Order thereon No 2480 W dfd 11th August 88

Communicated to officers of the P.W. Department in continuation of G.O. no 334 W dated 24th January 1888 vide J.O.H.

Govt. of {1888} Madras.

PUBLIC.

Issued

Read. Encl.

G.O., 18th July 1888, No. 720.

No 2480 W dfd 11th August 1888

JULY.

Public Servants.

Communicating to heads of departments under the Chief Secretary Government of India Circular Memorandum intimating that the order of that Government requiring the charge against — dismissed for misconduct or any other cause to be reduced to writing applies also to men discharged for inefficiency.

To the C.E. for S
" C.E. for Ly
" S.E.
" C.A. to Govt
" Exr P.W.D
" Exr Ry. Accts

P.W. Cir 7907

Govt. of {188 } Madras.

PENSION.

To

THE ACCOUNTANT-GENERAL,

&c., &c., &

Dated

Despd. 4th August 88

G.O.,

Granting

No 2501 W dfd 15th August 88

Recorded

Recorded

11.8.88

Jon 12/8/88

11/8 R. 15-8-88 OS 20.8 Sec 13.8.

Sd 22/8 Cert 12/8

C. No. 960.

PENSION DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following papers:—

From the Superintending Engineer, 1st Circle, dated 21st April 1888, No. 282. G.M.

Certificate and Report from the Examiner of Public Works Accounts, dated 18th July 1888, No. 499 A/R.

ORDER THEREON 9 August 1888, No. 906

Under Sections 106 and 121 (a) ——— of the Civil Pension Code (6th Edition), the Right Honorable the Governor in Council is pleased to grant to Mira Sahib, late Lock Lascar, Conservancy Establishment. Godavari Western Division, an Invalid Gratuity ———

——— of Rupees (24 — 0 — 0) Twenty four being four months' pay payable at Rajahmundry ———

——— in consideration of his qualifying Inferior service of thirteen years, one months, and four days.

(True Extract.)

A. Allen.

Asst. *Under Secretary to Government.*

To the Accountant-General, with Register.
" Examiner of Public Works Accounts.
" Public Works Department.
" Superintending Engineer, 1st Circle.
" ~~Collector of~~

P.W. Acc 7908

Govt. of {1888} Madras.

PENSION.

To

THE ACCOUNTANT-GENERAL,

&c., &c., &c.

Dated

Despd. 11 August 88

G.O.,

Granting

No. 250 A W/5 August 1888

Recorded

Recorded

11.5.88

13/6/88

A.15.8.88

157/8

13/8

92/8.

c. no. 969.

PENSION DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following papers:—

From the Superintending Engineer, IV Circle, dated 16th April 1888, No. 86.

Certificate and Report from the Examiner of Public Works Accounts, dated 20th July 1888, No. 1000 A/R

ORDER THEREON 9. August 1888, No. 907

Under Sections 106 and 121 (b) —— of the Civil Pension Code (6th Edition), the Right Honorable the Governor in Council is pleased to grant to Andrew Bareetto, late Lascar, Petty Establishment, West Coast Division, an Invalid pension ——— of Rupees (3—8—0) Three and annas eight per mensem payable at Kundapur from 24th March 1888 ——— in consideration of his qualifying Inferior service of thirty years, ~~two~~ months, and twenty three days.

(True Extract.)

H Stuart

~~Ag.~~ *Under Secretary to Government.*

To the Accountant-General, with Register. H.P.C.
" Examiner of Public Works Accounts.
" Public Works Department.
" Superintending Engineer, IV Circle.
" ~~Collector of~~

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

26th December 1877, No. 2957.

Service Books.

Read the following papers:—

From the Chemical Examiner, Madras,	dated	15th	Nov. 1876, No.	565
" Secretary to the Committee for the Examination of Assistants,	"	17th	" " "	1813
" Resident in Travancore and Cochin,	"	20th	" " "	97
" Tamil Translator to Government,	"	8th	Dec, " "	311
" Senior Magistrate of Madras,	"	11th	" " "	189
" Malayalam Translator to Government,	"	12th	" " "	61
" Judges of the Madras Court of Small Causes	"	18th	" " "	297
" Special Assistant Agent and Superintendent of Hill Jail, Russelkondah,	"	5th	Jan. 1877 "	3
From Mr. R. P. Campbell, Magistrate of Police,	"	11th	" " "	4
From the Superintendent of Stamps and Stationery	"	11th	" " "	629
" Judge of the Court of Small Causes, Vellore,	"	13th	" " "	3
" Secretary to the Commissioner for the U. C. S. Examinations,	"	15th	" " "	10
" Acting Inspector-General of Registration	"	15th	" " "	12
" Protector of Emigrants, Madras,	"	15th	" " "	5
" Master Attendant, Administrative Department,	"	15th	" " "	315
" Commissioner of Paper Currency,	"	15th	" " "	888
" Inspector-General of Jails	"	15th	" " "	15
" Inspector-General of Police,	"	19th	" " "	250
" Accountant-General, Madras,	"	19th	" " "	714
" District Judge of Trichinopoly,	"	22nd	" " "	27
" " " of Madura,	"	30th	" " "	55
" Director of Public Instruction,	"	8th	Feb. " "	511
" Acting District Magistrate of Nilgiris,	"	17th	" " "	18
" Private Secretary to His Grace the Governor,	"	22nd	" " "	732
" District Judge of Trichinopoly,	"	7th	Mar. " "	111
Proceedings of Government, Military Department,	"	13th	" " "	1495
From the Acting Judge of the Court of Small Causes, Madura,	"	23rd	" " "	29
Proceedings of Government, Revenue Department,	"	23rd	May " "	2906
" " "	"	11th	June " "	3267
" " "	"	18th	" " "	3429

No. 179. ORDER THEREON, 26th December 1877, No. 2957.

With reference to an order in the Pension Department, dated 19th September 1876, No. 563, remarking on the practice which obtained of entering up the service books of servants only a few months or so before they retire from the Government service, all heads of departments were called upon in Order, No. 1122, dated the 9th October, to report whether *employés* in their respective departments had provided themselves with the service books required by section 69 of the Pension Code.

2. It appears from the replies above recorded that with some exceptions the servants in the several departments have been supplied with service books, and that steps were taken to supply books to those who had none.

3. The Governor in Council is of opinion that to ensure the service books being properly kept up, the chief subordinate in every office should be required to report to the head of the office at the close of each year whether the books of the several servants are correctly written up to date or not.

(True Extract.)

D. F. CARMICHAEL,
Chief Secretary.

To the Revenue Department.
" the Military "
" the Public Works "
" all other Departments.
" the Pension Department.

Govt. of {1877} Madras.

FINANCIAL.

To

THE REVENUE DEPARTMENT,
&c. &c. &c.

Dated December, 26*th*
Issued

Read.

Encl.

G.O., 26th December 1877, *No.* 2957.

DECEMBER.
No. 179.

Service Books.—Orders on the subject of —, containing record of the services of Uncovenanted Servants, being properly kept.

15TH MARCH 1886, No. 680 W., PUBLIC WORKS.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following paper:—

G.O., dated 22nd February 1886, No. 396, Public.

Order—dated 22nd February 1886, No 396, Public.

There being reason to believe that the orders with regard to the due and correct maintenance of the service books of public servants, who are required to keep them, are being neglected, His Excellency the Governor in Council resolves to call the attention of all officers to paragraph 3, G.O., Financial Department, No. 2957, dated 26th December 1877, the substance of which is embodied in S.O. of the Board of Revenue, No. 257, and to direct that, in future, the fact that these instructions have been carefully carried out shall be stated in the annual administration reports.

(True Extract.)

(Signed) W. WILSON,
Acting Chief Secretary.

ORDER—dated 15th March 1886, No. 680 W., Public Works.

Communicated to officers of the Public Works Department, for information and guidance, with advertence to G.O., dated 26th December 1877, No. 2957, Financial, and to paragraph 1026 of the Public Works Code.

(True Extract.)

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

To the Chief Engineer for Irrigation,
" Consulting Engineer for Railways,
To Superintending Engineers,
To the Consulting Architect to Government,
" Examiner, Public Works Accounts,
" " Guaranteed Railway "
" " State Railway "
} with copy of G.O., dated 26th December 1877, No. 2957, Financial.

Exd. E. Fernandez.
Spare Copies

GENERAL.
ESTABLISHMENT.

Govt. of {1886} Madras.

PUBLIC WORKS.

Dated March, 15th.

Recd. *Encl.*

G.O., 15th Mar. 1886, No. 680 W.

MARCH.

Service Books

Communicating to officers of the Public Works Department proceedings in the Public Department calling attention to orders regarding the due and correct maintenance of — of public servants and requesting that the fact that those orders have been carefully carried out may be noted in future annual administration reports.

GOVERNMENT OF MADRAS.

PENSION DEPARTMENT.

READ—the following papers :—

From the Accountant-General, Madras, dated 16th July 1887, No. 132-I.A.E.
From the Collector of Madura, dated 7th May 1888, No. 33.

ORDER—dated 29th June 1888, No. 717, Pension.

The applicant in this case retired on the 17th July 1886 and his pension papers were received by Government only on the 19th December 1887. The statement showing the various stages in the preparation and submission of the application sets out that everything "was done in regular course" and that there was no delay; but if this is the case, it would be difficult to conceive any more complete condemnation of the regular course of official business in the Madura district.

2. Most of the delay is said by the Collector to have been due (1) to the frequent return of the application to the Tahsildar for further information, and (2) to the late receipt of verified lists from various offices in which the applicant served. As regards the first of these causes, the Government observe that if all the errors and omissions had been pointed out in the first instance it should have been possible to obtain the requisite information by a single reference; and as regards the second cause, the attention of the Collector will be drawn to the orders requiring the verification of services before retirement. The applicant in the present case was 60 years of age when he left the service, so it cannot even be pleaded in excuse that his retirement was sudden and unexpected.

3. Again, the application was finally received in the Collector's office in August 1887, but it was not submitted to the Accountant-General until the 18th October, and even then it had to be returned for the supply of two extremely careless omissions.

4. The hardship which must be caused by such long delay in the grant of the retiring allowances upon which, in the majority of cases, the applicants depend for their means of livelihood, will perhaps best be conceived if Heads of offices apply the circumstances to themselves. Although the displeasure with which Government view delay in these cases has been frequently expressed, pension applications still continue to be treated as papers which may be dealt with leisurely instead of their disposal being regarded as a matter of urgency. His Excellency the Governor in Council, however, cannot permit his orders on this point to be disregarded and he will in future hold every Head of an office responsible for any delay that was avoidable.

5. That delay is, as a rule, preventible admits of no doubt, for applications from Police officers are almost invariably received within a few weeks after retirement. This is rendered possible by the careful manner in which the record and verification of the services of Police officers is maintained. A method of annual verification, which commends itself to Government, has already been introduced in the Chingleput district and His Excellency in Council is pleased to direct that this practice shall be extended to all other Civil departments. The Collector's circular explaining the procedure is annexed to this order for the information of all other Collectors and Heads of offices. The only difficulty in introducing this system will be the initial verification, which must of course deal with the whole of the previous service of each individual, and in many cases involve references to other offices and the taking of affidavits

and oral evidence. But this will have to be done only once, and each subsequent verification will be concerned only with the incidents that have occurred since the date of the last annual certificate of the verifying officer. Moreover, when an officer retires, the detailed verification which now takes place will not be required, so that the introduction of the system of annual check will entail no extra work in the long run, except in cases of retirement without pension, but will probably result in much saving of labor.

6. For the Land Revenue establishments the verifying officer will be the Treasury Deputy Collector, but as regards other branches of the Administration, the Government must leave it to Heads of Departments to direct by whom this duty is to be undertaken. Copies of the instructions issued by Heads of Departments should be forwarded for the information of Government.

7. The orders issued from time to time regarding the maintenance of service books and the prompt preparation of applications for pensions or gratuities have been so frequently disregarded that His Excellency in Council is compelled with regret to require for a time the submission of returns showing how far effect has been given to the instructions contained in the preceding paragraphs. These should be furnished by each Department every quarter and each should specify the name of the office, the total number of employés for whom service books are required to be maintained, and the number of these which were verified up to the end of the preceding quarter and in the quarter to which the return relates. Any delay that may have occurred in the progress of the work should be explained in a note. When the verification of services has once been brought up to date in any office, the return may be discontinued, but all inspecting officers should be careful to see when they examine the records of an office that the annual verification required by this order has been duly made.

(True Extract.)

H. A. STUART,
Under Secretary to Government.

To all Heads of Departments.

[Annexure

ANNEXURE.

CIRCULAR MEMORANDUM.

It has hitherto been the practice of the District to have Service Registers of officers, whether in the "superior" or "inferior" grades, brought up annually to the end of each official year, and then to have them verified by the Divisional Officer or Treasury Deputy Collector according as the individual concerned might be employed under a Divisional Officer or in the Collector's office, but the Accountant-General has recently drawn the attention of the Collector to the fact that this practice is not in accordance with the terms of the Civil Pension Code, which requires that all changes affecting the position of an officer should be recorded within the month in which the change takes place, and not after the close of the official year, and that in the "Service Book" every step in an officer's official life should be recorded *contemporaneously* with its occurrence, and be at once attested by the Head of his office. The Collector, therefore, issues the following instructions for the preparation and upkeep of the Service Registers :—

A Clerk or Accountant of each office will be especially entrusted with the duty of seeing to the correct preparation and maintenance of Service Registers and will be held personally responsible for any errors or neglect.

In the Collector's office—	
Sheristadar's and Vernacular Correspondence Departments, with the Vernacular Record Department.	The 25 rupees Clerk.
English Correspondence Department, with the English Record Department.	Do.
English and Vernacular Account Departments.	The 25 rupees English Accountant.
The Press Department	The Clerk who keeps the Press Accounts.
Treasury Department	The Treasury Accountant.
In the Sub-Collector's and General Charge Deputy Collector's offices.	Any Clerk whom the Sub-Collector or Deputy Collector may depute.
In the Tahsildars' Cutcherries	The second 20 rupees Gumastah.
In the Deputy Tahsildars' Cutcherries	The first Gumastah.

2. It will be the duty of these several Clerks, Accountants and Gumastahs to note in each servant's book every change as it takes place, and then to take the book to his Departmental Superior and have the change initialled and duly attested, viz., in the Sheristadar's or Vernacular Correspondence Departments, to the Huzur Sheristadar; in the English Correspondence Department, to the English Head Clerk; in the Sub-Collector's office, to the Sub-Division Sheristadar; in Taluks, to the Taluk Sheristadar, &c.

3. Such Departmental Superior will, after satisfying himself that the entry made by the Clerk is correct, take the book to the Head of his office, viz., Collector, Sub-Collector, Deputy Collector, Tahsildar or Deputy Tahsildar, as the case may be, and have the entry duly attested.

4. Once a year the books must be sent to be verified by the Treasury Deputy Collector in accordance with Board's Standing Order No. 257, and as all the books of the District cannot be done at once, the following distribution of the work is ordered :—

Offices.	When to be sent to the Treasury Deputy Collector.
Collector's office, all Departments	5th January.
Sub-Collector's office	15th February.
General Charge Deputy Collector's office	15th March.
Madurántakam Taluk and Uttramerur Deputy Tahsildar ...	5th April.
Chingleput Taluk	5th May.
Conjeeveram Taluk and Striperumbudur Deputy Tahsildar..	5th June.
Tiruvallúr Taluk and Sattiavedu Deputy Tahsildar ...	5th July.
Saidápet Taluk and Poonamallee Deputy Tahsildar ...	5th August.
Ponnéri Taluk	5th September.

5. The Treasury Deputy Collector will arrange to have the books verified with as little delay as possible and return them to the office whence received, bringing to the notice of the Head of the office or Divisional Officer any instance of error or neglect that may be observed in the upkeep of any book.

6. The Clerks entrusted with the duty of keeping these books, as above, will bear in mind that the chief points to be attended to by them are to see that—

(1) all dates of commencement and termination of service in an appointment with the rate of pay are correctly noted,
(2) all leaves (except casual) duly recorded,
(3) suspensions noted,
(4) cause of termination of service, whether by promotion, transfer, degradation, &c., duly given,

(5) that all erasures or interpolations are duly initialled by the Head of the office,
(6) that the necessary signatures of the officers, &c., in the proper columns are obtained,
(7) that no certificates of a personal character are entered in column 8, and
(8) that the surname or house name is always correctly given in column 1, page 1.

7. When a servant is transferred from one office to another the necessary entry of termination, reason, &c., will be made in the office from which the transfer is made, the entry will be duly attested by the Head of that office and the book will then be transmitted to the Head of the office to which the servant has been transferred, who will thenceforward have the book duly kept up in his office. The officer thus receiving the book will, however, be at liberty to return it if he should find any error or omission in it and have the error rectified or omission supplied, and the book retransmitted.

8. The date of commencement of service will be the date from which a servant draws the pay of an appointment, and the date of termination the date from which he ceases to draw the pay of that appointment. Periods occupied in transit from one appointment to join another will thus be reckoned as service in the appointment, the pay of which the servant is allowed during transit.

9. Effect is to be at once given to these instructions, and the transmission of the books to the Treasury Deputy Collector for verification in accordance with paragraph 4 above will begin from the commencement of 1882.

10. Divisional Officers are further requested to make it convenient, either during the Jamabundy, or when on tour in their Taluks, to inspect the Service Books kept in the Tahsildar's and Deputy Tahsildar's Cutcherries in their Divisions and to see that they are duly kept in accordance with these instructions, and take due notice of any instance of neglect or omission.

J. F. PRICE,
Collector.

Saidápet, 10th November 1881.

Exd. P. L. Pereira.

Govt. of {1888} Madras.

PENSION.

Issued

Recd. *Encl.*

G.O., 29th June 1888, No. 717.

JUNE.

Verification of Applications for Pensions.

Issuing instructions to the Heads of Departments regarding the maintenance of service books and the prompt —, and requesting the submission for a time of returns showing how far effect has been given to these instructions.

21st July 1888, No. 2231 W., Public Works.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

Read—the following paper :—

Proceedings of Government, Pension Department, dated 29th June 1888, No. 717.

Order—dated 21st July 1888, No. 2231 W., Public Works.

Communicated to officers of the Public Works Department for information and guidance, in continuation of G.O. No. 680 W., dated 15th March 1886.

2. With reference to paragraph 6, controlling officers of the department and Examiners of Accounts will be responsible for seeing that the service books of the subordinates in their own offices are verified in each year, the actual duty of verification being delegated to a responsible clerk. In each division the Executive Engineer will be responsible for the annual verification of the service books of every subordinate for whom such book should be kept.

3. The quarterly returns prescribed in para. 7 should be prepared in tabular form, a consolidated return by divisions being submitted to the Chief Engineer by each Superintending Engineer. The returns from other controlling officers and Examiners should also be forwarded to the Chief Engineer, Public Works Department, who will submit an abstract consolidated statement to Government in the Pension Department.

4. The returns for the quarter ended 30th June 1888 should be prepared and submitted at once.

(True Extract.)

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

To the Chief Engineer for Irrigation.
" Consulting Engineer for Railways.
To Superintending Engineers.
To the Consulting Architect to Government.
" Examiner, Public Works Accounts.
" Examiner, Railway Accounts.
" Pension Department.

Exd. F. R. Bantleman.
Spare Copies

GENERAL.
ESTABLISHMENT.

Govt. of {1888} Madras.

PUBLIC WORKS.

Dated July, 21st.

Recd. *Encl.*

G.O., 21st July 1888, No. 2231 W.

JULY.

Verification of Applications for Pensions

Orders on Proceedings of the Pension Department issuing instructions to the heads of departments regarding the maintenance of service books and the prompt —; and requesting the submission for a time of returns showing how far effect has been given to these instructions.

No. 2503 W. Public Works Department.

Proceedings of the Madras Government.

Under date the 16th August 1888.

Read the following

From the Supty. Engineer VI Circle N. G. No. 1049 T. J. dated 6th Augt. 1888

Erratum.

For para IV of G. O. No. 2231 W. dated 21st July 1888, substitute the following para:

"4. The returns for the quarter ending 30th September 1888 should be submitted as soon as possible after the 15th October 1888."

(True Extract.)

Captn R.E.
Under Secretary to Govt. P.W.D.

To
The Chief Engr for Irrign
" Consg. Engr for Rys.
" Supty. Engineers
" Consg. Archt to Govt
" Exr P.W. Accounts.
" Exr Ry. Accounts.
" Pension Department.

OFFICE OF THE SUPERINTENDING ENGINEER,
6TH CIRCLE.

Camp: Limmelly 6th August 1888.
Desp 8th

No. 10497

From D. W. Rundall Esquire M. I. C. E.
The Superintending Engineer,
6th Circle.

To
The Chief Engineer,
P. W. D

Sir,

ENCLOSURES.

In acknowledging the receipt of G. O. No. 2231 of the 21st July directing the verification of all Service Books and the submission of a quarterly statement showing how far this verification has been carried out, I have the honor to request further instructions regarding para 4 of the order.

2. Before any return can be sent in of the number of Service Books which have been verified, the Books must be carefully gone thro' and therefore the first return must relate to a future date. It cannot I suppose be intended that blank returns be sent in for the past

quarter

quarter.—

3. Please instruct me whether I may send in returns for the quarter ending 30th. September as soon after the 15th. September & October as possible.—

I have the honor to be
Sir
Your Most Obedt. Servant.

J. W. Rundall
Superintending Engineer
VI. Circle

G.O. No 2231 W dy 21.7.88
" A No 680 W dy 15.8.88

P. W. Co 7895

P. W. D. 6TH CIRCLE.

From

The Superintending Engineer,

6th Circle.

To

The Chief Engineer
P W D.

No. 10497/J

Dated 6th August 1888
Received 10th August 1888

Enclosure. Nil

Subject

Requesting further instructions regarding para 4 of G.O.No. 2231W dated 21-7-88 directing the verification of all Service Books and the submission of a quarterly statement showing how far the verification has been carried out.

O/11/8 Cos 72:8
Dy. 15-8-88

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the 16th August 1888

READ the following

From the Supg: Engr VI circle A.C. No 10497 J.J. dt 6th August 1888.

Erratum

For para IV of G.O. No: 2231W. dated 21st July 1888, substitute the following para.

"4. The returns for the quarter ending 30th September 1888 should be submitted as soon as possible after the 15th October 1888."

11.5.88

To
The Ch: E for Irrigation
" Consy Engr for Ryo
" Supdg Engrs
" C. A. to Govt
" Exr P. W. A
" Exr Ry Accts
" Pension Dept

13/8/88

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

Read—the following paper :—

Proceedings of Government, Pension Department, dated 29th June 1888, No. 717.

Order—dated 21st July 1888, No. 2231 W., Public Works.

Communicated to officers of the Public Works Department for information and guidance, in continuation of G.O. No. 680 W., dated 15th March 1886.

2. With reference to paragraph 6, controlling officers of the department and Examiners of Accounts will be responsible for seeing that the service books of the subordinates in their own offices are verified in each year, the actual duty of verification being delegated to a responsible clerk. In each division the Executive Engineer will be responsible for the annual verification of the service books of every subordinate for whom such book should be kept.

3. The quarterly returns prescribed in para. 7 should be prepared in tabular form, a consolidated return by divisions being submitted to the Chief Engineer by each Superintending Engineer. The returns from other controlling officers and Examiners should also be forwarded to the Chief Engineer, Public Works Department, who will submit an abstract consolidated statement to Government in the Pension Department.

4. The returns for the quarter ended 30th June 1888 should be prepared and submitted at once.

(True Extract.)

Captain, R.E.,
Under-Secy. to Govt., P.W.D.

To the Chief Engineer for Irrigation.
" Consulting Engineer for Railways.
To Superintending Engineers.
To the Consulting Architect to Government.
" Examiner, Public Works Accounts.
" Examiner, Railway Accounts.
" Pension Department.

Exd. F. R. Bantleman.
Spare Copies

GENERAL.
ESTABLISHMENT.

Govt. of {1888} Madras.

PUBLIC WORKS.

Dated July, 21st.

Recd. *Encl.*

G.O., 21st July 1888, No. 2231 W.

JULY.

Verification of Applications for Pensions

Orders on Proceedings of the Pension Department issuing instructions to the heads of departments regarding the maintenance of service books and the prompt —; and requesting the submission for a time of returns showing how far effect has been given to these instructions.

No 2503 W. Public Works Department

Proceedings of the Madras Government

Under date the 16th August 1888.

Read the following

From the Supt.g Engr. VI Circle A. & No 1049 J. dated 6th Augt. 1888

Erratum.

For para IV of G.O. No. 2231 W. dated 21st July 1888.

Substitute the following para.

"4. The returns for the quarter ending 30th September 1888 should be submitted as soon as possible after the 15th October 1888."

(True Extract)

(Sigd.) J. O. Hasted Col. R.E.
Secretary to Govt. P.W.D.

To
The Chief Engr. for Irrig.n
" Consg. Engr. for Rys.
" Supt.g Engineers
" Consg. Archt. to Govt
" Exr. P.W. Accounts.
" Exr. Ry. Accounts.
" Pension Department.

2503 W 25-8-88.

No. 2503 W. Public Works Department.

Proceedings of the Madras Government.

Under date the 16th August 1888.

Read the following

From the Suptg. Engr. VI Circle N. E. No 1049 J. J. dated 6th Augt. 1888

Erratum.

For para IV of G. O. No. 2231 W. dated 21st July 1888,
Substitute the following para.

"4. The returns for the quarter ending 30th September 1888 should be submitted as soon as possible after the 15th October 1888."

(True Extract)

(Sigd.) J. O. Hasted Col. R.E.
Secretary to Govt. P.W.D.

To

The Chief Engr. for Irrig.
" Compl. Engr. for Rys.
" Suptg. Engineers
" Compl. Archt. to Govt.
" Extr. P.W. Accounts.
" Extr. Ry. Accounts.
" Pension Department.

2503W-16-8-88

No. 2503 W. Public Works Department.

Proceedings of the Madras Government.

Under date the 16th August 1888.

Read the following

From the Suptg. Engr. VI Circle N. G. No 1049 J. J. dated 6th Augt. 1888

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Substitute the following para.

"4. The returns for the quarter ending 30th September 1888 should be submitted as soon as possible after the 15th October 1888."

(True Extract)

(Sigd.) J. O. Hasted Col. R.E.
Secretary to Govt. P.W.D.

To
The Chief Engr. for Irrig.
" Const. Engr. for Rys.
" Suptg. Engineers
" Const. Archt. to Govt.
" Exr. P.W. Accounts.
" Exr. Rys. Accounts.
" Pension Department.

No: 2503/V
16-8-88

GOVERNMENT OF MADRAS.

PENSION DEPARTMENT.

READ—the following papers :—

From the Accountant-General, Madras, dated 16th July 1887, No. 132-I.A.E.
From the Collector of Madura, dated 7th May 1888, No. 33.

ORDER—dated 29th June 1888, No. 717, Pension.

The applicant in this case retired on the 17th July 1886 and his pension papers were received by Government only on the 19th December 1887. The statement showing the various stages in the preparation and submission of the application sets out that everything "was done in regular course" and that there was no delay; but if this is the case, it would be difficult to conceive any more complete condemnation of the regular course of official business in the Madura district.

2. Most of the delay is said by the Collector to have been due (1) to the frequent return of the application to the Tahsildar for further information, and (2) to the late receipt of verified lists from various offices in which the applicant served. As regards the first of these causes, the Government observe that if all the errors and omissions had been pointed out in the first instance it should have been possible to obtain the requisite information by a single reference; and as regards the second cause, the attention of the Collector will be drawn to the orders requiring the verification of services before retirement. The applicant in the present case was 60 years of age when he left the service, so it cannot even be pleaded in excuse that his retirement was sudden and unexpected.

3. Again, the application was finally received in the Collector's office in August 1887, but it was not submitted to the Accountant-General until the 18th October, and even then it had to be returned for the supply of two extremely careless omissions.

4. The hardship which must be caused by such long delay in the grant of the retiring allowances upon which, in the majority of cases, the applicants depend for their means of livelihood, will perhaps best be conceived if Heads of offices apply the circumstances to themselves. Although the displeasure with which Government view delay in these cases has been frequently expressed, pension applications still continue to be treated as papers which may be dealt with leisurely instead of their disposal being regarded as a matter of urgency. His Excellency the Governor in Council, however, cannot permit his orders on this point to be disregarded and he will in future hold every Head of an office responsible for any delay that was avoidable.

5. That delay is, as a rule, preventible admits of no doubt, for applications from Police officers are almost invariably received within a few weeks after retirement. This is rendered possible by the careful manner in which the record and verification of the services of Police officers is maintained. A method of annual verification, which commends itself to Government, has already been introduced in the Chingleput district and His Excellency in Council is pleased to direct that this practice shall be extended to all other Civil departments. The Collector's circular explaining the procedure is annexed to this order for the information of all other Collectors and Heads of offices. The only difficulty in introducing this system will be the initial verification, which must of course deal with the whole of the previous service of each individual, and in many cases involve references to other offices and the taking of affidavits

and oral evidence. But this will have to be done only once, and each subsequent verification will be concerned only with the incidents that have occurred since the date of the last annual certificate of the verifying officer. Moreover, when an officer retires, the detailed verification which now takes place will not be required, so that the introduction of the system of annual check will entail no extra work in the long run, except in cases of retirement without pension, but will probably result in much saving of labor.

6. For the Land Revenue establishments the verifying officer will be the Treasury Deputy Collector, but as regards other branches of the Administration, the Government must leave it to Heads of Departments to direct by whom this duty is to be undertaken. Copies of the instructions issued by Heads of Departments should be forwarded for the information of Government.

7. The orders issued from time to time regarding the maintenance of service books and the prompt preparation of applications for pensions or gratuities have been so frequently disregarded that His Excellency in Council is compelled with regret to require for a time the submission of returns showing how far effect has been given to the instructions contained in the preceding paragraphs. These should be furnished by each Department every quarter and each should specify the name of the office, the total number of employés for whom service books are required to be maintained, and the number of these which were verified up to the end of the preceding quarter and in the quarter to which the return relates. Any delay that may have occurred in the progress of the work should be explained in a note. When the verification of services has once been brought up to date in any office, the return may be discontinued, but all inspecting officers should be careful to see when they examine the records of an office that the annual verification required by this order has been duly made.

(True Extract.)

H. A. STUART,
Under Secretary to Government.

To all Heads of Departments.

[Annexure

ANNEXURE.

CIRCULAR MEMORANDUM.

It has hitherto been the practice of the District to have Service Registers of officers, whether in the "superior" or "inferior" grades, brought up annually to the end of each official year, and then to have them verified by the Divisional Officer or Treasury Deputy Collector according as the individual concerned might be employed under a Divisional Officer or in the Collector's office, but the Accountant-General has recently drawn the attention of the Collector to the fact that this practice is not in accordance with the terms of the Civil Pension Code, which requires that all changes affecting the position of an officer should be recorded within the month in which the change takes place, and not after the close of the official year, and that in the "Service Book" every step in an officer's official life should be recorded *contemporaneously* with its occurrence, and be at once attested by the Head of his office. The Collector, therefore, issues the following instructions for the preparation and upkeep of the Service Registers :—

A Clerk or Accountant of each office will be especially entrusted with the duty of seeing to the correct preparation and maintenance of Service Registers and will be held personally responsible for any errors or neglect.

In the Collector's office—

Sheristadar's and Vernacular Correspondence Departments, with the Vernacular Record Department.	The 25 rupees Clerk.
English Correspondence Department, with the English Record Department.	Do.
English and Vernacular Account Departments.	The 25 rupees English Accountant.
The Press Department	The Clerk who keeps the Press Accounts.
Treasury Department	The Treasury Accountant.
In the Sub-Collector's and General Charge Deputy Collector's offices.	Any Clerk whom the Sub-Collector or Deputy Collector may depute.
In the Tahsildars' Cutcherries	The second 20 rupees Gumastah.
In the Deputy Tahsildars' Cutcherries	The first Gumastah.

2. It will be the duty of these several Clerks, Accountants and Gumastahs to note in each servant's book every change as it takes place, and then to take the book to his Departmental Superior and have the change initialled and duly attested, viz., in the Sheristadar's or Vernacular Correspondence Departments, to the Huzur Sheristadar; in the English Correspondence Department, to the English Head Clerk; in the Sub-Collector's office, to the Sub-Division Sheristadar; in Taluks, to the Taluk Sheristadar, &c.

3. Such Departmental Superior will, after satisfying himself that the entry made by the Clerk is correct, take the book to the Head of his office, viz., Collector, Sub-Collector, Deputy Collector, Tahsildar or Deputy Tahsildar, as the case may be, and have the entry duly attested.

4. Once a year the books must be sent to be verified by the Treasury Deputy Collector in accordance with Board's Standing Order No. 257, and as all the books of the District cannot be done at once, the following distribution of the work is ordered :—

Offices.	When to be sent to the Treasury Deputy Collector.
Collector's office, all Departments	5th January.
Sub-Collector's office	15th February.
General Charge Deputy Collector's office	15th March.
Madurántakam Taluk and Uttramerur Deputy Tahsildar ...	5th April.
Chingleput Taluk	5th May.
Conjeeveram Taluk and Striperumbudur Deputy Tahsildar.	5th June.
Tiruvallúr Taluk and Sattiavedu Deputy Tahsildar ...	5th July.
Saidápet Taluk and Poonamallee Deputy Tahsildar ...	5th August.
Ponnéri Taluk	5th September.

5. The Treasury Deputy Collector will arrange to have the books verified with as little delay as possible and return them to the office whence received, bringing to the notice of the Head of the office or Divisional Officer any instance of error or neglect that may be observed in the upkeep of any book.

6. The Clerks entrusted with the duty of keeping these books, as above, will bear in mind that the chief points to be attended to by them are to see that—

(1) all dates of commencement and termination of service in an appointment with the rate of pay are correctly noted,
(2) all leaves (except casual) duly recorded,
(3) suspensions noted,
(4) cause of termination of service, whether by promotion, transfer, degradation, &c., duly given,

(5) that all erasures or interpolations are duly initialled by the Head of the office,
(6) that the necessary signatures of the officers, &c., in the proper columns are obtained,
(7) that no certificates of a personal character are entered in column 8, and
(8) that the surname or house name is always correctly given in column 1, page 1.

7. When a servant is transferred from one office to another the necessary entry of termination, reason, &c., will be made in the office from which the transfer is made, the entry will be duly attested by the Head of that office and the book will then be transmitted to the Head of the office to which the servant has been transferred, who will thenceforward have the book duly kept up in his office. The officer thus receiving the book will, however, be at liberty to return it if he should find any error or omission in it and have the error rectified or omission supplied, and the book retransmitted.

8. The date of commencement of service will be the date from which a servant draws the pay of an appointment, and the date of termination the date from which he ceases to draw the pay of that appointment. Periods occupied in transit from one appointment to join another will thus be reckoned as service in the appointment, the pay of which the servant is allowed during transit.

9. Effect is to be at once given to these instructions, and the transmission of the books to the Treasury Deputy Collector for verification in accordance with paragraph 4 above will begin from the commencement of 1882.

10. Divisional Officers are further requested to make it convenient, either during the Jamabundy, or when on tour in their Taluks, to inspect the Service Books kept in the Tahsildar's and Deputy Tahsildar's Cutcherries in their Divisions and to see that they are duly kept in accordance with these instructions, and take due notice of any instance of neglect or omission.

Saidápet, 10th November 1881.

J. F. PRICE,
Collector.

Exd. P. L. Pereira.

Govt. of {1888} Madras.

PENSION.

Issued

Recd. Encl.

G.O., 29th June 1888, No. 717.

JUNE.

Verification of Applications for Pensions.

Issuing instructions to the Heads of Departments regarding the maintenance of service books and the prompt —, and requesting the submission for a time of returns showing how far effect has been given to these instructions.

No 2503 W. Public Works Department.

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Under date the 16th August 1888.

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From the Supdg. Engr. VI Circle N. & No 1049 J. dated 6th Augt. 1888

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B.N. 2503 W.F. 7/6/8/88

Wynaad Planters Association
Vayithri, 11th July, 1888.

From
The Honorary Secretary,
Wynaad Planters Association

To
The Chief Secretary,
Department of Public Works
Madras

Sir,

I am instructed to forward you the enclosed Copy of a Resolution passed at the last meeting of this Association on July 4th with regard to the condition of the Vayithri—Chundale road, to point out in detail the reasons the Association has for the dissatisfaction it has expressed, & to offer to undertake the upkeep of the Road if the present allotment of 1733£. a mile is handed over to [illegible] Association.

In [illegible] is if there were no funds avai[illegible] & the Road, the Executive [illegible] in his letter No. 378. dated [illegible] that 1192£. were spent [illegible] of the three miles of [illegible] October 1887. & May last, exclusive of [illegible] Munath Bridge, but that metal [illegible] could not be spread till October next."

In his previous letter No. 357. dated June 14th the Executive Engineer informed me that "the usual Repair Grant of 1133£. has been available since April" but in the second letter he says he hopes to get it sanctioned soon. He also states that the Road requires fresh formation & metalling to reduce the present roughness which can however

+ Entered
Con
12-7-88

only be done by a special allotment, the Repair Grant being inadequate, & that work of this nature is limited for this season to the end of the line of the Vaitii – Cudalur Road South of Sholadi."

There is no doubt the road does require proper formation & metalling. But, the Complaint of the Association is, that, for 1922/. the Amount spent from October to May last, which is half as much again as is allowed for the upkeep of portions of the same road in charge of Hawkers, & with an available balance from last years allotment of £35/ still in hand, the three miles of this road in charge of the Public Works Department ought not to be in the Condition they now are. I beg to state from personal observation that the drains on either side of the road have not been cleared & are choked that the water as a rule runs along the road & not in the drains. In many places masses of thorns overhang the road sufficient to tear a rider from his horse, & should he have the misfortune to have to use the road except in broad daylight. In one place there is a broken Culvert with a hole big enough to break the legs of man or beast out in bad weather or after dark. These are all defects that could be remedied in any weather & would certainly not cost more than the £138/ in hand.

With regard to the ~~new~~ work done for the £92/ spent from October to May last, there is a small quantity of metal collected at places on the road side, but certainly nothing like sufficient to fill up the holes in the road or to account for so large a sum of money. I am informed that the Repairs actually carried out last year consisted of filling these holes with large stones & Red Soil & as each of these holes is now filled with Red mud & is Slate like in Colour to the dark Colour of the metalled portions, I cannot understand what other work has been done. It is impossible to drive a carriage of any sort over the road & the masses of mud formed on the portions repaired render Cart traffic very difficult.

In conclusion I beg to state that J.J.S. Winterbotham who has done a great deal of good work on this line of road & whose work has been much approved by Govt. Officers is willing to undertake the charge of this Section & I trust you will see your way to accepting the Associations offer to undertake the upkeep of the three miles of road between Vaitii & Chundale on the Customary allotment of £35/ a mile.

I have the honor to be
Sir
Your most Obedient Servant

J Williams Hockin
Asst Secr: W. P. & L.

* by Gentlemen who constantly use this line of road

G. C. 1610 W 4. 6. 88

P. W. Dept.
To be returned with reply.

P.W.C. No. 6809

SUPT. ENGINEER'S OFFICE
No. 6691
23 JUL. 88
P. W. D.
FOURTH CIRCLE

No. 2762 C 20 July 1888

Referred to the Supdg. Engineer IV circle, for favour of report.

Enclosure No. 109 of a letter No 995 of 2? July & Aug 88 from the Supdg Engr IV circle

Lt. Colonel R.E.
Secy. to Govt. P.W.D.

12.7.88

Referred

West Coast Division Office
Cocanada the July 1888

From

Lieutenant Colonel A. J. Thuillier R.E.
Executive Engineer
West Coast Division

To

The Superintending Engineer
4th Circle

Sir

I have the honor to state with regard to your reference No. 4167 dated 24th June 1888, that any difficulty in connection with the three miles of road from Vaipura to Chinnadale has been originally due to the re-metalling of the line from Cattari to Gudalur a piece of costly work having divided into two separate estimates at the principal halfway place Vayitri and only one of these having been yet taken in hand.

2. This accounts for what perhaps the Chairman's observation would have been a loss to understand, how it is the road is excellent on one side of the Vayitri toll bar and worse than the other.

3. If the division point had been at

No.

at Coimbatore, whose the Gudalur traffic leaves the Mysore road, this small portion would have been called at the same time as the rest.

4. The part of the correspondence however which includes the Association are perhaps still unsatisfied, is as to their offer of a contract for maintenance of three miles.

5. I know this bit of road having been over it two or three times before the rains began. A liberal expenditure has been incurred in making the Mamoth Bridge passable but the metal is quite worn through and repairs can only be done with gravel in the dry weather and such metal and stone covered with reeds as can be afforded during the rains.

6. There was no dangerous hole there, but if any of the members of the Association had called the attention of the Assistant Engineer to it who is constantly up and down to Vayitri the defect would, I have no doubt, have been put to rights promptly.

7. I rather think the Association's Secretary

? Provided

Secretary had the Calendar, while I had the official year in view when writing and the recent decision of Government that the Repairs should be Imperial required fresh sanction from altering the source of funds for repairs.

8. As to a Contract though the Assistant Engineer might be inclined to differ, I am not averse to giving out the repairs of the three miles in this case as there is a direct element of self interest in a member of the Association whose market Coumpoy Vayitri is looking after them, and who, I understand, has already the repairs of the Gudalur Branch road from the Board. The saving would be in petty supervision which, at a place like Vayitri absorbs so much of a small repair grant.

9. But my Conditions would be that the amount of Rs 350 a mile be only payable in advance at the rate of, say Rs 30 per mile a month, and that the Petty Contract be determinable on my giving one Calendar months notice.

I

SUPDT. ENGINEER'S OFFICE
NO. 5721
1 AUG. 88
P. W. D.
FOURTH CIRCLE

From
Col. A. T. Fraser R.E.
Executive Engineer
West Coast Dn.

Dated 30 July 1888.

No 474

Vaipin-Chundale Road.

—

Reports on the repairs in connection with —

P.W.C. no 7710

(12)

From

The Supg. Engineer,
Fourth circle.

Dated 3d
Recd. 6-
No. 2506 dated 16th August 1888.

No: 325
/88

Encls: 1

Vayitri-Chundale Road

Submitting letter from the Executive Engineer Westcoast Dn. reporting on the repairs in connection with the —.

Withorder.

The Govermnat have no objection to the maintenance of the three miles of road from Vayitri to Chundale, being handed over to the Wynaad Planters' Association on Contract on the terms recommended by the Executive Engineer —

Jm
10/8/88

15/11/1888

To.

The Hony: Secry: Wynaad Planters association.

Supty: Engr. IV Circle
Examiner P.W. accounts

7-8-88

Pay and Allowances.

No. 935.
DEPARTMENT,
Government August 1888.
MILITARY
Octacamund

From the Public Works — dated 11th June 1888 reader
No. 2600,

Department.

Controller of Military
No. 3771, dated Octacamund

Accounts.

6th June 1888.

From the Controller of Military Accounts, to the Secretary to Government, Military Department, No. dated Madras 23rd July 1888.

Re-enclosed (due) Rs
circumstances under which
account of house rent
due by Surgeon A. M. S.
on his Last Pay Certi

2 The
the claim
December 188
was not noted

dated 20th February 1888, w[illegible] [illegible]sion whose Office
the Presidency Paymaster [illegible]nting them
of 26th March 1888, a copy o[illegible]
one of the enclosures.

3. Surgeon I[illegible] [illegible]cgoing report
employed in the Bur[illegible]military Accounts
Rangoon, recovery of th[illegible]the Public
be effected in the man[illegible]eference to
in para 1199, clause VI, [illegible]ted 4th June 1888,
Works code. [illegible]ting instructions

4. If the instru[illegible] of last pay
in clause I of para 1199 i[illegible] and inconvenience
carried out and the tim[illegible] the Presidency
in time for the Presid[illegible] [illegible]tain whether
to make the recoveries [illegible]fficer before
bills, cases like Surgeon I[illegible] [illegible]ertificate, the
[illegible] occur. As a general [illegible]itary Depart.
[illegible] received until [illegible] unable to
[illegible] pay bills for [illegible]t of the
not until [illegible]neer, V Circle,
so that [illegible] which

To,
The Hony: [illegible]
Supty: Engr.
Examiner P. W.
7-8-88

which it i[illegible]duction himself the amounts [illegible] by
the Chief [illegible]equest of the Superintending
Departme[illegible]rcle, that before granting
[illegible]ificates the Presidency Pay
AKen [illegible]ld ascertain whether any
[illegible] Officers would cause consider[illegible]
[illegible]ence and delay in settling
[illegible]ers, for instance in the case
[illegible]eaving Kamptee or Secunderabad
[illegible]d applying for a Last Pay
Pub Works Department
would have to be written
[illegible]ated by which time
[illegible]probably have embarked
[illegible]tled up with. Officers
[illegible]were as a rule allow[illegible]
[illegible]y Certificates and
the last moment. In the[illegible]
[illegible]sidency Paymaster wou[illegible]
[illegible] reply from the Execu[illegible]

To
The Public Works Depa[illegible]
" Controller of Milit[illegible]

[illegible] which
[illegible]use rent f[illegible]
com A. A. [illegible]
Pay Certi[illegible]

P.W.C. No 7710

Engineer, Presidency Division whose Office
is at Bangalore before granting them
Last Pay Certificates.

Order.— The foregoing report
from the Controller of Military Accounts
will be communicated to the Public
Works Department with reference to
Endorsement, No. 260.D., dated 4th June 1888.

2. In view of existing instructions
in regard to the early issue of last pay
Certificates, and the delay and inconvenience
that would be inevitable were the Presidency
Pay Master directed to ascertain whether
any rent was due by an Officer before
granting him a last pay certificate, the
Government in the Military Department
regret they are unable to
accede to the request of the
Officiating Engineer, V Circle, which
it is observed, is not supported by
the Chief Engineer Public Works
Department.

True Extracts

A Kennedy Herbert Brigdr. Genl
Secretary to Government

To

The Public Works Department.

Controller of Military Accounts.