(1) பக்கங்களின் எண்ணிக்கை 20

(2) புதுக்கித் திருப்பிய நாள் 10.10.90

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

PWD துறை

100

அரசாணை எண்.
மு. கோப்புத் தாள் எண். 3053

அச்சகம்
பலவகை

நாள் : 14-11-1991

198

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

10 Sheets

ஆவண. கா-1—18,006—15-6-87.

3053

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following papers :—

Office-note from the Examiner, Public Works Accounts, dated Madras, 6th November 1891, No. 6822.

With reference to G.O., No. 2590 W., dated 28th September 1891, and similar orders which are issued quarterly, I beg to suggest the desirability of a modification of the rules respecting completion reports.

2. In the lists on which the Government Order quoted was based, which are sent herewith in original (for favour of return), a comparison has been made between the amount of sanctioned estimate and of outlay, and it will be noticed that in most cases the works were insignificant both in character and outlay, that in many cases works were executed within sanctions, and that where excesses occurred they were trifling. Out of the 345 works included in the list for which completion reports were overdue, only 26 (as specified in enclosed list) would appear to call for the submission of such documents.

3. Divisional offices are, as a rule, overburdened with clerical work, and I know from considerable experience that in consequence of this the preparation of completion reports is put off from week to week, in the hope of finding a more convenient time for the work. It will therefore be an appreciable relief to them to be saved the trouble of sending in completion reports for any but the works specified below, and I would earnestly recommend that the lists herewith submitted may be accepted in lieu of completion reports for the other works.

4. I propose to deal in a similar way with the report of overdue completion reports for the current quarter, and with effect from 1st December 1891 I would propose, for favorable consideration of Government, the following procedure in respect of (i) *all* annual repairs, (ii) special repairs and original works *for this department* (that is works for which completion *certificates* are not required) costing Rs. 5,000 and less :—

(i) that completion reports be dispensed with ;
(ii) that in place of them a simple statement (in the enclosed form) be furnished to the Examiner by each Executive Engineer monthly of all completed works or repairs showing nothing beyond—
  (*a*) number and date of sanctioned estimate ;
  (*b*) name of work ;
  (*c*) amount of sanctioned estimate ;
  (*d*) amount of outlay (to nearest rupee) ;
  (*e*) differences between (*c*) and (*d*), excesses being entered in red ink.
(iii) that these lists after verification be forwarded by the Examiner to Superintending Engineers.

5. I do not think the absence of completion reports for these works or repairs will in any way diminish the control of Superintending Engineers over Executive Engineers in reference to outlay, as I believe Superintending Engineers are furnished, by means of progress reports and other returns, with full particulars as to progress and cost of works long before completion reports reach them.

6. But while I make these proposals, with the desire of reducing work in Divisional offices, without in any way giving up check over expenditure, it is very necessary that the work in Divisional offices in connection with the statements recommended in paragraph 4, and completion reports generally, should be done systematically and not spasmodically as at present. A certain portion of each month should be set aside for it, and the most convenient time would be immediately after the despatch of monthly accounts to the Examiner. Work that can be done at any time is never done, and I would therefore urge that Executive Engineers may be instructed to insist upon this work being taken in hand and completed between the 20th and 30th of each month. That is to say, as soon as their monthly accounts have been rendered, the accountant should be required to prepare (i) completion reports for all works and repairs costing more than Rs. 5,000 and (ii) completion statements for all works and repairs costing Rs. 5,000 and less *on which final payments were made in the accounts of the month that had just been rendered.*

_____CIRCLE.

_____Division.

Completion statement (revised) for the month of _____189 .

Note.—This form should be used—

1. Monthly for all special and extraordinary repairs, and for all original works costing less than Rs. 5,000 each.
2. Annually for all annual repair estimates.

Estimate.		Name of work.	Amount of estimate.	Outlay (to nearest rupee).	Difference.
No.	Date.				
			Rs.	Rs.	Rs.

No._____, dated _____189 .

Forwarded to the Examiner, Public Works Accounts, Madras and Coorg, for verification and transmission to the Superintending Engineer, _____Circle.

_____

Executive Engineer,
Division.

No._____, dated _____189 .

Verified and forwarded to the Superintending Engineer,_____ Circle.

_____

Examiner, Public Works Accounts,
Madras and Coorg.

Note by the Chief Engineer, Public Works Department.

The Examiner's proposals are the outcome of personal discussion with myself, and with some slight modifications to be noticed below have my entire concurrence.

2. I may say broadly that in the whole of my service I have never known the smallest practical use to be made of a completion report.

3. It is desirable that a formal record should exist of the details of expenditure on a large work, and the completion report furnishes this record in a convenient form; but for minor works and repairs there is no occasion and no use for any such record, and its place may conveniently be taken by a completion statement in the form submitted by the Examiner.

4. I would, however, modify the form so as to include all repairs whatever their amount, and make the first part of the title run—

"1. Monthly for all special and extraordinary repairs, and for all original works costing less than Rs. 5,000 each" instead of as at present.

5. It should also be understood that the Chief or Superintending Engineer can order the submission of a separate completion report for any individual work, whatever its nature or cost, when he considers such a course desirable.

6. The Examiner's proposals in paragraph 3 of his note may, it is thought, be accepted with regard to works for which completion reports are due under existing rules; their practical effect will be, as far as I can make out, to dispense with the necessity for further action in the following cases:—

I	Circle	58	out of	63	V Circle	22	out of 23
II	„	93	„	104	VI „	61	„ 61
III	„	15	„	15	Architect	32	„ 34
IV	„	20	„	22	Periyár	21	„ 23

7. For the remainder, amounting to twenty-three cases for the whole Presidency, there should be no difficulty in submitting completion reports within a reasonable time.

8. The Examiner's proposals in paragraph 6 of his note cannot be carried out in their integrity. So far as the "completion statements" are concerned they can and should be, but completion reports for large works cannot as a rule be prepared within the month following that in which the final payments have been made. The actual time required must depend upon the nature of the work, the time it has been in operation, and the extent of deviations from the original estimate. It will be enough to say that the completion report must be submitted within three months of the making of the last payment.

(Signed) J. PENNYCUICK, Colonel, R.E.,
11th November 1891. Chief Engineer, P.W.D.

Order—dated 14th November 1891, No. 3053 W., Public Works.

His Excellency the Governor in Council cordially approves of the proposals of the Examiner, Public Works Accounts, which, with the slight modifications suggested by the Chief Engineer, will be at once carried into effect. The statements of overdue completion reports submitted by the Examiner will accordingly be accepted in lieu of completion reports for all the works included therein, excepting "Original works" costing Rs. 5,000 and above.

2. The statement of overdue completion reports for the quarter ending 30th November 1891 will be similarly dealt with; and, with effect from the 1st December next, the procedure sketched in paragraph 4 of the Examiner's note will be adopted, the form of "completion statement" being modified as suggested in paragraph 4 of the Chief Engineer's note. The form thus revised will be issued as soon as possible by the Examiner for use by Executive officers.

3. The completion reports necessary under these orders should be submitted within three months from the date of last payment for works.

(True Extract.)

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

To the Chief Engineer for Irrigation.
" Superintending Engineers.
" the Consulting Architect.
" the Superintendent of Works, Periyár Project.
" the Examiner, Public Works Accounts, with statements.

Exd. A. Aubert.
Spare Copies

GENERAL.
ACCOUNT.

Govt. of {1891} Madras.

PUBLIC WORKS.

Dated November, 14th.

Read. *Encl.*

G.O., 14th Nov. 1891, No. 3053 W.

NOVEMBER.

Completion reports

Certain modification of the rules respecting — proposed by the Examiner, Public Works Accounts, with slight alterations suggested by the Chief Engineer, approved and ordered to be at once carried into effect.

(C. No. 1201/8)

KEEP-WITH CURRENT No. GOVT. OF MADRAS. } 189/ . { P. W. DEPT.

dated 189 .

EXAMINER, P. W. ACCOUNTS.

Madras, 6 November 1891.

OFFICE NOTE No. 6822.

To

W,

With reference to G.O. No. 2590 W dated 28th. September 1891, and similar orders which are issued quarterly, I beg to suggest the desirability of a modification of the rules respecting Completion Reports.

2. In the lists on which the G. O. quoted was based, which are sent herewith in original (for favour of return) a comparison has been made between the amount of sanctioned estimate and of outlay, and it will be noticed that in most cases the works were insignificant both in character and outlay, that in many cases works were executed within sanctions, and that where excesses occurred they were trifling. Out of the 345 works included in the list for which Completion Reports were overdue only 28 (as specified in enclosed list, below) would appear to call for the submission of such documents.

3. Divisional Offices are as a rule overburdened with clerical work, and I know from considerable experience

3000.—3-2-91.

that in consequence of this the preparation of Completion Reports is put off from week to week, in the hope of finding a more convenient time for the work. It will therefore be an appreciable relief to them to be saved the trouble of sending in Completion Reports for any but the works specified below, and I would earnestly recommend that the lists herewith submitted may be accepted in lieu of Completion Reports for the other works.

4. I propose to deal in a similar way with the report of overdue Completion Reports for the current quarter, and with effect from Ist. December 1891 I would propose, for favorable consideration of Government, the following procedure in respect of (i) all annual repairs, (ii) special repairs and original works for this Department, (that is works for which completion certificates are not required) costing Rs. 5000 and less.

i. that Completion Reports be dispensed with.

ii. that in place of them a simple statement (in the enclosed form) be furnished to the Examiner, by each Executive Engineer, monthly, of all completed works or repairs, showing nothing beyond -

a. No. and date of sanctioned estimate.

b. name of work.

c. amount of sanctioned estimate.

d. amount of outlay (to nearest rupee).

e. differences between c and d, excesses being entered in red ink.

iii. that these lists after verification be forwarded by the Examiner to Superintending Engineers.

5. I do not think the absence of Completion Reports for these works or repairs will in any way diminish the control of Superintending Engineers over Executive Engineers in reference to outlay, as I believe Superintending Engineers are furnished, by means of progress reports and other returns, with full particulars as to progress and cost of works long before Completion Reports reach them.

6. But while I make these proposals, with the desire of reducing work in Divisional Offices - without in any way giving up check over expenditure - it is very necessary that ~~the statements recommended in para 4 should be rendered systematically, say on the 25th. of each that~~ the work in Divisional Offices in connection with the statements recommended in para 4, and Completion Reports generally, should be done systematically and not spasmodically as at present. A certain portion of each month should be set aside for it, and the most convenient time would be immediately after the despatch of monthly accounts to the Examiner. Work that

P. W. CURRENT No. 11741

can be done at any time is never done, and I would therefore urge that Executive Engineers may be instructed to insist upon this work being taken in hand and completed between the 20th. & 30th. of each month. That is to say, as soon as their monthly accounts have been rendered the accountant should be required to prepare (i) Completion Reports for all works and repairs costing more than Rs.5000, and (ii) Completion Statements for all works and repairs costing Rs.5000 and less, on which final payments were made in the accounts of the month that had just been rendered.

Engrs 9
Rec'd 7.11.91

4/6/11
Offg. C.

8/5/11
8/6/11
(9 nil 9)

No. 916-7Wa/20-3-88 ✓
" 2871 W - 14-9-88 ✓
" 470-1W - 16-2-89
" 882 W - 24-3-91
" 1747 W - 29-6-91
" 2590 W - 28-9-91 ✓

Hem. 11-11-91.

Circle

Division

(revised)

Completion Statement for the month of 189 .

Note — This form should be used —

1. Monthly for all ~~Original Works costing Rs 5000 each~~ Special and Extraordinary repairs, ~~costing~~ and for all Original works ~~less than Rs 5000 each~~
2. Annually for all Annual repair estimates

Estimate No.	Estimate Date	Name of work	Amount of Estimate	Outlay (to nearest rupee)	Difference
			Rs	Rs	Rs
1	3 2	13 74	4	4	

Estimate		Name of work	Amount of Estimate	Outlay (to nearest Rupee)	Difference
No.	Date		Rs	Rs	Rs

No. dated 189 .

Forwarded to the Examiner, P. W. Accounts, Madras and Coorg, for verification and transmission to the Superintending Engineer, Circle.

Executive Engineer
Division

No. dated 189 .

Verified and forwarded to the Superintending Engineer, Circle.

Examiner, P. W. Accounts
Madras & Coorg

S. W. Deposit

Note by the Chief Engineer, P. W. Department
dated 11 November 1891

Read
office note from the Examiner P.W. Accounts, No. 6822
dated 6 November 1891.

The Examiner's proposals are the outcome of personal discussion with myself, and with some slight modifications to be noticed below, have my entire concurrence.

2. I may say broadly that in the behalf of my service I have never known the smallest practical use to be made of a completion report.

3. It is desirable that a formal record of the details of expenditure should exist on a large work, and the completion report furnishes this record in a convenient form; but for minor works and repairs there is no

occasion and no use any such record, and it is in place may conveniently be taken by a completion statement on the form submitted by the Examiner

4. I would, however, modify the form so as to include all repairs whatever their amount, and make the first part of the title run -

"1. Monthly for all Special and Extraordinary repairs, and for all Original Works costing less than Rs 5000 each" instead of as at present.

5. It should also be understood that the Chief or Superintending Engineer can order the submission of a separate completion report for any individual work, whatever its nature or cost, when he considers such a course desirable.

6. The Examiner's proposals in para 3. of his note may it is thought be accepted with regard to works for which completion reports are due under existing rules; their practical effect will be, as far as I can make out, to dispense with the necessity for further action in the following cases.

I Circle	58	out of	63
II "	93		104
III "	15		15
IV "	20		22
V "	22		23
VI "	61		61
Architect	32		34
Surveyor	21		23

7. In the remainder, amounting to twenty three cases for the whole Presidency there should be no difficulty in submitting completion reports within a reasonable time.

8. The Examiner's proposals in para 6 of his note cannot be carried out in their integrity. So far as

as the "completion statements" are concerned they can and should be, but completion reports for large works cannot as a rule be prepared within the month following that in which the final payments have been made. The actual time required must depend upon the nature of the work, the time it has been in operation, and the extent of deviations from the original estimate. It will be enough to say that the completion report must be submitted within three months of the making of the last payment.

S

E.W. 11.11

For orders

S W.

Approved. Wm Cridlay

Secy
12 Nov.

Fd. Secy
Hm 11-11-91 R 13-11-91

Examd

From orders

No. 3053 W. dy 14th Nov/91 Genl Dept

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following

Report with letter from the Examiner P.W. Accounts No. 6822 dy 6th Nov. 91-

do from Chief Engineer P.W. Department dy 11th Nov. 91-

6 & 9

1- His Excellency the Governor-in-Council cordially approves of the proposals of the Examiner P.W. Accounts which, with the slight modifications suggested by the Chief Engineer, will be at once carried into effect. The statements of overdue completion reports submitted by the Examiner will accordingly be accepted in lieu of completion reports for all the works included therein, excepting "Original works" costing Rs 5000 & above.

2. The statement of

Overdue

overdue completion reports for the quarter ending 30th November 91 will be similarly dealt with; and, with effect from the 1st December next, the procedure sketched in para 4 of the Examiner's Note will be adopted; the form of "Completion Statement" being modified as suggested in para 4 of the Chief Engineer's Note. The form thus revised will be issued as soon as possible by the Executive Officers—

3. The completion reports necessary under these orders should be submitted within three months from the date of last payment for works—

Submit & send forms to CAW
14-11-91

14.11

Chief Engr. for Irrigation
Supdtg: Engineers ✓
Consg: Architect ✓
Exec Dr: of Works Perigar Project
Examiner P.W. Accts with Statements

C.N° 1741

Cabl. 31 (1891) Works.

PUBLIC WORKS.

27-5-0f

19-10-15f

Land Dept

4. XI 91 3053

Completion
Reports

Certain modifications of the rules respecting ——— proposed by the Exec. Engr, with slight alterations suggested by the Chief Engineer approved & ordered to be carried into effect

C. 14th

Sec 14/11 3-25 Plan