

(1) பக்கங்களின் எண்ணிக்கை 20

(2) புதுக்கித் திருப்பிய நாள் 1/94

(3) ஆதாரங் குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

P. W. D. துறை

அரசாணை எண்.

மு. கோப்புத் தாள் எண்.

அச்சகம்

பலவகை

நாள் :

4-2-1893

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மடிக்கவோ கண்டபடி கையாளவோ கூடாது.

ஆவண. கா. 1-18,006-6-9-90.

GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following papers:—

Office-note from the Examiner, Public Works Accounts, dated Madras, 14th December 1891, No. 7776.

Submitted for favour of early sanction of Government to the issue of the accompanying circular letter to Executive Engineers, authorizing the discontinuance of certain forms of procedure in the accounts of divisional offices with effect from 1st January 1892.

2. The objections raised by Executive Engineers to the present procedure under I, II, III and IV will be found in the letters herewith forwarded in original (to be returned). They are most practical objections and I may say that the procedure complained of is peculiar to this province.

3. The rule under V is nowhere else laid down or observed and I believe the Chief Engineer is one with me in the opinion that it unduly fetters Executive Engineers in the execution of work.

4. VI is a most troublesome task to Superintending and Executive Engineers which is not required under the Civil Service Regulations.

5. What is tantamount to an "annual verification of service books" is ordered to be done in the Examiner's office in connection with certain detailed annual statements of establishment that are received from each Superintending Engineer and Executive Engineer for each official year.

6. When the Government of India Code is introduced, the rules here brought to notice will disappear; but, in view to relieving divisional offices of unnecessary burdens at once, I would strongly recommend that the proposals herewith submitted be brought into effect from 1st January 1892.

ENCLOSURE.

From I. S. SHERLOCK-HUBBARD, Esq., Officiating Examiner, Public Works Accounts, to all Executive Engineers, dated Madras, 14th December 1891, No. 7775.

Under the orders of Government, as contained in G.O., No. 3405 W., dated 17th December 1891, the following changes of procedure should be observed with effect from 1st January 1892:—

I. The second cash-book ordered in appendix Z, para. 2, should be discontinued and all transactions should be recorded in one cash-book under the respective columns, "cash" and "bank or treasury."

II. Cheques should be entered in the cash-book as paid on the dates on which they are drawn without waiting until they are finally made over to the payee as ordered in para. 1744-A.

(i) This will of course dispense with the register (form No. M. 3-A) prescribed in para. 1744-B.

III. The prohibition in para. 160g-A against the receipt in cash of dues to Government is removed.

IV. Orders for payment of contractors' and other bills should be recorded on the bills themselves, without the use of the form of pay-order, in trefoil, prescribed in appendix Z, para. 10.

V. The restriction imposed in para. 1344-A against getting certain descriptions of work done by piece-work is removed, and it is left to Executive Engineers to get any kind of work done either by piece-work or by contract at their own discretion.

- VI. The annual verification of service books, as laid down in para. 864, is countermanded. All that is necessary in connection with these books is—
- (i) That every event in a man's service is recorded in his service book at the time of its occurrence.
 - (ii) That every entry is attested, as soon as it is made, by the head of the office.
 - (iii) That the annual detailed statements of establishments as on the 1st April of each year, which are now rendered to the Examiner, are proved by comparison with entries in service books.

Note by the Chief Engineer, Public Works Department.

- I concur in the Examiner's proposals as regards items I, III, IV, V and VI.
2. The maintenance of a second cash-book is sheer waste of stationery and space.
 3. Para. 1344-A is at present practically a dead letter, as it is inconceivable that the Chief Engineer should refuse his sanction to the execution as "piece-work" of any work which a Superintending Engineer recommended for execution in this manner. The selection of the agency by which work is executed should be usually left to the Executive Engineer, subject only to the general control of the Superintending Engineer, for which no special rules are required.
 4. I am not able to concur in proposal II; it is desirable that a record should be maintained of all cheques not actually handed to the payee, and if the rules contained in para. 1744-A—C, or something equivalent to them, are not contained in the Government of India Code, it will be a question whether they should not be introduced.

14th December 1891.

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

ORDER—dated 17th December 1891, No. 3405 W., Public Works.

His Excellency the Governor in Council approves of the Examiner's proposals as regards items I, III, IV and V.

2. As regards item II, His Excellency the Governor in Council agrees with the Chief Engineer that it is desirable that a record should be maintained of all cheques not actually handed to the payee. The existing practice in this respect will accordingly be maintained, and the Examiner will explain how far the rules of the Government of India Code accord with the procedure prevailing in this Presidency.

3. The annual verification of service registers dealt with under item VI is a useful measure prescribed by the Pension Department for certain purposes which must be provided for in the Public Works Department as well as other departments. The Examiner will accordingly explain his proposals fully and submit forms to illustrate the desired amount of verification. The matter will thereupon be referred to the Pension Department for consideration.

4. Subject to these modifications the proposed circular can be issued by the Examiner.

(True Extract.)

(Signed) J. PENNYCUICK, Colonel, R.E.,
Secretary to Govt., P.W.D.

To the Examiner, Public Works Accounts,
Pension Department.

S.E.
S.P.W. op
Ch. Architect
Chief Insp.
Exd. A. D. Xavier.
Spare Copies

272/2

GENERAL.
ACCOUNT.

Govt. of {1891} Madras.
PUBLIC WORKS.

Dated December, 17th.

Recd.

Encl.

G.O., 17th Dec. 1891, No. 3405 W.

DECEMBER.

Accounts of Divisional Offices

Orders on proposals of the Examiner,
Public Works Accounts, regarding the dis-
continuance of certain forms of procedure
in the —.

Government of Madras:

1892.

P. W. DEPARTMENT.

CURRENT No. 9795

From Examiner P.W. Accts

ENCLOS.—

No. 214 A

Dated 29-9-92

Received 29-9-92

SUBJECT.

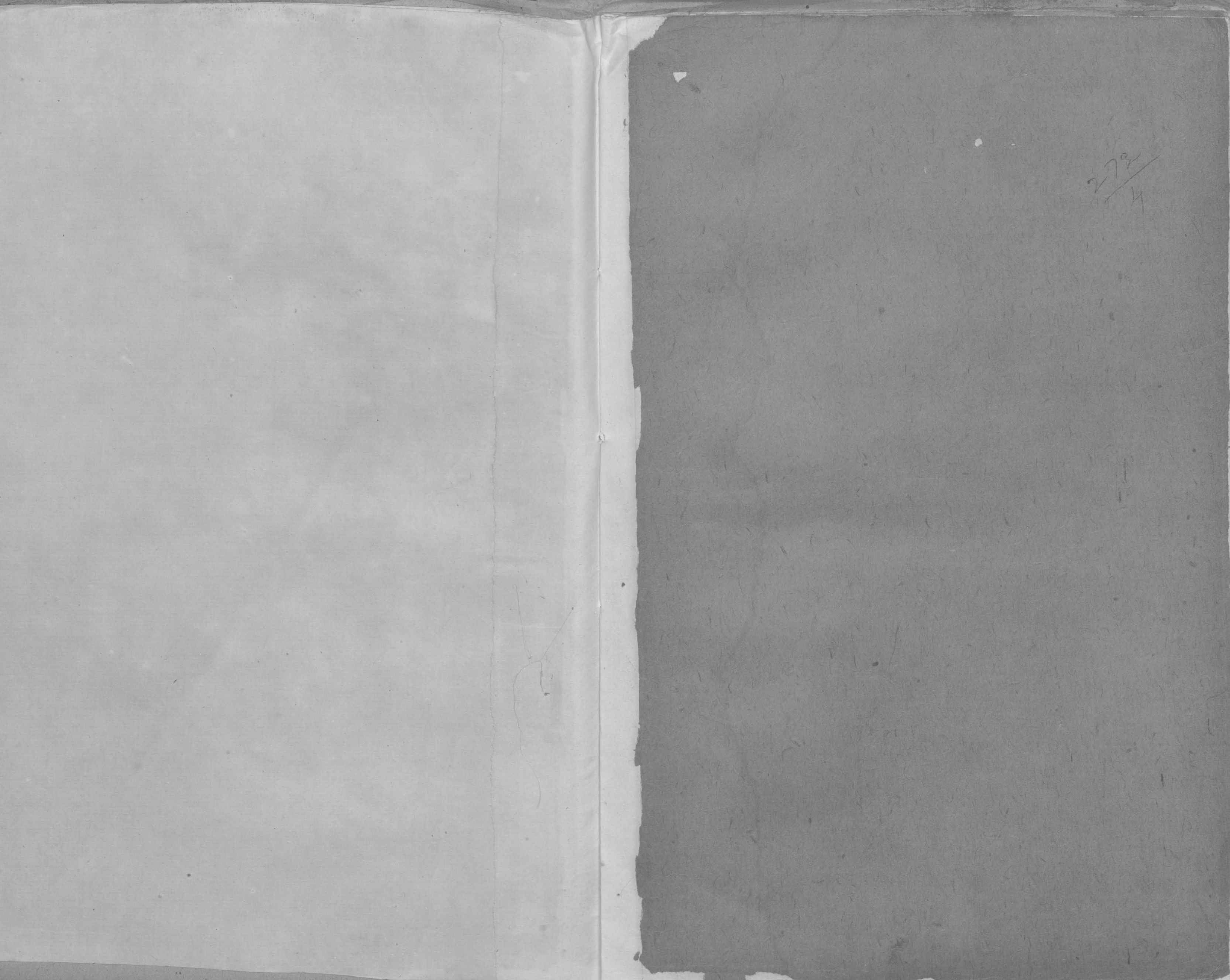
Regarding annual
verification of detailed
entries in service books.

DISPOSAL.

No. 4389 C dated 6th October 1892

Referred to the Pension
Department with reference
to para 3 of G.O. No. 3405 W
of 17th December 1891.

1/50/ J. S. 6
W 7/10



GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General
Establishment.

READ—again the following paper:—

G.O., dated 17th December 1891, No. 3405 W., Public Works.

READ—also the following papers:—

Office-note from the Examiner, Public Works Accounts, dated Madras, 28th September 1892, No. 214 A.

[*Annual verification of detailed entries in service books.*]

With reference to para. 3 of G.O., No. 3405 W., dated 17th December 1891, I now beg to explain the grounds on which I consider that the order passed by the Pension Department on this subject are inapplicable to the Public Works Department.

2. Every office in the civil department is required to furnish the Accountant-General, Madras, with a detailed statement of establishment as it stands on the 1st April of each year, and every office in the Public Works Department has to furnish the Examiner with a similar statement. These returns are intended to provide means in the two audit offices for the ready check of claims to pension, and absolute correctness in them, and in the service books from which they are prepared, is therefore essential; but as the fundamental principle of audit in these two departments is different, what may be necessary in one, will be shown to be superfluous in the other.

3. In the Civil Department, salaries are not audited individually, except for gazetted officers, but by *offices*, and the Accountant-General has therefore no means of verifying the accuracy of the entries that are returned in the annual statements received by him. This may have necessitated special legislation on the point at issue in regard to the offices under his audit.

4. In the Public Works Department, on the other hand, the Examiner's registers contain a record of the amount passed each month to every man in superior service, *individually*; he is therefore in a position to test the correctness of every entry relating to such service in the annual statements that are furnished to him; and each discrepancy is made the subject of correspondence until agreement is secured (a) between his audit registers and the annual statements, and (b) between both these records and service books.

5. This verification, effected as it is by the audit officer, from registers that are posted for each individual member of the establishment, from month to month, is I submit far more reliable than a comparison in executive officers of service books with data available in their offices; and it was obviously to meet divergences of procedure in different department that it has been laid down in Public Works Department Code, volume I, chapter I, para. 2 that "with the exception of the rules contained in the Civil Service Regulations, no general rulings of other departments are applicable to this department unless they are published in the Public Works Department."

6. I may add that judging from the numerous inaccuracies noticed by my office in testing the correctness of the annual detailed statements of establishments, the verification by Executive Engineers, which was ordered in G.O., No. 2231 W., dated 21st July 1888, has not been of much value.

7. Another very important difference between the procedure in the two departments is that at the Examiner's annual inspection of divisional offices, special attention is paid to service books, whereas there is no such provision or opportunity for a personal inspection of service books by the Accountant-General.

8. I therefore trust that Government may be pleased to exempt the Public Works Department from the operation of the rule in question, on the ground of inutility.

9. So long as this is not done, the Examiner is bound—unless he encourages executive officers in disregarding local orders—to bring to notice of Government, in his inspection reports, every case in which the order is not obeyed, and these instances are oftener the rule than the exception. The result of this is unnecessary correspondence, irritation, and friction; and the remonstrances on this point from executive officers have been strong.

10. It should not be overlooked that if an executive engineer blindly subscribes his name to a "verification," usually made by a clerk on small pay, the intended safeguard against the admission of erroneous claims to pension, is worthless; whereas, on the other hand, if he himself tests the accuracy of it, he wastes time which could more profitably be spent on his own professional duties, and wastes it on work which can be done more reliably in the Examiner's office.

11. On this ground, also, I would urge the cancellation of the order, as far as the Public Works Department is concerned; but, coupled with this recommendation, I would ask that the necessity for observing the following requirements, viz.:—

- (1) That every event in a man's service is recorded in his service book at the time of its occurrence;
 - (2) That every such entry is attested by the head of the office, as soon as it is made if he is at head-quarters at the time, or immediately after his return if he should be absent when the entry is made;
 - (3) That the annual detailed statements of establishments, as on the 1st April of each year, are prepared with greatest care from service books, and submitted to the Examiner without delay;
 - (4) That the opening pages of service books are re-attested at least once in every five years, and that a register of such re-attestations be recorded in the subjoined form, which will be supplied by this office;
- may be accentuated by a special order of Government, for if these four essentials are faithfully attended to, the interests of both Government and its servants in regard to claims for pension will be fully safe-guarded.

Register of service books in the			Division.			
Name of employé.	Rank.	Date of opening of service book.	Date of last attestation (Civil Service Regulations 878 (b)).			

G.O., dated 18th January 1893, No. 53, Pension.

Read—the following papers:—

Endorsement from the Secretary to Government, Public Works Department, dated 6th October 1892, No. 4389 C., on the office-note from the Examiner of Public Works Accounts, dated 28th December 1892, No. 214 A.

Endorsement to the Accountant-General, dated 12th November 1892, No. 94.

Letter from the Accountant-General, dated 17th December 1892, No. I.A.E. 866.

Order—dated 18th January 1893, No. 53, Pension.

In the circumstances stated by the Examiner of Public Works Accounts, the Government is pleased to exempt the Public Works Department from the operation of the Pension Department rule regarding the annual verification of service books referred to in para. 3 of G.O., dated 17th December 1891, No. 3405 W., Public Works.

2. His proposals in para. 11 of his note are approved.

(True Extract.)

(Signed) R. C. C. CARR,
Under-Secy. to Government.

ORDER—dated 4th February 1893, No. 272 W., Public Works.

Communicated to officers of the Public Works Department for information and guidance in supersession of G.O., dated 21st July 1888, No. 2231 W.

2. The requirements indicated in para. 11 of the Examiner's office-note No. 214 A., dated 28th September 1892, above recorded, should be carefully observed by all heads of offices in the Public Works Department.

(True Extract.)

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

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

Exd. G. A. Lewis.
Spare Copies

GENERAL.
ESTABLISHMENT.

Gobt. of {1893} Madras.
PUBLIC WORKS.

Dated February, 4th.

Recd.

Encl.

G.O., 4th Feb. 1893, No. 272 W.

FEBRUARY.

Service Books

Proceedings, Pension Department, exempting the Public Works Department from the operation of the rule regarding the annual verification of —, and approving of certain proposals of the Examiner, Public Works Accounts, communicated to the officers of the Public Works Department with instructions.

Telephone

From

The Manager

Pension Dept.

To Mr. Clerk

& W. Secretariat

Please return for
reference Examiner's
note regarding annual
verification of Service
Books sent to you some
time ago.

272 W
11-20
Rtd.
3/3/93.

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T. C. S.
2. Mar

GENERAL.

[21]

No. 1424

Pension Department.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following papers:

Endorsement from the Secretary to Govt. P.W. Department dated 6th October 1892, No. 4387C

On the office note from the Examiner of Public Works Accounts, dated 28th December 1892, No. 214 A.

Endorsement to the Accountant General dated 12th November 1892, No. 94.

Letter from the Accountant General dated 17th December 1892, No. $\frac{214A}{366}$.

Order thereon 18th January 1893 No. 53

Order dated

In the circumstances

stated by the Examiner of Public Works Accounts, the Government is pleased to exempt the Public Works Department from the operation of the Pension Department rule regarding the annual verification of Service books referred to in para 3 of G.O. dated 17th December 1891 No. 3405 W Public Works.

2. His proposals in para 11 of his note are approved.

(For the Government)

R. C. C.

Under Secretary to Government

To

The Accountant General.

The Secy. of P.W. Accounts.

The Public Works Dept.

Done

No. 2231 W d/ 21-7-88

3405 W d/ 17-12-91

Recd: 20-1-93

27 W

No. 272 W d/ 4th February 1890.

Public Works Department.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following again

G. O. No. 3405. W d/ 17th December 1891

Read also

office note from the Ex. P.W. accts. No. 214. A d/ 28th Sept/92
Pros. in the Pension Dept. " 53 d/ 18th Jan'y/93.

Communicated to
officers of the P. W. Dept.
for information & guidance
in supersession of G. O.
No. 2231. W d/ 21st July 1888.

2. The requirements in-
dicated in para 11 of the
Examiners' office note
No. 214. A d/ 28th Sept/92
above recorded, should
be carefully observed by
all heads of offices in
the P.W. Dept.

To
The Chief Engr. for S. Engr.
" Comdg. Engr. for S. Engr.
" Suptg. Engrs.
" C. A. to Govt.
" Supt. of works. P. Project
" Ex. P.W. accts.

Cur

11/2/93

28-4-24

C. No. 479

Govt. of Madras.
PUBLIC WORKS.

1/2/24

Date

Recd.

Encl.

G.O., 1 February 1893 No. 272. P.

Service books

Progs Pension Dept exempting
the P.W.D from the operation
of the rule regarding the
annual verification of
— and approving of
certain proposals of the
Examiners P.W. Accts, commd
to the officers of the P.W.D
with instructions.

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26/2

J.C. 6/2