

No. 3457

OFFICE OF THE SUPG. ENGINEER,
M. Schmitt
TANK EXTENSIONS,
Chepauk.

PUBLIC WORKS DEPARTMENT.

MEMORANDUM.

No. 2101.

*Letter from the Superintending Engineer, 2nd Circle, No. 252,
dated 2nd September 1880.*

In the above letter the Superintending Engineer 2nd Circle proposes that the following papers should be signed "by order" by the Head Clerk of his Office during his own absence from Head-quarters.

1. Copies of all drafts approved of by the Superintending Engineer.
2. Extracts of sanctioned estimates and appropriation returns.
3. Monthly and other returns except recommendation rolls.
4. Reminders.
5. To answer direct to urgent calls for information that may be in the Office, or to call on Executive Engineers to supply the same.
2. The Chief Engineer concurs with the Superintending Engineer in considering that there is no objection to Nos. 2 and 3 being signed by the Head Clerk, and their being so signed is approved.
3. He considers that it is not desirable to entrust the signature of communications under heads Nos. 1 and 4 to a Clerk, but there is no objection to their being signed by an Executive or Assistant Engineer at the Superintending Engineer's Head-quarters, who will usually be within easy reach.
4. An exception should be made in cases where censure or unfavorable criticism is administered to an Officer or Subordi-

*I think have the privilege of obtaining
on his requisition papers for the disposal*

of

nate; communications of this nature should be signed by the Superintending Engineer himself.

5. Papers under head No. 5 should also, where possible, be signed by an Officer, but in cases of real urgency they may be signed by the Head Clerk as proposed.

(Signed) R. H. SANKEY, Col., R.E.,
Chief Engineer, P.W.D.

CHEPAUK,
15th Sept. 1880. }

To Superintending Engineers.
,, Superintendents of Works.
,, Chief Engineer for Irrigation.
,, Examiner, P. W. Accounts.

Spare copies.

No. 345 T

OFFICE OF THE SUPG. ENGINEER,

TANK *M. Schum*
DIVISIONS,

Chepauk.

12th September 1883.

From

THE SUPERINTENDING ENGINEER,

TANK *Maintenance Schum*
DIVISIONS,

To

THE

Chief Engineer

P.W. Department

Madras.

Enclosures.

SIR,

I have the honor to request that you will be so good as to permit the Manager of my office to obtain copies of papers ~~as~~ required to complete files sent to me for disposal on requisitions signed by himself.

2 As I am frequently out in the district directing operations and have not a Gazetted Assistant, the Manager during my absence is left in charge of my office. He should therefore I think have the privilege of obtaining on his requisition papers for the disposal

of

of official correspondence. This
privilege is accorded to members of
other office establishments & I request
that it may be extended as a special
case to my office more particularly
as it has been only recently formed
& consequently has but few records
from which it can draw.

3 I further request that the permission
given in Chief Engineer's Memo: No. 2,101
of 15th September 1880 may be made
applicable also to my office.

I have the honor to be
Sir,

Your most obed^t serv^t

Montpierre
Lieut Col R.E.

Suptg Engineer
Tank Maintenance
Scheme

* Only in the
depts of the
Govt Secretariat
C.

Memo 2101 15.9.83
 13.550 1.13.83
 1149 4.8.81
 No. 2713 W a/27th Sept/83

188
 Pr Cus 8165

From
 THE SUPERINTENDING ENGINEER,
 Tank Divisions,
 To
 THE

No.
 Dated
 Despatched
 Received 21.9.83.

ENCLOSURES.

No. 2713 W a/27th Sept/83

Subject.

The Head Clerk of
 the office of the Supg.
 Eng^r Tank Maintenance
 Scheme is authorised
 to sign requisitions
 on the P.W. Secretariat
 for copies of orders &c,
 so long as the Supg.
 Eng^r has no gazetted
 assistant at head
 quarters.

2. There is no objection
 to the provisions of Memo.
 No. 2101 a/15th Sept 1880
 being made applicable
 to the Tank office.

C.S.
 11/9

Dec
 27/9

S.E. Tank Maintenance Scheme.
 S.S. Tank Maintenance Scheme.

21/28.9
 Wt 22/9/83 Wt 24/9

With order
 Subd in Receipt Receipt