①

(1) பக்கங்களின் எண்ணிக்கை 26

(2) புதுக்கித் திருப்பிய நாள் 10.90

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் lem.

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

P.W.D துறை

அரசாணை எண். / மு. கோப்புத் தாள் எண். 3371

அச்சகம் / பலவகை

நாள் : 14-12-1891 198

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

13 Sheets

ஆவண. கா-1—18,006—15-6-87.

14TH DECEMBER 1891, No. 3371 W., PUBLIC WORKS.

3371/1

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following papers :—

Office-note from the Examiner, Public Works Accounts, dated Madras, 7th December 1891, No. 7603.

In G.O., No. 1724 W., Public Works, of 11th June 1888, it was ordered that all sanctions given by Superintending Engineers should be communicated by them to the Examiner, simultaneously with the communication to the Executive Engineer concerned, in order that prompt action, when necessary, may be taken by the Examiner, and since then this practice has been followed.

2. Sanctions accorded by Government have similarly been communicated to the Examiner, one by one.

3. The result of this has been that the Examiner's office has been flooded with half sheets of paper, while the clerical work in Superintending Engineers' offices and in the Public Works Department Secretariat, in making a copy of the application, the sanction, and the forwarding endorsement, has been considerable— to say nothing of the waste of stationery.

4. Speaking from an auditor's point of view I should decidedly prefer to have all sanctions relating to one circle either recorded on the bills in which the charges appeared, or in some collective form, rather than to have to refer to 20 or 30 separate documents for individual sanctions with the risk of one sanction being mislaid or overlooked. The only stipulation I should make would be that the sanctions for each circle reached me either before, or simultaneously with, the bill to which they related (see also para. 7).

5. From the standpoint of an officer, whose duty it is to communicate the sanctions to the Examiner, I think opinion will be undivided that the present practice involves much unnecessary clerical work.

6. I therefore propose the following simplifications in the existing procedure :—

A.

(i) Transfers and postings *within the same* division.
(ii) Increments.
(iii) Leave
(iv) Suspensions } relating to office and petty establishments.
(v) Punishments, &c.
(vi) Dates of proceeding on, and return from, leave.
(vii) Dates of relief and joining on transfer.
(viii) Dates of joining on first appointment.

No communication whatever is needed for these, as all necessary information is given in supplements to salary bills.

B.

(i) Transfers and postings *between different* divisions.
(ii) Sub-divisional allowances.
(iii) Suspensions } of Upper Subordinates.
(iv) Punishments, &c.

(v) Appointments (vi) Promotions (vii) Leave (viii) Resignations (ix) Suspensions (x) Punishments, &c.	of Lower Subordinates.
(xi) Appointments (xii) Promotions (xiii) Transfers (xiv) Resignations (xv) Dismissals	of office and petty establishment.

For these, *monthly returns* in the enclosed form will be sufficient, provided they are despatched on the first of each month for the month immediately preceding (see also paras. 7 and 8).

C.

(i) *Conveyance or horse allowance.*—The sanctioning authority for these is the Superintending Engineer, and I am not aware of any rule under which specific sanction is required to be communicated to the Examiner. The allowances are "drawn like salary all the year round" (Civil Service Regulations, article 1178), and, for audit purposes, all that is necessary is that the charges are covered by competent sanction, and the most convenient way of communicating such sanction to the Examiner appears to me to record it on the journal in the bill for which the charge appears for the *first* time in each individual case, immediately above the countersignature of the "controlling officer" (but see also para. 8).

D.

(i) Carriage of horses and camp equipage,
(ii) Journeys beyond jurisdiction.

For these charges a note of the sanction, above the countersignature of the "controlling officer," on *each* journal in the bill, for which such charges appear, is all that is necessary (but see also para. 11).

E.

(i) *Advances.*—Each sanction should continue to be intimated separately to the Examiner, but there is no reason to send him a copy of the whole correspondence connected with the advance. The amount and the purpose of sanction (quoting Code paragraph under which the advance is granted) are all that is wanted.

F.

(i) Advertisements costing *above* Rs. 25 (ii) Printing charges *above* Rs. 45	per annum in each division.

These sanctions should also continue to be communicated separately to the Examiner, but for charges *below* the limits specified countersignature of the contingent bill will be accepted as sufficient authority and it will, therefore, be the duty of heads of offices to satisfy themselves that the charges in question have their approval.

7. I am confident that the adoption of these proposals will be a great relief to Superintending Engineers' offices, but I would emphasize the proviso made in the last clauses of paras. 4 and 6-A. It is absolutely necessary that the monthly returns should reach the Examiner either before, or simultaneously with, the salary bills to which they relate. Without this, the number of disallowances will increase and the advantages of the proposed change will be lost.

8. The form in which I propose that sanctions under para. 6-B should be communicated to this office is an extremely simple one, embodying, as it does, sanctions of every kind described in items I to XV of that paragraph, so that, instead of sending a crowd of separate sanctions to the Examiner during a month, each Superintending Engineer will now render one comprehensive statement of sanctions relating to his circle for the whole month, and, if each sanction is *at once* entered in the statement, *as it is given*, all that will be necessary, say on the last day of each month, will be to fair-copy it and get it signed and despatched.

9. I have made illustrative entries in the form so as to render its use the more easily understood to Superintending Engineer's office establishments.

10. The same form would be used by the Chief Engineer, Public Works Department, when necessary.

11. With reference to paras. 6-C and 6-D, I would, however, have it clearly understood that countersignature alone cannot be accepted as authority for this office to pass the charges. A *specific* note must be made, above the countersignature, to the effect that the conveyance or horse allowance, the carriage of horses and camp equipage, or the charges for journeys beyond jurisdiction, has been sanctioned, and, if disallowances are made on the ground of the absence of such a note, it will not be the fault of the Examiner's office.

12. I also wish to be clear in stating that nothing in these proposals in any way affects the procedure under which sanctions are applied for and granted. That, as far as I can judge, should continue as at present. My object in this note is simply to reduce the clerical work and waste of stationery that now occurs in the communication of sanctions to the Examiner.

ENCLOSURE.

Item number.	Name.	Rank or grade. *	Division or office.	Event.	(1) New rank or grade. (2) Places from and to. (3) Period of leave.	(1) Description or character. (2) Whether at the public expense or not.	Date of taking effect.	Rate or amount per mensem.	(1) Cause or vacancy. (2) Rule under which granted.	Remarks.
1	2	3	4	5	6	7	8	9	10	11
1	Krishnaswami Nayudu, B.	..	Bellary ..	Appointment ..	Sub-Overseer, 3rd grade.	Permanent ..	10th Nov. 1891.	RS. ..	Vice Samuel deceased.	
2	Rozario, D.	Clerk, 3rd class, 3rd grade.	..	Promotion ..	Clerk, 3rd class, 2nd grade.	Temporary rank.	11th Aug. ..	..	Vice Mr. Jackson on leave.	
3	Raghava Charry, V. ..	Accountant, 5th grade, temporary rank.	..	Reversion ..	Clerk, 4th class, 3rd grade.	Permanent ..	1st Dec. ..	..	Return of Mr. Ryan from leave.	
4	Govinda Rau, C.	Messenger on Rs. 8.	..	Reduction ..	..	..	1st Jan. 1892.	..	Inefficiency.	
5	David, S. B.	Anicut Superintendent.	..	Resignation ..	..	..	1st Dec. 1891.	..	To take up another appointment.	
6	Ramaswami, P.	Lascar ..	..	Dismissal ..	..	..	1st Oct. ..	..	Overstay of leave.	
7	Venkata Rau, B. ..	Temporary clerk on Rs. 15.	..	Services dispensed with.	..	..	1st Aug. ..	..	Return from leave of Mr. Xavier.	
8	Taylor, C. W.	Accountant, 5th grade.	Head office ..	Transfer ..	Accountant, 3rd grade, from Head office to Coorg.	Temporary rank. Public expense.	14th Sept. ..	100	Vice Mr. Simpson on leave.	
9	Ellis, Captain W. M., R.E. ..	Assistant Engineer, 2nd grade.	Gudiváda ..	Posting * ..	..	..	10th Dec. ..	..	..	
10	Shelley, Captain A.D.G., R.E.	Executive Engineer, 4th grade.	..	Leave	Three months ..	Privilege ..	1st Jan. 1892.	..	C.S.R., art. 291.	
11	Nagappa Mudaliyar, P. ..	Messenger ..	..	Extension of leave ..	Ten days	Do. ..	5th Dec. 1891.	..		
12	Gopalakrishna Aiyar, S. ..	Executive Engineer, 4th grade.	..	Recall to duty ..	..	..	14th Oct. ..	..	Pressure of work.	
13	DeMonte, E. A.	Storekeeper ..	..	Suspension	..	..	1st	5	Insubordination.	
14	Jackson, J. D.	Supervisor, 2nd grade.	..	Relief from suspension.	..	..	1st Jan. 1892.	..	Acquittal.	
15	Durlah Chatterjee, K. ..	Surveyor on Rs. 100.	..	Reinstatement ..	Surveyor on Rs. 60.	..	10th Oct. 1891.	..	..	
16	....	..	Nogapatam ..	Miscellaneous * ..	..	..	..	..	..	Entertainment of a temporary clerk and lascar under temporary Upper Subordinate —— sanctioned.

* This column may also be used for the purpose of showing the authorised sub-division to which posted to admit of sub-divisional allowance being passed.

Superintending Engineer,
Circle.

3371
3

Note by the Chief Engineer, Public Works Department.

The Examiner's proposals are the result of personal discussion of the subject with myself and have my entire concurrence.

2. The object of the orders contained in G.O., No. 1724 W., of 11th June 1888, was that "prompt action might, when necessary, be taken by the Examiner," but, as a matter of fact, I cannot call to mind a single instance, nor could the Examiner quote one, in which action has been taken by him in consequence of this order in any degree more promptly than would have been the case without it. The only result has been that described in para. 3 of the Examiner's note.

3. The proposals made in para. 6 will meet all requirements, either financial or administrative, and I would recommend their adoption.

4. The conditions laid down in paras. 7 and 11 of the Examiner's note are, in my opinion, necessary and should be strictly observed, while the procedure proposed in para. 8 will enable the monthly return of sanctions under class B to be prepared with a minimum of labour and delay.

(Signed) J. PENNYCUICK, Colonel, R.E.,
Chief Engineer, P.W.D.

8th December 1891.

ORDER—dated 14th December 1891, No. 3371 W., Public Works.

The proposals of the Examiner, which are concurred in by the Chief Engineer, are approved and sanctioned for adoption.

2. Attention is called to the conditions laid down in paras. 7 and 11 of the Examiner's note, which should be strictly observed.

(True Extract.)

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

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

Exd A. D. Xavier.
Spare Copies

GENERAL.
ACCOUNT.

Govt. of {1891} Madras.
PUBLIC WORKS.

Dated December, 14th.

Recd. *Encl.*

G.O., 14th Dec. 1891, No. 3371 W.

DECEMBER.

Sanctions

Proposals of the Examiner, Public Works Accounts, that all — be communicated to him in future by means of monthly statements, approved and sanctioned for adoption.

KEEP-WITH CURRENT No.

dated 189 .

(C. No. 1201/8.)

GOVT. OF MADRAS. } 189/~~7~~ 3371 4 { P. W. DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 7 12 December 189 .

OFFICE NOTE No. 7603.

To

W.

In G.O.No.1724 W, P.W. of 11th. June 1888 it was ordered that all sanctions given by Superintending Engineers should be communicated by them to the Examiner, simultaneously with the communication to the Executive Engineer concerned, in order that prompt action, when necessary, may be taken by the Examiner; and since then this practice has been followed.

2. Sanctions accorded by Government have, similarly, been communicated to the Examiner, one by one.

3. The result of this has been that the Examiner's office has been flooded with half-sheets of paper, while the clerical work in Superintending Engineers' offices and in the P.W.D. Secretariat, in making a copy of the application, the sanction, and the forwarding endorsement, has been considerable, — to say nothing of the waste of stationery.

4. Speaking from an Auditor's point

of view I should decidedly prefer to have all sanctions relating to one Di-Circle either recorded on the bills in which the charges appeared, or in some collective form, rather than to have to refer to 20 or 30 separate documents for individual sanctions, with the risk of one sanction being mislaid or overlooked. The only stipulation I should make would be that the sanctions for each Circle reached me either before, or simultaneously with, the bill to which they related (see also para 7).

5. From the stand-point of an officer, whose duty it is to communicate the sanctions to the Examiner, I think opinion will be undivided that the present practice involves much unnecessary clerical work.

6. I therefore propose the following simplifications in the existing procedure.

A.

i. Transfers and postings within the same Division.
ii. Increments.
iii. Leave
iv. Suspensions
v. Punishments etc.
relating to office & petty establishments.
vi. Dates of proceeding on, & return from leave.
vii. Dates of relief & joining on transfer.
viii. Dates of joining on first appointment.

2 Rec

No communication whatever is needed for these as all necessary information is given in supplements to salary bills.

B.

i. Transfers and Postings between different Divisions.
ii. Sub-divisional allowances.
iii. Suspensions
iv. Punishments etc.
of Upper Subordinates.
v. appointments
vi. Promotions
vii. Leave
viii. Resignations
ix. Suspensions
x. Punishments etc.
of Lower Subordinates.
xi Appointments
xii. Promotions
xiii. Transfers
xiv. Resignations
xv. Dismissals
of Office & Petty Establishment

For these monthly returns in the enclosed form will be sufficient, provided the are despatched on the Ist. of each month for the month immediately preceding (see also paras 7 and 8).

C.

i. Conveyance or Horse allowance.

The sanctioning authority for these is the Superintending Engineer, & I am not aware of any rule under which specific sanction is required to be communicated to the Examiner. The allowances are "drawn like salary all the year round" (Civil Service Regulations article II78), & for audit purposes all that is necessary is that the charges are covered by competent sanction; and the most convenient way of communicating such sanction to the Examiner appears to me to record it on the journal in the bill for which the charge appears for the first time in each individual case, immediately above the countersignature of the "controlling officer"(but see also para 8).

D.

i. Carriage of Horses & Camp Equipage.

ii. Journeys beyond jurisdiction.

For these charges a note of the sanction, above the countersignature of the "controlling officer", on each journal in the bill for which such charges appear, is all that is necessary (but see also para 11).

E.

i. Advances.

Each sanction should continue to be intimated separately to the Examiner, but there is no reason to send him a copy of the whole correspondence connected with the advance. The amount, and the purpose of sanction (quoting Code para under which the advance is granted) are all that is wanted.

F.

i. Advertisements costing above Rs.25.
ii. Printing charges above Rs.45.
per annum in each Division.

These sanctions should also continue to be communicated separately to the Examiner, but for charges below the limits specified countersignature of the contingent bill will be accepted as sufficient authority, and it will therefore be the duty of heads of offices to satisfy themselves that the charges in question have their approval.

7. I am confident that the adoption of these proposals will be a great relief to Superintending Engineers' offices, but I would emphasize the proviso made in the last clauses of paras 4 and 6 A. It is absolutely necessary that the monthly returns should reach the Examiner either before, or simultaneously with the salary bills to which they relate. Without this, the number of disallowances will increase, and the advantages of the proposed change will be lost.

8. The form in which I propose that sanctions under para 6 B. should be communicated to this office is an extremely simple one, embodying as it does sanctions of every kind described in items i to xv of that para; so that instead of sending a crowd of separate sanctions to the Examiner during a month, each Superintending Engineer will now render one comprehensive statement of sanctions relating to his Circle for the whole month. And if each sanction is at once entered in the statement, as it is given, all that will be necessary, say on the last day of each month, will be to fair-copy it and get it signed and

despatched.

9. I have made illustrative entries in the form so as to render its use the more easily understood to Superintending Engineer's office establishments.

10. The same form would be used by the Chief Engineer P.W.D., when necessary.

11. With reference to paras 8 C. and 8 D, I would however have it clearly understood that countersignature alone cannot be accepted as authority for this office to pass the charges. A specific note must be made above the countersignature, to the effect that the Conveyance or Horse allowance, the carriage of Horses and Camp Equipage, or the charges for journeys beyond jurisdiction, has been sanctioned; and if disallowances are made on the ground of the absence of such a note, it will not be the fault of the Examiner's office.

12. I also wish to be clear in stating that nothing in these proposals in any way affects the procedure under which sanctions are applied for and granted. That, As far as I can judge, should continue as at present. My object in this note is simply to reduce the clerical work, and waste of stationery, that now occurs in the communication of sanctions to the Examiner.

J.D./h
Offg.C.

(Burrows)

P. W. CURRENT No. 128

No. 1724W of 11-6-88

Note

3371/8

I am not sure that I quite understand the Honorable Members remark on my note of the 8th Instant.

It is not proposed to withhold from the Examiner any information which is now given him, but only to convey that information in the form of a note on the travelling allowance bill (in case C and D) instead of in the form of Copies of correspondence; the latter is perfectly unnecessary for purposes of audit, and only adds to clerical labour. ×

× Since writing the above the Examiner has shown me a case in which a sanction was lost sight of in consequence of its being separately communicated instead of being noted on the bill -

Payment in cases coming under C and D is reserved till after audit of the bill, and there is nothing in the proposed procedure to prevent the Examiner from disallowing the

the claim of the controlling travelling Officer exceeds or abuses his powers. and this is all he can do or ever has done under the present rules.

Cases under E are on a somewhat different footing; in the nature of things no action which the Examiner can take will prevent an irregular advance from being made. All he can do is to bring it to notice after it has been made, and the information which it is now proposed to give him will enable him to do this.

All that is proposed is to alter the Form in which information is given him, and not the extent or ~~nature~~ of that information.

L
3.12

This is not clear to me. The Exam. [illegible] under the new [illegible] only the fact of sanction having been given. This won't enable him to [illegible] that the sanction is properly given. Now he gets apparently the [illegible] or order of sanction & can judge whether it is right or not. If he thinks it is not it is his business to bring the [illegible] notice.

[illegible]

P. W. D. e forms

Note by the Chief Engineer P. W. D. dated December 1891.

3327
8

Read:—

Office note from the Exr. P.W. Accounts, No. 7603 dated 7th December 1891.

I approve except para 6 C. D. 2. It is the business of the Examiner to see that the controlling officer does not exceed his powers or abuse them; & if the Examr. is told nothing but the fact of sanction he cannot do this.

[illegible]
9 Dec.

The Examiner's proposals are the result of personal discussion of the subject with myself and have my entire concurrence.

2. The object of the orders contained in G. O. No. 1724 W of 11th June 1888 was that "prompt action might, when necessary be taken by the Examiner" but as a matter of fact I cannot call to mind a single instance, nor could the Examiner quote one, in which action has been taken by him in consequen

f this order, in any degree more promptly this would have been the case without it. The only result has been that described in para 3 of the Examiner's note.

3. The proposals made in para 6 will meet all requirements, either financial or administrative and I would recommend their adoption

4. The conditions laid down in paras 7 and 11 of the Examiner's note are in my opinion necessary and should be strictly observed, while the procedure proposed in para 8 will enable the monthly return of sanctions under class B. to be prepared with

a

a minimum of lo
and delay.

EW.

For orders

W.
8.12

Note for the Hon'ble Member.

I venture to think that the Hon'ble Member overestimates the value of the information supplied to the Examiner by the copies of correspondence furnished to him under present rules.

I am not altogether satisfied. but as W. & the Examr. are to be it.
12 Oct

2. A typical case is the grant of horse allowance to a subordinate. An Executive Engineer applies to the Supdg. Engineer for sanction to the grant of horse allowance to an overseer under section 1183 (a) of the C. S. Regns and the Supdg. Engineer sanctions the grant. In the vast majority of cases the circumstances which

8-12-91. R 7-12-97

would lead to the application are already known to the Suptg Engineer and no allusion is made to them in the correspondence, copies of which are for audit purposes, absolutely useless.

3. It is just conceivable, that a case might occur in which a perusal of the correspondence might disclose an impropriety that would not be shown by the bare record of the sanction, but as a matter of fact no such case has occurred since the issue of G.O. No. 1724 W of 11 June 1888, and the Examiner himself has again assured me that the copies of correspondence required by that order are not of the slightest use to his office.

3371
11

4. Unnecessary clerical labour is a very serious evil, and should be avoided where possible. I venture therefore to think that a mass of correspondence which in three years and a half has been of value in no single case, might usefully be dispensed with.

W. 10.2

3371/12

No. 3371 W 4/14

Genl
Audt

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

3371/12

READ the following

Office note from the Exr. P.W. Accts. N.E. No. 7603 d/ 7th Decr 1871

Note by the Chief Engineer P.W.D. N.E. No. — d/ 8th Decr /71

The proposals of the Examiner which are concurred in by the Chief Engineer are approved and sanctioned for adoption.

2. Attention is called to the conditions laid down in paras 7 and 11 of the Examiner's note which should be strictly observed.

4/15/12

D 14.12

To

The Supdg. Engrs.
Supdt. of Works & Project
Consg. Architect to Govt.
Chief Engr. for Irrign.
Exr. P.W. Accounts.

WB 14.12.71

3371/13

C No. 12570

Govt. of [illegible]
PUBLIC WORKS [illegible]

14 x 11. 91 337/W

Sanctions

Proposals of the Examiner P.W. accounts that all ~~—~~ items be commd. to him in future by means of monthly statts. approved & sanctd. for adoption

100
14

15 x 11
91
16 x 11