

- (1) பக்கங்களின் எண்ணிக்கை 10
 (2) புதுக்கித் திருப்பிய நாள் 21st செப் 90
 (3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் 10

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

(210)

P. W. D துறை

அரசாணை எண்.	3449 W	அச்சகம்
மு. கோப்புத் தாள் எண்.		பலவகை
நாள் : 19 - 12 - 1891 ~~198~~		

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

5 sheets

ச.ப.

3449
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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
 - (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.
- } relating to office and petty establishments.

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, &c.
- } of Upper Subordinates.

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

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 } per annum in each division.
 (ii) Printing charges above Rs. 45 }

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.

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

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 annum.	(1) Cause or vacancy, (2) Rule under which granted.	Remarks.
1	Krishnaswami Nayudu, B.	..	Bellary	Appointment	Sub-Overseer, 3rd grade.	Permanent ..	10th Nov. 1891.	..	Fee Samuel deceased.	..
2	Konario, D.	..	..	Promotion	Clerk, 3rd class, 2nd grade.	Temporary rank.	11th Aug. "	..	Fee Mr. Jackson on leave.	..
3	Baghava Chetty, V.	..	..	Reversion	Clerk, 4th class, 3rd grade.	Permanent ..	1st Dec. "	..	Return of Mr. Ryan from leave.	..
4	Govinda Rao, C.	..	..	Reduction	..	..	1st Jan. 1892.	..	..	..
5	David, S. B.	..	..	Resignation	..	..	1st Dec. 1891.	..	..	..
6	Ramaswami, P.	..	..	Dismissal	..	..	1st Oct. "	..	To take up another appointment.	..
7	Venkata Rao, B.	..	..	Services dispensed with.	..	..	1st Aug. "	..	Overseer of leave.	..
8	Taylor, C. W.	..	Head office	Transfer	Accountant, 2nd grade, from Head office to Coorg.	Temporary rank. Public expense.	14th Sept. "	160	Return from leave of Mr. Xavier.	..
9	Ellis, Captain W. M., R.E.	..	..	Posting *	..	..	10th Dec. "	..	Fee Mr. Simpson on leave.	..
10	Shelley, Captain A. D. O., R.E.	..	..	Leave	Three months	Privilege	1st Jan. 1892.	..	..	..
11	Nagappa Mudaliyar, P.	..	..	Extension of leave.	..	..	5th Dec. 1891.	..	C.S.R., art. 291.	..
12	Gopalakrishna Aiyar, S.	..	..	Recall to duty	Ten days	Do.	14th Oct. "	..	Pressure of work.	..
13	DeMonte, E. A.	..	..	Suspension	..	..	1st " "	..	..	..
14	Jackson, J. D.	..	..	Relief from suspension.	..	..	1st Jan. 1892.	..	..	..
15	Duriah Chatterjee, K.	..	..	Reinstatement	Surveyor on Rs. 60.	..	10th Oct. 1891.	..	..	..
16	...	..	Nagappan	Miscellaneous	..	..	..	..	..	Entertainment of a temporary clerk and labour under temporary Upper Subordinate notified.

* 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.

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

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.)

(Signed) J. PENNYCUICK, Colonel, R.E.,
Secretary to Govt., P.W.D.

To Superintending Engineers.
To the Superintendent of Works, Periyar 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.

N^o 654
W
From

Supd. Engrs Office
15th December 1891

3449
4

Lt Col. R. L. Drake Brockman R.E.
Superintending Engineer
4th Circle

To

The Chief Engineer
P. W. Department

Sir,

Adverting to G.O. N^o 3266
W.
dated 5th current authorizing
my visit to Tanjore, I have
the honor to request you will
be good enough to accord sanc-
tion to my having taken with
me messenger Karuppan on
the occasion.

I have the honor to be
Sir,

Your most obed^t Serv^t

R. L. Drake Brockman
Lt Col. R.E.
Superintending Engineer
4th Circle

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H. G. G.

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From

No. 3266 way 5-12-91

The Supg. Eng^r.
L. Circle.

No. 3449 Wdy 19th Dec/91

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HL
18 Dec

Sanctioned.

D 17m

dated 15th } Dec 1891
Leaps 16.
R 17th

Cp 654
W

Karaphan Messenger
Requesting sanction
for travelling allowance
to — for travelling beyond
the limits of the Circle

(5)

S.E. IV circle

Exr. P.W. Accts.

D 19/12

SMW

Dec. 17/12 R 18/12, C. 21st 3rd 9/1.