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(1) பக்கங்களின் எண்ணிக்கை 30

(2) புதுக்கித் திருப்பிய நாள்

(3) ஆதாரங் குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

P.W.D துறை

அரசாணை எண்.

மு. கோப்புத் தாள் எண். 817

அச்சகம்

பல்வகை

நாள் : 28-3-1994

199

மடிக்கவோ கண்டபடி கையாளவோ கூடாது.

ஆவண. கா. 1—18,006—6-9-90.

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28TH MARCH 1894, No. 17 V., PUBLIC WORKS.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following papers :—

Office-note from the Examiner, Public Works Accounts, dated Madras, 10th March 1894, No. 940 C.

In the following table the present sanctioned scale for my office is compared with the actual numerical strength and cost when I assumed charge in 1891 :—

—	1st Ju891.		1st January 1894.		Saving.	
	NO.	RS.	NO.	RS.	NO.	RS.
Accountants	22	788	12	3,675	10	1,113
Clerks	64	397	50	2,400	14	— 3
Total ...	86	185	62	6,075	24	1,110

the result being a reduction of 24 in numbers and of Rs. 1,110 a month (or over Rs. 13,000 a year) in cost.

2. I may notice, parenthetically, that the saving in printing charges consequent on a partial introduction of the Government of India forms amounted in 1892–93 to Rs. 2,332; the economy under this head, when the whole of those forms are in use, will therefore be considerably greater.

3. The result stated in paragraph 1 has been in a great measure due to simplification in methods of work, and it may be observed in passing that it has been achieved notwithstanding, or, more correctly, in consequence of, the facts—

(i) that, under my proposals, the initial pay for an accountant has been increased from Rs. 30 to Rs0, and that of an audit clerk from Rs. 15 to Rs. 30;

(ii) that, in these proposals, provision has been made for a considerably larger number of appointments in the *higher* grades under both accountants and clerks.

In other words, by eliminating from the office inefficient men on low pay and by securing the services of a superior class of men on moderate salary, with attractive prospects, it has been possible to obtain better results with a smaller establishment; while the abolition of redundant work has reduced clerical labour to what now approaches the minimum.

4. With a view to prevent a return to old ways, I have—with special reference to my impending transfer last December—committed to print an "Office Manual" (Code XIV, 66-A), in which—

(i) the duties of every member of the establishment, from gazetted officers in charge of branches down to copyists, are clearly defined, *e.g.*—

Chapter I, paragraphs 2 and 3,
Chapter III, paragraphs , 12 and 14,
Chapter IV, paragraphs 8, 9, 10 and 11,
Chapter VI, paragraphs 1 17, 20 26 and 36,

(ii) each operation is describe imethodical sequence, *e.g.*—

Chapter III, paragr ph20, 22, 24 to 37, 68, 69, 84, 85, 104, 121, and 147,
Chapter IV, paragr ph16, 22, 28, 31 to 112, 9, 121, 130 to 144,
Chapter VI, paragraphs , 23 to 25, 38,

so that, with this manual as his guide beginner with ordinary intelligence may become proficient in his duties witho t h instruction from others.

5. Chapters II and V of this manu are being passed through Press; but to avoid delay, I herewith submit, for the ormation and orders of Government, a copy of chapters I, III, IV and VI.

6. It has occurred to me that if di onal offices have a complete knowledge of the scrutiny to which their accounts, re ns, and establishment bills are subjected in the Examiner's office, they will the re readily be able to comply with audit requirements *before* submission of those unts, &c., to the avoidance of many of the objections and references that have now be made by me. If this view commends itself to Government, the issue of each ese chapters to divisional offices may serve a practical purpose.

7. Chapter III, in particular, contai much useful, general information, *throughout*, on establishment matters; while its pendices D and E will probably supply a universal want in reference to travelli allowance rules. In this view, I have arranged with the Superintendent of the overnment Press not to break up the type of pages 5 to 73 pending the orders of vernment, on receipt of which the required number of copies can readily be struc k in a convenient form of "Hand-book of Travelling Allowance Rules."

8. Careful attention to chapter IV ith special reference to paragraphs 31 to 112 and 130 to 144, together with its pendices (omitting only K and N), will probably ensure greater accuracy in the paration of divisional accounts.

9. Chapters I and VI show the val of systematizing work; for instance—

(i) paragraphs 43 to 48, chapte coupled with paragraphs 37 to 41, and appendix B of chapter VI, w how much can be done towards reducing the accumulation of corres dence records by classifying each letter, according to its relative val at its initial stage;

(ii) paragraphs 76 and 77, *ibid*, upled with paragraph 17, IV, chapter VI, describe a very simple met for the head of an office to exercise an effective check on the prom disposal of correspondence;

(iii) paragraphs 89, 100, and 10 chapter I, provide very ready means for the head of an office to sat himself that work, in every section, is kept up to date;

(iv) paragraphs 4, 20, 27, and a ndix A, chapter VI, show how the registration of letters may be sim fied;

(v) paragraphs 38 and 39, *ibid*, ide a simple plan for the destruction of records throughout the ye instead of allowing them to accumulate and be destroyed spasmodic , or never;

(vi) appendices D and E of the s chapter illustrate the value of the adage, "A place for everything everything in its place," in respect of records.

It will not of course be possible, in office from which the head is frequently absent on tour, to adhere strictly to dates specified in these portions of the manual; but the general principle in ved in them is, at least, suggestive of a method that will adapt itself to any par lar circumstances.

10. About 30 copies of eacl chapte available for issue to divisional offices; and, as stated in paragraph 7, any numbe copies that may be required of appendices D and E to chapter III can be struck o receipt of the orders of Government.

Note by the Chief Engineer, Public Works Department.

The manual submitted by the Examiner is most complete, and although a large proportion of its contents is not directly applicable to Executive officers, there is a good deal which is so applicable, and, as remarked in paragraph 6 of his note, a knowledge of the scrutiny to which the accounts and returns of Divisional offices are subjected will be of great use in the prevention of mistakes.

2. I therefore support the Examiner's proposal that the four chapters now submitted be furnished to all Divisional offices.

3. The appendices D and E to chapter III are of more general application and might be separately reprinted with a view to their supply to Sub-divisional as well as Divisional offices.

4. I take this opportunity of expressing my strong sense of the services which Mr. Sherlock-Hubbard has rendered during his tenure of office, not only in the way of reducing work in his own office, but of improving the relations between it and the Executive branch of the department, to the great benefit of the public service.

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

Madras,
14th March 1894.

Order—dated 28th March 1894, No. 817 W., Public Works.

His Excellency the Governor in Council approves the suggestions contained in paragraphs 2 and 3 of the Chief Engineer's note.

2. The thanks of Government are given to Mr. Sherlock-Hubbard for the compilation of the valuable manual of office work and for his services in facilitating the disposal of work and in maintaining good relations between his office and the Executive branch of the department.

(True Extract.)

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

To the Chief Engineer for Irrigation.
" all Superintending Engineers.
" the Consulting Architect to Government.
" the Superintendent of Works, Periyár Project.
" Examiner, Public Works Accounts.
" I. S. Sherlock-Hubbard, Esq.

Exd. S. J. Pereira.
Spare Copies

GENERAL.
ESTABLISHMENT.

Govt. of {1894} Madras.
PUBLIC WORKS.

Dated March, 28th.

Recd.

Encl.

G.O., 28th Mar. 1894, No. 817 W.

MARCH.

Manual of Office Work

Mr. I. S. Sherlock-Hubbard, Examiner of Public Works Accounts, thanked for the compilation of the — and for his services in facilitating the disposal of work and in maintaining good relations between his office and the Executive branch of the depart-

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82/3

(C. No. 1201/8.)

Keep-with　　Current No.

dated　　189 .

GOVT. OF MADRAS.} 1894 {P. W. DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 10th March 1894.

Office Note No. 940 C

To

W.

In the following table, the present sanctioned scale for my office is compared with the actual numerical strength and cost when I assumed charge in I89I-

	Ist.July I89I		Ist.January I894		Saving.	
	No.	Rs.	No.	Rs.	No.	Rs.
Accountants...	22	4788	I2	3675	I0	III3
Clerks.........	64	2397	50	2400	I4	– 3
Total	86	7185	62	6075	24	III0

the result being a reduction of 24 in numbers and of Rs.III0 a month (or over Rs.I3,000 a year) in cost.

2. I may notice, parenthetically, that the saving in printing charges consequent on a partial introduction of the Government of India forms, amounted in 1892-93 to Rs.2332 : the economy unde this head, when the whole of those forms are in use, will therefore be considerably greater.

3. The result stat

een in a great measure due to simplifi-ation in methods of work; and it may b bserved in passing that it has been chieved notwithstanding -or, more cor-ectly, in consequence of, the facts -

i. that, under my proposals, the initi pay for an accountant has been increased from Rs.30 to Rs.60, & tha of an audit-clerk from Rs.I5 to R.30;

ii. that, in these proposals, provision has been made for a considerabl larger number of appointments in the higher grades, under both accountants and clerks.

In other words, by eliminating from th office inefficient men on low pay, and by securing the services of a superio class of men on moderate salary, with attractive prospects, it has been possible to obtain better results, with a smaller establishment; while th abolition of redundant work has reduced clerical labour to what now approaches the minimum.

4. With a view to prevent a return to old ways, I have - with special reference to my impending transfer last December - committed to print an " Office Manual " (Code XIV - 36 A), in whic -

i. the duties of every member of the establishment, from gazetted officers in charge of Branches down to

82/11 2 Piec

ii. each operation is described in methodical sequence, e.g.

Chapter III, paras 20,22,24 to 37,68,69,84,85,I04, I2I,I47,

Chapter IV, paras I3,22,28,3I to II2,II9,I2I,I30 to I44,

Chapter VI, paras 22,23 to 25 38,

so that, with this manual as his guide, a beginner with ordinary intelligence may become proficient in his duties without much instruction from others.

5. Chapters II and V of this Manual are being passed through Press; but to avoid delay, I herewith submit, for the information and orders of Government, a copy of chapters I, III, IV, and VI

6. It has occurred to me that if divisional offices have a complete knowledge of the scrutiny to which their accounts, returns, and establishment bills, are subjected in the Examiner's offic they will the more readily be able to comply with audit requirements before submission of those accounts etc., to the avoidance of many of the objectio and references that have now to be m by me. If this view commends itself to Government, the issue of each of these chapters to Divisional Offices may serve a practical

throughout, on establishment matters ; while its appendices D and E will probably supply a universal want in reference to travelling allowance rules. In this view, I have arranged with the Superintendent of the Government Press not to break up the type of pages 57 to 73 pending the orders of Government; on receipt of which the required number of copies can readily be struck off in a convenient form of "Hand-book of Travelling allowance rules."

72?

8. Careful attention to chapter IV, with special reference to paras 3I to II2, and I30 to I44, together with its appendices (omitting only K and N), will probably ensure greater accuracy in the preparation of divisional accounts.

9. Chapters I and VI show the value of systematizing work; for instance:-

i. paras 43 to 48, chapter I, coupled with paras 37 to 4I, and appendix B, of chapter VI, show how much can be done towards reducing the accumulation of correspondence records, by classifying each letter, according to its relative value, at its initial stage ;

ii. paras 76 and 77, Ibid, coupled with para I7, IV, chapter VI, describe a

iii. paras 99, I00, and I0I, chapter I, provide very ready means for the head of an office to satisfy himself that work, in every section, is kept up to date :

iv. paras 4, 20, 27, and appendix A, chapter VI, show how the registration of letters may be simplified.

v. paras 38 and 39, Ibid, provide a simple plan for the destruction of records throughout the year, instead of allowing them to accumulate and be destroyed spasmodically, or never:

vi. appendices D and E of the same chapter illustrate the value of the adage, "a place for everything and and everything in its place", in respect of records.

It will not of course be possible, in an office from which the head is frequently absent on tour, to adhere strictly to the dates specified in these portions of the Manual; but the general principle involved in them is, at least, suggestive of a method that will adapt itself to any particular circumstances.

I0. About 30 copies of each chapter are available for issue to divisional offices; and, as stated in para 7, any number of copies that may be required of app ices D and E to chapter III can

P. [illegible] ENT No. 1976

Enclo 4 +

Rec: 12-3-84

+ Handed to Librarian,

J.P.

13-6-84

87/6 4P

Note by the Chief Engineer P. W. D:—

The manual submitted by the Examiner is most complete, and although a large proportion of its contents is not directly applicable to Executive officers, there is a good deal which is so applicable, and as remarked in para 6 of his note, a knowledge of the scrutiny to which the accounts and returns of Divisional offices are subjected will be of

2. I therefore support the Examiner's proposal that the four chapters now submitted be furnished to all Divisional offices.

3. The appendices D & E. to Chap: III are of more general application and might be separately reprinted with a view to their supply to Sub Divisional as well as Divisional offices.

approved
w
17 Mar

4.* I take this opportunity of expressing my strong sense of the services which

87/5-G

not only in the way of ~~relieving~~ reducing work in his own office, but of improving the relations between it and the Executive branch of the Department, to the great benefit of the public service.

EW

Madras.
March 14, 1894.

C No 1976

817/8

For orders.

C. suggests (para 6) that copies of Chapters I. III. IV & VI of his office Manual should be issued to Divisional offices. There are rules on many points of office management which may be found useful in those offices though the working of a Consr's office is far too elaborate for general imitation.

The rules[x] in Appendices D & E of Chap III if issued separately, as suggested in para 7, will be useful in all offices.

There seem to be no other points on which special orders are asked.

C.S.
13 Mar. 90

x regarding Travelling allowance.

I think that the
Ex.n suggestion
may be approved
I think the agency
except because
for J. A. Rules closely
with the Handbook
as suggested
in Para 4 of 2.
I think a sufficient
number of officers
might be allowed
to fully supply
to the offices
of the Supt. &
other subordinate
Grades

11.7

812/3

H.E. the Governor in Council
approves the suggestion
contained in Paras 2 and
3 of the Chief Engineer's
note.

The thanks of
Govt are given to
Mr Sherlock the Chief
for the compilation
of the valuable manual
of office work, and
for his services in
facilitating the disposal
of work and in
maintaining good relations
between his office and
the Secretariat
of the Department

817/10

For orders

I would invite attention to the last para of the Chief Engineer's note —

I have reason to believe that the Sherlock-[illegible] mode of doing business is highly appreciated by Executive officers generally —

The manner in which he has worked with the of my past orders, and is the outcome of great personal labour on his part, which I think merits the acknowledgment of Government —

[illegible] J. Ell

812/11

The manual submitted by the Examiner is most complete, and although a large proportion of its contents is not directly applicable to Frontier Offices, there is a good deal which is so applicable, and as remarked in para 6 of his note, a knowledge of the routine to which the accounts and returns of Divisional Offices are ~~submitted~~ subjected will be of great use in the prevention of mistakes –

[illegible] to the

V. Vl

11. 1

Office —

D and E 83/12

The appendices to Chapter III are of more general application and might be separately reprinted with a view to their supply to subordinates in such a Division Office —

I take this opportunity of expressing my strong sense of the service which Mr Frederick Holland has rendered during his tenure of office, not only in the way of reducing work in his own office, but of improving the relations between it and the several branches of the

P. W. DEPARTMENT.

817/13

READ the following :—

Office note from the Ex. P. W. A. No. 940 C d/ 10. 3. 94

Note by the Chief Engr. P. W. D. d/ 14. 3. 94.

FOR ORDERS.

I would invite attention to the last para: of the Chief Engineer's note. I have reason to believe that Mr. Sherlock-Hubbard's mode of doing business is highly appreciated by Executive officers generally.

2. The manual which he

Mr. S. H. should be thanked by Govt. for his services in ~~expediting the~~ ~~efficiency and~~ facilitating the disposal of works and maintaining good relations between his department and that of the D. P. W. Thanks should also be specially given for the able manual wh. he has compiled for the use of officers of that department.

W

17 Mar

alue, and is the
utcome of great
ersonal labour
n his part, which
think merits the
cknowledgment of
Government.

L W
15/3

H.E.

FOR ORDERS.

Office Manual prepared by the Examiner of P. W. Accounts.

817 W

A

No: 817 W. d/ 28th March 1894.

Genl Estabt

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

817/1894

READ the following

Office note from the Exr. P. W. A. } (H.E. No 940 CA/10/3/94)

Note by the Chief Engr. P. W. D. (" " d/14/3/94)

60

Note for Press
Please print in gazette & send proof
Rw 21/3

His Excellency the Governor in Council approves the suggestions contained in paras 2 & 3 of the Chief Engineer's note.

2. The thanks of Government are given to Mr. Sherlock Hubbard for the mpilation of valuab

al for his services
n in facilitating
r the disposal of
n work and in main-
taining good
relations between
his office and the
Executive branch
of the Department

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28/3

DESPATCHED
APR. 04

To

The Chief Engineer for Irrigation
All Supdg Engrs
The Cons. Architect to Govt.
" Supdt. of works Periyar Project

No. 1976

Govt. of Madras.
PUBLIC WORKS.

Original
Vol.

28/3

28/3 4th 8/76

Manual of Office work

J. S.

Mr. Sherlock-Hubbard, Examiner of P.W. Accts. thanked for the compilation of the — & for his services in facilitating the disposal of work & in maintaining good relations between his office & the Executive branch of the Dept.

30/4

INDEXED

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