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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

P.W.D. DEPARTMENT

G.O. No.	<u>2918.W.</u>	Press.
B.P. No.		Mis.
Dated	<u>6.11.1882</u>	<u>198</u>

Not to be folded or roughly handled

2918
1

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

Buildings and Roads.
Civil Works.

No. 24.

READ—the following papers :—

From Colonel R. MURRAY, Director-General of Telegraphs in India, to the Secretary to the Government of Madras, Public Works Department, dated Simla, 25th October 1882, No. 3964.

With reference to Madras G.O., No. 2455 W., of the 22nd September, I have the honor to inform you that the Government of India has sanctioned the establishment of a line of telegraph from Calicut to Malapuram in Malabar under the limited guarantee of Rs. 1,620 per annum, and has agreed to the telegraph pay of the soldier signallers at Malapuram being accepted as a debit to the revenues of the Telegraph Department until the office becomes remunerative.

2. On this latter point there appears to be some misconception in paragraph 2 of the above quoted Order of the Madras Government, wherein it is assumed that the office being worked by soldier signallers will obviate the loss anticipated in paragraph 4 of my No. 1111 C.G., of the 21st July 1882.

3. I attach as Appendices—

I—A copy of the rules for the employment of soldiers as signallers in Military, Departmental, and Field Telegraph Offices, as sanctioned by the Government of India in the Public Works Department, in letters Nos. 176 T.E., of the 14th October 1881, and 154 T.E., of the 6th October 1882.

II—A copy of the rules defining the duties of station staff and other officers in charge of Military Telegraph Offices.

ENCLOSURES.

Rules for the employment of Soldiers as Signallers in Military, Departmental, and Field Telegraph Offices.

Classes for training soldiers in telegraphy are only established where some member of the departmental signalling staff has leisure to afford proper supervision, and where the accommodation available renders it possible to carry on the instruction of the men without endangering the divulgence of the contents of messages sent from, received at, or passing through, the office. No training fee is claimable for teaching soldier signallers.

2. No soldier is admitted to a training class without being first examined in dictation, and the Superintendent's order being obtained on the result. Indifferent handwriting, or more than two words per hundred incorrectly spelt, should be held to disqualify.

3. No more than two men may be present in class at a time, and the period of daily instruction is limited to two hours for each man.

4. Should it be inconvenient to train soldiers at the station where the regiment may be quartered, their transfer to some other station where facilities for teaching them exist can

generally be arranged with the military authorities. Similarly men under training are, on the transfer of their regiment to another station in the same Presidency, allowed to remain behind to complete their course of telegraphy, if the military authorities do not object. All changes of station of soldier signallers are reported to the Officer Commanding the station immediately they occur, in view to the regimental authorities being kept informed of the men's whereabouts.

5. In admitting soldiers to a training class the preference is given to men whose regiments are expected to remain some time in India, or who, on their corps leaving the country, intend to volunteer for some other regiment remaining in India.

6. As a rule military signallers are not qualified to act as instructors, but in the case of any who come up to the departmental good grade standard, no objection is raised to their being employed to teach other soldiers Morse signalling, traffic procedure and technical details.

7. Soldiers who do not qualify in signalling within six months are not likely to make competent signallers and are remanded to military duty.

8. The final examination of a soldier signaller is conducted by a Superintendent or Assistant Superintendent; sending 16 and reading 12 words per minute correctly during trials of at least 5 minutes' duration is the standard. When able to attain this speed and competent to put up all the connections, including battery, a parchment certificate is given to the man in the following form:—

"Certified that _____ Regimental No. _____
Regiment _____ Height _____ has been under a
course of instruction in telegraphy at the _____ Telegraph Office;
that he can read by ear _____ words and send _____ words
per minute, Morse signals, and is able to put up all the connections of the same instrument of
the pattern used in the Indian Telegraph Department, including a battery of the Minotto
pattern.

Assistant Superintendent _____ Sub-division _____

Superintendent _____ Division _____

Dated _____

9. Whenever a military office is established, the Station Staff Officer supervises it; he is responsible for the custody of the cash and stamps, and all correspondence and accounts are signed by him. In departmental offices soldier signallers are under the Assistant Superintendent or Telegraph Master in charge, and in field offices under the officer in charge of Field Telegraphs.

10. In the case of men having to go through the annual course of musketry, Superintendents arrange with the military authorities for this requirement being met, reasonable notice being given to the Superintendent to enable him to temporarily relieve the soldiers so required. Where more than one military signaller is employed in an office they are not all withdrawn for musketry practice at the same time.

11. On the arrival of a new regiment at any station, the Superintendent, if necessary, ascertains from the Staff Officer what men in it are qualified signallers.

12. Military signallers transferred from one station to another on the service of this department travel on military warrants, and are allowed to draw Rs. 2 per diem, chargeable to the Telegraph Department, when unable to procure rations.

13. Where practicable a military signaller in charge of an office resides on the premises, but as regards signallers other than the man in charge it is preferable they should live in barracks.

14. A military signaller posted to office duty, whether in a military, departmental, or field office, receives daily pay from the Telegraph Department at the rate of 10 or 12 annas per diem, according as he may be able to read 12 or 20 words per minute.

15. A military signaller in charge of a military or field office is entitled to charge allowance at the rate of 8 annas per diem in addition to his pay as a signaller. In no case should charge allowance be given to any military signaller who cannot read 12 words per minute, and no military signaller should be employed, if avoidable, who does not come up to that standard of efficiency.

16. In case of absence supported by medical certificates of sickness, military signallers may be allowed leave on full pay to the extent of 15 days in the year. When a military signaller absents himself from his duties without sufficient cause, he is on the first occasion fined two days' pay; on the second occasion he is similarly punished and warned that a repetition of such absence will necessitate his remand to his regiment. For a third offence he is sent back to military duty and his Commanding Officer informed of the cause.

17. The Governor-General in Council has ruled that duties connected with the supervision of Military Telegraph Offices are not only, as a rule, nominal, but that they are essentially such as properly fall within the functions of the Station Staff Officer; that special allowances for supervising such officers are therefore inadmissible; that in places where it may be found desirable to open Military Telegraph Offices, the necessary accommodation will be provided by the Military Department; that in cases where no suitable accommodation may be found in a public building, the rent of a private building will be paid by the Military Department; and that if accommodation be provided by the Station Staff Officer in his own house, an office allowance not exceeding Rs. 20 per mensem is admissible.

Rules defining the duties of Officers in charge of Military Telegraph Offices.

[Approved of by the Government of India in Public Works Department letter, No. 150 T.E., dated 2nd September 1881.]

The Station Staff Officer is responsible that he thoroughly inspects at least once a week the office under his charge. In the course of each such inspection he will carefully examine the cash book, cash accounts and vouchers.

2. The cash book should be verified by arithmetical check, by seeing that the totals or balances are correctly carried on from page to page; that entries have not been altered; that no known receipts are omitted, and that all sums written off as paid are vouched for; also that all receipts and payments are entered at the time and in the order of their occurrence.

3. The cash account and the list of message payments are copies of cash book entries submitted for audit. The Staff Officer will see that these are written up day by day and correspond with the cash book.

4. The vouchers for payments should be kept together in order of number. The Staff Officer will see that they are complete and regular.

5. The Staff Officer will have the cash book balanced, and will see, after checking it, that the amount of the balance is produced in full, as well as (in cash or telegraph stamps) the full amount of the fixed stamp impost. Both of these amounts must be produced together, not only once at a time.

6. The message drafts have to be sent to the check office weekly. The Staff Officer is responsible that this is done with the utmost punctuality.

7. The message registers are to be submitted monthly, on the first of each month, and should be written up daily.

8. The Station Staff Officer is responsible that any irregularities discovered by himself or pointed out by the auditing or superintending officers are immediately strictly investigated.

No. 24-A.

G.O., dated 27th October 1882, Mis. No. 1591, Financial.

Read—the following letter from the District Magistrate of Malabar, dated 19th October 1882, No. 3181:—

In acknowledging the receipt of G.O., dated 4th instant, Miscellaneous No. 1391, I have the honor to state that all expenditure from the "Mapilla Fine Fund" was stopped immediately on receipt of this Government Order, but the balance is not so large as shown in my letter, No. 1377, dated 19th August 1882, as expenditure was going on all last month. The balance will probably not exceed Rs. 1,200.

Order—dated 27th October 1882, Mis. No. 1591, Financial.

Communicated to the Public Works Department, with reference to Government Order in that department, No. 2455 W., dated 22nd September 1882.

(True Extract.)

(Signed) E. S. LAFFAN,
for Chief Secretary.

6TH NOVEMBER 1882, No. 2918 W., PUBLIC WORKS.

No. 25.

ORDER—dated 6th November 1882, No. 2918 W., Public Works.

Communicated to officers concerned.

2. The rules forwarded by the Director-General of Telegraphs will be printed for future guidance.

(True Extract.)

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

To the Superintending Engineer, Fourth Circa.
.. the Examiner, Public Works Accounts.
.. the Military Department.
.. the Financial ..
.. other Superintending Engineers.
.. the Superintendents of Telegraphs, with copies of G.Os., Nos. 1034 W.,
2455 W., dated 26th April and 22nd September 1882.
.. the Director-General of Telegraphs.
.. the Consulting Engineer for Railways.

Edw. C. Howarth
Spare Copies

2918
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BUILDINGS AND ROADS
CIVIL WORKS.

Govt. of (1882) Madras.
PUBLIC WORKS.

Dated November, 6th.

Recd.

Encl.

G.O., 6th Nov. 1882, No. 2918 W.

NOVEMBER.

Nos. 24-25.

**Telegraph line from Calicut to
Malapuram.**

Letter from the Director-General of Tele-
graphs relative to the working of the — by
soldier signallers communicated to the
officers concerned, and copy of the rules for
the employment of soldier signallers in
Military Department and Field Telegraph
Offices ordered to be printed for future
guidance.

Recd. The following papers: No. 3964. 99/11

FROM

THE DIRECTOR GENERAL OF TELEGRAPHS IN INDIA,

To

The Secretary to the Government of Madras
Public Works Department

Simla, the 25th of October 1882.

SIR,

With reference to Madras Government
Order No. 2455 W of the 22nd September,
I have the honour to inform you that the
Government of India has sanctioned the
establishment of a line of Telegraph from
Calicut to Malapuram in Malabar under the
limited guarantee of Rs 1620/- per annum and
has agreed to the Telegraph Pay of the Soldier
Signallers at Malapuram being accepted as a
Debit to the Revenues of the Telegraph Department
until the Office becomes remunerative.

2. On this latter point there appears to
be some misconception in para. 2 of the above quoted
Order of the Madras Government wherein it is
assumed that the Office being worked by Soldier
Signallers will obviate the loss anticipated in para.
4 of my No. 1111/4 of the 21st July 1882.

2918
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I attach as Appendices
I A copy of the Rules for the employment
of Soldiers as Signaller in Military,
Departmental and Field Telegraph Offices
as sanctioned by the Government of India
in the Public Works Department in letters
nos 176 T.C. of the 14th October 1901 and
184 T.C. of the 6th October 1902.

II A copy of the Rules defining the duties
of Station Staff and other Officers in charge
of Military Telegraph Offices.

I have the honour to be,
Sir,
Yours most obed^t servant,

James Macdonald
Director General of Tele. in India
and

3.

I attach as Appendix

I A copy of the Rules for the employment of Soldiers as Signallers in Military, Departmental and Field Telegraph Offices as sanctioned by the Government of India in the Public Works Department in Letters No 176 T.C. of the 14th October 1901 and 184 T.C. of the 6th October 1902.

I A copy of the Rules defining the duties of Station Staff and Main Officers in charge of Military Telegraph Offices.

I Have the honour to be,
Sir,

Yours most obed^t servant,

James Macdonald
Director General of Tele. in India
and

851791W. 15.7.82
1134W. 26.4.82
2455W. 22.7.82

MC. No 744

No 3/10/82

Enclos 2

Enclosures

SP2

Rules for the Employment of
Soldiers as Signallers in Military, Depart-
mental and Field Telegraph Offices.

J.H.

Classes for training Soldiers in telegraphy
are only established where some member of the Department
at Signalling Staff has leisure to afford proper
supervision and where the accommodation available renders
it possible to carry on the instruction of the men without
endangering the disclosure of the contents of messages
sent from, received at, or passing through, the Office.
No training fee is claimable for teaching Soldier Signallers.
2. No Soldier is admitted to a training class
without being first examined in dictation and the
Superintendent's order being obtained on the result.
Indifferent handwriting or more than two words
per hundred incorrectly spelt should be held to
disqualify.
3. No more than two men may be present in class
at a time and the period of daily instruction is limited
to two hours for each man.

4. Should it be inconvenient to train Soldiers at the Station where the Regiment may be quartered, their transfer, to some other Station where facilities for teaching them exist, can generally be arranged with the Military Authorities. Similarly men under training are, on the transfer of their Regiment to another Station in the same Presidency, allowed to remain behind to complete their course of telegraphy, if the Military Authorities do not object. All changes of Station of Soldier Signallers are reported to the Officer commanding the Station immediately they occur, in view to the Regimental authorities being kept informed of the men's whereabouts.

5. In admitting Soldiers to a training class the preference is given to men whose Regiments are expected to remain some time in India, or who, on their corps leaving the country, intend to volunteer for some other Regiment remaining in India.

6. As a rule Military Signallers are not qualified to act as instructors, but in the case of any who come up to the Departmental good Grade standard, no objection is raised to their being employed to teach other Soldiers Morse Signalling Traffic procedure and Technical details.

7. Soldiers who do not qualify in Signalling within 6 months, are not likely to become competent Signallers and are remanded to military duty.

8. The final examination of a Soldier Signaller is conducted by a Superintendent or Assistant Superintendent: Writing 16 and Reading 12 words per minute correctly during trials of at least 5 minutes duration, is the standard. When able to attain this speed and competent to put up all the connections, including battery, a parchment certificate is given to the man in the following form:-

Certified that _____ Regimental
No. _____ Regiment _____
Height _____ has been under a course of
instruction in telegraphy at the _____
Telegraph Office, that he can read by ear _____
words and send _____ words per minute,
Morse Signals: and is able to put up all the connections
of the same instrument of the pattern used in the
Indian Telegraph Department, including a battery of
the Minotto pattern.

Assistant Superintendent _____ Sub-division

Superintendent _____ Division

Dated _____

When a Military Office is established, the Station Staff Officer supervises it: he is responsible for the custody of the Cash and Vampers and all correspondence and accounts are signed by him. In Departmental Offices Solder Signallers are under the Assistant Superintendent of Telegraphs Major in charge, and in Field Offices under the Officer in charge of Field Telegraphs.

10. In the case of men having to go through the annual course of musketry, Superintendents arrange with the Military Authorities for this requirement being met, reasonable notice being given to the Superintendent to enable him to temporarily relieve the Solder as required. When more than one Military Signaller is employed in an Office, they are not all withdrawn for musketry practice at the same time.

11. On the arrival of a new Regiment at any Station, the Superintendent, if necessary, ascertains from the Staff Officer what men in it are qualified Signallers.

12. Military Signallers transferred from one Station to another on the service of their department, travel on Military Warrants and are allowed to

draw 80 2/- per diem chargeable to the Telegraph Department, when unable to procure quarters.

13. Where practicable, a Military Signaller in charge of an Office resides on the premises, but as regards Signallers other than the man in charge, it is preferable they should live in barracks.

14. A Military Signaller posted to Office duty, whether in a Military, Departmental or Field Office, receives daily pay from the Telegraph Department at the rate of 10 or 12 annas per diem according as he may be able to read 12 or 20 words per minute.

15. A Military Signaller in charge of a Military or Field Office is entitled to charge Allowance at the rate of 8 annas per diem, in addition to his pay as a Signaller. In no case should charge Allowance be given to any Military Signaller who cannot read 12 words per minute, and no Military Signaller should be employed if ~~available~~ ^{avoidable} who does not come up to that standard of efficiency.

16. In case of absence supported by Medical Certificate of Sickness, Military Signallers may be allowed leave on full pay

to the extent of 15 days in the year. When a Military Signaller absents himself from his duties without sufficient cause, he is on the first occasion fined two days pay. On the second occasion he is similarly punished and warned that a repetition of such absence will necessitate his removal to his Regiment. For a third offence he is sent back to military duty and his Commanding Officer informed of the cause.

17. The Governor General in Council has ruled that duties connected with the supervision of Military Telegraph Offices are not only, as a rule, nominal, but that they are essentially such as properly fall within the functions of the Station Staff Officer; that special allowances for supervising such Offices are therefore inadmissible; that in places where it may be found desirable to open Military Telegraph Offices, the necessary accommodation will be provided by the Military Department; that in cases where no suitable accommodation may be found in a public building, the rent of a private building will be paid by the Military

DP 5
Military Department; and that if accommodation be provided by the Station Staff Officer in his own house, an Office allowance not exceeding Rs 20/- per mensem is admissible.
JVA

June 1874
J. Howard.
Assistant Superintendent of Tels.
Cant

DP6
Rules defining the duties of
Officers in charge of Military Telegraph
Offices.-

Approved by the Government of India, in Public Works Department
Letter No. 1507 L. dated 2. Sept. 1911.

The Station Staff Officer is responsible
that he thoroughly inspects at least once a week
the Signal Office under his charge. In the course
of each such inspection he will carefully examine
the Cash Book, Cash Accounts and Vouchers.

2. The Cash Book should be verified
by arithmetical check, by seeing that the totals
or balances are correctly carried on from page to
page, that entries have not been altered, that no
known receipts are omitted, and that all sums
written off or paid are vouched for, also that
all receipts and payments are entered at the
time and in the order of their occurrence.

3. The Cash Account and the list of
Message Payments are Office of Cash Book
entries, submitted for audit. The Staff
Officer will see that these are written up

day

day by day and correspond with the Cash Book.

4. The Vouchers for payments should be kept together in order of number. The Staff Officer will see that they are complete and regular.

5. The Staff Officer will have the Cash Book balanced and will see, after checking it, that the amount of the balance is produced in full, as well as (in Cash or Telegraph Stamps) the full amount of the fixed Stamp Imprest. Both of these amounts must be produced together, not only one at a time.

6. The message drafts have to be sent to the Cheque Office weekly. The Staff Officer is responsible that this is done with the utmost punctuality.

7. The message registers are to be submitted monthly, on the first of each month, and should be written up daily.

8. The Station Staff Officer is responsible that any irregularities discovered by himself or pointed out by the

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The auditing or Superintending Officers are immediately & strictly investigated.

99/11

I am Sir,
Yours faithfully,
J. L. H. H. H.

Assistant Superintendent of Tel.
C. H. H.

PROCEEDINGS of the MADRAS GOVERNMENT.

Read the following

Letter from the District Magistrate of Malabar, dated 19th October 1882, No. 3181.

In acknowledging the receipt of L.C. dated 4th Instant, No. 1394, Miscellaneous, I have the honor to state that all expenditure from the "Mappilla Free Fund" was stopped immediately on receipt of L.C.; but the balance is not so large as shown in my letter, No. 1377, dated 19th August 1882, as expenditure was going on all last month. The balance will probably not exceed Rs. 1,200.

Order No. 27th October 1882, No. 1591 Misc.

Communicated to the Public Works Department, with reference to L.C. in that department, No. 24,552, dated 22nd September 1882.

(True Extract)

To
The Public Works Department
Accountant General
Collector of Malabar.

W. S. S. S. S.
for Chief Secretary.

9918
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Govt. of Madras.

MC No 7524

To

He PWD

Proceedings, dated 27 Oct 1882.
No. 1591/82

Subject.

*Copy letter from
Director of Malabar
regarding "Mappalla
Line Fund."*

No 29184 9
Blk
PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Under date the 6th Nov 82
Read the following:—

From
The Dir. of Ind. & T. (P.W.D. 3964 of 25th Oct 82)
Proposed Ind. Dept. (an 1891 = 27th = 11)

*Communicated,
to officers concerned.
2. The rules for-
warded by the
Director General
of Telegraphs will
be printed for
future guidance.*

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1882/8

*To Mr. L. Smith Esq.
By Mr. W. J.
Chief Secy.
Ind. Dept.
to Mr. Supt. Engineer
Supt. of Telegraphs
with copy of Govt. No. 1054 of 24th April 82
Director General of Telegraphs*

cu

3-11-82

Sept 11-11-82

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11/24.
 GOVT. OF (1882) INDIA.
 PUBLIC WORKS.

Detail

Recd.

Encl.

G. O. Choor 1882, No. 29/84.

Nos. 24 to 25.

Telegraph line from
Calicut to Malapuram.

Letter from the Director
 General of Telegraphs
 relative to the working
 of the — key & other
 signallers connected to the
 officers concerned
 and the copy of the
 rules of ~~conduct~~ for
 the employment of
 signalers in
 Nity-Dept. & Field
 Telegraph offices ^{should}
 to be provided for ^{future}
and to be kept

11/24