(1) பக்கங்களின் எண்ணிக்கை 12.

(2) புதுக்கித் திருப்பிய நாள் May 90.

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

(9)

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

P. & D துறை

அரசாணை எண்.	அச்சகம்
மு. கோப்புத் தாள் எண். 2964	பலவகை
நாள் : 19 — 10 — 1885	19

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

6 Sheets

ஆவண. கா-1—18,006—15-6-87.

D. 9/11

(6)

2964

No. 1252-49.

All communications should be addressed to the Secretary.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

ACCOUNT General

To. The Secretary
to the Government of Madras
Public Works Department

Simla the 8th October, 1889

SECRETARY TO GOVERNMENT
P.W. DEPARTMENT, MADRAS

Sir,

In reply to your telegram dated 2nd instant I am directed to state that appendices I & II of the Public Works Secretariat Committee's Report are not yet ready. Copies will be forwarded on receipt from the press.—

I have the honour to be
Sir,
Your most obedient Servant.

R. Gillanders
Offg. Under Secy. to Govt of India.

Abst.
7/10

P.W. Acc. 96-89

Rect. 14-10-89

No. 2964 Wp. Oct. 19. 1889

No. 775 W dt. 14-3-89
" 1255 W dt. 20-5-89
" 605 W dt. 1-8-89
" 1160 W dt. 26-8-89

" 1147 W dt. 26-4-89
" 1670 W dt. 4-10-89
" 1385 W dt. 7-5-89
" 2247 W dt. 23-7-89
" 2882-3 W dt. 14-9-89
" 2822 W dt. 22-12-89
" 287 W dt. 2-2-89
" 152 W dt. 13-3-89
" 1800 W dt. 21-9-89

" 1574 W dt. 31-5-89
" 3115 W dt. 18-12-89
" 3806 W dt. 3-12-89
" 1572 W dt. 21-6-89
" 2697 C dt. 26-6-89
" 1673 W dt. 5-6-89
" 745-B dt. 23-6-89
" 3814 C dt. 24-8-89
" 3912 C dt. 2-7-89
" 4433 C dt. 2-10-89

[C. No. 8.]

2964

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

EXAMINER, P. W. ACCOUNTS.

Madras, 12 October 1889.

OFFICE NOTE No. 1461.

To

W.

SECRETARY TO GOVERNMENT P.W. DEPARTMENT, MADRAS. 12 OCT 89

WITH Genl. No.

188 .

9-10-88.

With reference to your endorsement No.4370 C.dated 30th.September - 1889 forwarding for report a note by Mr.R.G.Macdonald Dy.Accountant General P.W.D. on reduction of work and staff in Examiner's offices, I beg to inquire when the report of the Public Works Accounts Committee with the separate appendices, which I understand have been asked for, is likely to be communicated. I presume that the intention is to communicate this report to me sooner or later, and acting on this presumption, I have obtained a copy of the report (but not of the appendices) unofficially and I have already prepared some notes thereon, but without the separate appendices, I cannot complete these notes, some of the Committees proposals being scarcely intelligible without the forms which are included in the appendices, and I cannot report on the proposals in -

2

Mr.Macdonald's note without reference to the Committees proposals, and to my remarks thereon, because his views are to a great extent based on assumptions as to the effect of the Committee's proposals.

2. There is another matter that I am unwilling to put off until I can dispose completely of the reference in question. I believe that a considerable reduction of staff will eventually be found practicable, but as I have always said, and as is plainly indicated also in Mr.Macdonald's note, any such reduction must to a considerable extent be dependant on systematization and specialization of work. Now the systematization and specialization of work involve a very large amount of very troublesome printing of new forms and special guides or sets of instructions, and I find it absolutely impossible under present conditions to get this printing done at a rate which will afford the slightest prospect of my being able to estimate within any reasonable time, or indeed within any time that I can undertake to forecast, the extent to which systematization and specialization of work will admit of reduction of staff, and I desire therefore most urgently to represent to Government the necessity of allowing me, during a limited time, and as regards this special extra

D-GHP

printing, to get it done at the Lawrence Asylum Press or in cases of emergency even at other more private presses.

3. Nothing could be further from my intention than to make any complaint about the government press. I know that the Superintendent of the Government Press does everything in his power to meet my requirements, and to expedite as far as possible, the printing of any matter marked urgent or regarding which any special request is expressed; but, whether owing to the restrictive rules under which the press is worked with a view to economy, or from whatever other cause, the fact remains that I cannot get such matter as is now in question printed with that expedition which is desirable in the interests of the public service.

4. If I send a copy to the Lawrence Asylum Press — certain kinds of matter as for instance work vouchers are now printed at that press under special sanction of Government — if I send copy of any ordinary job to the Lawrence Asylum Press I can count on getting a first proof on the next day but one, and I nearly always get it on the following day; if I send a corrected proof, I can almost always count on getting a revised proof on the following day; and all this without any special request or instruction or

indication of urgency. On the other — hand if I send copy to the Government Press without marking it urgent, I never expect to get a proof within a fortnight; if I mark the matter as "urgent" I cannot count on getting a proof within a week; and if I send a clerk to the press to make some special arrangement about it, which I do not like to do, & indeed cannot do, except in very exceptional cases, I can seldom count on getting a proof in less than three days; if I send a corrected proof, the times required to obtain a revised proof are about the same.

5. Now these delays are generally of no consequence whatever in connection with the printing of supplies of established forms for the use of the department, because in such cases a — single proof is almost always sufficient, and I can easily allow for the time — required to get the form printed and struck off; but in the case of the special matter now in question, these delays are a most serious hindrance to progress.

6. In the first place, in the great majority of cases it is a physical, or at any rate a moral, impossibility, to prepare the original manuscript copy in complete and perfect shape; there are many points which cannot be judged of at all until the thing is seen in — print; then again extreme condensation, and the most perfect arrangement of the

matter with a view to lucidity, are generally essential, and can seldom be satisfactorily secured by correction and alteration of a single proof: the consequence is that three or four — proofs are almost always necessary, & what with the time absolutely necessary for the discussion of the corrections and alterations to be made on each proof, and the time required to obtain successive proofs and to get the matter struck off, it generally takes me from three to four months to get anything of this sort printed.

7. Then the systematization of the work of a large office cannot be arranged and provided for offhand at one stroke. It is necessary to proceed gradually and cautiously section by — section; and often it is impossible — even to attempt anything with one — section until some other section has settled down to the system worked out; it is therefore of the greatest importance that the time required to — devise any part of the system, and to get it into working order, shall be — reduced to a minimum, and this is obviously quite impossible, if it takes frequently, or even occasionally, three or four months to provide a single piece of the required machinery.

8. Again the difficulty of doing anything — as distinguished from the time taken to do it — is greatly —

increased owing to the fact, at each interval, all the details of the matter are liable to escape from one's memory, and that they all have to be master - ed over again every time that the subject is taken up afresh on receipt of a revised proof. I feel this very seriously myself, as I necessarily have to see personally to the details in most cases.

9. To a small extent, I am able to meet the difficulty by a free use of the cyclostyle; but there are many cases in which the cyclostyle cannot be used, and even where it can be used at all, it is decidedly more expensive than printing, and I am obliged to - keep employed on cyclostyle work men whom I could much more profitably employ in actively advancing the systematization and specialization of work.

10. It would be difficult for me to give an intelligible instance of - what I refer to in connection with the kind of jobs that I have more particularly in mind, but I may illustrate - my meaning by referring to what will - very soon be happening in connection with the revision of contract forms. I expect very shortly to have to start the printing of drafts of a few of - these forms. I cannot undertake to produce a satisfactory draft unless I have it in print, and I shall probably, in - deed certainly, have to correct it -

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several times reading it and collating it carefully with the existing - forms and with the Government of India forms, and with my former note, so as to make sure that everything is provided for that ought to be provided for. I shall therefore almost certainly want three or four proofs of each draft before I can produce anything that I can submit for the consideration of the other members of - the Code Committee, after which some alteration will certainly be required. When each draft is completed to the - satisfaction of the Code Committee, it will have to be submitted to the Government Solicitor, after which further alterations will be required. And - finally each draft will, I suppose, have to be approved by Government. Under - present conditions, it would probably - take another nine or ten months to - get the whole thing completed, and the forms issued to the department, but if Government will allow me to make such arrangements as I propose for printing, I should hope to get the whole - thing finished before the end of January at latest, and possibly even - before Christmas.

11. For these reasons, I venture to ask that Government will be pleased to allow me for, say, the next twelve months to get printed at the Lawrence Asylum Press all special new forms required for advancing the systematization

and specialization of the work of my office, and all new forms required in connection with the revision of contract forms; all bills for such printing being framed on a scale approved by the Superintendent of the Government Press, and each bill being passed by him, according to present practice in respect of work now done for this office at the Lawrence Asylum Press; all printing of established forms — whether for the department generally or for my own office being done as heretofore at the Government Press.

PWR No. 9360 Gr

Rec'd 12. 10. 89.

No. 2964 Wof dated 19. 10. 89.

C.

PUBLIC WORKS DEPARTMENT.

2964

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the

READ the following

From the Govt. of India No. 1824 A.S. of 8th Oct. 1889.
" " Exr P. W. Accts. 1461 of 12th " " "

The letters from the Govt. of India above recorded will be communicated to the Exr P. W. Accounts with an intimation that his views on the report of the P. W. Accounts Committee will be called for on receipt of the appendices.

2. Paras 2 to 11 of the Exr's note will be referred to the Public Dept for remarks.

Recd 18.10.89
Rec'd 18.10.89

Send his compliment & the Govt Press pr remarks first Print part A Contract system Press is much more expensive to Govt than Contract & it does not come under Rules

Exr P W Accts 19 Oct
Public Dept

2. Noted. The reports in para 11 of the Exr's note is sanctioned.

Recd 16.10.89 Rec'd 16.10.89

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20-4-02

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