

(1) பக்கங்களின் எண்ணிக்கை -/4-

(2) புதுக்கித் திருப்பிய நாள் செப்டம்பர் 1990.

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

## தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

மெஜி பனிட் துறை

|                                       |            |                  |
|---------------------------------------|------------|------------------|
| அரசாணை எண்.<br>மு. கோப்புத் தாள் எண். | 2062       | அச்சகம்<br>பலவகை |
| நாள் :                                | 11.8.1893. | 198              |

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

A. MOONCOOSAWMY RAJOO,  
General Contractor & Cabinetmaker, 209,  
12, Erattappan Street, Black Town,  
Madras, 28<sup>th</sup> July 1893.

The Examiner of  
Public Work  
Chopank.

Honored Sir,

I have been supplying for over twelve years all Departments of the Revenue Board, the Government Office (Rev. Dept.) and several other offices in the Presidency Town and Mofussil with all the articles of furniture, peon's and daffadar's belts, table cloth, rattan mats, punkas, &c., that may be required from time to time. My terms are very moderate, and the materials employed, of a very superior quality. I beg therefore that you will be pleased to favor me with orders for any furniture, &c., that may be required for your Department.

Appended are some of the copies of my testimonials for your perusal and favorable consideration.

Soliciting your kind patronage,

I beg to remain,  
Honored sir,

Your most obedient servant,

A. Mooncoosawmy Rajoo  
General Contractor & Cabinetmaker,  
Madras.

## Testimonials.

2068  
-2-

(1)

Office of the Board of Revenue,  
(Land Revenue),  
Madras, 30 July 1890.

A. MOONCOO SAWMY RAJOO has been Contractor for the supply of furniture to this office for the last twelve years and has given satisfaction, supplying good articles at reasonable rates. He also executes orders promptly.

(Sd.) H. A. Sim,  
Ag. Secretary.

(2)

Revenue Board Office,  
(Land Revenue),  
Madras, 16th April 1891.

A. MOONCOO SAWMY RAJOO asks me for a testimonial as to his ability to execute orders in the carpentering and furnishing line, he has been employed for several years as Contractor for the supply of mats, furniture &c to the Board's Office and has always done the work entrusted to him in a satisfactory manner and at reasonable rates.

He has now just completed a large record rack of the latest pattern and has done the work very well and cheaply.

(Sd.) H. A. Sim,  
Ag. Secretary.

(3)

Revenue Board Office,  
(Separate Record),  
Madras, 20th April 1891.

A. MOONOSAWMY RAJOO has supplied this branch of the Board, since 1885, with furniture required for this office as well as for subordinate offices upcountry and has always given satisfaction. He put up a large rack for records in 1888 and did it very well.

(Sd.) Edmund Millett,  
Asst. Secretary.

(4)

Board of Revenue,  
(Rec. Sett. Land Records & Agric.),  
Madras, 4th May 1891.

A. MOONOSAWMY RAJOO has been supplying furniture, belts and badges to this department during the past four years and has always given satisfaction. He is punctual in the performance of his contracts and his rates are generally lower than those offered by others.

(Sd.) P. RAJARATNA MUELLIAR,  
Secretary.

awd  
6587/10

10613  
7223  
D.W.  
20624  
C.N. 6587

I am not certain whether W intends that his remarks should be inked in and the paper sent to H. M.

It may be mentioned that in the General Record office, which contains Govt records from 1670 downwards, it used to be the practice to keep the records in almirahs with doors & locks. Under this system the records attached by white ants were ~~not~~ only discovered when the almirah in which they were stored was opened in consequence of any particular paper being required. These almirahs have now been replaced by open shelves and when any particular shelf is attached by white ants it is very readily detected. Valuable documents

those which are likely  
to be tampered with are  
still kept in <sup>locks</sup> <sup>almirals</sup>.  
The Examiner asks for "locks  
cupboards" not as a security  
against his records being  
tampered with but as protection  
against white ants. It is  
submitted that the  
experience of the Record  
Office, where an enormous  
number of records are stored  
shows that open shelves  
are preferable.

Per

1/8/93.

Send in paper & bill  
for orders with a  
note showing that  
the locked cupboards  
are not required

20/1

1-8-93

KEEP WITH

CURRENT No.

dated

189

(C. No. 1201.)

GOVT.  
OF MADRAS.

189

{ P. W.  
DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 26<sup>th</sup> July 1893.

OFFICE NOTE No. 314 C

To

W.

In para 10 of the Dy. Auditor General's inspection report on this office, dated 7th. July 1892, the practice of keeping divisional accounts, schedules, and vouchers in paper envelopes on open racks, was condemned in the following terms :-

"The vouchers, schedules & accounts are tied up in bundles. . . . The bundles appertaining to the current and preceding year are kept in the business departments concerned therewith, and then made over to the Correspondence Branch, which stores them in large paper envelopes on open racks, whereby they seem more liable to damage by vermin & other accidents than they would be if stored in pigeon-holes, or on shelves in locked cupboards";

and these remarks were endorsed by the Accountant General P.W.D. in para 2 of his letter No. 89 G. dated 20th. January 1893, in the words,

"I quite agree with the Dy.Auditor General that your present system of recording vouchers & accounts is defective. I trust that you will see your way to making the necessary alteration in your procedure at an early date".

2. The matter has had my closest personal attention for the past 6 months and I have been doing all in my power to minimize my requirements by weeding the records of all that was useless; but as (i) salary bills, (ii) acquittance rolls, (iii) annual statements of establishments, (iv) vouchers of over Rs.100 for payments to contractors, suppliers etc., have to be preserved for a period of twenty years, the space actually required will be considerable; & as all these documents are important it is very necessary they should be carefully conserved.

3. Under Code chapter XI, para 2, "record-racks" and "shelves" are chargeable to the capital cost of a building, and under the spirit of this rule, it is presumed, I should be justified in calling on the Consulting Architect to supply my want without reference to higher authority; but I have no wish to evade the letter of the law, and therefore apply for the sanction of Government to the purchase of 80 "locked cupboards", at a total cost of Rs.2,400.

*Estimated for 100 lockers in 1000  
if Rs. 500 can be used for  
purchase of 100 lockers  
approved by Govt.*

2062  
4. The pigeon-holes, as well as the almirahs, will vary in size according to the documents to be kept in them; & the exact number of each different size that will be required cannot be accurately stated until the records have been fitted into them: but I estimate that 30 cupboards at Rs.30 each (Rs.900) and 30 at Rs.50 each (Rs.1,500) will be required.

5. For the smaller sized cupboards I have received estimates, viz,

Estimated cost.

- i. from C. Ruthnaveeloo Achari Rs.39-8-0
- ii. ,, S. Sooriacotty Naicker, ,, 39-8-0
- iii. ,, P. Cundasawmy Chetty ,, 37-6-0
- iv. ,, A. Moonisawmy Razu. ,, 30-0-0

From enquiries that I have made the first three men are merely "D.P.W. Contractors", who have no speciality for furniture-making, and this may account for the highness of their proposed charges as they would probably have to sublet the contract; whereas the fourth tenderer has been engaged for many years in making office furniture for the Board of Revenue (where I am informed he has just completed an order for over Rs.2000 and other offices. A printed copy of his testimonials are enclosed, and orders are requested as to whom the work if sanctioned, should be given.

6. As it will take some time to complete the order, the sooner it is

put in hand the better; and I therefore  
request the favour of early instructions.

1893  
C.

26  
Enclat.

Enclat 1

Dec: 27.7.53

9445  
28.7.53

2663  
-6-

Read the following:—

From the Examiner of P.W. Accounts, No. 314 C  
dated 26<sup>th</sup> July 1893.

FOR ORDERS.

The necessity for "locked cupboards" is not apparent. It is not stated that the records as now kept are injured, and it is submitted that if they are placed on open shelves they could be more readily inspected and would thus be less liable to destruction by white ants than if stored in "locked cupboards."

I quite agree

Wls  
5 Aug 93

9445  
28.7.53

9445  
28.7.53

Rm

28.7.53  
2.0/5

H.M.

Application for locked  
cupboards for the Secy  
- Gen's office

new orders

2062 W of 11 August 1893.

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

2062  
51

Read the following

From the Examiner of P.W. Accounts, No 314 C  
dated 26<sup>th</sup> July 1893.

The necessity for "locked  
cupboards" is not apparent.  
It is not stated that the  
records as now kept are  
injured, and the Govt. con-  
-siders that if they are  
placed on open shelves they  
could be more readily in-  
-spected and would thus  
be less liable to destruction  
by white ants than if stored  
in "locked cupboards".

DESPATCHED  
12 AUG. 93

Rur.

To

The Examiner of P.W. Accounts.

2062  
1.8.93

8/8

№ 2062 Wafn August  
1893

J.C. Hyman

18/8.