(6)

(1) பக்கங்களின் எண்ணிக்கை 60
(2) புதுக்கித் திருப்பிய நாள் அக்டோ 90
(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் [illegible]

தமிழ்நாடு ஆவணக் காப்பகம்.

192

தமிழ்நாடு அரசு

P.W.D துறை

அரசாணை எண். / மு. கோப்புத் தாள் எண். 2023 அச்சகம் / பலவகை

நாள் : 28 . 7 . 189 ~~198~~

Statement no 3 to 5A, 15, 16
2 to 22
Sandwich no 21 [illegible]

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

30 (28+2)
~~[illegible]~~ Sheets (5.A) 6A

ஆவண, கா-1—18,006—15-6-87.

2023
1

28th July 1891, No. 2023 W., Public Works.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

Read—the following papers :—

From the Superintending Engineer, V Circle, dated 14th Nov. 1890, No. 3780.

Abstract.—Forwarding statement of proposition for revision of temporary establishment for 1891-92.

From the Superintending Engineer, V Circle, dated 22nd June 1891, No. 293 W.

Abstract.—Giving explanation regarding the necessity for the temporary establishment.

STATEMENT of proposition for revision of temporary establishment in the V Circle for 1891-92.

ORDER SANCTIONING THE PRESENT ESTABLISHMENT. GOVERNMENT OF MADRAS, PUBLIC WORKS DEPARTMENT.		Office to which the proposition refers.	NATURE OF CHANGE.												PROPOSITION.						Remarks.
			Present scale.						Proposed scale.						Permanent.		Temporary.				
					Pay.						Pay.				Increase per month.	Decrease per month.	Increase per month.		Decrease per month.		
Number.	Date.		Number.	Designation.	Minimum.	Increment.	Maximum.	Average or fixed.	Number.	Designation.	Minimum.	Increment.	Maximum.	Average or fixed.	Amount.	Amount.	Period.	Amount.	Period.	Amount.	
					RS.	RS.	RS.	RS.			RS.	RS.	RS.	RS.	RS.	RS.		RS.		RS.	
994 W.	28th Mar. 1890.	Chingleput division.	1	Clerk	..	..	..	15	1	Clerk	..	..	..	15	..	..	..	..	..	..	Sanctioned for twelve months during the current official year.
		Do. ..	1	Draftsman	..	..	..	20	1	Draftsman	..	..	..	20	..	..	..	..	..	..	
1300 W.	12th May 1891.	Do. ..	1	Clerk for three months.	..	..	..	45	1	Clerk for three months.	..	..	..	45	..	..	..	..	..	..	
		Do. ..	1	Do. do. ..	..	..	..	20	1	Do. do. ..	..	..	..	20	..	..	..	..	..	..	Sanctioned already for famine relief works.
		Do. ..	1	Do. do. ..	..	..	..	14	1	Do. do. ..	..	..	..	14	..	..	..	..	..	..	
596 W.	3rd Mar 1891.	Do. ..	1	Do. do. ..	..	..	..	15	1	Do. do. ..	..	..	..	15	..	..	..	..	..	..	
		Do. ..	1	Do. do. ..	..	..	..	14	1	Do. do. ..	..	..	..	14	..	..	..	..	..	..	Sanctioned already for clearing up arrears.
1173 W.	28th April 1891.	Do. ..	1	Do. do. ..	..	..	..	15	1	Do. do. ..	..	..	..	15	..	..	..	..	..	..	Sanctioned already for sorting old records.
1736 W.	21st June 1890.	Do. ..	1	Sweeper	..	..	..	1	1	Sweeper	..	..	..	1	..	..	..	..	..	..	
		Do. ..	1	Scavenger	..	..	..	½	1	Scavenger	..	..	..	½	..	..	..	..	..	..	Sanctioned for twelve months during the current official year.
..	..	Do. ..	..	....	..	..	..	..	1	Watchman for looking after the vacant bungalow at Chingleput.	..	..	..	5	..	..	12	60	..	..	
..	..	South Arcot division.	..	....	..	..	..	..	1	Clerk or draftsman ..	..	..	..	25	..	..	12	300	..	..	
1152 W.	19th April 1890.	Negapatam division.	1	Watchman for tools shed and Sub-Engineer's office.	..	..	..	4	1	Watchman for tools shed and Sub-Engineer's office.	..	..	..	4	..	..	..	..	..	..	
		Do. ..	1	Scavenger	..	..	..	1	1	Scavenger	..	..	..	1	..	..	..	..	..	..	
		Tanjore division.	1	Sweeper	..	..	..	4	1	Sweeper	..	..	..	4	..	..	..	..	..	..	
		Do. ..	1	Scavenger	..	..	..	½	1	Scavenger	..	..	..	½	..	..	..	..	..	..	
				Total ..	..	..	..	169		Total ..	..	..	..	199	..	..	..	..	..	..	

2023/2

ORDER—dated 28th July 1891, No. 2023 W., Public Works.

The temporary establishment required in the V Circle during 1891-92 is sanctioned with the following remarks:—

South Arcot Division.—For this division one extra man on Rs. 25 has been allowed in consideration of the Tank Restoration works under execution in the division. It is left to the discretion of the Executive Engineer to employ either a clerk or draftsman against this sanction.

Chingleput Division.—The proposal to raise the status of this division to that of a first-class Public Works division cannot be entertained. The temporary establishment applied for being considered excessive, one clerk on Rs. 15 and a draftsman on Rs. 20 are sanctioned as usual. In G.O., No. 1300 W., dated 12th May 1891, four temporary clerks for three months were sanctioned for the division. The question of retaining their services will be considered after the expiry of this period.

Negapatam Division.—The clerk required for six months to sort old records belonging to this division cannot be sanctioned, as the man, who was sanctioned for six months in G.O., No. 2610 W., dated 6th October 1890, to do this work, should have completed it within that time.

Superintending Engineer's Office.—The additional clerk applied for cannot be allowed, as the necessity for an increase to the office establishment has not been satisfactorily proved. The work assigned to the third clerk seems light and it is considered that a better redistribution of office work can be made.

Menial Establishment.—The establishment required for the Chingleput, Negapatam and Tanjore divisions has been sanctioned.

2. The sanction accorded in these Proceedings has been registered as Provincial No. 35 W. of 1891-92 and classified as Establishment, Temporary.

(True Extract.)

Major, R.E.,
Under-Secy. to Govt., P.W.D.

To the Superintending Engineer, V Circle.
„ Examiner, Public Works Accounts.

Exd. A. D. Xavier.
Spare Copies

GENERAL.
ESTABLISHMENT.

Govt. of {1891} Madras.
PUBLIC WORKS.

Dated July, 28th.

Recd. Encl.

G.O., 28th July 1891, No. 2023 W.

JULY.

Temporary Establishment

The — required in the V Circle during 1891-92 sanctioned with remarks.

Chingleput Division Office,
ST. THOMAS' MOUNT,
11th May 1891.

No. 772

2023/63

FROM C. H. B. Burlton Esquire
~~THE~~ EXECUTIVE ENGINEER,
CHINGLEPUT DIVISION,

TO

THE SUPERINTENDING ENGINEER,
5TH CIRCLE.

SIR,

2 Enclosures
1. S.E.'s Endt. No. 446 C.R.
1. Statement

With reference to your No. 446 C.R. dated 24th April 1891, I have the honor to submit the following explanation.

2. In regard to para 2 I beg to refer you to letter No. 1642 dated 17th July/90 from this Division in which it has already been explained ~~as to~~ how a temporary clerk on Rs. 15 per mensem has been doing duty in the Accounts section of my office from 1882. (Vide G.O. No. 804 W of 27-4-1882). In the year 1882 when there were no T.R.I works in hand, entertainment of two temporary clerks – one for the Accounts section of my office at the special recommendation

GENERAL.
ESTABLISHMENT.

Govt. of {1891} Madras.
PUBLIC WORKS.

Dated July, 28th.

Recd. Encl.

G.O., 28th July 1891, No. 2023 W.

JULY.

Temporary Establishment

The — required in the V Circle during 1891-92 sanctioned with remarks.

Chingleput Division Office,
ST. THOMAS' MOUNT,
11th May 1891.

No. 772

2023/63

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~~THE~~ EXECUTIVE ENGINEER,
CHINGLEPUT DIVISION,

TO

THE SUPERINTENDING ENGINEER,
5TH CIRCLE.

2 Enclosures
1- S.E's Endt. No. 446 C.R.
1- Statement

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GENERAL.
ESTABLISHMENT.

Govt. of {1891} Madras.
PUBLIC WORKS.

Dated July, 28th.

Recd. *Encl.*

G.O., 28th July 1891, No. 2023 W.

JULY.

Temporary Establishment

The — required in the V Circle during 1891-92 sanctioned with remarks.

Chingleput Division Office,
ST. THOMAS' MOUNT,
11th May 1891.

No. 772

2023/63

FROM C. H. B. Burlton Esquire
~~THE~~ EXECUTIVE ENGINEER,
CHINGLEPUT DIVISION,

TO

THE SUPERINTENDING ENGINEER,
5TH CIRCLE.

SIR,

2 Enclosures
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1 - Statement

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2. In regard to para 2 I beg to refer you to letter No. 1642 dated 17th July/90 from this Division in which it has already been explained ~~as to~~ how a temporary clerk on Rs. 15 per mensem has been doing duty in the Accounts section of my office from 1882. (Vide G.O. No. 804 W of 27-4-1882). In the year 1882 when there were no T.R.I works in hand, entertainment of two temporary clerks - one for the Accounts section of my office at the special recommendation

of the Examiner to the then* Superintending Engineer and another for the correspondence section of my office were sanctioned in G.O. No 804 W d/ 27-4-1882 after much consideration as to the reasonableness of the demands. Foreseeing the possibility of your present reference, as it was raised once by your predecessor last year on a similar application for temporary establishment, I gave an exhaustive explanation in the statement that accompanied my letter No 223 d/13.4.91 besides the explanation on the same subject by Lieutt A. Drilue while officiating for me last year. During 1886, however, additional Establishment of one draftsman and one clerk were sanctioned for T. R. S works and these in addition continued to be sanctioned up to last year when the full temporary Establishment required was reduced and was not re-sanctioned although repeated appeals were made. The items 4 to 7 therefore refer to these Establishment.

3. In regard to para 3, I hope

* Endt No 320 SE/5 d/ 1-3-82 to E.E.
E.E. No 731 d/ 17.3.82 to S.E.

South Arcot

List showing the works on which each member of the Office Establishment is at present employed.

Head Clerk - 1. Correspondence (Drafting, Comparing &c)
2. Arranging and sending papers to Executive Engineer at Head Quarters
3. —— do —— to tappals on circuit
4. Arranging and distributing papers received from the Executive Engineer to members in the Office.
5. Attending to the calls of the Executive Engineer for information
6. Disposal of applications for appointments, leave &c from all members of the Department
7. Periodical returns such as Administration Reports &c
8. Registering tenders.
9. Drawing up agreements &c
10. Maintaining Register of Books in Library.

General Supervision of work in Correspondence Branch &c

2nd Clerk — 1. Register of letters received from the Superintending Engineer

2. Register of letters from Sub Divisional officers.
3. — do — from other officers (miscellaneous)
4 — do — from Examiner P.W.A.
5. Despatch of letters sent to the Superintending Engineer
6 — do — to Sub Divisional officers
7 — do — to other officers (Misc.)
8 — do — to Examiner P.W.A.
9 — do — Circulars.
10. Keeping Service Label Account.
11. Unanswered Reference List.

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1. Posting Cash Abstract Books.
2. Compiling Piece work Accounts.
3. Sorting Vouchers to agree with Cash abstract books to prepare Schedule of Expenditure
4. Preparing Schedule of Expenditure Irrigation ordinary
5. — do — Tank Restoration Scheme
6 — do — Contribution
7 — do — Provincial
8 — do — Imperial
9 — do — Local Fund Incorporated
10. — do — do — Excluded

J. S. Sivaramier
Clerk - 4C, 2nd Grade
(Accounts Branch)

11-

2023 / D5

11. Preparing Schedule of Expenditure General Tools & Plant
12 — do — List of Vouchers and accounts.
13 — do — Work abstract.
14. Writing and posting Registers of all works above Rs. 200/- with Subheads for works costing Rs. 10,000/- and departmental works above Rs. 2500/-
15. Index books for all Registers of works.
16. Maintaining Register of Contract agreements
17. Preparing Completion Reports and also checking them if received from the Sub Divisional officers
18. Maintaining Registers of Completion Reports sent to the Examiner P.W. A/cs.
19. Writing General Progress Report & posting monthly Expenditure on all works in the Division for the information of the Executive Engineer and Office.
20. Writing and posting B Progress

Progress Reports for all works Exceeding Rs: 2,500/- for the submission to the Superintending Engineer

21. Writing and posting C Progress Reports for Irrigation branch for ~~all~~ works above Rs: 200 and below Rs: 2,500/-

22. — Do — do — C Progress Reports for other Service heads (General Branch) for works above Rs. 200/- and below Rs. 2,500/-

23. Registers of the above sent to the Superintending Engineers

24. Preparing E Progress Reports for Irrigation & General Branches.

25. Picking out references and previous vouchers to enable the accountant in disposing references and paying bills; and also posting Sub Divisional Officer's Progress Reports.

V. Krishnasawmy Aiyar, Clerk

1. Fair Copying

2. Translating Vernacular petitions

3. Keeping of water Returns and Rain Registers.

4. Posting standing orders in Public Works Code and Civil Service Regulations

5. Fair Copying Estimates and Reports.

2023/96

C.V. Ramiengar
Storekeeper.

1. Preparing the Half yearly and monthly statements of Tools and Plant as defined in Code para 1778.

2. Writing up the Divisional Cash Book and making petty payments in Cash;

3. Preparing Cash Balance statement every month for Executive Engineer's Cash Chest.

4. Checking Measurement sheets.

5. Posting Contract certificates in the Ledger.

6. Preserving the Savings Bank Pass Books and Contract agreements.

7. Preparing Salary ~~Bill~~, Travelling

Travelling Allowance and Contingent bills-

8. Preparing Acquittance Rolls for payment of Salary and Travelling allowance

9. Drawing up cheques for Executive Engineer's Signature when in Hd. Quarters.

10. Maintaining a Register for deposits into and withdrawals from Post office Savings Bank

11. Maintaining a register of cheques drawn but not actually paid away

12- Preparing indents for printed forms from the Examiner

13. Writing up advices of Transfer debit and credit

14- Preparing receipts for Executive Engineer's Signature for money received into the Divisional office both from Contractors as deposits and from Subordinates as Sale proceeds &c.

15. Noting Examiner's Audit of Salary and Travelling allowance in the Office Copies of the bills.

2023/87

Preparing the following monthly accounts forwarded to the Examiner

16. Return of Public Buildings rented-

17. Schedule of Establishment Charges

18- Statement of Tools and Plant received and issued

19. Schedule of Deposits ordinary

20. Extract from Contractor's Ledger

21- List of accounts and Vouchers only so much as is concerned with the Establishment Charges

22- Preparing rent bills of P.W.D. Buildings occupied by Civil officers.

M. Seshachyangar
Clerk

1. Picking and putting up references

references and Charge of records.

2. Maintaining Stationery Account and preparing indents &c. in Connection with it.

3- Distribution of Stationery to Subdivisional officers

4. Preparing periodical Returns (monthly, Quarterly, Halfyearly and Annual).

5- Verification of Service books.

—

Head Draftsman

1. Preparing the fair plans from the designs given by the Executive Engineer and also preparing the Estimate for the same.

2- Checking the Estimates received from the Subdivisions and attending to the instructions of the Executive Engineer in them, such as, making alterations in plans and Estimates and preparing for Signature.

3. Preparing the River diagrams of the Anicut Systems.

(Form A). 4. Preparing Register of Anicuts showing the levels of the principal parts of the flood levels

(Form B) 5- Register of River Embankments showing the levels of all Masonry works and flood Levels.

2023/48

6. Preparing Statistical statement.

7. Preparing the Schedule of rates

8- Preparing Estimates for, Imperial, Provincial, Judicial, Police Buildings &c. and (Military Buildings if any)

9. Preparing indents for Shutters &c. to P.W. Shops.

Assistant Draftsman.

1. Keeping Receipt Register for the Estimates received from Sub Divisions and noting the despatch dates in them when they are sent for Sanction.

2- Noting Sanction of Estimates Sanctioned by Superintending Engineer

Engineer and Executive Engineer in the Register Books.

3- Checking the Estimates that are received from Sub Divisions and Comparing the fair Copies of Sanctioned estimates.

4- Preparing the return of Sanctioned Estimates Sanctioned by the Executive Engineer monthly.

5- Picking out and giving Estimates for reference to Hd. Clerk, Hd. Accountant and Record Keeper

6. Tracing of plans, Surveys &c when ordered by the Executive Engineer for Submission to Superintending Engineer &c.

7- Keeping discharge Register for all the Anicuts—

8- Keeping Register of lands taken up for public works &c.

9. Sorting old plans and estimates for each system and each work.

Executive Engineer.

---

that you will obtain sanction to the establishment mentioned in items 8 to 10 of my statement for Famine Relief as it is absolutely necessary.

I have the honor to be
Sir,
Your Most Obedt. Servt.
C H P Burton
Executive Engineer,
Chou

6
9/5/91

No. 589
14-5-91

From
The Exe: Engineer
Chingleput Dn

To
The Supg: Engineer
V th Circle

Dated 11th
Desp:
Recd } May 1891

No 772

Enclosures 2

Temporary Establishment

- Forwards some expla-
- nation as to the necessity
of — required

No 19/15

(15)

D. P. W.

No. 307.

SOUTH ARCOT DIVISIONAL OFFICE,
CAMP Chidambaram
18th May 1891.

From
The Executive Engineer,
South Arcot Division.

To
The Superintending Engineer,
5th Circle.

2023
13 10

2023
14 11

Sir,

Referring to your endorsement No 243 S.A dated 17th April/91 (returned herewith), I have the honor to forward lists showing the works on which each member of the Office Establishments is at present employed.

Even working out of hours, that is before 11 A.M and after 5 P.M, the members concerned find it difficult to keep their work up to date, more especially those items which have been underlined with red ink. The Extra Establishment asked for is required to prevent arrears accumulating, and to enable the Office Establishment

ENCLOSURES.
1. S.E. No $\frac{243\ S.A}{17.4.91}$
2. Statements
3

Establishment to keep level with their work, while working within reasonable hours, instead of, as they now have to do, working extra time –

I regret the delay in replying to this reference but all the members of the Establishment were fully engaged in preparing and submitting the several periodical returns due during the current month and the month of April –

I have the honor to be
Sir,
Your most obedient Servant

R Davidson
Executive Engineer

2023
19 11

[illegible]

1/87-88

R. Dis: 2945 A
20-7-91

Pro 5/6509/91

2938

15/52

D. P. W.

From The Executive Engineer, South Arcot Division.

No. 307

Dated 18
Despatched 19 May 1891.
Received

Enclosures 3

Forwards a statement showing work done by each Draftsman of the Office

---

SUPERINTENDING ENGINEER'S OFFICE,
V Circle, Madras,
Chepák, 22d June 1891.

No. 2938

V 023 12

From
Major D. McNeil Campbell, R.E.
SUPERINTENDING ENGINEER, V CIRCLE,

To
THE Chief Engineer
P. W. Department

Enclosures.

SIR,

With reference to your Memorandum No. 940.C dated 19th February 1891, I have the honor to forward the explanation submitted by the Executive Engineer, Chingleput Division in his letter No. 772 dated 11th May 1891 with one statement, regarding the necessity for the temporary Establishment required permanently for his Division irrespective of the temporary clerks sanctioned on account of Famine Relief works, who of course will be discharged when the Relief works cease. There are allowed for this Division on account of Tank Restoration works one Draftsman on Rs 20 and one Clerk on Rs 15; and in addition to these one clerk on Rs 15, and one Clerk on Rs 14 are required; the necessity for these two clerks was fully explained and admitted, and sanction to the entertainment of the two Clerks, was given in previous years, long before the Tank Restoration operations were commenced in that Division

(Sec

(see G.O No 958 W dated 29th March 1883) The recent transfer of the Military works to the Military works Department has reduced the work in the Division to a very inappreciable extent only.

To G.L
[illegible]

2 I also forward the explanation from the Executive Engineer, South Arcot, in letter No 307 dated 18th May 1891 with a statement as to the necessity for the temporary Establishment asked for for that Division. Viz one Draftsman on Rs 25 and one clerk on Rs 20) and I may mention that the necessity for extra (temporary) Establishment for this Division also was admitted, and its entertainment sanctioned in previous years. (See G.O above quoted) and though there has been no transfer of any works in that Division to another Department as in the case of Chingleput, the temporary Clerks have been disallowed of late years. Now that the Tank Restoration works are being carried out in this Division, the necessity for the additional Clerk and Draftsman asked for will now, I trust, be admitted

3. I enclose a paper showing the work assigned to each member of my office Establishment. The ordinary work in my office gives more than full employment daily to every Clerk, and whenever, and not unfrequently, there is a pressure of work the need of an extra hand is very much felt and when any Clerk on account of illness or other

urgent

urgent Causes - is granted a few days Casual leave, it is with very great difficulty his work is done during his absence. I would mention ~~as~~ with reference to para 2 of your Memorandum No 480C dated 28th January 1890. that though this circle had at that date been relieved of the charge of Military works, the recent addition of Tanjore and Negapatam Divisions instead of the late Presidency Division and the North Arcot Division has brought up the amount of work in this office to more than what it was when one temporary Clerk on Rs 15 and one on Rs 10 - were allowed to this office during 1887-88, 1888-89, 1889-90

2023
(Ap 13)

4 I trust that under the explanations now furnished, the extra establishment asked for in this office No 3780 dated 14th November 1890 for the Chingleput and South Arcot Divisions and ~~as~~ the one clerk on Rs 15 asked for for this office will be sanctioned. I now forward for sanction a supplemental List of Watchmen &c required in 1891-92

940 C.d
19.2.91

1 Watchman for Chingleput Dn
1 do - - Negapatam do.
1 Sweeper for - do -
1 Clerk for sorting old Records for six months } for - do -
1 Sweeper
1 Scavenger } for Tanjore Dn

I have the honor to be
Sir
Your most obt. Servt.

Edw. Campbell
Major R.E.
Supdg Engineer 6 Circle

6839

From
The Supg Engineer
Fifth Circle

To The Chief Engineer
P.W Department.

Dated 23rd } June 1891
Recd 25 }

Encls. 2 6

No 2023 W d 28/7/91

No 2932

Temporary Establishment.

—

Gives Explanation regarding the necessity for the

P. Proc. 1318 W d 17.5.89 ✓
" " 1471 W d 4.6.89 ✓
" " 1800 W d 6.7.89 ✓
Memo No 400 C d 28.1.90 ✓
P. Proc. 994 W d 28.2.90 ✓
" " 1152 W d 19.4.90 ✓
" " 1936 W d 21.6.90 ✓
" " 2610 W d 6.10.90 ✓
Memo No 940 C d 19.2.91
P. Proc. No 596 W d 3.3.91 ✓
" " 807 W d 19.3.91 ✓
" " 917 W d 3.4.91 ✓
" " 1173 W d 20.4.91 ✓
" " 1300 W d 12.5.91 ✓

27.7.91

6

Read the following
1 from the Supg Engr 5th Circle No 3780 d 14-11-91
abstract
Forwarding statement of Proposition for revision of temporary establishment for 1891-92-

from the Supg Engr 5 Circle No 2934 d 22-6-91
abstract
giving explanations regarding the necessity for the temporary establishment
2

3 Statement

1 G.O. 2023

14

4. Clerk — Record-Keeper. Registering letters, petitions &c. received
and

From 6839 R. Mas. 1318 W d/ 17.5.89 ✓

Statement showing duties performed by each Clerk of the Superintending Engineer's office, 5th circle

2923/17 15

Head Clerk	- General Supervision of the office
2d Clerk	- Maintaining office, Cash book, Grant and Estimate Registers, Disposing of estimates by preparing sanctioning memos &c, Preparing salary, Contingent and T. A. Bills of the office. Disposing of Contingent Bills of objectionable Items statements of Divisions, and preparing Budgets, Progress Reports &c connected with accounts. Statements of modification allotments under all Budget heads &c Drafting letters in connection with the above
3d Clerk ✗ once a month	- Preparing periodical returns, Checking T. A Bills of Divisions, disposing of salary and T. A. Disallowance Lists, translating petitions, posting standing orders and addenda and corrigenda &c in books, and is in charge of stationery
4th Clerk	- Record-Keeper. Registering letters, petitions &c received and

and entering in the Despatch Registers all letters despatched Fair Copying letters	5th Clerk
Despatching letters, Salary, T. A., and Contingent Bills, Disallowance Lists &c Maintaining Post and Service labels Account books, preparing diaries for letters sent; Comparing fair copies of letters with the head Clerk, and taking office Copies of Endorsements &c on original papers	6th Clerk once a month
Assistant to the 2d Clerk, fair copies all letters & Returns relating to Accounts and Estimates - and assists the 2d Clerk in writing up the Registers of Sanctioned Estimates &c	7th Clerk

D. A. Campbell Major R.E.
Superintending Engineer
5th Circle

22d June 1891

Pw 81
6839/91

2023 / ~~12~~ 16

Statement of Proposition revision of Temporary Establishment. in the V Circle for 1891-92

2023

~~78~~

Order Sanctioning present Establishment. Government of P.W. Department.		Office to which the proposition refers.	Nature of Change.												Proposition.						Remarks by Local Government.
			Present Scale.						Proposed Scale.						Permanent.		Temporary.				
					Pay.						Pay.				Increase per month.	Decrease per month.	Increase per month.		Decrease per month.		
No.	Date.		No.	Designation.	Minimum.	Increment.	Maximum.	Average or Fixed.	No.	Designation.	Minimum.	Increment.	Maximum.	Average or Fixed.	Amount.	Amount.	Period.	Amount.	Period.	Amount.	
		Chingleput Dn	1	Clerk				15	1	Clerk				15							Sanctioned for 12 months during the current offl year
994 W	28-3-90		1	Draftsman				20	1	Draftsman				20							
			1	Clerk for 3 months				45	1	Clerk for months				45							Sanctioned already for Famine Relief Works
			1	Do				20	1	Do				20							
			1	Do				14	1	Do				14							
1300 W	12-5-91		1	Do				15	1	Do				15							
			1	Do				14	1	Do				14							Sanctioned already for clearing up arrears
596 W	3-3-91		1	Do				15	1	Do				15							sanctioned already for sorting old records.
1173 W	26-4-91		1	Sweeper				1	1	Sweeper				1							Sanctioned for 12 months during the current official year
1736 W	21-6-9?		1	Scavenger				½	1	Scavenger				½							
									1	Watchman for looking after the vacant bungalow at Chingleput				5			12	60			— Do — Do —
									1	Clerk or draftsman				25			12	300			— Do — Do —
1152 W	19-4-90	South Arcot Dn Negapatam Dn	1	Watchman for tools shed and Sub engineer's office				4	1	Watchman for tools shed and Sub Engineer's office				4							— Do — Do —
		Do -	1	Scavenger				1	1	Scavenger				1							— Do — Do —
1152 W	19-4-90	Tanjore Dn	1	Sweeper				4	1	Sweeper				4							— Do — Do —
		Do	1	Scavenger				½	1	Scavenger				½							
								169						199							

[illegible]/1717

Supplemental

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Statement of Proposition for revision of Establishment.

Order Sanctioning present Establishment.

Government of Madras P.W. Department.

No.	Date.	Office to which the proposition refers.	Nature of Change. Present Scale. No.	Designation.	Pay. Minimum.	Increment.	Maximum.	Average or Fixed.	Proposed Scale. No.	n.	Pay. Minimum.	Increment.	Maximum.	Average or Fixed.	Proposition. Permanent. Increase per month. Amount.	Decrease per month. Amount.	Temporary. Increase per month. Period.	Amount.	Decrease per month. Period.	Amount.	Remarks by Local Government.
		Chingleput Division							1	ecial W hman	"	"	"	5	"	"	12	60			Required for maintaining & watching the vacant P.W.D. Bungalow & garden @ Chingleput under para 1042 of S. O. No. 1234.
										Tot for year	"	"	"	5	"	"	12	60	"	"	
27734W	4 Octob 1889	Negapatam Division	1	Watchman for Tools Shed & Sub Engineer's Office	"	"	"	4	1	Wat man for Tool hed & Sub ngr's office	"	"	"	4	"	"	12	48	"	"	
13187W	17 May 1889		1	Scavenger Division Office	"	"	"	1	1	Scavenger Division office	"	"	"	1	"	"	12	12	"	"	
2610W	[illegible]		1	Clerk	"	"	"	15	1	Clerk	"	"	"	15	"	"	6	90	"	"	Required for sorting old Plans & Records.
										Total	"	"	"	"	"	"	"	150	"	"	
									1	Sweeper	"	"	"	4	"	"	12	48	–	–	
									1	Scavenger	"	"	"	-8-	"	"	12	6	–	–	
										Total for 1 yr.	"	"	-	4-8-	"	"	12	54	–	"	

To The Chief Engineer P.W.D.

Campbell Major R.E.
Supdg Engr 5th Circle

13 E
29/3/91

2023
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16-4-61

Statement showing the requirements of temporary hands with reason for employment of each

Authority 1	Present Scale No.	Class 2	Amount	No.	Proposed Scale No.	Class 3	Amount	Remarks 4
Budget	1 1 2	III class 2 grade IV class 2 grade IV class 3 grade	60 to 80 30 to 40 20 to 30	1 1 2	1 1 1 2	III class 2 grade IV class 1 grade IV class 2 grade IV class 3 grade	60 to 80 40 to 50 30 to 40 20 to 30	If this Division be made first class in accordance with the representations embodied in my letter No 607 dated 10th May 1889 the proposed Establishment might be sanctioned.
G O No. W 3. 90	1	clerk V class 1 grade	15 to 20	1	1	clerk V C. 1 grade	15 to 20	This temporary clerk is a copyist attached to the Accounts Section of the Divisional Office. His entertainment has been sanctioned by the Govt. on a special reason recommendation of the Examiner to the Superintending Engineer and Continued to be Sanctioned from 1882-83 Vide the first G O No. 804 W dated 27 March 1882. The work — Copying of Accounts and other statements in regards to Accounts has from that time forward increased and the Govt. have accordingly been passing the entertainment of this clerk ever since on the [illegible] annual [illegible] G O Sanction [illegible]
596 W 3-3-91	1	clerk V class Grade	10 to 15	1	1	clerk V class 2 Grade		14 This clerk has been sanctioned from 1882-83 in addition to the copyist of the Accounts Section above and has been employed in the Correspondence Section. The necessity for this was discussed in 1882 when the entertainment was approved and sanctioned. The Continued employment of this Clerk was annually sanctioned from 1882-1883 to 1889-1890. During 1890-91 the Govt. refused this sanction. The difficulty felt for want of this Clerk was however explained to the Superintending Engineer and to Govt in this office letters Nos $\frac{172}{13\text{-}6\text{-}89}$, $\frac{564}{24\text{-}2\text{-}90}$, $\frac{276}{22\text{-}4\text{-}90}$, $\frac{832}{26\text{-}5\text{-}90}$ and lastly in $\frac{1642}{17\text{-}[illegible]}$ but with no result. Arrears accumulated, all these had to be done and ~~[illegible]~~ work in connection with the I. R. Scheme entailed a very great amount of extra clerical work. On the last representation by this office and the Superintending Engineer, Govt in their order sanctioned the entertainment of a clerk for 3 months from 1 January 1891. Vide G O No $\frac{596 W}{3\text{-}3\text{-}91}$, but unless this is continued the work in the Correspondence Section will surely fall into arrears ~~[illegible]~~ It is requested that the entertainment of this clerk may therefore be sanctioned as ~~has been~~ hitherto.

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Authority	Present scale No	Present scale Class	Present scale Amount	No.	Proposed scale No	Proposed scale Class	Proposed scale Amount	Remarks
1		2				3		4
	-	-	-	-	1	Clerk V class 1 grade	15	Owing to the influx of T. R. S. Estimates during 1886-87 a temporary Draftsman on Rs 30 per mensem was applied for at the suggestion of Govt to have the estimates and the connected documents copied. This however did not materially accelerate the despatch of estimates copied to the Sub Divisional officers for execution and it was found necessary by actual experience to entertain a temporary draftsman on Rs 20/- and a temporary Clerk on Rs 10/-. And the sanction for this was accorded in G. O. No. 3341 W dated 20 October 1888. This entertainment continued to be sanctioned annually from 1888-89 to 1889-90 but during 1890-91 Govt. sanctioned the continued employment of a Draftsman only. The necessity for the entertainment of a temporary Clerk on Rs 15/- was repeatedly brought to the notice of the Govt by the Superintending Engineer but in vain. Con[illegible] the large number of T. R. Estimates sent [illegible] and the [illegible] are expected for works in the different taluks [illegible] are absolutely necessary and it is therefore requested that they may be sanctioned.
	1	Draftsman	20.	1	1	Draftsman	20.	
					1	Clerk	45	This temporary Clerk on Rs 45 per mensem is very urgently required for the Accounts section owing to the organization of departmental relief works for which the check examination of Nominal Rolls and Tenday Reports and other Accounts and numerous statements are necessary. Of the following works ordered to be done departmentally five have been commenced and arrangements have been made to begin a fourth namely Achirampakkam Tank Repairs in Madurantakam Taluq. (1) Kadur Tank. Estimate Rs 2,760 (2) Kambakam Tank. Estimate Rs 3450 (3) Naranavaram Diversion. Estimate Rs 6,220 (4) Tullarambakam Tank Estimate Rs 4505 (5) Vadamadurai Tank Estimate Rs 2410 (6) Santhavelu Tank. Estimate Rs 3,000 (7) Naranavaram River Embankment. Estimate Rs 2,5 (8) Kotalliyur River Embankment Est. Rs 6,000 (9) do. Est. Rs 8,100 (10) Achirampakkam Tank. Estimate Rs 1,800 (11) Vellalottur Tank ... Estimate Rs 3790

uthority	Present scale No.	Class	Amt.	Proposed scale No.	Class	Amt.	
1		2			3		4
	4						Considering the number of works done and to be done departmentally and the number of temporary Estt. for Subordinates recently appointed it is absolutely necessary to increase the office Establishment in proportion and unless sanction is given all these extraordinary accounts will cause the current work of the Division to fall hopelessly into arrear.
	4			1	Clerk IV class 3 Grade	20	This Clerk is necessary to attend to the additional Correspondence and the preparation of numerous statements entailed by the introduction of Famine Relief Works. New works are being started by increased establishment on the works themselves; but no proportionate increase of Establishment has been made in the office.
	10			2	Clerks V class 1 Grade	30	These Clerks are wanted for the Sub Divisional Offices of Trivallur & [illegible]. In the former Sub Division of Famine Relief works are going on and in the latter, works are about to be started. The strength of 2 Sub Divisional Offices is only one Clerk on Rs 20 and he is quite inadequate to cope single handed with all the Famine Works in addition to the current work of the office. Pending sanction [illegible] Sub Division has been entertained.
					1 Clerk and 1 Lascar for each of [illegible]		This requires no explanation as under the rules the posting of an Overseer permits ~~[illegible]~~ freely carries with it the appointment of a temporary Clerk and a Lascar.

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5.A 24

Executive Engineer's Office
Saint Thomas Mount
13th April 1891

C. W. E. Burton
Executive Engineer
Chingleput Dn.

C
17/4/91

C. No: 6839

2925 / 25

Note.

In reply to Memo. No: 940 C of 19th February 1891 asking the S. E. V Circle to furnish full explanation as regards the necessity for the temporary establishment applied for, the S. E. forwards with the accompanying letter the explanation submitted by E. Es.

Chingleput Dn. The Executive Engr. submits two proposals, one for raising the status of the Division to that of a first class Division and the second for temporary establishment required during 1891-92. As regards the permanent increase a reference is solicited to my note attached to G. O. No: 1800 W of 8th July 1889. The circumstances of the Division have not since altered and the transfer of the Military Works to the Military Works Department must certainly have reduced the work of the Division to some extent although the Exctg. Engr.

The only alteration in the Dn. as regards ordinary works, seems to be a reduction of work reports that the work has been reduced to a very inappreciable degree.

The temporary establishment applied for by the Executive Engr is excessive, being 3 clerks, & 1 draftsman for ordinary work and 4 clerks for famine relief works. The establishment required on account of famine works was after much hesitation sanctioned for a period of 3 months and it is not likely that the H. M. will allow the other 4 men required for ordinary work. Please see H. M's remarks on G. Os Nos: 1471 W of 4th June 1889, 994 W d/28-3-90, and 807 W d/19-3-91. It is therefore proposed to allow as usual 1 clerk on Rs 15 and 1 ~~clerk~~ draftsman on Rs 20 in addition to the establishment sanctioned for famine works.

South Arcot Division. The items underlined in red ink in the statement showing the distribution ~~statem~~ of work in the Division do not form the ordinary current work of the office and are therefore generally neglected. These items do not of themselves warrant the necessity for the additional establishment ~~and~~ applied for and can be attended to with a little exertion. In consideration however of the progress of Tank Restoration works in the Division for which a grant of Rs 40,000 has been provided in the current year, a clerk ~~on Rs~~ or draftsman on Rs 20 may be sanctioned instead of 1 clerk on Rs 20 and 1 draftsman on Rs 25 applied for by the Executive Engineer. For those Divisions in which Tank Restoration works are in progress with a grant varying from Rs 80,000 to 1,00,000, a clerk and a draftsman have been allowed; but as the grant for this Division is only Rs 40,000 it is proposed to sanction 1 clerk or 1 draftsman on Rs 20 leaving it to the discretion of the Ex. Engr. to employ either a clerk or a draftsman.

North Arcot Dn. This Division having been transferred to the IV Circle, the establishment required will be included by the S.E. IV Circle in his ~~annual~~ statement of temporary establishment for 1891-92.

Negapatam Dn. The S.E. applies for a clerk on Rs 15 for 6 months for sorting old plans and records. The E.E. should not have allowed these old papers to accumulate and should have made arrangements to sort them from time to time. As however they have become accumulated, it is proposed to sanction the employment of ~~the~~ a man

Of which at present sanction has been accorded

for 1 Clerk } for T.R. works
1 Draftsman }

1 Clerk for 3 mos. - to clear arrears.

4 Clerks for 3 mos - for relief works.

The clerk on 3 mos. to clear arrears should now have done that work -

The Estt. for T.R. works should continue, and the services of the clerks for Relief works should be continued until those works are closed —

The Assistant Draftsman will trace the T.R. plans -

I think one other man might be allowed for T.R. works - being on a salary of Rs 25 - and if the E.E. prefers an extra Draftsman to an extra clerk he might get one - the same on the same salary —

D.W.

Since writing this note I find that this clerk was sanctioned already for six months vide G.O. No. 1610 W of 6th October 1890. It does not therefore seem proper to sanction the continued employment of this man for any further period.

for a period of 3 months and to instruct the S. E. that arrangements should be made to complete the sorting within the above said time.

Menial establishment required for the Chingleput, Negapatam & Tanjore Divisions may be sanctioned.

Supdg. Engineer's office The status of this office has not in any way been altered, the Tanjore and Negapatam Divisions having only taken the place of the Presidency and North Arcot Divisions. The late Presidency Division was a very heavy one and entailed a great deal of correspondence with the officers of the Civil and Military Departments. There is therefore no reason for the S. E. to complain of heavy work. The distribution of work as at present existing does not seem good, The work assigned to the 3rd clerk appears to be insufficient. The Supdg. Engineer reports that much difficulty is experienced when any of the clerks goes on leave. This is no doubt the case in most of the P. W. offices, but the work of the absentee should then be taken up by the remaining members of the office. If the S. E's proposal is sanctioned, the same indulgence will have to be extended to other circles and will serve as a bad precedent. It is therefore proposed to disallow the additional clerk applied for by the S. E.

A revised proposition statement and a draft order in the terms of the foregoing note will be submitted if approved.

Maj 14/7

No extra clerks have ever been sanctioned for S. E.'s offices (with the exception of 6th C. where 1 clerk was sanctioned on account of estate works)

I do not think this extra clerk should be sanctioned — The 3rd Clerk's duties do not appear to be very heavy —

ODH
16.7.91

Ex. clk might be allowed —

But I now find that a clerk was sanctioned on 6-10-90 for 6 months to do this same work —

There is therefore no necessity for the sanction now asked for.

ODH
17.7.91

Cihe. 65.3/

Esmt. [illegible]

Note

Ohr 95.VI

[illegible] 20.VI

Gen

No 2023 W. of 28th July 1891

Genl Establt

PUBLIC WORKS DEPARTMENT.

A

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following

Quote

From the S. E. V Circle No 3780, dd 14th November 1890.
From the Ag. S. E. V Circle No 293 W. dd 22d June 1891.

Print: E. E. marked with abstract of letters

2023 / 28

The temporary Establishment required in the V Circle during 1891-92 is sanctioned with the following remarks:—

South Arcot Dn

For this division 1 extra man on Rs 25 has been allowed in consideration of the Tank Restoration Works under execution in the division. It is left to the discretion of the Executive Engineer to employ either a clerk or draftsman against this sanction.

Chingleput Division.

The proposal to raise the status of this Division to that of a first class P. W. Division cannot be entertained. The temporary establishment applied for being considered excessive, one clerk on Rs 15, and a draftsman on Rs 20 are sanctioned as usual. In G.O. no 1300 W, dated 12th May 1891, 4 temporary clerks for 3 months were sanctioned for the Division. the question of retaining their services will be considered after the expiry of this period.

Negapatam Division

the clerk required for 6 months to sort old records belonging to this Dn., cannot be sanctioned, as the man who was sanctioned for 6 months in G.O. no 2610 W. dated 6th October 1890, to do this work, should have completed it within that time.

202³/29

Supdg Engineer's office

The additional clerk applied for cannot be ~~granted~~ allowed, as the necessity for an increase to the office establishment has not been satisfactorily proved. The work assigned to the 3rd clerk seems light, and it is considered that a better distribution of office work can be made.

Menial Estabt.

the estabt required for

for the Chingleput, Negapatam and Tanjore Divisions has been sanctioned.

2. The sanction accorded in ~~para 1 of~~ these Proceedings has been registered as Provincial No 35 W of 1891-92, & classified as Estabt. Temporary.

18.7.91

Ind
23 July.

28/vii

S. E. T Circle
Exe: P.W. Apts
24/8

Oh 95. VII
Hm 22. VII
24 VII

2023
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H.H 30.1-12

Govt. of (18) Madras.

PUBLIC WORKS.

Dated Urgent

Recd

Enl.

G.O. 28th July 1891 2023W

Temporary Establishments

The — Estd in the V Circle during 1891-92 sanctioned with remarks:–

28

1d 28/7