

No. 137C. 10. 4. 88.
" 2779C. 23. 7. 88
B. No 1391W. 12. 5. 88.

(4)

R/16-8-88

Encls: 2.

No. 2622 Wd/24. August 1888
R

Recorded
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Wm
20.5.50

John
21/8/88

S. E. T Circle
S. E. T Circle
Ex. J. W. A. V
24/8

Oct 10: 5
Nov: 20.5
P. 31/8- 10.5
O. 20.8.88 R. 23.8.88

he classes referred to, but if the
xecutive Engineer accepts the
esponsibility of having the accounts
f work properly kept, I am not
disposed to ask for any interference
at present.

W. S.

C.

Al 14/8
Mr. 14/8.

S. S.

X Cnr 7654 sent to copy on 10-8-88

No. 1391 W 4/12-5-88

" 751C - 10-4-85

1888.

P. W. DEPARTMENT.

Current No. 7119

From

The Suply. Engineer
V circle.

ENCLOS. - 1

No. 1670

Dated 18 July 1888

Received 20 - do -

SUBJECT.

Forwarding with remarks copy
of a letter from Exec. Engr. S. Annot
on reporting the circumstances
under which the punctual
submission of Ten Day Reports
cannot be expected from
the subordinates in charge
of Works.

DISPOSAL.

No. 2779 C Dated 23 July 1888

To.

C

For favour of
remarks.

(2d) J. P. D.

21-7-88

For D. W.
24/7

3077.

Public Works Department

No. 751 C dated 10th. April 1885.

MEMORANDUM.

From the Suptg. Engr. 1 Circle No. 434 G.L. dated 12th. March 1885.

Do. Do. 11 Circle No. 250 G.L. dated 31st. October 1884.

Do. Do. 111 Circle No. 1705 dated 22nd. November 1884.

Do. Do. 1V Circle No. 495 E.W. dated 10th. Novr. 1884.

Do. Do. V Circle No. 3710 dated 6th. January 1885.

Do. Do. VI Circle No. 1202 T.J. dated 7th. Novr. 1884.

Do. Consg. Archt. to Govt. No. 1216 dated 6th. Novr. 1884.

Do. Chief Engr. for Irrigh. No. 86 dated 26th. March 1885.

With his endorsement No. 1484 C dated 4th. September 1884, the Chief Engineer circulated for the opinion of Superintending Engineers & Executive officers, copy of a correspondence which had taken place between this office & the Examiner P. W. Accounts, relative to the method of entering in ten-day reports (Form No. M 5) the receipts & issues of materials at site of works.

2. This office was of opinion that it would be sufficient to enter, in lump sums, the total receipts & issues of the various materials for the ten days; & that daily entries, or the attempt to distribute over each day of the period embraced by the report, the receipts & issues of that period was, as a rule, both unnecessary and undesirable

3. The Chief Engineer therefore proposed that "date of supply" should be omitted in the form, and that a note should be added thereto explaining that totals only need be given in the report.

4. The Examiner P. W. Accounts, while admitting that daily entries were generally unnecessary, stated his opinion that no alteration of the form or any additional note was needed. He considered that the Chief Engineer's proposal went too far, inasmuch as, when supplies & issues were measured up & taken over, or made in bulk, the quantities so received or issued, and the dates of the transactions, should be given in the report. He considered also that the matter was sufficiently understood by Executive officers.

5. The replies now received show that most officers of the department do not in practice consider it necessary to measure up daily; but that some officers allow attempts to be made to write up daily entries, and that confusion in the accounts is the result.

6. On a review of the correspondence, the Chief Engineer will not recommend any alteration in the form; but he desires to draw the attention of officers of the department to the fact that to measure up daily, even when supplies are brought to site daily, is not compulsory, and that a daily record (which must in most cases be fictitious) is not called for.

(By Order)

C. Bowen. Major R.E.

Dy. Chief Engineer P.W.D.

To
The Chief Engineer for Irrign.
Suptg. Engineers.
Consgr. A cmt. to Govt.
Examiner P. W. Accounts.
Supt. of Works T.M. Scheme.

Circular
From The Executive Engineer
South Arcot Division

To All Sub Divisional officers
& The Supervisor
Head Quarter Sub Div

Camp. Vanamaderi

Dated 20th

Despd 21

Recd

} June 1888

N-110.

In future 10 day reports for maintenance works and for pure earth work need not be submitted. The Sub divisional officers should see themselves now and then that any materials at site of such works are properly accounted for and used up.

When inspections are made by Sub-divisional officers or overseers of works for which 10 day reports are submitted, they should in their inspection notes note any cases where the 10 day report has not been submitted and should explain the reason of its not having

having been so. In the cases where
such reports have been duly submitted
no remarks should be made, as inspection
notes should generally deal with questions
of works and not of accounts.

Signed A. W. Smart Major R.E.
Executive Engineer

/True copy/

A. W. Smart
Major R.E.

Executive Engineer

9/7/87.

3/2/86 S.A.
12.7.86

Sum²
749/88
80721

Circular letter.

From

Majors G. H. P. Christie. R.E.
Examiners of P. & A. Accounts.
Madras.

To

The Executive Engineer
Division

No. 11 C. L.

Madras 16th July 1888

Sir,

I have the honor to request that you will be
good enough to inform me whether any, and if so
what, use is made, in your division, of ten day (or
daily) reports (Form No. M 5) otherwise than as a means
of posting the work abstracts, and, through them, the
Register of Works, and other accounts.

2. It appears to me that, considered simply
as a vehicle for information required for posting
the prescribed accounts, the ten day report form admits
of considerable simplification, and that as far as
posting the accounts is concerned it would be more
convenient if the required information were furnished
once, instead of three times, a month, whilst the
relieving relief to the subordinates who submit
these reports would be very appreciable; and I
have reason to believe that in many, if not
most, divisions no use is made of the ten day
reports except as a means of posting the accounts,
but before proposing any change I should be
glad to know how far this impression is correct.

3. When replying, please distinguish between
any use that is made of these reports by yourself
and the use of them by sub-divisional officers or
others, and also between regular and systematic
use and only occasional use; or if they are made
use

use of in connection with certain classes of works;
used not in connection with other classes, please
explain the distinction, and generally I shall feel
obliged if you will give such information on the
subject as will enable me, in my proposals for
simplifying the procedure as it affects the accounts,
to avoid interfering with the utility of the reports
for other purposes.

I have the honor to be
^{Sir}
Your most obedient servant

157 C.H.B. Christie Major R.E.
Examiner of P. & A. Accounts
Madras

/ June 1871

Lt. Patten
Supt Correspondence.
Branch

E. 1
P.W. 8072

N^o 398.

South West Division
Executive Engineer's Office
Camp, Pucham 10 July 1888.

From

Major A. W. Smart. P.E.,
Executive Engineer

South West Division

To

The Superintending Engineer
5 Circle.

Sir

With reference to your N^o 848 dated 28 May 1888, on P.O. N^o 13912 dated 12 June, I have the honor to enclose copy of a Circular which I have issued to Sub Divisional Officers with reference to 10 day reports, but it was with great reluctance that I wrote the Circular as I consider that the prominence that is being given to matters of account is doing serious harm to the Department, in that it leads Subordinates and not only Subordinates but executives also to think that great importance is attached to the punctual submission

Submission of Accounts, which in fact is the case, than to the far more important work of inspecting and estimating works. They find themselves constantly harassed by references about minor points of Accounts and their time taken up in filling up minute details in 10 day reports which are absolutely valueless to us as Executives. To the Executive the smallest hole in the smallest most necessary work, which if left alone would endanger the work should be of more importance than the whole of the ten day Reports. The one refers to a transaction, more or less complete; the other to work that has still to be done. Naturally when Executives and their Subordinates see that the Examiner has the power of eliciting Government orders on every minute detail of account, whereas their really more legitimate work meets with scant recognition, they will end by observing the strict law as embodied in the

D.P.W.

D.P.W. Code and will neglect the unwritten law, which is of far greater importance.

2. During the working season the punctual submission of 10 day accounts is almost impossible - that is for large works. I have seen this on two occasions lately at Tiruwady and at Shatratope. The Subordinate in charge can hardly be expected at the end of a hard day's work in the sun to set to work immediately to enter on the 10 day report all the details which are required of him, and not only ought he not to be expected to do this, but he should not be called upon to do so. His duty is to stay out all day if necessary supervising the work; if this he will not do if he finds that he must fill up a Report which requires considerable time for its preparation,

3. With regard to the accuracy of

X

of these Reports I can suggest no
Remedy except in the direction
of the Simplification of the form
by omitting the daily entries.

As far as Executive work is
concerned the daily account
of materials received and used
is not wanted; once a fort-
night would probably be ample
for our wants.

4. With reference to para 2
of the endorsement Voucher No. 11
of May 1887 for Rs. 7-13- and
No. 32/34 of June 1887 for Rs. 30 are
herewith sent.

I have the honor to

Sd/- A. W. Smart Major. R.E.
Executive Engineer

No. 1670.

Forwarded to the Chief
Engineer

Enclosure
1 Copy of Execu-
tive Engineer's
Circular

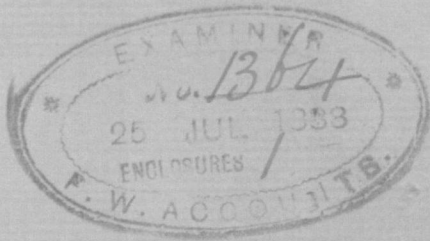
Engineer P.W. Department
with reference to para 3 of G.O.
No. 1391 of dated 12 May 1888.

2. The difficulty of writing up
ten day reports has been already
considered, and it has been
ordered in the Chief Engineer's
Memorandum No. 751 of dated
10 April 1885, that it is not
compulsory that a daily re-
cord should be made in the
ten day report of the quanti-
ties of materials put into
works.

3. The Vouchers mentioned
in para 4 of the Executive En-
gineer's letter have been
forwarded to the Examiner
of P.W. Accounts.

Chief Engineer
Sd/- P.W. Co.
Superintendent Engineer
Sd/- P.W. Co.

Bangalore }
18 July 1888.



No. 1670.

From Enr

The Sup^r Engineer
5 Circle

To The Chief Engineer
P.W. Dept^t.

Dated 18th July 1888.
Recd

Ten Day Reports

Forwards with re-
marks copy of a letter
from Ex Engr South
Arcot Dn reporting
the circumstances under
which the punctual submission
of ——— cannot be expected
from the Subordinates in Ch^g
of works

To

No. 2779C of 23rd July 1888

To

C

For favour of
remarks.

For D. W.
No. 2064 of 14th 8th 88

To W.

Please see para 7 of my off^{ce}
note No. 1996 dated 1st. August 1888
remarking on the Executive Engineer
replies to the recent inspection
report of the Trichinopoly Division,
and my circular letter to Executive
Engineers No. II C. L. dated 16th.
July 1888, copy of which is enclosed.
The question of simplifying the
ten day report is being carefully
considered.

2. The Executive Engineer's
circular seems to have been unauthor-
ized, and I am not at present prepared
to express an opinion as to whether
any, and if so what, distinction can
be usefully made as regards work of