# Public Works (~~190~~ 1896 ) Department.

G.O., No. 930 W.

DATED 14th March 1896. ~~190~~ .

Gen. M. Stat. 96—9,97,568—1

1110 1125

Reproduced on 15.4.96

Public Works Secretariat, in connection with the transfer of the marine department from the Chief Secretariat.

P. W. 25.
9,400—12-8-01.

Indexed

and

## BACK PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
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## FURTHER PAPERS.

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~~No 930 W.d 11 Marine 1895~~

~~CURRENT No. 843~~
~~Marine~~

~~CURRENT No. 843~~
~~Marine~~

No. 3115 C

Government of Madras.

**PUBLIC WORKS DEPARTMENT.**

Madras, 25 October 1895

OFFICE NOTE.

RECEIVED 27 OCT. 1895 GOVERNMENT OF MADRAS

From

The Secretary to Govt:
P.W.D.

To

The Honble the
Chief Secretary to Govt:
Marine Dept:

The Public Works Department

No 3115 C

Dated 25th
Recd 27th
Regd 28th
October 1895

Subject

Stating that it is desirable that a Reference clerk and an attender acquainted with current business should accompany the records to re-arrange them and work them for a time at all events.

with reference to the proposed transfer of the work of the Marine Dept. to my office, it seems desirable that a Reference clerk and an attender acquainted with current business should accom= =pany the record[illegible] re-arrange t[illegible]

(48—1,000—11-8-93.)

work here for a time at all events. Extra Estab= =blishment to this extent will certainly be required, and I shall apply for the sanction of Government to its entertainment, but new men will not be of much use to start with.

Office Note. No.

To

The Secretary to Govt.,
Public Works Depart

I regret it is quite impossible to spare a Reference clerk even for one day as the clerk who references Marine dept. currently attends also to those belonging to the Public and Ecclesiastical departments. A Reference attender has however been directed to work in your office for a week from the 1st November.

Fredk Price
Chief Secretary.

Col: R.E.

Secretary to Govt: P.W.D.

Fort St. George
30. Oct. 1895

Copied 24/10/95

No 930 Wd 11 Mad 1895

Government of Madras.

1895.

P. W. DEPARTMENT.

CURRENT No.

No.

From The Marine Deptt:

No. 2585

Dated 30.10.95

Received 31.10.95

ENCLOS

SUBJECT.

Reference Clerk:—

Stating their inability to spare a — to reference Marine Dept: currents in the P. W. Secretariat but a Reference attender will be directed to work in this office for a week from 7 November 1895.

29—2,000—28-2-95.

P. W. CURRENT No.

DISPOSAL.

Recd 31.10.

dated

Note.

...ference to the rates of ...used in the accom... note, it is submitted ...starting a Dept: in ...fice [illegible] regard ...paid to the qualifi... of particular men ...ork expected of them, ...the rate of pay ...regulated accor...

...ference Clerk. I ...pose to transfer from ...ent Section of the ...Mahomed Hamidudeen. ...Rs25. I select this ... as being not only suited ...post, but as being likely ...main in it. Men of ...her Educational qualifi... ...tions frequently move, to ...ther thousands, and become ...ssches under dull routine ...work - such as "Referencing" ...is - as an incentive to ...exertion, it is proposed to ...give Hamidudeen an ...increment of ...Rs ...

...present Marine Dept: ...attender has been back ...for ... now draws Rs 12. ...The pay of the new appoint... ...ment in this office is Rs ...own at Rs 13. The Rd attender ...entitled to transfer himself

P. W. DEPARTMENT.

READ the following:—

...the Chief Secretary's No 3115 C d/25.X.9...

...d ... No 2585 d/30.X.9...

...DERS.

From the 1st November ... it has been arranged that ... the work of the Marine ...Department shall be ...ken over by the Public ...Secretary. No establish... ...t for this additional ...k can, it is understood, ...transferred from ...Chief Secretary's ...ice. What extra establi... ...will be required ...t in the absence ... of reference be definitely

Government of Madras.

1895.

**P. W. DEPARTMENT.**

CURRENT No.

From The Marine Deptt.

No. 2585 — ENCLOS.

Dated 30.10.95

Received 31.10.95

SUBJECT.

Reference Clerk:—

Stating their inability to spare a — to reference Marine Dept: Currents in the P. W. Secretariat but a Reference attender will be directed to work in this Office for a week from 7th November 1895.

29—2,000—28-2-95.

on the higher rate of [illegible] and if the Chief Secretary does not stand in his [illegible] he might get the [illegible] with this office

R.S.

Thomas

Orders 1/11/95

P. W. DEPARTMENT.

READ the following:—

Note from the Hon: the Chief Secretary to Govt No 3115 dd 25.X.95.

from the ——— do ——— No 2585 dd 30.X.95

FOR ORDERS.

From the 1st November, it has been arranged that the work of the Marine Department shall be taken over by the Public Works Secretary. No establishment for this additional work can, it is understood, be transferred from the Chief Secretary's office. What extra establishment will be required cannot in the absence of reference be definitely

43—500-27-4-94.

stated, but it is certain that one Reference clerk and one attender will be necessary. It would have been more convenient if the services of men of this class who have been working in the Marine dept. could have been transferred, at all events for a time. The Chief Secretary, however, says he is unable to do more than lend the services of an attender for one week. The undersigned will do the best he can under the circumstances, and now solicits sanction

The C. S. must have the necessary establishment - & if the C. S. can not transfer what is required - there men must be provided.

W
2 Nov.

As this will have to be paid for - let the hon. Mr. Bliss see. Any diminution of establishment in the office which is giving up this work - is a matter for the consideration of that dept.

W

Inclined to say that there must be a reduction C.S. Estt in the staff of the C.S. - What clerks have hitherto been employed on Marine business? What is the work in the Marine as compared with other depts? Please show the tabular statt in the file about the increase of the Secretariat -

DA
5/11/95

for the immediate entertainment of one clerk at $30 and one attender at $13.

L
Nov
1111

CWOOS
1/11 95

the rules ma
warded for

FOR ORDERS.

Establishment required
the P.W. Secy's Office for Ma
Detachment.

The Hon'ble Mr Bliss C.S

Adopting the figures of 1894, the transfer of Educational and Local and Municipal to the new Secretary would have the following effect:—

| — | Receipts. | Disposals. | Total. |
|---|---|---|---|
| Chief Secretary— | | | |
| Judicial .. | 6,930 | 4,461 | 11,391 |
| Legislative .. | 280 | 241 | 521 |
| Financial .. | 3,457 | 2,419 | 5,876 |
| Public .. | 3,803 | 2,215 | 6,018 |
| Political .. | 1,731 | 1,174 | 2,905 |
| Marine .. | 1,098 | 707 | 1,805 |
| Ecclesiastical .. | 390 | 220 | 610 |
| Miscellaneous§ | 1,280 | 4,005 | 5,284 |
| Total .. | 18,969 | 15,442 | 34,411 |
| New Secretary— | | | |
| Educational .. | 1,469 | 1,189 | 2,658 |
| Local and Municipal .. | 7,276 | 6,285 | 13,561 |
| Total .. | 8,745 | 7,474 | 16,219 |

§ *i.e.*, Confidential, demi-officials, telegrams and references and office notes.

I think the P.W.D. may be asked to try to do without extra hands - Just, I fear the C.S. will have to find the money; if just the men - with the addl. type writers recently rec. from England he should be able to cut down his copyist Establ. by (say) one half at least.

5/11/95

Very well - let the D.P.W. try & do the work with the present establishment - and if it is found impracticable - let the C.E. come up again - and give us his experience.

6 Nov

C.S.

The file re increase of Establ. of Secty. is with the U.S. for draft letter to India. The following are the figures for 1894:-

| | Receipts | Disposals | Total |
|---|---|---|---|
| Public. | 3803 - | 2215 - | 6018 |
| Eccl. | 390 - | 220 - | 610 |
| | | | 6628. |
| Marine. | 1098 - | 707 - | 1805 |
| | 5291 | | 8433 |

The above three depts were referenced by one man, who is the head referencer and consequently has general duties connected with the Defce dept to attend to as well. I submit that he has been much overworked and that I have been considerably inconvenienced thereby owing to referencing work having at times been unavoidably delayed. Owing to the addition of military work the figures for [illegible] of 1,482. The appointment

the rules ma
forwarded for

other land I can recall now where
I have not seen any clerks, into whose
room one can see when going out by
the Office door still at work.
I submit that the Board could without
over-driving paid hands do the
whole work out of the existing

CHIEF SECRETARY'S
12 NOV. 1895
GOVERNMENT OF MADRAS

hours.

I am quite prepared
to [illegible] work on the
above with the existing
establishment; the
case can come up again
after the end of February.

[illegible]

Noted and returned with
thanks. Fredrick Nicks
Chief Secretary

No. 3634 C dy 23rd November 1895
Recorded.

to come up again in March 96

FOR ORDERS.

H. E. THE GOVERNOR.
THE HON'BLE MR. H. W. BLISS, C.I.E.
THE HON'BLE MR. J. GROSE.

Resubmitted with the Govt.

6/11/95

or the higher grade
and if the chief
does work of the

little deferred

No 930 W dy 14 March 1896

No 930 W dy 14 March 1896

Note for Orders.

With reference to the Chief Secretary's remarks in connection with the proposal for the small increase to the office establishment for drawing work, it is submitted that he would probably change his opinion if he knew more of the internal working of the P.W. Secretariat. The comparison between the methods of work of this office and this is not, perhaps, to the disadvantage of the former. We do not often work with lights at Chepauk, but then I think we come earlier and with greater regularity than the Chief Secretary's establishment, and there can be little doubt that if we turn out more and better work in the time than any equal number of that office - They have a number of low paid clerks, mostly inexperienced and short. We have a few highly trained men who have been in the office for

The question of a small addition to the office establishment of the Public Secretariat is again submitted for orders with reference to the notes recorded by me on No 3634 C dated 23rd November 1895.

I have seen that [illegible] absent work, although the necessity for [illegible] C.A.W. solved to [illegible] work to be done [illegible] the Reference establishment, [illegible], I shall matters [illegible] to, I shall matters [illegible] spend any after the [illegible]

[illegible] 11/2.

[illegible] following [illegible] to [illegible] 96-96-

[illegible] to 11000

[illegible] es to 8,382 or a [illegible] 7,482. The appointment

other hand I can recall none where I have not seen busy clerks, into whose room one can see when going out of the Office door still at work.

I submit that the Govt could without over-driving their hands treble the volume work out of the existing establishment.

GOVERNMENT OF MADRAS CHIEF SECRETARY'S OFFICE RECEIVED 12 NOV. 1895

LD 5711/95

I am quite prepared to [illegible] work in connection with the establishment; & can see no reason why the rules regarding the grant of leave should not be relaxed in my case, as I am the only

Noted, thanks.

C/ No. 31

To come up again on 1st Dec 96

little disposal

[illegible] years, and have I [illegible] R. unregulated by men [illegible] other Depts for method, [illegible] and despatch.

I am constantly at variance with the working of both offices - I supervised the work of the Chief Secretary's office for two years, and I never had a more unhappy time in the whole course of my service - although I already killed myself with work and anxiety, I envied not over-come the chronic evils prevailing, and I declined when the appointment was vacant to take it on any terms. The office was then and is, I believe, still, ill organised and badly manned in the lower grades, and is constantly blundering - Work is turned out slowly and laboriously, and cannot be overtaken in the regular office hours.

Some of the men are undoubtedly overworked, and the Chief Secretary himself has felt the necessity of divesting himself of a large portion of his own work. It would be a pity if the

No. 930 W. dt 14 March 1896

Note for Orders.

The question of a [illegible] all addition to the office [illegible] establishment of the Public Secretariat is again [illegible] ted for orders with [illegible] e to the notes recorded [illegible] I No. 3634 C dated [illegible] icament Dec 1895.

[illegible] men I have seen that [illegible] on absent work, although [illegible] the necessity for [illegible] C.A.W. solved to [illegible] t work the he done [illegible] the Reference establishment, [illegible] b, I shall rather [illegible] tend any after the [illegible] t.

[illegible] 11/2.

[illegible] 4-12-96.

[illegible] to 11,000

[illegible] es to 8,382 or a [illegible] 382. The appointment

other hand I can recall none where I have not seen my clerks, or to whom room else can see when going out of the Office door still at work.

I submit that the Board could without over-driving their hands take the whole work out of the existing

CHIEF SECRETARIAT
12 NOV. 1895
GOVERNMENT OF MADRAS

No 5711/95

I am quite prepared [illegible] with the establishment; I can [illegible] of the Office only

Noted c
Banks.

C/ No. 36

[illegible] disposal

on the higher

[illegible] Secretariat, with its well organised, shoved, through pressure of work, limits the staff from the Chief Secretary endeavouring to free itself.

The moderate proposals submitted were intended to obviate any such result.

R.S.
12 Nov 95

It is not impossible to get along somehow with the present staff, as this might be said even if the whole work were more than it actually is, but the result will ultimately prove unsatisfactory. I can recall the time when the Chief Secretary's table was two years in arrears, and I don't know that we are much worse when there is a pressure of work which is long continued, the Clerks are apt to neglect things which do not come to light immediately, and the longer this goes on, the worse the confusion becomes. This is exactly what happened in the Chief Secty's Office

No 930 W dy 14 March 1896

Note for Orders.

The question of a all addition to the office in establishment of the Public Secretariat is again ted for orders with e to the notes recorded I No 3634 C dated ignment Nov 1895. mer the seen that on absent work, although to the necessity for C.A.W. solved to t work be be done the Reference establishment b, I shall refer bsend any for the

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[illegible] 11/2.

[illegible] 11000

es to 8,382 or a

7,482. The appointm

other hand I can recall none where I have not seen my clerks, into whose room one can see when going out to the Office door still at work.

I submit that the Board could exhaust over-driving and hands to do the hiaime work out of the existing

Chief Secretary's Branch.

CHIEF SECRETARIAT
12 NOV. 1895
GOVERNMENT OF MADRAS

LD
5711/95

I am quite prepared to [illegible] on
more, with the es
establishment; I
can see some
of the Office only

Noted
Banks

No. 3

[illegible] 96
[illegible]

[illegible] dis[illegible]

[illegible] the higher pay
and the
[illegible]

No 930 W dg 14 March 1896

Note for Orders.

The question of a
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Secretariat is again
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I No 3634 C dated
icament Dec 1895.
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the necessity for
C.A.W. solved to
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the Reference establishment
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send any for the

[illegible] 11/2.

[illegible]
[illegible] 96-

[illegible] to 11000
[illegible] es to 8,382 or a
[illegible] 382. The appointm

[illegible] Noted
[illegible] Banks

[illegible] 96
[illegible]

[illegible] dis[illegible]

The [illegible]
amou[illegible]
between
P.W. Secy
Secretaria

[illegible] Noted
[illegible] Banks

[illegible] 96
[illegible]

[illegible] dis[illegible]

other hand I can recall none where I have not seen my clerks, into whose room one can see when going out by the Office door still at work.

I submit that the Board could without over-driving their hands do the whole work out of the existing

CHIEF SECRETARY'S OFFICE
12 NOV. 1895
GOVERNMENT OF MADRAS

No
571/95

I am quite prepared to say that on
some, with the a
establishment; I
can see no room
for the only

Noted
Rank

C/ No

to come in
again in 1896
when [illegible]

rel

[illegible] on the high[er]
and [illegible]

No 930 W dy 14th March 1896

Note for Orders.

The question of a
all addition to the office
establishment of the Public
Secretariat is again
ted for orders with
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I No 3634 C dated
icament Dec 1895.
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the necessity for
C.A.W. solved to
t work the he done
the Reference establishment,
s, I shall attach
send any ster the

[illegible] 11/2.

[illegible] following
[illegible]
[illegible] 96-
[illegible]
[illegible]
[illegible]

other hand I can recall none where I have not seen my clerks, or to whom room that can see when going out of the Office door still at work.

I submit that the D.P.W. could rather over-driving paid hands with the hitherto work out of the Registry

[illegible] the Secretariat.

CHIEF SECRETARY
12 NOV. 1895
GOVERNMENT OF MADRAS

No 5711/95

I am quite prepared [illegible]
[illegible] work in
connection with the
establishment;
[illegible]
after the [illegible]

[illegible] come up
[illegible] Nov 96
[illegible]

[illegible]

H.C.

The draft of
G.O. 171 wd 16 Jany 96
was passed by us on the
[illegible] Jany 96 - but the G.O. was
not issued till the 17th.
Please explain the delay.
There was no doubt a
large accumulation of labors
after the holidays: but Saturday
to 10 days is rather long?

C.S.
7 Feb 96

C. a. W.

Before the office closed
for the Xmas holidays Col. Pennycuick
sent down a large number of old
papers which had been kept
over. He was away at the Periyar
just before the holidays & had
twelve days papers with him.
The Nilgiris was completely flooded with work
& found it impossible to get them
out before the holidays. During
the holidays urgent work, & as
much as possible of ordinary work,
was attended to by the clerks, but
with all this there was still a
large number of old papers to be
got out when the office opened
after the holidays. These old
papers were first attended to before

The [illegible]
among [illegible]
between [illegible]
P.W. Secretariat [illegible]

No 930 W dg 14 March 1896

Note for Orders.

The question of a
d all addition to the office
establishment of the Public
Secretariat is again
ted for orders with
e to the notes recorded
No 3634 C dated
icament Dec 1895.
mer he sees that
absent sick, although
the necessity for
C. a. W. solved to
work be done
the Reference establishment
5, I shall retain
end any after the

[illegible] 11/2.

[illegible]
[illegible] 96

[illegible]
[illegible]
[illegible]

to 11000

es to 8,382 or a
9,482. The appointments

other hand I can recall none where I have not seen my clerks, into whose room one can see when going out of the Office door still at work.

I submit that the D.P.W. could with over-driving find hands both the marine work out of the existing

establishment.

CHIEF SECRETARY
12 NOV. 1895
GOVERNMENT OF MADRAS

No
5711/95

I am quite prep
to work on
alone, with the
establishment;
can
upon the

the papers passed in
The paper in question was
on 6th January but there
intervening only 7 working days
between the date of passing &
date of issue. There were one
Sundays & two holidays between
the 6th & 14th

RSR
7/2

R.O. 2850 W dy 8 Nov 95

duly communicated by
to the Judicial Dept. and
shows how reached the
Legislative through that
Dept. Why he does not
remain in, we cannot
explain.

The second R.O. quoted
viz R.O. 2809, Judicial, of
18 Dec 95. did not reach
the P.W. Dept till the 26
Dec 95. The P.W. Dept
draft order thereon was
initialled by you on the
6 Jan 96. and the order
viz No. 19 W dy 16 Jan 96
was issued to the Consulting Architect on the
17 Jan 96. The delay
between the 6th & 17th is
explained in the Head
Clerk's note attached. I
think the explanation
is satisfactory, but our
Clerical staff is not so
strong as it should be
to cope with the extra
work brought in by the
Marine Dept. and the
Sanitary Board. Even
modest we press for one
extra Clerk was declined.

No 930 W dy 14th March 1896

Note for Orders.

The question of a
all addition to the office
establishment of the Public
Secretariat is again
ted for orders with
e to the notes recorded
R No 3634 C dated
icament Dec 1895.
ment he seen that
absent sick, although
the necessity for
C.A.W. solved to
work the he done
the Reference establishment
5, I shall attend
end any after the

Clerk 11/2.

96-

to 11000

es to 8,382 or a
382. The appointm

other hand I can recall none where I have not seen my clerks, or to whom were due can see when going out of the Office door still at work.

I submit that the P.W.D could make over-driving fund hands does the same work out of the Public

CHIEF SECRETARY
12 NOV. 1895
GOVERNMENT OF MADRAS

Lo
5711/95

I am quite just
[illegible] sent in
above, with the
establishment;
can can
after the

the
The
on
ad
b

I have been asked
during the question
have been asked I have
my seat that I may
the able to take steps
with the Engineer
soon as I get a
tables.

C.P.
7 Feb 96.

No 930 W dg 14 March 1896

Note for Orders.

2850 W dg 8 Nov 95

The question of a
communicated all addition to the office
the Foreign Depart establishment of the Public
ment has reached Secretariat is again
the Accountant General that ted for orders with
Department thereon has not e to the notes recorded
received it is not known with the
office
The recent L.O contains his
2609 Financial dg 8 Dec 95
did not reach this office
the 26th Dec during the
Xmas holidays. The A.W.D
draft order thereon was
undertaken by me on 6th Jan
the day I took charge
the office and the order
No 171 dated 16th Jan
was issued by the Consulting
Architect on the 17th Jan
The delay between the 6th
17th was due to pressure
work, causes of
accumulation of papers during the Xmas holidays

No 3634 C dated
icament Dec 1895.
men he seen that
absent sick, although
the necessity for
C.A.W. solved to
work be be done
the Reference establishment,
5, I shall attach
end any thereto

11/2.

The figu
amount
between the
P.W. Secretar
Secretariat.

to 11000

es to 8,382 or a
of 19,482. The appointm

other Land I can recall now where I have not seen my clerks, and to whose room they can see when going out to the Office door still at work.

I submit that the D.P.W. could rather over-driving fresh hands bodo the blame work out of the Public

Secretariat.

CHIEF SECRETARY GOVERNMENT OF MADRAS 12 NOV. 1895

L.D. 5711/95

I am quite just. to [illegible] work in close with the establishment; can [illegible] the [illegible]

C.a.W.

This was copied & submitted D.W. for his & returned with a request that it may be cover to the P.S. This is being despatched.

R.K. 7/2.

No 930 W dy 14th March 1896

Note for Orders.

The question of a small addition to the office establishment of the Public Secretariat is again submitted for orders with reference to the notes recorded in G.O. No. 3634 C dated 1st December 1895.

It will be seen that Pennycuick, although of the necessity for case, resolved to could be done ting establishment e the matter again after the ingly with the following ticulars:—

staff of the strengthened currents ted to 11,000 8,382 or a of 19,482. The appointm

To the Registering Clerk, Re: Reference from Shankara Rhoder, Iyatanamy Iyer, are absent today - and I am unable to get on with current work without some help - could you kindly send me, at least, one hand from the current section, for today - D.P. 11-2-96.

R.K.

I am sorry to say I am in the same predicament as yourself. There are 4 men of the current section absent from Budget section. If C.A.W. permits the current work the kept aside till the Reference work is attended to, I shall be very glad to send any man you want.

To C.A.W.

Yes. The Reference work is attended to finish.

11/2.

other land I can recall now where I have not seen my clerks, or to whose room one can see when going out to the Office door still at work.

I submit that the P.W.D. could make over-driving and hands to do the insane work out of the existing establishment.

CHIEF SECRETARY
12 NOV. 1895
GOVERNMENT OF MADRAS

Jan

C. a. W.

fair 2

R.K.

You can have

Please return this

Rec'd 12

H.C. Stanley 11-12-95

No 930 W. dg 14th March 1896

Note for Orders.

The question of a small addition to the office establishment of the Public Works Secretariat is again submitted for orders with reference to the notes recorded with G.O. No 3634 C dated 23rd November 1895.

2. It will be seen that Colonel Pennycuick, although convinced of the necessity for an increase, resolved to try what could be done with the existing establishment, and to have the matter brought up again after the end of February.

3. It is accordingly resubmitted with the following additional particulars:—

The clerical staff of the office was last strengthened in 1885 when the receipts received amounted to 11,000 and the issues to 8,382 or a total of 19,382. The appointments

I think the very moderate increase asked for by the Chief Engineer should be granted - as good reason has been shown for it.

Whether the Chief Secretary can give the man from his Office. I am very doubtful - but whether he can or not does not affect the question. There can be no doubt but that the large number of matters of real importance coming on before the Sanitary Board must throw much work on the C.E. and the Marine Dept. will be very busy now that the whole of the lighthouses are to be overhauled and the re-modelling of the Madras Harbour has to be taken in hand.

W
3 Mar

The figures given virtually amount to drawing a comparison between the amt. of work in the P.W. Secretariat & that in the Chf. Secretariat. But this is useless

of the Secretary as President
of the Sanitary Board has
added materially to the
work, which has also been
largely increased by the
transfer of the Marine
Department. In 1895 the
receipts in the Marine
Dept amounted to 1041 and
the issues to 617. The total
number of receipts & issues
in the Public Works Secre-
tariat under all heads
now stand at 23,444 or
3962 more papers than the
office establishment had
to attend to when it was
fixed 10 years ago. As a
further illustration of the
way in which the work in
this office is increasing
it may be mentioned that
while 1578 papers were
received in January
and February 1895, the
receipts in January and
February 1896 amount

without a comparative
Statute, which I should like
to see, of the No. of hands
each office. I should also
an assurance from the
Secretary that the amt. gra
in his office cannot be red
by improved management.
notice that in this office
notes recorded by the Secreta
are seven, or hardly seven, and
up in original, but are fair-
copied, however trivial as
note is. I cannot see why
the rules of the Sec. Sec. 7 shou
extend to in original as
those of other Secretaries do.
There is no reason in the nature
of things why the
Equally so highly. I should
say that by a change in this rul
two or three clerks required
could be provided for without
addl cost.

BD
4/3/96

to 2374.

The office establishment
as fixed in 1885 was not
more than sufficient
for current work, with no
regular allowance for
absentees. In other words,
there is no reserve to meet
short leave vacancies.
Whenever clerks have been
absent on casual leave
from illness or other
causes, their work has
hitherto been provided
for with great difficulty.
Since the transfer of the
Marine and Sanitary
work this difficulty has
been accentuated, and
well earned privilege
leave has had to be refused.
In December last there
was some sickness amongst
the clerks, and the result
of their casual absence
was delay in the issue
of papers; one case of

+ Store rooms in connection
with the Law Courts buildings.

delay last January attracting
the attention of His Excellency
the Governor. Such cases
were rare or unknown before
the transfer of the Marine
Sanitary work to this Dept.
The clerks work extremely
hard to keep pace with the
additional work now
devolving on them, but in
spite of all their efforts
there have been, as mentioned
above, several cases of
delay. It is evident that
the work has now outgrown
the strength of the Establt.
4. It is submitted that
this matter should be
decided without reference
to ability or otherwise of the
Chief Secretary to spare a
clerk from his establishment.
5. There has been an
appreciable increase of
work in the Public Works—
Secretariat since the
establishment was organised
10 years ago, and it is

desirable that provision
should be made to meet
the demand.

6. Colonel Pennycuick
was intimately acquainted
with the working of the office
and was connected with
it for a great many years,
both as Under Secretary
and subsequently as Secretary.
That it has hitherto been
an efficient office is
clear from the following
remarks recorded before
giving over charge:—

"I doubt whether there is
an office in the Presidency
in which as high a
standard of efficiency
is maintained, if an opinion
can be based on the
manner in which papers
come up for disposal.

"My own work has been
enormously increased by

[illegal] the rules
forwarded f

by my appointment as
President of the Sanitary
Board, and by the Postpo
delay of the Marine Dept to the
the Public who Secretariat
the [illegal] and I doubt if I could have
were got through it, but for
the admirable manner
the in which the work of the
office is carried on."
a I should like to be
able to keep the Office
in the same state of
efficiency, and would
therefore beg that someth
may no longer be withheld
to the very moderate
request for one additional
clerk on Rs. 30. per measem.
I withdraw the request for
an additional attender.

2/3/86

R.P. Cossy 2.3.86

Com 2/3 R 6/3
establishm
10 years ago, and it is

H.E. the Governor
The Hon. the Chief

Additional Clerk for
the Sec. Secretariat

The receipts & issues
the other branches
other for 184
ber are one for
they show i posits
in the same room
This with the note
in other where in my
own hand writing & we
how they like it

6/3/86

No. 930 Wg Hillareh 1886

In my note of 2nd Feb I
did not make any comparison
of the amount of work
done in the Office
in that of the Chief
Secretary. As I did not
think it advisable to
do so: as I did not to
call attention to the fact
that the work in other
Offices had greatly increased
of late and that therefore
an increase in the
establishment was
absolutely necessary.
As a comparison of the
work in the two Offices
has now been called for
I forward herewith a
statement showing the
receipts and issues in
them and the Chief
Secretary Office in comparison
with the establishment of
each Office for the last

the rules w
rwarded f

by my appointment as
President of the Sanitary
Board, and by the transfer
of the Marine Dept. to the
delay Public Works Department,
the case I doubt if I could have
we got through it, but for
me the admirable manner
the in which the work of the
office is carried on.
I should like to be
able to keep the office
in the same state of
efficiency, and would
therefore beg that another
may no longer be withheld
to the very moderate
request for one additional
clerk at Rs. 30. per mensem.
I withdraw the request for
an additional attendant.

2/3/84

P. Currey
2.3.84

Con 2/3 R 6/3
Secretary
establishment
10 years ago, and it is

on the higher rate
and if it

No 930 Wy Hillarch
1896

In reference to the
of the Hon. Mr. Bliss
of March on the proposed
Clerk, a Return
showing principle
and issues in Offices and
the Chief Secretary's Depts:
compared with the
establishment of each office

It will be seen that,
judged by this standard,
the P.W. Department is under-
manned.

As regards submitting
drafts in the handwriting
of the drafting officer, I
beg to explain that, so far
as I am concerned, my
rough drafts are usually
written in pencil, and
not infrequently are taken
down from dictation. The
pressure on my time is
so great and the interrup-
tions so frequent that
I could not keep my
work current in any
other way.

There were 3 Assistants
in this office when the work
was very much less than
it is now. The Assistants
do at least 5 or 6 times
more work now than

In my note of 2nd Feb I
did not make any comparison
of the amount of work
done in the Office and
in that of the Chief
Secretary, as I did not
think it advisable to
do so: but I did wish to
call attention to the fact
that the work in the
Office had greatly increased
of late and that the pressure
on me in the
establishment was
absolutely necessary.
As a comparison of the
work in the two Offices
has now been called for
I forward herewith a
statement shewing the
receipts and issues in
the and the Chief
Secretary Office in comparison
with the establishment of
each Office for the last

by my appointment as
President of the Sanitary
Board, and by the transfer
of the Marine Dept. to the
Public Works Secretariat
and I doubt if I could have
got things done, but for
the admirable manner
in which the work of the
office is carried on.
I should like to be
able to keep the office
in the same state of
efficiency, and would
therefore beg that sometime
may no longer be withheld
to the very moderate
request for one additional
clerk at Rs. 30. per mensem.
I withdraw the request for
an additional attendant.

2/3/96

Curry
2.3.96

on the higher grad
and if the abol

when I was abstract
3d. Assistant in 18

C. Char

of the rules

forwarded f

No. 930 Wg 14 March 1896

In my letter of 2nd Feb I
did not make any comparis
of the amount of work
done in the office
in that of the Chief
Secretary, as I did not
think it advisable to
do so: but I did wish to
call attention to the fact
that the work in that
office has greatly increas
of late and that the
increase in the
establishment was
absolutely necessary.
As a comparison of the
work in the two offices
has now been called for
I forward herewith a
statement shewing the
receipts and issues in
the Chief Secretary Office in connection
with the establishment of
each Office from which

It will be seen that
this office is understaffed
as compared with the
other
The strength of this office
establishment was fixed
in 1885 with reference
to the work then to be
done, and other things,
was especially with the
transfer of the Marine
Department on the Standing
Orders; the work has
greatly increased (this
is clearly shown by the
figures given in my last
note) and yet there has
been no increase to the
establishment
I have been keeping from
Oct 1/85 to Nov 1/86 and
I can safely assert that
the work is 50 pc more
heavier than at the
other.

I do not think that
the arrangements in this
office can be improved,
and the statement
attached shows that a
large amount of work
is carried out with a
smaller establishment
than in the other depts
named.
I am sending this note
in my own hand writing
though I cannot help
thinking it would be
better if it was copied
I can only thank you
that Col. Perry will
always have his note
copied, as there is one
point, in the work
that he may wish to
refer to hereafter, and
I believe by
files, and I believe by
memory will be exactly
the same as the
original
Supposing it took a
Clerk on Rs 30 one
hour to copy out a note

The receipts in the C. H. O. are for 1876

*Statement comparing the Chief with the P.W. Secretariat in regard to receipts and issues of papers and strength of establishment.*

| Office | Receipts | Issues | Total Receipts and Issues | Strength of office establishment |
|---|---|---|---|---|
| (1) Chief Secretariat Public Sea Departments excluding the Marine | 19,340 | 15,924 | 35,264 | 41 |
| Average No: of papers per clerk | | | | 860 |

| Office | Receipts | Issues | Total Receipts and Issues | Strength of office establishment |
|---|---|---|---|---|
| (2) ~~Chief Secretariat~~ Local & Municipal Deptt. | 7,276 | 6,285 | 13,561 | 24 |
| Average No: of papers per clerk | | | | 565 |

| Office | Receipts | Issues | Total Receipts and Issues | Strength of office establishment |
|---|---|---|---|---|
| (3) P.W. Secretariat including Marine | 12,067 | 11,377 | 23,444 | 25 |
| Average No: of papers per clerk For 8 months ending 31 August | 9925 | 10108 | 20033 | 937 |
| Average for the year | | | 30050 | 26 |
| Average No: per clerk | | | | 1155 |

Notes. The receipts and issues in the Chief Secretary's office have been taken from the statement prepared in that office, now in the file. They are for the year 1894. The strength of the office establishment has been taken from the published list. The total number there given is 47, assistants and clerks, of which 6 appertain to the General Record Deptt, and as the work of the latter is special, they have been excluded, leaving 41 as shown in the statement.

The receipts in the Public Sea Departments include, it is understood, a number of papers connected with the General Administration Reports which are dealt with by a special temporary establishment not included in the number 41. The numbers in the Chief Secretary's office under Miscellaneous include disposals which are not numbered in the P.W.D. such as Confidentials, D. Rs. and telegrams.

Judged by the standard of receipts and issues, it will be seen that the averages work out as follows:-

Public Sea Departments - 860 papers for each clerk
Local & Municipal Deptt. 565 ——— Do ———
P.W. and Marine 937 ——— Do ———

If the receipts and issues of the two Departments of the Chief Secretary's office be taken as a guide for the strength of establishments, viz: (1) Public Sea Deptts & (2) Local & Municipal Deptt

the P.W.D. will be entitled to 27 clerks in case (1) and to 41 in case (2) as compared with an actual strength of 25.

The receipts and issues in the P.W.D. are for 1895

PUBLIC WORKS DEPARTMENT.

No 930 W dy 14 March 1896

# PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following

Office Note to the Honorable the Chief Secy. No: 3115 C d/25 Octr. 1895.
— do — from — do — No: 2585 d/30 Octr 1895.
Note by the Secy. to Govt. P. W. D. dated 1st November 1895.
— do - by the Honorable the Chief Secy dated 5 November 1895.
— do - by the Joint Secy. to Govt. P. W. D. dated 2nd March 1896.
— do — do — dated 7 March 1896.

Sanction is accorded to the entertainment of an additional clerk on Rs 30 per mensem in the P. W. Secretariat.

2. This sanction has been registered as Provincial No: 93 W of 1895-96, and classified as Establishment, Permanent.

14/3/96

To The Exec. of P. W. Accts with copy of the proposition statement

Cursd 10.3.96

(40—4,000—2-11-95.)

No 930 W.g 14 March 1896

P. W. D. Form No. 113.

509—12-7-96.

384 P. W.

MADRAS PRESIDENCY.

*Part II.*

## NOTES.

### Reference to P. W. D Code.

*Chapter I, Para.* 30.

1. All proposals for changes in the scales of permanent establishments must be accompanied by a statement in Part I of this form when the changes relate to the engineer or upper subordinate establishments and in other cases by a statement in Part II of this form.

2. The column headed "present scale" should invariably show the existing *sanctioned* scale (not the strength of the establishment as it actually stands at the time), and should be verified by the Examiner before the statements are forwarded to the sanctioning authority.

Tabular Statement to accompany proposals for changes in establishments.

25.6-E3 No 3405
30.11-E3 " 3096
28.2.96 - 729

No 930 W.g 14 March 1896.

INDEXED

2 (8) 3

P. W. D. Form No. 113.

*Part II.*

MADRAS PRESIDENCY.

Statement of proposition for revision of establishment.

| Order sanctioning present establishment. | | Office to which the proposition refers. | Present scale. | | | | | | Nature of changes. | Proposed scale. | | | | | Proposition | | | | | | Remarks. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Govt. of P. W. D. | | | | | Pay. | | | | | | Pay. | | | | | Permanent. | | Temporary. | | | | |
| No. | Date. | | No. | Designation. | Minimum. | Increment. | Maximum. | Average or fixed.* | Total cost. | | Minimum. | Increment. | Maximum. | Average or fixed.* | Total cost. | Increase per month. Amount. | Decrease per month. Amount. | Increase per month. Period. | Increase per month. Amount. | Decrease per month. Period. | Decrease per month. Amount. | |
| | | | | | Rs. | Rs. | Rs. | Rs. | Rs. | | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Mon. | Rs. | Mon. | Rs. | |
| 30 95 W A | 30 Aug 1893 | Public Works Secretariat. | 1 | Chief Assistant | " | " | " | 600 | | | " | " | " | 600 | | | | | | | | |
| | | | 1 | Second Assistant | " | " | " | 300 | | | " | " | " | 300 | | | | | | | | |
| | | | 1 | Clerk Personal Allowance | " | " | " | 250 | | | " | " | " | 250 | | | | | | | | × Vide G.O. No: 729 W&I 28 July 1896 |
| | | | 1 | — Do — | " | " | " | 225 | | | " | " | " | 225 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 160 | | | " | " | " | 160 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 130 | | | " | " | " | 130 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 110 | | | " | " | " | 110 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 100 | | | " | " | " | 100 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 90 | | | " | " | " | 90 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 85 | | | " | " | " | 85 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 80 | | | " | " | " | 80 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 75 | | | " | " | " | 75 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 70 | | | " | " | " | 70 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 65 | | | " | " | " | 65 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 60 | | | " | " | " | 60 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 55 | | | " | " | " | 55 | | | | | | | | |
| | | | 2 | Clerks on Rs 45 each | " | " | " | 50 | | | " | " | " | 50 | | | | | | | | |
| | | | 1 | Clerk | " | " | " | 90 | | | " | " | " | 90 | | | | | | | | |
| | | | 2 | Clerks on Rs 35 each | " | " | " | 40 | | | " | " | " | 40 | | | | | | | | |
| | | | 1 | Clerk | " | " | " | 70 | | | " | " | " | 70 | | | | | | | | |
| | | | 1 | — Do — | " | " | " | 30 | | | " | " | " | 60 | | | | 30 | | | | |
| | | | 1 | — Do — | " | " | " | 25 | | | " | " | " | 25 | | | | | | | | |
| | | | | | " | " | " | 20 | | | " | " | " | 20 | | | | | | | | |
| | | | | TOTAL .. | .. | .. | .. | 2830 | .. | | | | | 2860 | - 30 | | | | | | | |

Certified that the entries under the head "present scale" have been duly verified by me.

* In the case of appointments on progressive pay, the "average" should be calculated according to the rules in the Pay and Acting allowance code.

× To be reduced to Rs 200 when the present incumbent is promoted.

Dated the _____ 189 .

Executive Engineer,

_____ Division.

P. W. D. Form No. 113.

*Part II.*

MADRAS PRESIDENCY.

Statement of proposition for revision of establishment.

| Order sanctioning present establishment. | | Office to which the proposition refers. | Present scale. | | | | | | | Proposed scale. | | | | | | | | Proposition | | | | | | Remarks. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Govt. of P. W. D. | | | | | Pay. | | | | | | Pay. | | | | | | | Permanent. | | Temporary. | | | | |
| No. | Date. | | No. | Designation. | Minimum. | Increment. | Maximum. | Average | Total cost. | Changes. | Minimum. | Increment. | Maximum. | Average or fixed.* | Total cost. | Increase per month. Amount. | Decrease per month. Amount. | Increase per month. Period. | Increase per month. Amount. | Decrease per month. Period. | Decrease per month. Amount. | |
| | | | | | Rs. | Rs. | Rs. | Rs. | | | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Mon. | Rs. | Mon. | Rs. | |
| | | | | | | | | | 2,830 | | | | | | 2860 | | | | | | | |
| | | | 1 | Draftsman, Special | 200 | 10 | 250 | 237½ | | | 1 | Draftsman, Special | 200 | 10 | 250 | 237½ | | | | | | | |
| | | | 1 | do , do - | 80 | 4 | 100 | 95 | | | 1 | do —— do — | 80 | 4 | 100 | 95 | | | | | | | |
| | | | 1 | Draftsman | " | " | " | 30 | | | 1 | Draftsman | " | " | " | 30 | | | | | | | |
| | | | 4 | Attendeus on Rs 15, 13, 12 & 10 | " | " | " | 50 | | | 4 | Attendeus on Rs 15, 13, 12 & 10 | " | " | " | 50 | | | | | | | |
| | | | 1 | Mochi | " | " | " | 14 | | | 1 | Mochi | " | " | " | 14 | | | | | | | |
| | | | 1 | do | " | " | " | 12 | | | 1 | do | " | " | " | 12 | | | | | | | |
| | | | 1 | Press Messenger | " | " | " | 10 | | | 1 | Press Messenger | " | " | " | 10 | | | | | | | |
| | | | 1 | Duffadar | " | " | " | 15 | | | 1 | Duffadar | " | " | " | 15 | | | | | | | |
| | | | 1 | Head Peon | " | " | " | 10 | | | 1 | Head Peon | " | " | " | 10 | | | | | | | |
| | | | 5 | Peons on Rs 8 each | " | " | " | 40 | | | 5 | Peons on Rs 8 each | " | " | " | 40 | | | | | | | |
| | | | 4 | —do —— 7— do — | " | " | " | 28 | | | 4 | —do —— 7— do — | " | " | " | 28 | | | | | | | |
| | | | 7 | —do —— 6— do — | " | " | " | 42 | | | 7 | —do —— 6— do — | " | " | " | 42 | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Total | " | " | " | " | 3413½ | | | Total | " | " | " | " | 3443½ | 30 | | | | | | |
| | | | | | | | | | | | | Net increase per mensem | | | | | | 30 | | | | | | |
| | | | | | | | | | | | | —— do — per annum | | | | | | 360 | | | | | | |

3096/A

30 - Secretariat Works Public Department 1873

* In the case of appointments on progressive pay, the "average" should be calculated according to the rules in the Pay and Acting

I certify that the entries under the head "present scale" have been duly verified by me.

D. A. G. Captain Colonel R.E.
Jt. Secty to Govt P.W. Dept

Examiner, P. W. Accounts.

Executive Engineer,

Dated the _____ 189 .

P. W. D. Form No. 113.

*Part II.*

MADRAS PRESIDENCY.

Statement of proposition for revision of establishment.

| Order sanctioning present establishment. | Office to which the proposition refers. | Nature of Changes. | Present scale. | | | | | Proposition | | | | | | | Remarks. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Permanent. | | Temporary. | | | | | |
| | | | | | | | | Increase per month. | Decrease per month. | Increase per month. | | Decrease per month. | | | |
| Govt. of | | | No. | Designation. | Pay. Minimum. | Pay. Increment. | Pay. Maximum. | Pay. Average or fixed.* | Total cost. | Amount. | Amount. | Period | Amount. | Period. | Amount. | |
| | | | | | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Mon. | Rs. | Mon. | Rs. | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |