(1) பக்கங்களின் எண்ணிக்கை 20

(2) புதுக்கித் திருப்பிய நாள் 9/9/

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

PW துறை

அரசாணை எண். மு. கோப்புத் தாள் எண்.	3270	அச்சகம் பலவகை
நாள் :	29.11.1892 198	

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

PW

ஆவண, கா-1—18,006—15-6-87.

NOTES.

REFERENCE TO MADRAS P. W. D. CODE,
EDITION OF 1886.

PARAS. 25 & 26.

1. The column headed "present scale" should invariably show the *sanctioned scale for the time being* and not the strength of the actual (whether above or below sanctioned) establishment as it happens to stand at the time. The "present scale" should be verified by the examiner before the proposal is submitted to government for sanction (paras. 25 and 26).

2. In the column "average or fixed pay," financial value, not mean value, should be given.

3. The financial value should in the case of progressive appointments be calculated as follows:—

(1) If the period of rise from minimum to maximum is 5 years, the average will be the minimum *plus* two-thirds, or if the appointment is a ministerial one, *plus* three-fourths, of the difference between the minimum and maximum (C. S. R., Art. 164).

(2) If the period of growth exceeds five years (as in the case of accountants) the $\frac{3}{4}$th fraction should be decreased by $\frac{1}{60}$th of the difference for every year by which the period exceeds five; the fraction for periods in excess of five years will therefore be as follows:—

6 years = $\frac{3}{4} - \frac{1}{60} = \frac{44}{60}$
7 years = $\frac{3}{4} - \frac{2}{60} = \frac{43}{60}$
8 years = $\frac{3}{4} - \frac{3}{60} = \frac{42}{60}$

and so on; so that when the period of growth is 20 years the financial value will be the exact mean.

OW 5.7/1637 88

600—6-5-91.

213/87-88 M 3712

P. W. D. FORM,
No. M 184.

3270/1

PUBLIC WORKS DEPARTMENT, MADRAS.

Tabular Statement showing the proposed Changes in the Establishment of the P. W. Department, Madras Presidency.

The entries within under the head, "Present scale" have been checked and found correct [subject to exceptions noted below *].

36.2 Dy

Examiner of P. W Accounts, Madras.

* The words in brackets should be scored out when there are no exceptions to be noted.

(14)

Statement of Proposal for revision of Establishment to accompany Letter No. ______, dated ______ 189 .

Order Sanctioning Present Establishment.		Office to which the proposition relates.	Nature of Change.												Proposal.						Remarks.
			Present Scale.						Proposed Scale.						Permanent.		Temporary.				
					Pay.						Pay.				Increase per month.	Decrease per month.	Increase per month.		Decrease per month.		
No.	Date.		No.	Designation.	Minimum.	Increment.	Maximum.	Average or fixed.	No.	Designation.	Minimum.	Increment.	Maximum.	Average or fixed.	Amount.	Amount.	Period.	Amount.	Period.	Amount.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
					RS.	RS.	RS.	RS.			RS.	RS.	RS.	RS.	RS.	RS.		RS.		RS.	
	-	Tanjore Division		-	-	-	-	-	1	Clerk	-	-	-	20	-	-	4	80	-	-	Submitted as per remarks of Supg Engineer on his inspection of Division office in August. The old records have only been roughly sorted and will have to be gone through again in order to prepare a revised and amplified list as called for in Supg Engineer's No $\frac{390-D.G}{24.6.91}$. This cannot be done by the office Establishment as the work is very

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Statement of Proposal for revision of Establishment to accompany Letter No. ______, dated ______ 189 .

Order Sanctioning Present Establishment.		Office to which the proposition relates.	Nature of Change.												Proposal.						Remarks.
			Present Scale.						Proposed Scale.						Permanent.		Temporary.				
					Pay.						Pay.				Increase per month.	Decrease per month.	Increase per month.		Decrease per month.		
No.	Date.		No.	Designation.	Minimum.	Increment.	Maximum.	Average or fixed.	No.	Designation.	Minimum.	Increment.	Maximum.	Average or fixed.	Amount.	Amount.	Period.	Amount.	Period.	Amount.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
					RS.	RS.	RS.	RS.			RS.	RS.	RS.	RS.	RS.	RS.		RS.		RS.	

3270/2

Station, Tanjore
Dated 1st November 1892.
2/2/11.

W. Hughes
Supg Engineer 5 Circle

Executive Engineer Tanj
Signature and rank of Head of Office.
2/11

3270/2

Reference to Madras P. W. D. Code,
Paras, 264 and 271.

3270/3

P. W. D. Form.
No. M 98.

Division Tanjore

Name and Grade of Executive Engineer. } G. B. [illegible] Eng. / Ex. [illegible] Grade

Date of assuming charge 18th June 1892

Date of last inspection—

By Superintending Engineer 11th March/91

By Examiner or Deputy 16-12-89

Date of present inspection 26th August/92

Report of Inspection of the Executive Engineer's Offie by Superintending Engineer, [illegible] Cirle.

No.	Queries or points to be noted.	Remarks by Inspecting Officer.	Orders of Chief Engineer.
1	Are laborers paid up punctually and regularly? Are there any arrears of more than a month's standing? and, if so, why?	No daily labor — There are temporary Conservancy lascars on Monthly pay. No delay in paying them.	
2	Are the precautions taken for the safe custody of Cash and Stores throughout the Division, and for drawing and remitting money, sufficient in all cases?	Yes Yes.	
3	Are proper precautionary measures adopted to ensure that value has been received for the amount of the bill, certificate or order, on which money is paid, and that the document is free from clerical errors?	Yes Yes.	
4	In whose custody does the current Cheque Book (or Books) remain?	With Executive Engineer	
5	At what intervals are the originals of Sub-divisional Officers' Cash Books submitted to the Executive Engineer's Office (Alternate books or loose sheets being used)?	Bimonthly.	
6	What record is kept of rents and other Public Works revenue which may become due?	Form No. 41 for rents of buildings, & a register for other buildings. Form Nos. M. 39. and M. 40.	
7	Are demands for rents and other revenue promptly made upon the parties responsible?	The only buildings occupied are by Subordinates of the P. W. Department from whose salaries rent is recovered.	
8	What rents or other revenue are now more than one month over-due, and what steps have been taken for the recovery thereof?	No rents for buildings due — Amounts due for plantations &c. are paid in instalments and are brought to account by the Sub Dl. Officers concerned.	A. W. 1543 5-9-92 No. 4031 Cdf 2nd September 1892
9	Are note-books regularly kept up, and do the remarks entered therein show that works are regularly and systematically inspected? [Para. 1525].	Note book are kept by the Ex: Engr & Subordinates and Inspection Notes sent by Ex: Engr to the Supg Engr & by Subordinates to Ex Engr: In future this system will be revised in accordance with recent orders of the Chief Engineer and the Govt of India Code.	Noted
10	Are separate Measurement books kept up, and do these show that works are regularly measured?	Sub Dl. Officers & Subordinates have each one book, in use or sometimes two. The Ex: Engr has now arranged that each Measuring Officer shall have one book for Impl Minor, one for Prov: Minor & one all Major Works.	32 20/4
11	Are proper Plans and Registers kept in the Executive Engineer's Office of all the buildings, &c. in his Division, showing whether the buildings are maintained from Imperial, Provincial, or Local Funds? [Para. 1194].	There is a complete Register of buildings There are a few important buildings of which there are no plans although some of these are of recent construction. The Ex: Engr should have plans made of all buildings except plant sheds & similar unimportant buildings —	Plans of buildings should be completed as early as practicable
12	Are accurate Plans kept of all Cantonment or other Government lands in charge of the Department? Are the Subordinates acquainted with the boundaries, and do they see that they are respected?	No Cantonments — Plans of sites of inspection bungalows have been made and sites demarcated — Lands in connection with rivers will be demarcated when operations of Survey Deptt are completed — Some rivers have been demarcated but maps not issued!	Noted

No.	Quiries or points to be noted.	Remarks by Inspecting Officer.	Orders of Chief Engineer.
13	Are the accounts of Sub-divisional Officers despatched, as a rule, to the Divisional Office by the 5th of the month following? If not, what steps have been taken to ensure punctuality?	Cash accounts received punctually but sometimes vouchers follow later – Contract Vouchers received with Cash Book.	
14	Is the Register of Works written up from the Original Work Abstracts previous to the preparation of the Work Vouchers and Schedule? If not, from what are the latter prepared?	Work Abstracts kept – when there is more than one agency employed and in such cases Work Register written up for them. When there is only one Contractor Work Register written up directly from Vouchers.	
15	Do the Work Abstracts and Registers clearly show the quantity and value of materials at site of each work? Have the materials been verified?		
16	Are the materials collected not in excess of the actual requirements of the work in each case? And are transfers of materials from one work to another of frequent occurrence?	No No.	
17	Before any work is begun, does the Executive Engineer see that the Officer in charge is supplied with fully detailed instructions in writing and proper working drawings? [Paras. 329, 1519, 1520, 1523 and 1524.]	Yes.	
18	Are works carried on as rapidly as is possible with reference to the funds appropriated and soundness of execution? [Para. 1521.]	Yes.	
19	Are there any works commenced without sanction, appropriation of funds and written orders by competent authority for their commencement? In the case of such works, are the rates fair and such as will be covered by the ordinary rates of the station? [Paras. 311, 1513, 1518 and 1519.]	None	
20	Does the Executive Engineer make frequent inspections of out-stations, and see that the work carried on by his subordinates is sound and economical? [Para. 330.]	Yes.	
21	Are Work Abstracts prepared by Sub-Divisional Officers, or in the Divisional Office?	In Division Office	
22	Are Completion Reports sent in immediately on the completion of each work? And is the fact recorded as a closing entry in the Register of Works? [Para. 323.]	Yes. or as soon as accounts are closed. works entered in Completion Statements.	3220/5
23	Are contract work and petty contract work availed of to the fullest extent practicable or desirable?	Yes.	

No.	Queries or points to be noted.	Remarks by Inspecting Officer.	Orders of Chief Engineer.
24	Has security been taken in all cases for the due fulfilment of contracts? And where security is not taken, is the usual reserve (Code para. 1618 *b*) invariably retained from each payment?	Yes.	
25	What steps are taken to ensure that contractors or petty contractors shall acknowledge from time to time the correctness of the balance of their accounts?	The contractor's signature is obtained to the bill for each work in which the balance due is exhibited -	
26	Are there any disputed accounts with contractors? If so, state briefly the particulars and the steps taken to obtain a final adjustment.	None - except the 2 items which are held in deposit - for this Supg Engr's Sanction has been already obtained.	Noted
27	Are there any contract works not measured and paid for, for a period of more than three months, and, if so, what is the reason for non-measurement?	None so far as known	
28	What was the balance of stock in the Division at the end of the month for which accounts were last submitted?		
29	Have tenders been invited for the supply of Stores at Schedule rates as wanted, so as to obviate the necessity of keeping more stock on hand than can be helped?		
30	Is balance of Stock under or in excess of sanctioned reserve, and if the latter, why?	No Stock.	
31	When and by whom was the stock in each Sub-division last counted, and were the quantities on that date duly certified to? If incorrect, have the discrepancies been duly accounted for?		
32	Are the prices at which the stock is now rated fair and reasonable with reference to the rates at which it is now manufactured or purchased?		
33	Are there any surplus materials in the Division on which there have been no transactions during the past six months, and which are not likely to be required? And is there any Stock or Tools and Plant that it would be advisable to sell or otherwise dispose of?	None	

3220/6

No.	Queries or points to be noted.	Remarks by Inspecting Officer.	Orders of Chief Engineer.
34	What is the balance under the head of Stock Manufactures? I.—For Bricks? II.—For other Materials? Is this amount reported by the Executive Engineer to be fully covered by materials in course of manufacture? What steps have been taken by the Executive Engineer to satisfy himself on this point? How does the outturn compare with the estimate? Are the arrangements made all economical? Are materials of the kind manufactured, obtainable locally?	No Stock Manufacture	
35	Are there any items in the Miscellaneous Advance account which appear objectionable or outstanding for too long a time?		
36	Are all Surveying and Drawing Instruments not in use by Subordinates kept in the personal custody of the Executive Engineer and his Assistants (Para. 1967), and are same in good and serviceable order?	Kept in an almirah in charge of Storekeeper who has furnished Security	
37	Are none but instruments required for actual use kept up in the Division, and the orders of the Superintending Engineer taken with regard to the remainder? [Para. 1962.]	None.	
38	When and by whom were the tools last counted in each Sub-Division? Are the count certificates attached to the half-yearly Returns? And have all discrepancies been enquired into and adjusted?	Tanjore Sub Dn by Mr Nilakanta Sastri on 7, 8 & 15th May 1892. Mayaveram Sub Dn by Mr T. S. Raghava Chariar on 26, 28 & 30th April/92 Head Quarter Sub Dn by Mr Marshall on 21 Jany/92 & 12th & 14th March/92. Count certificates are attached to the half yearly Returns — Yes.	
39	Is there any Divisional Rate-book kept up? If not, on what data are the rates for estimates calculated? [Para. 266.]	(39). Yes. Yes.	
40	Are there any persons employed in the Office who are beyond the strength of the permanent and temporary establishment sanctioned for the Office, and if so, how are they paid?	None.	3270/7

No.	Queries or points to be noted.	Remarks by Inspecting Officer.	Orders of Chief Engineer.
41	Are the books and primary accounts kept in the prescribed manner, and are they attended to by the Executive and Assistant Engineers and not left too much in the hands of Accountants and Subordinates? [Para. 270.]	Yes.	
42	Are the Subordinate, Office and Petty Establishments efficient, actually necessary and adequate to the management of the Division? Are they acquainted with the Code Rules? [Para. 269.]	There are two Assistant Engrs less than the Sanctioned number. The number of Upper Subordinates is as Sanctioned. Two of the Overseers are on Special duty making estimates and the Establishment on ordinary work is not strong enough. The unanswered references were as follows at end of June — at end of July Mayavaram Sub Dn. 59 — 72 Tanjore do — 68 — 61 Head Quarter do — 18 — 17 The men referred to as on special duty should be employed in clearing off the unanswered references as soon as whatever is urgent on their present work is completed. The Office Establishment is reported to be efficient but it is only by an effort that the present Staff in the Division Office can get their work done. The old records have only been roughly sorted and will have to be gone through again in order to prepare a revised & amplified list which has been called for. The Ex. Engineer will make application for a temporary clerk.	The sanctioned number of Assistant Engineers for the division is two, and it now has one Assistant Engr, Mr. D. Marshall. The sanctioned number of upper subordinates is nine and there are now ten men in the Division. Efforts should be made to clear off the arrears as quickly as possible. 72 Sub Dn. Office somewhat unwell during July. Please send proposition statement for temporary clerk for 4 months, or say up to end of February. Further sanction can be obtained later on, if necessary. 25/10 Ch

GENERAL REMARKS.

The work of the Division seems temporarily to have fallen into arrear. The present Executive Engineer joined only in the middle of June and has not yet had sufficient time to clear off arrears.

Dated 18th August 1892

W Hughes,
Superintending Engineer.

Dated

Col. R.E.
Chief Engineer. P.W.D.

3220
8

Pw. P.1/1372/92

No. 480 W

SUPERINTENDING ENGINEER'S OFFICE,
V CIRCLE, MADRAS,
Chepâk, 14th November 1892

From

W. Hughes Esquire
SUPERINTENDING ENGINEER,
V CIRCLE,

3220/9

To

THE Chief Engineer
P. W. Department.

Enclosures 2
1 Statement of Proposition
~~1 Inspection report~~

SIR,

With reference to my remarks at end of my report of inspection of the Executive Engineer's office Tanjore Division in August 1892 returned, I have the honor to forward for sanction a statement of Proposition for the entertainment of a Clerk on Rs 20 for sorting the old records alluded to my remarks above mentioned. The salary of Rs 20 is proposed in the expectation that for that salary a man who has been in temporary employment in the Department before and understands something of record keeping can be obtained.

I have the honor to be
Sir
Your most obedt. servt.

W Hughes
Supdg. Engineer V Circle

P. W. CURRENT No. 11872

From

THE SUPERINTENDING ENGINEER,
V CIRCLE,

To

THE Chief Engineer
P.W. Department

Dated 14 } November 1892.
Recd. 15 }

ENCLOSURES. 2

No. 480 W.

Temporary Clerk on Rs 20 - -.

Forwards for Sanction a proposition statement for the entertainment of a

H. 23/11/92

PUBLIC WORKS DEPARTMENT.

B/ No. 3270 W d/29 November/92

PROCEEDINGS OF THE MADRAS GOVERNMENT.

3270/10

READ the following

From the S.E. V circle No 480 W d/14 Novr 1892

Sanction is accorded to the entertainment, for four months, of a temporary clerk on Rs. 20 per mensem, required for sorting old records in the Tanjore division.

Hes 25 Nov

2. This sanction has been registered as Provincial No. 59 W of 1892-93 and classified as Establishment, Temporary.

23.11.92

To

The S.E. V circle
.. Exar. P.W. Accts.

No 4031·c9 2

N° 3270. wd/29-11-92

Dd/

91/