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(2) Date of repair 22.5.87

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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

P. W. DEPARTMENT

G.O. No.	220 W	Press.
B.P. No.		Mis.
Dated	19. 1. 1883	

PLM

Not to be folded or roughly handled

GENERAL.
ESTABLISHMENT.

Gt. of (1883) Madras.
PUBLIC WORKS.

Dated January, 13/83.

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.

Question

Answer

134
✓

1. Is a clerk told off for the
Account branch sufficient to
assist the Account branch?

Certainly not.

2. How many clerks do you
think indispensably neces-
sary for the Account branch
of this office?

I require 3 clerks. I would
propose the following distri-
bution of work.

1. Clerk for Works Abstract
and Register of Works.
1. Clerk for the compilation
of accounts to the Examiner.
1. Clerk for salary, Travelling
Allowance & Contingent
Bills, Progress Reports
and other account re-
turns to the Examiner.
Superintending Engineer &c.

2. My time is hardly suf-
ficient to check the accounts
and vouchers &c received from
Sub-Divisions, distribute work
to the above clerks and give
them necessary instructions and
see

see that they correctly at-
tend to them and to compare
and check all account
papers that leave the office.
also to check the 3 Treasury
Pass Books for for for

V. Nageshachari
Accountant

7-12-82. *NS*

9-12-82

No 285

Executive Engineer's Office,
Coimbatore 11 December 1882

From

The Executive Engineer, ¹⁸⁸²
Coimbatore Division

To

The Superintending Engineer,
North Circle

Sir,

I have the honor to bring to your
notice that when recommending the
amalgamation of the coast portion of
the late West Coast Division with this
Division, Colonel Mead expressed his
opinion that an Assistant Accountant
should be attached to this Division,
as the account work would be
enormously increased; of this suggestion
however no notice seems to have been
taken.

2 Owing to the amalgamation
the work entailed on this office is
considerably in excess of that of the late
Coimbatore

Coimbatore Division while the increased establishment given to meet the extra work is represented by a solitary clerk on Rs 40 to 50.

3 It must be remembered that at the time Colonel Mead proposed the change there were comparatively few works in hand on the West Coast. Moreover it was then thought that Mangalore would soon cease to be a Military Station and the work in the South Canara Sub-Division would not be very heavy.

4 The state of affairs is now very different. Many works have been sanctioned since the amalgamation and it is therefore needless for me to point out that it is very difficult to work this enlarged Division with an establishment ^{consisting} of 5 clerks, 2 Draughtsmen and one accountant, or one clerk in excess of the establishment allowed for the old Coimbatore Division.

5 I must not omit to note that the state in which the accounts and records of the late West Coast Division were made over to this office ⁱⁿ August last necessitated much sorting and arranging, and owing to this, great difficulty is felt in keeping current works up to date, although 4 clerks attached to Overseers' Offices are employed temporarily in the Division office.

6 The services of these clerks were retained to complete the sorting and arranging of the West Coast records, and also to prepare classified lists of accounts and records, in order that those considered useless might be destroyed after the sanction of Supy. Engineer or Examiner, as the case might be, had been obtained to their destruction (vide para 915 of the Public Works Code). It was however found impossible to attend to this work as the current work gave them (the Overseers' clerks) full-occupation.

7. Now several works have been sanctioned for execution and the services of the above clerks are required in the Overseers' offices and they must be sent out as soon as possible. This cannot be done without seriously affecting the efficiency of this office.

8. To give you an idea of work done during the last 4 months i.e. since the formation of new Boundaries Division Office, I beg to append below certain statistical figures which will speak for themselves:

No. of papers received = 2738
— " — issued = 2101
— " — estimates sanctioned = 112
— " — Works done either departmentally or partly by Petty contract and partly departmentally for which ^{work} vouchers had to be submitted — 251
— " — Completion Certificates sent 160
— " — Work abstracts maintained in this office — 113

In

In the preparation of the last 3 items, considerable difficulty was experienced owing in many cases to the incomplete and incorrect state of the accounts of the late West Coast Division.

9. The arrears ~~due~~ that existed in the West Coast Division are I think mainly attributable to the insufficient establishment allowed for that Division, a division in which the contract system was not in vogue. Now, I find that much delay and waste of time occurs owing to the difficulty in tracing out references.

10. I may add that Colonel Mead promised to sanction any temporary establishment required to bring the Division into working order, but no advantage could be taken of this offer as there was, at the time, no sufficient office accommodation. This want has now been remedied.

" Further I beg to bring specially to your notice that the impression entertained

entertained by the Examiner and the Government that the Account Branch of a Division Office is mainly, if not solely, worked by an Accountant with the help of one clerk specially told off, is an erroneous one. It may perhaps with much difficulty be possible in a small Division worked on the Contract System, but it is certainly impossible in a Division like this, where work is to a very great extent done departmentally.

12 I forward herewith my Accountant's replies to the queries put to him, from which you will please note that the Account Branch cannot be worked properly unless aided by at least 3 hands; but in actual practice it is found not easy to get through the account work of this office even with 3 clerks.

13 The difficulty of working a Division Office should not be compared with the average monthly outlay

outlay, but with the nature of work, e.g. though outlay in the Coimbatore District is in excess of the West Coast, yet the clerical work of the former is not even one fourth of the latter. The 5 Military Stations in the West Coast in themselves involve much work.

14 Under these circumstances I beg to request you will be pleased to obtain sanction for the entertainment of the following temporary establishment for 6 months to enable me to arrange the records and to carry on the current work.

1 clerk on Rs 30

1 — do — — — 20

2 — do — each — 15.

15 Until the records are properly arranged I am unable to tell what additional establishment will be permanently required for the Division as at present constituted.

16 I may add in conclusion that

that my office establishment has had
hard work for the last 4 months in
clearing off arrears and in keeping
the current work up to date.

I have the honor to be

Sir,

Your most obedient servant

H. Davidson

Executive Engineer.

134 w

SUPG. ENGINEER'S OFFICE 4TH CIRCLE;

Coimbatore, 10 January 1883.

No. 12

134
7

From,

The Superintending Engineer,

Fourth Circle.

To,

The Chief Engineer
P.W.D.

Sir,

No. 285 of Dec 1882.

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 employ-
ment of :-

1 Clerk on Rs. 30

1 do do 20

2 do do 15.

for