(1) பக்கங்களின் எண்ணிக்கை 18

(2) புதுக்கித் திருப்பிய நாள் 10/89

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

77

P W D துறை

அரசாணை எண். / மு. கோப்புத் தாள் எண். 1355 அச்சகம் / பலவகை

நாள் : 20 5.1889 198 .

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

9 Sheets

ஆவண. கா-1—15,000—15-6-87.

Copy of letter No. 1474 d/ 28th November 1888 from J. C. Johnston Esqre. Exec. Engineer Cuddapah Dn. to the Superintg Engineer 3rd Circle

With reference to your endorsement No. 1755 d/ 10th November 1888, on G.O. No. 3552 W of 7th November 1888, I have the honor to make the following suggestions with a view to relieving the account work in Exec. Engrs' Offices:—

(a) Travelling allowance rules should be simplified. They are too complex and require an Establishment for purposes of checking. It is a question whether the cost of this Establishment covers the amount retrenched. It is however the compilation which affects this Office. The change should be towards fixed allowances under a few restrictions such as maintenance of a certain number of tents and carriage for tents and the necessity for being out of Head Quarters at least 20 days a month.

(b) At present vouchers have to be taken for every payment - for each Lascar, travelling by rail, for each Tappal Cooly, for the maintenance of the Office Cat, for the purchase of a broom and a box of matches, a voucher is necessary. Theoritically this necessity for vouchers for every sum paid out is quite correct, but theory can be often carried too far.

(c) Work vouchers have to be submitted to the Examiner when the expenditure on any one sub head reaches Rs. 2500. This limit may be safely raised to Rs 5000.

(d) For works costing more than Rs. 500, Completion Reports are now prepared giving the sub heads of sanctioned estimates and expenditure under each sub head. This entails much labor: - for as the work register exhibits sub heads and expenditure under each, for all works from Rs 2500 only and upwards, it follows that this detailed information for works less than Rs 2500 and up to Rs 500 has to be picked out from the vouchers for the compilation of the Completion Report. The limits should be raised to Rs 5000 also - the same as for work vouchers. 135

1355

(e) Deviation statements seem unnecessary when excess over estimate falls within 5% of the sanctioned amount. The Executive Engineer should have more latitude in making small deviations; as for instance in ordering a little less revetment there, and a little more earth work here, without being liable to be called upon for explanation for every trifling deviation.

(f) The sub Divisional accounts are simple, but it is the calling for explanation for each trifling deviation. The necessity for obtaining the initials of Taskmen even, to every correction in vouchers which worry Sub Divisional Officers. The omission of one little requirement entails the return of the voucher to the Sub Divisional Officer with a covering docket and as it often happens that the Sub Divisional Officer is unable to fulfil the requirement at once, but has to await the arrival of the taskman or to travel towards him, there is delay and consequent reminders from the Examiner's Office to that of the Executive Engineer and from that of the Executive Engineer to the Office of the Sub Divisional Officer. I would therefore not insist on the task of obtaining the initials of piece workers to every correction but would be satisfied with those of the Executive Engineer and Sub Divisional Officer. In the case of Contractors the present exactness may be insisted on—

What I wish to convey is that under the present system, there is a too great desire

desire

desire for absolute-mathematical correctness in all details

A Sub Divisional Officer who fails in this absolute correctness, as a rule fails altogether, for he has so many explanations to make and so much extra Office work, that he has, but little time for inspection & for estimating. The preparation of bills becomes irksome for he knows a large crop of dockets calling for explanations—initials &ca are to follow. The remedy for this is, as I recommended before, the appointments of good Deputy Accountants to the Officers of Sub Divisional Offices instead of "Writers". A Sub Divisional Officer may be a good man as far as "Works" is concerned he may have a good knowledge of masonry, mechanics, and of the character of native labor. but he is very much handicapped by his Office work. What relieves the Sub Divisional Officer, relieves the Executive Engineer's Office in the same proportion

3. At present the 'Office' is more important than that of "works".

Copy of letter No. 1165 d/24 December 1888, from J.L. Carless Esqre Executive Engineer Kurnool Division to the Superintending Engineer 3d Circle

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With reference to your reminder No. 2128 d/ 20th December 1888, on the subject of reduction of Account work in the Executive Engineer's Offices, I have the honor to submit the following remarks.

1. The Sub-Divisional Officers must be treated as Imprest holders allowing them small advances to meet unforeseen charges only, all the bills being indiscriminately sent to the Divisional Office where they will undergo complete check before payment. By this arrangement there will be only one Cash book for the whole Division, and the Sub Divisional Officers will be relieved of the burden of sending Cash Account three times a month. 1355

1355

2. The Sub Divisional Officers will still more be relieved when the Contractors or piece workers are required to prepare the bills themselves without any Departmental assistance.

3. A simpler form of work abstract than form No. C must be introduced.

4. The practice of sending Work vouchers to the Examiner should be discontinued unless they are specially required by him in the case of large works.

5. The duties and responsibilities of Accountants should be more clearly defined.

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No 2344 d/18 January 1889.

Copies of letters received from the Executive Engineers Cuddapah and

4 4

Kurnool Divisions are forwarded to the Chief Engineer P.W. Department as directed in G.O. 3552 W of 7th November 1888. The recommendation of the former Officer to give the Sub Divisional Officers Accountants does not commend itself to the Superintending Engineer. The recommendation of the latter Officer to make Sub Divisional Officers Imprest holders can be carried out at once without reference to higher authority and orders will be issued accordingly.

s d/ H. Smalley Col R.E.
Superintending Engineer 3d Circle

Camp Kurnool }
18 January 1889 }

Copy of letter No 2102 d/ 21st January 1888 from Col. H. Smalley R.E. Superintending Engineer 3d Circle to the Chief Engineer P.W. D. Madras

Reference G.O. No 3207 W d/ 24 November/87

I have the honor to report that

I am of opinion that all payments by cheque to Contractors might and should be made by the Executive Engineers themselves and that only petty cash payments should as a rule be made by Sub Divisional Officers and Overseers. The only exception would be in the case of Departmental work at other than Head Quarters and here the only way I see would be to give the Officer in charge a sufficient Imprest and recoup it often, or better to institute (as suggested by the Examiner) a system of Imprest Drawing account with Sub Divisional Officers varying in amount with the requirements from time to time to be settled by the Superintending Engineer. If however it is considered that Officers other than Executive Engineers may make payments on their own responsibility, it is the Sub Divisional Officer as a matter of course, to whom only this Concession would be made. Attached Officers and Overseers should not have Imprest of more than Rs 100 and Rs 50 respectively and their authority should be limited to petty cash payments. Sub Divisional Officers Drawing account should in this case be limited generally to Rs 2500 a month and the maximum of their cheques to Rs 200 but this would be subject to modifications. The Exec: Engineer Cuddapah suggests that they should make all payments for works under Rs 500 and the Executive Engineer all payments for works above Rs 500 and this suggestion may be thought worthy of consideration

As regards Sub Divisional Establishment if Sub Divisional Officers are entrusted with payments on their own responsibility, the Executive Engineer generally thinks that one clerk is sufficient but that he should have had some training previously in the Examiner's Office and hence it is presumed should be a higher paid clerk than at present.

135

(Copies)

H. Smalley Colle

Superintg Engineer 3d Circle

11 May 1889

From
The Superintg Engineer
3rd Circle

To the Chief Engineer
P. W. Deptt
Madras

E

PW 43

Accompaniments to No 330 / -5-89
from the Superintg Engineer
3rd Circle

Copies of Correspondence
on the question of Drawing
accounts being in Sub
Divl Officers' hands.

1355 W

1355

20 Ooty
with C. 3568
& 4347 only.

15.5.89 1355

7

4347.

1359

Dw.

Copies of the papers now submitted were received before and are in the linked "lie over" file. The S.E. misquoted the number of one and the date of the other so they could not be traced. If the subject is not to be dealt with yet the S.Es' letters may be recorded?

F.B.

Q

14/v/9

The subject must lie over until the report of the Accounts Committee has been received.

The letters may be recorded

Dw.

Draft order subd.

14.5.09

There is nothing to show that the papers were placed before the Comtee -vide para 7 of India's Resoln. in 3552. W. 8 7th Nov: 1888.

F.B.B. 14/5

4347

R.M.

Please say what became of papers recd. in reply to G.O. No. 3552. W. d 7. Nov: 1888. Were they handed to the Comtee?

F.B.

S.A.W. 13/5/9

L.O. but now linked.

D.T. 13-5-89

R.M.

Copies of the papers now submitted by S.E. III C. in reply to 2114. C. d 1.V.9. are in the linked file and there was no necessity to ask S.E. for further copies. It is a pity the L.O. files were not looked into before it was stated that the papers could not be traced. Both the letters however were misquoted by the S.E. in his 165 d 15/4/9.

S.A.W.

+ this was the misleading point.

F.B. 14/5

14-5-89

No. 330

1355

Superintending Engineer's Office,
3RD CIRCLE,
Bellary 11 May 1889.

FROM, Col H Smalley RE
SUPERINTENDING ENGINEER,
IIIRD CIRCLE.

To,

THE Chief Engineer
P. W. Department
Madras

Sir,

1355

Enclosures.
Copies of correspondence

Referring to your memorandum No. 2114 C dated 1st May 1889, I have the honor to forward copies of the undermentioned correspondence.

(1) Copy of letter No. 11,74 d/28th November 1888 from the Executive Engineer Cuddapah Division and copy of letter No. 11,65 d/26th December 1888 from the Executive Engineer Kurnool Division with Superintg Engineers foot note bearing No 2344 d/18th January 1889.

(2) Copy of letter No. 2102 d/21st January 1889.

9

9

I have the honor to be
Sir
Your most Obedient Servant
H Smalley Col RE
Superintg Engineer 3d Circle

Procs No. 2114 C d/ 1-5-89
" " 1079 C d/ 4-3-89
G.O. Nos 473 W d/ 16-2-89
" 235 W d/ 29-1-89
B
G.O. Nos 3001 W d/ 9-11-87
Procs No. 1812 C d/ 8-5-88
" 1032 C d/ 10-3-88
G.O. Nos 3001 W d/ 9-11-87
Procs No. 1316 C d/ 24-7-83
" 1091 C d/ 7-6-83

G.O. Nos 1220 W d/ 25-4-88
" " 732 W d/ 3-3-88
" " 2415 W d/ 12-9-87
" " 3285 W d/ 11-12-86
" " 2153 W d/ 1-9-84
" B- 2199 W d/ 15-7-88
Procs No. 2135 C d/ 6-6-88
" " 2124 C d/ 6-6-88
" " 1394 C d/ 28-3-88
" " 1023 C d/ 9-3-88
G.O. Nos 5711 W d/ 15-7-83

556 C. 2114 C – 4347

No. 1355 dated 20 May 89

Recorded pending the receipt of the report of the Accounts Committee

WCB 15.5.89

RMc 16.5.89

20.9.11

O.H. 73/5.

P.W.C. No. 4347

From,
The Superintending Engineer,
IIIrd Circle,
Bellary.

(1) -

To,
The Chief Engineer
P.W. Deptt
Madras

Dated 11 }
Received 13 } May 1889.

Enclosures. 1

No. 330

No. 1355 dated 20 May 89

Subject.

Drawing Accounts being in Sub Divisional Officer's hands –

Forwarding copies of correspondence on the question of —

B