTED FROM THE EXECUTIVE ENGINEER. IF EACH INDIVIDUAL FROM THE MAISTRY ON THE WORK TO THE EXECUTIVE ENGINEER HIMSELF DO NOT PERFORM THE DUTIES ASSIGNED THEM, BUT THROW ALL ON THE ACCOUNTANT, IT IS ONLY NATURAL TO SUPPOSE THAT A BREAK-DOWN MUST BE THE RESULT. I THEREFORE REQUEST THAT YOU WILL ISSUE SUCH ORDERS AS YOU MAY CONSIDER NECESSARY FOR A PROPER DISTRIBUTION OF THE WORK IN THE DIVISIONAL OFFICES. MEANTIME I SHALL RENDER THE EXECUTIVE ENGINEER SUCH ASSISTANCE AS I CAN WITH THE PRESENT ESTABLISHMENT.

5. THE DUTIES OF A DIVISIONAL ACCOUNTANT ARE HEAVY AND RESPONSIBLE, REQUIRING INTELLIGENCE, INDUSTRY, AND REGULARITY FOR THEIR PROPER DISCHARGE. MOST OF THE MEN

HITHERTO

HITHERTO EMPLOYED HAVE NOT BEEN PROPERLY TRAINED AND
WHEN TRAINED, THE LOW PAY OF THE 5TH. GRADE IN WHICH THE
GREAT BULK OF THE MADRAS ACCOUNTANTS ARE CLASSED, CAUSES
THEM TO LOOK OUT FOR BETTER PAID WORK ELSEWHERE. THE
MINIMUM LAID DOWN IN PARA 32, CHAPTER I, OF THE MADRAS CODE
FOR A 5TH. GRADE ACCOUNTANT IN CHARGE OF A DIVISION IS
RS. 50, A FIGURE WHICH I SUBMIT WITH ALL DEFERENCE IS TOO
LOW FOR THE WORK AND RESPONSIBILITIES EXPECTED FROM THEM.
I WOULD THEREFORE SUBMIT FOR CONSIDERATION WHETHER THE
PROVISIONS OF PARA 32 ^{with the approval of the Govt. of India} SHOULD NOT BE MODIFIED, SO AS TO
ALLOW 5TH. GRADE ACCOUNTANTS A MINIMUM OF RS. 50 AND A
CHARGE ALLOWANCE OF RS. 20 WHILE ACTUALLY IN CHARGE OF THE
ACCOUNTS OF A DIVISION AND SATISFACTORILY PERFORMING THE
DUTIES CONNECTED THEREWITH. IT MAY BE CONSIDERED IN
CONNECTION WITH THIS POINT THAT UNDER EXISTING RULES WHEN
A 5TH. GRADE ACCOUNTANT IS TRANSFERRED FROM THE EXAMINER'S
OFFICE TO TAKE CHARGE OF THE ACCOUNTS OF A DIVISION, HE AS
A RULE, LOSES BY WHAT SHOULD BE CONSIDERED PROMOTION AND
OFTEN FINDS HIMSELF DRAWING LESS PAY THAN THE SENIOR CLERK
OF THE DIVISIONAL OFFICE THOUGH HIS DUTIES ARE OF A MUCH
MORE DIFFICULT AND RESPONSIBLE CHARACTER.

I HAVE THE HONOR TO BE,

SIR,

YOUR MOST OBEDIENT SERVANT.

D. H. Trail

MAJOR R. E.
OFFG. EXAMINER P. W. ACCOUNTS.

Wt 15/3

11-3-20 by 20
17-11-21 ✓

P. H. C. No 2014

FROM THE EXAMINER P.W. ACCOUNTS.

MADRAS.

TO THE SECRETARY TO GOVERNMENT.

P.W. DEPARTMENT.

2-1

No. 241W

DATED 19th MARCH 1881.

RECD. 30th —

to 971W of 12 April 81
Laded with reference
to G.O. No 642 W of 11th
March 1881. & Circular
No 836 of 1881.

Cy

J W

ENCLOSURE. I.

REPORTS ABOUT THE STATE OF THE
ACCOUNTS OF THE TRICHINOPOLY DIVI-
SIONAL OFFICE.