

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

18th June 1880, No. 1,433 W.

General.
Establishment.

Read the following paper:—

No. 55. From Major H. R. MEAD, R.E., Superintending Engineer, Second Circle, to the Chief Engineer, Public Works Department, dated Coimbatore, 26th May 1880, No. 81.

I HAVE the honor to bring to your notice the files of old records that are cumbering up the Executive Engineers' offices, and those not only take up room that is required, but also hinder the office work. In the present state of the offices it is impossible for the Executive Engineers to have their records in proper order.

2. The present Divisional Officers have the records of the old District Engineers (in one case three districts) and from three to nine old ranges, and I believe I am right in saying that little or nothing has been done with regard to the destruction of old records for the last twenty-two years.

3. The new Code (paragraphs 914 and 915) gives me ample authority for the destruction of these old records, but it is necessary that the Executive Engineers should have some temporary establishment to enable them to arrange their records and to destroy those useless.

I request therefore sanction for the following temporary establishment for three months from the date of entertainment:—

	Clerks at Rs. 25.	Clerks at Rs. 20.	Clerks at Rs. 15.
West Coast	1	1	3
Coimbatore	1	1	1
Salem	1	1	1
North Arcot	1	...	2
Chingleput	1	2	1
Total ...	4	5	8

or seventeen clerks for three months at a cost of Rs. 960.

4. With this assistance I hope the Executive Engineers may be able to place their records in proper order and dispose of all the useless ones; this done, will relieve the permanent office establishment of much unnecessary labor.

5. I enclose a draft circular I propose to send to Executive Engineers instructing them regarding the records to be retained and those to be destroyed for your approval, and request early sanction for the measures proposed, as the matter is one I consider of great urgency and importance.

PROPOSED CIRCULAR.

OWING to the amalgamation of ranges in 1878 and the late reduction the present Division Offices are filled up with old useless records that not only take up room that is required, but also hinder the office work. It is necessary that they should be sorted, the useless ones destroyed, and the others properly arranged.

2. The new Code, paragraphs 914, 915, give authority to the Superintending Engineer to sanction the destruction of useless records, but directs the following :—

- (1.) Records connected with expenditure when undisputed, not to be destroyed until six years have elapsed.
- (2.) Records connected with expenditure on works not completed.
- (3.) Records of experiments and observation.
- (4.) Records of claims to service and personal matters connected with persons in the service.
- (5.) All statements connected with expenditure on irrigation works.

3. In 1873 the District Engineer's system was brought in, and in 1878 the Superintending Engineer's system was reverted to. The present Executive Engineers' offices have complete records of the District Engineers' offices (in one case three of these offices). It is thought right that all these records should be kept intact, and also those of the divisions formed in 1878 and reformed in 1879 and 1880.

There will be no necessity, however, to keep all the files of Government Orders, &c.; two good files should be selected and kept. This will enable a complete record of the districts being retained for seven years.

4. With regard to the records of the abolished ranges or divisions, they may be all destroyed with the following exceptions :—

Should the District Engineer's Progress Reports, &c., be complete, all the Division ones may be destroyed, but should the former not be complete, omissions should be made up from the Divisional Reports.

All acquittance rolls, copies of pay bills, &c., should be retained.

Copies of vouchers and accounts sent to the Examiner since 1873 should be retained.

5. As the correspondence filed in the old District Engineer's office should include all that sent from the Divisional Offices should be sufficient; if complete, that in the Divisional Offices may be all destroyed.

All returns of rainfall, height of water in rivers, &c., &c., should be kept.

All plans, copies of estimates for large works, statements of expenditure on them, &c., should be retained and properly filed.

6. With regard to the records in offices previous to 1873. It is considered that most of it may be destroyed, but all plans, estimates for large works, statement of expenditure on them, return of rainfall, height of water in rivers and channels, &c., &c.; all acquittance rolls, copies of pay bills, statement of distribution of establishment, &c., copies of administration reports, correspondence regarding old project works, &c., should be retained and a list of them made out in a book.

7. Executive Engineers are requested, first, to examine and arrange properly the records of the old District Engineer offices and the divisions from 1878 to 1880, and see that they are complete, making up any deficiencies from the old range records. As soon as this is done the old range records should be examined one by one and two lists made in a book; one of these records that it is proposed to keep, the other of these to be destroyed. A copy of the latter should be sent to the Superintending Engineer, who will, under the authority given him in the new Code, direct their destruction.

The same should be done with regard to the records in the offices prior to 1873.

8. Executive Engineers should not wait for complete lists to be made before applying for sanction for the destruction of records; they should apply for sanction from time to time as the lists are prepared.

9. The old records should be destroyed by burning, all unused paper in old books being torn out and kept for use. Any old covers that might come in for binding should be retained. Old Gazettes, &c., should be sold as waste paper.

10. With regard to books, Executive Engineers should collect and keep as a library a complete set; another set of duplicates should be packed in old stationery boxes, so that if a new division is formed they will be available. All the other copies should be also packed in boxes, and they will be hereafter disposed of.

(Signed) H. R. MEAD, Major, R.E.,
Suptg. Engr., Second Circle.

No. 56.

ORDER THEREON, 18th June 1880, No. 1,433 W.

THE employment of the following establishment for a period of three months is sanctioned at the request of the Superintending Engineer, Second Circle, for the destruction of useless records :—

	Clerks at Rs. 25.	Clerks at Rs. 20.	Clerks at Rs. 15.
West Coast ...	1	1	3
Coimbatore ...	1	1	1
Salem ...	...	1	1
North Arcot ...	1	...	2
Chingleput ...	1	2	1
Total ...	4	5	8

2. The Government approve generally of the draft circular submitted by the Superintending Engineer, but the condition of the records varies so much in different districts that no certain rule can be laid down regarding their destruction.

3. The Superintending Engineer must use his own discretion subject to the limits laid down in the Public Works Code, paragraph 915.

4. This sanction is registered as Provincial No. 18 B. of 1880-81.

(True Extract.)

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

To the Superintending Engineer, Second Circle.

„ Examiner of Public Works Accounts.

To all other Superintending Engineers, } for information and guidance.
„ the Superintendents of Works,

Exd. A. F. Goodall.
Spare Copies

GENERAL
ESTABLISHMENT.

Govt. of (1880) Madras.
PUBLIC WORKS.

To

THE SUPERINTENDING ENGINEER,
SECOND CIRCLE,

&c., &c., &c.

Dated June, 18th.

Issued

Recd.

Encl.

G. O., 18th June 1880, No. 1,433 W.

JUNE.
Nos. 55-56.

Old Records.—The entertainment of a temporary establishment for the destruction of — in the Second Circle, sanctioned.

13TH JANUARY 1883, No. 134 W., PUBLIC WORKS.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

No. 128.

READ—the following letter from Colonel J. BEATTY, R.E., Superintending Engineer, Fourth Circle, to the Chief Engineer, Public Works Department, dated Coimbatore, 10th January 1883, No. 12 :—

I have the honor to submit, herewith, a letter * received from the Executive Engineer, Coimbatore Division, bringing to notice the difficulties under which his

office is now carrying on its duties owing to insufficient establishment, and requesting sanction for the employment of—

1 Clerk on	...	...	...	...	...	...	...	...	...	RS. 30
1 Do.	...	...	...	...	...	...	...	...	...	20
2 Do.	...	...	...	...	...	...	...	...	...	15

for six months, to enable him to have his records put in order and bring up arrears of current work.

2. This case of the Coimbatore Division, with which the West Coast Division was some months since amalgamated, with records in a very unsatisfactory state, is of course an exceptional one; and I consider the temporary establishment asked for most necessary to enable the Executive Engineer to relieve himself of present arrears, and get his office work into proper order.

No. 129.

ORDER—dated 13th January 1883, No. 134 W., Public Works.

The temporary establishment proposed to be entertained to bring up arrears in the Coimbatore Division is sanctioned for a period of six months, at the end of which a report should be submitted showing what has been effected by this establishment.

2. A specific appropriation of funds will be made on the Superintending Engineer reporting the amount required during the current official year.

3. This sanction has been registered as Provincial No. 53 W. of 1882-83 and classified as Establishment.

(True Extract.)

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

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

Exd. A. F. Goodall.
Spare Copies

GENERAL.
ESTABLISHMENT.

Govt. of (1883) Madras.
PUBLIC WORKS.

Dated January, 13th.

Recd.

Encl.

G.O., 13th Jan. 1883, No. 134 W.

JANUARY.
Nos. 128-129.

Temporary Establishment.

Sanctioning the entertainment of a — for
six months for bringing up the arrears in
the Coimbatore Division.

No 361

Executive Engineer's Office
Coimbatore 12th July 1883.

From,

The Executive Engineer
Coimbatore Division

To,

The Superintending Engineer
4th Circle - Coimbatore.

Sir,

Enclosure

1 List of
Records to
be destroyed.

In submitting herewith for
your sanction list, prepared in
accordance with G. O. No 1433 of 18th
June 1880 and paras 1022 and 1023 of
the P. W. Code, of old records of the
late West Coast Division proposed
to be destroyed, I have the honor
with reference to G. O. No 134 W.
of 13th January 1883 and your Office
endorsement No 53 of 25th idem,
to report as follows, on the progress
made by the Temporary Establish-
ment.

2- The records of the late West
Coast Division from 1880 to April

1881

1881 were in bundles, arranged alphabetically without reference to subjects, months or dates. From May 1881 till the amalgamation of the West Coast Division with the Coimbatore Division the records were kept in monthly bundles on no system whatever; there is nothing to show whether papers are missing or not. The records from May 1881 to the date of the amalgamation vizt; August 1882 have been very nearly all sorted and filed; those from 1880 to April 1881 still remain to be done; the records of the late West Coast Division when received were in such disorder and confusion that much time was wasted in preliminary sortings.

3. There are still 3 big boxes containing papers in addition to the records of 1880/81, to be examined.

Owing

4. Owing to the heavy work thrown on this Office since August last and to the fact that the office establishment was not augmented by more than one clerk, the services of the temporary establishment are very often needed to keep current work up to date, the completion of the sorting of the old records will therefore take some time.

5. The following comparison of the correspondence of the old and the Amalgamated Coimbatore Divisions will give some idea of the increased work, old Coimbatore Division January 1882 to June 1882, letters received 1476, letters despatched 1142 - or 18 daily.

6. Amalgamated Division January 1883 to June 1883, letters received 3422, letters despatched 2714 - or 42 daily - Other Office work has increased to a very similar

similar extent -

7. Moreover as already stated in my No 285 of 8th December 1882 the Account Branch of the Office requires at least 3 Clerks besides the Divisional Accountant. If the accounts are not posted and Register of works brought up regularly punctuality in accounts cannot be ensured. The Correspondence branch also requires exclusive of the Head Clerk, 1 Clerk for registering, 1 for despatching 1 for records and two for copying. The present permanent Office Establishment would do well without the West Coast -

8. Under these circumstances I request you will kindly bring to the notice of Government the unusually heavy Office work and the extensive size of the Division and obtain sanction to the temporary Establishment sanctioned in

in the above mentioned G. O. being permanently retained.

9. With this additional Establishment I hope to be able to arrange the remaining records and carry out the current Office work without much delay and arrears -

I have the honor to be,
Sir,

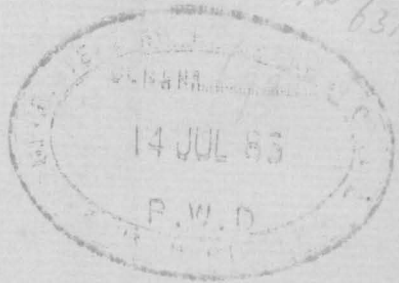
Your most obed^t servant,

R Davidson

Executive Engineer -

SD

From,
The Executive Engineer
Coimbatore Dn



Enclosure 1

In Letter No. 298 of 20th July/83
from the Supy. Engr. 4th Circle

No. 361

Dated 12th July 1883

Enclosures
Temporary Establish-
ment.

Submits for
sanction list of
records to be
destroyed and
reports the progress
made by the
and recommends
their retention

No. 298
Engr.
From

Supy Engineer's office 4th circle
Coimbatore 20th July 1883.

The Supy Engineer
4th Circle.

To,

The Chief Engineer
P.W. Department.

Sir

Enclosure 1

original report

With reference to G.O. No. 134. W.
of 13th January 1883 sanctioning a tempo-
rary establishment for bringing up
arrears in the Coimbatore Division,
I have the honor to forward herewith
a report from the Executive Engineer
on the progress made and to request
further sanction up to the end of
this official year. The amount re-
quiring sanction would be for eight
months at Rs. 65 per month Rs. 520.

I have the honor to be
Sir,

Your most obedient servant
L. Beatty - Coll. R.E.

Superintending Engineer
4th Circle

St

Q 1433 18.6.80
134 13.1.83
Q. 1058 28.4.82

JNC No 6313
From
The Supg. Engineer,
Fourth Circle.

No 2108 way 1-8-83

Dated 20th
Recd 24th } July 1883.
Recd 26th

No 298

Encls. 1

Temporary Establishment,
Coimbatore Dist. -

Requesting sanc-
tion of the — up to end
of the offl. year; and
stating that the amount
required for sanction for
8 months is Rs. 520 —
— in Rs. 520

37.7
27/7 1883

B

No 2108 W PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the 1st August 1883

Read the following

Letter from the Supg. Eng. }
Fourth Circle } N. O. No 298 of 20th June 1883

The continued am-
plification of the three tem-
porary clerks sanctioned
in G.O. No 134 W of the 13th
January 1883, for the Com-
batore District, to the
end of the financial year
is sanctioned, and an
appropriation of Rs 520 is
allotted from the revenue
of the government under
temporary establishment.

2. This amount sanc-
tion is registered as Pro-
visional No. 34 W of 1883-
84 and classified as
Temporary Establishment.

The Supg. Eng. Fourth Circle
The Commr P. W. Account

Genl
2/8

25/7

28/7

27/7

6-12-06

No 2108 Way 1-8-83

B

Initial

1000

1/2

2000

2000

Said in Receipt