Cr.2-4398

Govt. of {1894} Madras.

PUBLIC WORKS.

Dated

Recd. Encl.

G.O., 25 June 1894, No. 1571 W.

Office Establishment.

The temporary office required in the Kistna Northern and Western Divisions sanctioned with remarks for the remainder of the current official year.

2c. 26/6

26/6

60/4

12—3,000—93

with the ordinary perma=
nent establishment. The
Supdtg: Engineer will re=
port on this matter before
the close of the year.

3. This Sanction has been
registered as Provincial No:
23 W. of 1894-95 and classi=
fied as Establishment
Temporary.

To

The Supdtg. Engineer, II circle

" Examiner, P. W. Accounts.

P. W. [illegible] No. 4398

No 1101 W dy 21.4.93
" 1096 W dy 1-5-94

From

The Supg Engineer
Second Circle

To The Chief Engineer
P. W. Department

Dated 10th June 1894
Recd: 13. 10. 94
Encl 3 (Three)
No. 561 KS

Temporary Establishment required for Kistna Western and Northern Divisions — Requesting sanction for the —

From,

The Superintending Engineer,
II Circle.

To,

The

Dated
Received } 18

Enclosures.

NO.

SUBJECT.

Offs 142

PUBLIC WORKS DEPARTMENT.

No. 1571 W. dy 25th June 1894.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read Ests

READ the following

From the Supdtg: Engineer II circle, No: 561 Ks. dy 10th June 1894.

Print without date

3 P

In the circumstances stated, the temporary office establishment required in the Kistna Northern and Western Divisions, as set forth in the Statement Submitted by the Supdtg: Engineer is Sanctioned for the remainder of the current official year

W 21 June

2. It is possible that when the two divisions have settled down under their new organisation, it will be found possible to conduct the office work efficiently with

(40—2,000-22-3-94)

concerned, which contain very strong arguments in favor of their proposals.

4. I have modified Mr Malet's requirements as I think, it will be better to entertain the establishment temporarily.

5. I trust that there may be no objection to my proposals which are very necessary for the efficient working of the divisions concerned.

I have the honor to be,

Sir,

Your most Obt Servant,

Lieut Baddeley Major R.E.

Supt Engr 4th Circle.

No.

9-694.

No. 384 P. W.

NOTES.

Reference to P. W. D. Code.

Chapter I, Para. 30.

1. All proposals for changes in the scales of permanent esta blishments must be accompanied by a statement in Part I of this form when the changes relate to the engineer or upper subordinate establishments and in other cases by a statement in Part II of this form.

2. The column headed "present scale" should invariably show the existing *sanctioned* scale (not the strength of the establishment as it actually stands at the time), and should be verified by the Examiner before the statements are forwarded to the sanctioning authority.

P. W. D. Form No. 118

500—7-3-9

MADRAS PRESIDENCY.

Part II

Tabular Statement to accompan proposals for changes in establishments.

II Circle

Superintending Engineer's Office,
Berwada

No. 561 K1

II CIRCLE,
Dated 9th June 1894

From,
R.E.
Major W. L. C. Baddeley ~~Esquire~~,
Superintending Engineer,
II Circle.

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

Sir,

Encls 3
1 Statement
2 Letter from E.E. K.W. Dn & K.N. Dn

3

In reference to G.O. 1096 W. dy 1st May 1894, I have the honor to forward a statement of temporary establishment required for the Krishna Western and Northern Divisions.

2. I have discussed the matter with both of the Executive Engineers and I am convinced that more assistance is required if their offices are to be worked as they should be.

3. It is impossible in the space of a short letter to set forth the reasons that render some additional establishment necessary, and I therefore, forward to you in original a letter from each of the Officers concerned

K.W. Dn No. 789 S. 21.3.94
K.N. Dn No. 11 S. 11.5.94
(For favor of return)

Ors S. I
4398/94

For Sd/- signature
Accept & post

S. P. G. ENGINEER'S OFFICE
No. 321 Rs
12-5-94
RECD
SECOND CIRCLE

From

T. W. S. Smyth Esqr
Executive Engineer
Northern Dr

1574

To

The Superintending Engineer
II circle.

Dated 11th May/94

No 11 S.E.

Dr. S. 2
4378/54

Enclos 2 ~~4~~.

Subject:—
Temporary Establishment
— Applies for —
for Northern Dr

For disposal
SE
12
17-5-94

are new to the division & unused to the peculiar work of the division, which entails a good deal of Correspondence out of the ordinary course.

4. The division being a new and permanent one, it will be a great pity if everything at the start is allowed to get into arrear, and the records into the Confusion that those of the Eastern Division are in, and this is bound to occur if the office is so undermanned.

5. Accordingly, I request sanction to entertain the following temporary establishment.

1 Clerk on Rs 40
1 " " 20
1 Draftsman " 35

When the clerks have got used to their work and matters have got straight and into full swing, every endeavour will be made to do away with the temporary establishment, but for the present it seems absolutely necessary.

I have the honour to be
Sir,
Your most obed't Servant,

F W Stanyth
Executive Engineer,
Kistna Northern Dn

AK
10/5

3. Under G.C. No. 2439 W dated 22nd September 1893 Executive Engineers have to give assistance to Sub Division office establishment when necessary.

4. As I cannot get my own office work done it is impossible for me to give any assistance of this kind.

5. The Sub Division offices are also overworked. To take one instance alone the new form of imprest sheets introduced increase the posting up of the Sub Division Cash book about 6 fold on the average.

6. This however is a separate question and as there appears to be no probability of getting the strength of the Sub Division offices increased it is no use my proposing it.

I have the honorable,
Sir,
Your most obedient Servant

Allen Chalet
19.3
Executive Engineer,
Kistna Western Dn.

Rec 5.3
Le 328/94

DC
16/3

Executive Engineer's Office
Kistna Northern Division
11th May 1894.

No. 11 G.C.

From J. W. S. Smyth Esq.
Executive Engineer,
Kistna Northern Division.

To The Superintending Engineer,
Second Circle.

Enclos 2
1 Proposition statement
1 Comparative Do
2

Sir,

I have the honor to submit a statement shewing the establishment sanctioned for my office, and for that of the former Eastern Division.

2. I have taken over all the work of that Division that related the heaviest Correspondence, and shall have the same number of Sub-divisions as soon as the Municipal Project is Constituted into a Sub Division, so that practically speaking my office work will be exactly the same as the Eastern Division was formerly.

3. All my establishment are

5. Copies Estimates.
6. Keeps copies of all endorsements and of letters drafted and signed by the Executive Engineer.

M. Narasimhacharyulu on Rs. 15.

1. Keeps up the Punt accounts
2. Prepares Traffic Returns
3. Copies letters and Estimates & other returns.
4. Keeps up water Registers
5. In charge of local Forms
6 Despatches the Lock Jappal.

5. The following are the chief causes of the increase in the work in the Office-
Investigation and Execution of Tank Restoration Scheme Works and upland Projects and the construction of Provincial Civil buildings chiefly in the Upland Talugs.

The extension of Irrigation in the Delta by an immediate 40,000 × acres and a still larger area which cannot be accurately estimated in the near future.

The necessity of going into details with a view to economising water to allow of an increase in the area irrigated.

The taking up of the Conservancy of the Kistna River in a more systematic way than has hitherto been done.

The above does not take up much space in paper and is briefly stated but the work involved is very great and affects all branches of the office.

There is also every prospect of the extra work recently put in hand increasing steadily every year for many years to come.

The subjoined Statement shows the increase of work in the accounts and Correspondence Sections during the past 3 years.

× Proposals for extending irrigation by 63,000 acres have been approved during this year and about 13 villages still remain to be inspected.

Accounts Section

	1891-92	1892-93	1893-94
No. of works in progress.	260	350	345 Will be increased to 375 or 400 if accounts of Febuary and March are taken into consideration

Correspondence Section.

Receipt Register Nos.	4469	4935	5418
Issue Register Nos.	4282	4711	5664

6. The work in the Draughtsmans office has fallen considerably into arrears in spite of an extra Temporary Draughtsman being attached to the Division and notwithstanding that I have ordered all copying and arithmetical calculations to be done in the correspondence branch.

7. The Head Draughtsman is overworked and although he is a most willing man I am afraid that if the existing pressure continues he will fall ill and have to take leave.

8. I append a table comparing the grants and establishment of this Division with that of 4 other selected Divisions which have been given special establishment.

This shows that my office is undermanned.

9. My expenditure is the heaviest and my establishment charges are a long way the smallest.

has been simplified but notwithstanding this I find it is impossible for the existing establishment to get through the work within the prescribed office hours. The work in the office is distributed as follows and this Statement alone shows, I submit, that the clerks are overworked.

Accounts Section.

C. Venkatappayya Sastri on Rs. 40 to 50

1. Preparing the salary, Travelling Allowance and Contingent bills and the acquittance Rolls.
2. Keeping up the Service Books and preparing Pension papers.
3. Preparing the Progress Reports to the Superintending and Chief Engineers.
4. Looking after the correspondence in connection with the establishment matters.
5. Preparing the Budget Estimates, Modification Statements
6. Do. the miscellaneous Accounts returns
7. Assisting the accountant in compiling the monthly accounts.
8. Keeping up the Registers of Budget Grants
9. Do. the Registers of Receipt & despatch from and to the Examiner.
10. Completing a few of the work abstracts when possible.

P. Kutumbarow on Rs. 30 to 40.

1 Preparing Work abstracts
2 Keeping up the Work Register and preparing Work slips for submission to the Superintending Engineer.
3. Auditing the Navigation Receipts
4. Keeping up the adjustment Book and dealing with the Transfer Advices.
5. Checking the calculations in Vouchers
6. Assisting the Accountant in compiling the monthly accounts.

G. R. Varadayya Pantulu on Rs. 15.

1. Preparing all the work abstracts
2. Keeping up the Stock accounts
3. Checking calculations in Vouchers, materials at site accounts, checking all the Bills submitted to the Division office for approval before payment and assisting the Accountant in compiling the monthly accounts.

Correspondence Section

Head Clerk on Rs. 60 to 80.

Deals with water applications and assessment of municipal Taxes on Buildings.
Disposing of references in connection with the Irrigation accounts &c. and other papers received into the office with the Executive Engineers orders thereon and examining the despatch covers before despatch.
He keeps up the Cash Book.

S. Srinivasarow Pantulu on Rs. 20 to 30.

1. In charge of records
2. Keeps up the Receipt Registers of the Superintending Engineer and of Miscellaneous offices
3. Keeps up Land compensation Registers
4. Translating Petitions
5. Prepares unanswered reference lists.

A. Parthasaradhi on Rs. 20 to 30.

1 Fair copying letters and Estimates
2. Keeps up the 3 Sub Division Receipt Registers
3. Prepares periodical Returns
4. Translates petitions
5. In charge of Stationery.

T. V. Narasimham Pantulu on Rs. 15 to 20.

1. Despatching clerk
2. Keeps up the Petition Register
3. Keeps up the Register of Sunday Progress Reports of Subordinates
4. Marks out reply General numbers in the Despatch Registers

GENERAL.
ESTABLISHMENT.

Govt. of {1894} Madras.

PUBLIC WORKS.

Dated June, 25th.

Read. *Encl.*

G.O., 25th June 1894, No. 1571 W.

JUNE.

Office Establishment

The temporary — required in the Kistna Northern and Western divisions, sanctioned with remarks for the remainder of the current official year.

No. 7895

KISTNA WESTERN DIVISION
OFFICE, 21st March 1894.

From Mr. A. G. Mabet Esquire,
Executive Engineer,
Kistna Western Division.

To *The Superintending Engineer,*
II CIRCLE.

Enclosures.

Sir,

A few months back I addressed you in connection with the other executive Engineers of this District with regard to the work in this Division and pointed out generally that there was more work in this Division than one executive Engineer could attend to with credit to himself. As no action appears to have been taken on this letter I presume the Divisional charges will not be altered.

2. I have therefore the honor to address you with reference to my own Division in particular and trust you will be satisfied from the following facts and representations that my Office establishment is insufficient and should be strengthened at once.

3. My experience of the last 3 years and especially since the formation of the Gunter Sub Division in 1891-92 proves that my office establishment is quite unable to cope with the work in the Ordinary office hours and they all have to work extra hours both in office and in their own houses and on Sundays to keep the work from falling into arrears. The work in the Drawing Office when work can only be carried out during day light has fallen into arrears which are steadily increasing-

4. In spite of the steady increase in the work no extra office establishment has been given. The preparation and keeping of the accounts

ENCLOSURE.

STATEMENT of proposition for revision of establishment.

Order sanctioning the present establishment. Government of Madras, Public Works Department.		Office to which the proposition refers.	Present scale.							Proposed scale.							Proposition.							
					Pay.							Pay.					Permanent.		Temporary.					
No.	Date.		No.	Designation.	Minimum.	Increment	Maximum.	Average or fixed.*	Total cost.	No.	Designation.	Minimum.	Increment	Maximum.	Average or fixed.*	Total cost.	Increase Decrease per month.		Increase per month.		Decrease per month.		Nature of changes.	
																	Amount.		Period.	Amount.	Period.	Amount.		
					Rs.	Rs.	Rs.	Rs.	Rs.			Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Mon.	Rs.	Mon.	Rs.		
1096 W.	1st May 1894.	Kistna Northern Division.	1	Clerk	30	2	40	35	35	1	Clerk	30	2	40	35	35			8	40				
			1	Do.	20	2	30	25	25	1	Do.	20	2	30	25	25			8	20				
			1	Draftsman	20	2	30	25	25	1	Draftsman	20	2	30	25	25			8	35				
				Total					85		Total					85				95				
											For 8 months from July 1894 to February 1895					95				760				
		Kistna Western Division.	1	Stock writer	30	2	40	35	35	1	Stock writer	30	2	40	35	35			8	40				
			1	Punt writer	20	2	30	25	25	1	Punt writer	20	2	30	25	25			8	20				
										1	Assistant to the Accountant	30	2	40	35	35			8	30				
										1	Draftsman	20	2	30	25	25			8	40				
										1	Do.	20	2	30	25	25			8	35				
				Total					60		Total					145			8	105				
											For 8 months from July 1894 to February 1895					135				840				
											Total increase					135				1,600				
				Total					60		Total					135				1,600				

* In the case of appointments on progressive pay, the "average" should be calculated according to the rules in the Pay and Acting Allowance Code.

ORDER—dated 25th June 1894, No. 1571 W., Public Works.

In the circumstances stated, the temporary office establishment required in the Kistna Northern and Western divisions, as set forth in the statement submitted by the Superintending Engineer, is sanctioned for the remainder of the current official year.

2. It is possible that when the two divisions have settled down under their new organisation, it will be found feasible to conduct the office work efficiently with the ordinary permanent establishment. The Superintending Engineer will report on this matter before the close of the year.

3. This sanction has been registered as Provincial No. 23 W. of 1894–95 and classified as Establishment, Temporary.

(True Extract.)

Under Secy. to Govt., P.W.D.

To the Superintending Engineer, II Circle.
" Examiner, Public Works Accounts.

Exd. C. A. Munisawmy.
Spare Copies

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following paper:—

From Major W. L. C. BADDELEY, R.E., Superintending Engineer, II Circle, to the Chief Engineer, Public Works Department, dated Bezwada, 10th June 1894, No. 561 K.S.

In reference to G.O., No. 1096 W., dated 1st May 1894, I have the honour to forward a statement of temporary establishment required for the Kistna Western and Northern divisions.

2. I have discussed the matter with both of the Executive Engineers and I am convinced that more assistance is required if their offices are to be worked as they should be.

3. It is impossible in the space of a short letter to set forth the reasons that render some additional establishment necessary, and I therefore forward to you, in original, a letter * from each of the officers concerned which contain very strong arguments in favour of their proposals.

* Kistna Western division, No. 789 S., dated 21st March 1894.
Kistna Northern division, No. 11 S.E., dated 11th May 1894.
(For favour of return.)

4. I have modified Mr. Malet's requirements as I think it will be better to entertain the establishment temporarily.

5. I trust that there may be no objection to my proposals which are very necessary for the efficient working of the divisions concerned.