

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following papers :—

From the Superintending Engineer, II Circle, dated 3rd March 1885, No. 2745 K.S.
Endorsement of the Examiner, Public Works Accounts, dated 16th March 1885, No. 891 S.E.
Office note from " " " 1st April " No. 3.

ORDER—dated 18th April 1885, No. 923 W., Public Works.

Questions having arisen as to the sanctioned scale of office establishments to be allowed for the Assistant Engineers and upper subordinates attached to each circle, it is desirable that a working scale should be fixed which will not be liable to the temporary fluctuations due to casualties and transfers among the executive staff.

2. Superintending Engineers are accordingly requested to submit, for consideration, a scale of establishment for each division, based on existing sanction for—

- (a) Sub-divisional officers.
- (b) Detached officers above the rank of overseer.
- (c) Overseers.

3. The authorised scale under each of these heads is as follows :—

								RS.
(a)	1 Clerk, IV class, 3rd grade	...	..	...	...	...	...	20—30
	1 Messenger	...	...	...	...	...	...	6
(b)	1 Clerk, IV class, 3rd grade	...	...	...	...	...	...	20—30
	1 Lascar	...	...	...	...	...	...	6
(c)	1 Clerk, V class, 1st grade	...	...	...	...	...	...	15—20
	1 Lascar	...	...	...	...	...	...	6

4. The special rates of pay allowed to the sub-divisional establishments of the Nilgiri division should be provided for.

5. When the scale of establishment for each division has been fixed, all appointments will be counted against duly sanctioned posts.

(True Extract.)

(Signed) J. SHAW-STEWART, Colonel, R.E.,
Secretary to Govt., P.W.D.

To Superintending Engineers.
To the Consulting Architect to Government.
" Examiner, Public Works Accounts.

Exd. E. Fernandez.
Spare Copies

GENERAL.
ESTABLISHMENT.

Gobt. of {1885} Madras.

PUBLIC WORKS.

Dated April, 18th.

Recd.

Encl.

G.O., 18th April 1885, No. 923 W.

APRIL.

Office Establishments

Superintending Engineers to submit a
scale of — for each division.

16TH OCTOBER 1886, No. 2721 W., PUBLIC WORKS.

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, 13th October 1886, No. 106 W.:—

I have the honor to forward, for information and orders of Government, notes by Mr. Rainier, Deputy Examiner, of his inspection of the office of the Buckingham Canal division.

2. There is no improvement in the state of the office since last inspection, when it was pointed out that greater punctuality was requisite in the submission of daily and ten-day reports. Unless the initial accounts are punctually sent in and prepared with accuracy, work in the divisional office is hindered and delay is inevitable.

3. The Superintending Engineer's attention is necessary to paragraph 423 of the code in regard to the informal transfers of charge.

4. The direction in which improvement is requisite is stated in the report; and the Executive Engineer should take steps to bring about more system and regularity. There is much also for the accountant to improve in the work of the office generally.

ENCLOSURE.

NOTES of inspection by H. RAINIER, Esq., Deputy Examiner, Public Works Accounts, Madras, of the office of the Executive Engineer, Buckingham Canal division, on the 28th and 29th September 1886.

In the absence, on privilege leave, of Mr. J. D. Grant, the Executive Engineer, Mr. F. J. Wilson, who is acting for him, was present at the inspection; also the accountant, C. Bhoojunga Row. On the several transfers of the executive charge of the division this official year, the procedure indicated in the code, paragraph 421, for such temporary transfer of charge has not been followed, nor are the orders under which the various transfers took place on record in the office.

2. The office was last examined by an Accounts officer in February 1886 (*vide* papers with G.O., No. 498 W., of 24th February 1886).

3. The canal is divided into sub-divisional charges as described in paragraph 2 of the last report, but the Pulicat sub-division is now under Mr. R. Enright, overseer, the Northern sub-division being under the Executive Engineer.

4. Mr. Enright has no drawing account, but an imprest of Rs. 300, the other imprest-holders being—

					RS.
In Northern sub-division—					
T. Moothoocomaraswamy, overseer	...	...	...	...	400
D. Venkataswamy Naidu, do.	...	...	...	...	300
S. G. Kristnaswamy Iyer, do.	...	...	...	...	100
In Southern sub-division—					
P. Narayanaswamy Naidu, overseer	...	...	...	...	300

5. The balance of the Executive Engineer's drawing account on 31st August 1886 was proved correct. The cash balance on the 28th September 1886 was counted and found to agree with the cash-book. The cash-book was checked for a month's entries. The cash extracts from sub-divisions were also checked, a period for each sub-division. The imprest accounts rendered by Mr. Enright and by T. Moothoocomaraswamy were checked in connection with the works accounts concerned.

6. The cash-book, hitherto kept by the accountant, is about to be entrusted to the head clerk so as to free the accountant for more important supervisory duty. The sub-divisional cash extracts, which come up three times a month, are generally received in reasonable time, considering that there is no canal post and that from the Northern and Iskapalle sub-divisions it takes four days, from the Pulicat sub-division two days, and from the Southern sub-division one day, by the ordinary postal system, to the Executive Engineer's office.

7. In many cases the nominal muster rolls of labor include petty supervision. All bills for maistries or the like should be separate from those of laborers, and should be rendered with the accounts to the Examiner. In Mr. Enright's sub-division, both maistries and laborers have generally been paid very late, that is to say, more than ten days after the period worked. The Executive Engineer promised to rectify this with reference to paragraph 9 of the last report.

8. The Executive Engineer's impression that no payment of petty supervision or labor should be made without his prior examination of the bill, is incorrect. Labor should be paid as soon as the period is finished on the responsibility of the imprest-holder in charge; and petty supervision should be similarly paid subject to the stipulations in code paragraphs 1090 and 499.

9. The relative proportion of the work done by different agencies is best shown by the relative amount of liability under each; at the close of August 1886 this was—

	RS.	A.	P.
Contract work	15,846	12	8
Departmental	4,115	13	5
Piecework	695	5	5
Total ...	20,657	15	6

10. The materials at site of works are said to aggregate in value Rs. 78,319 and are placed at 42 different works. These materials are stated by the Executive Engineer to be of good value generally, but the accounting of them must remain unsatisfactory till prompt ten-day reports can be obtained from works. In the generality of cases, no ten-day report of materials is now received from works, the excuse given being that when the contract certificate shows the amount of materials taken over by the contractor, nothing else is required; but it is necessary to check such entries in the contract certificate from the particulars of issues to contractor as entered in ten-day reports of such transactions. Part IV of each work abstract is not, but should be, verified periodically by the officer in charge of the work, who should acknowledge the accuracy of the account and balance.

11. What few ten-day reports of labor are received in the divisional office come very late, too late to be of any use in checking nominal rolls. This explains the delay in preparation of work abstracts and consequent delay in submission of work vouchers to the Examiner. None of the work abstracts for September were in hand at the time of inspection.

12. The post travels indirectly and slowly on this canal. The time occupied by a ten-day report in going from the work to the sub-divisional office and thence to the divisional office would be generally at least a week (see paragraph 6).

13. Moreover, it is stated by the Executive Engineer that the class of men employed on works is such that the ten-day reports compiled by them are generally found to be incorrect, and that the overseer, having perhaps several works to manage, has to take each, and the accounts of each, in turn, thus making some accounts necessarily late.

14. This, however, does not explain the fact that but very few ten-day reports ever reach the Executive Engineer's office, and that the necessary data are not therefore supplied for the compilation of the accounts (code paragraphs 325 and 400, also paragraph 7 of G.O., No. 2849 W., of 30th November 1885).

15. June's accounts of works were audited; the work vouchers taken from the Examiner's office being compared, as regards labor payments, with the nominal muster rolls in the Executive Engineer's office, the work abstracts being overhauled, and measurements checked. Owing to the smartness and marked assiduity of R. Audeshaya, the assistant accountant, there is as much accuracy in these accounts as can be expected under the above circumstances. Most of the errors noticed are too trifling to be mentioned, but measurements should in future be cancelled in accordance with standing order No. 158 of 1885 on direction at back of form No. 19, and contractors should not be debited with amounts paid them before the payment is actually made; on the other hand, materials advanced to a contractor should be charged to his account as soon as issued to him, an acknowledgment being obtained (code paragraph 2256). Advice of transfer debit should issue to other divisions immediately after any payment on their account (code paragraph 2276).

16. The tools and plant accounts are not in order; transactions in July, August and September 1886 are not entered in the half-yearly register. The sub-divisions' half-yearly returns of tools do not in some cases work up to the division's return. There are large quantities of tools with contractors for which, it is said, there are receipts in the sub-divisional offices, and

for which security has been duly deposited. Examiner's audit note on the balance return of tools and plant for half-year ending 30th September 1885 has been mislaid. The tools and plant of the division should have undergone count when Major Drake-Brockman gave over charge of the division, but did not.

17. The register of rented buildings has been mislaid.

18. The budget registers are in order. There is no register of liabilities.

19. Service books require looking to. The services of Mr. Lovejoy, wharf superintendent, Madras (Cochrane's) basin, have never been verified by the Examiner.

20. The particular attention of the Executive Engineer is invited to the account of receipts of cash in his division. This requires check and counter-check and demands the accountant's personal care. Such receipts are growing fast, especially wharf dues (see paragraph 11 of the last report). These should be compared thus:—

The different wharf superintendents A, B, C, D, E and F render to the Executive Engineer a monthly return, on a red form, of boats loaded (or unloaded), destination (or wherefrom), &c. They also send each a counterfoil of every receipt granted to a boat manjee for wharf dues, and their cash-books are subject to periodical audit by the nearest overseer.

A's red return of arrivals or of boats unloaded should be traced into the other returns to see that the place where each boat loaded has recovered the proper fee, and A's return of departures or of boats loaded should be (from the "destination" column) traced to the place of unloading for the same purpose, and so on, with B, C, D, E and F. This is not now done. If necessary, each wharf superintendent might keep an alternate cash-book submitting the one to the Executive Engineer for check, and working with the other. It is also essential that the counterfoil books of acknowledgment of wharf dues should bear a consecutive number on each page printed as well as one in writing.

21. Audit notes from Examiner's office lose nearly all effect unless taken up and replied to promptly. In this division there has been insufficient appreciation of this. No audit notes on the accounts since those on the supplemental accounts of March have been responded to.

22. Arrangements must need be made to send work vouchers and objectionable items statements with the accounts, and the accounts with greater punctuality. The accountant has the run of the office and should keep the Executive Engineer regularly informed of the returns which are in arrears.

23. The accountant is also, or will now (when relieved of the keeping of the cash-book) be, liberally assisted in the office.

ORDER—dated 16th October 1886, No. 2721 W., Public Works.

Communicated to the Superintending Engineer, II Circle, for the information and guidance of the Executive Engineer, Buckingham Canal division, whose special attention will be directed to the unsatisfactory state of the office indicated by the notes of inspection.

2. No improvement appears to have taken place since the last inspection, and the Executive Engineer should take early steps for remedying the defects pointed out.

3. These proceedings should be brought specially to the notice of the permanent Executive Engineer on his return from privilege leave.

(True Extract.)

(Signed) J. O. HASTED, Colonel, R.E.,
Secretary to Govt., P.W.D.

To the Superintending Engineer, II Circle.
" Chief Engineer for Irrigation.
" Examiner, Public Works Accounts.

Exd. E. Fernandez.
Spare Copies

GENERAL
ACCOUNT.

Govt. of (1886) Madras.

PUBLIC WORKS.

Dated October, 16th.

Recd.

Encl.

G.O., 16th Oct. 1886, No. 2721 W.

OCTOBER.

Inspection Notes

Orders on the — on the Buckingham Canal division office, submitted by the Examiner, Public Works Accounts.

1st August 1887, No. 2048 W., PUBLIC WORKS.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following papers :—

From Colonel H. M. VIBART, R.E., Superintending Engineer, V Circle, to the Chief Engineer, Public Works Department, dated Bangalore, 21st June 1887, No. 1324 :—

I have the honor to inform you that the Executive Engineer, Chingleput division, has sanctioned, under Irrigation and Navigation, an estimate of Rs. 72 for the employment of a temporary lascar under sub-overseer for 1887-88, and the Executive Engineer, North Arcot division, has submitted an estimate of Rs. 72, for sanction, for the employment of a similar lascar, under Irrigation and Navigation, and further explains that a sub-overseer, doing exactly the same work as an overseer, cannot be reasonably denied a lascar to help him in measuring works and carrying messages, &c. I am not aware of any order sanctioning the employment of a lascar for a sub-overseer from the works grant nor under establishment, and therefore request the lascars may be specially sanctioned.

Office note from the Examiner, Public Works Accounts, dated 15th July 1887, No. 337.

In paragraph 1 of G.O., No. 1079 W., dated 8th May 1885, Government have already ruled that lascars cannot be allowed to sub-overseers, and I would suggest that, if this ruling is now confirmed, it should be codified.

ORDER—dated 1st August 1887, No. 2048 W., Public Works.

No office establishment can be allowed to sub-overseers (*vide* G.O., No. 923 W., dated 18th April 1885). The Examiner, Public Works Accounts, will arrange to embody this ruling in the Public Works Code.

(True Extract.)

(Signed) J. O. HASTED, Colonel, R.E.,
Secretary to Govt., P.W.D.

To the Superintending Engineer, V Circle.
„ other Superintending Engineers.
„ the Examiner, Public Works Accounts.

Exd. E. Fernandez.
Spare Copies

GENERAL.
ESTABLISHMENT.

Gobt. of {1887} Madras.
PUBLIC WORKS.

Dated August, 1st.

Recd.

Encl.

G.O., 1st Aug. 1887, No. 2048 W.

AUGUST.

Sub-Overseers

Ruling that no office establishment can
be allowed to —.

1st Encl. of S.E. No. $\frac{90 B.C.}{44-6-87}$.

Encl.
PW 4643/87
5725
6721

Statement of proposition
for Temporary Establishment
required in the Buckingham
Canal D^o -

Buckingham Canal Division
Statement of proposition for Temporary Establishment.

order sanction- ing present Establishment		Office to which proposition refers	Nature of change											Proposition						Remarks																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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Supg. Engineer's Office D Circle
14th June 1887

Amfuzal

S. D. L. M. W.
Superintending Engineer D Circle

No 90 B.C.

Superintending Engineer's Office
2nd Circle 14th June 1887

From

G. D. Wybrow Esquire
Superintending Engineer
2nd Circle

To

The Chief Engineer
Public Works Department
Madras

Enclosed

Sir

I have the honour to forward herewith
for your approval and sanction of Government, a
Statement of proposition for Temporary Establishment,
required in the Buckingham Canal Division. The
clerk applied for is necessary for assisting the Di-
-visional Accountant, in the preparation of monthly
accounts, and I beg to request, therefore, you will
be pleased to obtain the necessary sanction for his
entertainment.

I have the honour to be
Sir

Your Most Obedt. Servant

G. D. Wybrow.

Superintending Engineer 2nd Circle

Comd. J. M.

8

00200



Lu. 2
PW 57357
622/87

3

8
No 2099 Cal 24-6-87
4-6-27 21 W 7. 16-10-86
No 6

6.

For favor of remarks.

The necessity for an
extra clerk to help
the Divisional Accountant
is not apparent.

Wm

22.6.87

To W.

Encls. 1

This is the first I have
heard of the matter and I know
nothing about it, and would suggest
that the Supg. Engineer be asked
to report more fully.

P. W. Dept.

To be returned with
reply.

No. 2344 C 4/12 July 1887

Returned to the Sup^g Eng^r:
Engineer II circle for full
explanation of the necessity
for the clerk asked for.

For att^d Col. R. E.

Chief Engineer P. W. D.

P.W.C. No 5135
No 4643
6321

From,

The Suptg. Engineer,
2nd circle

To,

The Chief Engineer,
P. W. D.

Dated 14th June 1887.

Ry 18.6.87

Ry 6.7.87

No 90 B.C.

Encls: 12

Temporary Establishment
required in the Buckingham
Canal D^o - Forwards for
sanction of Govt. a statement
of proposition for —

with disposal

No 824 Office of the Executive Engineer,
Buckingham Canal Drain
District 1st August 1887
From C. Vincent Esq^r

Executive Engineer

Buckingham Canal Drain

To The Superintending Engineer
2nd circle

Sir With reference to your No 1332

of the 26th ultimo herewith returned,
I have the honor to report that as the
correspondence branch of this office
consists of only 2 clerks and a Camp
clerk, the former to attend to the keeping
up of records, Cash book, Receipt register,
Despatch register, the ordinary correspondence,
unanswered reference, ^{list} Home periodical
returns besides fair copying letters, and
the latter to maintain Receipt & Despatch
registers and fair copying letters &c.
in the Executive Engineer's Camp, the
following extra work has devolved

on

on the Divisional Accountant who
is now assisted by 2 clerks -

The preparation of Salary and Travelling
allowance bills, ^{As per} Compilation of Store
accounts, fair copying these and all
monthly accounts, to attend to all of
which an ordinary clerk on Rs. 15
per mensem is required

2. Most of the works in this Division
being over Rs. 10,000 each, work vouchers
have to be prepared, and as Piece-work,
Contract and Departmental labor
are all employed, the accounts
have all to be kept in great detail
and nearly all payments to
Contractors and Piece-workers are
being made direct from the Division
Office.

3. As explained in my No. 380
of the 29. May 1887 there were 2 temporary
extra clerks employed in this Office
till February last whose services were
then dispensed with, and the Storekeeper

who

who assists the accountant usually
is not available as he is in charge
of the Divisional Stores at Madras
Basin.

4. Under these circumstances I
would urge that the retentainment
of a temporary clerk on Rs. 15 applied
for may be sanctioned.

I have the honor to be
Sir

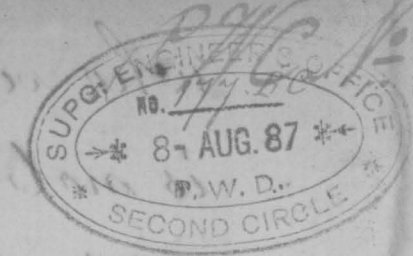
Your most obedient Servant

Amund

Executive Engineer
Buckingham Canal

No 2344C. 12.7.87
No 2221W. 16.10.86
No 2099C. 24.6.87.
1490.C.

Enc. 2.



632/V

From

C. Vincent Esqr
Executive Esqr
B.C. Du.

Forwarded in
original to the Chief
Esqr P.W.D.

Under the cir-
cumstances reported
by the Exec Esqr the
undersigned thinks
that an Extra Clerk
is required in the B.
Canal Office &
hopes that sanction
may be granted.

S. W. Rindall
Supy Esqr
Bengal
7 August 187.

To
The Superintendent Esqr
25th Circle
Bengal

Dated 1st
Sept 2nd 3 Aug/87
Recd 133

C. P. 24 En. 1.3
No 2291W of 25th August/87
Temporary clerk
on Rs 15.-

Urging that
the entertainment
of a
Applied for
may be sanctioned

With an Endorsement
on the Revenue No 1490.C.
8-8-87

PUBLIC WORKS DEPARTMENT.

No 2291W

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Under date the 25th August/87

Read the following

From the Suptg. Engineer II Circle. N. E. No: 90 B.C. of 12th June 1887
Office note to the Examiner of P.W. Accounts. No: 2099C of 24th June 1887
— do — from — do — No: 295A of 5th July 1887
Memo to the Suptg. Engr. II Circle No: 2344C of 12th July 1887
From the — do — No: 149 B.C. of 7th August 1887

In the circumstances brought
to notice, the entertainment of a clerk on
Rs. 15 per mensem is sanctioned for 10 months
to help the Accountant attached to the
Buckingham Canal Division.

2. This sanction has been registered
as Provincial No: 25 W of 1887-88, and
classified as Establishment, Temporary.

Wm
16.5.57

Loc
18/8/87

21/1/8

To The Suptg. Engr. II Circle
" Examiner of P.W. Accts.

16/8

2013/07/5

(7)

no 229/wa/25. August/87

11/26/4

~~229~~
~~4~~

Oct. 99. VIII
11.18.87

229
20/8
49

6.16.8-87 A. 20.8-87
6.16.8-87 A. 20.8-87