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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

Public works

DEPARTMENT

G.O. No.	2609-10 W	Press.
B.P. No.		Mis.
Dated	7-10-1982	1982

(Signature)

Not to be folded or roughly handled

2609-10

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

No. 33.

READ—the following papers:—

From the Government of India, dated 25th August 1882, No. 1201 G.

From D. C. GORDON, Esq., Examiner of Public Works Accounts, to the Secretary to Government, Public Works Department, dated Madras, 4th October 1882, No. 109 W.:—

I have the honor to submit the accompanying memorandum upon the proof copy of Part I of the Government of India Public Works Code forms, forwarded to this Government with Government of India Public Works Department letter No. 1201 G. of 25th August 1882.

2. In regard to the points raised in the separate memorandum with the Government of India's letter, and which are not taken up in my memorandum herewith, I beg to offer the following remarks:—

- (a.) Appendix X of the Madras Public Works Code gives a general list of articles under "Stock" and "Tools and Plant."
- (b.) I am not in favor of any routine procedure being ordered in regard to the process of returns in individual offices. In the first place the internal administration of different offices varies according to the views of the officer in charge, and it would not be practicable to lay down any stereotyped rule for such procedure without possibly upsetting a system which has been found convenient. Again, the observance of any such stereotyped rules printed on forms would necessitate the initialling, in certain specified places, by the section of the office concerned, as proof that the procedure had been observed, and it is, in my opinion, such petty technicalities which make work irksome, and instead of facilitating procedure tend to annoyance and unnecessary inquiries.

Such forms as circulate from one office to another, such as the divisional objectionable item statement (Audit Note, Government of India No. 38,) transfer and relief reports, inspection reports of offices by Superintending and Executive Engineers, should have forwarding dockets upon them, and it is convenient also that all forms should have their use and object printed on them, as also the quotation of the code paragraphs which refer to them. This is, I think, preferable, and certainly more easy of reference, than having this information issued as introductory to the book of forms.

- (c.) I do not consider that anything will be gained by machine numbering forms which are used singly, and not as folios (in counterfoil) of a book. If numbered, there must be a terminal number at some period, and consequently there must be not only a serial number but also an identifying number to show the year or the series or some such device. The absence of a form which should accompany a chain of accounts, or be included in papers referred (*e.g.*, plans, estimates and specifications; progress reports; completion certificates,) would at once be evident, and it matters nothing to the subsequent procedure in obtaining the required form, whether or not the loss occurred in transit, or by oversight.
- (d.) The forms which can most conveniently be bound in counterfoil are Government of India Forms 1, 2, 3, 11, 16, 40 B., 40 C., 40 D. Other miscellaneous forms such as invoices, indents, blank receipts, and such like should also be in counterfoil.
- (e.) Forms 5 a., 5 b., and 6, as used in this Presidency, are submitted herewith and have been found to serve our purpose.

No. 34.

ORDER—dated 7th October 1882, No. 2609 W., Public Works.

Ordered that a copy of the foregoing letter from the Examiner of Public Works Accounts, with its enclosures in original, be forwarded to the Government of India, with reference to their letter No. 1201 G., dated 25th August 1882.

(Here enter No. 2610 W., dated 7th October 1882.)

(True Extract.)

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

To the Examiner, Public Works Accounts.

Exd. S. T. Austin.
Spare Copies

GENERAL.
ACCOUNT.

Govt. of (1882) Madras.
PUBLIC WORKS.

Dated October, 7th.

Recd.

Encl.

G.O., 7th Oct. 1882, No. 2609 W.

OCTOBER.

Nos. 33-34.

Public Works Code Forms of
the Government of India.

Letter from the Examiner of Public Works
Accounts submitting a memorandum upon
the proof copy of Part I of the —. Ordered
to be forwarded to that Government.

7TH OCTOBER 1882, No. 2610 W., PUBLIC WORKS.

3
2609-10

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

No. 33.

Read—the following papers:—

From the Government of India, dated 25th August 1882, No. 1201 G.

From D. C. GORDON, Esq., Examiner of Public Works Accounts, to the
Secretary to Government, Public Works Department, dated Madras, 4th
October 1882, No. 109 W.:—

I have the honor to submit the accompanying memorandum upon the proof copy
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No. 1201 G. of 25th August 1882.

2. In regard to the points raised in the separate memorandum with the Govern-
ment of India's letter, and which are not taken up in my memorandum herewith, I
beg to offer the following remarks:—

- (a.) Appendix X of the Madras Public Works Code gives a general list of
articles under "Stock" and "Tools and Plant."
- (b.) I am not in favor of any routine procedure being ordered in regard to the
process of returns in individual offices. In the first place the internal
administration of different offices varies according to the views of the
officer in charge, and it would not be practicable to lay down
any stereotyped rule for such procedure without possibly upsetting
a system which has been found convenient. Again, the observance of
any such stereotyped rules printed on forms would necessitate the
initialling, in certain specified places, by the section of the office con-
cerned, as proof that the procedure had been observed, and it is, in my
opinion, such petty technicalities which make work irksome, and
instead of facilitating procedure tend to annoyance and unnecessary
inquiries.

Such forms as circulate from one office to another, such as the divisional
objectionable item statement (Audit Note, Government of India No. 38,) transfer and
relief reports, inspection reports of offices by Superintending and Executive Engi-
neers, should have forwarding dockets upon them, and it is convenient also that all forms
should have their use and object printed on them, as also the quotation of the code
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- (e.) Forms 5 a., 5 b., and 6, as used in this Presidency, are submitted herewith and have been found to serve our purpose.

No. 34.

ORDER—dated 7th October 1882, No. 2609 W., Public Works.

Ordered that a copy of the foregoing letter from the Examiner of Public Works Accounts, with its enclosures in original, be forwarded to the Government of India, with reference to their letter No. 1201 G., dated 25th August 1882.

(Here enter No. 2610 W., dated 7th October 1882.)

(True Extract.)

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

To the Examiner, Public Works Accounts.

No. 35.

ENDORSEMENT—dated 7th October 1882, No. 2610 W., Public Works.

Forwarded.

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

Exd. S. T. Austin.
Spare Copies

GENERAL
ACCOUNT.

Govt. of (1882) Madras.
PUBLIC WORKS.

Dated October, 7th.

Recd.

Encl.

G.O., 7th Oct. 1882, No. 2610 W.

OCTOBER.

Nos. 33-35.

Public Works Code Forms of
the Government of India.

FORWARDING letter from the Examiner of
Public Works Accounts submitting a memo-
randum upon the proof copy of Part I of
the —

Memo

5
2609/80

A The returns of stock and of Tools and Plant should be referred to and proposals submitted for revising and extending the Classified List of Tools and Plant and of stock materials given on p. p. v to vii

B. Whether it would not be advisable to have spaces on each form for all the necessary routine processes in connection with that form in the office of the Examiner, or other office of receipt and if thought so advisable, the required entries on each form should be suggested

C. What forms would be desirable to machine number in order to know when forms are lost in transit

D. What forms would it be convenient to bind before issue with a duplicate copy as a counterfoil, in order that the records of the Executive Engineer's offices may be kept neater and more in order than is now frequently the case

E. Whether it would not be advisable to introduce a form of Muster roll, and to base the initial entries in disbursers accounts on the Muster-roll, leaving the daily report simply as an administrative, not an accounts form.

P.W. 5881 782

All communications
should be addressed
to the Secretary.

No. 12018

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To
The Secy. to the Govt. of Madras
P. W. Department

Simultaneously 25th August 1882

+
Sent by Panchayat
Sir,

I am directed to forward a proof copy of Part I of the P. W. D. Code forms and to request that the Examiner of Accounts may be called upon for a report thereon, which should be submitted with any further criticisms that may be thought desirable; at earliest convenience, so that the Government of India may be able to have the forms finally printed and issued with as little delay as possible. The remaining parts will follow ^{as soon} as they are received from the press.

2. Some of the points to which the attention of Examiners should be directed and on which an expression of opinion is desired, are given in the accompanying memo.

I have the honor to be
Sir,

Your most Obedt Servt

W. Sampson

Under Secy to the Govt. of India

R. N. 406 of 2.9.02 Enc 2.
No 1,022 D dt 1st September 02
To C

P.N.C. No 5881-

Please report ac-
cordingly by letter.

ASR.

Cu

C. 22 transferred
to B. 10/10/02

Recd 31.10.02

From,

The Examiner P. W. Accounts,

Madras.

To,

The Secretary to Government,

Public Works Department.

No. 109 W

Madras, 4th October 1882.

Sir,

I have the honor to submit the accompanying memo-
randum upon the Proof Copy of Part I. of the Government of
India P. W. Code Forms, forwarded to this Government with
Government of India P. W. Department letter No. 1201 G. of 25th.
August 1882.

2! In regard to the points raised in the separate
memo with the Government of India's letter, and which are
not taken up in my memo herewith, I beg to offer the following
remarks:-

A. Appendix X. of the Madras P. W. Code gives a general
list of articles under "Stock" and "Tools and Plant".

B. I am not in favor of any routine procedure being
ordered in regard to the process of returns in individual
Offices. In the first place the internal administration
of different Offices varies according to the views of the
Officer in charge, and it would not be practicable to lay

down any stereotyped rule for such procedure without possibly upsetting a system which has been found convenient. Again, the observance of any such stereotyped rules printed on forms would necessitate the initialling, in certain specified places, by the section of the Office concerned as proof that the procedure had been observed, and it is, in my opinion, such petty technicalities which make work irksome, and instead of facilitating procedure ^{tend to} annoyance and unnecessary enquiries.

Such forms as circulate from one Office to another, such as the Divisional Objectionable Item Statement (Audit Note, Government of India No. 38), Transfer and Relief Reports, Inspection Reports of Offices by Superintending and Executive Engineers, should have forwarding dockets upon them, and it is convenient also that all forms should have their use and object printed on them, as also the quotation of the Code paras which refer to them. This is I think preferable, and certainly more easy of reference, than having this information issued as introductory to the Book of Forms.

C. I do not consider that anything will be gained by machine numbering Forms which are used singly, and not as folios (in counterfoil) of a book. If numbered, there must be a terminal number at some period, and consequently there must be not only a serial number but also an identifying number to show the year or the series or some such device. The absence of a form, which should accompany a chain of accounts, or be included in papers referred, (e.g. plans, estimates and specifications, progress reports, completion certificates,) would at once be evident, and it matters nothing to the subsequent procedure in obtaining the required form, whether

or not the loss occurred in transit, or by oversight.

D. The forms which can most conveniently be bound in counterfoil are Government of India Forms 1, 2, 3, 11, 16, 40 B., 40 C, 40 D. Other Miscellaneous Forms such as Invoices, Indents, Blank Receipts and such like should also be in counterfoil.

E. Forms 5a, 5b, and 6 as used in this Presidency are submitted herewith and have been found to serve ^{our} purpose.

I have the honor to be,

Sir,

Your Most Obedient Servant,

P. P. Choudhury

Examiner P. W. Accounts.

2/10

FROM,

The Examiner P. W. Accounts,

Madras.

TO,

The Secretary to Government,

P. W. Department.

No. 109 W.

Dated 11th October 1882.

Read.

Encls. 6.

Forwards a memorandum upon the
Proof Copy of Part I. of the Govt.
of India P. W. Code Forms.

No. 2609 W

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Under date the 7th Oct/82

Read the following:—

Letter from the Govt } H. E. No 1201 G d/25th Aug 82
of India ———

Letter from the Secy }
P. W. Accts ——— H. E. No 109 W d 4th Oct 82

Ordered that a copy of
the foregoing letter from
the Examiner of P. W. Accts,
with its enclosures in
original, be forwarded
to The Govt of India
with reference to their
letter No 1201 G dated
25th Aug. 82.

To The Sec P W Accts ✓
13/10

H. E. No 2610 W d/ 7th Oct 82

Forwarded

By Secy
10/10/82

Princeton

Govt of (1882) Madras
PUBLIC WORKS.

Dated

Recd.

Encl.

7th Mts 1882, No 24 of 1882

No. 33 to 34

P. W. Code Form of the
Govt India.

Letter from the 24 Mts
by a memorandum
upon the proof copy
of Part I of the
which is to be forwarded to the
Govt of India.

P. W. Code Form of the
Govt India.

For the letter from the 24 Mts
by a memorandum upon the
the proof copy of the Part
I of the
Entd in Receipt Register

For 110