(1) பக்கங்களின் எண்ணிக்கை 84 84

(2) புதுக்கித் திருப்பிய நாள் —

(3) ஆதாரங் குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

P.W. துறை

அரசாணை எண்.
மு. கோப்புத் தாள் எண். 2439

அச்சகம்
பலவகை

நாள் : 22.9.1893 199 .

ா கண்டபடி கையாளவோ கூடாது.

.т. 1—18,006—6-9-90.

2439/1

22nd September 1893, No. 2439 W., Public Works.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

d—the following papers :—

From the Superintending Engineer, I Circle, dated 2nd June 1893, No. 137 Gl.
" " " II " " 12th May " " 67 "
" " " III " " 19th " " " 464.
" " " IV " " 22nd April " " 164 W.
" " " V " " 15th June " " 208 "
" " " VI " " 1st May " " 148 T.C.
" Supdt. of Works, No. I Periyár Division, dated 8th June 1893, No. 54 C.E.
" Consulting Architect to Government, dated 7th July 1893, No. 1081.
"

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der—dated 22nd September 1893, No. 2439 W., Public Works.

In his endorsement No. 596 Nl., dated 14th January 1893, the Superintending gineer, II Circle, applied for the sanction of Government to the entertainment of an stant clerk in each of the sub-divisions of the Nellore division. This application referred for opinion to the Examiner, Public Works Accounts, who recommended entertainment of two clerks, one on Rs. 30 and the other on Rs. 25 per mensem, he place of one clerk on Rs. 20–30 (Rs. 27½) now employed in each sub-divisional ce. This recommendation would entail an extra cost of Rs. 23,100 per annum shown below :—

		Rs.
Present scale—		
One clerk on Rs. 20–30 for each sub-division		27½
Total for 70 sub-divisions		1,925
Scale recommended by the Examiner—		
One clerk on Rs. 30 and 1 clerk on Rs. 25 for each sub-division.		55
Total for 70 sub-divisions		3,850
Net increase	per mensem ...	1,925
	per annum ...	23,100

2. As the Examiner's proposals involved large additional expenditure and as it peared that there was a growing tendency on the part of divisional offices to pass on rk which they ought to do to sub-divisional offices, the opinions of Superintending gineers on the matter were called for.

3. Replies have now been received and considered by His Excellency the vernor in Council, who is not satisfied that the clerical establishment of the partment generally is below actual requirements. He is therefore not prepared to tertain the proposal for increasing sub-divisional office establishments unless an uivalent reduction is made in divisional offices.

4. Proposals may be submitted accordingly in cases where an increase of staff is ought necessary in any sub-divisional office ; but there seems no good reason for creasing the pay of the clerks and proposals for doing this will not be entertained.

(True Extract.)

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

o Superintending Engineers.
the Consulting Architect to Government.
the Superintendent of Works, Periyár Project.
the Examiner, Public Works Accounts.

xd. A. D. Xavier.
pare Copies

eports that the office work devolving on

1 Central Sub-Division

1 Eastern Sub-Division

1 Tank & Embankment Sub-Dn

is so heavy that an addition of a Temporary clerk on Rs 15 pay each is absolutely needed to prevent the work falling in arrears.

3. At present the former two Sub-Divisions have a strength of 2 clerks each, while the last, only one.

4. I am of opinion that the office work in the Central Delta Sub-Division is heavier than that of any Sub-Division in the circle, and would therefore recommend the entertainment of a third clerk on Rs 15 pay (temporary) to be renewed year after year. For the other two Sub-Divisions I would not however recommend an increase to the office establishment.

I

Extract from letter No: 65 dated

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

2439/3

Supg: Engineer I Circle

GENERAL.
ESTABLISHMENT.

Govt. of {1893} Madras.

PUBLIC WORKS.

Dated September, 22nd.

Recd. Encl.

G.O., 22nd Sept. 1893, No. 2439 W.

SEPTEMBER.

Sub-divisional Office Establishments

Orders regarding the proposal to increase —.

No. 137 G.C

2439/2

FROM

G. D. Wybrow Esq:
SUPERINTENDING ENGINEER
FIRST CIRCLE.

TO

THE CHIEF ENGINEER
PUBLIC WORKS DEPARTMENT.

Enclosures.

DOWLAISHWERAM, 2nd June 1893.

SIR,

Referring to your circular memorandum No. 801 C dated 22nd February 1893 relative to the question of the sufficiency of the clerical staff of Sub-Divisional offices, I have the honor to inform you that I have consulted the Executive Engineers of Divisions in this circle, on the subject, and arrived at the conclusion that the office strength, as at present allowed for Sub-Divisions, in all Divisions of the circle, is generally sufficient to meet all requirements.

2. The Executive Engineer Godavari Western Dn. however reports

eports that the office work devolving on

'Central Sub-Division.

'Eastern Sub-Division

'Tank & Embankment Sub Do

is so heavy that an addition of a Temporary clerk on Rs 15 pay each is absolutely needed to prevent the work falling in arrears.

3. At present the former two Sub-Divisions have a strength of 2 clerks each, while the last, only one.

4. I am of opinion that the office work in the Central Delta Sub-Division is heavier than that of any Sub-Division in the circle, and would therefore recommend the entertainment of a third clerk on Rs 15 pay (temporary) to be renewed year after year. For the other two Sub-Divisions I would not however recommend an increase to the office establishment.

I

Extract from letter No: 65 dated

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

2439/3

Supg: Engineer I Circle

CH
3/6.

P. W. CURRENT No. 5216

FROM

G. D. Wybrow Esquire

SUPERINTENDING ENGINEER

FIRST CIRCLE

TO

THE CHIEF ENGINEER

PUBLIC WORKS DEPARTMENT.

DATED 2nd
DESPATCHED 3rd
RECEIVED 7th
} June 1893.

No. 137 Gl

ENCLOSURES

SUBJECT

Clerical staff of Subdl. Offices — Informing that the — in the first circle is generally sufficient.

Compile
CR
7/6/93

F.W. 209
12/7/7

Extract from letter No: 65 dated

Superintending Engineer's Office.

No. 67 Gl

II CIRCLE, Bezwada
Dated 12th May 1893.

2439
3A

From,

A. A. G. Malet Esquire,
Offg. Superintending Engineer,
II Circle.

To,

The Chief Engineer
P. W. Department
Madras &c.

Sir,

1 I have the honor to inform you that I am of opinion that it is absolutely necessary to increase the clerical staff in many of the Sub Divisions in this Circle.

2 In many of the Sub Divisions the clerks work on an average [illegible] hours a day with only short intervals for meals, and with the exception of the Buckingham Canal all the Executive Engineers in this Circle are unanimous in their opinion that extra assistance must be given in the Sub Divisions and that [illegible] should be given at [illegible] in the heavy

The rules against employing outsiders or volunteers as clerks in Sub Divisional Offices are strict, but it is, I know, frequently done. The Officers do not wish to break the rules but the work has to be done and there is no other alternative as in many Sub Divisions one clerk is quite unable to cope with the work.

3. The work, as might be expected, is heaviest in the irrigation and manufacturing Sub Divisions and I recommend that an additional clerk on Rs 15 – 20 be immediately sanctioned as permanent establishment in each of the undermentioned Sub Divisions

District & Division	Sub Division	Remarks.
Kistna		
Eastern Dn	Head Quarters	
	Northern	It would be advisable to have an extra clerk in the Northern Sub Dn of the Kistna Eastern Dn but in this case the necessity is not so great or essential as it is in the other 6 Sub Dns
Gudivada	Kowtaram	
Western Dn	Eastern	
	Western	
Nellore Nellore Dn	Sangam	
	Gudur	

I also consider that it may be necessary shortly to appoint an extra clerk to the Guntur Sub Division of the Kistna Western Division, the work and expenditure in that Sub Division will increase considerably this year and will probably continue to increase in future but I am not as yet satisfied that an extra clerk is required. I consider that in all the other Sub Divisions not mentioned above the existing establishment of one clerk is sufficient to cope with the work.

3439/A

I have the honor to be,
Sir
Your most Obt Servant

Offg: Supg: Engineer,
II Circle.

B/26 5-93

CURRENT No. 4462

From

The Supdg Engineer
2nd Circle

To

The Chief Engineer
P.W. Dept
Madras

Recd. 15. 5. 93
Dated 12th May 1893

No. 67 G.L.

From,
The Superintending Engineer,
II Circle.

To,
The

Dated
Received } 18

Enclosures.

NO.

SUBJECT.

Additional clerks to Sub Dns — Informs that it is absolutely necessary to sanction permanent —

Complete
C.E.
17/5/93

P.B. 209/2077

Extract from letter No: 65 dated 16th May /93 from the Executive Engineer Kurnool Division to the Superintending Engineer III Circle Bellary.

3439/5

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x x x

2. There are five Sub-Divisions in this Division and each Sub-Division Officer has a drawing account — The two heaviest offices are undoubtedly the Upper and Lower of the Canal. In these the number of estimates prepared annually exceeds any of the other Sub-Divisions and there is always a deal of correspondence with the Revenue officials in regard to the distribution of water — These Sub-Divisions need two clerks each —

Viz: 1 on Rs 20 to Rs 30
1 on Rs 15 to Rs 20.

3. The other Sub-Divisions are ordinary ones and can be managed, as to the office work by one man provided he is competent.

x x x

(True Extract)

Jno: Upton
Head Clerk
Suptg: Engr's Office
III circle

Suptg: Engr's Office
III circle
Bellary May /93

Copy of No: 88 dated 25/4/93 from the Sub-Divisional officer Madanapalli to the Executive Engineer Cuddapah Dn.

3939/6

With reference to your No: 2354 of 21-3-93 I beg to report that an additional Clerk is necessary for this Sub-Division owing to the large amount of clerical work necessary for the proper administration of the Sub-Division.

An idea of the work turned out in the past year can be formed from the figures given below.

1 Letters Registered	1605
2 " Issued	1290
3. Number of bills in triplicate inclusive of calculations of measurements &c.	282×3 = 846.
4. Number of Estimates submitted requiring to be calculated &c & fair copied	46

Besides other miscellaneous monthly returns, Cash account &c &c too numerous to relate in detail.

(Sd) J. J. K. Watson
Ex: Engineer
Cuddapah Dn.

(True Copy).

Suptg: Engr's Office
III Circle
Bell

Head Clerk
Suptg: E

No. 464

Superintending Engineer's Office,
3RD CIRCLE.
Bellary 1st May 1893.

FROM
Colonel A. J. Fraser R.E.
SUPERINTENDING ENGINEER,
IIIRD CIRCLE.

2439/7

To
THE Chief Engineer,
P.W.D.
Madras.

Sir,

Enclosures.
2

I have the honor to state in reply to Chief Engineer's Circular No. 801C dated 22nd February 1893 that after consulting the Exe: Engineers it would appear that while most of the Sub-Divisions can manage the work with a single Sub-divisional clerk, there are others which from their size and distance from Head Quarters want an additional clerk badly.

2. These are the Anantapur Sub-division Bellary Division, the two Canal Subdivisions Kurnool Division, and the Madanapalli Sub-division Cuddapah Division.

3

3. With so much correspondence about irrigation and so many estimates to prepare an extra clerk seems imperative in these cases.

4. The Original representations in each instance are enclosed to show where the present difficulty lies.

5. The Exe: Engineer Cuddapah has the whole District in the low country comprised in one sub-divn. which he finds devolves much extra work on his own Office, besides being two heavy a charge for the Sub-divl. Officer.

6. The area is 4600 Sqre. miles with 108 works.

7. The Sagiler Scheme will presently call for the formation of another Sub-division. Out of this almost unmanageable area & would afford the required relief by allow-

ing

-ing an additional clerk to the establishment.

8439/8

8. In Kurnool there is a difficulty found in supplying vacancies with passed clerks. When there is only one in a Sub-division efficiency must be secured.

I have the honor to be
Sir
Your most Obedt. Servant

A T Fraser Coll. R.E.

Supdg: Engineer, III Circle

From, Col. A. T. Fraser R.E. 4714
The Superintending Engineer,
IIIrd Circle,
Bellary.

To,
The Chief Engineer
P.W.D.
Madras

Dated 19th } May 1893.
Received 20th }

Enclosures. 2

No. 464

Subject.

Increase of office work
in the [illegible] Division
Informing the ~
and that extra clerks
are required —

Cn/
20/5/93

No. 164/W

Supdg. Engr's Office 4th Circle
22nd April 1893.

2639/9

From,

Major A. W. Smart, R.E.,
Superintending Engineer
4th Circle,

To

The Chief Engineer
P.W. Department.

Sir,

Adverting to your circular Memorandum No. 801 of 22 February 1893 I have the honor to state that the amount of work done in Sub division offices varies considerably but the pay of the Clerks is the same in each case, viz 20 – 30. It would be well to vary the rates according to the importance of the Sub Division and also to give an assistant Clerk to such sub Division as are actually in need of them.

Increase

2 Increase of pay to Clerks is considered necessary in the following Sub Divisions where the work is heavy and important or where provisions are dear or localities unhealthy. The other Sub Divisions may for the present remain as they are.

Rainpet Sub Division

1. Sub Dn Clerk IV Class 2 Grade Rs 30 to 40.

Wynad Sub Dn now called
Cannanore Sub Dn

1 Sub Dn clerk IV Class 1 Grade Rs 40 to 50 on account of unhealthiness & dearness of Sub Division.

Calicut Sub Division

1 Sub Dn clerk IV Class 2 Grade Rs 30 to 40

Erode Sub Division

1 Sub Dn clerk IV Class 2 Grade Rs 30 to 40.

3 As regards paras 2 & 3 of the Circular there is no tendency as far as this Circle is concerned on the part of Accountants and the Divisional Staff to pass work

which

which they ought to do on to the Sub divisional offices and ~~that~~ efforts are being made to reduce to a minimum the work in the Sub Divisional offices.

2439/19D

For instance work abstracts were ordered to be prepared in Sub Division offices, but this order has not been carried out and in my opinion should not be, as it would only increase the work of Sub Division Clerks to almost breaking point.

I give a summary of work generally done by these Clerks.

Return submitted monthly

1 Cash Extracts with vouchers
2 Cash balance statement
3 Statement of Tools & Plant received and issued
4 Unanswered reference list.

Quarterly

1 Indent for Stationery

Half Yearly

1. Return of Tools and Plant
2. Register of births &c of non Commissioned officers. — }

Annually

1. List of land acquired by inferior servants }
2. Administration Report with its accompaniments }
3. Programme of Famine Relief Works.

Books Kept.

Sub Divisional Cash book
Imprest ——— do ———
Register of Buildings
Register of letters received & issued.
Register of Contracts
Progress Report of works

Correspondence is kept in bundles.

Orders passed as Endorsement on Sub Divisional officer's letters are generally copied in the Sub Division and the original returned to the Division office.

---

4 I would suggest, in order to improve the quality of Clerks, that a certain number of the vacancies which occur yearly should be thrown open to competition or to restricted nomination within certain limits; one half the vacancies might be filled in this way the other half by promotion of men already in the Department.

I have the honor to be
Sir,
Your most Obedt Servt
Major R.E.
Superintending Engineer
4 C

From P. W. CURRENT No. 3903

The Supg. Engr.
4 Circle

Dated 22 }
Despd 24 } April/93
Reco: 25.4.93

No. 164/12

Clerical Staff of
Sub Divisional offices
Reporting on the —

Complied
on
25/iv/93

174.209/122/7

Chingleput Division Office
No. 4873. 13th March 1893.

2439/11

From
J. J. Wilson Esqre
Executive Engineer
Chingleput Division

To
The Supg: Engineer
5th Circle

Sir,

In accordance with your endorsement No. 113 G. dated 14th instant, I have the honor to report that the Clerical Staff of each of the three Sub Divisions of the Chingleput Division is as shown in the margin and I have not as yet seen any indications of the Staff being insufficient.

I have issued instructions to Sub Divisional Officers and to my Own Office Staff on the

i Mount Sub Division
P. V. Ruthnu Modr. Clerk IV Class 3rd Grade
ii Trivellore Sub Division
C. Palaniandee Modr. — do — do
iii Chingleput Sub Division
M. Sarangapany Naidu — do — do

points referred to in paras 2 & 3 of the Chief Engineer's Memorandum.

I have &c.

Sd/ F. J. Wilson
Executive Engr Ch Dn

South Arcot Divisional
Office
Camp Cuddalore
11th April 1893.

No 185.

From
J. P. Davidson Esqre
Executive Engineer
South Arcot Division

To
The Superintending Engineer
5th Circle

Sir

In reply to your endorsement No 113 G dated 14th March 1893 on Circular Memorandum No 801/C dated 22nd February 1893 from Chief Engineer I have the honor to report as follows.

2. From personal experience as a Sub Divisional Officer in the Tanjore

Tanjore Division, in which Division I held charge of the Mayavaram Sub-Division during the period February 1879 to June 1881, I have no hesitation in saying that in the case of very many Sub Divisions the present Establishment of one Clerk is ridiculously inadequate; that work is got through is no argument in support of the present Scale, because it is well known that in all but very light Sub Divisions, the one Clerk cannot and does not, unaided, get through the work.

3. The methods adopted to obtain the extra assistance needed, would not I am afraid bear very close enquiry; but this I take it is the natural result of a request to make bricks without straw.

4. In this Division, there are three Sub Divisions, Chidambaram, Tindivanam and Vridhachellam; the work in the first and two is heavy, while in the last named it is comparatively speaking light, it therefore stands to reason that the Establishment which is

not in excess of requirement of the last named Sub Division must be inadequate in the case of the first two.

5. I am strongly of opinion that there should be two classes of Sub Divisions, 1st Class and 2nd Class; to the former I would give two clerks, and the latter one.

6. As to the grade of Clerk to be posted to the first class Sub Divisions this would depend not only on the quantity of Office work to be done, in the Shape of Correspondence &c but also on the quantity of work carried out and expenditure incurred, and I would open up the appointment to clerks on Rs 40-50.

7. In this Division I would suggest the following Scale of Establishment.

No 113 of Circular 22nd Feby

Viz. Chidambaram Sub Division

Chidambaram Sub Division	1 Clerk Rs 40-50
	1 Clerk Rs 15
Tindivanam Sub Div	1 Clerk Rs 30-40
	1 Clerk Rs 15
Vriddhachallam Sub Div	1 Clerk Rs 20-30

but

but I would at the same time suggest that Office Establishment of the Division Office be modified as follows. Viz.

Establishment at present	Do as it would be
1 Clerk — Rs 60 - 80	1 Clerk Rs 60 - 80
1 Clerk — Rs 40 - 50	1 Clerk Rs 30 - 40
1 Clerk — Rs 30 - 40	1 Clerk Rs 20 - 30
1 Clerk — Rs 20 - 30	1 Clerk Rs 20 - 30
1 Clerk — Rs 20 - 30	1 Clerk Rs 15 - 20

8. I believe that with a good Head clerk and good Accountant a Division Office would be worked just as well with 4 Clerks of the grades given, as with the two Clerks of a higher grade as at present allowed - while the efficient working of the Sub-Divisions would be greatly increased.

9. The Rs 30-40 Clerk allowed in my Scale for the Division is necessary, because there should be one Clerk of a grade between the head Clerk and the general body, whose right to act during short absences of the former would be undisputed. This man would be the Senior of this

grade in the Division, but would of course have no claim to the permanent Head Clerkship as against the Rs 40-50 man in Chidambaram.

10. The work of a Sub Division Clerk is of a more independent character than that of a Second Clerk in the Division, and carries more responsibility - it is only fair that this extra responsibility should be undertaken by the higher grade men.

11. The average additional cost of my proposals in this Division would be Rs 32-8-0 per mensem; and their acceptance while throwing the more responsible work on the higher paid men, would in no way affect prospects of promotion. I would mention that I have consulted the Head Accountant of the Office who as Manager of the Office is of course immediately responsible under me for its efficient working and he considers the alteration proposed will be in the direction of increased efficiency.

12. In discussing the question I have only considered what ~~may~~ be taken as the legitimate work of a Sub Division Clerk - I do not wish my Scale of Establishment for the Division Office to be taken as my idea of what is sufficient for that Office; in my opinion the Establishments as allowed is numerically inadequate, this however is a separate question and its discussion here would be out of place.

I have &c.
S/ J. P. Davidson
Executive Engr.

No 2259.

From
G. B. Lambert Esqr
Executive Engineer
Tanjore Division
To
The Superintending Engineer
Vth Circle

Station Tanjore
Dated 4th June 1893
Desp 5
Recd

Sir,

With reference to your endo

No. 113 G dated 14th March 1893, on Chief Engineer's Circular Memo No. 801C dated 22d February 1893. I have the honor to report that I consider it is absolutely necessary to have assistant Clerks in both the Tanjore and Mayaveram Sub Divisional Offices. There are a large number of works in both Sub Divisions and a very extensive correspondence. The Sub Divisional Clerks are much over worked and are able to carry on their work only by getting assistance from Overseer's Clerks, Maistries and others, and by working from early mornings to 8 or 9 at nights. As under the recent Orders the verification of measurement books, checking and payment of bills, and preparation of final bills have devolved on the Sub Divisional Offices, it is more difficult than ever to get the work of these Offices done, and some assistance is urgently required. Extra clerks were sanctioned for these two Sub Divisions up to February 1890 when their services were dispensed with.

2. I would recommend that the pay of the Clerks of these two Sub Divisions be raised from Rs 20-30 to Rs 30-40 on account of the increased responsibility now devolved upon them, and the pay of the assistant Clerks be fixed at Rs 15-0-0.

3. The work in the Head Quarter Sub Division Office is not, in my opinion, too heavy for one Clerk.

4. With reference to para 2 of the Circular under reference, I beg to state that I take the utmost care to see that work which can be done in this Office, is not passed on to the Sub Division Offices, and by the introduction of several forms, invented by me, the correspondence in the Sub Divisional Offices in matters of Account &c has been reduced.

5. The Circular Memo has been circulated to Sub Divisional Officers for guidance and if during my inspection of Sub Division Offices any cases of the kind referred to in para 3 are brought to notice, the Sub Divisional Officers

Continued

concerned will be ordered to dis-continue it.

I have &c.

Sd/ G. B. Lambert.
Executive Engr Jeypore

No. 236 SE.

Executive Engr Office
Vizagapatam
Station Vizagapatam 18th May 1893

From
The Executive Engineer
Vizagapatam Division
To
The Superintending Engineer
5th Circle

Sir,

With reference to your No. 113 G dated 14th March 1893 on the Chief Engineer's No. 801 C dated 22d February 1893 regarding the question of the sufficiency of the clerical staff of Sub Division Offices I have the honor to submit the following report.

2. In my Division there are 2 Sub Division Offices. The Mamangudy Sub Division consists of 2 Taluqs and the [illegible] principly of one Taluq. Each Sub Division Office is provided with only one clerk.

3. Hitherto the account work of the Sub Division was as follows.

(1) Maintaining a Cash book.
(2) An Imprest account by the clerk
(3) Sending Extracts of the Cash book thrice in a month.
(4) Sending Vouchers therewith connected, the Vouchers themselves having been prepared mostly by the overseers concerned.
(5) B & C. Progress Reports monthly.
(6) Monthly Statement of Receipts & issues of Tools & Plant &c.
(7) Funds Application
(8) Statement of outlay with reasons for short expenditure &c.

4. As per recent rules the following additional work has to be done in the Sub Division Office.

(1) Work abstracts in duplicate, the latter for record in Sub-Division and the No. of abstracts vary according to No. of works measured & paid for in a month.

3439/16

(2) Certified Copies of bills paid for record in Sub Division Office, hitherto additional Copies were supplied by Overseer.

(3) Maintenance of a Register showing progress in check & payment of bills

(4) Preparation of all final bills in Sub Division Offices instead of by Overseers concerned.

(5) Statement of funds required in a particular form as per Examiners Circular.

(6) Sole responsibility of checking bills &c in Sub Division Offices with the Measurement book and Sanctioned Estimates.

(5)

5 The above Summary of work to be done in a Sub Division Office as regards account, is in my opinion already too much for one clerk but whenever the quantity increases and becomes abnormal, the clerk entirely breaks down.

6. In addition there is the Correspondence which is very heavy

It

It varies according to the extent and character of the Sub Division. In this Division there is much conservancy Establishment to be looked after, petitions are received on all sides from Abrasdars, too many Contractors to deal with and every thing has to be properly enquired into and abuses prevented. Again in order to minimise such abuses and mistakes on the part of Subordinates and their maistries &c, their action has to be regulated by issue of Circulars and forms for adoption &c. All this entails much additional Office and writing work.

7. The above facts will show the necessity for increasing the Clerical Staff in my Sub Division Office. But my opinion is that instead of increasing Sub Division Office Staff, let the account work be wholly transferred to the Division

Office by Sanctioning an additional clerk to the Account.

8. As long as the Sub Division Officer maintains a disbursing account, it is unavoidable he should do many work connected therewith. I beg therefore to recommend that he be relieved of this disbursing account.

9. If the above proposal be acceptable then the following will be the account work he will have to attend to.

(1) Maintaining & Sending Extracts from Imprest for Small payments by him

(2) Making bills for works measured by him and Checking bills sent by Overseers and Sending them to Division Office for payment.

(3) B & C Progress Reports.

(4) Statement of Receipt &c. under Tools & Plant.

(5) Funds Application

(6) Reasons for Short outlay.

× × ×

I have &c

Sd/ Subrayacharier
Executive Engineer

True Copies

Supy Engineer
13/5th Circle

Camp Negapatam
15th June 1893

P.W.E.1
5836/93

2439/19

Superintending Engineer's Office,
V Circle, Madras,
Nagapatam ~~Chepâk~~, 15 June 1893.

No. 208W.

From
J. C. Larminie Esqre
Superintending Engineer, V Circle,

To
The Chief Engineer
P.W. Department.

Enclosures. 1
Copies of correspondence

Sir,

With reference to your Circular Memorandum No. 801C dated 22d February 1893, I have the honor to forward Copies of the reports received from the Executive Engineers Chingleput, South Arcot, Tanjore and Nagapatam regarding the amount of work in the several Sub Divisions in this Circle.

2. I consider the account-work of the Sub Divisional Officers consequent on the recent Orders which require duplicate Copies of Work Abstracts – Maintenance of Registe

Showing progress made in checking and paying Bills - Preparation of final bills by Sub Divisional Officer &c. excessive - There seems to be a growing tendency to term Sub Divisions into Divisions on a small scale - This is a mistake - I am of opinion that Sub Divisional Officers should be hampered with accounts and Office work as little as possible so as not to interfere with their out door duties which should be paramount - To accomplish this all the extra work which devolve on Sub Divisional Officers under the recent orders as detailed in para 4 of the letter of the Executive Engineer Nagapatam Division, should be done in Divisional Offices - If this cannot be given effect to - I would suggest the adoption of two Scales of Office Establishment for Sub Divisions as proposed in Mr Davidson's letter to be allotted according to the amount of works to be done in each Sub Division. Should such an arrangement be adopted the

the Office Establishments required for the Sub Divisions in this Circle will be as follows -

3439/20

Chingleput Division

Mount Sub Division — 2d Class — 1 Clerk
Trivellore — Do — Do — Do
Chingleput — Do — Do — Do

South Arcot Division

Tindivanam Sub Division 1st Class — 2 Clerks
Chidambaram — Do — Do — Do
Vridhachellam — Do — 2d Class — 1 Clerk

Tanjore Division

Tanjore Sub Division — 1st Class — 2 Clerks
Mayaveram — do — do — do
Grand Anicut — do — 2d Class — 1 Clerk

Nagapatam Division

Manargudi Sub Division — 1st Class — 2 Clerks
Tiruturaipundy — Do — Do — Do

For the Head Quarter Sub Division under the Executive Engineers immediate charge in South Arcot and Nagapatam *, which are not included in the above Statement one Clerk on Rs 20 to 30 as at present.

*No establishment is allowed to Head Quarter Sub Divns which are in immediate charge of Exe. Engrs.

I have the honor to be
Sir,
Your most Obt Servant
J C [illegible]
Supdg: Engineer V. Circle

137

P. W. CURRENT No. 5536

From

The Superintending Engineer,

V Circle,

To

The Chief Engineer
P.W.D.

Dated 15
Desp 17
Recd 19 June 1893.

Enclosures. 1

No. 2089W.

Clerical Staff of Sub Divisional Offices in the Fifth Circle

Forwards Copies of the Reports from Executive Engineers regarding the sufficiency of the

Compiled

Tinnevelly Division Office
Palamcottah. 29th March 1893.

No. 967.

3939/21

From,

Major W. L. C. Baddeley R.E.,
Exe: Engineer,
Tinnevelly Divn.

To,

The Superintending Engineer,
5th Circle.

Sir,

In reference to your endorsement No. 1871 T.C. of 14th March 1893 on Chief Engineer's Circular Memorandum No. 801 C of 22nd February 1893, I have the honor to state that as all works in this Division are carried out on Contract or by piece work, I do not consider an additional clerk to be required in any of the Sub-divisions except Tenkasi, where, owing to the numerous references regarding the regulation of water, and schemes for improving existing arrangements, it has been necessary to employ a temporary clerk on Rs 15 for m[illegible] years, and I would stron[illegible] recommend th[illegible] this appointment should now be made permanen[illegible]

2

2. The sub division Officer Tenkarai drafts the bulk of his correspondence on Engineering matters, and these are forwarded in original to the divisional office, and I am sure that no work is unnecessarily thrown upon the clerks in that sub division, but at the same time there are heavy arrears due to the want of assistance in drawing plans &c.

3. In this division the references made by the Revenue Department on the subject of water supply & regulation are unavoidably numerous, the ryots themselves lose no opportunity of sending in petitions, and as a rule no improvement can be carried out to any irrigation work, without a great deal of fresh investigation and enquiry, however carefully the project may have been drawn up in the first place.

4. To meet this difficulty, which is I fear a growing one in the division, I think t is absolutely necess [illegible] at each sub divisional officer should have a draughtsman permanently attached to his office.

5. The size to which the files grow in this office would scarcely be credited, the reason being that in all the southern taluks the water rights are so closely connected, that no alteration of any kind can be made without some and often serious opposition, this leads to references, which again involve field work plans &c and it is in this direction the sub divisional officers of Tenkarai and Shermadevi require relief.

6. I have no hesitation in saying that the appointment of a clerk & draughtsman for Tenkarai and a draughtsman for Shermadevi, is most necessary in the interests of Government, for a good deal of time now spent by sub division officers in doing work that would be done equally well by a draughtsman, might and would be spent in the important duty of looking after the construction and upkeep of the works in their charge.

I have &c

Sd/ W. L. C. Baddeley, Major R.E.
Executive Engineer

(True Copy)

W Hughes
Supg Engineer, 6th Circle.
1-5-93.

OFFICE OF THE SUPERINTENDING ENGINEER,

6TH CIRCLE.

No 148 TC

3539/23

Trichinopoly, 1st May 1893.

D 3/-

From W. Hughes Esquire,
~~The~~ Superintending Engineer,
6th CIRCLE.

To
The Chief Engineer,
PUBLIC WORKS DEPARTMENT.

ENCLOSURES 1

1. Copy of letter from the Ex Engr Tinnevelly Dn No 967E/29.3.93.

SIR,

In reply to your circular No 801 C dated 22nd February/93, I have the honor to express my opinion that since, in consequence of the large size of most divisions and for other reasons, the system of having payments made by sub-division officers has become general, the work of the office in the heavier subdivisions cannot possibly be done by one clerk.

2. In this circle, a second clerk is required in the following subdivisions:-

Trichinopoly Dvn - North Sub division.
Madura " - Madura "
Tinnevelly " - Thenkarai "

3. The Exe: Engineer, Tinnevelly, in a letter which I enclose, urges that the Thenkarai and Shermadevi Subdivisions should have a draughtsman permanently attached to each, but I am not satisfied that there would always be work enough for the draughtsman and think it would perhaps be better to have an additional draughtsman in the Division office and either permit the Sub Dn officers to send in pencil sketches or pencil drawings for completion in the Divn office or depute a draughtsman to work in the Subdivision offices to clear off arrears from time to time. A third draughtsman is also very much required in the Madura Divn.

4. As a subdivision clerk should be a man of experience and fair knowledge of accounts, I think the pay of the appointment should usually be Rs 30–40 and in special Cases Rs 40–50. The pay of the second clerk should be Rs 15–20.

5. There are at present a temporary clerk on Rs 5 in the Northern Sub Divn. Trichinopoly; one on the same pay in the Thenkarai Sub Dn Tinnevelly and one on Rs 20 in the Dindigul Sub Dn. The last mentioned will be shortly transferred to the Madura sub divn.

439/24

I have the honor to be
Sir,
Your most obdt servt.

W. Hughes.

Supg. Engineer, 6th Circle.

P. W. CURRENT No. 4162

P. W. D. 6TH CIRCLE.

From

The Superintending Engineer,
6th Circle.

To

THE CHIEF ENGINEER,
PUBLIC WORKS DEPARTMENT.

No. 148 rc

Dated 1st } May 1893.
Received 5.8 }

Enclosures. 1.

Expressing his views on the matter of the extra clerical staff required for sub-Divisional offices—

Compiled

Cir / 5758

[illegible]

No 54 C3

Office of Superintendent of Works
No I Periyar Division
Kodaikanal June 1893

3439/75

From

S. D. Pears Esqre
Superintendent of Works
No I Periyar Division

To

The Chief Engineer
Public Works Department
Madras

Sir,

With reference to your Circular Memorandum No 801 C of 22-2-93 I have the honor to report that my experience has hitherto been always that alluded to in para 2 of the above, viz that a great deal of work is done in the Sub divisional offices which should rightly be done in the Divisional, with the consequence that the Sub division clerks are overworked

and

Sp.

and Division clerks underworked.

I do not however Consider this to be the Case as regards the Sub Division Offices in the Periyar No I Division where the propinquity of the Sub Division offices to the Division Office Saves a large amount of Correspondence and Copying and where the employment of a Cashier also relieves two of the three Sub. Division Offices of all account-keeping with the exception of the preparation of bills and measurements.

The Staff of the 3rd (Thekady) Subdivision is Certainly not underworked and I am Considering the advisability of transfering to it a draftsman to work

at

2439/26

at the preparation and Copying of plans and estimates, but there is otherwise no work in it, or in either of the other two Subdivision Offices, which Should be, or Could better be done in the Division Office.

I have the honor to be
Sir,
your most obedient Servant
S. D. Pears
Superintendent of works
No I Periyar Division
A.R.V

P. W. CURRENT No. 5339

From

The Superintendent of Works
No. I Periyar Division

To

The Chief Engineer
Public Works Department
Madras

No. 54 C.E.
Enclosure nil

Dated 8th }
Received 10th } June 1893

Clerical Staff of
Sub Divisional offices

Reports on the question
of the Sufficiency of —
and Suggests the advisability
of transfering a draftsman
from the Division to the
[illegible]
Sub Division

Compile

No. 1.

P. W. D.

Office of the Consulting Architect to Govt.,
Chepauk, Madras,
7th July 1893.

No. 1081

2439/27

From

Henry Irwin, Esq., C.I.E.,
Consulting Architect
to the Government of Madras,

To

The Secretary
to Government
Public Works Department

Sir,

Enclosures.

With reference to your circular Memo No. 801 C dated 22d February 1893, I have the honor to state that every endeavour is being made to reduce the work in Sub Divisional Offices and I consider they do not have to do any of the divisional Office work, but in two of the Sub Divisions the East & West the work of the office is much heavier than in the North & South; the office staff in the latter one is sufficient but sometimes is not so in the former however at present I do not recommend any increase but in case of more work it will be necessary to take on some temporary clerical assistance.

I have the honor to be
Sir
Your most Obedient Servant

Consulting Architect
S.A. Government

No. 7. CURRENT No. 6073

No 537w of 16.2.88
" 3707w of 23.11.88
" 2350w of 24.8.92
" 2669w of 26.9.92
No 282E of 21.1.93
" 371E of 27.1.93
" 800E of 22.2.93
" 801E of 22.2.93

Public Works Department.

From

THE CONSULTING ARCHITECT
TO THE GOVERNMENT OF MADRAS,

To

THE Secretary
to Government
P.W.D

No. 1081

Dated 7th
Despatched
Received 28 July 1893.

No. OF ENCLOSURES.

Subject.

Submitting the opinion of the Consulting Architect on the question of the sufficiency of the clerical

---

[illegible]	South Arcot	Tindivanam	1 clerk on Rs 20-30	1 clerk on Rs 40-50 & 1 clerk on Rs 15-20	38 $\frac{3}{4}$	1 Do — do 18 $\frac{3}{4}$
		Chidambaram	1 clerk on Rs 20-30	1 clerk on Rs 40-50 & 1 clerk on Rs 15-20	38 $\frac{3}{4}$	1 Do — do 18 $\frac{3}{4}$
	Tanjore	Tanjore	1 clerk on Rs 20-30	1 clerk on Rs 40-50 & 1 clerk on Rs 15-20	38 $\frac{3}{4}$	1 Do — do 18 $\frac{3}{4}$
		Mayavaram	1 clerk on Rs 20-30	1 clerk on Rs 40-50 & 1 clerk on Rs 15-20	38 $\frac{3}{4}$	1 Do — do 18 $\frac{3}{4}$
	Negapatam	Mannargudi	1 clerk on Rs 20-30	1 clerk on Rs 40-50 & 1 clerk on Rs 15-20	38 $\frac{3}{4}$	1 Do — do 18 $\frac{3}{4}$
		Tiruturaipundi	1 clerk on Rs 20-30	1 clerk on Rs 40-50 & 1 clerk on Rs 15-20	38 $\frac{3}{4}$	1 Do — do 18 $\frac{3}{4}$
VI	Trichinopoly	North Sub Dn	1 clerk on Rs 20-30	1 clerk on Rs 40-50 & 1 clerk on Rs 15-20	38 $\frac{3}{4}$	1 Do — do 18 $\frac{3}{4}$
		~~Head Quarters Sub Dn~~	"	~~1 clerk on Rs 30-40~~	~~27 $\frac{1}{2}$~~	
	Madura	Madura Sub Dn	1 clerk on Rs 20-30	1 clerk on Rs 40-50 & 1 clerk on Rs 15-20	38 $\frac{3}{4}$	1 Do — do 18 $\frac{3}{4}$
		Dindigul	1 clerk on Rs 20-30	1 clerk on Rs 30-40	10	
		Periyakulam	1 clerk on Rs 20-30	1 clerk on Rs 30-40	10	
				1 draftsman for the divisional office to prepare plans for Sub Divisional offices	27 $\frac{1}{2}$	
	Tinnevelly	Shermadevi ~~Head Quarters Sub Dn~~	1 clerk on Rs 20-30	1 clerk on Rs 30-40	10	
		Tenkarai	1 clerk on Rs 20-30	1 clerk on Rs 40-50 & 1 clerk on Rs 15-20	38 $\frac{3}{4}$	1 Do — do 18 $\frac{3}{4}$
				1 draftsman for the divisional office to prepare plans for sub divisional offices	27 $\frac{1}{2}$	21 clerks. Increase 393 $\frac{3}{4}$ per mensem or Rs 4725 per annum
				Total	Rs 705	per mensem
				Total Rs	8460	per annum

2439
29

Statement showing the financial effect of the proposals made by S. Es. regarding increases to sub-divisional establishments

Circle	Division	Sub-Division	Existing Estabt	Establishment proposed by Suptg. Engrs.	Increase	Additions of ~~Remarks~~ Establishment Suggested in Note for orders.
I	Godavari Western	Central Sub Dn	1 clerk on Rs 20-30 and 1 temporary clerk on Rs 15	1 clerk on Rs 20-30 & 2 temporary clerks on Rs 15	Rs. 15	1 clerk 15-20 Increase $18\frac{3}{4}$
II	Kistna Eastern	Head Quarters	„	1 clerk on Rs 15-20-	$18\frac{3}{4}$	1 Do — do $18\frac{3}{4}$
		Northern Sub Dn	1 clerk on Rs 20-30	1 clerk on Rs 20-30 & 1 clerk on Rs 15-20	$18\frac{3}{4}$	1 Do — do $18\frac{3}{4}$
	Gudivada	Coutaram	1 clerk on Rs 20-30	1 clerk on Rs 20-30 & 1 clerk on Rs 15-20	$18\frac{3}{4}$	1 Do — do $18\frac{3}{4}$
	Kistna Western	Eastern Sub Dn	1 clerk on Rs 20-30	1 clerk on Rs 20-30 & 1 clerk on Rs 15-20	$18\frac{3}{4}$	1 Do — do $18\frac{3}{4}$
		Western Sub Dn	1 clerk on Rs 20-30	1 clerk on Rs 20-30 & 1 clerk on Rs 15-20	$18\frac{3}{4}$	1 Do — do $18\frac{3}{4}$
	Nellore	Sangam	1 clerk on Rs 20-30	1 clerk on Rs 20-30 & 1 clerk on Rs 15-20	$18\frac{3}{4}$	1 Do — do $18\frac{3}{4}$
		Gudur	1 clerk on Rs 20-30	1 clerk on Rs 20-30 & 1 clerk on Rs 15-20	$18\frac{3}{4}$	1 Do — do $18\frac{3}{4}$
III	Bellary	Anantapur	1 clerk on Rs 20-30	1 clerk on Rs 20-30 & 1 clerk on Rs 15-20	$18\frac{3}{4}$	1 Do — do $18\frac{3}{4}$
	Cuddapah	Madanapalle	1 clerk on Rs 20-30	1 clerk on Rs 20-30 & 1 clerk on Rs 15-20	$18\frac{3}{4}$	1 Do — do $18\frac{3}{4}$
	Kurnool	Upper Canal	1 clerk on Rs 20-30	1 clerk on Rs 20-30 & 1 clerk on Rs 15-20	$18\frac{3}{4}$	1 Do — do $18\frac{3}{4}$
		Lower Canal	1 clerk on Rs 20-30	1 clerk on Rs 20-30 & 1 clerk on Rs 15-20	$18\frac{3}{4}$	1 Do — do $18\frac{3}{4}$
IV	North Arcot	Ranipet	1 clerk on Rs 20-30	1 clerk on Rs 30-40	10	
	West Coast	Cannanore	1 clerk on Rs 20-30	1 clerk on Rs 40-50	20	
		Calicut	1 clerk on Rs 20-30	1 clerk on Rs 30-40	10	
	Coimbatore	Erode	1 clerk on Rs 20-30	1 clerk on Rs 30-40	10	

2939/30

In circular memorandum No. 801 C dated 22nd February 1893 the opinions of Suptg. Engineers were invited as to the question of the sufficiency of the clerical staff of Sub divisional offices. The replies have been received and the following is a precis of the same:—

S. E. I circle arrives at the conclusion that the office strength, as at present allowed for Sub-divisions, in all divisions of the circle, is generally sufficient to meet all requirements and recommends the entertainment every year of a third temporary clerk on Rs 15 for the Central Sub-division of the Godavari Western Division the work in

the

that Sub division being particularly heavy.

S. E. II circle states that it is absolutely necessary to increase the clerical staff in many of the Sub divisions in his circle and recommends that an additional permanent clerk on Rs 15-20 be immediately sanctioned in each of the undermentioned Sub divisions

Division	Sub-divisions
Kistna Eastern	(1) Head quarters (2) ~~Nellore~~ Northern
Gudivada	Coutaram
Kistna Western	(1) Eastern (2) Western
Nellore	(1) Sangam (2) Gudur

S. E. III circle states that most of the Sub divisions can manage the work with a single Sub division clerk and recommends the entertainment of an additional clerk for (1) the Anantapur Sub division of Bellary Division (2) the 2 Canal Sub divisions of Kurnool

Kurnool Division and (3) the Madanapalle Sub division of Cuddapah Division.

S. E. IV circle states that the amount of work done in Sub-division offices varies considerably though the pay of the clerks is the same in each case viz 20-30 and suggests that the rates of pay be raised according to the importance of the Sub division, additional clerks being given to such Sub divisions as are actually in need of them. Recommend accordingly increase of pay in the following Sub-divns

Ranipet Sub Divn - 1 Sub-Divl clerk on Rs 30 to 40

Cannanore Sub Divn
(late Wynaad Sub D.) — do — Rs 40 to 50
on a/c of unhealthiness & dearness of Sub Divn

Calicut Sub Divn — do — Rs 30 to 40

Erode Sub Divn — do — do —

To secure efficiency, ~~that~~ a certain no. of the vacancies which occur yearly should be thrown open to competition ~~[illegible]~~ ~~[illegible]~~ to one-half of the vacancies to be filled in the way and the other half by promotion of men already in the Department.

S. E. V circle states that, as Sub Divisional officers should not be hampered with accounts and office work so that their out-door duties may not be interfered with the extra work which devolves on Sub-Divisional officers should be done in Divisional offices. In case the above proposal is not given effect to, suggests that as recommended by Mr. Davidson, that Sub Divisions be divided into 2 classes, 1st & 2nd according to the amount of work to be done. The 1st class to have 2 clerks, one on Rs 40-50 and another on Rs 15-20. Under this scheme an extra clerk has to be appointed to (1) Tindivanam & (2) Chidambaram, Sub Divns of S. Arcot Divn, (3) Tanjore and (4) Mayavaram Sub divisions of Tanjore Dn (5) Mannargudi & (6) Tiruturaipundy Sub divns of Negapatam Dn.

S. E. VI circle expresses his opinion that since, in consequence of the large size of most divisions and 2 for other reasons, the system of having payments made

by Sub divisional officers has become general, the work of the offices in the heavier sub divisions cannot possibly be done by one clerk & recommends the entertainment of a 2nd clerk in (1) N. Sub Dn of Trichinopoly Divn (2) Madura Sub Divn of Madura Divn (3) Tenkarai Sub Dn of Tinnevelly Dn and a draftsman in the Tinnevelly & Madura Divisions - and suggests that the pay of a Sub Dn clerk should usually be Rs 30-40 and in special cases Rs 40-50. The pay of the 2nd clerk should be Rs 15-20.

Supt. of Works Periyar Project reports that his experience has hitherto been always to establish the fact that a great deal of work is done in the Sub-divl. offices which should rightly be done in the Divisional office, with the consequence that the Sub divisional clerks are overworked and Division clerks under worked. But however, considers that the Sub divisional offices in the Periyar No. I Division are exceptions for reasons given.

C. A. to Govt. states that every endeavour is being made to reduce the work in Sub division offices and considers that they do not have any of the divisional office work to do. But in 2 of the Sub divisions the East + West the work of the office is much heavier than in the North + South: The office staff of North Sub division is not sufficient sometimes but does not require any increase at present. In case of more work it will be necessary to take on some temporary clerical assistance.

D. P.
15-7-93

15/7/93

Proposals for increase to Sub divl. establt.

6073

24-7-93

Dw

3439/34

An expression of W's opinion might perhaps be added to the accy. note for orders, as to whether it is advisable to Cancel G.O. no 2668 W of 26.9.92 – The object of the authority therein given to Sub-divisional officers to make payments on account, was to obviate delays in payments to Contractors, complaints regarding which were constant. To cancel the order, & to revert to the previous practice of making all payments from the divisional office would apparently be a retrograde step.

3439/36

P. W. DEPARTMENT.

READ the following :—

circle No. 137 G.L. d/ 2 June 1893
" " 67 G.L. d/ 12 May 1893
" " 464 d/ 19 May 1893
" " 164 W d/ 22 April 1893
" " 208 W d/ 15 June 1893
" " 148 T.C. d/ 1st May 1893
Periyar Dn. " 54 C.E. d/ 8 June 1893
Govt " 1081 d/ 7 July 1893

RDERS.

In his endorsement No. 596 N.L. d/ 14 January 1893, the Superintending Engineer II circle applied for the sanction of Govt. to the entertainment f an assistant clerk in ach of the subdivisions of the Nellore Division. This pplication was referred for pinion to the Examiner P.W. ccounts, who reported in his office note No. 210 C d/ 30 January 1893 that Sub-divisional offices were not rovided with sufficient lerical staff, and recommended the entertainment of 2 clerks, one on Rs 30 and the ther on Rs 25 per mensem in the place of 1 clerk on Rs and Division clerks under worked. But however, considers that the Sub divisional office in the Periyar No. I Division are exceptions for reasons given.

C. A. to Govt states that every endeavour is being made to reduce the work in Sub division offices and considers that they do not have any of the divisional office work to do. But in 2 of the Sub divisions the East & West the work of the office is much heavier than in the North & South. The office staff of North Sub division is not sufficient sometimes but does not require any increase at present. In case of more work it will be necessary to take on some temporary clerical assistance

D. P.
15-7-93

MR
15/7/93

2439/35

W.

For orders.

I do not think that the changes introduced by G.O. No 2668 d/26·9·92 have thrown much, if any, additional work on S.D.s

G.O. The procedure authorized to be adopted by G.O. 2350 W d/24.8.92 certainly afforded them a measure of relief –

It is however possible that the clerical aid afforded to some S.D.s is not sufficient –

2439/36

P. W. DEPARTMENT.

READ the following:—

circle No. 137 G.L. d/ 2 June 1893
" " 67 G.L. d/ 12 May 1893
" " 464 d/ 19 May 1893
" " 164 W d/ 22 April 1893
" " 208 W d/ 15 June 1893
" " 148 T.C. d/ 1st May 1893
Periyar Dn " 54 C.E. d/ 8 June 1893
Govt " 1081 d/ 7 July 1893

RDERS.

In his endorsement No 596 N.L. d/ 14 January 1893, the Superintending Engineer V circle applied for the sanction of Govt to the entertainment of an assistant clerk in each of the sub-divisions of the Nellore Division. This application was referred for opinion to the Examiner P. W. accounts, who reported in his office note No 210 C d/ 30 January 1893 that sub-divisional offices were not provided with sufficient clerical staff, and recommended the entertainment of 2 clerks, one on Rs 30 and the other on Rs 25 per mensem in the place of 1 clerk on Rs and Division clerks under worked. But however, considers that the Sub divisional offices in the Periyar No. I Division are exceptions for reasons given.

C.A. to Govt states that every endeavour is being made to reduce the work in Sub Division offices and considers that they do not have any of the divisional office work to do. But in 2 of the Sub divisions the East & West the work of the office is much heavier than in the North & South: The office staff of North Sub division is not sufficient sometimes but does not require any increase at present. In case of more work it will be necessary to take on some temporary clerical assistance.

D.P.
15-7-93.

M.R.
15/7/93.

The S.Es have stated their reasons & on the whole they seem to be reasonable -

But there seems no good reason for increasing the pay of the clerks - The present scale for each Sub Dn. is one clerk on Rs 20-30 and I should think that sufficient aid would be afforded to those S.D.Os in whose division the work is said to be too heavy for the 1 clerk to cope with, by the appointment of an additional clerk on Rs 15-20.

P. W. DEPARTMENT.

READ the following :—

From the Suptg. Engineer	I circle	No. 137 G.L. d/ 2 June 1893
Do	— do — II	"	" 67 G.L. d/ 12 May 1893
Do	— do — III	"	" 464 d/ 19 May 1893
Do	— do — IV	"	" 164 W d/ 22 April 1893
Do	— do — V	"	" 208 W d/ 15 June 1893
Do	— do — VI	"	" 148 T.C d/ 1st May 1893
Do	Suptt of Works No. I Periyar Dn.		" 54 C.E. d/ 8 June 1893
Do	Consg. architect to Govt		" 1081 d/ 7 July 1893.

FOR ORDERS.

In his endorsement No. 596 N.L. d/ 14 January 1893, the Superintending Engineer II circle applied for the sanction of Govt. to the entertainment of an assistant clerk in each of the subdivisions of the Nellore Division. This application was referred for opinion to the Examiner P.W. accounts, who reported in his office note No. 210 C d/ 30 January 1893 that sub-divisional offices were not provided with sufficient clerical staff, and recommended the entertainment of 2 clerks, one on Rs. 30 and the other on Rs 25 per mensem in the place of 1 clerk on

Rs 20 – 30 (Rs 27½) now employed in each subdivisional office. This recommendation will entail an extra cost of Rs 23,100 per annum as shown below:–

Present scale

1 clerk on Rs 20 – 30 for each subdivision } = Rs 27½

Total for 70 subdivisions = 1,925

Scale recommended by the Examiner

1 clerk on Rs 20 and 1 clerk on Rs 25 for each subdivision } = Rs 55

Total for 70 subdivisions = 3850

Net increase per mensem = 1925

Do per annum = 23,100

2. As the Examiner's proposals involved large additional expenditure, and as it appeared to the Chief Engineer that there was a growing tendency on the part of divisional offices to pass on work, which they ought to do, to subdivisional offices, the opinions of Superintending Engineers on the matter were called for in circular memorandum No 801C d/22 February 1893. A precis of the replies and a statement showing the financial effect of the proposals made therein are herewith submitted.

2439/37.

3. The points noticed in paras 2 and 3 of the Circular have been touched upon only by the Suptg: Engineer I Circle, the Executive Engineers, Chingleput and Tanjore Divisions, the Supt. of Works No I Periyar and the Consulting Architect.

4. The first proposal from the Superintending Engineer II circle for the entertainment of an additional clerk in each of the subdivisions of the Nellore Division originated in consequence of extra work thrown upon subdivisional offices in the matter of payments to contractors and checking of all bills except final ones &c – work which had previously been done in Divisional offices and which has recently been transferred to subdivisional offices vide G.O. No 2668 W d/26 Septr 1892.

5. Since the reorganisation of the department in 1881, all the subdivisions have been getting on with 1 clerk on Rs 20 to 30 and it is only durin

during the last 4 or 5 years that 3 or 4 subdivisions have come up for extra aid. The necessity for this help may have arisen from unnecessary burdens thrown upon the subdivisional offices by the Divisional office, but there is no doubt that the changes introduced by G.O. No. 2668 W d/26 Septr 1892 have entailed additional work on subdivisional offices. It has therefore to be decided whether the proposals of Suptg: Engineers which involve an extra annual outlay of Rs 8,460 should be sanctioned or whether the previous practice of making payments in Divisional offices &c should be reverted to, G.O. No. 2668 W d/26 Septr. 1892, being cancelled.

W

Cor

FOR ORDERS.

H/m

Proposals for increase to sub-divisional establishments

The S.Es have [illegible]

On the whole the [illegible]

but there seem [illegible]

[illegible]

The [illegible]

[illegible] it is [illegible]

[illegible]

[illegible] sub-divisional offices

[illegible]

[illegible] for the [illegible]

[illegible]

[illegible] clerks [illegible]

[illegible]

an extra annual outlay of [illegible]

[illegible]

2439/38

P. W. DEPARTMENT.

READ the following :—

From the Suptg. Engineer I Circle No. 137 G.L. d/12th June 1893.
" " " " 67 G.L. d/12 May 1893
Do — II — " 464 d/ 19th May 1893
Do — III — " 164 W. d/22d April 1893
Do — IV — " 208 W. d/15th June 1893
Do — V — " 148 T.C. d/11th May 1893
Do — VI — " 54 C.L. d/8th June 1893
" The Supdt of Works, No. 5 Periyar Do " 1081 d/7th July 1893
" " Consg. Architect to Government

FOR ORDERS.

In his Endorsement No. 596. N.L. d/14th January 1893, the Superintending Engineer, II Circle, applied for the sanction of Government to the entertainment of an Assistant Clerk in each of the Subdivisions of the Nellore Division. This application was referred for opinion to the Examiner P.W. Accounts who (reported in his office Note No. 210. C. d/30th January 1893 that Subdivisional Offices were not provided with sufficient clerical staff, and) recommended the entertainment of 2 clerks, one on Rs 30 and the other on Rs 25 per mensem in the place of 1 Clerk on Rs 20-30 (Rs 27½) now employed

certain

in each Subdivisional Office. This recommendation will entail an extra cost of Rs 23100 per annum as shown below:—

Present Scale.

1 Clerk on Rs 20-30 for each Subdivision	Rs = 27½
Total for 70 Subdivisions	= 1925

Scale recommended by the Examiner

1 Clerk on Rs 30 and 1 Clerk on Rs 25 for each Subdivision	Rs = 55
Total for 70 Subdivisions	= 3850
Net increase per mensem	= 1925
— do — per annum	= 23100

2. As the Examiner's proposals involved large additional Expenditure and as it appeared (to the Chief Engineer) that there was a growing tendency on the part of divisional Offices to pass on work which they ought to do, to Subdivisional Offices, the opinions of Superintending Engineers on the matter were called for in Circular Memorandum No 801.C. d/22d Feb.
a precis

a statement showing the financial effect of the proposals made therein are herewith submitted.

3. The points noticed in paras 2 and 3 of the Circular have been touch upon only by the Superintending Engineer IV Cir the Executive Engineers, Chingleput and Tanjore Dns, the Superintendent of Work No I Periyar, and the Consulti Architect.

4. The first proposal from the Superintending Engineer II Circle for the entertainment of an additional clerk in each of the Subdivisions of the Nellore Division originated in consequence of the work thrown upon Subdivisional Offices in the matter of payments to Contractors and checking of all bills except final ones, dea by G.O. No 2668 W d/26th Sept 19 The changes introduced by this order have not, it is thought added much, if any, additional work on Subdivisional Offices, while the procedure authorised to be adopted by G.O. No 2350 W d/24th August 19

entail

ertainly afforded them measure of relief.

It is however probable at the clerical aid afforded to some Subdivisional ffices is not sufficient. he Supt. Engineers have noted their wants and on the whole they seem to be reasonable. But there seems no good reason for increasing the pay of the lerks. The present scale is ne clerk on Rs 20-30, and t is submitted that sufficient aid would be afforded to those Subdivisional offices in whose charges the work is said to be too heavy for the one clerk to cope with, by the appointment of an additional clerk on Rs 15-20. If this proposal is sanctioned an extra annual outlay of Rs 4725 would have to be incurred. + is recommended.

H. M.

Increase of Sub Divisional Establishm

24 3/4

x 21 clerks on Rs 15-20. Increa
$18\frac{3}{4} \times 21 = 393\frac{3}{4}$ per mens
or Rs 4725 per annu

14.9

I am not [illegible] to [illegible] unless [illegible] reductions are made in divisional offices. My belief is that the [illegible] establishment of the [illegible]

Genl. Estab.

PUBLIC WORKS DEPARTMENT.

No 2439 W d/ 22 September 1893.

2439/40

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following

Letter from the S. E. I Circle No. 137 G.L d/ 2d June 1893
do ——— II Circle No. 67 G.L d/ 12th May 1893
do ——— III Circle No. 464 d/ 19th May 1893
do ——— IV Circle No. 164 W d/ 22d April 1893
do ——— V Circle No. 208 W d/ 15th June 1893
do ——— VI Circle No. 148 T.C d/ 1st May 1893
do — Supdt of Works No. I Periyar Dn. No. 54 C.E d/ 5th June 93
do — Consg. Architect to Govt. No. 1081 d/ 7th July 93

In his endorsement No. 596 N.L dated 14th January 1893 the Supdg. Engineer, II Circle, applied for the sanction of Govt. to the entertainment of an assistant clerk in each of the sub divisions of the Nellore division. This application was referred for opinion to the Examiner P.W. Accounts who recommended the

Uls 19 Sep

entertainment

45—880. 28-3-93.

entertainment of two clerks one on Rs 30 and the other on Rs 25 per mensem in the place of one clerk on Rs 20–30 (Rs 27½) now employed in each Sub Divisional office. This recommendation ~~will~~ would entail an extra cost of Rs 23,100 per annum as shown below.

Present Scale

1 clerk on Rs 20–30 for each Sub Dvn } — Rs 27½
Total for 70 Sub Divisions — 1925

Scale recommended by the Examiner

1 clerk on Rs 30 and 1 clerk on Rs 25 for each Sub Division } = Rs 55
Total for 70 Sub Dvns — = 3850
Net increase per mensem = 1925
— do — per annum = 23,100

2. As the Examiner's proposals involved large additional expenditure, and as it appeared that there was a growing tendency on the part of divisional offices to pass on work which they ought to do, to Sub divisional offices, the opinions of Supdg Engrs on the matter were called for.

3939/41

3. Replies have now been received and considered by His Excellency the Governor-in-Council, who is not satisfied that the clerical establishment of the Department generally is below actual requirements. He is therefore not prepared to entertain the proposal for increasing Sub Dvnl office establishments unless an equivalent reduction is made in divisional offices.

4. Proposals may be submitted accordingly in cases where an increase of staff is thought necessary in any Sub Dvnl office. But there seems no good reason

2439/42.

reason for increasing
the pay of the clerks and
proposals for doing this
will not be entertained

Sub divisions

To

The Supt Cy Engr
C N Circle
Supt of Works
Exr D W Acct

L
11/10

P. W. CURRENT No. 5339

From

The Superintendent of Works
No I Periyar Division

To

The Chief Engineer
Public Works Department
Madras

No 546 E.
Enclosure nil
Dated 8th
Received 13 June 1893

Clerical Staff of
Sub Divisional offices

Reports on the question
f the Sufficiency f

d Suggests the advisability
f transferring a draftsman
rom the Division to the
hakady Sub Division

Compiled

No. 1.

P. W. D.

Office of the Consulting Architect to Govt.,
Chepauk, Madras,
7th July 1893.

No. 1081

2439/27

From
Henry Irwin, Esq., C.I.E.,
Consulting Architect
to the Government of Madras,

To
The Secretary
to Government
Public Works Department

Sir,

Enclosures.

With reference to your circular Memo No 801 C dated 22d February 1893, I have the honor to state that every endeavour is being made to reduce the work in Sub Divisional Offices and I consider they do not have to do any of the divisional office work, but in two of the Sub Divisions the East & West the work of the office is much heavier than in the North & South: the office staff in the latter one is sufficient but sometimes is not so in the former however at present I do not recommend any increase but in case of more work it will be necessary to take on some temporary clerical assistance.

I have the honor to be
Sir
Your most Obedient Servant

Consulting Architect
to Government.

2439
28

C No. 5216 to 30

Govt. of (1893) Madras.
PUBLIC WORKS.

Dated 29/1/93

Recd.

Encl.

G.O. 22^d Septr 1893 No. 2439W.

Subdivisional Office Establishments

=

Orders regarding the proposal to increase

J. C. 23.14

2.10/12

J/24/9