

(1) பக்கங்களின் எண்ணிக்கை 12

(2) புதுக்கித் திருப்பிய நாள் 6/89

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

வெளிப்பணித் துறை

அரசாணை எண்.

மு. கோப்புத் தாள் எண்.

331(W)

அச்சகம்

பலவதை

நாள் :

31-1-1890

~~31-1-1890~~

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மடிக்கவோ கண்டபடி கையாளவோ கூடாது

Ramay

REFERENCE TO MADRAS P. W. D. CODE,
PARAS, 264 AND 271.

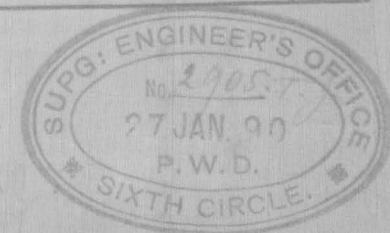
4660-24.1.90
331W-21.11.89
4750-28.11.88

No 22327.2
15-1-90.

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

DIVISION Megapalam
Name and Grade of Executive Engineer. W. C. H. S. Rao
Date of assuming charge 14th May/89.
Date of last inspection - 6th Nov/88
By Superintending Engineer _____
By Examiner or Deputy 10 Dec/89.
Date of present inspection 11 Jan/90.

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



No 23437.

Noted & returned.

Alcuth L. S. MORE
Supy Eng & Circle

1/28-1-90
No 331W-231-1-90

Recorded

cu W. C. H. S. Rao 31.1.90 21.1.90

No.	Queries 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?	Yes. they are fairly punctual.	
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?	Yes, but this rather unwieldy system will soon be superseded by that of Work sheets.	
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?	No.	
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?	All work is done in contract.	
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.]	Yes, instructions with detailed statement, working drawings are always supplied to the Officer in charge.	
18	Are works carried on as rapidly as is possible with reference to the funds appropriated and soundness of execution? [Para. 1521.]	No. owing to abnormal season & late rains work is thrown back in some cases.	
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. 344, 1513, 1518 and 1519.]	None.	
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.]	Yes.	
21	Are Work Abstracts prepared by Sub-Divisional Officers, or in the Divisional Office?	In Division 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.]	Yes. Yes.	
23	Are contract work and petty contract work availed of to the fullest extent practicable or desirable?	Yes.	331/3

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. 1615-b) invariably retained from each payment?	Yes.	
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?	They sign their bills when payments are made & then bills when completed list of accounts to debit.	
26	Are there any disputed accounts with contractors? If so, state briefly the particulars and the steps taken to obtain a final adjustment.	None.	
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?	No.	
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?

30 Is balance of Stock under or in excess of sanctioned reserve, and if the latter, why?

No stock

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?

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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?	<i>No stock</i> <i>Force.</i>	
35	Are there any items in the Miscellaneous Expenditure 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 permanent custody of the Executive Engineer and are they in good order and are they all good and serviceable order?	<i>All are kept in custody of the Executive Engineer and are all in good and serviceable order.</i>	
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.]	<i>No surplus instruments.</i>	
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?	<i>by the Sub-Division Officer on 30th September/09.</i>	
39	Is there any Divisional Rate-book kept up? If not, on what date are the rates for estimates calculated? [Para. 286.]	<i>yes.</i>	
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?	<i>There are no extra hands beyond sanctioned strength, an extra clerk is much wanted for arranging records of plans but sanction has been refused.</i>	

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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:]	After the Examiner has just inspected this office this report will be more comprehensive	
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:]	The Establishment is certainly no stronger than what is required to carry out the work. All are paid fairly acquainted with Code Rules -	The report is satisfactory. W.M. 22.1.90
GENERAL REMARKS. The work in the office is carried on punctually and creditably & there are no arrears either in the clerical, account or drawing department, but all answer No 11. The Executive Engineer evidently has all under proper supervision.		

Dated 24 January 1900
 Fredrick. Buckman,
 Lt. Col. R.E.
 Ap. Civil Engineer. M.S.

Dated 15 Jan'y (Victor Hean)
 J. Smith
 Superintending Engineer.

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