

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following papers :—

Letter from the Executive Engineer, Kistna Western Division, to the Superintending Engineer, II Circle, dated 6th June 1895, No. 105 S.

I have the honour to bring to your notice that in paragraph 8 of the Deputy Examiner's report printed in G.O., No. 1059 W., dated 6th May 1895, it was suggested that payments of salaries and travelling allowances could be paid by Sub-divisional officers on acquittance rolls prepared in the Divisional office and sent to them with order to pay; and that in paragraph 2 of the Examiner's covering office-note it was stated that the suggestion is desirable; and that in paragraph 1 of the Government Order quoted above, Government drew the special attention of the Executive Engineer, Kurnool Division, to this point in view apparently to his adopting the suggestion.

2. I would beg to point out that this proposal was made in 1893, but was negatived by Government (*vide* their Order No. 2491 W., dated 28th September 1893, paragraph 2) and further, I do not consider the suggestion a good one, as it throws additional work on Sub-division officers and tends to delay the disbursement of salaries and travelling allowances very considerably for the reasons (1) that the acquittance rolls have to be sent to the Executive Engineer if in camp at the time, and it will take at least four days to get them back signed by him; (2) that they have then to be sent to sub-divisional head-quarters for the issue of cheques, and if the Sub-division officer is in camp, they will have to be sent after him. It will take at least three or four days to get the cheques to his office for entry in cash-book and despatch; (3) then they have to be sent to each upper subordinate to be cashed and disbursed. This will take another four days, and thus the salaries, which are now paid directly from the Divisional office about the 1st of each month, cannot be paid before the 15th of the month to the great inconvenience of the parties concerned.

No. 620 K.S.

Forwarded to the Chief Engineer, Public Works Department, for favour of orders.

2. The undersigned from personal experience is of opinion that the payment of salaries and travelling allowances in Sub-divisional offices entails extra work on the Sub-divisional clerks and causes delay in payments.

11th June 1895.

(Signed) W. L. C. BADDELEY, Major, R.E.,
Superintending Engineer, II Circle.

Office-note from the Examiner, Public Works Accounts, dated Madras, 9th July 1895, No. 2424 A.

[Your No. 2065 C., dated 19th June 1895.]

It is by no means necessary that the acquittance rolls should be sent to the Executive Engineer to be "signed by him." In fact this would be most irregular, as an acquittance roll should be signed only by the officer responsible for the payments, and by him only after every payment included in it has been made.

2. What was intended was that acquittance rolls should be prepared in the Divisional office, under the responsibility of the accountant, only as a safe-guard against the inclusion in them of any unauthorized salaries. This done, all that is necessary is that the documents should be despatched with covering dockets authorizing disbursement of amounts shown in them (the *total* amount payable being specified).

3. This might be in the following form :—

Counterfoil.		Foil.	
No. —	dated — 189	No. —	dated — 189
To	Sub-divisional officer, — Sub-division.	To	The Sub-divisional officer, — Sub-division.
Authorizing disbursement of salaries for — 189 , to the amount of Rs. — as detailed in the enclosed acquittance roll.		Has the honour to forward for dis- bursement acquittance roll for the month of — 189 , amounting to Rupees, &c. (in words).	
By order Accountant, — Division.		By order Accountant, — Division.	

and if it were printed and issued to divisions in bound books, clerical labour would be minimized.

4. In the absence of the Executive Engineer, there is no reason why the accountant should not sign these forwarding dockets, nor why they should not be furnished with the acquittance rolls on the *last* working day in each month.

5. Sub-divisional officers would thus be *saved* the preparation of acquittance rolls; and whether the present procedure is changed or not, they ought to be *further* saved the preparation of the detailed statements they now submit to the Divisional office, about the 23rd of the month, as the basis for the preparation of the salary bill in that office. All that they need submit is a *statement of changes* during the month. If no changes have occurred a *nil* statement (a supply of which in bound books can be obtained from my office) will be sufficient.

6. But I have not the smallest desire to press for any change in procedure. A change was proposed in the desire to accelerate the payment of Sub-divisional salaries, and because some Executive Engineers appeared to be of opinion that Code, Volume II. II. 57 prohibited the disbursement of Sub-divisional salaries except by the Divisional office. So far from that being the case, my interpretation of it is that it makes full allowance for convenience, *e.g.* :—

Payments of salaries should be made, *as far as possible*, directly from the Executive Engineer's office by cheque *when convenient*. (Italics are mine).

I think the proposed procedure might be made permissive, not obligatory, with due regard to convenience.

ORDER—dated 23rd July 1895, No. 1814 W., Public Works.

The procedure indicated by the Examiner may be adopted by Executive Engineers at their discretion.

(True Extract).

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

To Superintending Engineers.

- „ the Consulting Architect to Government.
- „ the Superintendent of Works, Periyár Project,
- „ the Examiner, Public Works Accounts.

Exd. Shaik Karim,

Spare Copies

GENERAL
ACCOUNT.

Govt. of {1895} Madras.

PUBLIC WORKS.

Dated July, 23rd.

Recd.

Encl.

G.O., 23rd July 1895, No. 1814 W.

JULY.

**Disbursement of Sub-divisional
Salaries**

Stating that the procedure indicated by the Examiner with respect to the — may be adopted by Executive Engineers at their discretion.

Let me see disposal of this plan
1904/1905



Letter from the Executive Engineer,
Kistna Western Division, to the
Superintending Engineer, D^o Circle,
No 105 S. dated 6th June 1895.

I have the honour to bring to
your notice that in para 8 of the
Deputy Examiner's report printed
in G.O No 1059 W. dated 6th May 1895,
it was suggested that payments
of salaries and travelling allowances
could be paid by Sub-Divisional
Officers on Acquittance Rolls prepared
in the Divisional Office and sent
to them with order to pay, and that
in para 2 of the Examiner's Covering
Office note it was stated that the
suggestion is desirable and that
in para 1 of the G.O. quoted above
Government drew the special
attention of the Executive Engineer,
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2. I would beg to point out
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in 1893. but was negated by
Government vide their order No.
2491 N. dated 28th September 1893,
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one as it throws additional work
on Sub Division Officers and tends
to delay the disbursement of
salaries and travelling allowances
very considerably for the reasons
(1) that the Acquittance Rolls have
to be sent to the Executive Engineer
if in Camp at the time, and
it will take at least 4 days
to get them back signed by him.
(2) that they have then to be sent
to Sub Divisional Head Quarters
for the issue of Cheques, and if
the Sub Division Officer is in
Camp they will have to be sent
after him. It will take at least
3 or 4 days to get the Cheques to his
Office for entry in Cash Book and
despatch (3) Then they have to be sent
to each Upper Subordinate to be
cashied

Cashed and disbursed. This will
take another 4 days and thus
the salaries which are now paid
directly from the Divisional Office
about the 1st of each month, cannot
be paid before the 15th of the
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of the parties concerned.

Rs. 620
11. 6. 95

Forwarded to the Chief Engineer,
Public Works Department, for favour
of orders.

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experience is of opinion that the
payments of salaries and travelling
allowances in Sub Divisional Offices
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Divisional Clerks and causes
delay in payments.

Just Baddam

Major R.D.
Superintending Engineer,
H. Circle.

From

The Supg Engineer
Second Circle

To The Chief Engineer
P. W. Department

Dated 11 June 1895

No. 620 K.S.

~~Inspection report~~

Salaries and travelling
allowances of Subordinates

States that the suggestion
that payments of —

could be made by Sub
Div officers, is not a
good one for reasons
given.

to each Upper Subordin

P. W. CURRENT No. 1550

No. 1059 W of 6-5-95 5237/55
2491 W of 28-7-93

KEEP-WITH

CURRENT No.

dated

189

Recd: 13. 55

No. 2065 C of 19 June 1895

To b.

for favour
of remittance.

Cross
1/5 25

1/3 2/5

* with C. No. 5740

Sent to Caw. on 8/7
Sundrup's Report of the
account of S. Arrol in

J.P.
9-7-95-

E. No. 27.
500-2-11-94.

GOVT.
OF MADRAS. }

1895.

{ P. W.
DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 9 July 1895.

OFFICE NOTE No. 2424.A

To

W.

Your No. 2065 C, dated 19th, June 1895

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the acquittance rolls should be sent
to the Executive Engineer to be "sign-
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217/6

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No. — dated — 189

To
Sub-divisional officer
— Sub-division

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of salaries for — 189
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By order

Accountant, — Division.

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would be minimized.

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(in words).

By order

Accountant — Division.

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(Italics are mine).

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due regard to convenience.

11/9/7
C.
R.R. 1/7

N
T

No. 1059 waf 6-5-95
2491 waf 26-7-93

P.W. CURRENT No. 5237

Recd: 9.7.95
No. 1812, W. 23 July 1895
Recd Cno. 4550 }
5237 }

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The procedure
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may be adopted by
Executive Engineers
at their discretion

Wt
11/7

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Supt. Engrs
C. A. to Govt
S. of W. P. P.
Engr. W. acc. S.
Embroid

Return

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Upper

5237

Govt. of Madras.

PUBLIC WORKS.

Dated

24/6/45

Recd.

Encl.

G.O. 23/2/1895, No. 1846.

Disbursement of Sub-divisional Salaries.

Stating that the procedure indicated by the Ex^l with respect to the - may be adopted by Ex. Engineers at their discretion.

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