(1) பக்கங்களின் எண்ணிக்கை 68

(2) புதுக்கித் திருப்பிய நாள் 6/89

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

P.W. துறை

அரசாணை எண். / மு. கோப்புத் தாள் எண். 1813	அச்சகம் / பலவகை
நாள் : 8. 7. 1889	~~198~~ .

...வோ கண்டபடி கையாளவோ கூடாது

34 Sheets

...ர்-1—18,006—15-6-87.

Accompaniment to S. O. No. 172 of 1889.

NOTES.

Reference to P. W. D. Code,

Chapter III, paras. 39-43.

1. This form is intended as a Memorandum to assist the Superintending Engineer on the occasion of his inspection of divisional offices. It is not exhaustive owing to the different circumstances of divisions, and the Superintending Engineer should, therefore, for the convenience of his successor, expand it where necessary. If it is found convenient, the Superintending Engineer's remarks may be written on separate sheets of paper, instead of on the report itself; in such case a blank space should be reserved on each sheet for the orders of the Chief Engineer.

2. The Superintending Engineer should inspect each divisional office in his circle at least once a year. The inspections should be more frequent of those divisions in which the Superintending Engineer notices that there is laxity of supervision on the part of the Executive Engineer.

3. Previous reports should be referred to by the Inspecting Officer, and if it is found that any irregularities therein noticed have not been corrected, the same should be prominently noticed as matters on which instructions have been issued but not attended to. The report should also, as a rule, show briefly what steps have been taken to remedy all defects previously noticed.

4. These notes will be forwarded to the Chief Engineer.

5. The adoption of this form is not to be considered compulsory: Local Governments or Administrations are at liberty to prescribe any other form which they may consider more suitable or to leave the method of reporting to Superintending Engineers.

P. W. D. Form No. 144a.

Notes of an inspection of the office of the Executive Engineer, _____ Division, in charge of _____, Executive Engineer, _____ grade, by _____ Superintending Engineer, _____ Circle.

DATE OF LAST INSPECTIONS

By Superintending Engineer, _____

By Examiner _____

Date of present inspection _____

No. _____ dated _____

Submitted to the Chief Engineer for information and orders.

_____

Superintending Engineer,

_____ *Circle.*

No. _____ dated _____

Returned to the Superintending Engineer with orders.

_____

Chief Engineer,

_____

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Initial Accounts.		
1	Is the system of effecting initial measurements satisfactory, and is there a proper check over such measurements?		
2	Are the note books regularly written up and filed in the office?		
3	Do the note books show that works have been thoroughly inspected?		
4	Are Sub-Divisional Officers Disbursers or Imprest-holders?		
5	If the latter, are the amounts suitable to the work to be done, and is the procedure as regards recoupment and carriage and custody of cash satisfactory and according to orders?		
6	Are the amounts of imprests held by subordinates in excess of requirements, and are recoupments regularly made?		
7	Are the rules regarding imprests held by mistries and others below the rank of a Lower Subordinate carefully attended to?		
8	How often is the cash counted by the Executive Engineer? Are the sub-divisional cash-balance returns properly checked and filed?		
9	How is the cash kept. What is the description of the box and locks used for its safe custody?		

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 1442.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Initial Accounts—contd.		
10	Are entries regularly made as transactions actually occur; and, in cases of daily labour and otherwise, are payments ever entered, though not actually made?		
11	Is the cash book closed on the 31st March? Notice the number of cheques unpaid on that date, as compared with that at the end of other months of the year, and if any increase is apparent, state the steps taken to remedy this defect.		
12	Is any other money than the actual balance in the cash book kept in the chest?		
13	Are payments regularly made, and fairly to date? And are they made immediately after measurements have been recorded?		
14	Are payments made by cheque to the largest extent possible under the circumstances of the work?		
15	Are payments made direct to persons actually concerned, and are such payments of sufficient frequency?		
16	Are the contractors' accounts clear and satisfactory?		
17	Are check measurements occasionally recorded by Executive Engineer in his note book or elsewhere?		

P. W. D. Form No. 1442.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Initial Accounts—concld.		
18	To what extent are such measurements made by all officers?		
19	Is there any rush of measurements at the end of the financial year?		
20	What measures are taken to keep the system of taking measurement *uniform* throughout the year?		
	Stock and Tools and Plant.		
21	Is stock properly cared for, and stored, so as to afford an easy count?		
22	Is the existing stock suitable to the works, and are the rates reasonable?		
23	Is the old and useless stock written off and its value adjusted?		
24	Is the half-yearly verification of stock made regularly and satisfactorily? And on what date was the last verification made in each sub-division?		
25	Is the stock of all kinds kept down to the lowest practicable limits, and are statements kept up in the divisional and sub-divisional offices showing the distribution of stock over the division?		
26	Is proper care taken of Government tents, and is the date of issue properly marked on them?		

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Stock and Tools and Plant—contd.		
27	Is the existing supply of tools and plant and instruments suitable to the works?		
28	Have any steps been taken for the disposal of surplus plant and instruments?		
29	Are the unused tools and plant and instruments cared for, cleaned (when necessary in the case of valuable instruments) and regularly inspected?		
30	Are the useless and worn-out tools properly inspected and condemned?		
31	Has divisional stock been utilized to the fullest extent, and has reserve stock been kept down to the lowest limit consistent with efficiency?		
32	What are the arrangements in force in regard to the receipt, issue and custody of materials?		
	Stock manufacture.		
33	Is the outturn of stock properly counted and declared?		
34	Are the rates of outturned materials reasonable?		
35	Are all irregularities brought to notice in the sub-division in which they have occurred?		

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Stock manufacture—contd.		
36	In connection with materials used in manufacture, are all losses or deficiencies in stock brought to notice?		
	Register of works and other divisional books.		
37	Is it noticed, on examination of the register of works, that there are any works which require revised estimates? And if there are any, are the estimates under preparation?		
38	Is the register of works posted, so as to shew the total value of work measured during the month, whether paid for or not?		
39	Has any large amount of work actually done, been left unmeasured at the end of the month?		
40	Does the column "materials at site" in the register of works call for special notice with regard to the correct preparation of accounts?		
41	Are the accounts in any way confused with materials which are in stock?		
42	Are all the materials at site necessary? And is care taken that materials at site are not in excess of requirements?		
43	Does a comparison of the register of works with selected day books shew that the charges are properly allocated? Examine the nature of transfers between sub-heads.		

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Register of works and other divisional books—contd.		
44	Has the progress on works been satisfactory as compared with the funds available?		
45	Were there any good reasons for any delay which may have occurred in the progress of works?		
46	Is there any probability of the occurrence of excesses over estimates or appropriations? If so, have timely measures been taken to remedy them?		
47	Is there any likelihood of a lapse occurring in any budget grant? If so, is the subject receiving investigation?		
	Estimates.		
48	Have the files of repair estimates been examined with special reference to the system under which estimates for annual repairs are prepared in the case of canals, embankments, &c.?		
49	Is the system of repair estimates suitable to the work, and are the estimates arranged methodically?		
50	Is the schedule of rates corrected from time to time and kept up to date?		
51	Are estimates prepared with correctness and care? Delays should be brought to notice and the reasons stated.		

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Contracts.		
52	Are contract deeds and piece work agreements properly stamped for all works in progress?		
53	Are tenders properly called for according to rule, and are they properly recorded when received?		
54	Have all advances which may have been made to contractors been given under proper authority? Are all such advances probably recoverable?		
55	Are there any disputed accounts? If so, the main facts should be briefly stated.		

14

	Control over expenditure and dealings with the Treasury.		
56	Are pass books regularly received from the Treasury Officer and checked by the Executive Engineer?		
57	Are the cheque books kept in the custody of the Executive Engineer?		
58	Is the register of sanctioned estimates and budget grant up to date, and is it regularly posted?		
59	Is the register of assets and liabilities up to date, and is it regularly posted?		
60	What officers draw against the cash credit of the Executive Engineer? Are there any limits; and if so, are they suitable.		

15

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Office records.		
61	Are service books maintained for all members of the establishment for whom they are required according to rule, and are they posted up to date?		
62	Are account records arranged in such a manner as to facilitate reference?		
63	Are any useless records kept up?		
64	Are proper plans of all buildings and works in the division kept up?		
65	Do the plans of masonry works show foundation and superstructure dimensions as actually built?		
66	Is a register of plans kept up, and is it posted up to date?		
67	Are the land plans completed, and are they corrected up to date in cases where boundaries have been altered?		
68	Is a register of land taken up, maintained, and is it posted up to date?		
69	Are officers in charge of works properly supplied with working drawings and full instructions?		

P. W. D. Form No. 144a.

P. W. D. Form No. 144a.

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Office records—contd.		
70	Have any material alterations been made in sanctioned or standard designs; and if so, is there proper authority for such alterations?		
	General.		
71	Has the inspection of the accounts of any Sub-Divisional Officer shown that the day-books are written up to date?		
72	Were the note-books also examined, and with what result?		
73	Are entries made in the note-books at once as matters occur?		
74	What Sub-Divisional transfers have been made since last inspection, and were they carried out according to rule?		
75	Are the transfer papers duly filed in the office?		
76	Are irregularities promptly brought to notice by the Executive Engineer?		
77	Is the correspondence of the office conducted in a business-like manner, whereby letter-writing between the Executive Engineer and the officers he corresponds with, is reduced to a minimum?		
78	What is the total number of letters issued by the Executive-Engineer during the past official year, as also during the current year?		

18

19

10

1913

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	General—contd.		
79	Are separate series of numbers used in correspondence with different parties, such as Superintending Engineer, Examiner, Local authorities, Subordinates, &c.? And if so, state total number for each.		
80	Is the correspondence kept in a satisfactory manner?		
81	What estimates have been called for in this division?		
82	Does the progress made in their preparation appear satisfactory?		
83	What works or repairs are in progress without estimate as shown by the schedule of outlay of the last month?		
83*a*	Are the estimates under preparation?		
83*b*	Does there appear to be sufficient reason for the work to be allowed to progress, pending submission of estimate?		
84	If the Superintending Engineer has inspected any subordinate offices, has the result been satisfactory?		
85	Have the orders of the Superintending Engineer and of the Examiner of Accounts in connection with the last inspection reports, received careful attention at the hands of the Executive Engineer?		

P. W. D. Form No. 144a.

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	General—concld.		
86	Are the remarks made by the Examiner on the accounts of the division receiving proper attention?		
87	Are rents regularly received?		
88	Are the rules for the safe custody of Government securities properly observed?		
89	Are there any other points suggested by the inspection of the books and records on which the Superintending Engineer desires to remark?		

Government of India Central Printing Office.—No. 389 A.-G., P. W. D.—30-3-89.—4,575.

1889.

P. W. DEPARTMENT.

Current No. 3394

From The Govt. of India
P. W. D.

1813 Enclos.—

No. —

Dated 26th March 1889

Received 11th April 1889.

Subject.

Standing orders Nos 163 to 173 to the Govt of India P. W. D. Code Volume I, 5th Edition.

12

Disposal.

No. 1860 C Dated 11th April 1889

To C 12

For requisite action.

(Ld) R. R. S. B. B.

(Ld) S. D. W. & W

11/4/89

P. W. D. Form No. 144a.

4881

RH 14/3

Please find out whether the revised form is to be introduced into this Presidency, and if so when it is likely to issue - J.D.B.

31. V. 9.

Sir

The subject is still under consideration by C-

RH
1/6/09

13

5th Circle

P. W. D. Form No. 144

No 1345 1813

SUPERINTENDING ENGINEER'S OFFICE,
V CIRCLE, MADRAS,
Chepâk, 28th May 1889.

From

Lt.-Col. W. H. Burton, R.E.,
SUPERINTENDING ENGINEER,
V CIRCLE,

To

THE Chief Engineer
P.W.D. Department.

1813

SIR,

I have the honor to request that twelve copies of Government of India Form No. 144 A] of Notes of Inspection of Executive Engineer's Offices by Superintending Engineers may be supplied for distribution to Executive Engineers. The twelve copies are required in addition to the three copies already supplied with Government of India Code S. O. No. 172 of 1889.

I have the honor to be
Sir,
Your most obedt. Servt.

14

W. H. Burton. Lt.-Col. R.E.
Superintg. Engineer
5th Circle

Enclosures
Only 4 Copies of the Form in the Library

No. 2634 C d/5 June 1889.

(L)

It is regretted that
It is regretted that
12 copies of the forms
12 copies of the form
applied for are not
applied for are not
available. It is not
available. It is not
improbable that the
improbable that the
form will be intro-
form will be intro-
duced into this
duced into this
Presidency.
Presidency.

Mem
3.6.89

Ex Engr Circle
S. E. V Circle

D 6/6/89

H 8/6

From

THE SUPERINTENDING ENGINEER,

V CIRCLE,

To

THE Chief Engineer
P. W. Department.

Dated 28 } May 1889.
Recd. 29 }

ENCLOSURES.

No. 2634 C d/5 June 1889

No. 1345

Notice of Inspection of Execu-
tive Engineer's Offices by
Supdg Engineer

Requests that twelve
copies Govt of India Form
(No 1442) &c may be sup-
plied for distribution to
Executive Engineers.

Librarian
Supdg Engr
3/6.

Send up
+ before leave
D.O.
B.B.
3/6

5844

4 3

In consideration of the
mass of revision now
under consideration; the
chief items here
(a) Contract Forms
(b) Direct correspondence
between Executive
& Accountants
besides endless alterations
& additions in the Code;
I cannot recommend
any change at present
in the form used for
the inspection of Ex Engrs'
Offices by Supdg.

Order.

The Government does
not consider it advisable,
at present, to make
any change in P.W.D.
Form No M 98

15 Mem
21.6.89

5844.

16/3

R.U.

S.E.V.C. recently applied for copies of the form referred to within - Papers please Y.D.B.

26/11/87

J.A.W.

2634 cdg 5-6-89 refile herewith

26/6/87

16

India Form 1863

Accompaniment to S. O. No. 172 of 1889.

NOTES.

Reference to P. W. D. Code,

Chapter III, paras. 39-43.

1. This form is intended as a Memorandum to assist the Superintending Engineer on the occasion of his inspection of divisional offices. It is not exhaustive owing to the different circumstances of divisions, and the Superintending Engineer should, therefore, for the convenience of his successor, expand it where necessary. If it is found convenient, the Superintending Engineer's remarks may be written on separate sheets of paper, instead of on the report itself; in such case a blank space should be reserved on each sheet for the orders of the Chief Engineer.

2. The Superintending Engineer should inspect each divisional office in his circle at least once a year. The inspections should be more frequent of those divisions in which the Superintending Engineer notices that there is laxity of supervision on the part of the Executive Engineer.

3. Previous reports should be referred to by the Inspecting Officer, and if it is found that any irregularities therein noticed have not been corrected, the same should be prominently noticed as matters on which instructions have been issued but not attended to. The report should also, as a rule, show briefly what steps have been taken to remedy all defects previously noticed.

4. These notes will be forwarded to the Chief Engineer.

5. The adoption of this form is not to be considered compulsory: Local Governments or Administrations are at liberty to prescribe any other form which they may consider more suitable or to leave the method of reporting to Superintending Engineers.

P. W. D. Form No. 144a.

Notes of an inspection of the office of the Executive Engineer, _____ Division, in charge of _____, Executive Engineer, _____ grade, by _____ Superintending Engineer, _____ Circle.

DATE OF LAST INSPECTIONS

By Superintending Engineer, _____

By Examiner _____

Date of present inspection _____

No. _____ dated _____

Submitted to the Chief Engineer for information and orders.

_____

Superintending Engineer,

_____ *Circle.*

No. _____ dated _____

Returned to the Superintending Engineer with orders.

_____

Chief Engineer,

_____

17

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

Ref: 5 item cl 2 in Instrs from 12th 98.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Initial Accounts.		
10. 1	Is the system of effecting initial measurements satisfactory, and is there a proper check over such measurements?		
9. 2	Are the note books regularly written up and filed in the office?		
3	Do the note books show that works have been thoroughly inspected?		
4	Are Sub-Divisional Officers Disbursers or Imprest-holders?		
2 5	If the latter, are the amounts suitable to the work to be done, and is the procedure as regards recoupment and carriage and custody of cash satisfactory and according to orders?	2	
6	Are the amounts of imprests held by subordinates in excess of requirements, and are recoupments regularly made?		
3 7	Are the rules regarding imprests held by mistries and others below the rank of a Lower Subordinate carefully attended to?		
8	How often is the cash counted by the Executive Engineer? Are the sub-divisional cash-balance returns properly checked and filed?		
4 9	How is the cash kept. What is the description of the box and locks used for its safe custody?		

A 2

1913

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Initial Accounts—contd.		
10	Are entries regularly made as transactions actually occur; and, in cases of daily labour and otherwise, are payments ever entered, though not actually made?		
11	Is the cash book closed on the 31st March? Notice the number of cheques unpaid on that date, as compared with that at the end of other months of the year, and if any increase is apparent, state the steps taken to remedy this defect.		
12	Is any other money than the actual balance in the cash book kept in the chest?		
13	Are payments regularly made, and fairly to date? And are they made immediately after measurements have been recorded?		
14	Are payments made by cheque to the largest extent possible under the circumstances of the work?		
15	Are payments made direct to persons actually concerned, and are such payments of sufficient frequency?		
16	Are the contractors' accounts clear and satisfactory?	See No 25 of Initial Accounts	
17	Are check measurements occasionally recorded by Executive Engineer in his note book or elsewhere?		

P. W. D. Form No. 144a.

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Initial Accounts—concld.		
18	To what extent are such measurements made by all officers?		
19	Is there any rush of measurements at the end of the financial year?		
20	What measures are taken to keep the system of taking measurement *uniform* throughout the year?		
	Stock and Tools and Plant.		
21	Is stock properly cared for, and stored, so as to afford an easy count?		
22	Is the existing stock suitable to the works, and are the rates reasonable?		
23	Is the old and useless stock written off and its value adjusted?		
24	Is the half-yearly verification of stock made regularly and satisfactorily? And on what date was the last verification made in each sub-division?		
25	Is the stock of all kinds kept down to the lowest practicable limits, and are statements kept up in the divisional and sub-divisional offices showing the distribution of stock over the division?		
26	Is proper care taken of Government tents, and is the date of issue properly marked on them?		

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Stock and Tools and Plant—contd.		
27	Is the existing supply of tools and plant and instruments suitable to the works?		
28	Have any steps been taken for the disposal of surplus plant and instruments?		
29	Are the unused tools and plant and instruments cared for, cleaned (when necessary in the case of valuable instruments) and regularly inspected?		
30	Are the useless and worn-out tools properly inspected and condemned?		
31	Has divisional stock been utilized to the fullest extent, and has reserve stock been kept down to the lowest limit consistent with efficiency?		
32	What are the arrangements in force in regard to the receipt, issue and custody of materials?		
	Stock manufacture.		
33	Is the outturn of stock properly counted and declared?		
34	Are the rates of outturned materials reasonable?		
35	Are all irregularities brought to notice in the sub-division in which they have occurred?		

P. W. D. Form No. 144a.

Ref: to item 2 in Instns from H.Q. Sta. 98

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Stock manufacture—contd.		
36	In connection with materials used in manufacture, are all losses or deficiencies in stock brought to notice?		
	Register of works and other divisional books.		
37	Is it noticed, on examination of the register of works, that there are any works which require revised estimates? And if there are any, are the estimates under preparation?		
38	Is the register of works posted, so as to shew the total value of work measured during the month, whether paid for or not?		
39	Has any large amount of work actually done, been left unmeasured at the end of the month?		
40	Does the column "materials at site" in the register of works call for special notice with regard to the correct preparation of accounts?	See Instns item No 15	
41	Are the accounts in any way confused with materials which are in stock?		
42	Are all the materials at site necessary? And is care taken that materials at site are not in excess of requirements?		
43	Does a comparison of the register of works with selected day books shew that the charges are properly allocated? Examine the nature of transfers between sub-heads.		

27.

16.

1813

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Register of works and other divisional books—contd.		
44	Has the progress on works been satisfactory as compared with the funds available?		
45	Were there any good reasons for any delay which may have occurred in the progress of works?		
46	Is there any probability of the occurrence of excesses over estimates or appropriations? If so, have timely measures been taken to remedy them?		
47	Is there any likelihood of a lapse occurring in any budget grant? If so, is the subject receiving investigation?		
	Estimates.		
48	Have the files of repair estimates been examined with special reference to the system under which estimates for annual repairs are prepared in the case of canals, embankments, &c.?		
49	Is the system of repair estimates suitable to the work, and are the estimates arranged methodically?		
50	Is the schedule of rates corrected from time to time and kept up to date?		
51	Are estimates prepared with correctness and care? Delays should be brought to notice and the reasons stated.		

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Contracts.		
52	Are contract deeds and piece work agreements properly stamped for all works in progress?	Exempt from Stamp Duty now.	
53	Are tenders properly called for according to rule, and are they properly recorded when received?		
54	Have all advances which may have been made to contractors been given under proper authority? Are all such advances probably recoverable?	Dealt as item No 29 relating to Tenders for the supply of stores. I have therefore made no ref: to this item against item No 29 in Inspection Form.	
55	Are there any disputed accounts? If so, the main facts should be briefly stated.		
	Control over expenditure and dealings with the Treasury.		
56	Are pass books regularly received from the Treasury Officer and checked by the Executive Engineer?	As for item No 16.	
57	Are the cheque books kept in the custody of the Executive Engineer?		
58	Is the register of sanctioned estimates and budget grant up to date, and is it regularly posted?		
59	Is the register of assets and liabilities up to date, and is it regularly posted?		
60	What officers draw against the cash credit of the Executive Engineer? Are there any limits; and if so, are they suitable.		

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Office records.		
61	Are service books maintained for all members of the establishment for whom they are required according to rule, and are they posted up to date?		
62	Are account records arranged in such a manner as to facilitate reference?		
63	Are any useless records kept up?		
64	Are proper plans of all buildings and works in the division kept up?		
65	Do the plans of masonry works show foundation and superstructure dimensions as actually built?		
66	Is a register of plans kept up, and is it posted up to date?		
67	Are the land plans completed, and are they corrected up to date in cases where boundaries have been altered?		
68	Is a register of land taken up, maintained, and is it posted up to date?		
69	Are officers in charge of works properly supplied with working drawings and full instructions?		

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	Office records—contd.		
70	Have any material alterations been made in sanctioned or standard designs; and if so, is there proper authority for such alterations?		
	General.		
71	Has the inspection of the accounts of any Sub-Divisional Officer shown that the day-books are written up to date?		
72	Were the note-books also examined, and with what result?		
73	Are entries made in the note-books at once as matters occur?		
74	What Sub-Divisional transfers have been made since last inspection, and were they carried out according to rule?		
75	Are the transfer papers duly filed in the office?		
76	Are irregularities promptly brought to notice by the Executive Engineer?		
77	Is the correspondence of the office conducted in a business-like manner, whereby letter-writing between the Executive Engineer and the officers he corresponds with, is reduced to a minimum?		
78	What is the total number of letters issued by the Executive-Engineer during the past official year, as also during the current year?		

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

P. W. D. Form No. 144a.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	General—contd.		
79	Are separate series of numbers used in correspondence with different parties, such as Superintending Engineer, Examiner, Local authorities, Subordinates, &c.? And if so, state total number for each.		
80	Is the correspondence kept in a satisfactory manner?		
81	What estimates have been called for in this division?		
82	Does the progress made in their preparation appear satisfactory?		
83	What works or repairs are in progress without estimate as shown by the schedule of outlay of the last month?		
83*a*	Are the estimates under preparation?		
83*b*	Does there appear to be sufficient reason for the work to be allowed to progress, pending submission of estimate?		
84	If the Superintending Engineer has inspected any subordinate offices, has the result been satisfactory?		
85	Have the orders of the Superintending Engineer and of the Examiner of Accounts in connection with the last inspection reports, received careful attention at the hands of the Executive Engineer?		

P. W. D. Form No. 144a.

P. W. D. Form No. 144a.

Notes of an Inspection made of the _____ Divisional Office by the Superintending Engineer, _____ Circle.

No.	Points worthy of notice.	Remarks by Superintending Engineer.	Orders of Chief Engineer.
	General—concld.		
86	Are the remarks made by the Examiner on the accounts of the division receiving proper attention?		
87	Are rents regularly received?		
88	Are the rules for the safe custody of Government securities properly observed?		
89	Are there any other points suggested by the inspection of the books and records on which the Superintending Engineer desires to remark?		

Government of India Central Printing Office.—No. 399 A. G., P. W. D.—30-3-23.—4,575.

Madras Form

REFERENCE TO MADRAS P. W. D. CODE,

PARAS, ~~261 AND 271.~~ 260

7673

P. W. D. FORM.
No. M 98.

DIVISION _____

Name and Grade of Executive Engineer. } _____

Date of assuming charge _____

Date of last inspection—

By Superintending Engineer _____

By Examiner or Deputy _____

Date of present inspection _____

Report of Inspection of the Executive Engineer's Office by Superintending Engineer, _____ Circle.

28

No.	Queries or points to be noted.	Remarks by Inspecting Officer.	Orders of Chief Engineer.
1	Are laborers paid up punctually and regularly? Are there any arrears of more than a month's standing? and, if so, why?		
2	Are the precautions taken for the safe custody of Cash and Stores throughout the Division, and for drawing and remitting money, sufficient in all cases?		
3	Are proper precautionary measures adopted to ensure that value has been received for the amount of the bill, certificate or order, on which money is paid, and that the document is free from clerical errors?		
4	In whose custody does the current Cheque Book (or Books) remain?		
5	At what intervals are the originals of Sub-divisional Officers' Cash Books submitted to the Executive Engineer's Office (Alternate books or loose sheets being used)?		
6	What record is kept of rents and other Public Works revenue which may become due?		
7	Are demands for rents and other revenue promptly made upon the parties responsible?		
8	What rents or other revenue are now more than one month over-due, and what steps have been taken for the recovery thereof?		
9	Are note-books regularly kept up, and do the remarks entered therein show that works are regularly and systematically inspected? [Para. 1525].		
10	Are separate Measurement books kept up, and do these show that works are regularly measured?		
11	Are proper Plans and Registers kept in the Executive Engineer's Office of all the buildings, &c. in his Division, showing whether the buildings are maintained from Imperial, Provincial, or Local Funds? [Para. 1194].		
12	Are accurate Plans kept of all Cantonment or other Government lands in charge of the Department? Are the Subordinates acquainted with the boundaries, and do they see that they are respected?		

No.	Quiries or points to be noted.	Remarks by Inspecting Officer.	Orders of Chief Engineer.
13	Are the accounts of Sub-divisional Officers despatched, as a rule, to the Divisional Office by the 5th of the month following? If not, what steps have been taken to ensure punctuality?		
14	Is the Register of Works written up from the Original Work Abstracts previous to the preparation of the Work Vouchers and Schedule? If not, from what are the latter prepared?		
15	Do the Work Abstracts and Registers clearly show the quantity and value of materials at site of each work? Have the materials been verified?		
16	Are the materials collected not in excess of the actual requirements of the work in each case? And are transfers of materials from one work to another of frequent occurrence?		
17	Before any work is begun, does the Executive Engineer see that the Officer in charge is supplied with fully detailed instructions in writing and proper working drawings? [Paras. 329, 1519, 1520, 1523 and 1524.]		
18	Are works carried on as rapidly as is possible with reference to the funds appropriated and soundness of execution? [Para. 1521.]		
19	Are there any works commenced without sanction, appropriation of funds and written orders by competent authority for their commencement? In the case of such works, are the rates fair and such as will be covered by the ordinary rates of the station? [Paras. 311, 1513, 1518 and 1519.]		
20	Does the Executive Engineer make frequent inspections of out-stations, and see that the work carried on by his subordinates is sound and economical? [Para. 330.]		
21	Are Work Abstracts prepared by Sub-Divisional Officers, or in the Divisional Office?		
22	Are Completion Reports sent in immediately on the completion of each work? And is the fact recorded as a closing entry in the Register of Works? [Para. 323.]		
23	Are contract work and petty contract work availed of to the fullest extent practicable or desirable?		

No.	Queries or points to be noted.	Remarks by Inspecting Officer.	Orders of Chief Engineer.
24	Has security been taken in all cases for the due fulfilment of contracts? And where security is not taken, is the usual reserve (Code para. 1618 *b*) invariably retained from each payment?		
25	What steps are taken to ensure that contractors or petty contractors shall acknowledge from time to time the correctness of the balance of their accounts?	See item No 16 of Rural form.	
26	Are there any disputed accounts with contractors? If so, state briefly the particulars and the steps taken to obtain a final adjustment.		
27	Are there any contract works not measured and paid for, for a period of more than three months, and, if so, what is the reason for non-measurement?		
28	What was the balance of stock in the Division at the end of the month for which accounts were last submitted?		
29	Have tenders been invited for the supply of Stores at Schedule rates as wanted, so as to obviate the necessity of keeping more stock on hand than can be helped?	See item No 54 of Rural form.	
30	Is balance of Stock under or in excess of sanctioned reserve, and if the latter, why?		
31	When and by whom was the stock in each Sub-division last counted, and were the quantities on that date duly certified to? If incorrect, have the discrepancies been duly accounted for?		
32	Are the prices at which the stock is now rated fair and reasonable with reference to the rates at which it is now manufactured or purchased?		
33	Are there any surplus materials in the Division on which there have been no transactions during the past six months, and which are not likely to be required? And is there any Stock or Tools and Plant that it would be advisable to sell or otherwise dispose of?		

No.	Queries or points to be noted.	Remarks by Inspecting Officer.	Orders of Chief Engineer.
34	What is the balance under the head of Stock Manufactures?		
	I.—For Bricks?		
	II.—For other Materials?		
	Is this amount reported by the Executive Engineer to be fully covered by materials in course of manufacture? What steps have been taken by the Executive Engineer to satisfy himself on this point?		
	How does the outturn compare with the estimate?		
	Are the arrangements made all economical?		
	Are materials of the kind manufactured, obtainable locally?		
35	Are there any items in the Miscellaneous Advance account which appear objectionable or outstanding for too long a time?		
36	Are all Surveying and Drawing Instruments not in use by Subordinates kept in the personal custody of the Executive Engineer and his Assistants (Para. 1967), and are same in good and serviceable order?		
37	Are none but instruments required for actual use kept up in the Division, and the orders of the Superintending Engineer taken with regard to the remainder? [Para. 1962.]		
38	When and by whom were the tools last counted in each Sub-Division? Are the count certificates attached to the half-yearly Returns? And have all discrepancies been enquired into and adjusted?		
39	Is there any Divisional Rate-book kept up? If not, on what data are the rates for estimates calculated? [Para. 266.]		
40	Are there any persons employed in the Office who are beyond the strength of the permanent and temporary establishment sanctioned for the Office, and if so, how are they paid?		

No.	Queries or points to be noted.	Remarks by Inspecting Officer.	Orders of Chief Engineer.
41	Are the books and primary accounts kept in the prescribed manner, and are they attended to by the Executive and Assistant Engineers and not left too much in the hands of Accountants and Subordinates? [Para. 270.]		
42	Are the Subordinate, Office and Petty Establishments efficient, actually necessary and adequate to the management of the Division? Are they acquainted with the Code Rules? [Para. 269.]		
	General Remarks.		

Dated _____.

Superintending Engineer.

Dated _____

Chief Engineer.

[C. No. 8.]

GOVT. OF MADRAS. } 1889. { P. W. DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 22nd June 1889

OFFICE NOTE No. 886

Enc 2

To

W.

Your office note No.1860 C.dated 11 April 1889.

Please say whether Governmen desire any action to be taken on th revised Government of India form (I44a' of report of inspection of cutive engineers' offices by superin tending engineers, introduced by st- ing order No.172 of 26th.March 1 to volume I, 5th.edition of the G vernment of India Code.

2. I inclose a copy of the revis- ed form referred to, as well as a copy of the corresponding Madras form No. M.98, in which I have had noted in re ink against each item No., the corres- ponding item No. (where there is one in the Government of India form.

2. The adoption of the form by the Governmer is not compulsory, th Government being at liberty accordi to the standing order to prescrib

KEEP-WITH Genl. No.

dated 188 .

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88.

y other form which they may con-
der more suitable.

3460 5.6.89
8600 11-4-89

C.

Ack
Rec 22/6

Rec
4 July.

The Govt does
consider its
visable at present
made any Chang
P. W. D. Forms
M 98.

Rec
1.7.89

Rec
2.7.89

Fo
3/7/89

Write for information
with pp ce 26346 5th June 89.

P. W. D. 95

Ack. 1/7. To 1/7.

OHC No 5814

(2)

By 25.6.89

E.2

No 1813 w/f 1/6/89

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Written