

- (1) பக்கங்களின் எண்ணிக்கை 26
 (2) புதுக்கித் திருப்பிய நாள் செப்டெம்பர். 1991
 (3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் 600

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

PWD துறை

154

அரசாணை எண். மு. கோப்புத் தாள் எண். <u>2365</u>	அச்சகம் பலவகை
நாள் : <u>25-8-1892</u>	

9/9

மடிக்கவேண்டிய கையாளவேண்டிய கூடாது

13 shas

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following papers:—

Office-note from the Examiner, Public Works Accounts, dated 30th June 1892, No. 906 S.A.
" " " " 6th July " " 12 A.

Office-note from the Examiner, Public Works Accounts, dated 12th August 1892,
No. 685 C.

I now submit a list of subjects and classes of correspondence which I propose should be retained for specified periods and I may add that it is a part of my scheme that no document of any class shall be destroyed without scrutiny at the end of the periods respectively proposed for their destruction. If, at such scrutiny, it be found desirable or necessary that any letter in class B should be retained longer than five years, its destruction will be deferred, or it will be transferred to class A, and so on.

2. I may further add that my intention is to classify every document, in the manner now proposed, *as soon as they reach my office or originate in my office*; in this way the destruction of valueless records will go on throughout the year, instead of being taken up at long intervals or spasmodically. That is to say, at the end of thirteen months, class D letters of the earliest month will be destroyed and this will go on from month to month; at the end of thirty-seven months class C letters of the earliest month will be destroyed and this will go on from month to month, and so on, *provided always* that the scrutiny at the end of each period does not suggest the necessity for delaying destruction of any of the letters.

3. I trust these proposals may meet the approval of Government and that I may be favored with early orders on them.

ENCLOSURE.

CLASS A.—To be preserved permanently.

Nature of documents.	Remarks.
1. Correspondence that is in any way likely to affect claims to pension, e.g.—	1. As regards officers, &c., who have died or left the department, it will be sufficient to preserve such correspondence only 1 year and 5 years respectively after occurrence of the casualty, i.e., one year after death and 5 years after retirement or removal from the department.
i. Appointments ii. Promotions iii. Reversions iv. Suspensions v. Degradations vi. Dismissals	Of officers, &c., still in the department.
2. Alterations in scales of permanent establishments.	
3. Orders of Government establishing a precedent in the interpretation of rules and procedure.	

F

CLASS A.—To be preserved permanently—cont.

Nature of documents.

Remarks.

4. Sanctions to—
 - i. Execution of works.
 - ii. Purchase of buildings.
5. Correspondence connected with capital and revenue accounts of irrigation works.
6. Reports of inspection of the Examiner's office and connected correspondence.
7. Circulars of superior authorities on account matters relating to the General and Irrigation Branches.

CLASS B.—To be preserved five years.

8. Sanctions to—
 - i. Temporary establishments.
 - ii. Appointment of persons over 25 years of age.
 - iii. Exemption from examination rules.
 - iv. Sale or demolition of buildings.
 - v. Rents of buildings, and all connected correspondence.
9. Reports of Examiner's inspection of Divisional office and connected correspondence.
10. Disallowance lists on salary bills.

8. These are noted in audit registers which are permanent records. They might indeed be destroyed after a year, but their preservation for 5 years is recommended in case they may be required by officers inspecting the Examiner's office.

9. These are of no use in the Examiner's office after 2 or 3 years and are proposed for preservation for a longer period for the reason given under 8.

10. Their purpose is served as soon as the disallowances have been accepted or adjusted, but their retention for 5 years is recommended for the reason given under 8.

CLASS C.—To be preserved three years.

11. Sanctions to—
 - i. Compensation for quarters or for church sittings.
 - ii. Works establishment.
 - iii. Creation and closing of divisions and sub-divisions.
 - iv. Hire of buildings and quarters.
 - v. Transfers of buildings.
 - vi. Reserve stock limits.
 - vii. Writing-off of losses.
 - viii. Budgets, appropriations and re-appropriations.
 - ix. Local purchases of European stores.

11. (i to vii). Never required for reference after 2 or 3 years and originals are on record in the Secretariat.

viii. Of no value after close of each financial year. Retained only for possible reference by inspecting officer.

Valueless after a year.

14. Of no value after close of accounts for each official year except for possible reference when the Examiner's office is inspected.

16. Might indeed be destroyed after a year, but retention for 3 years proposed in view of possible inspection of Examiner's office.

CLASS D.—To be preserved one year.

17. Applications for letters of credit and intimations thereof.
18. Correspondence relating to divisional accounts.
19. Correspondence connected with land award statements.

17. Valueless after funds have been placed at disposal of Executive Engineers from month to month.

18. Of no value after note in the accounts concerned.

19. Every point of importance is noted both in the land award register which is a permanent record in the Examiner's office and also in the land award statements which are forwarded on completion to the Board of Revenue for record.

CLASS D.—To be preserved one year—cont.

Nature of documents.

Remarks.

20. Sanctions to—
 - i. Transit pay and travelling allowances.
 - ii. Local allowances.
 - iii. Language rewards.
 - iv. Advances.
 - v. Making or taking over charge at other than head-quarters.
 - vi. Conveyance of horses.
 - vii. Conveyance or horse allowance.
 - viii. Journeys beyond jurisdiction.
 - ix. Special travelling allowances.
 - x. Contingent bills over Rs. 500.
 - xi. Carriage of office records.
 - xii. Law, printing, advertisement and other contingent charges.
 - xiii. Purchases, sales or transfers of stock, tools and plant, office furniture, tents, or materials at site of work.
 - xiv. Indents for forms.
 - xv. Drawing accounts and imprests.
21. Requisitions on Examiner for payment of salaries, travelling allowances or contingent charges.
22. Approximate estimate of receipts and expenditure or of fluctuations in suspense balances.
23. Miscellaneous routine correspondence, e.g.—
 - i. Inquiries as to amount of leave due, &c., and replies thereto.
 - ii. Requests to note a fact, check or correct an account.
 - iii. Occasional reports of arrivals and departures.
 - iv. Draft Gazette notifications and other letters of a purely routine character, the purpose of which is completed as soon as the necessary action has been taken upon them.

20 (i to xii). Not required after note in audit registers which are permanent records and after the charges are once audited and paid. Charges falling under the latter portion of i (Travelling allowances during transit) and under v to xii are moreover included in travelling journals or contingent bills which are countersigned by Controlling officers, which is sufficient authority for the charges. In the remote contingency of any need for reference, the original sanctions could readily be obtained from the Public Works Department Secretariat.

xiv. Useless after supply of the forms.
xv. No purpose served by preserving them.
21. Valueless after payment has been made and a voucher obtained.

22. Valueless after inclusion in budget estimates or accounts.

ORDER—dated 25th August 1892, No. 2365 W., Public Works.

The proposals made by the Examiner, Public Works Accounts, in his office-note of the 12th August 1892, No. 685 C., are sanctioned.

(True Extract.)

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

To the Examiner, Public Works Accounts.

Encl. C. A. Muniswamy,
Spare Copies

2365
3

GENERAL.
ESTABLISHMENT.

Govt. of {1892} Madras.
PUBLIC WORKS.

Dated August, 25th.

Recd.

Encl.

G.O., 25th Aug. 1892, No. 2365 W.

AUGUST.

Correspondence

Certain proposals made by the Examiner, Public Works Accounts, in connection with the periodical elimination from the records of his office of — that has ceased to be of any importance or value, sanctioned.

No. 3372 C of 4-7-92
861 C of 17-2-92
321 W of 3-2-92
14970 C of 1-12-90
2227 W of 15-8-90

Government of Madras.

PUBLIC WORKS DEPARTMENT.

Madras, 7th July 1892

OFFICE NOTE.

From

W

To

C

Your office note of
12th 2nd July 1892

The Government wishes
you to make a list of
subjects and classes of
correspondence, periods
for which the papers
should be retained
being specified. The
classes already given
are considered to be
too vaguely described.
The bundles of papers
sent up are not regarded
and are henceforth retained.

Edw. J. P.

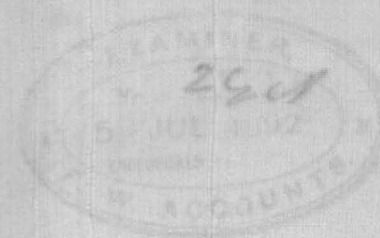
17/7

KEEP WITH

CURRENT No.

dated

189



(G. No. 1201.)

GOVT. OF MADRAS.

1892.

{ P. W. }
{ DEPT. }

EXAMINER, P. W. ACCOUNTS.

Madras, 30th June

1892.

OFFICE NOTE No.

906-Set

To

W.

2365/21

In view to the periodical elimina-
tion from the records of this office of
correspondence that has ceased to be of
any importance or value, the sanction of
Government is requested under Govern-
ment of India P.W.D. Code, volume I, chap-
ter VI, para 4I, to the following proce-
dure :-

I. To be preserved permanently.

- (i) Letters affecting claims to leave,
pension etc. of persons still in
service.
- (ii) Important rulings of Government.

II. To be preserved 5 years.

- (i) Letters, and rulings of Government,
on matters of minor importance.

III. To be preserved 3 years.

- (i) Correspondence relating to trans-
fers of charge, budget estimates, &
like subjects.

IV. To be preserved 1 year.

- (i) Routine correspondence.

2. Unless some such procedure is

P. W. CURRENT No. 6765

followed the accommodation for records will be insufficient. At present, the records of this office date back to 1889.

130/6
C.

W
W

Recd. 30. VI. 92

In order -

The Incummers

inspects appear reasonable

some discretion will be

exercised in applying the

distinction between I. II

and II. III, but the

Incummers may be trusted

to exercise the

S

17 W

The Incummers

will be in detail.

2 July

2 July

2 July

2 July

2 July

2 July

2 July

2 July

2 July

2 July

No 10

No 10

No 10

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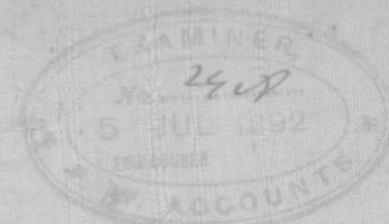
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No 33720

Government of Madras.

PUBLIC WORKS DEPARTMENT.

Madras, 4 July 1892

OFFICE NOTE.

From W.

To C.

Your office note No. 906 S.A. of 30 June 1892

Please prepare a list rather more in detail for submission to Government; vide H. W.'s original note, D. W.

S W

W

47

- No 3007 W. 9-11-97
- 520 W. 14-2-98
- 1078 W. 12-4-98
- 1738 W. 12-6-98
- 3175 C. 21-8-98
- 2766 W. 6-9-98
- 1965 C. 22-5-98
- 2227 W. 15-8-90
- 4970 C. 1-12-90
- 3214 W. 3-2-92
- 861 C. 19-1-92

KEEP-WITH

CURRENT No.

GOVT.
OF MADRAS. }

1892.

{ P. W.
DEPT.

EXAMINER, P. W. ACCOUNTS.

dated

189

Madras, 6th July 1892.

OFFICE NOTE No. 12 A.

To

W.

Your office note No. 3372 C. dated
4th. July 1892.

It is not easy, at present, to prepare a detailed list of the correspondence that I propose to classify under four heads with reference to their relative value for the purposes of permanent preservation or destruction after certain periods.

2. I have just completed the classification of the correspondence of this office for April 1892 and find that out of a total of 1342 letters received and issued,-

only 41 need be retained permanently;
only 143 are not worth keeping more than 5 years;

while 440 need not be kept beyond 3 years;

and 718 are of no value whatever after 1 year.

I herewith submit for inspection specimens of the letters under each of the

above classes, as specified below:-

3. Of course it is not to be supposed that letters of every conceivable description were received during one month, and it is this that makes it difficult for me to prepare the detailed list that has been called for: the classification of every letter will have to be decided on its own merits, & this matter will receive my personal attention.

Handwritten initials
C.

Class A.....16 letters

.. B.....11 ..

.. C.....12 ..

.. D.....24 ..

Recd: 7. VII. 92

Encls 2 + 1 bundle
of papers

Handwritten initials
(Enc 63)

Handwritten initials

For orders.

Handwritten notes:
23/15 W
11 W

I have no time to go through these bundles, & I am not expected to. The Examiners should make a list of subjects & classes of correspondence, and the periods for which they should be retained. This is what is done in all offices. The classes to give are altogether too vaguely described.

Handwritten signature
8 July.

Handwritten initials
C.
15/7

No. 3460 C
1885

Government of Madras.

PUBLIC WORKS DEPARTMENT.

Madras, 9th July 1892

OFFICE NOTE.

From

Handwritten initials
W
23/6
1/7

To

Handwritten initials
C

Your office note
No. 12 + dated 6th
July 1892.

The Government wishes you to make a list of subjects and classes of correspondence, periods for which the papers should be retained being specified. The classes already given are considered to be too vaguely described.



The bundles of
papers sent up are
not required and
are herewith returned

S

57

To W.

I now submit a list of subjects
and classes of correspondence which I
propose should be retained for speci-
fied periods; and I may add that it is
a part of my scheme that no document
of any class shall be destroyed with-
out scrutiny at the end of periods re-
spectively proposed for their destruc-
tion. If, at such scrutiny, it be found
desirable or necessary that any letter
in class B should be retained longer
than 5 years, its destruction will be
deferred, or it will be transferred to
class A; and so on.

2. I may further add that my inten-
tion is to classify every document, in

the manner now proposed, as soon as they
reach my office or originate in my of-
fice: in this way the destruction of va-
lueless records will go on throughout
the year, instead of being taken up at
long intervals, or spasmodically. That is
to say, at the end of 13 months, class D.
letters of the earliest month will be
destroyed, and this will go on from month
to month: at the end of 37 months class
C letters of the earliest month will be
destroyed, and this will go on from month
to month; and so on, provided always that
the scrutiny at the end of each period
does not suggest the necessity for de-
laying destruction of any of the letters.

3. I trust these proposals may meet
the approval of Government, and that I
may be favoured with early orders on
them.

C.

St/12/8
(Enclosed)

memo no 3460 c 77.7.92 to Bm 7580 7.2.92
 " 3072 c 4.7.92 to A 1090 12.4.92
 " 861 c 7.2.92 to Bm 7580 7.2.92
 to Bm 321 2.2.92 to Bm 7580 2.2.92
 memo no 4970 c 1.12.92 to Bm 7580 1.12.92
 to Bm 2227 15.8.92 to Bm 7580 15.8.92
 memo no 1965 c 22.5.92 to Bm 7580 22.5.92
 to Bm 2766 2.6.92 to Bm 7580 2.6.92
 memo no 3175 c 21.8.92 to Bm 7580 21.8.92

Wm

Encls: 1

Recd: 13.8.92

For orders with
 reference to the Hon'ble
 Member's note of 8 July.

I am in objection
 to present proposals

Wm
 22 Aug

S

W
 22.8

Wm
 15.8.92

13/8 22.8.92

116-8
 116-8
 116-8

to be preserved permanently.

Class A

Remarks

2365
 9

1. Correspondence that is in any way likely to affect claims to pension e.g.
 - i appointments
 - ii promotions
 - iii reversions
 - iv suspensions
 - v degradations
 - vi dismissals
 of officers etc. still in the Department.
2. Alterations in scales of permanent establishments.
3. Orders of Government establishing a precedent in the interpretation of rules and procedure.
4. Sanctions to:
 - i execution of works.
 - ii purchase of buildings
5. Correspondence connected with capital and revenue accounts of irrigation works.
6. Reports of inspection of the Examiners office, and connected correspondence.
7. Circulars of superior authorities on account matters relating to the General and Irrigation Branches.

1. As regards officers etc who have died or left the Department, it will be sufficient to preserve such correspondence only 1 year and 5 years respectively after occurrence of the casualty i.e. 1 year after death, and 5 years after retirement or removal from the Department.

5.8.92

116-8
 116-8
 116-8

Class Bto be preserved 5 yearsNature of documentRemarks

8. Sanctions to.

- i temporary establishments;
- ii appointment of persons

over 25 years of age;

- iii exemption from examination rules;

- iv sale or demolition of buildings;

- v rents of buildings;

and all connected correspondence

9. Reports of Examiner's inspection of Divisional office and connected correspondence.

10. Disallowance lists on Salary bills

8. These are noted in Audit registers which are permanent records. They might indeed be destroyed after a year, but their preservation for 5 years is recommended in case they may be required by officers inspecting the Examiner's office.

9. These are of no use in the Examiner's office after 2 or 3 years, and are proposed for preservation for a longer period for the reason given under 8.

10. Their purpose is served as soon as the disallowances have been accepted or adjusted, but their retention for 5 years is recommended for the reason given under 8.

Class Cto be preserved 5 years

11. Sanctions to

- i Compensation for quarters, or for Church sittings;
- ii works establishment

- iii creation and closing of divisions and sub-divisions.

11. i & ii never required for reference after 2 or 3 years; and originals are on record in the Secretariat.

Class C
to be preserved 5 yearsNature of documentRemarks

- iv hire of buildings and quarters;

- v transfers of buildings;

- vi reserve stock limits;

- vii writing-off of losses;

- viii budgets, appropriations and re-appropriations;

- ix local purchase of European stores;

12. Statements of officers etc. reaching 50 years of age;

13. returns of changes in establishments

14. Correspondence connected with exchange accounts with other Departments and Provinces.

15. Orders affecting transfers and reliefs of officers.

16. Disallowance lists on travelling allowance and contingent bills

viii Of no value after close of each financial year.

Retained only for possible reference by inspecting officers.

Valueless after a year.

14. Of no value after close of accounts for each official year except for possible reference when the Examiner's office is inspected.

16. Might indeed be destroyed after a year, but retention for 3 years proposed in view of possible inspection of Examiner's office.

Class Dto be preserved 1 year

17. Applications for letters of Credit and intimations thereof.

18. Correspondence relating to divisional accounts

17. Valueless after funds have been placed at disposal of Executive Engineers from month to month.

18. Of no value after note in the accounts concerned.

Nature of document

Remarks

19. Correspondence connected with land award statements
20. Sanctions to -
- i transit pay and travelling allowances;
 - ii local allowances;
 - iii language rewards;
 - iv advances;
 - v making or taking over charge at other than head quarters;
 - vi Conveyance of horses;
 - vii Conveyance or horse allowance;
 - viii journeys beyond jurisdiction;
 - ix Special travelling allowance;
 - x Contingent bills over Rs 100.
 - xi Carriage of office records
 - xii Law, printing, advertisement and other contingent charges.
 - xiii purchases, sales or transfers of stock, tools and plant office furniture, tents, or materials at site of work.

19. Every point of importance is noted both in the land award register, which is a permanent record in the Examiner's Office and also in the land award statements which are forwarded on completion to the Board of Revenue for record.

20. i to xii. Not required after note in Audit registers which are permanent records, and after the charges are once audited and paid: charges falling under the latter portion of it (travelling allowance during transit) and under v to xii are moreover included in travelling journals or contingent bills which are countersigned, by controlling officers, which is sufficient authority for the charges.

On the remote contingency of any need for reference, the original sanctions could readily be obtained from the P. M. O. Secretariat.

Nature of document

Remarks

- xiv indent for forms
- xv drawing account and imposts
21. Requisitions on Examiner for payment of salaries, travelling allowances or contingent charges
22. Approximate estimate of receipts and expenditure or of fluctuations in suspense balances.
23. Miscellaneous routine correspondence, e.g.
- i enquiries as to amount of leave due etc. and replies thereto;
 - ii requests to note a fact, check or correct an account;
 - iii occasional reports of arrivals and departures;
 - iv draft Gazette notifications and other letters of a purely routine character the purpose of which is completed as soon as the necessary action has been taken upon them.

xiv Unless after supply of the forms.

xv No purpose served by preserving them.

21. Valueless after payment has been made and a voucher obtained.

22. Valueless after inclusion in budget estimates or account.

7. Dec
2365
11

J. S. Shulod. Hubbard
Examiner, P. M. Accounts
R 14/8

2365 W d/25 Aug 1892

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following

from the Engrs. J. G. S. A. d/30.11.92

(.. 12 A d/6.11.92)

(.. 685 C d/12.11.92)

2365
12

① ②

2365
12

The proposals
made by the Engineer
W. Accanto in his
office note of the
12th August 1892 No
685 C are sanctioned

Engrs. A. 319

0043
23.8.92

S
210

Chy 8227.

Govt. of 1892 Madras.
PUBLIC WORKS.

8-11-15 1873
14-7-10

27-6-11

11-12-44 11

Dated

Recd.

Encl.

G.O. 26th August 92 No. 2365.7

Correspondence

Certain proposals made
by the Examiner M. A. A.
in connection with the
periodical elimination
from the records of his
office of — that has
ceased to be of any
importance or value,
sanctioned —

13

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2

J. 25/8-

J. C. 25/8