GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following paper:—

Report of an inspection of the Accounts of the Executive Engineer, South Arcot Division, by Mr. C. C. SWETENHAM, Deputy Examiner of Accounts, on the 10th to 12th May 1895.

I.—PRELIMINARY.

Last inspection.—This office was last inspected in November 1889 by Mr. H. Rainier, Deputy Examiner of Accounts; but a partial inspection of the accounts was made by the present Examiner on 23rd and 24th November 1894.

2. *Executive charge.*—The executive charge of the division has since that last inspection been with the following officers:—

Name.	Rank.	Till
Major A. W. Smart, R.E.	Executive Engineer, 1st grade ..	24th February 1893.
Mr. J. P. Davidson	Do. do. ..	24th July 1893 till 31st October 1894, and with some intervals filled by Mr. Legge.
Mr. J. D. Legge	Honorary Assistant Engineer ..	29th February 1893.
Mr. J. S. Wilson	Executive Engineer, 3rd grade ..	Present date.

Mr. J. S. Wilson was present during the inspection.

3. *Accounts charge.*—The accounts of the division have been in the hands of the following Accountants:—

Name.	Rank.	Till
M.R.Ry. M. Chinniah	Accountant, 5th grade	4th March 1892.
M.R.Ry. V. Ragavendrachar ..	Do.	Present date.

4. *Scope of inspection.*—The periods covered by inspection were, for general purposes, 1894–95, for audit of travelling allowance, August 1894—March 1895, and for test audit, August 1894.

II.—EXPENDITURE.

A.—Cash and Treasury.

5. *Cheques.*—(*a*) Cheque books in use are in custody of the storekeeper when Executive Engineer is at head-quarters, but remain with Executive Engineer while on tour. Blank cheques remain in custody of storekeeper.

(*b*) The certificate of count of cheques has not always been signed by Executive Engineer for cheque books in use. In the case of blank cheque books it is the practice of Executive Engineer not to count upon receipt from Audit office but only upon issue for use.

(*c*) The balances on the counterfoils of two cheques (3-T and 4-T of book No. 61732) had not been initialled by Executive Engineer and a correction in another cheque had not been made in the correct manner.

(*d*) The counterfoils of 49 cheque books dating from 1889 to March 1890 still remain undestroyed though over five years old.

6. *Drawing account.*—(*a*) It was noted that the Executive Engineer had drawing accounts upon eight sub-treasuries, six of which his subordinates also drew upon. These six drawing accounts appeared to be solely for the purpose of paying salaries and travelling allowance. On its being pointed out to the Executive Engineer that work would probably be saved by the acquittance rolls, &c., when passed by him being sent on to Sub-divisional officers for payment, he stated that the advantage of the present arrangement consisted in prompter payment being made.

(*b*) In the treasury pass book the balance is only recorded by sub-treasuries. The total balance should be brought out and this represented to the Treasury officer.

7. *Cash accounts.*—(*a*) The imprests of the following subordinates had not been recouped since the 31st March 1895 :—

Name.	Rank.	Amount of imprest.
		Rs.
M.R.Ry. T. Ramakrishna Aiyar ..	Sub-Overseer	50
M.R.Ry. Samuel Pillay	Temporary Upper Subordinate ..	100
M.R.Ry. Venkatrangam Pillay ..	Conservancy Superintendent ..	50

(*b*) Cheques are entered in cash book immediately after despatch to Assistant Engineer, Head-quarters sub-division, for payment. They should not be entered as "paid" so long as they remain in departmental custody.

B.—General.

8. *Submission of vouchers.*—Vouchers do not always accompany the cash book of Chidambaram sub-division on submission to Executive Engineer.

9. *Transfer payments in sub-divisions.*—Transfer payments made by Sub-divisional officers are not advised to Divisional office for raising the necessary transfers till submission of their sub-divisional cash books. They should be intimated at once.

10. *Measurements.*—(*a*) The register of measurement books does not indicate the actual subordinate to whom issued. It merely records the quantities issued to Sub-divisional officers.

(*b*) In measurement book No. 1 of Pattabhiramier, the bills prepared from the measurement shown are not recorded to cancel the measurements. Again on page 30 the value of work done is recorded as Rs. 105–13–3 but the bill (S.D. No. 18/39 D. of August 1894) is for Rs. 104–10–8. This was due to the Sub-divisional officer having altered a rate, and to the abstract in the measurement book not having been corrected accordingly.

(*c*) In books Nos. 248 and 357 no reference to page number and book of previous measurements is given against deductions on their accounts.

(*d*) In book No. 357 corrections on pages 186 and 187 have not been initialled.

11. *Delay in payment of labour.*—(*a*) The Madras form of muster roll is in use in this division. A roll prepared on the 9th July 1894 for the wages of a carpenter and a bricklayer for half that day was not passed for payment till the 17th idem and paid till the 4th proximo. The question of a modified form of labour roll is however under consideration by Government.

(*b*) In the case of a nominal muster roll (Divisional office voucher No. 152) for June 1894, payment was not made till the 27th August 1894.

12. *Duplication of work.*—Copies of bills are still occasionally maintained for works. The practice has been ruled unnecessary.

13. *Suspended works.*—A list is appended in annexure A showing works as yet incompleted on which there has been no expenditure during the last four months.

C.—Contracts.

14. *Outstandings.*—A list is appended in annexure B of dues to contractors and piece-workers long outstanding.

15. Cheques drawn at head-quarters in favour of contractors are not always promptly paid away. This is said to be due to difficulty in obtaining receipts. The difficulty is obviated by requesting contractors who are unable to attend to furnish receipted bills in accordance with Public Works Department Code, volume II, chapter I, paragraph 179.

16. *Agreements wanting.*—The agreements for deposits (held in Savings bank) with the following contractors were not produced :—

(*a*) Saminatha Pillay and Chidambara Padiachy.
(*b*) Seshachelam Naidu.
(*c*) Varadappa Mudaliar.
(*d*) Dhanakoti Chetty.

17. *Accounts.*—(*a*) An overpayment of Rs. 8–8–0 on petty voucher No. 62 (S.D. No. 169 of August 1894) was made to contractor Rangasami Pillai on account of landing Mangalore tiles for the Sub-Registrar's office at Bhuvanagiri. It has not yet been recovered.

(*b*) A double recovery has been made from the same contractor on account of carriage of tiles—*vide* vouchers S.D. No. 6/120 of October 1894 and S.D. No. 160/74 of June 1894.

(*c*) These mistakes were due to incomplete accounting and trusting to memory. All charges to be recovered from contractors must be debited to their personal account and further shown in work abstracts and register of works as *minus* arrears.

18. *Supplies to contractors outside the contract.*—It appears that in this division when stores are supplied to a contractor no percentages are charged. These should as a rule invariably be charged unless a stipulation to the contrary is embodied in the contract agreement and allowance has been made in the rates accordingly.

D.—Accounts of Works.

19. *Materials accounts—"Constructing Taluk office at Tirukkóyilúr" and "Stationary Sub-Magistrate's office at Tirukkóyilúr."*—(*a*) Transfers of materials at site between works in August 1894 were not recorded in form 7-F.

(*b*) In the case of the former work above, the "materials at site" account neither shows the sub-head for "issue" nor the source of "receipt."

(*c*) The "materials at site account" of works frequently includes contractors' materials on which advances have been made. Such materials should either be charged off at once to the sub-head concerned, or, should that perhaps vitiate Executive Engineer's watch over rates, shown as dues from contractor.

20. *Arrears—"Constructing Stationary Sub-Magistrate's office at Kallakurchi.*—(*a*) The register of works shows arrears of Rs. 15 due to Public Works Department, but not traceable either in contractor's or piece-worker's accounts.

(*b*) *Repairing the inspection bungalow at Pelandorai Anicut.*—Arrears of Rs. 10–10–8 paid in March 1895 were still shown at close of that month. Correction was now made.

21. *Distribution of outlay—"Constructing Sergeant Instructor's quarters together with armoury and magazine at Cuddalore; Quarters, contributions, rest Imperial Military."*—The register of works does not show the proportion of expenditure on this work met from contributions, nor does it record the outlay under contributions separately in lump.

22. *Discrepancies in Returns—Stationary Sub-Magistrate's office at Tindivanam.*—The annual B statement submitted by Sub-Divisional officer, Tindivanam, shows the materials at site to be Rs. 35 at close of March 1895. This disagreed with the work accounts where the issues to the sub-heads of work had not been entered.

23. *Unnecessary Signatures.*—All work abstracts are signed by the Executive Engineer. The scrutiny of these accounts does not entail their signature.

24. *Scrutiny of works register.*—The register of works for March 1895 did not show tokens of Executive Engineer's scrutiny, although the accounts of that month had been submitted.

25. *Booking and compilation.*—Although the sub-divisional works abstracts for March 1895 had not yet been scrutinised by the accountant, yet the registers of works for March had for some works been posted. The schedules of expenditure had been submitted to audit compiled from the unscrutinised works abstracts, the up to date expenditure being obtained from previous schedules.

26. *Register of works.*—The index of the register of works does not indicate the completion of works, nor does it connect expenditure on the same work.

E.—Suspense.

27. *Contributions.*—Work has been executed in excess of contributions from the South Indian Railway Volunteer Corps on account of the "Sergeant Instructor's quarters." Steps are being taken to recover the amount spent and the orders of Government for the prosecution of the work meanwhile.

F.—Divisional Accounts.

28. *Cash abstract book.*—The totals of the cash abstract book disagreed with those of the account current owing to want of attention to the book of forms, Part I, S.O. No. 134.

29. *Improper correcting.*—(*a*) Corrections in the account current for January 1895 advised by audit had not been carried out in the way prescribed in paragraphs 3 and 4 of form 61. The original entries in all books had been expunged instead of deduction entries being made at foot of cash abstract book.

30. *Register of liabilities.*—(*a*) The register of liabilities does not record the total liabilities at end of each month and up to date.

(*b*) A liability of Rs. 2,273 on account of compensation for land extending back to 1892–93 was not brought forward in 1894–95, though considered in letter of credit application.

31. *Register of estimates.*—The entries in the register of estimates are made by funds and not chronologically.

32. *Register of bills.*—The Executive Engineer had not signed the register of bills, but stated that the accountant had submitted it to him for scrutiny regularly. There were no delays on the accountant's part.

G.—Establishment.

33. *Service books.*—(*a*) Service books are not kept in custody of Executive Engineer but of storekeeper.

(*b*) The attestation of opening entries in the case of K. Gopala Chary, Tindivanam Sub-divisional clerk, is overdue. Date of last attestation is 24th February 1890.

(*c*) In the service book of Venkatasami Reddy, peon, leave on medical certificate for one month was noted as granted from 9th March 1895. The peon returned to duty on 2nd April 1895 before expiry of his leave and no note of this is made.

(*d*) The service book of Tirumalakolundoo Pillay, clerk, IV class, 3rd grade, whose first appointment was made on 11th March 1895, has not been produced and was stated to have been sent to No. I Periyár division for entries of services on temporary establishment of that division.

34. *Excess leave.*—Privilege leave had been granted in excess of the amount due in the case of—

(*a*) C. V. Ramiengar, clerk, IV class, 2nd grade. Service without interruption from 2nd December 1889 to 8th July 1894; was absent on privilege leave for three months—

from 23rd November to 22nd December 1891,
5th September to 4th October 1892,
3rd August to 2nd September 1893.

The amount due to him on the 9th July 1894 was one month and twenty-two days, but he has been granted two months from 9th July 1894.

(*b*) R. Champakesavulu Naidu, clerk, IV class, 3rd grade. Returned from sick leave on half-pay on 24th November 1892. Privilege leave granted for fourteen days from 14th January 1893 is not admissible, the clerk not having put in eleven months' service since his return from sick leave.

III.—STOCK.

A.—Tools and Plant.

35. *Register of tools and plant received and issued.*—In form No. 9 the names of tools and plant and balances not affected by the month's transactions are noted. This is unnecessary.

IV.—GENERAL AND MISCELLANEOUS.

A.—Correspondence.

36. *Records.*—The office copies of volume II of Public Works Department Code are not complete, nor is the register of standing orders posted up. The form books also want completion.

B.—Staff and Personal.

37. *Accountant.*—The accountant possesses considerable service, all of which he has passed divisional offices. His accounts require more care as regards dealing with contractors and the posting of the register of works. As he has only two years more to serve for pension, it would be of little benefit to put him through the Central office. He appeared to be doing his utmost to carry out the instructions of the Audit office, instructions which however should not have been necessitated.

V.—SPECIAL.

38. *Ground rent paid by Government.*—Rent at 4 annas per mensem is being paid by Government for the ground rent of inspection bungalow at Puliengudi. The authority is said to be "tradition." The land should apparently be acquired and the Executive Engineer stated his attention had been already given to this.

39. *Ownership and repairs liability.*—The conditions under which the Sergeant Instructor's quarters for the South Indian Railway were built were not clear. As the building is a joint one and paid for largely from Imperial funds, it should be settled whether the ownership of the building rests with Government or the Volunteer Corps and the incidence and apportionment of the cost of repairs.

(Signed) C. C. SWETENHAM,
Deputy Examiner of Accounts.

14th May 1895.

PART II.

HEAD-QUARTERS SUB-DIVISION AT CUDDALORE.

Sub-divisional charge.—This sub-division is in charge of the Executive Engineer, but the Assistant Engineer M.R.Ry. G. R. Venkatarama Aiyar has authority to draw out the contract certificates. Superintending Engineer's sanction has been received to allow him a drawing account.

2. *Measurements.*—(*a*) The Assistant Engineer's imprest account and measurement books are neatly written up, but numerous instances of figures written over have been noticed in the column "contents or area" and also in the original pencil entries of measurements.

(*b*) In a few cases original pencil entries of measurements were inked over (on or other of the dimension, length, or breadth or depth).

MADRAS,
14th May 1895.

(Signed) C. C. SWETENHAM,
Inspecting Officer.

ANNEXURE A (*vide* paragraph 13).

STATEMENT showing works on which there has been no outlay in South Arcot division for the last four months and which have not been completed.

Item number.	Name of works.	Amount of estimate.	Expenditure up to March 1895.	Month in which last outlay was incurred.
		RS.	RS. A. P.	
1	Extension of Kalliankuppam channel	420	213 10 0	September 1894.
2	Sathokodal tank, reconstructing two sluices	1,310	166 1 10	August ,,
3	Repairing the Tiruvamur tank in the Cuddalore taluk ..	1,190	60 13 1	November ,,
4	Constructing a surplus weir on the left bank of Keelarungunam supply channel from Tiruvadi anicut main channel ..	310	144 0 0	October ,,
5	Constructing a pot sluice in Nellathur tank	157	109 8 10	November ,,
6	Taking levels and survey of proposed channel from Ponniar river near Manukal to Sathanore and Kottakolam	420	284 11 3	April ,,
7	Valayamput Hissa tank, constructing a new weir ..	670	560 6 5	November ,,
8	Ootharampoondi tank, constructing a weir	1,360	152 5 5	Do. ,,
9	Cutting a new channel, &c., for the supply of Siruvai lands in the Villupuram taluk	1,500	1,277 3 0	Do. ,,
10	Maintaining survey lascars, removing bushes, &c., along the channel to admit of taking levels for Vathanoor project ..	180	80 4 5	July ,,
11	Constructing a pavement at the right flank of Ariyur tank ..	440	10 0 0	May ,,
12	Repairing the bund, removing prickly-pears and petty repairs to sluices in Timpanambakam tank	1,380	1,127 7 9	July ,,
13	Repairing the bank of Odalaput large tank in Cuddalore taluk.	1,900	1,559 5 9	November ,,
14	Repairing the Pudukadai tank	770	764 13 8	October ,,
15	Repairing the Kottamarudur tank in the Tirukkóyilúr taluk.	1,750	1,119 12 5	September ,,
16	Repairing the flood bank on left side of Komarakovil oday ..	410	311 8 5	October ,,
17	Maintenance of Vanamadevy main channel	160	138 14 5	December ,,
18	Kottakolam tank, repairing bund and sluices	1,930	980 12 4	November ,,
19	Valayampet Hissa tank, repairing	1,550	841 6 3	Do. ,,
20	Ootharompoondi tank, repairing	1,320	965 3 2	September ,,
21	Mashar tank, repairing	2,290	2,134 15 2	Do. ,,
22	Repairing the bund and reconstructing the supply sluice and the sluice at C.S. No. 22 of Ariyur tank in Villupuram taluk.	2,290	1,162 1 8	October ,,
23	Raising and strengthening bund of Ariyur tank	2,100	88 10 8	Do. ,,
24	Repairing shutters to the bridge of Alangal channel in Trunk Road No. 9 and providing a temporary lascar for the same.	250	188 13 2	June ,,
25	Closing breaches and repairing the washed off portions in the bund of Venkatadriagaram small tank	165	154 9 0	April ,,
26	Closing breaches in the bund of Nanamal Siruvalur Hissa tank.	1,350	1,336 12 0	September ,,
27	Closing breaches in the right bank of the supply channel to Aiyuragaram and Orathur tanks	100	95 4 0	August ,,
28	Planting velal to Madarapaukam Sathoor Hissa tank	130	123 0 5	October ,,
29	Repairing the damaged portions of the bund of Periathachoor tank	400	276 2 0	Do. ,,
30	Repairing Chengam tank supply channel from its old head to the new anicut	400	212 7 11	May ,,
31	Emergent repairs to Peravoor tank	500	175 0 0	October ,,
32	Repairing washed off portions of Palliputhupet tank	130	107 9 0	September ,,
33	Repairing the damaged portion of the Melkondai tank bund and its channel bank	330	175 5 0	October ,,
34	Onangani tank, raising and strengthening bund	1,855	1,691 4 9	August ,,
35	Closing breaches of Periakurichi tank bund	530	397 10 6	September ,,
36	Repairing Kongarayapoliem anicut and surplus weir	430	195 8 0	November ,,
37	Repairing the cross bund of Poodukadai tank to prevent its spill of tank into the French channel and repairing the regulator in the bund	80	17 1 7	Do. ,,
	Tank Restoration Scheme.			
38	Madirimangalam tank and channel, constructing an iron pipe sluice or rough stone byewash and division dam ..	490	320 8 8	May ,,
39	Kolianur tank, constructing a surplus weir	275	89 0 0	November ,,
40	Perambakam tank and channel, constructing a head sluice ..	2,130	2,067 11 9	Do. ,,
41	Vencatadriagaram tank, repairing the bund and masonry works.	1,930	811 11 10	Do. ,,
42	Perumbakam tank and channel, repairing bund and masonry works	9,800	6,160 4 8	Do. ,,
43	Kolianur channel, clearing silt	6,300	3,767 0 9	Do. ,,
44	Muthampoliyam tank, repairing	640	106 0 0	July ,,
45	Rampakam tank and channel, repairing	3,100	2,499 5 0	October ,,
46	Veeranur tank and channel, repairing	775	663 11 6	June ,,
47	Vaniembady tank and channel, repairing	1,900	773 0 6	August ,,

Provincial Buildings—Nil.

ANNEXURE B (*vide* paragraph 14).

South Arcot Division.

List of dues to Contractors and Piece-workers.

Name of contractor.	Dues to. RS. A. P.	Remarks.
Kuppusami Naidu	100 0 0	November 1894.
Purushothama Reddi	46 0 0	October ,,
Govinda Cownden	53 4 10	December ,,
Kumarasawmy Cownden	20 5 8	Do. ,,
Murugesa Mudaliar	2 9 7	Do. ,,
Chidambara Cownden	28 11 11	Do. ,,
Do.	4 14 5	Do. ,,
Chakrapany Iyengar	30 0 0	October ,,
Raghavachari	18 0 0	Do. ,,
Do.	30 0 0	Do. ,,
Samikrishnammacharri	36 0 0	May ,,
Do.	24 8 0	September ,,
Thamboo Reddi	37 6 9	August ,,
Sabapathi Padiachy	114 15 0	December ,,
Dheenarakshakaloo Naidu	20 0 0	November ,,
K. Ganapathy Iyer	8 0 0	October 1893.
Summanda Mudaliar	6 0 0	May 1894.

Office-note from the Examiner, Public Works Accounts, dated Madras, 4th July 1895, No. 2372 B.

Submitted to Government for necessary action, special attention being drawn to the following points.

2. *Paragraph* 5 (*a*).—The rule in Code, volume II (1), 87, should be strictly observed.

3. *Paragraph* 5 (*c*).—There is no necessity in my opinion for a disburser to initial the balances on the back of counterfoils of cheques; it is however most important for him to see that the balance is written up as he signs each cheque.

4. *Paragraph* 5 (*d*).—This has since received attention.

5. *Paragraph* 6 (*a*).—This matter is being separately considered in connection with a reference made by the Superintending Engineer, II Circle, to Government.

6. *Paragraph* 7 (*a*).—Attention is drawn to Code, volume II (1), 19.

7. *Paragraph* 7 (*b*).—If the cheques were for salaries and travelling allowances the procedure is correct; and as regards other payments I see no objection to it as long as no cheque is drawn before it is intended to be paid away (*vide* Examiner's Circular No. 2 of 1893).

8. *Paragraph* 8.—If the delay is due to the practice of sending cheques with bills to contractors who do not at once return the latter duly receipted, the procedure prescribed in G.O., No. 1951 W., dated 27th July 1893, and Code, volume II (1), 179, should be followed.

9. *Paragraph* 10 (*a*).—Code, volume II (1), 38, requires the name of the officer to whom the measurement book is issued to be recorded; and this should be done.

10. *Paragraphs* 10 (*b*) *to* (*d*).—More care should be exercised in the upkeep of this most important record. The entries in measurement books should be effectually cancelled in the manner required by Code, volume II (1), 37; and reference should always be given to the page in which previous measurements are recorded.

11. *Paragraph* 11.—It has been recommended in my No. 2186 B., dated 21st June 1895, that the Government of India form of nominal muster roll be brought into use.

12. *Paragraph* 12.—Attention is invited to paragraph 2 of G.O., No. 519 W., dated 6th March 1895.

13. *Paragraph* 14.—Early settlement of all outstandings is most desirable.

14. *Paragraphs* 17 (*a*) *to* (*c*).—The overpayment and the over-recovery should be adjusted at an early date.

15. *Paragraph* 18.—This point would appear to call for enquiry with reference to Code, volume II (2), 126, as under the present procedure contractors would seem to realize a profit which really belongs to Government; and in this connection it may be well to consider whether contractors should not be left to procure their own materials from Mangalore and elsewhere instead of imposing that trouble on the Executive Engineer.

16. *Paragraph* 20.—The discrepancy should be traced out and rectified.

17. *Paragraph* 21.—The register of works should show the entire expenditure on the work, the portion to be met from contributions and the balance to be charged to budget grant, thus :—

Details by sub-heads—

Foundation.
Brick and chunam, and so on.

	RS.
Total expenditure on entire work	
Portion to be met from contribution	
Balance chargeable to Imperial budget grant	

18. *Paragraph* 23.—Attention is drawn to G.O., No. 154 W., dated 21st January 1895.

19. *Paragraph* 24.—The requirements of note 9 on standard form No. 30-A. should receive careful attention in future (see G.O., No. 154 W., dated 21st January 1895).

20. *Paragraph* 25.—Works-abstracts prepared by Sub-divisional officers should be carefully scrutinized before they are posted in the register of works, and the full and clear instructions given in my office-note published with G.O., No. 2351 W., dated 24th August 1892, should be strictly observed.

21. *Paragraph* 27.—It is believed that this question is under correspondence between Government and the Deputy Adjutant-General, Madras.

22. *Paragraph* 30 (*b*).—The importance of keeping the register of liabilities correctly posted and up to date cannot be over-stated.

23. *Paragraph* 33 (*a*).—Service books need not necessarily be in the custody of the Executive Engineer. All that the rule requires is that the books should not be in the possession of the men to whom they relate, but in the custody of the head of the office,—but not necessarily in his personal custody. Every head of an office may be left to arrange for this in the way he considers the most effective, but he cannot divest himself of personal responsibility for the safe custody of the books.

24. *Paragraphs* 33 (*b*) *to* (*d*).—The service books should be completed as soon as possible.

25. *Paragraph* 34.—Please see paragraph 11 of inspection report on the accounts of the Buckingham Canal division printed with G.O., No. 924, dated 22nd April 1895. It is for Government to decide in this case also whether the pay wrongly passed, which should be retrenched in the next bill submitted for audit, is to be recovered from the accountant who is to blame for the mistake or from the party concerned.

ORDER—dated 15th July 1895, No. 1742 W., Public Works.

Communicated to the Superintending Engineer, V Circle, for the information and guidance of the Executive Engineer, South Arcot division, special attention being drawn to the remarks in the Examiner's covering note.

2. The Superintending Engineer will report his opinion on the questions raised in paragraphs 18 and 34 of the inspection report and paragraphs 15 and 25 of the Examiner's note.

3. With reference to paragraph 21 of the Examiner's note, attention is drawn to G.O., No. 1545 W., dated 25th June 1895.

(True Extract.)

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

To the Superintending Engineer, V Circle.
„ other Superintending Engineers.
„ the Consulting Architect to Government.
„ the Superintendent of Works, Periyár Project.
„ the Examiner, Public Works Accounts.

Exd. C. M. Brisson.

Spare Copies

GENERAL.
ACCOUNT.

Govt. of {1895} Madras.

PUBLIC WORKS.

Dated July, 15*th*.

Reed. *Encl.*

G.O., 15th July 1895, No. 1742 W.

JULY.

Inspection Report

Office-note from the Examiner submitting — of the accounts of the South Arcot division, communicated to Superintending Engineer, V Circle, with remarks.

8 JUL 1895
P. W. ACCTS.

Report of an inspection of the Accounts of the Executive Engineer, South Arcot Division, by Mr. C. C. SWETENHAM, Deputy Examiner of Accounts, on the 10th to 12th May 1895.

I.—Preliminary.

Last inspection.—This office was last inspected in November 1889 by Mr. H. Rainier, Deputy Examiner of Accounts; but a partial inspection of the accounts was made by the present Examiner on 23rd and 24th November 1894.

2. *Executive charge.*—The executive charge of the division has since that last inspection been with the following officers:—

Name.	Rank.	Till
Major A. W. Smart, R.E.	Executive Engineer, 1st grade ..	24th February 1893.
Mr. J. P. Davidson	Do. do. ..	24th July 1893 till 31st October 1894, and with some intervals filled by Mr. Legge.
Mr. J. D. Legge	Honorary Assistant Engineer ..	29th February 1893.
Mr. J. S. Wilson	Executive Engineer, 3rd grade ..	Present date.

Mr. J. S. Wilson was present during the inspection.

3. *Accounts charge.*—The accounts of the division have been in the hands of the following Accountants:—

Name.	Rank.	Till
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M.R.Ry. V. Ragavendrachar ..	Do.	Present date.

4. *Scope of inspection.*—The periods covered by inspection were, for general purposes, 1894–95, for audit of travelling allowance, August 1894—March 1895, and for test audit, August 1894.

II.—Expenditure.

A.—Cash and Treasury.

5. *Cheques.*—(*a*) Cheque books in use are in custody of the storekeeper when Executive Engineer is at head-quarters, but remain with Executive Engineer while on tour. Blank cheques remain in custody of storekeeper.

(*b*) The certificate of count of cheques has not always been signed by Executive Engineer for cheque books in use. In the case of blank cheque books it is the practice of Executive Engineer not to count upon receipt from Audit office but only upon issue for use.

(*c*) The balances on the counterfoils of two cheques (3-T and 4-T of book No. 61732) had not been initialled by Executive Engineer and a correction in another cheque had not been made in the correct manner.

(*d*) The counterfoils of 49 cheque books dating from 1889 to March 1890 still remain undestroyed though over five years old.

6. *Drawing account.*—(*a*) It was noted that the Executive Engineer had drawing accounts upon eight sub-treasuries, six of which his subordinates also drew upon. These six drawing accounts appeared to be solely for the purpose of paying salaries and travelling allowance. On its being pointed out to the Executive Engineer that work would probably be saved by the acquittance rolls, &c., when passed by him being sent on to Sub-divisional officers for payment, he stated that the advantage of the present arrangement consisted in prompter payment being made.

(*b*) In the treasury pass book the balance is only recorded by sub-treasuries. The total balance should be brought out and this represented to the Treasury officer.

7. *Cash accounts.*—(*a*) The imprests of the following subordinates had not been recouped since the 31st March 1895 :—

Name.	Rank.	Amount of imprest.
		Rs.
M.R.Ry. T. Ramakrishna Aiyar ..	Sub-Overseer	50
M.R.Ry. Samuel Pillay ..	Temporary Upper Subordinate ..	100
M.R.Ry. Venkatrangam Pillay ..	Conservancy Superintendent ..	50

(*b*) Cheques are entered in cash book immediately after despatch to Assistant Engineer, Head-quarters sub-division, for payment. They should not be entered as "paid" so long as they remain in departmental custody.

B.—General.

8. *Submission of vouchers.*—Vouchers do not always accompany the cash book of Chidambaram sub-division on submission to Executive Engineer.

9. *Transfer payments in sub-divisions.*—Transfer payments made by Sub-divisional officers are not advised to Divisional office for raising the necessary transfers till submission of their sub-divisional cash books. They should be intimated at once.

10. *Measurements.*—(*a*) The register of measurement books does not indicate the actual subordinate to whom issued. It merely records the quantities issued to Sub-divisional officers.

(*b*) In measurement book No. 1 of Pattabhiramier, the bills prepared from the measurement shown are not recorded to cancel the measurements. Again on page 30 the value of work done is recorded as Rs. 105–13–3 but the bill (S.D. No. 18/39 D. of August 1894) is for Rs. 104–10–8. This was due to the Sub-divisional officer having altered a rate, and to the abstract in the measurement book not having been corrected accordingly.

(*c*) In books Nos. 248 and 357 no reference to page number and book of previous measurements is given against deductions on their accounts.

(*d*) In book No. 357 corrections on pages 186 and 187 have not been initialled.

11. *Delay in payment of labour.*—(*a*) The Madras form of muster roll is in use in this division. A roll prepared on the 9th July 1894 for the wages of a carpenter and a bricklayer for half that day was not passed for payment till the 17th idem and paid till the 4th proximo. The question of a modified form of labour roll is however under consideration by Government.

(*b*) In the case of a nominal muster roll (Divisional office voucher No. 152) for June 1894, payment was not made till the 27th August 1894.

12. *Duplication of work.*—Copies of bills are still occasionally maintained for works. The practice has been ruled unnecessary.

13. *Suspended works.*—A list is appended in annexure A showing works as yet incompleted on which there has been no expenditure during the last four months.

C.—Contracts.

14. *Outstandings.*—A list is appended in annexure B of dues to contractors and piece-workers long outstanding.

15. Cheques drawn at head-quarters in favour of contractors are not always promptly paid away. This is said to be due to difficulty in obtaining receipts. The difficulty is obviated by requesting contractors who are unable to attend to furnish receipted bills in accordance with Public Works Department Code, volume II, chapter I, paragraph 179.

16. *Agreements wanting.*—The agreements for deposits (held in Savings bank) with the following contractors were not produced :—

(*a*) Saminatha Pillay and Chidambara Padiachy.
(*b*) Seshachelam Naidu.
(*c*) Varadappa Mudaliar.
(*d*) Dhanakoti Chetty.

17. *Accounts.*—(*a*) An overpayment of Rs. 8–8–0 on petty voucher No. 62 (S.D. No. 169 of August 1894) was made to contractor Rangasami Pillai on account of landing Mangalore tiles for the Sub-Registrar's office at Bhuvanagiri. It has not yet been recovered.

(*b*) A double recovery has been made from the same contractor on account of carriage of tiles—*vide* vouchers S.D. No. 6/120 of October 1894 and S.D. No. 160/74 of June 1894.

(*c*) These mistakes were due to incomplete accounting and trusting to memory. All charges to be recovered from contractors must be debited to their personal account and further shown in work abstracts and register of works as *minus* arrears.

18. *Supplies to contractors outside the contract.*—It appears that in this division when stores are supplied to a contractor no percentages are charged. These should as a rule invariably be charged unless a stipulation to the contrary is embodied in the contract agreement and allowance has been made in the rates accordingly.

D.—Accounts of Works.

19. *Materials accounts—"Constructing Taluk office at Tirukkóyilúr" and "Stationary Sub-Magistrate's office at Tirukkóyilúr."*—(*a*) Transfers of materials at site between works in August 1894 were not recorded in form 7-F.

(*b*) In the case of the former work above, the "materials at site" account neither shows the sub-head for "issue" nor the source of "receipt."

(*c*) The "materials at site account" of works frequently includes contractors' materials on which advances have been made. Such materials should either be charged off at once to the sub-head concerned, or, should that perhaps vitiate Executive Engineer's watch over rates, shown as dues from contractor.

20. *Arrears—"Constructing Stationary Sub-Magistrate's office at Kallakurchi.*—(*a*) The register of works shows arrears of Rs. 15 due to Public Works Department, but not traceable either in contractor's or piece-worker's accounts.

(*b*) *Repairing the inspection bungalow at Pelandorai Anicut.*—Arrears of Rs. 10–10–8 paid in March 1895 were still shown at close of that month. Correction was now made.

21. *Distribution of outlay—"Constructing Sergeant Instructor's quarters together with armoury and magazine at Cuddalore; Quarters, contributions, rest Imperial Military."*—The register of works does not show the proportion of expenditure on this work met from contributions, nor does it record the outlay under contributions separately in lump.

22. *Discrepancies in Returns—Stationary Sub-Magistrate's office at Tindivanam.*—The annual B statement submitted by Sub-Divisional officer, Tindivanam, shows the materials at site to be Rs. 35 at close of March 1895. This disagreed with the work accounts where the issues to the sub-heads of work had not been entered.

23. *Unnecessary Signatures.*—All work abstracts are signed by the Executive Engineer. The scrutiny of these accounts does not entail their signature.

24. *Scrutiny of works register.*—The register of works for March 1895 did not show tokens of Executive Engineer's scrutiny, although the accounts of that month had been submitted.

25. *Booking and compilation.*—Although the sub-divisional works abstracts for March 1895 had not yet been scrutinised by the accountant, yet the registers of works for March had for some works been posted. The schedules of expenditure had been submitted to audit compiled from the unscrutinised works abstracts, the up to date expenditure being obtained from previous schedules.

26. *Register of works.*—The index of the register of works does not indicate the completion of works, nor does it connect expenditure on the same work.

E.—Suspense.

27. *Contributions.*—Work has been executed in excess of contributions from the South Indian Railway Volunteer Corps on account of the "Sergeant Instructor's quarters." Steps are being taken to recover the amount spent and the orders of Government for the prosecution of the work meanwhile.

F.—Divisional Accounts.

28. *Cash abstract book.*—The totals of the cash abstract book disagreed with those of the account current owing to want of attention to the book of forms, Part I, S.O. No. 134.

29. *Improper correcting.*—(*a*) Corrections in the account current for January 1895 advised by audit had not been carried out in the way prescribed in paragraphs 3 and 4 of form 61. The original entries in all books had been expunged instead of deduction entries being made at foot of cash abstract book.

30. *Register of liabilities.*—(*a*) The register of liabilities does not record the total liabilities at end of each month and up to date.

(*b*) A liability of Rs. 2,273 on account of compensation for land extending back to 1892–93 was not brought forward in 1894–95, though considered in letter of credit application.

31. *Register of estimates.*—The entries in the register of estimates are made by funds and not chronologically.

32. *Register of bills.*—The Executive Engineer had not signed the register of bills, but stated that the accountant had submitted it to him for scrutiny regularly. There were no delays on the accountant's part.

G.—Establishment.

33. *Service books.*—(*a*) Service books are not kept in custody of Executive Engineer but of storekeeper.

(*b*) The attestation of opening entries in the case of K. Gopala Chary, Tindivanam Sub-divisional clerk, is overdue. Date of last attestation is 21th February 1890.

(*c*) In the service book of Venkatasami Reddy, peon, leave on medical certificate for one month was noted as granted from 9th March 1895. The peon returned to duty on 2nd April 1895 before expiry of his leave and no note of this is made.

(*d*) The service book of Tirumalakolundoo Pillay, clerk, IV class, 3rd grade, whose first appointment was made on 11th March 1895, has not been produced and was stated to have been sent to No. I Periyár division for entries of services on temporary establishment of that division.

34. *Excess leave.*—Privilege leave had been granted in excess of the amount due in the case of—

(*a*) C. V. Ramiengar, clerk, IV class, 2nd grade. Service without interruption from 2nd December 1889 to 8th July 1894; was absent on privilege leave for three months—

from 23rd November to 22nd December 1891,
5th September to 4th October 1892,
3rd August to 2nd September 1893.

The amount due to him on the 9th July 1894 was one month and twenty-two days, but he has been granted two months from 9th July 1894.

(*b*) R. Champakesavulu Naidu, clerk, IV class, 3rd grade. Returned from sick leave on half-pay on 24th November 1892. Privilege leave granted for fourteen days from 14th January 1893 is not admissible, the clerk not having put in eleven months' service since his return from sick leave.

III.—Stock.

A.—Tools and Plant.

35. *Register of tools and plant received and issued.*—In form No. 9 the names of tools and plant and balances not affected by the month's transactions are noted. This is unnecessary.

IV.—General and Miscellaneous.

A.—Correspondence.

36. *Records.*—The office copies of volume II of Public Works Department Code are not complete, nor is the register of standing orders posted up. The form books also want completion.

B.—Staff and Personal.

37. *Accountant.*—The accountant possesses considerable service, all of which he has passed divisional offices. His accounts require more care as regards dealing with contractors and the posting of the register of works. As he has only two years more to serve for pension, it would be of little benefit to put him through the Central office. He appeared to be doing his utmost to carry out the instructions of the Audit office, instructions which however should not have been necessitated.

V.—Special.

38. *Ground rent paid by Government.*—Rent at 4 annas per mensem is being paid by Government for the ground rent of inspection bungalow at Puliengudi. The authority is said to be "tradition." The land should apparently be acquired and the Executive Engineer stated his attention had been already given to this.

39. *Ownership and repairs liability.*—The conditions under which the Sergeant Instructor's quarters for the South Indian Railway were built were not clear. As the building is a joint one and paid for largely from Imperial funds, it should be settled whether the ownership of the building rests with Government or the Volunteer Corps and the incidence and apportionment of the cost of repairs.

14th May 1895.

(Signed) C. C. SWETENHAM,
Deputy Examiner of Accounts.

PART II.

Head-quarters Sub-Division at Cuddalore.

Sub-divisional charge.—This sub-division is in charge of the Executive Engineer, but the Assistant Engineer M.R.Ry. G. R. Venkatarama Aiyar has authority to draw out the contract certificates. Superintending Engineer's sanction has been received to allow him a drawing account.

2. *Measurements.*—(*a*) The Assistant Engineer's imprest account and measurement books are neatly written up, but numerous instances of figures written over have been noticed in the column "contents or area" and also in the original pencil entries of measurements.

(*b*) In a few cases original pencil entries of measurements were inked over (on or other of the dimension, length, or breadth or depth).

Madras,
14th May 1895.

(Signed) C. C. SWETENHAM,
Inspecting Officer.

ANNEXURE A (*vide* paragraph 13).

STATEMENT showing works on which there has been no outlay in South Arcot division for the last four months and which have not been completed.

Item number.	Name of works.	Amount of estimate.	Expenditure up to March 1895.	Month in which last outlay was incurred.
		RS.	RS. A. P.	
1	Extension of Kalliankuppam channel	420	213 10 0	September 1894.
2	Sathokodal tank, reconstructing two sluices	1,310	166 1 10	August ,,
3	Repairing the Tiruvamur tank in the Cuddalore taluk ..	1,190	60 13 1	November ,,
4	Constructing a surplus weir on the left bank of Keelarungunam supply channel from Tiruvadi anicut main channel ..	310	144 0 0	October ,,
5	Constructing a pot sluice in Nellathur tank	157	109 8 10	November ,,
6	Taking levels and survey of proposed channel from Ponniar river near Manukal to Sathanore and Kottakolam ..	420	284 11 3	April ,,
7	Valayamput Hissa tank, constructing a new weir ..	670	560 6 5	November ,,
8	Ootharampoondi tank, constructing a weir	1,360	152 5 5	Do. ,,
9	Cutting a new channel, &c., for the supply of Siruvai lands in the Villupuram taluk	1,500	1,277 3 0	Do. ,,
10	Maintaining survey lascars, removing bushes, &c., along the channel to admit of taking levels for Vathanoor project ..	180	80 4 5	July ,,
11	Constructing a pavement at the right flank of Ariyur tank ..	440	10 0 0	May ,,
12	Repairing the bund, removing prickly-pears and petty repairs to sluices in Timpanambakam tank	1,380	1,127 7 9	July ,,
13	Repairing the bank of Odalaput large tank in Cuddalore taluk.	1,900	1,559 5 9	November ,,
14	Repairing the Pudukadai tank	770	764 13 8	October ,,
15	Repairing the Kottamarudur tank in the Tirukkóyilúr taluk.	1,750	1,119 12 5	September ,,
16	Repairing the flood bank on left side of Komarakovil oday ..	410	311 8 5	October ,,
17	Maintenance of Vanamadevy main channel	160	138 14 5	December ,,
18	Kottakolam tank, repairing bund and sluices	1,930	980 12 4	November ,,
19	Valayampet Hissa tank, repairing	1,550	841 6 3	Do. ,,
20	Ootharompoondi tank, repairing	1,320	965 3 2	September ,,
21	Mashar tank, repairing	2,290	2,134 15 2	Do. ,,
22	Repairing the bund and reconstructing the supply sluice and the sluice at C.S. No. 22 of Ariyur tank in Villupuram taluk.	2,290	1,162 1 8	October ,,
23	Raising and strengthening bund of Ariyur tank	2,100	88 10 8	Do. ,,
24	Repairing shutters to the bridge of Alangal channel in Trunk Road No. 9 and providing a temporary lascar for the same.	250	188 13 2	June ,,
25	Closing breaches and repairing the washed off portions in the bund of Venkatadriagaram small tank	165	154 9 0	April ,,
26	Closing breaches in the bund of Nanamal Siruvalur Hissa tank.	1,350	1,336 12 0	September ,,
27	Closing breaches in the right bank of the supply channel to Aiyuragaram and Orathur tanks	100	95 4 0	August ,,
28	Planting velal to Madarapaukam Sathoor Hissa tank ..	130	123 0 5	October ,,
29	Repairing the damaged portions of the bund of Periathachoor tank	400	276 2 0	Do. ,,
30	Repairing Chengam tank supply channel from its old head to the new anicut	400	212 7 11	May ,,
31	Emergent repairs to Peravoor tank	500	175 0 0	October ,,
32	Repairing washed off portions of Palliputhupet tank ..	130	107 9 0	September ,,
33	Repairing the damaged portion of the Melkondai tank bund and its channel bank	330	175 5 0	October ,,
34	Onangani tank, raising and strengthening bund	1,855	1,691 4 9	August ,,
35	Closing breaches of Periakurichi tank bund	530	397 10 6	September ,,
36	Repairing Kongarayapoliem anicut and surplus weir ..	430	195 8 0	November ,,
37	Repairing the cross bund of Poodukadai tank to prevent its spill of tank into the French channel and repairing the regulator in the bund	80	17 1 7	Do. ,,
	Tank Restoration Scheme.			
38	Madirimangalam tank and channel, constructing an iron pipe sluice or rough stone byewash and division dam ..	490	320 8 8	May ,,
39	Kolianur tank, constructing a surplus weir	275	89 0 0	November ,,
40	Perambakam tank and channel, constructing a head sluice ..	2,130	2,067 11 9	Do. ,,
41	Vencatadriagaram tank, repairing the bund and masonry works.	1,930	811 11 10	Do. ,,
42	Perumbakam tank and channel, repairing bund and masonry works	9,800	6,160 4 8	Do. ,,
43	Kolianur channel, clearing silt	6,300	3,767 0 9	Do. ,,
44	Muthampoliyam tank, repairing	640	106 0 0	July ,,
45	Rampakam tank and channel, repairing	3,100	2,499 5 0	October ,,
46	Veeranur tank and channel, repairing	775	663 11 6	June ,,
47	Vaniembady tank and channel, repairing	1,900	773 0 6	August ,,
	Provincial Buildings—Nil.			

ANNEXURE B (*vide* paragraph 14).

South Arcot Division.

List of dues to Contractors and Piece-workers.

Name of contractor.	Dues to. RS. A. P.	Remarks.
Kuppusami Naidu	100 0 0	November 1894.
Purushothama Reddi	46 0 0	October ,,
Govinda Cownden	53 4 10	December ,,
Kumarasawmy Cownden	20 5 8	Do. ,,
Murugesa Mudaliar	2 9 7	Do. ,,
Chidambara Cownden	28 11 11	Do. ,,
Do.	4 14 5	Do. ,,
Chakrapany Iyengar	30 0 0	October ,,
Raghavachari	18 0 0	Do. ,,
Do.	30 0 0	Do. ,,
Samikrishnammacharri	36 0 0	May ,,
Do.	24 8 0	September ,,
Thamboo Reddi	37 6 9	August ,,
Sabapathi Padiachy	114 15 0	December ,,
Dheenarakshakaloo Naidu	20 0 0	November ,,
K. Ganapathy Iyer	8 0 0	October 1893.
Summanda Mudaliar	6 0 0	May 1894.

O.W.E.1
5000/35

E. No. 27.
500—2-11-94.

KEEP-WITH CURRENT No.

dated 189 .

GOVT. OF MADRAS. } 1895. { P. W. DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 4 July 1895.

OFFICE NOTE No. 2372/3.

10

To
W.

Inspection Report of the South Arcot Division.

Submitted to Government for necessary action, special attention being drawn to the following points:-

2. Para 5(a). The rule in Code volume II. I. 87 should be strictly observed.

3. Para 5(c). There is no necessity in my opinion for a disburser to initial the balances on the back of counterfoils of cheques: it is however most important for him to see that the balance is written up as he signs each cheque.

4. Para 5(d). This has since received attention.

5. Para 6(a). This matter is being separately considered in connection with a reference made by the Supg. Engineer, 2nd. Circle to Government.

6. Para 7(a) Attention is drawn to Code volume II. I. 69.

7. Para 7(b). If the cheques were for salaries and travelling allowances the procedure is correct;and as regards other payments I see no objection to it as long as no cheque is drawn before it is intended to be paid away(vide Examiner's Circular No.2 of I893).

8. Para 8. If the delay is due to the practice of sending cheques with bills to ~~them~~ contractors who do not at once return the latter duly receipted, the procedure prescribed in G.O.No.I95I W. dated 27th.July I893,and Code volume II. I. I79 should be followed.

9. Para I0(a) Code volume II. I. 38 requires the name of the officer to whom the measurement book is issued to be recorded; and this should be done.

I0. Paras I0(b) to (d). More care should be exercised in the up-keep of this most important record. The entries in measurement books should be effectually cancelled in the manner required by Code volume II. I. 37;and reference should always be given to the page in which previous measurements are recorded.

II. Para II. It has been recommended in my No.2I86 B.dated 2Ist.June I895 that the Govt. of India form of nominal muster roll be brought into use.

I2. Para I2. Attention is invited to para 2 of G.O.No.529 W.dated 6th. March I895.

9

20

I3. Para I4. Early settlement of all outstandings is most desirable.

I4. Paras I7(a) to (c). The Overpayment and the over-recovery should be adjusted at an early date.

I5. Para I8. This point would appear to call for enquiry with reference to Code,volume II. II. I26, as under the present procedure contractors would seem to realize a profit which really belongs to Government;and in this connection it may be well to consider whether contractors should not be left to procure their own materials from Mangalore and elsewhere instead of imposing that trouble on the Executive Engineer.

I6. Para 20. The discrepancy should be traced out and rectified.

I7. Para 2I. The register of works should show the entire expenditure on the work,the portion to be met from contributions and the balance to be charged to budget grant,thus :-

Details by sub heads

Foundation

Brick & chunam and so on

Total expenditure on ~~extra~~ entire Work Rs. —

Portion to be met from Contribution.....Rs. —

Balance chargeable to Imperial Budget Grant..... Rs. —

I8. Para 23. Attention is drawn to G.O.No.I54 W.dated 2Ist.January I895.

19. Para 24. The requirements of note 9 on standard form No.30 A. should receive careful attention in future(see G.O.No.154 W.dated 21st.January 1895).

20. Para 25. Works-abstracts prepared by sub-divisional officers should be carefully scrutinized before they are posted in the register of works,and the full and clear instructions given in my office note published with G.O.No.235I W dated 24th.August 1892 should be strictly observed.

21. Para 27. It is believed that this question is under correspondence between Government and the Dy.Adjutant General,Madras.

22. Para 30(b) The importance of keeping the register of liabilities correctly posted and up to date cannot be over-stated.

23. Para 33(a). Service books need not necessarily be in the custody of the Executive Engineer. All that the rule requires is that the books should not be in the possession of the men to whom they relate,but in the custody of the head of the office,- but not necessarily in his personal custody. Every head of an office may be left to arrange for this in the way heconsiders the most effective,but he cannot divest himself of personal responsibility for the safe custody of the books.

24. Paras 33(b) to (d). The service books should be complet
possible.

25. Para 34. Please see
inspection report on the acco
the Buckingham Canal Division p
with G.O.No.924 dated 22nd.April 1
It is for Government to decide in this case also whether the pay wrongly passed which should be retrenched in the next bill submitted for audit, is to be recovered from the accountant who ~~has~~ *is* to blame for the mistake or from the party concerned.

C.

19. Para 24.
note 9 on stan
receive care
G.O.No.154 wd/25-6-95
cs/19-6-95
20. Par wd/28-9-93
ed by 59 wd/6-5-95
care 555 wd/26-6-95
701 wd/22-3-95
519 wd/6-3-95
235 wd/24-8-92
924 wd/22-4-95
154 wd/21-1-95
195 wd/27-7-93
2351 wd/24-8-92

P. W. CURRENT No. 5140

Encl 1
Recd: 5.7.95

O.L.S.213
R15/7

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following papers:—

Inspection report on the accounts of the General Superintendent, Public Works Stores Division, by Mr. C. C. SWETENHAM, Deputy Examiner of Accounts, on the 4th to 9th February 1895.

I.—PRELIMINARY.

Last inspection.—The accounts of this office was last inspected by Mr. S. K. Levett Yeats, Examiner, 4th class, 3rd grade, in December 1894. Any special points noted by him that have not since been rectified are noted in their appropriate places by me.

2. *Executive charge.*—The executive charge of this division since last inspection has rested as follows:—

Name.	Rank.	Till
Mr. L. L. Wickham ..	Executive Engineer, 3rd grade, temporary.	10th June 1894.
Mr. J. W. H. Ellis ..	Honorary Assistant Engineer ..	Present date.

No officer was in charge from the 11th to 23rd June 1894.
Mr. J. W. H. Ellis was present during the inspection.

3. *Accounts charge.*—The accounts of the division have for the same period been in the charge of the following accountants:—

Name.	Rank.	Till
Mr. M. Ryan	Accountant, 5th grade, temporary.	2nd May 1894.
M.R.Ry. Raghavendra Rau ..	Accountant, 5th grade.	Present date.

II.—ORDINARY DIVISIONAL PROCEDURE.

4. (*a*) *Payments.*—The cheques are usually filled in by accountant. The order "to pay" on bills is not recorded before the cheques are drawn, but at time of signature by General Superintendent. The transactions are so few in this division though that no danger arises from want of time to go through the bill when the cheque is presented with it.

(*b*) Cheques are however handed over by the accountant to contractors. This appears objectionable.

(*c*) The current cheque books are not in the custody of the General Superintendent, but remain in the cash chest, the key of which is held by the accountant.

5. *Establishment charged to works.*—The salaries of the undermentioned individuals employed in the office are charged off to "Tools and Plant—Repairs, Carriage":—

Name.	Pay.	Duties.
	Rs.	
Subraya Mudaliar	10	Maintains Register of London Stores, prepares schedules 32 S. and T., and fair copies monthly accounts.
Govindarajulu Naidu	20	Assists Storekeeper in writing out advices of issues and other desk work.
Sadagopam	4 annas a day.	Attender.

These charges appear more properly debitable to "Establishment."

6. *Securities.*—Security for Rs. 500 in Government securities has been held since 1886–87 from a boat contractor. The Register of security deposits is not signed. Its verification with the annual list published in *Fort St. George Gazette* is not recorded. A copy, but not the original, of an agreement so called with the contractor was produced. This copy is for certain rates for carriage of stores by boat. It dates back to 1890–91 and has not since been renewed. Tenders were not called for publicly. A new agreement was suggested in paragraph 32 of Examiner's office-note on the last inspection report.

7. *Records.*—Certain of the records are stated to have been disposed of by destruction under the late General Superintendent's orders. The counterfoils of cheques from 1885–89 still remain undestroyed.

III.—STORES.

8. *Classification.*—Stores are not issued in order of receipt, nor are second-hand stores issued in preference to new stores. This is necessary as a precaution against accumulation and depreciation.

9. In the books and yard no distinction is maintained between—

Classification.	Definition.
(*a*) New stores	Unissued stores not yet become surplus.
(*b*) Second-hand stores	All serviceable stores returned from works and not surplus.
(*c*) Surplus	All unused stores not likely definitely to be required for next two years, or which have been undrawn up for two years and for which there is no immediate prospect of utilization.

The only distinction now observed is between—

(*a*) serviceable stores.
(*b*) unserviceable stores.

10. In the books and yards it will be found to—

(i) facilitate check,
(ii) enable ready calculation of depreciation,
(iii) facilitate issue and condemnation

by maintaining separate ledgers and sub-ledgers for, and stacking apart—

(*a*) new stores.
(*b*) second-hand stores.
(*c*) surplus.
(*d*) unserviceable stores.

11. *Annual committee.*—An annual condemnation committee for the purpose of reporting upon surplus and unserviceable stores with recommendations upon their disposal will be found a check upon losses by accumulations and depreciation, and is a portion of the procedure on some State Railways. Lists of surplus stores have not been circulated to other divisions, departments, provinces and railways, nor a report of unserviceable stores made to the Superintending Engineer.

12. *Depreciation.*—In estimating values and rates in ledgers no allowance has been made for depreciation, but full book rates and values are shown. These values and rates are not current and efficient. (See paragraph 28.)

13 (*a*) *Reserve limit.*—The reserve limit has recently been raised by Government in G.O., No. 3260 W., dated 19th December 1894, to Rs. 2,25,000 from Rupees 1,50,000. The object of this seems to have been to cover excesses over the old sanctioned limit and to remove audit objections: as such it is open to question.

(*b*) The average issues of stock from this division for the past five years 1890–94 inclusive is about Rs. 32,000 per calendar year. A two years' supply is therefore Rs. 64,000, and as all stock above two years' supply must be looked upon as surplus, the above Government Order has practically sanctioned surplus stock to the extent of Rs. 1,61,000, or nearly five years' supply being kept in stock. (See also paragraph 29.)

14. Not that this Rs. 2,25,000 represents the current and effective value of the stores. No depreciation on unused surplus stores has been allowed as is done on State Railways under Volume IV, Chapter V, and Government of India Circular No. 11, Railway, of 1893 on Railway stores.

15. (*a*) *Receipts.*—The difference between accounting for quantities and accounting for values is not practised, and does not appear to be understood. At present the quantities of articles received are not immediately brought on the ledgers and sub-ledgers. The entering is deferred till the values also are known. The reason for this is stated to be paragraph 3 of Examiner's letter printed with G.O., No. 1224 W., dated 13th April 1892, and appears to be based upon misconception. The result of it is apparent in the following cases where ledgers had been posted only on the 28th January 1895:—

Date stores were received into stores after counting.	Consigned per S.S.		Date of check.		Date of posting E. No. 6 Register in connection with London stores.
	Name.	Date of arrival of ship.	Packing Account by storekeeper.	Invoice received by accountant on	
1	2	3	4	5	6
17th Oct. 1894 ..	Bengal ..	13th Oct. 1894.	See column 1.	25th Oct. 1894 ..	No dates of posting this register on record.
22nd ,, ,, ..	Avoca ..	21st ,, ,,		27th ,, ,, ..	
30th ,, ,, ..	Coromandel ..	27th ,, ,,		22nd ,, ,, ..	
6th Nov. ,, ..	Manora ..	5th Nov. ,,		22nd Nov. ,, ..	
12th ,, ,, ..	Clan Mattheson.	6th ,, ,,		Date not recorded ..	
12th ,, ,, ..	Chusan ..	11th ,, ,,		22nd Nov. 1894 ..	
23rd ,, ,, ..	Goorkha ..	19th ,, ,,		28th ,, ,, ..	

It must perhaps be explained with reference to column 6 that the register in connection with English stores is maintained for collecting and distributing charges, and it is from that the ledgers are posted.

(*b*) *Delays in pricing English invoices.*—This was the reason for delay in the above instances given. The delay may be partly due to this, but I cannot recognize upon a perusal of the figures in columns (5) and (4) that the delay in posting the ledger even as to values was due to this: The Accountant states that his time was much taken up with preparing information and return to the Audit office with reference to the discrepancies between the values in ledgers and that in general accounts noticed in reference to the late transfer report.

(*c*) *Issues without receipts.*—Another result of the system followed is that in several cases issues have been shown against stores before receipts are noted against them. The rate in such cases is the previous current rate.

16. In the following cases stores received by the undermentioned vessels had not been brought on to either priced ledgers or sub-ledgers at date of inspection :—

Steamship.	Date of receipt into stores.
Carrodale	10th January 1895.
Mackenzie	10th ,, ,,
Lineithgow	25th ,, ,,

17. The ledgers and sub-ledgers should be posted as to quantities immediately on receipt of the stores. If, at any time, it is necessary to determine values in the ledgers before actually known, then approximates can be used. This will only happen in exceptional cases. If there is no such urgent need, then the values may be entered in the priced ledgers in the month subsequent to that in which the quantities were entered. It will be of course necessary to watch items that remain unpriced in ledgers.

18. (*a*) *Sub-ledgers.*—The proper status of the sub-ledgers did not appear to be understood. Sub-ledgers must be regarded merely as subsidiary and complementary to the priced ledgers.

(*b*) At present all ledger heads and not merely grouped heads are entered in sub-ledgers.

(*c*) *Unit.*—The units of quantity in the sub-ledgers further are not the same as the units in the priced ledgers. Immediate comparison and check is therefore difficult. Should it be advisable to maintain a different unit in the sub-ledgers, yet the unit of the priced ledgers should also be maintained and can easily be done.

19. *Cross-references omitted.*—Cross-reference entries between the folios and respective ledgers and sub-ledgers are not given in the books. Tracing of entries for purpose of comparison is therefore impeded.

20. *Old ledgers not closed before opening new ones.*—The new priced ledgers have been opened in January 1895 according to a revised classification and grouping. The opening balance represents for quantities what is said to be the balance by actual count on 1st October 1894, and for values those entered in the valuation statement prepared to 30th September 1894. (See paragraph 28.) The old priced ledgers have not been closed to show—

(*a*) the *actual* balances and values on 30th September 1894.
(*b*) deficiencies and excesses in quantities and values and their disposal.
(*c*) transfers from the old existing grouping to the new grouping in the new ledgers.

There is thus no continuity of record between the two sets of priced ledgers which are the continuous permanent records.

21. *Surpluses and deficits in quantities found on stock-taking not recorded.*—As regards the differences in *quantities* between books and those found on actual count, no record of them has been entered in the books (Public Works Department Code, Vol. II, Chapter I, 118), nor has a statement of them been submitted to Examiner or Superintending Engineer. The book balances in sub-ledgers have been merely corrected to accord with the actual balances.

22. *The basis of valuation of quantities on 30th September* 1894.—A report was made on the last transfer report of Accountants, that the *value* at debit of stock in the ledgers and that in the General Accounts (Stock Account Current) differed. Instructions were given to trace out and reconcile these discrepancies. Thereupon actual count of stock on the 30th September 1894 was taken, and the value of this stock was determined for the ledger balances as follows :—

(*a*) Where the quantities in the priced ledgers under a grouped head or individual item agreed with that ascertained on actual count, the value of the quantity in stock was taken to be the ledger value balance. The rate struck was that value divided by the actual quantity.

(*b*) When the book quantities and those by actual count differed, the value for the balance forward was taken as the product of the actual quantities multiplied by the last issue rate shown by the ledger.

(*c*) Where it was difficult to identify the grouping or classification of stores in the ledgers and those actually counted in yard, the quantities by actual count and according to the new grouping were brought forward and the rate taken as that of last issue of similar stores in the old priced ledgers. (See also paragraph 28.)

(*d*) The valuation statement submitted to audit for the purpose of reconciling the discrepancy between ledgers and general books merely exhibited the values arrived at by the methods above named, and a further statement showed the values at debit of the stock sub-heads in General Accounts.

23. *Arrears.*—The old ledgers were not closed on the 1st October and balances struck, excesses and deficiencies definitely recorded, and the balances transferred from old grouping to the new in the fresh set of ledgers as already stated in paragraph 20. Instead, the old ledgers continue to exhibit transactions for October, November and December 1894 under *old grouping*, and the new ledgers have the balance by actual count on 1st October brought forward according to new grouping, a space left blank for the entries of October, November, December according to new grouping (which still remained to be recast on the date of inspection), and entries again resumed according to new grouping from 1st January 1895 onwards.

24. *Accountant's explanation.*—The reason for the delay in transferring from old grouping to new grouping is stated by the accountant to be that the approval of audit office to new grouping had not been received till close of December. Upon its being pointed out to him that grouping was primarily a matter for the executive to determine on the general principles laid down in Examiner's letter printed with G.O., dated 13th April 1892, No. 1224 W., and also that little or no progress had been made in transferring accounts from old to new grouping and reconciling discrepancies or of obtaining orders as to the deficiencies in quantities (and consequently of differences in values also between actuals and ledgers), he stated that he had not considered the matter worth the trouble.

25. *Work remaining to be done.*—What remains to be done at present is—

(*a*) to record the discrepancies in *quantities* on the 30th September 1894 between priced ledgers and actuals ;

(*b*) to show how far these are due to erroneous figuring in ledgers or to actual deficiencies ;

(*c*) to submit them for orders and sanction to write off with the names of the persons responsible for actual deficiencies ; the value they stood at upon the ledgers should of course be also given ;

(*d*) to show difference of values as per actual count and those as per general accounts ; and to obtain orders as to write off or credit of differences to works, funds or revenue or to applying them to lowering or enhancing future rates.

26. No periodical reconciliation has hitherto been made between ledger and sub-ledger balances or between ledgers and general accounts. The new priced ledgers and sub-ledgers, which formerly used to frequently disagree, now agree as they are practically posted simultaneously. As pointed out in paragraph 18 (*c*) however the adoption of different units in these books does not tend to facilitate check.

27. *Check of agreement of books was not possible at inspection.*—(*a*) It follows from the remarks in paragraph 23 that balances have not been struck in the new ledgers after each transaction. An agreement between ledgers and sub-ledgers could not be made at time of inspection.

(*b*) For the same reason the balances in the priced ledgers and stock accounts current could also not be agreed.

28. *Valuation of 30th September* 1894 *not effective.*—In paragraph 42 (*b*) of last inspection report, it was pointed out that no half-yearly adjustment of rates had been made f r some years. What was done last October in this respect has been pointed

out in paragraph 22. The rates then determined were certified to by General Superintendent in his report No. 48 S., dated 16th November 1894, as fair and reasonable. From my remarks above it will be seen that they were book rates, that they were, further, book rates remaining unadjusted for years; that no distinction had been made between used and unused, current and surplus stock, and no allowance made for depreciation.

29. (*a*) *Surplus stores.*—Lists showing surplus articles in stock over 10 years and again others over 3 years are appended hereto—*vide* annexures A and B.

(*b*) The book value of those in stock over 10 years is given at Rs. 70,372. Even assuming that they are all unused and not second hand, and consequently allowing for depreciation at only 5 per cent. per annum, the effective value of these stores must be 50 per cent. less, *i.e.*, Rs. 35,000.

(*c*) With the same favourable presumption, and further assuming that none of them have been in stock over 3 years, the depreciation on the articles in annexure B, book valued at Rs. 24,433, must be 15 per cent., that is over Rs 3,600.

The effect of the sanction to the reserve limit of Rs. 2,25,000 alluded to in paragraph 13 is to sanction a loss on Rs. 1,61,000 of 5 per cent. for half seven years, that is 17½ per cent. amounting to Rs. 28,175, due to depreciation on surplus stock, calculated according to the rules in Volume IV, Chapter V, paragraph 25, and Government of India Railway Circular No. II, dated 18th March 1893, on Railway Stores.

30. Besides the stock alluded to in paragraph 2 there is a large quantity of surplus tools and plant borne on the books numerically. The last list of such articles is dated 1892.

IV.—General.

31. *Supply of certain codes and circulars.*—I recommend that Volumes III and IV of Public Works Department Code, the Director-General of Railways classification of State Railway stores, the Government of India circulars on Railway stores be supplied to this office for guidance and reference.

32. *Accountant.*—I think that the present Accountant M.R.Ry. B. Raghavendra Rau did not have the store ledgers accounts handed over to him in as satisfactory a condition as they might have been. The regrouping and classification of articles in ledgers was initiated by Mr. Wickham, then General Superintendent, so far back as 1891, and still little progress has been made, and if all of the progress made has been recorded or failed to be recorded as in the cases brought under my notice, the matters cannot be termed satisfactory. The accountants in principal charge since 1891 have been the late P. Singaravalu Moodelliar, 1891–93, and Mr. M. Ryan, 1893–94. How far the condition of the ledgers was due to causes beyond their control I cannot say. I do not think the present accountant has dealt satisfactorily with the store ledgers accounts, nor do I think his representations regarding returns to audit and conception of G.O., dated 13th April 1892, No. 1224 W. (see paragraph 15), as altogether valid excuses. He has certainly had no help from his predecessors, but I certainly think he might have made more progress than he has done. He is stated to suffer from very bad health. I recommend that an experienced accountant be sent to aid him in bringing up the ledgers, and that he submit a monthly report of progress stating exactly what has been done.

Special.

33. *Utility of a separate store division.*—The work of this division consists in—

(*a*) keeping up a reserve stores of stock, tools and plant and issuing it to divisions;

(*b*) taking over from agent for Government consigments at Madras, the English stores indented for by divisions and despatching them.

As regards (*a*), the average issues of stock to division for the last 5 years have been Rs. 32,000 per annum. I do not consider the receipts, as the issues must be the test of the division's practical usefulness. Divided among 29 divisions this Rs. 32,000

amounts to less than Rs. 1,200 per annum or Rs. 100 per mensem. It is difficult to judge the total issues of tools and plant since, except to irrigation divisions, they are issued without value. The receipts, however, for the past 2 years and these usually exceed issues (I have omitted the 3rd year since it appears to be altogether abnormal) average about Rs. 30,000 per annum, or also less than Rs. 1,200 per annum per division or Rs. 100 per month.

34. The usefulness of this stores division to other divisions appears therefore as to stores to be confined to the issue of an average of about Rs. 200 worth every month to each division.

It is very probable, though from the data before me, I cannot say, that certain special irrigation division and the Presidency Workshops take up most of this amount. The general Provincial funds however bear the cost of the establishment, a portion of which in that case would be more properly debitable perhaps to Imperial and to special works.

35. As regards duties regarding consignments on English indents, it is understood that the majority of the work in connection with landing is done by the agent for Government consignments and that the duties of the stores division are confined to simply taking over English stores from that officer and despatching them to divisions. The amount of English invoices received for the past three years has been as follows:—

Year.	Amount. Rs.	A.	P.	Distribution and remarks.
1892	38,195	4	2	About Rs. 18,000 to Periyár and Rs. 9,000 to other irrigation divisions.
1893	30,830	0	6	About Rs. 12,000 to Periyár and Rs. 13,500 to other irrigation divisions.
1894	82,258	11	6	Of this about Rs. 57,000 to Periyár and Rs. 10,000 to other irrigation divisions.
Total ...	1,51,284	0	0	

Average about Rs. 50,460 per annum.

From the above it will be seen that however great the average annual value of stores landed may appear to be, still they only average about Rs. 4,200 per mensem or less than Rs. 200 per mensem per division.

It will be further observed though that a considerable part of the invoices is for the Periyár and kindred irrigation works, and that the amount for Provincial works proper is but insignificant.

36. To enable all this work averaging about Rs. 400 per month for each division to be done (Rs. 200 or half of which merely represents little more than clerical duties connecting with checking indent, invoices and packing accounts for that Rs. 200 and a very large proportion of which is done for divisions practically Imperial like the Periyár), a provincial establishment is kept up at head-quarters costing on an average for the past 5 calendar years some Rs. 12,500 or a little over Rs. 1,000 per mensem, or about Rs. 40 per mensem for each division, nearly 10 per cent. on the work done as estimated above, half of which only is due to the reserve store itself.

37. Analysed for practical purposes, the work done for each division consists of—

(*a*) At the utmost, Rs. 200 of stores and tools and plant issued, and that a considerable portion of this is for irrigation works and for the Presidency Workshops.

(*b*) The clerical work in connection with divisional English invoices and indents and the *partial* transit agency for divisions.

As regards (*a*) it is noted that this is about the same amount as each division indents on England for, and therefore the annual unforeseen requirements in each division are about equal to the requirements for stores foreseen and indented for on England, a very large proportion, likely to be reduced with care.

As regards (*b*) that the actual Indian charges is added to the cost of the stores debited to divisions. The percentage of 10 per cent. for establishment (exclusive of allowances for deferred pay, &c.), however reasonable it may appear for the reserve stock itself under (*a*), cannot, I think, be looked upon but as excessive for the work done as per (*b*), and further, to be charged to Provincial funds at the profit of Imperial.

38. In conclusion the following points are submitted for consideration :—

(*a*) The prompt sale or disposal of all surplus and unserviceable stores.

(*b*) The early revaluation and classification of all stores accordingly as they are—

(*a*) New.
(*b*) Second hand.
(*c*) Surplus.
(*d*) Unserviceable.

(*c*) The continuation after the stock has attained its normal and proper effective limit as to whether the Stores division should not be abolished, its work done as a reserve store under the Consulting Architect division and the Periyár and other Imperial irrigation division charged with the establishment really requisite for the despatch and accounting of their stores, which establishment should also work under the Consulting Architect division.

(*d*) Now that a price list has been issued by stores that indents by divisions upon England for new stores be prohibited, while similar second-hand or new stores are in stock in the Stores division.

39. With reference to paragraph 38 (*c*), the following establishment appears to be ample for the work to be done :—

Designation.	Pay.	No.	Amount.	Duties.
	Rs.		Rs.	
(1) Store clerk	50	1	50	Reserve, issue and keep reserve of Rs. 50,000 effective stores.
(2) Store dubash or clerk	40	1	40	To take over and despatch English stores to divisions, and issue advances of such despatch and receipts.
(3) Clerk	30	1	30	To post priced ledgers, compare balances and prepare balance statements.
(4) Clerk	20	1	20	To post sub-ledgers, compare balances with priced ledgers.
(5) Clerk	30	1	30	Check indents, invoices and packing accounts, and prepare advances of issue, receipts and transfers.
(6) Store peons	6	2	12	To aid store clerk and assist in office.
(7) Watchmen or gate-keepers	5	2	10	....
(8) Jemadar	7	1	7	To aid dubash.
(9) Store coolies	4	3	12	For stacking and removing reserve stores.
Total amount { Per mensem	..	..	211	
Total amount { Per annum	..	..	2,532	

The accounts would be under general supervision of the Accountant of the Consulting Architect division, or, if both Presidency Stores and Workshops are maintained at one site, under the general supervision of the workshops accountant. I should deprecate the latter as it might always be used as an argument to enhance the utility of the Workshop division other than any that division possesses *per se*. It is perhaps necessary to remark that the whole clerical establishment need not necessarily be stationed where the stores depôt itself is, and again that separate depôts may be maintained for reserve and for transit stores, though the latter might enhance establishment, saving cost of carriage however. It will be seen that there are certainly very large possibilities of saving indeed in connection with the present establishment.

(Signed) C. C. SWETENHAM,
Inspecting Officer.

14th February 1895.

ANNEXURE A—*vide* paragraph 29.

List of Surplus stores on 30th September 1894 in stock for over ten years in Presidency Stores Division.

Description.	Unit.	Quantity.	Rate.	Amount.
In stock for over ten years.			Rs. A. P.	Rs. A. P.
	..	..	..	23,083 8 7
Pier stores, as per details in ledgers	lb.	112,691	0 2 0	14,086 6 0
Corrugated iron sheets for bridge flooring 7′ × 22″ and $\frac{3}{16}$″	No.	60	7 1 0	490 11 9
Rolled iron joists, 15′ × 3$\frac{1}{8}$″ × 2$\frac{1}{8}$″	lb.	552$\frac{1}{2}$	0 6 11	244 15 0
Copper rod, 1$\frac{1}{4}$″, 1$\frac{1}{2}$″ and 2″	,,	66,245$\frac{1}{2}$	0 0 10	3,450 4 7
Iron, flat, $\frac{3}{4}$″ × $\frac{1}{4}$″, 1$\frac{1}{4}$″ × $\frac{5}{8}$″, 1$\frac{1}{2}$″ × $\frac{5}{8}$″, 1$\frac{1}{2}$″ × $\frac{5}{8}$″	,,	7,303	0 0 10	380 5 10
Iron, round, 8″	,,	6,920	0 0 11	396 7 4
Iron plate, 2′ × 1′ × 1″	,,	603	0 1 0	37 11 0
Iron sheet, 4′ × 2′ of sizes	,,	72,700	0 0 10	3,786 7 4
Iron angle, 8″ × 4$\frac{1}{2}$″ × $\frac{1}{2}$″ and 8″ × 3$\frac{1}{2}$″ × $\frac{1}{2}$″	,,	546	0 0 10	28 7 0
Iron triangle, $\frac{3}{4}$″	,,	20,261	0 3 11	4,960 5 7
Steel, cast, flat, 1$\frac{1}{2}$″ × 1$\frac{1}{2}$″ and 1$\frac{3}{4}$″ × 1$\frac{3}{8}$″	,,	21,017	0 3 11	5,144 12 7
Steel, cast, round, 1$\frac{1}{2}$″ × 1$\frac{3}{4}$″ × 2″	,,	15,487$\frac{1}{4}$	0 3 10	3,672 1 0
Steel, blister, flat, square and old	,,	7,027	0 1 6	658 12 6
Steel, cast, octagon, 2″ and 2$\frac{1}{2}$″	,,	569$\frac{6}{16}$	0 1 11	67 13 8
Wire, iron, split, $\frac{3}{8}$″, $\frac{5}{16}$″, $\frac{3}{16}$″ and $\frac{1}{16}$″	,,	30$\frac{3}{4}$	5 0 0	150 3 9
Wire, copper, coated with silk	,,	505	0 3 3	102 9 3
Zinc sheet, 7′ × 3″ G. No. 7	No. or lb.	629 / 10,226	0 3 3	2,077 2 6
Bolts, door, iron, round, 36″ and 42″	No.	19	..	199 10 0
Glass plates	No.	627	0 7 3	757 10 0
Hinges, iron, butt 8″	or lb.	1,672		
Hinges, brass, for boxes, 4″ butt	No. or lb.	1,312 / 2,300	0 8 3	1,185 15 0
Locks, brass, despatch, with 2 keys	No.	5	5 0 0	25 0 0
Locks, pad, brass, single, 2″	,,	113	1 15 3	220 11 3
Locks, pad, iron, double, 5″	,,	74	2 1 0	152 10 0
Locks, pad, iron, double, 4$\frac{1}{2}$″	,,	73	1 14 0	136 14 0
Locks, press, brass, Chubbs, 2$\frac{1}{2}$″	,,	21	4 4 0	89 4 0
Locks, drawer, Chubbs, 2$\frac{1}{2}$″	,,	16	5 6 0	86 0 0
Locks, drawer, Chubbs, 3″	,,	2	5 10 0	11 4 0
Locks, mortice, door, brass, 6″	,,	16	10 0 0	160 0 0
Locks, mortice, door, brass, 8″	,,	19	14 6 0	273 2 0
Nails, iron, spike, 7″	lb.	80	0 1 2	5 10 0
Screws, coach, of sizes	,,	3,221$\frac{3}{4}$	0 1 10	369 2 6
Screws coach, galvanized, 3$\frac{1}{2}$″ × 1$\frac{1}{2}$″	,,	101$\frac{1}{4}$	0 3 0	18 15 9
Washers iron, 1$\frac{3}{8}$″ and $\frac{3}{8}$″	,,	67	0 1 5	5 14 11
Dryers paint	,,	148	0 5 0	46 4 0
Paint, mixed, blue	,,	87	0 2 0	10 14 0
Paint, dry, magnetic	,,	90	0 3 0	16 14 0
Paint, Carson's, white	,,	28	0 1 0	1 12 0
Acids for testing minerals	Sets.	18	..	139 4 0
Rope, manilla, 5$\frac{1}{2}$″ old	lb.	940	..	84 1 10
Calcium	Gal.	132	1 15 6	259 14 0
Silicate	,,	92	7 4 1	667 7 8
Ink multiplex in tins	No.	12	4 8 0	54 0 0
Lead pipes, $\frac{3}{4}$″, 1″, 1$\frac{3}{8}$″ and 2$\frac{1}{2}$″	lb.	1,322	0 3 0	246 3 9
Tubes, copper, steam of sizes	,,	3,255$\frac{8}{16}$	0 10 0	2,025 8 4
Tubes, copper, for lightning conductors	,,	462	0 8 0	231 0 0
Union joints, W. I.	No.	18	4 0 0	72 0 0
Total ..	..	..	..	70,372 0 3

ANNEXURE B—*vide* paragraph 29.

SURPLUS stores on 30th August 1894 in stock for over three years in Public Works Stores Division.

Description.	Unit.	Quantity.	Rate.	Amount.
In stock for over three years.			RS. A. P.	RS. A. P.
Asphalte	lb.	572	0 0 7	20 12 7
Columns, C.I.	No.	9	}	
C.I. bed plates for columns	,,	12	} ..	1,600 2 0
Tape, copper-braced, $1\frac{1}{2}'' \times \frac{1}{8}''$	lb.	$600\frac{1}{2}$	0 7 7	284 9 2
Rolled iron joists, 22′ × 8″ and 4″	No.	2	33 7 11	66 15 9
Iron, flat, of certain sizes	lb.	$185,039\frac{1}{2}$	0 0 10	9,637 7 7
Iron, square, of certain sizes	,,	26,982	0 0 10	1,405 5 0
Iron, round, old, 4″, $3\frac{1}{2}''$ and 3″	,,	12,231	0 0 6	382 3 6
Iron, round of certain sizes	,,	22,371	0 0 10	1,165 2 6
Iron, square, Swedish, $\frac{1}{4}''$, $\frac{3}{8}''$, $\frac{1}{2}'$ $\frac{3}{4}''$	,,	6,994	0 1 4	582 13 4
Iron plate, $\frac{5}{16}''$ of sizes	,,	175	0 0 11	10 1 7
Iron angle of certain sizes	,,	8,605	0 0 10	448 2 10
Iron T of sizes	,,	13,379	0 0 10	696 13 2
Iron channel of sizes	,,	92,355	0 0 10	4,810 2 6
Steel, shear, flat, of sizes	,,	$1,368\frac{1}{2}$	0 3 7	306 7 9
Steel, shear, square, 2″ and $2\frac{1}{2}''$	,,	1,210	0 3 7	270 15 10
Steel, cast, flat, of sizes	,,	3,743	0 3 11	916 4 1
Steel, cast, square, of sizes	,,	3,498	0 3 11	856 4 6
Steel, cast, octagon, $1\frac{1}{2}''$	,,	3,209	0 1 6	300 13 6
Wire platinum	Feet.	$11\frac{5}{6}$	0 3 0	2 3 6
Zinc sheet, 7′ × 3′ G. No. 18	lb.	$31\frac{1}{2}$	0 3 3	6 6 4
Cloth, wire, brass, 4 holes to inch, 70 holes, 80 holes and 90 holes	R. feet.	$25\frac{3}{4}$	1 5 3	34 4 2
Glass, circular, $4\frac{3}{4}''$, 5″ and $5\frac{3}{4}''$	No.	112	0 4 5	30 10 6
Hinges, iron, strap, 9″ and 12″ (No. 12)	lb.	$7\frac{1}{2}$	0 7 3	3 6 4
Hinges, brass, for boxes, of sizes	,,	20	0 8 3	10 5 0
Handles for boxes and doors	No.	156	Different rates.	103 2 0
Hooks and eyes for catgut bands	,,	34	0 10 0	21 4 0
Locks, pad, brass, single, 4″	,,	4	3 0 0	12 0 0
Locks, brass, box, Chubbs, $3\frac{1}{2}''$	,,	1	15 8 0	15 8 0
Lock, brass, common, 4″	,,	5	3 2 0	15 10 0
Locks, Rim, 7″ brass	,,	48	6 4 3	302 4 0
Do. 6″ iron	,,	24	2 6 0	57 0 0
Paint, Carsons, white	lb.	28	0 1 0	1 12 0
Powder, Prussian, blue	,,	41	1 5 7	55 4 11
Size, concentrated	,,	9	0 2 0	1 2 0
Total	..	..	..	24,433 12 0

Office-note from the Examiner of Public Works Accounts, dated Madras, 9th April 1895, No. 1318 B.

Submitted for the orders of Government, with special reference to the following remarks.

2. Minor defects and irregularities will first be taken up direct with the General Superintendent, and a further report submitted on the points that cannot be settled with him.

3. The first step necessary towards placing the transactions and accounts of the Stores division in an efficient state is to reduce stock to the lowest possible limit; and to this end *all* surplus stores and tools and plant of every description, but particularly the articles enumerated in annexure A of the report, should be sold outright without further delay in accordance with the principle accepted by Government in its Proceedings, No. 2400 W., dated 29th August 1892.

4. These stores are borne on the books at Rs. 70,372, but their depreciated value is only Rs. 35,186, and under rule they ought to have been sold five years ago.

5. Having thus reduced stock, the General Superintendent should be instructed—

(i) to verify *quantities* as actually counted with book balances in the following form:—

Articles.	Book balances.	Actual count.				Excesses.	Deficiencies.
		New.	Second-hand.	Surplus.	Unserviceable.		

(ii) to open separate ledgers and sub-ledgers (where necessary) for new, second-hand, surplus, and unserviceable stores;

(iii) to stock each of these classes of stores separately;

(iv) to keep the reserve limit down to the minimum.

6. With reference to this last point, and paragraph 13 of the inspection report, the attention of the General Superintendent should be drawn to the following rules:—

(i) "Ordinarily . . . no reserve stock should be kept (Code II, II, 125).

(ii) "One general principle of the department is that . . . when materials are procured under such circumstances that—

(*a*) they can at once be used upon a work;

(*b*) there can be no doubt on what work they will eventually be used up; and

(*c*) when they are of a kind that enables them to be located at the work and kept separate and distinct without practical difficulty or inconvenience, then the payments for them should at once be debited to that work (Code II, II, 123).

(iii) "When a reserve stock is sanctioned, the fixed maximum should be kept at the lowest point compatible with efficiency" (Code II, II, 125).

In these days of easy railway communication, and in view of the facts—

(i) that Rs. 95,000 out of the fixed limit of Rs. 1,50,000 represent the value of surplus stores (paragraph 2 (*b*) and (*c*) of inspection report),

(ii) that the issues of stores to all divisions average only Rs. 32,000 a year (paragraphs 13 (*b*) and 33 (*b*) of inspection report),

it will probably be found that even Rs. 1,50,000 as the reserve stock limit is largely in excess of requirements. Two years' supply will probably be sufficient.

7. The method of dealing with surplus stores and of calculating depreciation on them does not appear to have been understood; but this matter will be dealt with in a separate note, as it is one of general interest to all divisions in which reserve stores are maintained.

8. Paragraphs 33 to 37 and 38 (*c*) of the inspection report are worthy of favourable consideration.

9. I restrict myself to the points specified in this note, because it is most desirable in the interests of the State that—

(i) no further time should be lost in getting rid of surplus stores and tools and plant of every description;

(ii) the reserve limit should be reduced to the lowest possible point compatible with efficiency.

Attention to the first point will liberate funds that will form an addition to the budget grant under final heads—Code vol. II, chapter III, paragraph 48 A, and chapter IV, paragraphs 83 and 135 (*c*) (5) and (*d*) (5)—while adherence to the rules on the second point will prevent the needless locking up of capital.

No. 1613 C.

Memorandum.

Referred to the Superintending Engineer, V Circle, for report as to—

(1) the proposal to sell outright at once all surplus stores and tools and plant;
(2) the reduction of the reserve stock limit to two years' requirements, or to about Rs. 64,000; and
(3) the proposal to abolish the Stores division after stock has been reduced to its normal and proper effective limit.

2. The papers should be returned through the Consulting Architect, who is requested to submit his views on the suggestion that the work of the Stores division should be done as a reserve store under his orders.

(By Order.)

(Signed) C. H. B. BURLTON,
Deputy Chief Engineer, P.W.D.

23rd April 1895.

From Lieut.-Colonel C. C. RAWSON, R.E., Superintending Engineer, V Circle, to the Chief Engineer, Public Works Department (through the Consulting Architect to Government), dated Chepâk, 5th May 1895, No. 164 W.

With reference to No. 1613 C., dated 23rd April 1895, I have the honour to report on the proposals made in letter No. 1318 B., dated 9th April 1895.

1. *The proposal to sell outright at once all surplus stores and tools and plant.*—I think that all surplus stores shown in annexures A and B should be sold outright. Before doing this a list of these surplus articles should be circulated to all Superintending Engineers and to the Consulting Architect, the prices of things on list A being reduced 50 per cent. and those on list B 15 per cent., so that any articles that may be required in the department may be taken before they are put up to public auction.

2. *The reduction of the reserve stock limit to two years' requirement, or to about Rs.* 64,000.—I think that this should be done at once; lists being circulated through the department as for (1).

3. *The proposal to abolish the Stores division after stock has been reduced to its normal and proper effective limits.*—I think that, if the Stores division can be abolished and its work done as a reserve store under the Consulting Architect division, it would be most desirable.

4. I think also that the time has now come when the orders passed in G.O., No. 3067 W., dated 16th November 1891, paragraph 5. Note by the Chief Engineer may well be reconsidered, and that the workshops should be abolished at the same time as the Stores division.

5. Letter No. 14 W., dated 14th January 1895, from the former Superintending Engineer of this circle refers to this matter and deserves careful consideration.

6. I believe that ordinary wood and iron work can be made just as well and just as cheaply by private agency as in the Public Works Workshops. The workshops are certainly not popular with Executive officers in charge of divisions, who appear nearly always to place their orders with private firms rather than at the Government institution.

7. The only portion of the workshops which I am at all doubtful about is the instrument repairing shop. I have no doubt that the work could be done by a private firm in Madras, but I do not know whether it would be done as cheaply.

8. I do not think, however, that it is necessary to keep up the Public Works Workshops in order to keep on the instrument repairing shop, which might be transferred either to the Bezwada Workshop or possibly to the Civil Engineering College Workshops.

9. Regarding the closing of the shops, I would draw attention to note No. 120 A., dated 29th March 1893, from the Examiner of Public Works Accounts on this subject.

No. 719.

Forwarded with the remark that I have no objection to the work of the Stores division being done as a reserve stores under my orders.

2. It will, of course (at all events for the present), be regarded as a separate sub-division of this division, and, as it will be difficult for me to tell at once what establishments will be actually wanted for the upkeep of this new sub-division, I beg that the establishment at present employed in the Stores division may be allowed to continue for at least six months after the amalgamation takes place, when I shall be better prepared to submit, for the sanction of Government, a proposition statement showing the present and proposed establishment required for the division as a whole, opportunity being taken to provide for such extra establishment as may be required for my own office where the work must necessarily be increased consequent on the amalgamation.

(Signed) H. IRWIN,
Consulting Architect to Government.

21st May 1895.

Order—dated 15th June 1895, No. 1444 W., Public Works.

Communicated to the Superintending Engineer, V Circle.

2. It is not considered practicable at present to abolish the Public Works Workshops, and unless this were done there would be little or no saving by separating the stores from them. All that can now be done is to take immediate steps for disposing of the large accumulation of surplus stores, and this will be effected in the manner proposed by the Superintending Engineer. When the stock has thus been reduced, it will be considered what further measures can be taken.

(True Extract.)

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

To the Superintending Engineer, V Circle.
„ Examiner, Public Works Accounts.

Exd. C. Rajagopaul.

Spare Copies

GENERAL.
ACCOUNT.

Govt. of {1895} Madras.

PUBLIC WORKS.

Dated June, 15th.

Recd. *Encl.*

G.O., 15th June 1895, No. 1444 W.

JUNE.

Inspection Report

Orders on the Examiner's — on the accounts of the Public Works Stores division, Madras.

[R.O. / 10]

10,000—24-10-12.

MADRAS RECORD OFFICE.

Block No. 44

Paper taken out of the Records from the charge of the Referencer,

Dept. P.W.D. Press / Mis / Rout. No 1743 dated 15-7-96 191 . Rank No. Range,

Date taken out.	For what purpose.			Initials of Referencer.	Date returned.	Initials of attender.
	Department.	C. No.	Year.			
18/1/13	Pw.D	1423	1/3			
	MR	203	1/3		14/2/13	

Date taken out.	For what purpose.			Initials of Referencer.	Date returned.	Initials of attender.
	Department.	C. No.	Year.			
					379 Re 9-4-87	

15th July 1895, No. 1743 W., Public Works.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

Buildings and Roads.
Civil Works.

Read—the following paper :—

From Major W. L. C. BADDELEY, R.E., Superintending Engineer, II Circle, to the Chief Engineer, Public Works Department, dated 6th July 1895, No. 828 K.S.

In reference to G.O., Mis. No. 1786, Revenue, dated 4th May 1895, communicated with G.O., No. 1211 W., dated 20th May 1895, I have the honour to suggest that the order might be modified so as to provide for the Superintending Engineer being informed of any proposals for the sale of buildings and sites.

2. As the order stands it is open to an Executive Engineer, who is the officer in charge of buldings, to arrange with the Collector for the disposal of a site with the result that a Government order may issue in the Revenue Department without the Superintending Engineer having been able to record his opinion on the subject.

Order—dated 15th July 1895, No. 1743 W., Public Works.

With reference to G.O., No. 1211 W., dated 20th May 1895, Executive Engineers will invariably submit their proposals to the Collector through the Superintending Engineer of the Circle.

(True Extract.)

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

To Superintending Engineers.
„ the Revenue Department.

Exd. S. J. Pereira.
Spare Copies

BUILDINGS AND ROADS.
CIVIL WORKS.

Govt. of {1895} Madras.

PUBLIC WORKS.

Dated July, 15th.

Recd. *Encl.*

G.O., 15th July 1895, No. 1743 W.

JULY.

Sale of Buildings

Directing Executive Engineers, with reference to G.O., No. 1211 W., dated 20th May 1895, prescribing the procedure for the — in charge of the Public Works Department, with their sites or with attached lands to invariably submit their proposals to the Collector through the Superintending Engineer of the Circle.

T.

Superintending Engineer's Office.

No. 828 K.S.

II CIRCLE,
Dated 6th July 1895.

From,

Major W. L. C. Maddeley Esquire, R. E.,
Superintending Engineer,
II Circle.

To,

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

Sir,

In reference to G.O. Mis No. 1706 Rev: dy 4th May 1895 communicated with G. O. No. 1211 W dy 20. 5. 1895 I have the honour to suggest that the order might be modified so as to provide for the Supg Engineer being informed of any proposals for the sale of buildgs. & sites.

2. As the order stands it is open to an Ex Engineer, who is the officer in charge of buildings to arrange with the Collector for the disposal of a site with the result that a Government order may issue in the Rev: Dept: without the Supg Engr having been able to record his opinion on the subject. I have the honour to be,

Sir,

Your most obedt Servt

P. W. CURRENT No. 5187

No 1211 W d/20-5-95

From

The Supty Engrs
2nd Circle.

To

The Chief Engrs
P. W. D.

No 828 K.S.
dy 6th July 1895.

—

Buildings — Requesting to modify the G. O. No 1211 W dy 20-5-95 so as to provide for the Supty Engrs being informed of any proposals regarding the sale &c of —.

From,

The Superintending Engineer,
II Circle.

To,

The

Dated } 18

Received }

Enclosures.

NO.

SUBJECT.

Rec: 8-7-95

PUBLIC WORKS DEPARTMENT.

No 1743 W dy 15 July 1895

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Buildings

READ the following

From the Supty: Engineer II Circle, No: 828 K.S. dy 6-7-95.

With reference to G. O. No: 1211 W. dy 20th May 1895, Executive Engineers will invariably submit their proposals to the Collector through the Supty: Engineer of the Circle.

DESPATCHED
20 JUL. 95

Supty: Engineers,
Revenue Dept.

(40—4,000—14-3-95.)

Proposals for the sale
of Guildhall Yards

I
13 Cmb

5187

Govt. of 1895 Madras.

PUBLIC WORKS.

Dated

Read

Encl.

G.O. 15/7/1895 No. 1743 W.

Sale of buildings.

Directing Executive Engineers with reference to Rc. No. 1211.W.95 of 0.5.95 prescribing the procedure to be — in charge of the Dist. with their Sales & with attached to invariably submit their proposals to the Collector through the S.E. of the Circle.

18/1/13

240/12

INDEXED

12/15