

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following papers:—

Report of an inspection of the accounts of the General Superintendent, Public Works Workshops Division, made by Mr. D. R. WHITE, Examiner of Accounts, Temporary Rank, between 20th and 23rd March 1896.

Mr. H. A. Moss, Executive Engineer, has been in charge since 13th November last, Mr. J. W. H. Ellis, Honorary Assistant Engineer, having held the charge previously and from date of last inspection. The Accountant at present is Mr. E. L. Taylor.

2. The workshop manufacture account at the close of February 1896 showed a net balance of Rs. 46,197, but this could have been reduced by more than half if advantage had been taken of the rule in Public Works Code II, I, 134, to adjust the outlay on the following jobs monthly instead of waiting for their completion:—

	RS.
No. 102. Shutters for a regulator of nine vents for Tanjore division.	9,019
" 436. Wood work for Taluk Cutcherry, South Arcot division ...	3,781
" 437. Do. for Collector's Cutcherry, Cuddalore ...	5,747
" 438. Do. for do. do. ...	9,600

A monthly adjustment might also have been made of the expenditure incurred in "adjusting" mathematical instruments before issue to divisions. It should be borne in mind that the advantage to be gained by the prompt adjustment of the cost of jobs for other divisions is not only a reduction of the workshop balance but the earlier booking of the cost against its proper budget grant. A small stock of petty articles, such as charcoal, lamp oil, &c., is kept on hand and the cost is held on the workshop manufacture account as "materials at site." There was a reserve limit of Rs. 5,000 for such articles which Government in No. 1609 W., dated 1st July last, cancelled. The General Superintendent is now of opinion that the reserve value of such material need not exceed Rs. 200 and Government may be asked to formally sanction this as the reserve for future operations. A discrepancy was noticed between the figure representing the value of material at site according to the workshop manufacture account and the total value of the worked out details—Rs. 99-4-2 against Rs. 156-13-11. The cause of the difference was being traced.

3. The plan at present adopted in the adjustment of the indirect charges for establishment and tools and plant is to debit revenue on each month's outlay with the portion relating to those heads of service (10 and 1 per cent., respectively) pending completion of the jobs when the revenue account is cleared by debit to the jobs concerned. The medium of the revenue account does not appear to be necessary as it could be arranged to make the adjustment by direct charge to the jobs monthly or the adjustment could be postponed until the jobs were finished. The latter course is open to the objection that the credits to Establishment and Tools and Plant would be broken up and postponed, but even this would be preferable to lowering the provincial revenue for the time being to benefit the two other heads of service. Under these circumstances it is questionable whether there is any justification for the continuance of the present practice which moreover is inconsistent when dealing with the portion relating to Revenue. This is not credited to Revenue until the job is completed and there is no reason why in dealing with Establishment and Tools and Plant, a different procedure should be adopted. A monthly adjustment would involve some extra labour in calculations and accounting and would, moreover, increase the balance

of the workshop manufacture suspense account, but this is the proper method of dealing with the matter and to avoid monthly charges to each job the amount can be held in a suspense account subordinate to workshop manufacture suspense, pending clearance on completion of the jobs or on 31st March.

4. The orders passed in G.O. No. 2836 W., dated 7th November 1895, regarding the preparation of estimates for jobs likely to cost more than Rs. 20 has not yet been carried into effect, as a copy of the Government Order in question was not, it is said, received in the General Superintendent's office. The "Register of arrears of labour" is at present not closed to show the amount outstanding in the workshop manufacture suspense schedule, as instead of being for the month's transactions it runs into the following month with a view to eliminate the items of labour relating to the second-half of the month preceding. The form now in use should be discontinued and Public Works form W 3 substituted, as the latter provides for the exhibition of arrears in a clear and methodical manner.

5. It is the practice to credit as cash in the cash book the amount of cheques received from private parties. There has recently been an instance in which such a cheque was not honoured by the bank. The amount of such cheques should not be in future credited in the cash book as a receipt until actual realization; but the receipt of the cheque should be acknowledged by a red ink entry in the cash book without passing the amount through the money columns. Items of recovery for subscription to Civil Engineering Provident fund and the like have been treated as miscellaneous receipts and paid into Treasury. This should not have been done—*vide* Code II, II, 23.

6. A moiety of the General Superintendent's salary is charged monthly in the workshops accounts on a separate bill and he grants two separate receipts for the amounts drawn from the stores and workshops, respectively. This is obviously incorrect and the practice might at once be discontinued. In future the full salary should be drawn in the stores division and a moiety adjusted at the close of the year by transfer to the workshops account for inclusion in the annual revenue account of the shops.

(Signed) D. R. WHITE,
Inspecting Officer.

Office-note from the Examiner, Public Works Accounts, dated Madras, 16th April 1896, No. 275 B.

Submitted to Government for information and orders.

2. The reserve limit for the "materials in hand" may now be fixed at Rs. 200.

3. The Inspecting officer's suggestions will no doubt receive the attention of the General Superintendent and the Superintending Engineer.

ORDER—No. 1368 W., dated 29th April 1896.

Communicated to the Superintending Engineer, V Circle, for the information and guidance of the General Superintendent, Public Works Workshops.

2. The suggestion in paragraph 2 of the Examiner's note is approved.

(True Extract.)

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

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

Exd. T. K. Narayana Aiyangar.
Spare Copies

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Exd. T. K. Narayana Aiyangar.
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GENERAL.
ACCOUNT.

Gobt. of {1896} Madras.

PUBLIC WORKS.

Dated April, 29th.

Recd.

Encl.

G.O. No. 1368 W., 29th Apr. 1896.

APRIL.

Inspection Report

The Examiner's — of the accounts of the Public Works Workshops division, communicated with remarks to the Superintending Engineer, V Circle, for the guidance of the General Superintendent.

EXAMINED
18 APR 1896
W. AGG

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(Signed) D. R. WHITE,
Examiner of Accounts.
Inspecting Officer

*PW 91
37/10/96*

KEEP-WITH

CURRENT No.

dated

189 .

GOVT.
OF MADRAS. }

1896.

E. No. 2
1,000-9-12-96{ P. W.
DEPT. }

EXAMINER, P. W. ACCOUNTS,

Madras, 16 April 1896.

OFFICE NOTE No. 27503

To

W.

Inspection Report of P.W. Work-
shops Division.Submitted to Government for in-
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C.

Encl.

936 waf 7-11-95
1609 waf 1-7-95
1444 waf 15-6-95

W. R. 17-4-96.
Enc 1

No. 1368 w, d 29 April 1896.

Communicated
to the Supg. tugs. V circle
for the information &
guidance of the general
Supt. Pw. workshops.

The suggestion in
para 2 of the Escars.
note is approved.

27/4/96

27.4.96

SPATCH

7 MAY 96

S. C. V circle
S. C. V circle
Escars. Pw. aucts.

O. L. S. 23 R 29/4