Archives I 10,006—16-8 77.

(1) Number of pages 16

(2) Date of repair April 87.

(3) Initials of the Referencer

TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

P.W.D. DEPARTMENT

G.O. No. / B.P. No.	205.IR	Press. / Mis.
Dated	25.1.1882	19 .

Not to be folded or roughly handled

205/1

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

25th January 1882, No. 205 W.

~~Buildings~~ and Roads.
~~Civil Works.~~ General Acct

Read the following paper:—

No. 115. From D. C. GORDON, Esq., Examiner of Public Works Accounts, to the Secretary to Government, Public Works Department, dated Madras, 20th January 1882, No. 191 W.

I HAVE the honor to submit, for information and orders of Government, notes of my inspection of the office of the Executive Engineer, North Arcot Division.

NOTES of Inspection by D. C. GORDON, Esq., Examiner, Public Works Accounts, Madras, of the Office of the Executive Engineer, North Arcot Division, on the 17th January 1882.

THE office was last inspected in June 1881.

2. W. R. Norris, Esq., Executive Engineer, Third Grade, is the officer in charge. A. Yuvarungam Naidu has been the Accountant since 7th November 1881.

3. The Executive Engineer is the only disburser, with seven imprest holders under him for sums aggregating Rs. 800. The imprest accounts are sent in frequently during the month, and are in order. Dates and manner of recoupment are properly recorded in them. The Divisional cash-book was in order, and was balanced periodically. It is written up by the Head Clerk. But it is desirable that it should be taken to the Accountant daily in order that he may see that vouchers and transactions are properly entered, and initial the day's entries, so giving the Head Clerk a daily clearance. The totals at the top and bottom of each page should be initialled by the Executive Engineer, the occasional omissions in this respect were evidently inadvertent.

4. All cheques are drawn out by the Executive Engineer himself and the counterfoils posted up. The initial letters distinguishing the cheques on the several Treasuries should be entered on the cheques and counterfoils, as well as in the cash-book. There are five Treasuries and Sub-Treasuries drawn upon.

5. Work is carried out almost entirely by contract, deductions being made from contractors' bills in lieu of taking security; the outstandings due to contractors with one or two exceptions are for current transactions. These exceptional balances should be cleared off at an early date and the accounts closed. The register of works is in order, except that rates are in a few cases omitted. Materials at site of works are insignificant, and there is no stock or stock manufacture in the division. In order to do away with copies of work vouchers, columns in the register of works should be opened to correspond with Part II of the work voucher for each work.

6. In the miscellaneous advance account to end of December 1881, the outstandings amounted to Rs. 325-11-10, all adjustable. There are no deposits of any kind.

7. The register of buildings in charge of the division is stated to be complete. For those rented, there is only one for which the rent has not been punctually recovered. Steps were taken to realize the arrears.

8. The tools and plant return was complete to end of September 1881. When that for March 1882 is under preparation, care should be taken to dispose of unserviceable or surplus articles. The settlement for the tools made over to the Local Funds Board should be expedited.

9. Service books are said to be in order for all except a few lascars lately employed. For these men books should be written up as soon as possible.

10. All fair copying work is done by the correspondence section, and only exceptionally are fair copies made by the Accountant and his Assistant. The latter is as yet untrained, the previous Assistant having been transferred. The Accountant should endeavour to make the present man efficient, but if he finds him idle or incompetent he should represent the shortcomings to the Executive Engineer.

11. The office is in good order, and the books and accounts neatly kept.

(Signed) D. C. GORDON,
Examiner, Public Works Accounts.

No. 116. ORDER THEREON, 25th January 1882, No. 205 W.

COMMUNICATED to the Superintending Engineer, Fourth Circle, who will direct the attention of the Executive Engineer to the remarks and suggestions of the Examiner, Public Works Accounts.

(True Extract.)

Lieut.-Col., R.E.,
Acting Under Secy. to Govt., P.W.D.

To the Superintending Engineer, Fourth Circle.
" Examiner of Public Works Accounts.

Exd. S. T. Austin.
Spare Copies

BUILDINGS AND ROADS.
MILITARY WORKS.

Govt. of (1882) Madras.

PUBLIC WORKS.

To

THE SUPERINTENDING ENGINEER,
FOURTH CIRCLE.
&c., &c., &c.

Dated January, 25th.

Issued

Recd. *Encl*

G.O., 25th January 1882, No. 205 W.

JANUARY.

Nos. 115-116.

North Arcot Divisional Office.—Inspection Notes of the Examiner, Public Works Accounts, of the —, communicated to the Superintending Engineer, Fourth Circle.

FROM THE EXAMINER P.W.ACCOUNTS.

MADRAS.

TO THE SECRETARY TO GOVERNMENT.

PUBLIC WORKS DEPARTMENT.

NO. 191. W. MADRAS, 20th JANUARY 1882.

SIR,

I HAVE THE HONOR TO SUBMIT FOR INFORMATION AND ORDERS OF GOVERNMENT NOTES OF MY INSPECTION OF THE OFFICE OF THE EXECUTIVE ENGINEER NORTH ARCOT DIVISION.

I HAVE THE HONOR TO BE,

SIR,

YOUR MOST OBEDIENT SERVANT.

D. C. Condon

EXAMINER P.W.ACCOUNTS.

P. W. C. No. 370

FROM THE EXAMINER P.W. ACCOUNTS,

MADRAS.

TO THE SECRETARY TO GOVERNMENT,

P.W. DEPARTMENT.

NO. 191. W.

DATED 20th JANUARY 1882.

RECD. 21

ENCLOSURE I.

FORWARDS FOR ORDERS OF GOVT. THE INSPECTION REPORT OF THE NORTH ARCOT DIVISIONAL OFFICE.

Circ. 23-1-82

NOTES OF INSPECTION BY D.C. GORDON ESQ. EXAMINER P.W. ACCOUNTS, MADRAS OF THE OFFICE OF THE EXECUTIVE ENGINEER NORTH ARCOT DIVISION ON THE 17TH. JANUARY 1882.

1. THE OFFICE WAS LAST INSPECTED IN JUNE 1881.

2. W.R. NORRIS ESQ., EXECUTIVE ENGINEER 3RD. GRADE, IS THE OFFICER IN CHARGE. A. YUVARUNGAM NAIDU HAS BEEN THE ACCOUNTANT SINCE 7TH. NOVEMBER 1881.

3. THE EXECUTIVE ENGINEER IS THE ONLY DISBURSER, WITH SEVEN IMPREST HOLDERS UNDER HIM FOR SUMS AGGREGATING RS. 800. THE IMPREST ACCOUNTS ARE SENT IN FREQUENTLY DURING THE MONTH, AND ARE IN ORDER. DATES AND MANNER OF RECOUPMENT ARE PROPERLY RECORDED IN THEM. THE DIVISIONAL CASH BOOK WAS IN ORDER, AND WAS BALANCED PERIODICALLY. IT IS WRITTEN UP BY THE HEAD CLERK, BUT IT IS DESIRABLE THAT IT SHOULD BE TAKEN TO THE ACCOUNTANT DAILY IN ORDER THAT HE MAY SEE THAT VOUCHERS AND TRANSACTIONS ARE PROPERLY ENTERED, AND INITIAL THE DAY'S ENTRIES, SO GIVING THE HEAD CLERK A DAILY CLEARANCE. THE TOTALS AT THE TOP AND BOTTOM OF EACH PAGE SHOULD BE INITIALLED BY THE EXECUTIVE ENGINEER, THE OCCASIONAL OMISSIONS IN THIS RESPECT WERE EVIDENTLY INADVERTENT.

4. ALL CHEQUES ARE DRAWN OUT BY THE EXECUTIVE ENGINEER HIMSELF AND THE COUNTERFOILS POSTED UP. THE INITIAL LETTERS DISTINGUISHING THE CHEQUES ON THE SEVERAL TREASURIES SHOULD BE ENTERED ON THE CHEQUES AND COUNTERFOILS, AS WELL AS IN THE CASH BOOK. THERE ARE FIVE TREASURIES AND SUB-

TREASURIES

TREASURIES DRAWN UPON.

5. WORK IS CARRIED OUT ALMOST ENTIRELY BY CONTRACT, DEDUCTIONS BEING MADE FROM CONTRACTORS BILLS IN LIEU OF TAKING SECURITY; THE OUTSTANDINGS DUE TO CONTRACTORS WITH ONE OR TWO EXCEPTIONS ARE FOR CURRENT TRANSACTIONS. THESE EXCEPTIONAL BALANCES SHOULD BE CLEARED OFF AT AN EARLY DATE AND THE ACCOUNTS CLOSED. THE REGISTER OF WORKS IS IN ORDER, EXCEPT THAT RATES ARE IN A FEW CASES OMITTED. MATERIALS AT SITE OF WORKS ARE INSIGNIFICANT, AND THERE IS NO STOCK OR STOCK MANUFACTURE IN THE DIVISION. IN ORDER TO DO AWAY WITH COPIES OF WORK VOUCHERS, COLUMNS IN THE REGISTER OF WORKS SHOULD BE OPENED TO CORRESPOND WITH PART II OF THE WORK VOUCHER FOR EACH WORK.

6. IN THE MISCELLANEOUS ADVANCE ACCOUNT TO END OF DECEMBER 1881, THE OUTSTANDINGS AMOUNTED TO RS. 325-11-10, ALL ADJUSTABLE. THERE ARE NO DEPOSITS OF ANY KIND.

7. THE REGISTER OF BUILDINGS IN CHARGE OF THE DIVISION IS STATED TO BE COMPLETE. FOR THOSE RENTED, THERE IS ONLY ONE FOR WHICH THE RENT HAS NOT BEEN PUNCTUALLY RECOVERED. STEPS WERE TAKEN TO REALIZE THE ARREARS.

8. THE TOOLS AND PLANT RETURN WAS COMPLETE TO END OF SEPTEMBER 1881. WHEN THAT FOR MARCH 1882 IS UNDER PREPARATION, CARE SHOULD BE TAKEN TO DISPOSE OF UNSERVICEABLE OR SURPLUS ARTICLES. THE SETTLEMENT FOR THE TOOLS MADE OVER TO THE LOCAL FUNDS BOARD SHOULD BE EXPEDITED.

SERVICE

9. SERVICE BOOKS ARE SAID TO BE IN ORDER FOR ALL EXCEPT A FEW LASCARS LATELY EMPLOYED. FOR THESE MEN BOOKS SHOULD BE WRITTEN UP AS SOON AS POSSIBLE.

10. ALL FAIR COPYING WORK IS DONE BY THE CORRESPONDENCE SECTION, AND ONLY EXCEPTIONALLY ARE FAIR COPIES MADE BY THE ACCOUNTANT AND HIS ASSISTANT. THE LATTER IS AS YET UNTRAINED, THE PREVIOUS ASSISTANT HAVING BEEN TRANSFERRED. THE ACCOUNTANT SHOULD ENDEAVOUR TO MAKE THE PRESENT MAN EFFICIENT, BUT IF HE FINDS HIM IDLE OR INCOMPETENT HE SHOULD REPRESENT THE SHORTCOMINGS TO THE EXECUTIVE ENGINEER.

11. THE OFFICE IS IN GOOD ORDER, AND THE BOOKS AND ACCOUNTS NEATLY KEPT.

D. C. Cumming

EXAMINER P.W. ACCOUNTS.

A/circ

5

No. 205 W.

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the 25 January 1882.

Read the following :—

From the Exr P.W.D. H.S. No 191 W d/ 20 Jany 82

Communicated to the Supty Engineer 4th Circle, who will direct the attention of the Executive Engineer to the remarks & suggestions of the Exr P.W. Accounts.

21.1.82

To the S.E. 4th Circle.
" Exr P.W.D.

Desd
1/2/8

21/1/82

370.

Govt. of (1882) Madras.

PUBLIC WORKS.

To

Dated

Issued

Recd. Encl.

26-1-82

G. O., 25th Jany 1882, No. 205W.

Nos. 115 to 116

North Arcot Divl. Office

Inspection Notes of the Ex: P.W.A. of the — Command to the S.E. 4th Circle