

Public Works (1896) Department.

G.O., No. 3285 *W*

DATED 16th November 1896

[Despatch Abstract.]

Clerks: Sanctioning the entertainment of 2 temporary - on Rs. 15 each for a period of 6 months for duty in the P. W. Secretariat and stating that the services of the men will be dispensed with earlier, should this be found practicable.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	14808.	P.W.	3.10.76.				
	14508.	"	1.10.76				
	930W.	"	14.3.76.				
	3115C.	"	25.10.75.				
	2827C.	"	25.9.75.				
	1156W.	"	14.5.75				
	1763C.		30.3.76.				

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

PUBLIC WORKS DEPARTMENT.

No 3285 W. 27 16" November 1896.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following

Note by the Secretary to Govt. P.W.D. dated 11th November 1896

Sanction is accorded to the entertainment of 2 temporary clerks on Rs. 15 each for a period of 6 months for duty in the P.W. Secretariat. The services of the men ~~will~~ be dispensed with earlier, should this be found practicable.

2. This Sanction has been registered as Provincial No. 521 W of 1896-97, and classified as Establishment, Temporary.

RS.

14/11/96

The Examiner, P.W. Accounts.

17/11/96

P.W. Department

Establishment,
Secretariat.

Note for His Excellency
the Governor.

The employment of two Temporary Clerks on
Rs. 15 a month each, is sanctioned.

The additional Clerk on Rs. 30 was
allowed in March last. (see papers, lagged E)

There is a prospect of the reduction in the
number of Public Works to be carried out,
by reason, (1) of probable famine or
at least distress and consequent
falling off in Revenue, and (2) of the
reduction of the appropriation, under
the new Contract, for public works.

In either case, the work of the
Dept. would be decreased, and the
first opportunity must be taken for
dispensing with these two extra Clerks.

x A. 44 13.11.96
Flagged - E

& Flagged - F

I have gone carefully
into this matter and am
quite convinced that the
small extra establishment
of two clerks on Rs 15 each
is absolutely necessary.

2. The strength of the
P.W. Secretariat was fixed
in 1885 and since then
the work has increased
immensely and now the
office is practically reduced
by one clerk owing to his
having to be employed in
docketting manuscript
G.O's in accordance with
recent orders. As regards
the increase of work please
see my note of 2nd March 1896
and the statement attached
to my note of 7th idem filed
with No. 930.W of 14 March 96
which shows the amount
done by each clerk. I may

mention that since that statement was prepared work has still further increased, the number of receipts and issues up to 6th November this year being 2124 more than up to the same date last year.

3. A reference was lately made by the Financial Department as to whether the establishment could not be reduced owing to the introduction of type writers and I replied that any reduction was absolutely impossible for the reasons given in my memo. No. 1450. D of 1st October/96.

* I lagged. G

4. As head of the office I am responsible that work is kept current and to enable this to be done extra assistance is absolutely necessary, of course the work can be carried on and arrears allowed to accumulate but this will have a most demoralising effect on the whole department.

S

5. I have taken steps to ascertain that no improvement can be effected by a better redistribution of work, my Chief Assistant, Mr R. Parsons has been for years in charge of the P.W. office and for 2 years in charge of the office of the Chief Secretary and is therefore well acquainted with office matters.

6. I would like to point out that the work of this office is exceptional as its functions are dual which is not the case in any other Secretariat offices and the papers that pass through Government only represent a fraction of those that pass through it as office of the Chief Engineer P.W. Department.

7. I cannot too strongly urge that the small increase of ~~to~~ 30 a month be sanctioned as delay in the disposal of reference is likely to lead to serious results for which I hope I may not be held responsible.

86

P. W. Department

Extra Establishment,
P. W. Secretariat.

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11/11/86
W

[illegible]

Mass E
Station 14 to March 96

Mass F
Station 14 to March 96

Page F
 which show the amount of
 of each class of property
 that was then returned
 the present value of the
 interest, the amount of the
 interest at 6% per year
 being 2124 per year at the same

Content
 The number of the
 for the Secretary of the
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 into the office of the
 the Secretary of the
 the office of the
 the office of the
 the office of the

9/10/56

The two Clerks specially
 employed in docketing Old
 Proceedings under the Flatfile
 System have been taken off
 the work for the present to
 help in the Copying Section:
 when they will be needed
 till other help is supplied.

Extra Establishment.
 P.W. Secretariat.

Note by the Head Clerk, P.W.
 Secretariat.

I beg to report that
 the small establishment em-
 -ployed on copying is quite
 unable to cope with the large
 quantity of work which is now
 pouring into the office, and
 that there is now a complete
 block in ^{the work of} this section of the
 office. Unless some assistance
 is immediately afforded, very
 serious delays are inevitable.

This congested state
 is due to the following causes

(1) In consequence of the
 introduction of the flat file
 system the time of a clerk
 who formerly assisted in
 copying is now wholly taken
 up in docketing Manuscript
 Ls. 0s and in numbering them.

It

L.S.
 7th Nov 56.

It has always been the practice in this office to docket Printed Ls only. Under the flat file system Manuscript Ls must also be docketed and have a docket sheet. No provision for this work was made in the establishment as fixed in 1885. As Manuscript Ls are four times as numerous as the printed ones, this docketing work fully occupies the time of a clerk who formerly helped largely in copying. Virtually there has been a reduction in the number of copyists in consequence of the introduction of the flat file system.

(2) The letters relating to Famine Relief which are now being received, have added considerably to the copying

copying work. As all these papers are emergent, the disposals on them must issue in manuscript.

(3) There has been an unusual increase of work this year. On the 6th Nov. 95 the receipts under all heads numbered 9986 papers. This year on the same date the receipts amounted to 11,717, an increase of 1731. The issues in all series on the 6th Nov. 95 were 7,420. On the same date this year 8813 papers were issued, an increase of 1,393.

(4) The office establishment throughout this year has been short-handed owing to men being absent from sickness. Hardly a week has passed without a clerk or two being ill. The office establishment contains

contains no provision what-
-ever for absentees. The absence
of a single clerk produces con-
-siderable inconvenience and
an increase of work.

The clerks have been
working early and late to get
through the heavy work that
has now accumulated in the
office, but with all their efforts
have not been able to get the
~~work~~ current. It is respectfully
submitted that we shall not
be able to get on satisfactorily
unless we get some immediate
assistance, and I beg to suggest
that two temporary copyists on
Rs 15 each be employed till
Famine Relief work is over.

Rwz

7/11

P. W. Sept:

Note by the Chief Assistant

submitted.

I have satisfied myself
that the temporary assistance
asked for is absolutely
necessary at once. If
Famine work increases
much more, there should,
I think, be a special
branch of the office orga-
-nised to deal with it.
Weakness at head-quarters
will be felt throughout
the Presidency, and may
mean loss of life in the
districts.

It is submitted, there-
-fore, that Government be
asked to sanction an im-
-mediate increase of 2
clerks, and be informed
that a specially organized
establishment for Famine
Relief work may possibly
be required hereafter.

L. Parson

Chief Assistant

7 Nov 96

