

Public Works (1897) Department.

G.O., No. 633 W

DATED 5th March 1897

[Despatch Abstract.]

Establishment. Stating with remarks that H.E. the Governor in Council is satisfied as to the necessity for certain additional clerks in Kistna No. 1897-98 applied for by the Supt. Engineer, and directing that officers to include these men in the statement of temporary establishment for 1897-98.

9/3/37

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	259	B W	15-1-97				
	1571	W	25-6-94				

FURTHER PAPERS.

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

Additional establishment
for the Kistna Northern Division.

PUBLIC WORKS DEPARTMENT.

No 633 W of 5-3-97
PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following

Letter from the Suptg. Engineer, II circle, No. 2749 N. N., dated
4th January 1897

Office note from the Examiner, P.W. Accounts, No. 1995/E, dated
20th January 1897.

In the circumstances explained, His Excellency the Governor in Council is satisfied as to the necessity for the additional clerks in the Kistna Northern Division applied for by the Suptg. Engineer, II Circle, but does not consider that the men should be sanctioned permanently, as the present state of work in the Division is not likely to continue for ever.

2. Provision has been made in the statement of Temporary establishment for 1896-97 for the clerk on Rs 40 in the Divisional office and 2 clerks on Rs 15 each in two subdivisions. The Suptg. Engineer will include these men and a clerk on Rs 20 for the Divisional office in the statement of Temporary establishment for 1897-98.

* 1 Clerk on Rs 40 for the Divisional office
1 — do — 20 — do —
2 clerks on Rs 15-20 each for
2 subdivisions.

Seen and approved
with sanction on 9/3/97

B
To the Suptg. Engineer, II Circle,
and Examiner, P.W. Accounts.

40-300-5-3-96.

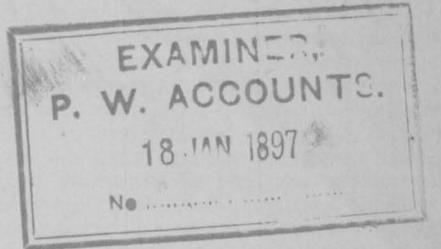
13-2-97. Rd. 1/3/97

Con
Maj

19/2/97

Public Works (1897) Department.

CURRENT No. 706/27



From

Majr W. E. Bardeley
Supd. H. G. S. S. S.

No. 2749 K.V.

Dated 4 January 1897.

Received 8.1.97

Enclosures 2.3

Spare copies

SUBJECT.

Permanent Office Establish-
ment. Recommends
the sanction for the increase
of — (Clerks on Rs 60+20)
for reasons explained.

Order

C. No. 257 C of 15th Jan 1897.

For
C

For favour the requisite
certificate as regards 'Present scale'

11/1/97
W

C. No. 199 of 8 dated 20th Jan 1897
Majr W

Returns with Certificate of
Completion.

202
C

W
G.H.

NOTES.

Chapter I, Para. 30.

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.

EXAMINER,
P. W. ACCOUNTS.
18 JAN 1897
NO. 1

500-12-7-96.

Part II.

Tabular Statement to accompany proposals
for changes in establishments.

Part II.

Statement of proposition for

revision of establishment.

Part II.

ORDER SANCTION- ING PRESENT ESTABLISHMENT.			NATURE OF						
Govt. of		Office to which the proposition refers.	Present scale.						
No.	Date.		No.	Designation.	Pay.				Total cost.
				Minimum.	Incre- ment.	Maximum.	Average or fixed.		
				Rs.	Rs.	Rs.	Rs.		
Bt for 896 97.		Kuska War Room D.	1	Permanent office re-establishment.					
			1	Clerk <u>IV</u> <u>Class 2nd</u> <u>3rd</u>	60	4	80	75	75
			1	" <u>IV</u> " <u>1st</u>	40	2	50	47½	47½
			1	" <u>IV</u> " <u>2nd</u>	30	2	40	37½	37½
			2	" <u>IV</u> " <u>3rd</u>	20	2	30	27½	55
			1	Cashier Clerk <u>IV</u> <u>Class 3rd</u> <u>4th</u>	20	2	30	27½	27½
			2	Sub S. Clerks - do	20	2	30	27½	55
								297½	
TOTAL				..	..	..	..	..	

* In the case of appointments on progressive pay, the "average" should be

Examiner, P. W. Accounts.

Madras.

CHANGES.						PROPOSITION								REMARKS.
Proposed scale.						Permanent.		Temporary.						
						Increase per month.	Decrease per month.	Increase per month.		Decrease per month.				
								Period.	Amount.	Period.	Amount.			
No.	Designation.	Minimum.	Increment.	Maximum.	Average or fixed.*	Total cost.	Amount.	Amount.	Period.	Amount.	Period.	Amount.		
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Mon.	Rs.	Mon.	Rs.		
1	Clerk III Class, 2 ^d quad	60	4	80	75	75								
1	" IV " 1 st .	40	2	50	47½	49½								
1	" IV " 2 nd .	30	2	40	37½	39½								
2	" IV " 3 rd .	20	2	30	27½	55								
1	Cashier Clerk. do do	20	2	30	27½	27½								
2	Suh B. Clarks do do	20	2	30	27½	55								
1	Clerk for S. Office .	.	.	.	40	40	40							
1	do do.	.	.	.	20	20	20							
2	Clerks V Class, 1 st quad	15	1	20	18¾	37½	37½							
						395	97½							
Total increase for one year						Rs 1170								
The increase of establishment is required for 1.5-97; and counterbalanced by a corresponding reduction in Temporary Establishment.														
TOTAL														

calculated according to the rules in the Pay and Acting allowance code.

New Baddley
 15/12/96

Subj Executive Engineer,

Division

Dated the 18th Decr 1897.

Dated the _____ 189

9/13/12

Duties of Clerks in the Executive &
Office District Engineer Division

EXAMINED
P. W. ACCOUNTS.
18 JAN 1897

Correspondence Section

1. Head Clerk. (1) Exchange of Correspondence
III C 2nd grade. (2) Writing up the Divisional Cash Book.
(3) Comparing letters for signature of Executive Engineer.
(4) Translating Telugu petitions
(5) Preparing periodical returns relating to the Correspondence Section
(6) Franking covers if time permits after checking the work of despatcher.

2. Clerk
IV Class 2nd grade. (1) Exchange of records
(2) Marking and despatches in the
Returns of letters received
(3) Reposting papers received from the Superintending Engineer and Miscellaneous Officers
(4) Checking Unanswered Reference lists received from Sub Divisional Officers and preparing lists of Supr Engr & Miscellaneous Officers.

P.W. 1
706/197

Despatching all letters.

- (2) Receiving all papers despatched up to date and keeping the Serviceables Account.

1 Clerk,
11 Class 3rd grade

- (3) Marking out reply general numbers in all despatch registers

- (4) Maintaining land register book.

- (1) Fair Copying all letters, Estimates & Miscellaneous returns.

Print Writer

- (2) Putting standing orders in the P. W Codes &c of Correspondence

Section.

- (3) Fair Copying the inspection notes of Examining Engineer.

- (1) Receiving the papers received from the three sub D. Officers

Stackmaster

- (2) Copying orders received from sub D. And other Divisions in the register maintained

- (3) Stationery in charge of —

And preparing orders & checking the orders received from subordinates & supply them with it

- (4) In charge of Printed forms.

Preparation of orders for submission to the Examiner, And supplying with the same to subordinates after checking the orders received from them

Accounts Section

1 Clerk

11 Class 1st grade

- (1) Making changes of Establishments in Service books concerned And parts

I And III of Salary Price.

- (2) Correspondence on all Establishments matters.

- (3) Making sanction received from Sup Engineer And Government on documents concerned.

- (4) Putting up Order of Appropriations

- (5) Do — of Liabilities

- (6) Auditing J. A journals as they are received

- (7) Despatching of Dis. Lists of Establishments

- (8) Preparing Date Statements for calculation of rent of Buildings

- (9) Preparing proposed Statements of income of Establishments
- (10) Preparing Statements for reappropriation of Budget Grants.
- (11) Maintenance of Register of Service Books
- (12) Putting up register of incumbencies
- (13) Weekly return of Changes in Engineer and Upper Subordinate Establishments
- (14) Checking Entries in Pass Book as it is received from the Joint Deputy Collector.
- (15) Preparing Salary Bill, & Acquittance Allowance.
- (16) Do — Travelling Allowance Bill & Do
- (17) Completing Cash Abstract Book, filling in back Entries, refunds &c.
- (18) Preparing Approximate amount of Revenue and Expenditure
- (19) Preparing Letter of Credit
- (20) Closing Adjustment Book by Calculating and entering the Changes for Establishments & Tools & Plant.
- (21) Preparing Consolidated Income Receipts

- (22) Preparing Cash Balance Statement from Sub D. balance returns. Checking Pass Book and Sub Treasury Balance.
- (23) Preparing List of Unchecked Cheques.
- (24) Compiling all monthly amounts into the Exceptions of
 - (1) Expenditure Schedules 32 D & E.
 - (2) Transfer Schedules — 32 E & F.
- (25) Closing Transfer Schedules by entering Transfers Irrigation.
- (26) Preparing Contingent Bill.
- (27) Checking figures in Schedules not compiled with the figures in Abstract Book.
- (28) Compiling monthly statements of Establishment Changes to S. E.
- (29) Despatching of monthly Audit notes an account of far as it relates to work done by him.
- (30) Preparing monthly List of Claims for Compensation for Subordinate to the Examiners
- (31) Preparing monthly list of Buildings

Account by Civil Officers for Submission
to the Deputy Collector for recovery of rents

- (32) Preparing requisitions for payments
to be made by other Divisions
(33) Posting Black Abstract Book.

- (1) Checking Cash Extracts of 3 Sub Divs. 1 Clerk & 11 Clerks
(2) Checking the Vouchers of 3 Sub Divs. 3rd grade.
And Division with regards to
Arithmetical Accuracy & other
requirements.
(3) Preparing Audit notes on the
accuracy of Vouchers & Revenue Heads
of three Sub Divisions
(4) Checking the Tall Sheets of
2 Locks in the Division
(5) Checking the Submost Accounts
of Subordinates under the direct
Charge of the Division Office for
recapitulation.
(6) Posting the Adjustment Book.
(7) Posting the Cash Abstract Book
General and Irrigation

- (8) Preparing the Transfer Schedules
32 E & L.

- (9) Preparing Debit Advises

- (10) ———— 2nd Credit Advises

- (11) Preparing the Monthly Progress
Reports for submission to C.E.

- (12) Completing the Individual
Progress reports for submission to C.E.

- (13) Posting the Complete Progress
Reports of three Sub Divs & maintaining
one for the Division

- (14) Maintaining the Contractor's ledger

- (15) Preparation of Lists of Balances
due to Contractors for me and
outstanding for more than three months

- (16) Disposal of Audit notes of Examiner
so far ^{as it} relating to the work of the Clerk

- (17) Maintaining the Register of appointments

1 Temporary
Clerk on Rs 40

- (11) Checking the work Abstracts received
from Sub Div Officers

- (2) Making the Adjustments And
Black figures & to complete the
Work Abstracts
- (3) Agreeing the figures with the
entries in the Cash & Black Abstract
Books.
- (4) Describing the Registers of Works.
(Minor, Major & Manufacture Register)
- (5) Preparation of lists of works on
which there has been no ex-
penditure for the last three months.
- (6) Preparation of Completion
Reports.
- (7) Preparation of audit notes
on the work abstracts received
from Sub D Officers.
- (8) Preparation of Schedules of
Expenditure 320.
- (9) Preparation of vouchers for
submission to the Supy Engineer
- (8) Preparation of Schedule Debits

- (9) Completion of Vouchers for submission
to the Examiner with Schedule Debits
 - (10) ^{Checking} Agreeing Contractor's ledger balances
with Work Register Arrears.
 - (11) Disposal of O. I. Statements received
from the Examiner
 - (12) Preparation of O. I. Statements
for submission to the Examiner
 - (13) Checking the Receipt Account
and posting in the Register
 - (14) Correspondence in connection with
the above work.
 - (15) Disposal of ~~O. I. Statement~~ Audit
notes so far relating to the above
work.
-
- Out Home
Keeper.
- (16) Comparing so far relating to this account
 - (1) Preparation of Tools & Plant and
Black monthly returns
 - (2) Checking the above returns received
from the Examiner for submission to
the Examiner

(3) Preparation of half yearly returns of
to Court.

(5) — Do — Do — Stock.

(6) Maintaining the Bills Register.

(7) Checking the final Bills and
Comparing them with the entries in the
Measurement Books.

(8) Maintaining the Register of Measure-
ment Books.

(9) Checking the Stock Accounts
received from sub Ds & Comparing
them with the payments made
in the Division Office.

(9) Fair Copying all the papers relating
to the Accounts Branch.

(10) Fair Copying all the Monthly Accounts.
Audit notes &c.

(11) Comparing all the Accounts &
the Copies.

Distribution of work to be done
within sub D. Office.

Head Clerk. (1) Preparation and Check of bills.

(2) Preparation of Court Abstracts.

(3) Preparation of Letter of Credit.

(4) Checking Journals No 1 & 2
from subordinates.

(5) Preparation of Stock returns.

(6) Maintaining Cash Book.

(7) Checking Navigators Accounts.

(8) Preparation of Individual Progress
Reports.

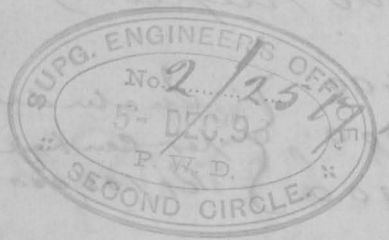
(9) Preparation of sub D Progress
Report of work.

(10) Checking & preparation of vouchers
(Partly).

(11) All Correspondence relating to
the work.

Asst Clerk. Maintaining Receipts and Des-
patch Registers.

- (3) (2) Writing Extracts of Cash Book
- (3) (3) Checking Vouchers (Partly)
- (6) (4) Checking Tools received as per bill from subordinates
- (7) (5) ——— D. ——— D. ——— Sack —
- (6) (6) ~~Check~~ Comparing the Tools & Plant received of their own office
- (8) (7) Fair Copying Letters (Correspondence and Account Books)
- (9) (8) Comparing all the fair Copies with the Head Clerk.



A. J. Keeling
3/12
Executive Engineer
Northern Sd.

P.W.D.
2/25
12/27
700

EXAMINED,
P. W. ACCOUNTS
18 JAN 1897
No.

Letter from H. J. Keeling Esquire, Executive Engineer, Northern Sd. to the Supg. Engineer, 2nd Circl. d/ 5th Decr: '96 N^o. 564 Sd.

I have the honour to submit herewith the statement of requirements for temporary establishment for 1897-98 and to bring the following to your notice.

1. The present establishment is insufficient to cope with the work.
2. This Division has now been in existence for some 2½ years and the work has increased yearly and must remain very heavy for many years to come. To illustrate the increase in work, I give the allotments since the Dⁿ was started (The figures are to the nearest 100 rupees).

1894-95	Rs 315,400	} Including per centage charges Rs 105,000
1895-96	" 443,000	
1896-97	" 580,000	

To the latter figure must be added 34,000, which makes the total 6,14,000 which will probably be the actual final grant for the year unless other demands are complied with when it will amount to over 6½ lacs.

4. These figures do not represent the actual sum spent during the year, the expenditure of which has to be supervised and accounted for because they

they do not include the workshops and other manufacture accounts or the stock accounts. The former amounts to more than 2 lacs and the latter to 93,000. Of the manufacture accounts, the workshop is responsible for about Rs 170,000; adding these figures, the total sum to be controlled and accounted for will be found this year to amount to, at any rate, 9 lacs of rupees. It is not, as if the 9 lacs were all accounted for under one Finance & Budget Head when the question of accounting and clerical labour would not be so diffuse, on the contrary all Finance and Budget Heads are represented except 43. Revenue and 35. However accounts will next year appear under 43. Revenue.

5. As a further comparison I append the figures showing the amounts of allotments manufacture accounts and suspense accounts of (1) Krishna Eastern D. (2) Krishna Western D. and (3) Godavary Eastern D.

(a) the amount of the expenditure

Division	Allotments	Limit	Items under manufacture
Krishna Eastern	532,000	10,000	Nil
" Western	663,000	18,000	1. Lime Manufacture.
Godavary Eastern	357,224	80,000	1. Surki 2. Table moulded bricks. 3. Lime 4. Terra Bricks 5. Flooring do 6. Pan tiles 7. Flat tiles 8. Boat office. 9. Steamer Account. 10. Punt Account 11. Workshop Manufacture.
Krishna Western	580,000	93,000	1. Steamer Account 2. Punt Account 3. Surki 4. Surki mortar 5. Lime mortar 6. Sand 7. Deewara Quarry 8. Conveyance of do. 9. Seethavaram Quarry 10. Conveyance do. do. 11. Magalrajapuram Quarry 12. Conveyance of do do 13. Workshop manufacture.
" them	Probable 614,000		

6. The Godavary Eastern occupies a position in the Godavary better somewhat similar to that occupied by this Division as regards the manufacture

manufacture accounts with the difference that there they are not nearly so large.

7. It will be seen from the foregoing that the work is exceedingly heavy, in fact it has doubled since 1894-95. Now the only increase in the Clerical establishment has been one temporary clerk on Rs 40 and two temporary assistant Sub D. Clerks on Rs 15/-

The former man is not an increase to the establishment as was pointed out in this office N.º 255 S.E. d/ 6th Augt 1896, para 2, which I quote in extenso.

"Even the Clerk on Rs 40 is not really ^{an} extra clerk, although one was not employed in 1894-95 because in G.O. N.º 1571 W d/ 25th June 1894, a clerk on Rs 40/- and another on Rs 20/- was sanctioned for that year. No one was appointed, as in the beginning the D. office had very few record papers to deal with and the allotments or works were restricted, Vide this Office N.º 144 S.E. d/ 25th July 1894 in which it was also expressed that

(a) the amount of the expenditure

that the filling in of the appointments "would be necessary on the formation of the Munizeme Sub D."

(In this connection I would remind you that Government have not yet sanctioned the temporary establishment for 1896-97.)

8. I have shown by the foregoing figures how the work has doubled since the initiation of this Division. If reference is made to G.O. N.º 1571 W d/ 25th June 1894, it will be found to contain sanction for the entertainment of a clerk on Rs 40 and a clerk on Rs 20/- Both of these men I now ask for and request that they may be made permanent.

9. The work in the Guntur & Head Quarters Sub Divisions is very heavy, and will increase in future years more particularly in the Guntur Sub D. That the work in these Sub Divisions has increased is proved by the fact that the work in the D. is now double what it was 23 years ago and these Sub Divisions will

will remain heavy. They are provided with temporary assistant Clerks.

10. Temporary men are almost invariably unsatisfactory, they are perpetually looking out for a permanent billet elsewhere and a man in this frame of mind is not satisfactory and reliable. They are here today and gone tomorrow. With an ever changing establishment due efficiency is impossible of attainment. I now ask that they may be made permanent. I would point out that similar permanent clerks have been given in the Krishna Eastern & Krishna Western Divisions.

11. I append a table showing the duties of the Clerks in my Office and those in the Sub D^y Office. It may be contended that these are no more than the duties of the Clerks in other Div^s but an answer to this objection is found by pointing out as has heretofore previously been done

(a)

(a) the amount of the expenditure to be accounted for;

(b) the variety of heads under which it is accounted for and consequent thereon the necessarily large number of vouchers.

12. I would most earnestly impress on you the need for the permanent clerical establishment asked for. There are limits to men's capacity for work and it is in my opinion false economy to overwork establishment or in other words underman a division. The inevitable result is disaster sooner or later and the later it comes the more complete the disaster as a rule.

Encl^s 2

No. 2749 K.V.

Encl^s 2

Proposition

4-1-97

Statement

Table of duties of clerks.

Forwarded to the Chief Engineer, P. W. D., for favour of sanction of Government being obtained to the establishment applied for in the Krishna Northern D^y Office.

2. The Supg. Engineer cannot too strongly urge the necessity for the assistance to work such a very heavy D^y, the expenditure in which is greater than in one and nearly equal to that of another entire Circle composed of several divisions.

ed

M.

W. H. M. J. Captain
for Submarine II Circle

P.S. 4.3
708/97

henceforth, previously been none
(a)