

DUTIES OF THE ESTIMATOR AND DRAUGHTSMAN.

1. He will be responsible that all plans, estimates, specifications, &c., are promptly disposed of, according to the detailed instructions of the Executive Engineer.
2. He will be bound to check all measurements, calculations, quantities, rates, &c. in Estimates submitted by Sub-Divisional Officers, and bring to the notice of the Executive Engineer any excess over the ordinary rates of the Division, and also to prepare such estimates as may be ordered by the Executive Engineer.
3. He will keep two registers, one for estimates, Form No. M 59, and the other for notifications of sanctions by the Executive Engineer—in dealing with which, he will be careful not to confuse the Heads and Sub-Heads, to which these properly belong.
4. He will be responsible that all the Estimates are carefully docketed, numbered, &c., so as to facilitate reference from the register.
5. He will make himself thoroughly acquainted with the orders in the Code, Chap. VII, regarding plans and estimates.
6. When not engaged in his regular duties he will make himself useful in such other work in the office as the Executive Engineer may direct.

(Here enter any detailed instructions regarding particular work.)

DUTIES OF THE STORE-KEEPER.

1. The Store-keeper will have nothing to do with the disbursement of cash or the supply of materials,—his duty being confined to the custody, *preservation* and issue of stores under his charge, and to keeping the required returns relating thereto, separately for Stock and for Tools and Plant. These returns will be:—
 - (1.) The daily Issue return [Form M 12] supported by receipts for all articles issued. If articles are sold by auction, the voucher for issue from Store will be the account sale receipted by the Cashier (Form M 28).
 - (2.) Statement of Receipts in the same form.
 - (3.) Half-yearly balance return.
2. He will be held strictly responsible that all articles shown on the Returns have actually been received, and are producible in good order, at any time, when ordered by the Executive Engineer.
3. Tools in use will be borne on the store-keeper's books under the head of "Tools in use with A. B." or as the case may be. When no longer required, they will be received back by the store-keeper, and transferred to the heading for articles in store. If received back as unserviceable or requiring repair, the fact must be certified by the subordinate, or officer in charge, stating the work or works on which the tools had been used, or that they were used for general purposes. The certificate should be accompanied by an order to the store-keeper how to dispose of them.
4. Each store-keeper must be required to take stock in presence of the Executive Engineer, or his Assistant, or a subordinate specially deputed, at least once in the year; not at any fixed period, but whenever the Executive Engineer may think proper. Articles found to be unserviceable on these or other occasions will be reported on as prescribed in Code, Chap. X, para. 1349. If any discrepancy be discovered between the books and the stock actually on hand, the Executive Engineer will immediately cause the books to be corrected by making a regular entry of "found surplus in store," or "found deficient," or "transferred to the head unserviceable," as the case may be, and will report the circumstances to the Superintending Engineer. After this the Executive Engineer will take any steps that may be necessary to trace the cause of the discrepancy, and to punish any neglect that may appear on the part of the store-keeper.
5. The circumstance of stock having been taken is invariably to be noted on the first Balance Return sent in after the operation is completed, and the column headed 'Actual' is only to be filled in when the article has been actually counted, *when a Count Certificate in the prescribed form shall be attached to the Balance Return.*
6. Similarly, when articles are lost, stolen, or destroyed, they must immediately be written off the accounts in the same way as if they had been issued; and a report will at once be made, the requisite enquiry being at the same time set on foot as required in Code, Chap. X, para. 1360.
7. The store-keeper should make himself thoroughly acquainted with the rules and forms relating to "stores," as laid down in Code, Chap. IX, paras. 1274 to 1363.
8. During such time as he may not be engaged upon his regular duties, he will make himself useful in the Executive Engineer's Office in assisting in the compilation of the Stock Accounts or in such other manner as the Executive Engineer may from time to time direct.

(Here enter any detailed instructions regarding particular work).

DUTIES OF THE CASHIER.

1. Where a Cashier is appointed to the Division he will be entrusted with the Cash of the Division, and will keep the Executive Engineer's Cash Book, being responsible that no entry is made without proper vouchers, or at any other time than that at which the *bona fide* transactions take place, and that the vouchers are numbered in the order of the Cash Book entries and carefully filed so as to be producible readily whenever required.
Code XII, 1585.
2. His sole account shall consist of his Cash Book, which will be submitted to the Executive Engineer, accompanied by the original order and vouchers on which the payments were made. No order will be held to be a good voucher for payment for articles purchased, unless there be endorsed on it the receipt of the Departmental Officer for the articles delivered, as well as the receipt of the vendor for the sum paid. This restriction however is not to be held applicable to payments for petty articles purchased from the bazaar, and duly entered in the *Work Abstracts*.
Code XII, 1589.
3. He will make no payment without a written order from the Executive Engineer, or Assistant Engineer, or subordinate, who may be authorized to draw on him.
Code XII, 1587.
4. When the Cashier has made the payments, he is not to compile or check the *Work Abstracts*.
Code XII, 1588.
5. On receipt of the audited salary or travelling allowance bills, he will obtain the orders of the Executive Engineer, and make the disbursements accordingly, obtaining acquittances properly stamped. No salaries or travelling allowances should be disbursed before audit, except as provided in Code, Chap. XIII, Paras. 1730 and 1731.
Code XIII, 1732.
6. He will be held responsible that all payments are made into the Treasury, on or before the 27th day of each month, and that proper consolidated receipts are obtained for all remittances made during the month.
7. He will be responsible that the Cash Book is balanced monthly and compared with the Cash in chest, and with the Treasury certificates, after which he will fill in Forms Nos. M 1 and 2.
Code XII, 1590.
8. He will be bound to see that the Treasury Pass-Books are written up to date, will check the Treasury Officer's entries with his own Cash Book, and will draw up the consolidated receipt for cheques paid at the Treasury, Form No. M 43. Any differences must be at once brought to notice.
9. He will be responsible for the submission to the Examiner's Office, of the application for letters of credit before the 10th of each month, for that immediately succeeding, and that no more credit is applied for than will be necessary to meet the requirements of the ensuing month leaving a small margin for unforeseen contingencies.
10. In any doubtful points, the Cashier will apply for orders, through the Accountant, who is invariably to be considered the Manager of the Executive Engineer's Office.
11. The Cashier should make himself thoroughly acquainted with the rules and forms relating to "Cash" as laid down in Code, Chap. X, Paras. 1205 to 1273.

DUTIES OF THE SUB-DIVISIONAL CLERK.

1. The Sub-Divisional Clerk will be responsible for the punctual submission of the Sub-Divisional Returns, in correct form and supported by all necessary vouchers.

2. On receipt of the Nominal Muster Roll and Daily Report from the work, he will check the totals and see that they agree, and that the quantity of work done is reasonable for the charges, before entry in the Work Abstract. Should these, however, reach him initialled by the Sub-Divisional Officer, he may insert the entries in the Work Abstracts, without further orders.

3. Will endorse on all vouchers distinctly:—

1. The name of the work to which the charge refers.
2. The total amount payable or paid.
3. The number which is to be referred to in the Imprest Cash Book.

4. He will be responsible that all the Work Abstracts of the Sub-Division are at once written up on receipt of the Daily or Ten-day Reports.

5. Will be responsible that the entries in Forms 9, 10 & 11, submitted monthly by the Sub-Divisional Officer, agree, so far as stock is concerned, with the materials account of the different works, and also that all stock transactions are shown therein. Form 11, separately for "Tools and Plant" and for "Stock," is to be submitted monthly. All papers should be initialled or signed by the Sub-Divisional Officer, before the Clerk compiles the monthly records.

6. These duties in no way relieve the Sub-Divisional Officer of his responsibility for all that goes on in his Sub-Division.

7. The Sub-Divisional Clerk should make himself thoroughly acquainted with the rules relating to Sub-Divisional accounts as laid down in Chapter XII, and more particularly the portions from para. 1542 to 1584.

(Here enter any further particular instructions the Executive Engineer may consider necessary.)

DUTIES OF THE COPYISTS.

1. Will be employed in copying such documents as may be given them for the purpose, being responsible that the initials of the Executive Engineer or Accountant are attached, before they commence copying any letters or important documents.

2. Will be responsible, together with the Clerk, for the correct and neat up-keep of the correspondence registers—Receipts being kept entirely separate from Despatches.

3. Will be bound to make themselves thoroughly acquainted with the orders contained in the Code, Chap. VI, paras. 926 to 957.

(Here enter particular procedure of Office relative to hours, system, despatch, and also division of duties where two Copyists are sanctioned.)

DUTIES OF THE HEAD CLERK.

1. The Head Clerk will perform all the duties connected with the Correspondence Branch; that is, on receiving drafts initialled by the Executive Engineer or Accountant, read them carefully over; after which he will distribute them to such of the copyists as may soonest be able to dispose of them. Upon these documents being faired, he will check them, to prove their correctness with the drafts, and if correct, he will attach his initials in token that he has found them so.

2. He will be responsible that all letters and papers, &c., received and despatched have been correctly numbered, registered and handed for record. The rough work of collecting enclosures, writing addresses, &c., may be executed by one of the copyists; but the clerk will be responsible for checking the numbering, addresses, enclosures, &c., before final despatch from the Office.

3. He will also perform the general duties of Record-keeper, and be responsible that all the registers and records are written up to date, neatly kept, and properly labelled.

4. The Clerk should make himself thoroughly acquainted with the rules for correspondence, &c., as laid down in the Code, Chap. VI.

[Any particulars regarding special books, &c., may be entered here, if required.]

DUTIES OF CLERK TOLD OFF AS ASSISTANT TO THE ACCOUNTANT.

1. One of the Clerks will be generally the Assistant of the Accountant, who will, however, be responsible for such work as he accepts.

2. He is to have special charges of the Register of Works and Contractor's Ledger,—for the correctness and neatness of which, he, as well as the Accountant, is held strictly responsible.

DUTIES OF THE DIVISIONAL ACCOUNTANT.

1. The Accountant will aid the Executive Engineer in the compilation of the accounts of the Division, and be responsible for the accuracy of all calculations made in the accounts; but the responsibility for all disbursements made throughout the Division, as well as their being charged accurately to their proper heads, and also for the safe custody of all the Public Stores attached to it, will rest with the Executive Engineer.
M. P. W. D. Code, Chap. III, para. 406, Chap. XII, para. 1473, and Chap. XIII, para. 1628.
2. He will check the Sub-Divisional Accounts on receipt, and test their arithmetical accuracy, comparing the entries in the Cash Book with the entries in the different detailed accounts of works, &c., and the vouchers attached, and bring to the notice of the Executive Engineer any irregularities that may come to light in scrutinizing the accounts.
3. He will complete the Work Abstracts and Stock Accounts, by inserting the values and totals, for such materials as may have been paid for from the Divisional Office and received and used on the several works, or brought on to Stock, the quantities of which should previously have been entered by the Sub-Divisional Officer or Storekeeper, and he will then carry the Sub-Divisional Accounts through the Executive Engineer's Books, as directed in Chapter XIII.
4. He is held responsible for the punctual submission of the Monthly and Half-Yearly Accounts to the Examiner's Office; and it will be his duty, when he sees any causes of retardation, either through neglect of duty by the Subordinates of the Division, or other circumstances, to bring the same to the notice of the Executive Engineer.
5. He is expected to supervise the Office generally, and see that every man does his own duty properly; and that all books, records, &c., are neatly written up to date and carefully filed, distinct labels being attached for ready reference to file-boards, books, &c.
6. He is bound to make himself acquainted with all the correspondence of the Office, as well as the circulars received from the Chief Engineer and Examiner.
7. He is held responsible for making himself thoroughly acquainted with all the requirements of the Code, all deviations from which it is his duty to bring to the notice of the Executive Engineer.
8. An Accountant should be methodical in his work; he should never attempt to make any entry in his accounts till he feels certain what he has to do; and when he makes it, it should be clear and distinct. The accounts forms laid down are such that the entries follow directly from one book or form to another, and do not necessitate any intermediate calculations, except of a minor character, for which it will be well to have a rough Waste Book in which to enter them, instead of using separate slips of paper, as by this means they can always be traced and verified.
9. The efficiency of a Divisional Accountant will chiefly be judged by the fewness of the remarks necessary to be made in the Examiner's Audit Notes. With a careful Accountant such calls for explanation are almost entirely unnecessary. A short memorandum submitted with the accounts, or a note on the document, explanatory of any apparent discrepancy, will facilitate the work of the Central Office, and probably avoid the necessity for a reference back to the Executive Engineer.
10. An Accountant should initial every document prepared or examined by him in token that he has found it accurate, all corrections should be made with neatness, and every important correction made in a document should be brought to the notice of the Executive Engineer and his initials obtained thereto. Alterations in vouchers for the payment of money should be avoided; if it should become necessary to correct the amount of a bill or receipt, it will always be preferable to have the document written out again when this can be done without much inconvenience.
Code XIII, 1761 &c.
11. In all cases of returns being submitted after the dates prescribed for them, an explanation of the causes of delay should accompany the return, or precede it if the delay is likely to be great.

Chief Engineer's Circular?

With a view to ensure in future the systematic distribution of clerical work in both Divisional and Sub-divisional Offices the annexed specifications of the duty of each individual member of the Office Establishments are herewith circulated for information and guidance.

The sheets should be neatly mounted on boards and hung or otherwise displayed before each man's table space being reserved at foot for the insertion of such additional instructions as the Superintending Engineer or Executive Engineer may consider it desirable to give.

The instructions being necessarily of a general nature are not to be quoted as authority or excuse for neglect or omission on the part of any clerk for the non-performance of what is clearly his duty though not specially stated in these rules.

In making their inspection of Executive Engineer's Offices Superintending Engineers should see that the instructions here given are attended to.

30th March 1881.

(By order)

James Smith
Major R.E.

Supg. Engineers
Supts of Works.
Cons & Architect to Govt
Genl Supt P.W. Stores & W.
Exr P.W. Accounts.

Dy. Chief Engineer D.P.W.

Public Works Department
No 2847 dated 28th November 1881.

Circular.

A case has recently been tried at the Criminal Sessions of the High Court in Madras, in which a Divisional Accountant was convicted of criminal misappropriation of Government money, effected by the interpolation in the divisional cash book of fraudulent entries purporting to be payments for work done and value received.

2. It is therefore necessary to warn all officers of the department responsible for the disbursement of money that the rigid scrutiny of their cash books is a matter of grave importance, and that they must take every precaution to be assured, not only that vouchers support entries made but that interpolations are guarded against as far as possible.

3. Executive Engineers and other disbursers are now directed to check every entry in their cash book with the vouchers supporting it. They must further check and initial the totals at foot of each folio and see that they are clearly and legibly inked in; this is not to be left until the close of the month, but must be done as soon as the entries in each folio are checked. There could then be no possibility of an interpolation without the totals so inked in and initialled being altered or obliterated. Any alteration resulting from a clerical error should be recorded in red ink and initialled in red ink by the disbursers. Similarly also totals 'brought forward' on each folio should be initialled after check with totals 'carried forward' from previous folios.

4. Superintending Engineers will at their inspections of Divisional and Sub-Divisional Offices, note whether these orders are observed

(By order)

To,
Supg. Engineers.
Comdg. Archt. to Govt.
Genl. Supt. P.W. Stores.
Exrs. of P.W. Accounts.

Rae Lampton
Lieut. Col. R.E.
Ag. Dy. Chief Engineer
P.W.D.

GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

11th March 1881, No. 642 W.

General.
Establishment.

Read the following paper:—

No. 27. From the Officiating Examiner of Public Works Accounts, dated Madras,
1st March 1881, No. 222 W.

No. 28. ORDER THEREON, 11th March 1881, No. 642 W.

*	*	*	*	*	*	*
*	*	*	*	*	*	*
*	*	*	*	*	*	*
*	*	*	*	*	*	*

4. The Government agree with the Examiner that it is impossible for the accounts work of the department to be properly executed if Accountants are employed upon other than their legitimate duties, and Superintending Engineers and Superintendents of Works will specially inform themselves when inspecting executive offices whether any such practice exists, and take prompt measures for stopping it where existing.

(True Extract.)

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

To the Superintending Engineers, First and Second Circles.
To Superintendents of Works.
To the Consulting Architect.
" Superintendent, Madras Harbour Works.
" General Superintendent, Public Works Stores.

Exd. E. C. Shunker.
Spare Copies

GENERAL
ESTABLISHMENT.

Gobt. of (1881) Madras.
PUBLIC WORKS

To

THE SUPERINTENDING ENGINEERS,
FIRST AND SECOND CIRCLES,
&c., &c., &c.

Dated March, 11th.

Issued

Recd.

Encl.

G. O., 11th March 1881, No. 642 W.

MARCH.
Nos. 27-28.

*Unsatisfactory state of the Accounts of the
Salem Division.—Orders on report from the
Examiner of Public Works Accounts on
the —*

13TH NOVEMBER 1882, No. 2981 W., PUBLIC WORKS.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

No. 79.

READ—the following letter from D. C. GORDON, Esq., Examiner of Public Works Accounts, to the Secretary to Government, Public Works Department, dated Madras, 8th November 1882, No. 137 W.:—

I have the honor to submit, for information and orders of Government, notes by Mr. Rainier, Deputy Examiner, of his inspection of the office of the Chingleput Division.

Paragraph 5.—The Executive Engineer's attention should be given to these remarks.

Paragraph 7.—It is not apparent why these (in some cases) petty sums remain due to contractors, for they must represent a very small quantity of finished work. It is obvious that it is not worth the contractors' time to come to claim such trifling payments except when it suits them, and the items have nevertheless to be carried on month after month in the books. They should be settled up without delay.

Paragraph 8.—The Chief Engineer has already drawn the attention of Superintending Engineers to the rules in the Code regarding the execution of petty works in the Military Department.

Paragraph 9.—It is important that the register of buildings should be speedily completed.

Paragraph 11.—The provision for this in the budget is against the Chingleput Division, and consequently payments made in the Presidency Division, after due scrutiny, are finally adjusted in the Chingleput Division.

Paragraph 12.—In Chief Engineer's Circular No. 1384, dated 9th June 1881, Divisional Officers were required to reduce their supply of instruments, &c., to the lowest possible number.

Paragraph 13.—The stock should have been verified previous to the preparation of the half-yearly stock returns to 30th September 1882.

ENCLOSURE.

Notes of Inspection by H. RAINIER, Esq., Deputy Examiner, of the Office of the Executive Engineer, Chingleput Division, on the 3rd November 1882.

G. P. Carless, Esq., the Officiating Executive Engineer in charge of the division, was present; also the Accountant Jeyram Pillay.

2. The last inspection of this office was on the 26th April 1882.

3. The sub-divisional drawing accounts and imprests remain the same as described in the last inspection report (G.O., No. 1167 W., of 8th May 1882), except that the imprest under the Executive Engineer is abolished since June 1882. The cheques are now numbered and drawn properly, the suggestions at last inspection in this respect having been thereafter promptly acted upon.

4. The average of cash in the office is very trifling, about ten rupees only. The Second Clerk does Cashier's duties, but does not keep the Cash Book. This is done by the Assistant Accountant, who also keeps the Cash Abstract Book, the Works Registers, the Adjustment Book, and Contractors' Ledger Accounts; in fact his hand was noticed in almost every thing. This man, P. Veradarajulu Naidu, is very highly spoken of by the Executive Engineer as becoming very smart and useful. He could, if the necessity arose, no doubt officiate at any time, and almost for any period, for the Accountant, who is also spoken well of by the Executive Engineer as working the office very satisfactorily.

5. The sub-divisional Cash Book at Tiruvallūr is not so well kept as it might be, and more care should be enjoined in making the entries in it, which are not half explanatory enough. One entry for instance in the case of a cheque issued in lieu of another cheque cancelled has occasioned much correspondence and more than one mistake in the accounts. Every entry in the Cash Book (particularly in the sub-divisional Cash Book) should rather err on the side of over-explanation than otherwise. This was referred in in the last report on this office (paragraph 4). Subject to the above remarks the Cash Books and every thing subsidiary to them seemed in order and tolerably well cared for.

6. Attention has been paid to paragraphs 6 and 7 of the last inspection report, and with reference to paragraph 8 the schedule of rates is now said to correspond in phraseology with estimates. Materials at site were said to have been verified within the last month.

7. Among the balances due to contractors in the ledger accounts were noticed the following:—

Name of Contractor.	Amount.	Since what date due to Contractor.
	RS. A. P.	
Athisasiah	9 0 0	March 1881.
Rajagopaul Moodaliar	67 12 0	" 1879.
P. C. Ramasawmy Naidu	32 4 0	" 1882.
	19 4 0	" "
	18 0 0	" "
Veerasawmy Moodaliar	18 0 0	" "
	25 0 0	" "
C. P. Balakistna Naidu	170 1 7	" "
Moonesawmy Moodaliar	17 10 0	July "
V. Soobramaniah Moodaliar		

The Executive Engineer's overhaul of these is promised, with the view of disposing of them under Code, paragraph 1692. But if, as would appear probable, some of the above items can be altogether cleared of the accounts and credited to Revenue, it will save the unnecessary trouble of accounting for them every month. In one or two cases of this sort it was noticed that the contractors' account has merely been closed and nothing further done, but this is obviously wrong. The debit in the contractors' account must be accompanied by a credit elsewhere in this case to Revenue.

8. Bills for compensation in lieu of quarters, also Barrack Master's requisitions, still give enormous extra work, which recent orders will no doubt have the effect of reducing considerably, but the correspondence in the office is in the meanwhile quite double what it should be.

9. The register of buildings was said to be incomplete, the Government Farm buildings, some churches, and cemeteries being not yet entered. This will be done, it was explained, as soon as possible, it being taken in hand at once.

10. The only item of rent recoverable is in the case of Conductor Hann of the Commissariat Department, who is now at Rangoon. The Military authorities advised some time ago having taken action, but a reminder is due about it and was promised.

11. In the register of works there is a work account for Government House (Guindy) furniture. The charges to this account are, it appears, advised once a year by the Presidency Division, no voucher or reference accompanying the advice.

12. The Tools and Plant register was apparently rather too full of old implements, both scientific and other descriptions. The Executive Engineer promised a careful overhaul of these, with a view to reducing the stock to a bare sufficiency, in communication with the Superintending Engineer.

13. The stock balance regarding building materials, Rs. 1,397-3-0, comprises stone only—a lot of which is at Sholinghur, North Arcot, and some at Bhimavaram. The Executive Engineer promised to take steps to verify this stock very shortly. It apparently has not been verified for a considerable time, and doubt was expressed regarding the existence of a large portion of it.

There is no sanctioned limit of reserve stock in this division, but what stock there is will soon apparently be cleared off.

14. Service books are said to be complete for all employés.

15. There is no register of liabilities kept.

16. The office is in good order, and the suggestions made in last report have been well attended to, subject to preceding observations.

No. 80.

ORDER—dated 13th November 1882, No. 2981 W., Public Works.

Communicated to the Superintending Engineer, Fifth Circle, who will direct the attention of the Executive Engineer, Chingleput Division, to the remarks and suggestions of the Inspecting Officer and the Examiner of Public Works Accounts.

2. The particular attention of the Superintending Engineer is called to the remarks in the foregoing papers relative to contractors' dues and the Tools and Plant register.

(True Extract.)

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

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

Exd. C. Howarth.
Spare Copies

1883.

P.W. Department.

Current No. 5394

From *The L.E. 5th Circle*

No. 1229.

Dated 26-6-83

Received 27-6-83.

Subject.

Explaining the cause of Cash balance exceeding an average fortnight's expenditure in Chingleput Division during February.

Disposal.

No. 1452 D Dated 28 June 83.

*To C/ For note
12/6/83
oyw*

GENERAL
ACCOUNT.

Gobt. of (1882) Madras.
PUBLIC WORKS.

Dated November, 13th.

Recd.

Encl.

G.O., 13th Nov. 1882, No. 2981 W.

NOVEMBER.

Nos. 79-80.

Chingleput Divisional Office.

Passing orders on the Inspection Notes of
the Examiner of Public Works Accounts on
the —.

SUPERINTENDING ENGINEER'S OFFICE,

5TH CIRCLE, MADRAS,

Chepauk, 26 June 1883.

No. 1229

From

THE SUPERINTENDING ENGINEER,

5TH CIRCLE,

To

THE

*Chief Engineer
P.W.D.*

SIR,

Enclosures.

Explanation is called for in your Orders No. 930 of the 9th Ultimo on my Inspection Report of the Chingleput Division Office, as to the Cash balance exceeding an average fortnight's expenditure (No. 32). I have the honor to report, that the Executive Engineer explains that he has had money in Reserve, to meet bills that were expected to come in, but as the bills

did

did not arrive in time, there
has been a large cash balance
left in hand.

I have the honor to be

Sir

Your Most Obedt Servant

Wm Sanderfoot

Col. P. E.

Superintendent Engineer

E. F. Fitch.

R.N. 303 of 28-6-83. *Madras*
28th June/83

No 1452 D

To C.

For note.

Cy.

Dy. W.

24/6
N. 335 of 2nd July/83.

To Dy. W.

I note what Superintending
Engineer 5th Circle says, but it will

be seen from the remarks by this
Office on the Inspection Report

that the state of excess of the
Executive Engineer's Cash Balance

at the time of the Superintending
Engineer's inspection referred to

here, was not by any means an
exceptional occurrence.

2. ~~to return the papers.~~

DCJ

6424. 11-3-81
24814. 13-11-82
930 C. 9. 5-83
1452 D. 28-6-83

C.

2/7

From

THE SUPERINTENDING ENGINEER,

5TH CIRCLE,

To

THE

Chief Engineer
P. W. D.

Dated 26th
Reed. 27th

June 1883.

ENCLOSURES.

No 1888 x 6. 7. 83

No. 1229

Cash balance exceeding
an average fortnight's
expenditure - Explaining
the cause of - in Bangalore
Division during the month
of February.

No 1888 x

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the

6th July/83

READ the following

From the Supg. Engr: Fifth Circle H.E. No. 1229 of 26th June/83.
Office note from the Ex: P.W. Accts. " " 335 of 2nd July/83.

Recorded.

2. The attention
of the Supg. Engineer
will be called to the
Examiner's remarks.

Cy.

Cy.
4/7

To
The Supg. Engr: Fifth Circle
Examiner P.W. Accts.

No. 854 G.

GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.
GENERAL.

All communications
should be addressed
to the Secretary.

The Secretary to the
Government of Madras,
Public Works Department.

Simla, the 13th June 1883.

Sir,

I am directed to request that you will furnish
this office with a list of the names of the Officers of the
Madras Public Works Department, if any, who were
appointed from the Madras Civil Engineering College.
I have the honor to be,

Sir,

Yours most obedt. Servant,

G. H. Walker

Offg. Under Secy. to the Govt.

194.

No 1883 6.7.83

109/

Subd. in receipt of

P.W.C No. 5194

P.W. No. 5588/13

Recd 21/6/83

Civil
Branch.



No. 353. C.

Dated 27th June 1883.
Recd 2nd July

FROM

THE PRINCIPAL,

CIVIL ENGINEERING COLLEGE,

TO

The Chief Engineer,
Public Works Department.

SIR,

Referring to your No. 1200 C dated 25th June 1883, I have the honour to furnish the undernoted particulars regarding Superior Officers of the P.W.D. who received their technical education at the Civil Engineering College.

Enclosure
one

2. The following officers of the P.W.D. were trained in the First Department or Engineer class, and obtained certificates as Assistant Engineer

(1) S. Subrochariar B.C.E. Received A.C.E. certificate, December 1863. Joined the Service as Supervisor 2nd class 13th May 1868. Promoted to Assistant Engineer 2nd grade, 22nd August 1871.

B

No 1889 - 6 July 1883

1883-84
Civil Engineering College.

To THE Chief Engineer, P.W.D.

No. 353.6.

Dated 27th June 1883

Despatched 2nd July "

Received 3

PREVIOUS PAPER

Index No.

Letter No. dated

ABSTRACT.

Furnishing particulars
regarding Superior
Officers of the P.W.D. who
received their technical
Education at the Civil
Engineering College, Madras.

No 1889 - 6 July 1883

1890 -

ordered to be forwarded
to the Government of
India, in reply to their
letter no 854 of 15th
June 1883, & with the
remark that Lieut
West & Talwar hold
honorary rank only
as asst. Engrs in
virtue of their military
rank.

No 1890 - 26 July 1883
Forwarded

CJ.
3/7.

CH. 6/7

sent

7/7

1891

Not to be
Sent. to receipt Dept