

20
check suggested by the Inspecting officer is not considered necessary.

II. Para 12. Attention is invited to Code II. I. 187 and G.O.No.2216 W.dated 11th. August 1892 regarding the use of the forms referred to.

12. Para 14. All vouchers not submitted for audit should be effectively cancelled.

13. Para 16. It seems desirable that such agreements should be entered into through the Port Authorities.

14. Para 21(a). The debit to maintenance and repairs appears correct.

15. Para 22. There is no objection to this (see para 23 of Examiner's office note No.2372 B.dated 4th. July 1895 on the inspection report of South Arcot Division printed with G.O.No.1742 W.of 15th. July 1895).

16. Para 23. This is another instance of work establishment being irregularly employed - see para 15 of Examiner's office note on inspection report of Kistna Eastern Division.

17. Para 25. The receipt of stores should be recorded in the Storekeepers return as soon as received whether payment is made or not.

18. Para 26. Greater care should be taken in estimating outturn so as to avoid the large differences brought to notice.

P. W. CURRENT No. 7050

communicated to the Suptg. Engr. for the information and guidance of the Ex. Engr. Kistna Northern Division. Special attention has been drawn to the Ex. Engr. covering remarks. The Suptg. Engr. will report on the subject of para 16 of the report.

*Suptg. Engr. circle
other Suptg. Engr.
C.A. to Govt
Ex. Engr. P. W. Current
Despatched
8-OCT.95*



Enclosure
Report of an inspection by Mr. C. C. SWETENHAM, Deputy Examiner of Accounts, on the 6th to 8th June 1895, of the accounts of the Executive Engineer, Kistna Northern Division.

PART I.—DIVISIONAL OFFICE.

I.—PRELIMINARY.

Previous inspection.—This division is of too recent formation to have been previously inspected. Its accounts comprise those of the incorporated portions of the Eastern and Western divisions.

2. *Executive charge.*—The executive charge of the division since its start in May 1894, has been vested in the following officers:—

Name.	Rank.	Till
Mr. T. W. Smyth	Executive Engineer, 3rd grade...	14th Aug. 1894.
Mr. A. H. Morin	Assistant Engineer, do.	14th Oct. "
Mr. C. Mildred	Executive Engineer, do.	20th Dec. "
Captain W. Ellis, R.E.	Do.	Present time.

Captain Ellis was present during the inspection.

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

Name.	Rank.	Till
M.R.Ry. Krishnasawmy Chetty	Accountant, 7th grade...	8th Sept. 1894.
" V. Subbarayudu Pantulu	Do. 5th "	Present time.

4. *Scope of inspection.*—The period embraced in the inspection ranged for neral purposes from June 1894 to May 1895, for audit of travelling allowances from December 1894 to May 1895, and for test-audit over the month of February 1895.

II.—EXPENDITURE.

A.—Cash and Treasury.

5. *Cheques.*—(a) The certificate of count of cheques is signed by Executive Engineer only upon a cheque book being issued for use.

(b) The uncashed cheques at close of March 1895 were abnormally high. They numbered 44 and amounted to Rs. 22,606, whereas the average for the other 10 months was 30 and of the value of Rs. 9,073 only.

6. *Sub-divisional credits.*—The application for letters of credit from the sub-divisions did not appear to have been sufficiently checked. The following figures for July of Guntur sub-division evidence this, i.e.,—

	RS.
Treasury balance on 1st June 1895	5,613
Letters of credit for June	7,000
Proposed outlay for June	Total 12,613
Probable balance on 1st July	5,613
Deduct working balance, say	2,000
Proposed outlay for July	Balance 3,613
Amount requisite for letter of credit	5,000
Amount actually applied for and granted	1,387
	5,000

The above method of calculation was not adopted, but the reason for granting Rs. 5,000 instead of Rs. 1,387 was explained to be due to a withdrawal, early in June 1895, of Rs. 3,000 from the Rs. 7,000, letter of credit for June 1895. Still the amount

19. Para 28. The building should not be brought on the Returns. The question of rent is now under settlement with Government.

20. Para 31. Measurement books should be carefully completed - see para 13 of Examiner's office note of Kist Eastern Division inspection report.

2/16/9
C.

Brish

No. 2755 w d/4-10-92
2752 w d/30-10-94
132 w d/16-1-94
1613 w d/1-7-95
1462 w d/17-5-98
2350 w d/24-8-92
2216 w d/11-8-72
1742 w d/15-7-95
2668 w d/26-9-92

granted was Rs. 613 more than the actual requirements. There is nothing on record to show how these credits are checked and calculated.

7. *Imprests*.—(a) Receipts are not obtained for imprests opened, recouped or increased.

(b) Transfers of imprests are not recorded in the cash-book between non-subdivisional officers.

(c) In cases where imprest-holders make payments on account of a large number of petty works, the payments instead of being abstracted on the imprest cash-books merely by service and departmental heads as recommended by G.O. No. 2752 W., dated 30th October 1894, are also detailed by works.

8. *Cash accounts*.—(a) The Divisional office does not acknowledge the receipt of cash extracts and vouchers from sub-divisional offices.

(b) When, as frequently happened, a cheque was drawn in favour of Executive Engineer or Sub-divisional officer or subordinate to enable him to make payment of salary to office or other establishment, the cash-book shows the transaction simply as a payment to the officer concerned alone who, in some cases, is not even an ordinary imprest-holder.

B.—General.

9. *Measurements*.—(a) All the measurement books called for were submitted for inspection.

(b) In completed measurement books Nos. 694 and 695, it was noted that the pencil entries of measurements on pages 1—56 and 1—44, respectively, were inked over (Public Works Department Code, Vol. II, chapter 1, paragraph 35).

(c) No test-check is applied by Divisional office upon receipt of completed measurement books.

(d) The measurement books inspected did not show signs of frequent, or even occasional, check-measurement either by Executive Engineer or Sub-divisional officer. Lieutenant A. C. Lord, Honorary Assistant Engineer in charge of the head-quarters sub-division, had, however, frequently initialled the measurement books of his sub-division. These initials were stated to denote check-measurements. It would be better to assert the fact more distinctly.

(e) The Executive Engineer pointed out that the pencils provided by the Stationery Department for use with measurement books gave a far from satisfactory record in point of permanency. He strongly recommended the supply of ink-pencils. The Executive Engineer Mr. C. A. Smith, of the Kistna Eastern division, had also brought this matter to my notice previously. As the record in the measurement book is of the highest importance, its stability should be assured in every way possible, commensurate with the interests and expense involved. The matter is therefore submitted for consideration.

10. *Check of measurements and bills*.—(a) Now that the subject of check-measurement has cropped up in the previous paragraph, it is perhaps desirable to point out the great diversity of practice and (so far as I know) the absence of existing ruling on the subject in this Presidency. At present some officers check-measure, others do not, but state that their sub-divisional officers are fully responsible. Even putting responsibility upon the sub-divisional officers, it is not clear from inspection of the measurement books that check-measurement is resorted to by them either as a rule. The case of the initials of Lieutenant Lord alluded to above has, so far as my present limited experience has gone, been quite exceptional. Check-measurement is necessary in order to prove the correctness of the entries in measurement books and to show that the measurements recorded represent work actually done. To be completely effective, it should be performed by some one unconcerned either in the execution of the work or the payment for it. These conditions, however, are difficult to ensure, and an approximation to them is generally all that is feasible.

(b) Once the assurance of the correctness of the measurements is gained, the only step remaining is to see that the bills prepared and the payments made agree with the record of what can no longer be possibly other than facts. As copies of bills have been abolished, the measurement book taking their place, and as the original bill is submitted to and retained by audit long anterior usually to the receipt of the completed measurement book in the Divisional office, that office does not under present conditions compare, as it used to of old, the entries in the measurement book with the

bills purporting to be prepared from them. That check is at present merely performed to some extent by the inspecting accounts officer at his annual inspection.

(c) The following points are therefore submitted for consideration on this subject:—

(i) The question of the necessity of check-measurement and the conditions under which necessary;

(ii) whether comparison of bills with measurements should be confined as at present to the test-audit (one month's accounts) of the inspecting accounts officers on their annual rounds;

(iii) whether completed measurement books after scrutiny in Divisional office should be submitted to the audit office for test-check with original bills, after which they could be again returned to Divisional office for final record: if so, to what extent.

11. *Schedule of rates*.—There is at present no schedule of rates in this division.

12. *Wrong use of forms*.—Form No. 14 is largely used for payments on account; even in cases where work is not accounted for by sub-heads, form No. 16 should be used.

13. *Superfluous work*.—(a) Intermediate bills are, after payment, checked by the Divisional office as to rates and estimate, just as if they were final bills. The adoption of this as a rule is unnecessary and opposed to G.O. No. 2668 W., dated 26th September 1892.

(b) Details of the work done are unnecessarily given in vouchers in form No. 16 for works accounted for by sub-heads.

14. *Cancellation of vouchers*.—Of the vouchers unsubmitted to audit, only those for contingent expenses are cancelled.

15. *Credit to capital account*.—The old Anicut office at Bezwada is superfluous and its sale has been ordered by Government; as its cost stands at debit of Imperial Productive system of the Kistna canal, its sale means a credit to the capital account and a reduction of interest. The Executive Engineer stated there was at present no chance of further credits to the capital account by the disposal of either superfluous lands or buildings.

16. *Liabilities*.—There is at present under consideration a claim for Rs. 300 by Messrs. Maiden and Co., agents at Masulipatam, on account of charges for coolies engaged in searching for logs lost overboard while being landed by them. The agreement with the agents—an informal one, apparently, in the first instance—does not appear to have been entered into through the Port officer. It would perhaps be better to enter into all shipping and unshipping agreements through the local Port authorities who are by the nature of their duties acquainted with the port customs and rates.

17. *Suspended works*.—In annexure A is given a list of incomplete works on which there has been no outlay for the past four months.

18. *Delays in preparation of bills*.—Instances in which delay has occurred between measurement and the preparation of bills are given in annexure B. These occurred principally in Guntur sub-division, of which M.R.Ry. T. Subrahmanya Aiyar Avergal, Assistant Engineer, has until recently been in charge.

C.—Contract.

19. *Delays with bills*.—A statement showing the delays that have occurred in the disposal of bills received by the Divisional office, and the explanation afforded is given in annexure C.

20. *Outstandings*.—There are a few cases of balances long due to contractors (*vide* annexure D).

D.—Accounts of Works.

21. *Allocation*.—(a) The cost of painting bamboo chicks for the Anicut Superintendent's office at Bezwada (*vide* S.D. No. 39; N.M.R. 188, for Rs. 2-14-3 of February 1895) was charged to "maintenance of main canal" instead of to "office contingencies."

(b) The value Rs. 167-4-11 of rails and wire-fencing for the Head Assistant Collector's bungalow at Bezwada had been charged to "materials at site" instead of direct to "fencing." There would have been no vitiation of rate by charging off direct, since the provision under Fencing was a lump sum without quantity or rate.

E.—Establishment.

22. *Service books.*—The service books are in the custody of the Accounts clerk P. Kutumbar Row. His own is included.

23. *Works establishment.*—The following men employed on general duties to assist the sub-divisional clerk are charged to "works":—

One Assistant clerk in head-quarter sub-division	...	...	...	RS. 15
One do. in Guntur sub-division	...	...	...	15

(a) The declarations did not as a rule specify, as exactly as might have been done, the specific work or nature of the duties for which the temporary men were engaged. This is necessary in order to enable full effect to be given to the conditions of service; otherwise dispute may arise as to the work for which a man has been engaged.

(b) Declarations were not renewed upon renewal of sanction to temporary employment.

24. *Travelling allowance.*—In the travelling allowance journal for May 1895 of D. Suryanarayana, acting temporary clerk on Rs. 15 per mensem, it was noted that on 27th May 1895 he joined his first acting appointment under Overseer M.R.Ry. R. Sreenivasa Charry at Karempudi. The head-quarters of the overseer are, however, at Guruzala. The clerk claimed daily allowance at 4 annas from 27th to 31st May 1895 the date he actually arrived at head-quarters. The matter is referred for decision.

III.—Stock.

A.—Stores.

25. *Delay in accounting.*—Wood received by the Workshop Superintendent on 22nd January 1895 was only brought on to form 9 by him in February 1895 after payment had been made (*vide* S.D. No. 35, C.B. No. 1 of February 1895).

26. *Pricing of manufacture outturn.*—At the close of May 1895, the manufacture accounts for the current year showed in some cases considerable differences between outlay and outturn. None of the operations involved Rs. 2,500, so estimates had not been framed. The results of the two months' operations here given embrace liabilities and assets:—

Name of manufacture.	Outlay including liabilities.	Outturn including assets.	Profit and loss.	Percentage on outlay.
	RS. A. P.	RS. A. P.	RS. A. P.	
Stone manufacture, Sitanagaram quarry	221 1 10	366 5 10	145 4 0	64.9
Surki manufacture	793 11 0	1,051 5 0	257 10 0	32.3

B.—Tools and Plant.

27. *Discrepancies in Tools and Plant accounts.*—There are discrepancies between the accounts of tools and plant transferred by the Kistna Eastern division and those of the store-keeper said to be actuals. These are under settlement and the matter is being watched by audit.

IV.—REVENUE.

A.—Direct.

28. *Rentable buildings.*—A "tiled shed in Mogalrajapuram quarry" shown in the register of buildings as occupied by the quarry superintendent and stated to be used as a residence, is not shown in the return of buildings sent to audit.

V.—GENERAL.

29. *Accountant.*—(a) The accounts appeared to be in good order. The Accountant M.R.Ry. Subbarayudu Pantulu intends going up for the Second grade Accountants' examination, but pointed out that experience in the Central office was necessary. He has not been in the Central office for 10 years.

(b) *Accounts clerk.*—M.R.Ry. P. Kutumbar Row, the accounts clerk, appeared to possess considerable experience and was stated by the accountant to be thoroughly efficient in sub-divisional accounts and in divisional procedure and compilation.

PART II.—HEAD-QUARTERS SUB-DIVISION OFFICE.

30. The sub-division was temporarily in charge of Captain W. Ellis, R.E., the Executive Engineer, during the absence on privilege leave of Lieutenant Lord, Honorary Assistant Engineer.

31. No remarks appear necessary, except that the measurement books give no reference to the particulars of bills or cheque made on the entries.

(Signed) C. C. SWETENHAM,
CHETTIPET, Inspecting Officer.
17th July 1895.

ANNEXURE A (See para. 17).

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

Item No.	Name of work.	Amount of estimate.	Expenditure up to date.	Month in which last outlay was recorded.
1	2	3	4	5
		RS.	RS. A. P.	
1	Excavating supply-channel to Nadigadda tank	2,372	42 8 0	April 1895.
2	Excavating distributary from Nadigadda tank	2,200	449 10 10	January 1895.
3	Vellalacheruvu Original works	350	296 12 0	July 1894.
4	No. 20, Yaralpad tank	140	7 12 0	Do.
5	No. 6, Yenamadala west tank	2,015	2,426 8 0	December 1894.
6	No. 5, Do. south tank	710	655 0 0	Do.
7	No. 1, Jarub tank of Nambur	725	559 8 0	Do.
8	No. 1, Prattipad tank	570	439 0 0	August 1894.
9	No. 9, Kaza west tank	890	537 0 0	December 1894.
10	fixing enamelled iron gauges on Muniyeru	185	174 13 6	October 1894.
11	No. 4, Vira Cheruvu of Gorantla	120	2 8 0	September 1894.
12	No. 3, Somiahkuntah of Gorantla	193	115 0 0	Do.
13	Suddapalli tank	450	92 0 0	October 1894.
14	Guthavanigunta of Yanamadala	150	43 0 0	Do.
15	Constructing revetments to Vilagaleru, Balerow tank	350	87 2 8	Do.
16	Closing breaches of Kondaguraza head-sluice	390	124 2 10	August 1894.
17	Repairs to Rayanapad tank	90	40 10 8	January 1895.
18	Raising and strengthening western corner of Pydurpad tank.	35	19 3 10	October 1894.

ANNEXURE B (See para. 18).

EXTRACT from the register of bills showing delays between dates of measurement and date of preparation of Bills.

Item No.	Name of contractor.	Amount of bill.	Date of measurement.	Date of bill.	Remarks.
1	2	3	4	5	6
Guntur Sub-Division.					
		RS. A. P.			
1	M. Kondayya	40 8 0	12th April 1894	27th May 1894.	
2	Do.	29 7 10	12th "	27th "	
3	P. Venkatappayya	81 0 2	18th July "	25th Aug. "	
4	Do.	128 6 0	19th "	25th "	
5	R. Raghavayya and N. Kotayya	30 0 3	12th "	4th Oct. "	
6	Do.	24 1 4	12th "	4th "	
7	K. Raghavulu Naidu	45 9 2	7th Sept. "	11th "	
8	P. V. Subbayya	100 15 11	23rd "	7th Nov. "	
9	Majati Srimamulu	72 2 1	23rd "	19th "	
10	R. Raghavayya and N. Kotayya	37 13 9	11th July "	20th Dec. "	
11	Do.	26 9 3	3rd Aug. "	4th Oct. "	
12	K. Venkatrayudu	146 9 2	9th Dec. "	15th Jan. 1895.	
13	Do.	193 15 4	9th "	3rd Feb. "	
14	Do.	199 12 4	9th "	3rd "	
15	Madar Sahib	56 10 3	6th "	19th "	

Extract from the register of bills showing delays between dates of measurement and date of preparation of Bills—cont.

Item No.	Name of contractor.	Amount of bill.	Date of measurement.	Date of bill.	Remarks.
1	2	3	4	5	6
<i>Head-quarter Sub-Division.</i>					
16	Messrs. Putman and Ritchie	RS. A. P. 5,087 7 9	10th, 16th, 27th Oct. 1894.	19th Jan. 1895.	Delay due to non-settlement of rates.
<i>Guntur Sub-Division.</i>					
17	K. Venkata Subbayya	84 9 3	13th Feb. 1895	22nd Mar. 1895.	Please see remark against items 1 to 15.
18	P. Innayya	38 0 8	19th " "	1st Apr. "	
19	P. Sivaramayya	137 12 11	18th " "	1st " "	
20	V. Narisimham	6 5 8	27th " "	1st " "	
21	Do.	36 4 9	27th " "	1st " "	
22	N. Narayana Row	386 8 7	28th " "	10th " "	

ANNEXURE C (See para. 19).

EXTRACT from the register of bills showing delays between the date of receipt and of check and return of Bills.

Item No.	Name of contractor.	Amount of bill.	Date of receipt of bill in Divisional office.	Date of return of bill for payment.	Remarks.
1	2	3	4	5	6
<i>Final Bills of Guntur Sub-Division.</i>					
1	V. Narasimham	RS. A. P. 45 0 9	20th Aug. 1894..	11th Sept. 1894.	Delay due to reference having been made to Kistna Western division about previous bills, i.e., payments made in Kistna Western division previous to the formation of this division.
2	K. Lakshmikantham	18 15 0	12th Sept. " "	5th Oct. " "	
3	Do.	12 11 0	12th " " "	5th " " "	
4	K. Innayya	69 10 1	12th " " "	5th " " "	
5	Do.	45 15 0	12th " " "	5th " " "	
6	Do.	304 9 4	12th " " "	5th " " "	

ANNEXURE D (See para. 20).

STATEMENT showing dues to and from Contractors outstanding for more than six months.

Item No.	Name of contractor.	Amount.	Month from which due.	Brief explanation of delay.
1	B. Kotayya	RS. A. P. 170 9 6	November 1894.	Supposed to be due to non-completion of works. The Sub-divisional officer has been requested to arrange to have the works finished off at an early date.
2	Y. Baloo	107 1 2	October 1894.	

KEEP-WITH

CURRENT No.

GOVT.
OF MADRAS.

1895.

E. No. 27.

500-30-7-95.

{ P. W.
DEPT.

EXAMINER, P. W. ACCOUNTS,

dated 189 .

Madras, 16 September 1895.

OFFICE NOTE No. 3206/B

To

W.

Inspection Report of the Kistna
Northern Division.

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

2. Para 6. This matter should be attended to more carefully in future. Attention is invited to Examiner's circular No. 7 of 1892.

3. Paras 7(a) & 8(a). This is not necessary.

4. Para 7(b). It is very important that these transfers should be regularly recorded in the cash book of the officer under whom the imprest is held so that it may show the correct amount of each imprest and the officer responsible for the same.

5. Para 7(c). The suggestion contained in para 2 of Examiner's office note No. 4278 dated 24th October 1894 proved in G.O. No. 2752 dated 30 November 1894.

x B/L 2755 W 4 10.92.

1894 should be adopted in all cases where imprest holders make payments on a great number of petty works.

6. Para 8(b). When a cheque is drawn in favour of a Sub-divisional officer or subordinate on account of salaries of himself and his establishment, the entry in the cash book ^{should} be as follows-

" Salary or travelling allowance
of guntur Sub-divisional of -
ficer and his establish-
ment.....Rs.

so as to show clearly for whom and the purpose for which the cheque is drawn.

7. Para 9(b). Attention is drawn to Code II. I. 35, and G.O.No.132 W. of 6th. January 1894. The original pencil tries in measurement books should not be linked over.

Para 9(c). The check indicated in G.O.No.1613 W. dated 1st. July 1895 is all that is necessary.

9. Paras 9(d), 10(a) and 10(c)(i) . It seems desirable that, when the Executive Engineer or Sub-divisional Officer checks the measurements of a work, he should record the fact of his having done so on the measurement book of the subordinate (see G.O.No.1462 W. dated 17th. May 1888). It is for Government to decide to what extent and when works should be insured.

Paras 10(b) & (c)(ii) & (ii)
is invited to G.O.No.235
24th. August 1892 and Code II. I

10
11

2050
Govt. of 1895 Madras.

PUBLIC WORKS.

THE PUBLIC WORKS DEPARTMENT

Dated

Recd.

Encl.

G.O. 23/9/1895 No. 2349w

Inspection Report

Office Note from the
Ex^o Submitting an
of the accounts of
the Kistna Northern
Divⁿ Cont^d to L.E.
to check with remarks.

1st Reminder issued 9/12-

20
14

INDEXED
23/9

No. 2349 W., 23RD SEPTEMBER 1895.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following paper :—

ENCLOSURE.

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Amount requisite for letter of credit	...	...	...	...	5,000
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					5,000

The above method of calculation was not adopted, but the reason for granting Rs. 5,000 instead of Rs. 1,387 was explained to be due to a withdrawal, early in June 1895, of Rs. 3,000 from the Rs. 7,000, letter of credit for June 1895. Still the amount granted was Rs. 613 more than the actual requirements. There is nothing on record to show how these credits are checked and calculated.

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(c) No test-check is applied by Divisional office upon receipt of completed measurement books.

(d) The measurement books inspected did not show signs of frequent, or even occasional, check-measurement either by Executive Engineer or Sub-divisional officer. Lieutenant A. C. Lord, Honorary Assistant Engineer in charge of the head-quarters sub-division, had, however, frequently initialled the measurement books of his sub-division. These initials were stated to denote check-measurements. It would be better to assert the fact more distinctly.

(e) The Executive Engineer pointed out that the pencils provided by the Stationery Department for use with measurement books gave a far from satisfactory record in point of permanency. He strongly recommended the supply of ink-pencils. The Executive Engineer Mr. C. A. Smith, of the Kistna Eastern division, had also brought this matter to my notice previously. As the record in the measurement book is of the highest importance, its stability should be assured in every way possible, commensurate with the interests and expense involved. The matter is therefore submitted for consideration.

10. *Check of measurements and bills.*—(a) Now that the subject of check-measurement has cropped up in the previous paragraph, it is perhaps desirable to point out the great diversity of practice and (so far as I know) the absence of existing ruling on the subject in this Presidency. At present some officers check-measure, others do not, but state that their sub-divisional officers are fully responsible. Even putting responsibility upon the sub-divisional officers, it is not clear from inspection of the measurement books that check-measurement is resorted to by them either as a rule. The case of the initials of Lieutenant Lord alluded to above has, so far as my present limited experience has gone, been quite exceptional. Check-measurement is necessary in order to prove the correctness of the entries in measurement books and to show that the measurements recorded represent work actually done. To be completely effective, it should be performed by some one unconcerned either in the execution of the work or the payment for it. These conditions, however, are difficult to ensure, and an approximation to them is generally all that is feasible.

(b) Once the assurance of the correctness of the measurements is gained, the only step remaining is to see that the bills prepared and the payments made agree with the record of what can no longer be possibly other than facts. As copies of bills have been abolished, the measurement book taking their place, and as the original bill is submitted to and retained by audit long anterior usually to the receipt of the completed measurement book in the Divisional office, that office does not under present conditions compare, as it used to of old, the entries in the measurement book with the bills purporting to be prepared from them. That check is at present merely performed to some extent by the inspecting accounts officer at his annual inspection.

(c) The following points are therefore submitted for consideration on this subject:—

- The question of the necessity of check-measurement and the conditions under which necessary;
- whether comparison of bills with measurements should be confined as at present to the test-audit (one month's accounts) of the inspecting accounts officers on their annual rounds;
- whether completed measurement books after scrutiny in Divisional office should be submitted to the audit office for test-check with original bills, after which they could be again returned to Divisional office for final record: if so, to what extent.

11. *Schedule of rates.*—There is at present no schedule of rates in this division.

12. *Wrong use of forms.*—Form No. 14 is largely used for payments on account; even in cases where work is not accounted for by sub-heads, form No. 16 should be used.

13. *Superfluous work.*—(a) Intermediate bills are, after payment, checked by the Divisional office as to rates and estimate, just as if they were final bills. The adoption of this as a rule is unnecessary and opposed to G.O. No. 2668 W., dated 26th September 1892.

(b) Details of the work done are unnecessarily given in vouchers in form No. 16 for works accounted for by sub-heads.

14. *Cancelment of vouchers.*—Of the vouchers unsubmitted to audit, only those for contingent expenses are cancelled.

15. *Credit to capital account.*—The old Anicut office at Bezwada is superfluous and its sale has been ordered by Government; as its cost stands at debit of Imperial Productive system of the Kistna canal, its sale means a credit to the capital account and a reduction of interest. The Executive Engineer stated there was at present no chance of further credits to the capital account by the disposal of either superfluous lands or buildings.

16. *Liabilities.*—There is at present under consideration a claim for Rs. 300 by Messrs. Maiden and Co., agents at Masulipatam, on account of charges for coolies engaged in searching for logs lost overboard while being landed by them. The agreement with the agents—an informal one, apparently, in the first instance—does not appear to have been entered into through the Port officer. It would perhaps be better to enter into all shipping and unshipping agreements through the local Port authorities who are by the nature of their duties acquainted with the port customs and rates.

17. *Suspended works.*—In annexure A is given a list of incomplete works on which there has been no outlay for the past four months.

18. *Delays in preparation of bills.*—Instances in which delay has occurred between measurement and the preparation of bills are given in annexure B. These occurred principally in Guntur sub-division, of which M.R.Ry. T. Subrahmanya Aiyar Avergal, Assistant Engineer, has until recently been in charge.

C.—Contract.

19. *Delays with bills.*—A statement showing the delays that have occurred in the disposal of bills received by the Divisional office, and the explanation afforded is given in annexure C.

20. *Outstandings.*—There are a few cases of balances long due to contractors (*vide* annexure D).

D.—Accounts of Works.

21. *Allocation.*—(a) The cost of painting bamboo chicks for the Anicut Superintendent's office at Bezwada (*vide* S.D. No. 39, N.M.R. 188, for Rs. 2-14-3 of February 1895) was charged to "maintenance of main canal" instead of to "office contingencies."

(b) The value Rs. 167-4-11 of rails and wire-fencing for the Head Assistant Collector's bungalow at Bezwada had been charged to "materials at site" instead of direct to "fencing." There would have been no vitiation of rate by charging off direct, since the provision under Fencing was a lump sum without quantity or rate.

E.—Establishment.

22. *Service books.*—The service books are in the custody of the Accounts clerk P. Kutumbar Row. His own is included.

23. *Works establishment.*—The following men employed on general duties to assist the sub-divisional clerk are charged to "works":—

	RS.
One Assistant clerk in head-quarter sub-division	15
One do. in Guntur sub-division	15

(a) The declarations did not as a rule specify, as exactly as might have been done, the specific work or nature of the duties for which the temporary men were engaged. This is necessary in order to enable full effect to be given to the conditions of service; otherwise dispute may arise as to the work for which a man has been engaged.

(b) Declarations were not renewed upon renewal of sanction to temporary employment.

24. *Travelling allowance.*—In the travelling allowance journal for May 1895 of D. Suryanarayana, acting temporary clerk on Rs. 15 per mensem, it was noted that on 27th May 1895 he joined his first acting appointment under Overseer M.R.Ry. R. Sreenivasa Charry at Karempudi. The head-quarters of the overseer are, however, at Guruzala. The clerk claimed daily allowance at 4 annas from 27th to 31st May 1895 the date he actually arrived at head-quarters. The matter is referred for decision.

III.—Stock.

A.—Stores.

25. *Delay in accounting.*—Wood received by the Workshop Superintendent on 22nd January 1895 was only brought on to form 9 by him in February 1895 after payment had been made (*vide* S.D. No. 35, C.B. No. 1 of February 1895).

26. *Pricing of manufacture outturn.*—At the close of May 1895, the manufacture accounts for the current year showed in some cases considerable differences between outlay and outturn. None of the operations involved Rs. 2,500, so estimates had not been framed. The results of the two months' operations here given embrace liabilities and assets:—

Name of manufacture.	Outlay including liabilities.	Outturn including assets.	Profit and loss.	Percentage on outlay.
	RS. A. P.	RS. A. P.	RS. A. P.	
Stone manufacture, Sitanagaram quarry	221 1 10	366 5 10	145 4 0	64.9
Surki manufacture	793 11 0	1,051 5 0	257 10 0	32.3

B.—Tools and Plant.

27. *Discrepancies in Tools and Plant accounts.*—There are discrepancies between the accounts of tools and plant transferred by the Kistna Eastern division and those of the store-keeper said to be actuals. These are under settlement and the matter is being watched by audit.

IV.—REVENUE.

A.—Direct.

28. *Rentable buildings.*—A "tiled shed in Mogalrajapuram quarry" shown in the register of buildings as occupied by the quarry superintendent and stated to be used as a residence, is not shown in the return of buildings sent to audit.

V.—GENERAL.

29. *Accountant.*—(a) The accounts appeared to be in good order. The Accountant M.R.Ry. Subbarayudu Pantulu intends going up for the Second grade Accountants' examination, but pointed out that experience in the Central office was necessary. He has not been in the Central office for 10 years.

(b) *Accounts clerk.*—M.R.Ry. P. Kutumbar Row, the accounts clerk, appeared to possess considerable experience and was stated by the accountant to be thoroughly efficient in sub-divisional accounts and in divisional procedure and compilation.

PART II.—HEAD-QUARTERS SUB-DIVISION OFFICE.

30. The sub-division was temporarily in charge of Captain W. Ellis, R.E., the Executive Engineer, during the absence on privilege leave of Lieutenant Lord, Honorary Assistant Engineer.

31. No remarks appear necessary, except that the measurement books give no reference to the particulars of bills or cheque made on the entries.

CHETTIPET,
17th July 1895.

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

ANNEXURE A (See para. 17).

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

Item No.	Name of work.	Amount of estimate.	Expenditure up to date.	Month in which last outlay was recorded.
1	2	3	4	5
1	Excavating supply-channel to Nadigadda tank	Rs. 2,372	Rs. A. P. 42 8 0	April 1895.
2	Excavating distributary from Nadigadda tank	2,200	449 10 10	January 1895.
3	Vellalacheruvu Original works	350	296 12 0	July 1894.
4	No. 20, Yaralapa tank	140	7 12 0	Do.
5	No. 6, Yenamadala west tank	2,015	2,426 8 0	December 1894.
6	No. 5, Do. south tank	710	655 0 0	Do.
7	No. 1, Jarub tank of Nambur	725	559 8 0	Do.
8	No. 1, Prattipad tank	570	439 0 0	August 1894.
9	No. 9, Kaza west tank	890	537 0 0	December 1894.
10	Fixing enamelled iron gauges on Muniyera	185	174 13 6	October 1894.
11	No. 4, Vira Cheruvu of Gorantla	120	2 8 0	September 1894.
12	No. 3, Somiahkuntah of Gorantla	193	115 0 0	Do.
13	Suddapalli tank	450	92 0 0	October 1894.
14	Guthavanigunta of Yanamadala	150	43 0 0	Do.
15	Constructing revetments to Vilagaleru, Balerow tank	350	87 2 8	Do.
16	Closing breaches of Kondaguraza head-slucice	390	124 2 10	August 1894.
17	Repairs to Rayanapad tank	90	40 10 8	January 1895.
18	Raising and strengthening western corner of Pydurpad tank.	35	19 3 10	October 1894.

ANNEXURE B (See para. 18).

EXTRACT from the register of bills showing delays between dates of measurement and date of preparation of Bills.

Item No.	Name of contractor.	Amount of bill.	Date of measurement.	Date of bill.	Remarks.
1	2	3	4	5	6

Guntur Sub-Division.

1	M. Kondayya	Rs. A. P. 40 8 0	12th April 1894	27th May 1894.	The delay in preparation of these final bills has been pointed out to the Guntur sub-divisional officer by Divisional office.
2	Do.	29 7 10	12th "	27th "	
3	P. Venkatappayya	81 0 2	18th July "	25th Aug. "	
4	Do.	123 6 0	19th "	25th "	
5	R. Raghavayya and N. Kotayya	30 0 3	12th "	4th Oct. "	
6	Do.	34 1 4	12th "	4th "	
7	K. Raghavulu Naidu	45 9 2	7th Sept. "	11th "	
8	P. V. Subbayya	100 15 11	23rd "	7th Nov. "	
9	Majati Sriramulu	72 2 1	23rd "	19th "	
10	R. Raghavayya and N. Kotayya	37 13 9	11th July "	20th Dec. "	
11	Do.	26 9 3	3rd Aug. "	4th Oct. "	
12	K. Venkatrayudu	146 9 2	9th Dec. "	15th Jan. 1895.	
13	Do.	193 15 4	9th "	3rd Feb. "	
14	Do.	199 12 4	9th "	3rd "	
15	Madar Sahib	56 10 3	6th "	19th "	

Head-quarter Sub-Division.

16	Messrs. Putman and Ritchie	Rs. A. P. 5,087 7 9	10th, 16th, 27th Oct. 1894.	19th Jan. 1895.	Delay due to non-settlement of rates.
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Guntur Sub-Division.

17	K. Venkata Subbayya	84 9 3	13th Feb. 1895	22nd Mar. 1895.	Please see remark against items 1 to 15.
18	P. Innayya	38 0 8	19th "	1st Apr. "	
19	P. Sivaramayya	137 12 11	18th "	1st "	
20	V. Narasimham	6 5 8	27th "	1st "	
21	Do.	36 4 9	27th "	1st "	
22	N. Narayana Row	386 8 7	28th "	10th "	

ANNEXURE C (See para. 19).

EXTRACT from the register of bills showing delays between the date of receipt and of check and return of Bills.

Item No.	Name of contractor.	Amount of bill.	Date of receipt of bill in Divisional office.	Date of return of bill for payment.	Remarks.
1	2	3	4	5	6
Final Bills of Guntur Sub-Division.					
1	V. Narasimham	Rs. A. P. 45 0 9	20th Aug. 1894..	11th Sept. 1894.	Delay due to reference having been made to Kistna Western division about previous bills, i.e., payments made in Kistna Western division previous to the formation of this division.
2	K. Lakshmikantham	18 15 0	12th Sept. "	5th Oct. "	
3	Do.	12 11 0	12th " "	5th " "	
4	K. Innayya	69 10 1	12th " "	5th " "	
5	Do.	45 15 0	12th " "	5th " "	
6	Do.	304 9 4	12th " "	5th " "	

ANNEXURE D (See para. 20).

STATEMENT showing dues to and from Contractors outstanding for more than six months.

Item No.	Name of contractor.	Amount.	Month from which due.	Brief explanation of delay.
1	2	3	4	5
1	B. Kotayya	Rs. A. P. 170 9 6	November 1894.	Supposed to be due to non-completion of works. The Sub-divisional officer has been requested to arrange to have the works finished off at an early date.
2	Y. Baloo	107 1 2	October 1894.	

Office-note from the Examiner, Public Works Accounts, dated Madras, 16th September 1895, No. 3206 B.

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

2. Paragraph 6.—This matter should be attended to more carefully in future. Attention is invited to Examiner's Circular No. 7 of 1892.

3. Paragraphs 7 (a) and 8 (a).—This is not necessary.

4. Paragraph 7 (b).—It is very important that these transfers should be regularly recorded in the cash book of the officer under whom the imprest is held, so that it may show the correct amount of each imprest and the officer responsible for the same.

5. Paragraph 7 (c).—The suggestion contained in paragraph 2 of Examiner's office-note, No. 4278, dated 24th October 1894, approved in G.O., No. 2752, dated 30th November 1894, should be adopted in all cases where imprest-holders make payments on a great number of petty works.

6. Paragraph 8 (b).—When a cheque is drawn in favour of a Sub-Divisional officer or subordinate, on account of salaries of himself and his establishment, the entry in the cash book should be as follows:—

RS.
Salary or travelling allowance of Guntur Sub-Divisional officer and his establishment

so as to show clearly for whom and the purpose for which the cheque is drawn.

7. *Paragraph 9 (b).*—Attention is drawn to Code, II, I, 35, and G.O., No. 132 W. of 16th January 1894. The original pencil entries in measurement books should not be inked over.

8. *Paragraph 9 (c).*—The check indicated in G.O., No. 1613 W., dated 1st July 1895, is all that is necessary.

9. *Paragraphs 9 (d), 10 (a) and 10 (c) (i).*—It seems desirable that, when the Executive Engineer or Sub-Divisional officer checks the measurements of a work, he should record the fact of his having done so on the measurement book of the subordinate (see G.O., No. 1462 W., dated 17th May 1888). It is for Government to decide to what extent and when works should be check-measured.

10. *Paragraphs 10 (d) and (c) (ii) and (iii).*—Reference is invited to G.O., No. 2350 W. of 24th August 1892, and Code, II, I, 36. The check suggested by the Inspecting officer is not considered necessary.

11. *Paragraph 12.*—Attention is invited to Code, II, I, 187 and G.O., No. 2216 W., dated 11th August 1892, regarding the use of the forms referred to.

12. *Paragraph 14.*—All vouchers not submitted for audit should be effectively cancelled.

13. *Paragraph 16.*—It seems desirable that such agreements should be entered into through the port authorities.

14. *Paragraph 21 (a).*—The debit to maintenance and repairs appears correct.

15. *Paragraph 22.*—There is no objection to this (see paragraph 23 of Examiner's office-note, No. 2372 B., dated 4th July 1895, on the inspection report of South Arcot division printed with G.O., No. 1742 W. of 15th July 1895).

16. *Paragraph 23.*—This is another instance of work establishment being irregularly employed (see paragraph 15 of Examiner's office-note on inspection report of Kistna Eastern division).

17. *Paragraph 25.*—The receipt of stores should be recorded in the storekeeper's return as soon as received whether payment is made or not.

18. *Paragraph 26.*—Greater care should be taken in estimating outturn so as to avoid the large differences brought to notice.

19. *Paragraph 28.*—The building should now be brought on the returns. The question of rent is now under settlement with Government.

20. *Paragraph 31.*—Measurement books should be carefully completed (see paragraph 23 of Examiner's office-note of Kistna Eastern division inspection report).

ORDER—No. 2349 W., dated 23rd September 1895

Communicated to the Superintending Engineer, II Circle, for the information and guidance of the Executive Engineer, Kistna Northern division, special attention being drawn to the Examiner's covering remarks.

2. The Superintending Engineer will report on the subject of paragraph 16 of the report.

(True Extract.)

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

To the Superintending Engineer, II Circle.
 „ other Superintending Engineers.
 „ the Consulting Architect to Government.
 „ the Examiner, Public Works Accounts.

Exd. Shaik Karim.

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GENERAL.
ACCOUNT.

Govt. of {1895} Madras.

PUBLIC WORKS.

Dated September, 23rd.

Recd.

Encl.

G.O., 23rd Sept. 1895, No. 2349 W.

SEPTEMBER.

Inspection Report

Office-note from the Examiner submitting
an — of the accounts of the Kistna Northern
division, communicated to Superintending
Engineer, II Circle, with remarks.