

(1) Number of pages 18

(2) Date of repair 2-7-87

(3) Initials of the Referencer bm

TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

Public Works DEPARTMENT

G.O. No.	2161 W.	Press.
B.P. No.		Mis.
Dated	7-8-1883	1987

S.G.M.

Not to be folded or roughly handled

7TH AUGUST 1883, No. 2161 W., PUBLIC WORKS.

2161
1
GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following letter from D. C. GORDON, Esq., Examiner of Public Works Accounts, to the Secretary to Government, Public Works Department, dated Madras, 31st July 1883, No. 80 W. :—

I have the honor to submit, for information and orders of Government, notes by the Assistant Examiner, Mr. Volkens, of his inspection of the office of the Gudivada Division.

Paragraph 3.—The Executive Engineer will no doubt find it advantageous to relieve the Accountant from the duty of making payments and writing up the cash-book, as has been done in other divisions.

Paragraph 8.—It is essential that the register of works should be always fully up to date. The Executive Engineer has taken proper steps to have the Sub-divisional Clerks instructed in the preparation of initial returns, and punctuality will no doubt result.

Paragraph 12.—This matter will be looked into in ordinary procedure of audit.
2. The office is in good order.

ENCLOSURE.

NOTES of Inspection by R. C. F. VOLKERS, Esq., Assistant Examiner, of the Office of the Executive Engineer, Gudivada Division, on the 23rd July 1883.

The division was formed in January 1883. This is the first time of inspection.

2. The Executive Engineer is J. Hannan, Esq., and the Accountant O. Nagiah Reddy.

3. *Office Arrangements.*—The Accountant is considered the Head of the Office under the Executive Engineer, and makes payments from the cash-chest with Executive Engineer's sanction. The cash-book was formerly written up by the Accountant, but the Head Clerk now performs this duty. It is the rule for the person who makes the payments to write up the cash-book also, and this should be done in future. If it is considered that this duty will take up too much of the Accountant's time, it should be made over entirely to the Head Clerk. The Accountant has one Assistant, to whom the checking of ten-day reports and the compilation of work abstracts is entrusted. This assistance is sufficient for the present, but more will be required when the division expands and work increases.

4. There are two sub-divisions, one directly under the Executive Engineer and the other under Mr. J. J. Whiteley, Assistant Engineer. The Executive Engineer alone has a drawing account with the Treasury, and most of the payments are made by him. Petty payments are made by two imprest-holders, whose imprests aggregate Rs. 530 and whose payments are included in the Executive Engineer's cash-book.

5. The cash-book is neatly and correctly kept. All corrections, whatever may be their nature, should be initialled by the Executive Engineer.

Imprest cash-books are in order, and are correctly abstracted and entered in the divisional cash-book. Recoupment should not be made on an imprest cash-book till the entries have been thoroughly checked, but care should be taken, when following this principle, that recoupment is not unduly delayed, and to prevent this, imprest cash-books should be taken up for check as soon after receipt as possible.

6. The cash abstract and adjustment books are correctly posted and up to date.

7. The ten-day reports of labor and materials are properly completed, and the work abstracts correctly compiled in the Divisional Office. More neatness, however, is necessary in regard to the ten-day reports. In Part I of the work abstract the transactions relating to the receipts and issues of materials at site need not be detailed, as Part IV is maintained for that purpose, and the only entry necessary in Part I is the net increase or decrease of the month, as the case maybe.

8. The register of works is a month in arrears for some few works, and the submission of work vouchers for such works has consequently been delayed beyond the usual time. This is stated to have been due to the ignorance of Overseers' clerks in the preparation of ten-day reports, and delay in their submission. The men were, however, brought into the Divisional Office for instruction, and the reports are now correctly and punctually rendered. The arrears will, it is stated, be brought up to date next month.

9. There is no stock in the division.

10. Registers of miscellaneous revenue, buildings, and currency notes have been opened out. The register of buildings does not show the cost of some of the buildings; this should be ascertained from the Kistna Eastern Division. A register of liabilities should be opened out.

11. A rate-book received from the Kistna Eastern Division is filed in the office. It was framed in March 1880.

12. The pass-book credits for June differ from the amount of letters of credit entered in the Executive Engineer's cash-book by Rs. 8,000. This is the amount of letter of credit applied for on the 28th June, and which is supposed to have been omitted from the pass-book by the Treasury Officer; as the Treasury accounts are closed about the 25th of each month, it is expected to appear in the credits for July, but no reference on the subject has been made to the Treasury Officer. This should have been done.

13. The half-yearly register of tools and plant is up to date.

14. Service-books are kept up for all permanent non-gazetted servants of Government.

15. Cheque-books were examined and found correct.

16. With the exception of the arrears referred to in paragraph 8, the office is in very good order.

ORDER—dated 7th August 1883, No. 2161 W., Public Works.

Communicated to the Superintending Engineer, Second Circle, for the information and guidance of the Executive Engineer, Gudivada Division.

2. The report is satisfactory.

(True Extract.)

Major, R.E.,
Under Secy. to Govt., P.W.D.

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

Exd. A. F. Goodall.
Spare Copies

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GENERAL.
ACCOUNT.

Govt. of (1883) Madras
PUBLIC WORKS.

Dated August, 7th.

Recd.

Encl.

G.O., 7th Aug. 1883, No. 2161 W.

AUGUST.

Inspection Notes

The — on the Gudiváda Division by the Assistant Examiner, Public Works Accounts, communicated, with remark, to the Superintending Engineer, Second Circle.

19TH JANUARY 1883, No. 228 W., PUBLIC WORKS.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

No. 207.

READ—the following letter from J. W. RUNDALL, Esq., Superintending Engineer, Second Circle, to the Chief Engineer for Irrigation, dated Masulipatam, 26th December 1882, No. 1799 K.S. :—

I have the honor to acknowledge the receipt of G.O., No. 972 I., dated the 2nd instant, authorizing me to entertain

One Map.

establishment for the new Central Division,

Kistna. Since the receipt of this order, Mr. J. Hannan, Executive Engineer, has been appointed to the charge of the new division and has already joined the district.

2. I have not received any instructions as to the way in which the present Eastern Division is to be split up. I beg to submit the following proposals, and request the favor of early orders on the subject.

3. I assume that it is intended to divide the Eastern Section of the Delta into two parts, and that each of the two Executive Engineers shall hereafter have all the work within the limits decided on, including the maintenance of existing works and the distribution of water. I assume also that there will be three Sub-divisional Officers attached to the Executive Engineer having his headquarters at Bezváda.

4. Stated broadly I would make the head works with workshop and quarries, the Ellore Canal, the Bank Canal, the Masulipatam Canal and the Pulleru up to Marrivada into one division.

5. The Pulleru below Marrivada, the Polaraz Canal, the Bantumilli Canal and all the country below Pamarru to the north of the Masulipatam, including all the drainages except the Lazzabanda drain, would form the other division. Ryves' Canal must be split up, the work under (2) Main Canals and Branches being attached to the old division, and the work under the distributaries, with the exception of one or two channels above Komatigunta weir, being attached to the new division.

6. I forward a map showing the proposed boundaries of the two divisions. The old division had better continue to be called the Eastern Division, but as the new division lies entirely to the east of the old one, to call it the Central Division would be a misnomer, and it would be better to call it the Gudiváda Division.

7. The headquarters of the Eastern Division must continue at Bezváda, but the headquarters of the new division should be at Gudiváda.

3. The sub-division boundaries should be as follows :—

EASTERN DIVISION.

Headquarter Sub-division.—Anicut, Head Works, Quarries and works at Bezváda, including Main Canal.

Northern Sub-division.—Ellore Canal, Masulipatam Canal, 1st Reach, Bank Canal and River Embankment to Vallúr and Ryves' Canal.

Southern Sub-division.—Bank Canal from Vallúr downwards, Masulipatam Canal from Kankipád downwards, West Side Channel, Pulleru to Marrivada and Lazzabanda Drain. The latter work can be better supervised from Masulipatam than elsewhere.

GUDIVADA DIVISION.

Cowtaram Sub-division.—Pulleru from Marrivada, Polaraz Canal, Bantumilli Canal, and drainages between them and Polaraz Drain. Headquarters at Cowtaram.

Gudiváda Sub-division.—Ryves' Canal Distributaries, Chendrayakodu Drain, and new Gudiváda Channel. Headquarters at Gudiváda.

9. I would propose that Mr. Whiteley, Assistant Engineer, who has lately completed his practical course, be posted to the Cowntaram Sub-division.

10. I can attach Honorary Assistant Engineer Muhammad Khasim Sahib to the new division, and the two Overseers at present in the portion of country transferred will be posted to the Gudiváda Division.

11. But as I am short of two Upper Subordinates in the Kistna Western Division, I request that another Overseer may be posted to the circle at an early date for duty in that division. I will apply for the second temporary Overseer sanctioned as soon as it is found that a man is wanted.

12. It is not, I consider, either advisable or necessary to add any portion of the present Western Division to the charge on left bank of the river.

13. If it is thought that as regards area the new division has been made somewhat too large, it is to be remembered that the officer in charge of the old division will have an immense amount of work in connection with the supply of materials to all three Delta Divisions: the supervision of the workshops and supervising the licensing of boats, &c., will all fall to the Eastern Division.

14. The proposed arrangements will not, I think, involve any difficulties between the two divisions as regards water regulation and distribution. All that will be necessary is for the officer at Gudiváda to intimate the depth of water he requires at Komatigunta weir and Pamaru bridge. As soon as a connection is made with the Upputeru the surplus arrangements will be much improved. After the Polaraz Canal has been carried through, if the officer at Bezváda cannot, for any reason, reduce water at once, the Gudiváda officer will be able to pass on surplus to the Upputeru.

No. 8 E.W.

Forwarded to the Chief Engineer, Public Works Department.

2. The appointment of Mr. Whiteley, Assistant Engineer, to the new Kistna Division is recommended, and also that of one temporary Overseer.

3. The arrangements proposed by the Superintending Engineer have been discussed with him, and are approved by the undersigned.

CAMP, SANGAM,
15th January 1883.

(Signed) J. O. HASTED, Colonel, R.E.,
Acting Chief Engineer for Irrigation.

To the Chief Engineer, Public Works Department.

No. 208.

ORDER—dated 19th January 1883, No. 228 W., Public Works.

The arrangements proposed by the Superintending Engineer, Second Circle, and recommended by the Chief Engineer for Irrigation, are approved.

(True Extract.)

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

To the Superintending Engineer, Second Circle.
„ Chief Engineer for Irrigation, with one Map.
„ Examiner, Public Works Accounts.
„ Revenue Department.

Exd. C. Howarth.
Spare Copies

21/6/4

GENERAL.
ESTABLISHMENT.

Gobt. of [1883] Madras.
PUBLIC WORKS.

2161W
Dated January, 19th.

Recd.

Encl.

G.O., 19th Jan. 1883, No. 228 W.

JANUARY.
Nos. 207-208.

Kistna Central Division.

Proposals in regard to the establishment,
&c., of the new — and the other divisions of
the Delta, approved.

From

THE EXAMINER.

PUBLIC WORKS ACCOUNTS,

MADRAS,

To

The Secretary to Government,

Public Works Department.

Madras, 31st July

1883.

Sir,

I have the honor to submit for information and
orders of Government notes by the Asstt. Examiner Mr. Volkers
of his inspection of the Office of the Gudivada Division.

Para 3. The Executive Engineer will no doubt find it
advantageous to relieve the Accountant from the duty of
making payments and writing up the Cash Book, as has been
done in other Divisions.

Para 8. It is essential that the Register of Works
should be always fully up to date. The Executive Engineer
has taken proper steps to have the Sub-Divisional clerks
instructed in the preparation of initial returns, and Punc-
tuality will no doubt result.

Para 12. This matter will be looked into in ordinary
procedure of audit.

2. The Office is in good order.

I have the honor to be,

Sir,

Your Most Obedient Servant.

P. P. Goudy

Examiner P.W. Accounts.

29.31/7

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NOTES OF INSPECTION BY R. C. P. VOLKERS ESQUIRE
ASSISTANT EXAMINER OF THE OFFICE OF THE EXECUTIVE ENGINEER
GUDIVADA DIVISION ON THE 23RD JULY 1883.

1. THE DIVISION WAS FORMED IN JANUARY 1883, THIS IS
THE FIRST TIME OF INSPECTION.

2. THE EXECUTIVE ENGINEER IS J. HANNAN ESQUIRE-AND
THE ACCOUNTANT C. NAGTAN REEDY.

3. OFFICE ARRANGEMENTS - THE ACCOUNTANT IS CONSIDERED
THE HEAD OF THE OFFICE UNDER THE EXECUTIVE ENGINEER, AND
MAKES PAYMENTS FROM THE CASH CHEST WITH EXECUTIVE ENGINEER'S
SANCTION- THE CASH BOOK WAS FORMERLY WRITTEN UP BY THE
ACCOUNTANT, BUT THE HEAD CLERK NOW PERFORMS THIS DUTY. IT
IS THE RULE FOR THE PERSON WHO MAKES THE PAYMENTS TO WRITE
UP THE CASH BOOK ALSO, AND THIS SHOULD BE DONE IN FUTURE.
IF IT IS CONSIDERED THAT THIS DUTY WILL TAKE UP TOO MUCH
OF THE ACCOUNTANT'S TIME, IT SHOULD BE MADE OVER ENTIRELY
TO THE HEAD CLERK- THE ACCOUNTANT HAS ONE ASSISTANT TO
WHOM THE CHECKING OF TEN-DAY REPORTS AND THE COMPILATION
OF WORK ABSTRACTS IS ENTRUSTED- THIS ASSISTANCE IS SUFFICIENT
FOR THE PRESENT, BUT MORE WILL BE REQUIRED WHEN THE DIVISION
EXPANDS AND WORK INCREASES.

4. THERE ARE TWO SUB-DIVISIONS, ONE DIRECTLY UNDER
THE EXECUTIVE ENGINEER, AND THE OTHER UNDER MR J. J. WHITELEY
ASSISTANT ENGINEER. THE EXECUTIVE ENGINEER ALONE HAS A
DRAWING ACCOUNT WITH THE TREASURY, AND MOST OF THE PAYMENTS
ARE MADE BY HIM. PETTY PAYMENTS ARE MADE BY TWO IMPREST
HOLDERS WHOSE IMPREST AGGREGATE RS 530/ AND WHOSE PAYMENTS
ARE

ARE INCLUDED IN THE EXECUTIVE ENGINEERS CASH BOOK.

5. THE CASH BOOK IS NEATLY AND CORRECTLY KEPT- ALL CORRECTIONS, WHATEVER MAY BE THEIR NATURE, SHOULD BE INITIALED BY THE EXECUTIVE ENGINEER.

IMPREST CASH BOOKS ARE IN ORDER AND ARE CORRECTLY ABSTRACTED AND ENTERED IN THE DIVISIONAL CASH BOOK. RECOUPMENT SHOULD NOT BE MADE ON AN IMPREST CASH BOOK, TILL THE ENTRIES HAVE BEEN THOROUGHLY CHECKED- BUT CARE SHOULD BE TAKEN, WHEN FOLLOWING THIS PRINCIPLE, THAT RECOUPMENT IS NOT UNDULY DELAYED, AND TO PREVENT THIS, IMPREST CASH BOOKS SHOULD BE TAKEN UP FOR CHECK AS SOON AFTER RECEIPT AS POSSIBLE.

6. THE CASH ABSTRACT AND ADJUSTMENT BOOKS ARE CORRECTLY POSTED AND UP TO DATE.

7. THE TEN-DAY REPORTS OF LABOR AND MATERIALS ARE PROPERLY COMPLETED, AND THE WORK ABSTRACTS CORRECTLY COMPILED IN THE DIVISIONAL OFFICE. MORE NEATNESS HOWEVER IS NECESSARY IN REGARD TO THE TEN-DAY REPORTS. IN PART I OF THE WORK ABSTRACT THE TRANSACTIONS RELATING TO THE RECEIPTS AND ISSUES OF MATERIALS AT SITE NEED NOT BE DETAILED, AS PART IV IS MAINTAINED FOR THAT PURPOSE, AND THE ONLY ENTRY NECESSARY IN PART I IS THE NET INCREASE OR DECREASE OF THE MONTH, AS THE CASE MAY BE.

8. THE REGISTER OF WORKS IS A MONTH IN ARREARS FOR SOME FEW WORKS, AND THE SUBMISSION OF WORK VOUCHERS FOR SUCH WORKS HAS CONSEQUENTLY BEEN DELAYED BEYOND THE USUAL TIME - THIS IS STATED TO HAVE BEEN DUE TO THE IGNORANCE

OF

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OF OVERSEERS' CLERKS IN THE PREPARATION OF TEN-DAY REPORTS, AND DELAY IN THEIR SUBMISSION. THE MEN WERE HOWEVER BROUGHT INTO THE DIVISIONAL OFFICE FOR INSTRUCTION, AND THE REPORTS ARE NOW CORRECTLY AND PUNCTUALLY RENDERED. THE ARREARS WILL IT IS STATED BE BROUGHT UP TO DATE NEXT MONTH.

9. THERE IS NO STOCK IN THE DIVISION.

10. REGISTERS OF MISCELLANEOUS REVENUE, BUILDINGS, AND CURRENCY NOTES HAVE BEEN OPENED OUT. THE REGISTER OF BUILDINGS DOES NOT SHew THE COST OF SOME OF THE BUILDINGS, THIS SHOULD BE ASCERTAINED FROM THE KISTNA EASTERN DIVISION. A REGISTER OF LIABILITIES SHOULD BE OPENED OUT.

11. A RATE BOOK RECEIVED FROM THE KISTNA EASTERN DIVISION IS FILED IN THE OFFICE. IT WAS FRAMED IN MARCH 1880.

12. THE PASS BOOK CREDITS FOR JUNE DIFFER FROM THE AMOUNT OF LETTERS OF CREDIT ENTERED IN THE EXECUTIVE ENGINEERS CASH BOOK BY RS 8000/- THIS IS THE AMOUNT OF LETTER OF CREDIT APPLIED FOR ON THE 28TH JUNE, AND WHICH IS SUPPOSED TO HAVE BEEN OMITTED FROM THE PASS BOOK BY THE TREASURY OFFICER, AS THE TREASURY ACCOUNTS ARE CLOSED ABOUT THE 25TH OF EACH MONTH. IT IS EXPECTED TO APPEAR IN THE CREDITS FOR JULY - BUT NO REFERENCE ON THE SUBJECT HAS BEEN MADE TO THE TREASURY OFFICER, THIS SHOULD HAVE BEEN DONE.

13. THE HALF-YEARLY REGISTER OF TOOLS AND PLANT IS UP TO DATE.

14. SERVICE BOOKS ARE KEPT UP FOR ALL PERMANENT NON-GAZETTED SERVANTS OF GOVERNMENT.

15. CHEQUE BOOKS WERE EXAMINED AND FOUND CORRECT.

16. WITH THE EXCEPTION OF THE ARREARS REFERRED TO IN PARA 8 THE OFFICE IS IN VERY GOOD ORDER.

H. C. J. Venn

MADRAS.

31ST JULY 1883.

ASST EXAMINER P. W. ACCOUNTS.

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No 2161 W d 17 ^{to} ^{Recd} Aug 83

J.W.C. No. 6489

A
Communicated
to the Suptg Engineer,
Second Circle for the
information and
guidance of the
Encl: Engineer, Gudivada
Division

From,
The Examiner P.W. Accounts,
Madras.
To,
The Secretary to Government,
P.W. Department.

2. The report is
satisfactory

No. 80 W.

CJ.
2/4

Dated 31st July 1883.
Recd. 1/8/83

ALL

4/8/83

sent
10/8

Encl. 1.

Notes of inspection by Mr.
Volkera Asstt. Examiner of the
Office of the Gudivada Division.
Forwards with remarks-----

To the Sr. Second Circle
" Engineer, Madras
13

at 218 rel: 8. 1. 83

For Mr.
Suptg Engr

with order
10/8/83

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Govt. of (1883) Madras.

PUBLIC WORKS.

Date

By

For

G.O.

7 August 1883, No. 216/83

No.

Inspection Notes

The — on the
Gudivada division,
by the Asst Engineer
P. W. Acet, Command
with view to the
Supts Engrs Second
Circle.

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2087/81

Encl. in Receipt Register