

- (1) பக்கங்களின் எண்ணிக்கை 12
 (2) புதுக்கித் திருப்பிய நாள் 8/9/9
 (3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் 10/3

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

35

P.W.D துறை

அரசாணை எண். மு. கோப்புத் தாள் எண்.	948	அச்சகம் பலவகை
நாள் :	6-4-1891	198 X

மடிக்கவேண்டியபடி கையாளவோ கூடாது

7/12

ஆவண, கர-1-18,006-15-6-87.

6 sheets

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General,
Establishment.

READ—the following papers :—

From Lieut.-Colonel A. C. SMITH, R.E., Superintending Engineer, VI Circle, to the Chief Engineer, Public Works Department, dated Trichinopoly, 8th January 1891, No. 1200 T.C.

Registers of letters, &c., received and despatched are being kept up in this office in demi-size leather-bound books, 4 quires each, for a long time or ever since the Superintending Engineers' and District Engineers' offices were formed; again one separate register is being maintained for each division or district in order that records of each division may be separate as directed in the Chief Engineer's No. 1125 of 28th March 1879. This system has been working well and without any difficulty.

2. Form No. M216B (lately received with Standing Order No. 295 of 6th June 1890) is a combined form of "register of letters issued and account of service postage labels" and appears to be intended for adoption by Superintending Engineers. So far as this office is concerned, I do not see the necessity for, or advantage to be gained by, introducing the form in place of the existing despatch registers which meet all purposes.

3. According to the new form it appears that one register is intended for the whole circle or for all divisions, &c. This will certainly quite upset the existing system in this office. The keeping up of a separate register for each division has several advantages, is more convenient and facilitates references, besides meeting the Chief Engineer's instructions quoted above.

4. The information required in columns 1 to 8 in the new form is given in the form now in use in this office; the information required in columns 9 to 12, "particulars of postage" in the former is, in my opinion, quite unnecessary in the register in question, especially as a separate account of postage labels is being kept up in form No. M216A containing all the particulars required by columns 9 to 12 in form No. M216B. The necessity for these particulars being repeated in the despatch register I cannot see. It will only increase the work of the despatching clerk unnecessarily and without resulting in any advantage.

5. The registers should be in strong leather-bound books of good strong paper as they are being constantly handled. About one book of the kind mentioned in para. 1 above is being used in this office each year for each division. The books supplied by the Examiner, Public Works Accounts, are marble-bound, containing each 1 quire of thin, probably printing, paper of foolscap size. This sort of book will never do for this office.

6. Under the circumstances stated above, I have the honor to state that I have not introduced in my office the form in question (No. M216B), which, I beg to observe again, is quite unnecessary.

7. In conclusion I respectfully beg to submit that it would have been advisable if the form in question before its issue for adoption had been circulated to Superintending Engineers and Executive Engineers for their opinion.

Office-note from the Examiner of Public Works Accounts, dated Madras, 19th March 1891, No. 1680.

[Your office-note No. 291 C., dated 17th January 1891.]

The combined form of "register of letters issued and account of service postage labels" (Public Works Department form M216B) was prepared for the use of small offices at the instance of the Executive Engineer, Tinnevely division, who stated that a register of this kind would be the means of saving both labor and stationery and Government approved of the introduction of this form in G.O., No. 1080 W., of 11th April 1890. If, however, the Superintending Engineer, VI Circle, finds that the form is not suitable for his office, there seems to be no particular objection to his maintaining separate registers of "letters issued" and "account of service postage labels" (Public Works Department form M216A) according to the practice in large offices.

2. There seems, however, to be no reason why the Superintending Engineer should not keep separate registers (in the prescribed combined form) for separate divisions and bring out the total expenditure of stamps in one of the registers by adding at the foot of the entries in that register the amounts as per the other registers.

ORDER—dated 6th April 1891, No. 948 W., Public Works.

Communicated to the Superintending Engineer, VI Circle, who is at liberty to maintain existing arrangements in his office.

(True Extract.)

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

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

Exd. A. D. Xavier.
Spare Copies

948
2

GENERAL.
ESTABLISHMENT.
Govt. of {1891} Madras.
PUBLIC WORKS.

Dated April, 6th.

Recd.

Encl.

G.O., 6th April 1891, No. 948 W.

APRIL.

Registers of letters, &c.

The Superintending Engineer, VI Circle,
permitted to maintain existing arrangements
in his office for keeping separate —.

No. 1200-2

OFFICE OF THE SUPERINTENDING ENGINEER,

6TH CIRCLE.

Trichinopoly, 8th January 1891

From

L. Col. A. C. Smith Esq.
The Superintending Engineer,

6TH CIRCLE.

To

The Chief Engineer,

PUBLIC WORKS DEPARTMENT.

SIR,

ENCLOSURES.

Registers of letters received and despatched are being kept up in this office in semi size leather bound books & gives each for a long time & ever since the Superintending Engineer's & District Engineer's offices were formed; Again one separate register is being maintained for each division or district, in order that records of each division may be separate, as directed in the Chief Engineer's M. 1125 of 28th March 1889 — this system has been working well and without any difficulty.

2. Form M. 216 B. (lately received with standing order M. 295 of 6. 6. 20) is a combined form of "Register of letters issued and account of same Postage labels," and appears to be intended for adoption by Superintending Engineers. So far as this office is

concerned, I do not see the necessity for, or advantage to be gained by, introducing the form in place of the existing despatch registers which must all purposes -

3. According to the new form it appears that one register is intended for the whole Circle or for all divisions &c. This will certainly quite upset the existing system in this office. The keeping up of a separate register for each division has several advantages, is more convenient, and facilitates references, besides meeting the Chief Engineer's instructions as quoted above -

4. The information required in columns 1 to 8 in the new form, is given in the form now in use in this office; the information required in col. 9 to 12 "Particulars of postage" in the former is, in my opinion, quite unnecessary in the register in question, especially as a separate account of postage labels is being kept up in Form No. M 216A, containing all the particulars required by columns 9 to 12 in Form No. M 216B. The necessity for these particulars being repeated in the despatch register I cannot see. It will only increase the work of the despatching clerk unnecessarily without resulting in any advantage.

5. The registers should be in ^{strong} leather bound books of good strong paper as they are being constantly handled. About one book of the kind mentioned in para 1 above is being used in this office each year for each division. The books supplied by the Engineer P. & R. accounts are available bound containing each a quire of thin, properly printed, paper of foolscap size - this sort of book will never do for this office.

6. Under the circumstances stated above, I have the honor to state that I have not introduced in my office the form in question - No. M 216 B which I beg to observe again is quite unnecessary.

7. In conclusion, I respectfully beg to submit that it would have been advisable if the form in question had before its issue for adoption, had been circulated to Supg. Engineers & Executive Engineers for their opinion.

I have the honor to be
Sir,

Your most obedt. Servt.

Albion H. H. H.
Supg. Engr.

P. W. D. 6th CIRCLE.

From
The Superintending Engineer,
6th Circle.

To
THE CHIEF ENGINEER,
PUBLIC WORKS DEPARTMENT.

No. 1200 TC

Dated 10
Received 12 } January 1891.

Enclosures.

New form of Combined
Register of letters issued
& account of postage
& stamps

Reports as regards the
difficulty that arises
in the introduction of
and proposes the same
may not be used in
this office

No. 291 C of 17 Jan. 1891

Joe

For per our of

Remarks.

Wm
17.1.91

Don

KEEP WITH

CURRENT No.

189

GOVT.
OF MADRAS.

1891.

P. W.
DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 19 March 1891.

OFFICE NOTE No. 1680.

To

W.

Your office note No. 291 C. dated 17th.
January 1891.

The combined form of "Register of letters issued and account of service postage labels" (P.W.D. form M. 216 B.) was prepared for the use of small offices at the instance of the Executive Engineer Tinnevely Division who stated that a register of this kind would be the means of saving both labor and stationery, and Government approved of the introduction of this form in G.O. No. 1080 W. of 11th. April 1890. If, however, the Superintending Engineer 6th Circle finds that the form is not suitable for his office, there seems to be no particular objection to his maintaining separate registers of "Letters Issued" & "Account of Service Postage Labels" (P.W.D. form M. 216 A) according to the practice in large offices.

2. There seems however, to be no reason why the Superintending Engineer should not keep separate registers (in

the prescribed combined form) for separate divisions, and bring out the total expenditure of stamps in one of the registers, by adding at the foot of the entries in that register, the amounts as per the other registers,

✓
CNC No 3195

948W

Ans 3034
3195

W.C.

C.

all 19

Prop

(Gmcan)

948W of 8-11-91

1920-3-91

W.C.
John

Communicated
to the Suptg: Engineer
VII Circle who is at
liberty to maintain
existing arrangements
in his office.

DOB 23-3-91 S 263

24-1-91
10th May 11-4-90
3674 May 18-9-78
1125 of 28-3-79

only 1-4-91
OS 23-11-91
HW 2-11-91
24-11-91

Sub VII Circle

Ex: Maceto

per [signature]
[signature]

948W
6

3195

Govt. of Madras.

PUBLIC WORKS.

7/4/91

Dated

Recd.

Encl.

G.O. 6 April 1891 No 948 W.

Registration of letters

Mr. J. V. C. is permitted
to maintain existing
arrangements in his office
for the keeping separate

60

2

6

Secy

7/4