

(1) பக்கங்களின் எண்ணிக்கை

12

(2) புதுக்கித் திருப்பிய நாள்

10/8/1

(3) ஆதாரங்குறிப்பவர் கருக்கொப்பம்

[Signature]

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

62

[Signature] துறை

அரசாணை எண். 2216 அச்சகம்
மு. கோப்புத் தாள் எண். 2216 பலவகை

நாள் : 11 — 8 — 1892 ~~1900~~.

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

6 Sheets

[Signature]
ஆவண, கா-1-18,006-15-8-87.

2216
1

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following paper :—

Office-note from the Examiner, Public Works Accounts, dated Madras, 28th July 1892, No. 74 A.

Sanction of Government is sought to the introduction of the simplified forms for making payments to contractors and suppliers, sanctioned in Government of India Public Works Department Circular No. 37 of 1889.

2. Very great relief will be afforded to Divisional offices by the use of the simple "hand-receipt" form (enclosure A to this note) for payments "on account," instead of the present elaborate form No. M. 14 (enclosure B).

3. At present two copies are made of form No. M. 14, one for record in the Divisional office and the other for submission with monthly accounts for audit, and it will readily be seen that in a division, where there are running accounts with several contractors, the clerical labour that will be saved by the use of the hand-receipt form will be very appreciable.

4. It often indeed happens that the payment made is in respect of only 2 or 3 items on which work has been done during a month, but to arrive at the details for form No. M. 14 it is necessary to copy out the details of every item in the estimate, irrespective of the fact that no work has been done on them during the month in question. This is pure waste of time.

5. All that is necessary before making a payment on account is to work out the *value of work done* during the month, ignoring items on which work has *not* been done. This can be calculated in any form an Executive Engineer may find most convenient, but it is imperative that the calculations be based on work actually done, *as recorded in the measurement book*. Those details should, however, *not* be furnished to the Examiner, whose requirements will be fully met by the contractor's acknowledgment on the hand-receipt form.

6. That form, it will be observed, contains, on the reverse, all the particulars that are necessary for audit purposes, viz. :—

Total value of work done,	Balance,
Previous payments,	Page in measurement book,
Payment now made,	

and, when it is remembered (a) that all intermediate measurements between commencement and completion of a work are subject to final re-measurement on completion and (b) that every bill for a final payment is subjected to the most detailed and thorough check in the Examiner's office, it will be seen that the interests of Government will be completely safeguarded by the use of the form that has been approved by the Government of India.

7. Enclosure B is an original voucher (No. 10, South Arcot division) for May 1892 and the favour of its return is requested.

11TH AUGUST 1892, No. 2216 W., PUBLIC WORKS.

No. *the Chief Engineer, Public Works Department.*

I concur in the above remarks.

4th August 1892.

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

ORDER—dated 11th August 1892, No. 2216 W., Public Works.

The proposals of the Examiner are approved and sanctioned.

(True Extract.)

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

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

} with spare copies of Government of India
Circular No. 37 P.W. of 1889.

Exd. A. D. Xavier.
Spare Copies

2216
2

GENERAL.
ACCOUNT.

Gobt. of {1892} Madras.
PUBLIC WORKS.

Dated August, 11th.

Recd.

Encl.

G.O., 11th Aug. 1892, No. 2216 W.

AUGUST.

Forms

Certain proposals of the Examiner of Public Works Accounts regarding the introduction of the simplified — for making payments to contractors and suppliers, approved and sanctioned.

P. W. D. Form No. C. 99

Block.

Payee

Name of work

Page in Contractors' book

Date of present payment

Value of work or supplies to date of latest measurements Rs.

Payments previously made Rs.

Payment now made Rs.

Distribution of payments and quantities by sub-heads, or other necessary Particulars.

Initials of officer making the payments.

99

P. W. D. Form No. C.

Hand Receipt Form.

(To be used indifferently for payments for work, materials, or other services.)

DIVISION.

189

No.

Received from

in charge of

the sum of Rs.

Name of work or purpose for which payment is made

WITNESSES.

The 189

If the person receiving money signs in the vernacular, he should also enter in the vernacular the amount received and his place of residence, his name being noted in English on the voucher. If unable to write, his mark or seal to the above entries should be attested by two competent witnesses, in whose presence the nature of the payment should be fully explained.

† The disburser will initial the remark applicable to the case.

P. W. D. Form No. C.

Total Value of work done or materials supplied up to date of last measurement or inspection.

22 1/3 Rs. a.p.

Previous payments made

Payment now made

BALANCE

Vide page Memorandum of Contractors' Book of

Signature of Payee, }

Notes.—This form should be used in the following cases:—
(1) For "payments on account" for work or supplies, as an alternative to Contract Certificate Form A.
(2) When payment is made as an advance or any other miscellaneous account.
(3) When payment is made in this form for work, the accounts of which are kept in the divisional office by sub-heads, the sub-divisional officer must, unless he prepares the work abstract, distribute the quantities and payments by sub-heads. In such cases it will probably be more convenient to use Form A.

KEEP-WITH

CURRENT No.

dated

189

GOVT. OF MADRAS. }

1892.

{ P. W. DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 28 July

1892.

OFFICE NOTE No.

74. A.

To

Sanction of Government is sought to the introduction of the simplified forms for making payments to contractors and suppliers, sanctioned in Government of India P.W.D.Circular No.37 of 1889.

2. Very great relief will be afforded to Divisional offices by the use of the simple "hand-receipt" form (enclosure A to this note) for payments "on account," instead of the present elaborate form No.M.I4 (enclosure B).

3. At present two copies are made of form No.M.I4, one for record in the Divisional office, and the other for submission with monthly accounts for audit, and it will readily be seen that in a Division where there are running accounts with several contractors, the clerical labour that will be saved by the use of the hand-receipt form will be very appreciable.

4. It often indeed happens that the payment made is in respect of only 2 or

3 items on which work has been done during a month, but to arrive at the details for form No.M.I4, it is necessary to copy out the details of every item in the estimate, irrespective of the fact that no work has been done on them during the month in question. This is pure waste of time.

5. All that is necessary before making a payment on account, is to work out the value of work done during the month, ignoring items on which work has not been done. This can be calculated in any form an Executive Engineer may find most convenient; but it is imperative that the calculations be based on work actually done, as recorded in the measurement book. Those details should however not be furnished to the Examiner, whose requirements will be fully met by the contractor's acknowledgment on the hand-receipt form.

6. That form, it will be observed, contains, on the reverse, all the particulars that are necessary for audit purposes, viz;

Total value of work done;

Previous payments;

Payment now made;

Balance;

Page in measurement book;

and when it is remembered (a) that all intermediate measurements, between commencement and completion of a work, are

2 Rev
subject to final remeasurement on completion, and (b) that every bill for a final payment is subjected to the most detailed and thorough check in the Examiner's office, it will be seen that the interests of Government will be completely safe-guarded by the use of the form that has been approved by the Government of India.

2216/5
7. Enclosure B is an original voucher (No.10, South Arcot Division) for May 1892, and the favour of its return is requested.

H/19/1

H/19/1
(Snr)

I enclose in the above
return the -

L. P. E. W.
4.8

P. W. CURRENT No. 7744

to. No. 4408 8-1-90
" " 2428 24-1-90
minus no 1330 8-1-90

3 P. W. Genl.
14 Oct.

No. 2216. W. J. 11 August 1892

Noticing Encl 4/8

W. J. 6 Oct.

The proposals of the
Examiner are approved
and sanctioned.

Encls: 32

Recd: 29. VII. 92

S. J.

W. J.

4-8-92

Cor

9/14

The Chief Engr for Engrs } in the spare
Supt. Engrs } copies of last.
C. A. to Govt } of India Circular
Supt. of Works } No. 37 P.W. of
Project 1889

1/8

Encl. W. J. Encls

with one enclosure

Old 59-8

11-8-92

11-8-92

22/6

C 607744

Govt. of 1892 Madras.
PUBLIC WORKS.

Dated

Recd.

Encl.

G.O. 11th August 1892 No. 22162

Terms.

Certain proposals of
the Examiners of P.W. acts
regarding the introduction
of the simplified — for
making payments to
Contractors and suppliers,
approved and sanctioned.

(6)

220
12

J. 11/8.

J.C. 11/8

1-4