(1) பக்கங்களின் எண்ணிக்கை 12

(2) புதுக்கித் திருப்பிய நாள் 18/8/88.

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

பொதுப்பணித் துறை

அரசாணை எண். 33358 அச்சகம்
மு. கோப்புத் தாள் எண். பலவகை

நாள் : 22.10.1888 198

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

ஆவண, கா-1—18,000—15-6-87.

அ.கு.பு.எண்.

1/3358

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General Establishment.

READ—the following paper:—

From G. H. D. WALKER, Esq., Under-Secretary to the Government of India, Public Works Department (General), to the Secretary to the Government of Madras, Public Works Department, dated Simla, 1st October 1888, No. 2535 G.

I am directed to point out that the present system of preparing recommendation rolls of officers serving on lists, the promotions on which are made by the Government of India, is found to be insufficient for the purpose for which it is intended. Not only are the recommendations incomplete in some cases, and insufficient to enable Government to judge whether promotions are deserved or not, but inasmuch as only those who are recommended at the time the rolls are prepared are mentioned in them, there is no means of obtaining from them or from any other source a continuous record of the character of the service of the several officers of the department.

2. It is considered that the system should be so amended and amplified that the rolls may form the basis of a half-yearly record of the service of every officer in the department, and that the promotions should be made on a consideration of the whole record of the officer's service (due weight being of course given to the more recent notices), rather than on a consideration of the report of a single half-year.

3. With this view a register will be opened in this office, in which will be entered the remarks recorded half-yearly regarding every officer on the list. To render this register a complete and effective record, it will be necessary that each Local Government and Administration should record its opinion fully upon the work and capacity of every officer serving under it who is on a list, the promotions on which are made by the Government of India. Whether any general remarks on his character and capacity are recorded or not, a distinct opinion on his work for the half-year under report should be recorded in each case, and it should be clearly stated whether he is recommended or not for promotion on an opportunity occurring.

4. The form at present in use should continue to be used, but the remarks on each officer should be recorded on a separate half-sheet. These half-sheets on receipt in this office will be filed as the permanent register of the officer's service, on which his future promotion will depend. The office copies of the sheets will be filed in the office of issue; and, on occasions of an officer's transfer, will be forwarded to the head office of the Local Government or Administration to which he is transferred, after being completed to date by the Administration from which the officer is transferred. Orders will be issued to the contractor for Government printing to the effect that the forms supplied for this purpose should be on tough paper, so as to render the record more permanent.

5. The rolls which are due on 31st August 1888 should be submitted in accordance with these instructions. Any rolls not so submitted will be returned.

6. As regards officers who are on lists, the promotions on which are made by Local Governments, the question of a permanent and continuous record of their service is of less importance, inasmuch as they remain for the most part continuously in the same province and are personally known to the superior officers of the department. The Government of India does not wish, therefore, to insist upon any modifications in

the present procedure in regard to the preparation and record of the recommendation rolls of such officers. At the same time it is considered that much advantage would follow from the adoption of the procedure above described for maintaining a permanent record of the service of every officer in the department; and, in the case of officers transferred from one province to another, such a record is almost a necessity.

7. I am to add that it is intended with the recommendation rolls to file extracts recording praise or censure on specific occasions regarding every officer.

8. The above orders refer to recommendation rolls of officers below the rank of Executive Engineer, 1st grade, or corresponding rank in the superior State Railway Revenue establishment. Separate orders are issuing in regard to the recommendation rolls of officers recommended for promotion to the Superintending Engineer class and corresponding grades in the superior Revenue establishment.

ORDER—dated 22nd October 1888, No. 3358 W., Public Works.

Communicated to Superintending Engineers for information and guidance as regards officers on the Government of India list who may be employed under them.

2. The Examiner will take steps for supply of the necessary forms on tough paper as directed by the Government of India in para. 4 of their letter.

3. As regards officers on the Provincial list, a complete register is maintained in the Secretariat of all events in their service, and special reports on Assistant Engineers are submitted by Superintending Engineers under Chief Engineer's circular No. 3592 C., dated 20th October 1887. These records are considered sufficient for the purposes of this Government.

(Here enter No. 3359 W., dated 22nd October 1888.)

(True Extract.)

(Signed) H. B. MEAD, Colonel, R.E.,
Ag. Secretary to Govt., P.W.D.

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

ENDORSEMENT—dated 22nd October 1888, No. 3359 W., Public Works.

Copy of the above forwarded for the information of the Government of India.

Colonel, R.E.,
Ag. Secy. to Govt., P.W.D.

Exd. J. Henriques.
Spare Copies

GENERAL.
ESTABLISHMENT.

Govt. of {1888} Madras.

PUBLIC WORKS.

Dated October, 22nd.

Recd.

Encl.

G.O., 22nd Oct. 1888, Nos. 3358, 3359 W.

OCTOBER.

Recommendation Rolls

Forwarding copy of Proceedings on letter from the Government of India issuing instructions for the preparation and submission of half-yearly — of officers borne on the Government of India list.

3/3358

SECRETARY TO GOVERNMENT
5 OCT 88
P. W. DEPARTMENT, MADRAS.

No. 2535 G.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

THE GOVERNMENTS OF MADRAS, BOMBAY, BENGAL, THE NORTH-WESTERN PROVINCES AND OUDH, AND THE PUNJAB.

THE CHIEF COMMISSIONERS OF THE CENTRAL PROVINCES, BURMA, ASSAM, AND COORG.

THE RESIDENT AT HYDERABAD.

THE AGENTS TO THE GOVERNOR GENERAL FOR CENTRAL INDIA, RAJPUTANA, AND BALUCHISTAN.

THE DIRECTOR GENERAL OF RAILWAYS.

THE CONSULTING ENGINEERS TO THE GOVERNMENT OF INDIA FOR RAILWAYS, CALCUTTA, CENTRAL DIVISION, AND LUCKNOW.

Simla, the 1st October, 1888.

SIR,

I am directed to point out that the present system of preparing recommendation rolls of officers serving on lists the promotions on which are made by the Government of India is found to be insufficient for the purpose for which it is intended. Not only are the recommendations incomplete in some cases, and insufficient to enable Government to judge whether promotions are deserved or not; but inasmuch as only those who are recommended at the time the rolls are prepared, are mentioned in them, there is no means of obtaining from them or from any other source a continuous record of the character of the service of the several officers of the Department.

2. It is considered that the system should be so amended and amplified, that the rolls may form the basis of a half yearly record of the service of every officer in the Department, and that the promotions should be made on a consideration of the whole record of the officer's service, (due weight being of course given to the more recent notices), rather than on a consideration of the report of a single half-year.

3. With this view a register will be opened in this office, in which will be entered the remarks recorded half-yearly regarding every officer on the list. To render this register a complete and effective record, it will be necessary that each Local Government and Administration should record its opinion fully upon the work and capacity of every officer serving under it who is on a list the promotions on which are made by the Government of India. Whether any general remarks on his character and capacity are recorded or not, a distinct opinion on his work for the half-year under report should be recorded in each case, and it should be clearly stated whether he is recommended or not for promotion on an opportunity occurring.

4. The form at present in use should continue to be used, but the remarks on each officer should be recorded on a separate half-sheet. These half-sheets on receipt in this office will be filed as the permanent register of the officer's service,

on which his future promotion will depend. The office copies of the sheets will be filed in the office of issue; and, on occasions of an officer's transfer, will be forwarded to the head office of the Local Government or Administration to which he is transferred, after being completed to date by the Administration from which the officer is transferred. Orders will be issued to the contractor for Government printing to the effect that the forms supplied for this purpose should be on tough paper, so as to render the record more permanent.

5. The rolls which are due on 31st August 1888 should be submitted in accordance with these instructions. Any rolls not so submitted will be returned

6. As regards officers who are on lists the promotions on which are made by Local Governments, the question of a permanent and continuous record of their service is of less importance, inasmuch as they remain for the most part continuously in the same Province and are personally known to the superior officers of the Department. The Government of India does not wish therefore to insist upon any modifications in the present procedure in regard to the preparation and record of the recommendation rolls of such officers. At the same time it is considered that much advantage would follow from the adoption of the procedure above described for maintaining a permanent record of the service of every officer in the Department; and in the case of officers transferred from one Province to another such a record is almost a necessity.

7. I am to add that it is intended with the recommendation rolls to file extracts recording praise or censure on specific occasions regarding every officer.

8. The above orders refer to recommendation rolls of officers below the rank of Executive Engineer, 1st grade, or corresponding rank in the Superior State Railway Revenue Establishment. Separate orders are issuing in regard to the recommendation rolls of officers recommended for promotion to the Superintending Engineer class and corresponding grades in the Superior Revenue Establishment.

I have the honour to be,

SIR,

Your most obedient Servant,

G H Walker

Under-Secretary.

Documents accompanying:

Nil.

To

The Secretary to the Government of Madras

Public Works Department

G.C. Press, Simla.—No. 959 P. W. D.—6-10-88.—370.

No 3592 Ca/20-x-87.

188

P. W. DEPARTMENT.

Current No. 10398

From

Under Secy. to Govt. of India
P.W.D

Enclos.—

No. 2535-G.

Dated 1st Oct. 88

Received

Subject.

Re- the present system of preparing recommendations rolls of officers serving on lists the promotions on which are made by the Govt of India.

Disposal

No. Dated 3358 5/12

No 3592 Ca/20-x-87
" 2690 W 4/30/8 88

x Vide no 8313/54

5/3358

No 3592

1st Enclo

Public Works Department.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Under date the

Read the following

From the Government of India (No. No 1535 G of Octo 1. 1888)

Communicated to Supdg Engineers for information and guidance as regards officers in the Government of India list who may be employed under them.

2. The Examiner will take steps for supply of the necessary forms on tough paper as directed by the Government of India in para 4 of their letter.

3. As regards officers on the Supernumerary list, a complete Register is maintained in the Secretariat of all

events in their service.
and special reports on Assistant
Engineers are submitted by
Supty Engineers under Chief
Engineer's Circular No 359 C
dated 20th October 1887. These
records are considered
sufficient for the purposes
of this Government.

Copy of the above forwarded
for the information of the
Govt of India.

Supty Engineers ✓
C.A.to Govt. ✓
C.E.s to Irrig.n ✓
C.E.s to Agr ✓
E-in-C ✓

Govt. of 1888 Madras.

PUBLIC WORKS.

25/11

4724

Dated

Read

Read

G.O. 22 Oct 1888 No. 3358
3359

Recommendation
=
Rolls
=
Orders in letter from the Govt of India issuing instructions for the preparation & submission of half yearly — officers home on the Govt of India lists.

2/20/18

Recommendation Rolls
=
S/V Forward copy of the above letter from the Govt of India issuing instructions for the preparation & submission of half yearly — officers home on the Govt of India.

L. & M. 23/10