

- (1) பக்கங்களின் எண்ணிக்கை 26.
 (2) புதுக்கித் திருப்பிய நாள் 1.6.90
 (3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் 10/8

தமிழ்நாடு ஆவணக் காப்பகம்.

(8)

தமிழ்நாடு அரசு

P. W. D. - துறை

அரசாணை எண். மு. கோப்புத் தாள் எண்.	1219	அச்சகம் பலவகை
நாள் :	2 - 5 - 1891	1981

மடிக்கலோ கண்டபடி கையாளலோ கூடாது

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13. sheets

Part I
1-25
incomplete

1219
1

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

STANDING ORDERS.

P. W. D. FORMS, PART I, 4TH EDITION.

No. 1.

Form No. 4.

Form No. 4, page 14.—From Note 7, expunge the portion in fourth line, commencing with the words, noting the fact, and ending with the words, recorded thereon, in eighth line, and substitute the following :—

The fact of the destruction, and the number and date of the new cheque, will be recorded on the counterfoil of the old cheque, and the number and date of the destroyed cheque will be recorded on the counterfoil of the new one.

In fifth sentence of the same Note, expunge the words, in either of the above cases.

[No. 1—Forms—23-9-85.]

No. 2.

Form No. 13.

Form No. 13, page 79.—In the Note, under the heading of the Form, after, Stock, add, and of Road Metal.

[No. 2—Forms—23-9-85.]

No. 3.

Form No. 20 A.

Form No. 20A, page 103.—Substitute the accompanying, revised, Memo. of Treasury Balances, for that at present appended to the Form.

[No. 3—Forms—23-9-85.]

No. 4.

Form No. 20 E.

*Cancel the following Form on pages 111-112 :—
20 E.—Consolidated receipt for cheques cashed.*

[No. 4—Forms—23-9-85.]

Table of Contents.

*From page 1, expunge,—
20 E.—Consolidated receipt for cheques cashed.*

[No. 4—Forms—23-9-85.]

No. 5.

Form No. 26.

Form No. 26, page 136.—Before the column, Gain by Exchange, under, Civil Department, introduce an additional column for, Subscriptions to Bengal Christian Family Pension Fund.

[No. 5—Forms—23-9-85.]

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No. 6.

Form No. 26.

Form No. 26, pages 138—39.—For, Suspense Accounts affecting the Budget Grant, read, Suspense Accounts not affecting the Budget Grant.

[No. 6—Forms—23-9-85.]

No. 7.

Form No. 26.

Form No. 26, pages 139 and 144.—Under, Suspense Accounts not affecting the Budget Grant, introduce an additional column for, Civil Engineers' Provident Fund.

[No. 7—Forms—23-9-85.]

No. 8.

Form No. 27.

Form No. 27, page 148.—Before, Gain by Exchange, under, Civil Department, insert an additional sub-head, Subscriptions to Bengal Christian Family Pension Fund.

[No. 8—Forms—23-9-85.]

No. 9.

Form No. 27.

Form No. 27, pages 150 and 151.—Under, Suspense Accounts not affecting the Budget Grant, add a new sub-head, Civil Engineers' Provident Fund; and in the column, Reference to detailed Schedule accompanying, insert, 32 X.I., opposite the new sub-head.

[No. 9—Forms—23-9-85.]

No. 10.

Form No. 31.

Form No. 31, page 180.—After 32 X, insert—

32 X. I., Schedule of Credits and Debits to Civil Engineers' Provident Fund.

[No. 10—Forms—23-9-85.]

Table of Contents.

After 32 X (Schedule of Famine Relief works), insert—

32 X. I.—Schedule of Credits and Debits to Civil Engineers' Provident Fund.

[No. 10—Forms—23-9-85.]

No. 11.

Form No. 32 A.

Form No. 32 A, page 182.—Alter existing items Nos. 5 and 6, to 6 and 7 respectively, and add as item 5, Subscriptions to Bengal Christian Family Pension Fund.

[No. 11—Forms—23-9-85.]

No. 12.

Form No. 32 S.

Form No. 32 S, page 235.—Add as Note 10—

10. An additional charge of one per cent. will be made on all stores supplied for Provincial and Local Funds, and also for Productive Public Works to cover all losses of stores on the way from England. This one per cent. will be charged on the value of the stores *plus* the entire sea freight (*i. e.*, freight paid in England as well as in India), and will be debited to "Stores" and credited to "Civil Department"—"Miscellaneous."

[No. 12—Forms—23-9-85.]

No. 13.

Form No. 32 X. I.

Add after page 250, the accompanying new Form:—

Form No. 32 X. I.—Schedule of Credits and Debits to Civil Engineers' Provident Fund.

[No. 13—Forms—23-9-85.]

No. 14.

Form No. 42 A.

Form No. 42 A, page 321.—In Note No. 9, add, Road Metal, after, Tools and Plant, in the first line.

[No. 14—Forms—23-9-85.]

No. 15.

Form No. 44 A.

Form No. 44 A, page 341.—For, Chapter XI, Section iv, paras. 15 to 18, substitute, Chapter XVI, para. 147, as reference to Public Works Department Code, under, Notes.

[No. 15—Forms—23-9-85.]

No. 16.

Form No. 44 B.

Substitute the following for Note 3 on Form No. 44 B, page 343:—

3. The Examiner will advise the Executive Engineer monthly of all credits for recoveries of Public Works rents appearing in the Civil Exchange Accounts. The latter will bring such items to credit of Revenue by debit to Civil Department in the Divisional Accounts, then under preparation.

[No. 16—Forms—23-9-85.]

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GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT,
STANDING ORDERS.

P. W. D. FORMS, PART I, 4TH EDITION.

No. 17.

Form No. 22 A.

Substitute the accompanying Form, for the present Form No. 22 A, on pages 121—123.

[No. 17—Forms—19-10-85.]

No. 18.

Form No. 22 B.

Substitute the following, for the certificate at foot of Form No. 22 B, on pages 126 and 127 :—

Certificate.

I do declare that to the best of my belief all journeys for which charges have been made in this bill were undertaken in the interests of the public service, and that the charges are strictly in accordance with the Travelling Allowance rules in regard to the following points :—

- (1). That no allowances, except conveyance allowances, have been drawn for journeys not taking the subordinates beyond 5 miles from their head-quarters; and that the draw allowances charged in the bill are for halts not exceeding 10 successive days at one place, made at a distance of more than 5 miles from head-quarters.
- (2). That subordinates, other than ministerial, for whom mileage has been claimed, travelled not less than 20 miles each day, and that members of the ministerial establishment, who have travelled over 20 miles in one day, for whom mileage has been drawn, incurred the amounts drawn in the bill for their own locomotion and carriage of personal luggage.

STATION _____

DATED _____ 188 _____

Executive Engineer,

Division.

Accountant.

(Countersigned.)

Superintending Engineer,

Circle.

[No. 18—Forms—19-10-85.]

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GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.

STANDING ORDERS.

P. W. D. FORMS, PART I, 4TH EDITION.

No. 19.

Form No. 44 B.

Substitute the following for Note 3 (as modified by S. O. No. 16—Forms—of 1885), on Form No. 44 B, page 343:—

3. The Examiner will accept all credits for recoveries of rent appearing in a Central Adjusting Account or in a Civil Exchange Account at once upon receipt of the account, introducing such as can be so disposed of conveniently into Divisional Accounts under audit, the remainder being temporarily included in his Auxiliary books and advised to the Executive Engineer for adjustment through Transfers—Divisional.

[No. 19—Forms—5-2-86.]

No. 20.

Form No. 22 A.

For, S. O. No. 22 A, on pages 1, 2 and 3 of Form No. 22 A (revised by S. O. No. 17—Forms—of 1885), read, S. O. No. 17.

[No. 20—Forms—5-2-86.]

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GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.

STANDING ORDERS.

P. W. D. FORMS, PART I, 4TH EDITION.

No. 21.

Form No. 2.

Form No. 2, pages 4 and 5.—In Parts I. and II. of the Form, after column for, Names, introduce an additional column for,—

Father's name.

And add the following as note 9 on the first page of the same Form—

9. The column, "Father's name," is generally speaking for discretionary use, but it must be invariably used when the identity is not sufficiently established elsewhere in the Form.

[No. 21—Form—14-4-86.]

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GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.

STANDING ORDERS.
P. W. D. FORMS, PART I, 4TH EDITION.

No. 22.

Form No. 30 A.

In note at foot of form (page 169), for R 200 read
R 500.

[No. 22—Forms, Part I—22-1-87.]

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GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.

STANDING ORDERS.

P. W. D. FORMS, PART I, 4TH EDITION.

No. 24.

PART I OF BOOK OF FORMS REFERRED TO IN P.
W. D. CODE.

Form No. 31 A.

*Form No. 31.—Alter the number to 31 A.
and insert the following above the Executive Engi-
neer's countersignature :—*

Forwarded to the Examiner of Accounts with a
certificate in Form 31 B.

Add the following notes :—

4. The Executive Engineer's countersignature
to this form will be given only when he personally
despatches the accounts; if the accounts and this
return are submitted by the Accountant, the space
provided for the Executive Engineer's signature will
be left blank.

5. Should the requirements of his work render
the presence of the Executive Engineer at his head-
quarters, when the accounts are due for despatch,
a matter of inconvenience, the accounts may be
forwarded by the Accountant, signed by him 'By
order.' As it is, however, essential that the Divi-
sional Statement of Objectionable Items should be
signed by the Executive Engineer, it will, in such a
case, be forwarded to the Examiner through the
Executive Engineer, a note to the effect that this
has been done being made in the list of accounts
by the Accountant. Such documents as deviation
statements and completion reports will of course also
require the Executive Engineer's signature.

[No. 24—Forms—16-7-87.]

[This order is applicable to Madras and Bombay.]

No. 25.

Form No. 31 B.

Insert the accompanying form as Form No. 31 B.

[No. 25—Forms—16-7-87.]

[This order is applicable to Madras and Bombay.]

NOTES.

Reference to P. W. D. Code.

Chapter XIII, section ii, paras. 102 to 108.

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P. W. D. Form No. 31 A.

BRANCH—

DIVISION—

1. This form serves as a covering docket to the accounts for the month.

2. When a voucher does not accompany the accounts, the reason for its omission should be clearly explained and the probable date of its submission stated. With a little care, however, the vouchers can generally be submitted complete with the accounts, and cases of their non-submission should be very rare.

3. Blank returns are not required. If there are no transactions and no outstanding balances under any head, the word *Nil* should be entered in the column headed "No. of accounts and papers forwarded." Schedules of suspense accounts must be submitted month after month as long as there are balances outstanding under these heads, whether there have been transactions during the month or not.

4. The Executive Engineer's countersignature to this form will be given only when he personally despatches the accounts. If the accounts and this return are sent by the Accountant, the space provided for the Executive Engineer's signature will be left blank.

5. Should the requirements of his works render the presence of the Executive Engineer at his head-quarters when the accounts are due for despatch, a matter of inconvenience, the accounts may be forwarded by the Accountant, signed by him "By order." As it is, however, essential that the Divisional Statement of Objectionable Items should be signed by the Executive Engineer, it will, in such a case, be forwarded to the Examiner through the Executive Engineer, a note to the effect that this has been done being made in the list of accounts, by the Accountant. Such documents as deviation statements and completion reports will also require the Executive Engineer's signature.

List of accounts and vouchers forwarded
by the Executive Engineer to the Examiner,
with the Accounts for the Month
of _____ 188 .

To

THE EXECUTIVE ENGINEER,

DIVISION.

I have carefully examined the accounts and other documents detailed on the reverse, being the accounts of this Division for the month of _____ 188 , and I have satisfied myself that they are in all respects correct; that all balances have been correctly brought forward from the last month; that the accounts-current balance under *cash* and *stock*; that all other accounts which open and close with a balance do balance properly; that all accounts and statements which should agree one with the other do so agree; and that, with the exceptions mentioned and explained below,* a schedule, detail or voucher, in proper form is submitted in support of every figure in the account-current or elsewhere, which requires to be supported by such schedule, &c.

2. In every case in which the word *Nil* is entered against a return in the list on the reverse, I have satisfied myself that there are neither transactions of the month nor outstanding balances of previous months in explanation of which such return is necessary.

Accountant.

* If any necessary return detailed on the reverse cannot, for any reason, be submitted with the accounts, the Accountant should add a third paragraph to this Memo., explaining with regard to each such return why it cannot be submitted with the accounts and when it may be expected. The Accountant should sign at the foot of the above statement, and the statement after countersignature by the Executive Engineer should be sent up with the accounts, which should be put up in the order in which they are entered in the list on the reverse. The reason for delay, if any, in submission of the accounts, should also be explained.

Forwarded to the Examiner of Accounts with
a certificate in Form 31 B.

Executive Engineer.

DATED _____

The _____ 188

DIVISION.

List of accounts and vouchers forwarded by the Executive Engineer to the Examiner with the accounts for the month of 188 .

P. W. D. Form No.	NAME OF DOCUMENT.	No. of Accounts and papers forwarded.	REMARKS.
ACCOUNTS.			
27	Cash account-current (with consolidated receipts for payments into treasuries)		
29	Stock account-current		
*32	Schedules of receipts and expenditure (Forms Nos. 32A to 32O)		
32 P	Schedule of transactions, adjustments and balances of Stock purchases and sales		
32 Q	Schedule of debits to Stock		
32 R	Schedule of transactions, adjustments and balances of Miscellaneous advances		
32 S	Schedule of debits, credits and balances of London invoices		
32 P	Schedule of debits, credits and balances of London stores		
32 U	Schedule of receipts, adjustments and balances of Deposits		
32 V	Schedule of Tuccavee advances		
32 W	Schedule of debits, credits and balances of Barrack supplies		
32 X	Schedule of debits, credits and balances of Famine relief works		
32 Xi	Schedule of credits and debits to the Civil Engineers' Provident Fund		
32 Y	Return of public buildings rented and available for rent		
32 A	Work vouchers for works, repairs and tools and plant		
32 A1	Ditto for repairs to head works		
33 A2	Ditto for do. to main canal and branches		
33 A3	Work vouchers for repairs to distributaries		
33 A4	Ditto for do. to drainage and protective works		
33 B	Work vouchers for manufactures		
33 C	Schedule of Establishment charges—Construction		
33 C1	Ditto ditto —Direction		
33 C2	Ditto ditto —Accounts		
34	List of petty works executed on requisitions		
36	Extract from Contractors' ledger		
37	Statement of the amounts debited and credited to Refunds		
38	Statement of deviations from sanctioned specifications and dimensions of works		
39	Divisional statement of objectionable items in the accounts		
41 B	Advice of transfer credit or acceptance of transfer		
43 A	Statement of receipts, issues and balance of Road metal		
44 B	List of officers occupying public buildings (Civil)		
18	Account of petty contractors		
...	Statement of convict labour employed		
VOUCHERS.			
8 A	Requisitions for petty works and repairs costing Rs. 200 and under, each		
8 B	Requisitions for petty works and repairs costing Rs. 200 and under, each (Military Works)		
14	Contract (and final contract) certificates		
15	Petty contractors' bills		
16	Miscellaneous vouchers		

* If any of these schedules are blank and consequently not sent, they should be detailed in the column of Remarks

DIVISION.

List of accounts and vouchers forwarded by the Executive Engineer to the Examiner with the accounts for the month of 188 —contd.

P. W. D. Form No.	NAME OF DOCUMENT.	No. of Accounts and papers forwarded.	REMARKS.
VOUCHERS—contd.			
17 A	Bills for materials		
17 B	List of purchases for which bills in the authorized form have not been received		
23	Acquittance rolls		
24	Contingent bill		
35	Account sales of stock and tools and plant		
40 A	Invoices of Stores received from other departments		
40 B	Invoices of Stores transferred		
42 D	Report of the survey of stores which have become unserviceable		
45 A	Completion reports of original works		
45 B	Completion certificates of original works		
45 C	Completion reports of repairs		
45 D	Completion certificates of repairs		
...	Receipts for payments to Civil officers		

N. B.—For workshop divisions, a sub-schedule of manufacture is submitted by the Executive Engineer.

NOTES.

Reference to P. W. D. Code.

Chap. XIII, sec. ii, para. 105.

1. This form should be forwarded monthly for audit, as soon as the Executive Engineer's scrutiny of the compiled accounts of the division is completed. It must be submitted in all cases whether the Executive Engineer personally despatches the accounts or not.

DIVISION _____

Executive Engineer's certificate of
examination and signature of the office
copies of his accounts for the month
of _____ 188 .

P. W. D. Form No. 31B.

P. W. D. Form No. 31B.

I hereby certify that I have examined and signed the following documents which are recorded in my Office* :—

[Here enter list of documents examined.]

that the entries in the cash and adjustment books have been correctly made and carried through the Cash and Stock Accounts Current, that all irregularities requiring orders have, to the best of my knowledge, been entered in the Divisional Statement of objectionable items,† and that I verified the Office copy of the Cash Balance Statement for on

I have issued instructions for the adjustment in next month's accounts of any errors which my scrutiny of the accounts has exposed.

Dated

Division.

Executive Engineer.

- * It is imperative that the following should be signed by Executive Engineer at some time during the month :—
- All Divisional or Sub-Divisional Receipts and Issues of Stock,
 - All day-books.
 - Each "Work" in the registers of works and manufacture.
 - Schedules of Stock purchases and sales, Miscellaneous advances, Deposits, and Tuccavee advances.
 - Return of buildings available for rent.
 - Cash Account Current.
 - Stock Account Current.
 - Extract from Contractor's Ledger.
 - Statement of Refunds.

† This document should always be signed by Executive Engineer before despatch to Examiner's Office.

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OFFICE OF CONSULTING ENGINEER FOR RAILWAYS,

Madras, 24th April 1891.

No. 400

MEMORANDUM.

In acknowledging receipt of the two copies of the book of Forms applied for in this office memo no. 822, dated 14th ultimo, the undersigned has the honor to point out that copies of the standing orders with reference to these books have been received as follows :—

Part I 3 sets

- 1 Complete no. 1 to 38
- 1 Incomplete no. 1 to 29
- 1 Do 1 to 25

Part II A 2 sets (complete)

Part II B 2 sets (do)

Part III 1 set only

2.—It is requested that the missing numbers of Part I and another set of Part III may be sent.

3.—The third incomplete set of Part I is returned herewith as only 2 complete sets of each Part are required.

Capt.

P.W. C. No. 4577

Atty. Gen. Shulman
Captain R.E.
for offg. Cong. Congrs for Rys.

Kins

Ord 28-6-91

Enc 7

No. 1217 W 4/20 May 1891

RD

Copy of the above
forwarded to the Secy
to the Govt. of India
P.W. Dept. for favour
of compliance with
reference to this office
letter No. 811 W 4/20
March 1891

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15.91

(13)

4/5/91 DW

Copy to the Comr. Gen. Secy

20

The Secretary to Government
Public Works Department
Madras