

Public Works
~~Ministry~~ (1899) Department.

G.O., No. 159 W.

✓ DATED 18th January '99

[Despatch Abstract.]

Sh. Lalleshwar

Sanctioning the rule laid down, for six months, of a clerk or 20 per month, required for sorting records in the office of the Executive Engineer, S. Area, Or, and directing the Executive Engineer, S. Area, to see that, when once the records have been properly arranged, the Manager is held responsible for keeping them in good order.

B.

24/23/1

Sanctioning the entertainment, for six months, of a clerk on Rs. 20 per mensem, required for sorting records in the office of the Executive Engineer, South Arcot division; and directing the Executive Engineer, with remark, to see that, when once the records have been properly arranged, the Manager is held responsible for keeping them in good order.

GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following papers:—

From C. A. SMITH, Esq., Executive Engineer, South Arcot Division, to the
Superintending Engineer, V Circle, dated Cuddalore, 20th November 1898.
No. 796 S.E.

I have the honour to bring to your notice the state of the records in my office, which is anything but satisfactory. It takes much time to find out a reference from amongst a heap of papers thrust into pigeon holes. No subject file system appears to have been adopted and I expect that there are many papers not worth preserving. I therefore request that you will be pleased to obtain sanction of Government for the entertainment of a temporary clerk on Rs. 20 per mensem for the sorting of the records and for the preparation of a list of such records as may be destroyed.

2. I have applied for a clerk on Rs. 20, as it is not possible to secure the services of any but a raw candidate for the short space of six months on a salary of less than the sum above specified.

3. The necessary proposition statement is also submitted.

No. 758 W.

Copy submitted to the Chief Engineer, Public Works Department, through the Examiner, Public Works Accounts, together with the usual proposition statement, with the recommendation that sanction may be accorded for the entertainment of a temporary clerk on Rs. 20 per mensem for a period of six months.

10th December 1898.

(Signed) C. C. RAWSON, Col., R.E.,
Suptg. Engineer, V Circle.

STATEMENT of Proposition for Revision of Establishment.

ENCLOSURE.

[illegible]

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

(Signed) J. E. LACEY,
for Examiner, P.W. Accounts, Madras.

Read the following:—

No. 159 W., 18TH JANUARY 1899.

From the Examiner, Public Works Accounts, dated 16th December 1898, No. 4265 B./E.

ORDER—No. 159 W., dated 18th January 1899.

Sanction is accorded to the entertainment for six months of a clerk on Rs. 20 per mensem, required for sorting records in the office of the Executive Engineer, South Arcot division.

2. It is observed from the Executive Engineer's letter that the records of his office have been allowed to get into disorder, and this reflects discredit on the Manager of the office. The Executive Engineer should see that, when once the records have been properly arranged, the Manager is held responsible for keeping them in good order.

3. The sanction accorded in paragraph 1 has been registered as Provincial No. 107 W. of 1898-99, and classified as Establishment—Temporary.

(True Extract.)

Under Secretary to Government.

To the Superintending Engineer, V Circle.
 „ the Examiner, Public Works Accounts.
 „ other Superintending Engineers.
 „ the Consulting Architect to Government.
 „ the Chief Engineer for Irrigation.
 „ the Superintendent of Works, Lighthouse Division.

Exd. T. K. Narayana Aiyangar.

From the Suptg. Engineer, V Circle, No. 758 W, d/10th December 1898.

From the Examiner, P. W. Accounts, No. 4265 B/E d/16th December 1898.

Circulated to

By the Secretary to Government

ORDER.

No. 159 W of 18-1-99

Sanction is accorded to

the entertainment for 6 months, of a clerk, on RS. 20 per mensem, required for sorting records in the Office of the Executive Engineer, South Arcot Division.

2. It is observed, from the Executive Engineer's letter, that the records on his office have been allowed to get into disorder, and this reflects discredit on the -- Manager of the office. The Executive Engineer should see that, when once the records have been properly --- arranged, the Manager is held responsible for keeping them in good order.

3. The sanction accorded in para I has been registered as Provincial No. 107 W of 1898-99 and classified as Establishment, Temporary.

ACK

11.1.99. D. W.

HS. 11-1-99 116-1-99
 P. W. 4
 [1,000-14-11-98.]

Read the following:—

Print From the Suptg. Engineer, V Circle, No. 758W, d/10th December, 1898.
Encl From the Examiner, P. W. Accounts, No. 4265 B/E d/16th December 1898.

Circulated to

His Excellency the Governor

ORDER.

Sanction is accorded to the entertainment for 6 months, of a clerk, on Rs. 20 per mensem, required for sorting records in the Office of the Executive Engineer, South Arcot Division.

2. It is observed, from the Executive Engineer's letter, that the records of his office have been allowed to get into disorder, and this reflects discredit on the --- Manager of the Office. The Executive Engineer should see that, when once the records have been properly --- arranged, the Manager is held responsible for keeping them in good order.

3. The sanction accorded in para I has been registered as Provincial No. --- W of 1898-99, and classified as Establishment, Temporary.

APR
2-1-99

Note. The Executive Engineer, South Arcot Division reports that the state of records in his office is anything but satisfactory; that it takes much time to find out a reference from amongst a heap of papers thrust into pigeon holes; that no subject file system has been adopted; and that he thinks that there are many papers not worth preserving. He therefore requests sanction to the entertainment of a temporary clerk on Rs. 20, for 6 months, for sorting the records, and preparing a list of those that may be destroyed. The application is recommended for sanction. Some 10 years ago, this Division Office was flooded, and the records were thrown into great confusion and have never since been put into proper order. For this the Manager of the Office is to blame.

The Suptg. Engineer, V Circle
 ,, Examiner, P.W. Accounts.
 ,, Other Suptg. Engineers
 ,, Consulting Architect to Govt.
 ,, Chief Engineer for Irrigation
 ,, Suptd. of Works, L. H. Division.

2/1/99

APR
11-1-99
rough draft signed by N

Note. The Executive Engineer, South Arcot Division reports that the state of records in his office is anything but satisfactory; that it takes much time to find out a reference from amongst a heap of papers thrust into pigeon holes; that no subject file system has been adopted; and that he thinks that there are many papers not worth preserving. He therefore requests sanction to the entertainment of a temporary clerk on Rs. 20, for 6 months, for sorting the records, and preparing a list of those that may be destroyed. The application is recommended for sanction. Some 10 years ago, this Division Office was flooded, and the records were thrown into great confusion. Added to this, there have been several changes of Executive Engineers in the Division, and this fact, together with the frequent tours Executive officers have to make, renders it impossible to fix responsibility on them, but the Manager of the office should not have allowed the records to get into disorder. From the Executive Engineer's report it is clear that the records have never yet been put into proper order, and such a state of affairs is the rule and not

α have never since been put into proper order. For this the Manager of the office is to blame.

L.H.S.
9.1.88

the exception in Executive Engineers' Offices, the Head Clerks of which are often anything but smart and quite unable to keep up with business. Where once the records have been properly arranged, Executive Engineers should be able to ensure that their Head Clerks maintain a proper system so as to prevent records again falling into confusion.

APK
7.1.88

Resubmit & kindly signed by
L.H.S.
9.1.88

The Suptg. Engineer, V Circle.

- .. Examiner, P. W. Accounts.
- .. Other Supts. Engineers.
- .. Consulting Architect to Govt.
- .. Chief Engineer for Irrigation.
- .. Supdt. of Works, L. H. Division.

End
Comp

Read the following:—

From the Suptg. Engr. V circle, No. 758. W. d/ 10 December 1878
 From the Examiner P. W. Accounts No. 4265/B d/ 16 December 1878

Circulated to His Excellency the Governor

ORDER.

A.C.
 Recd by this fair. The
 responsibility attributed
 to the Hon. Mr. & Engr. is
 in fact ^{as originally drafted} not that it
 is quite impossible they
 can accept. If Managers
 of an Office cannot keep
 records in order, they are
 useless & should be dismissed.

A.R.

24.12.86.

The Engr. should be
 that when the records
 have been properly arranged
 the Manager is held res-
 ponsible for keeping them
 in good order

Sanction is accorded to
 the entertainment, for 6 months,
 of a clerk, on Rs 20 per mensem,
 required for sorting records in the
 office of the Executive Engineer, South
 Arcot Division.

2. It is observed, from the Executive
 Engineer's letter, that the records of
 his office have been allowed to get
 into disorder, and this reflects ^{discredit} on the

Manager of the office. The officers
 of the Department will be informed
 that they will be held personally res-
 ponsible for neglect of this kind and
 that proposals for the entertainment
 of establishment for sorting records
 which get into disorder through the
 mismanagement of the office will
 not be entertained.

3. The sanction accorded in para 1. has been registered as Provincial No. W. of 1898-99, and classified as Establishment, Temporary.

APK
24.12.98.

May W.
Note The Ex. Engr. South Arcot Dist reports that the state of records in his office is anything but satisfactory; that it takes much time to find out a reference from amongst a heap of papers thrust into pigeon holes; that no subject file system has been adopted; and that he thinks that there are many papers not worth preserving. He therefore requests sanction to the entertainment of a temporary clerk on Rs 20, for 6 months, for sorting the records, and preparing a list of those that may be destroyed. The application is recommended for sanction.

There have been several changes of Ex. Engrs in the Dist. & this fact, together with the frequent tours & absences of the Ex. Engrs have not allowed the records to get into disorder. It is therefore proposed to inform all officers of the Dept. that they will be held personally responsible for such state of things and that proposals for the employment of establishment.

Some 10 years ago, the Dist. Office was flooded & the records were thrown into great confusion. Added to this, there

have been several changes of Ex. Engrs in the Dist. & this fact, together with the frequent tours & absences of the Ex. Engrs have not allowed the records to get into disorder.

It is therefore proposed to inform all officers of the Dept. that they will be held personally responsible for such state of things and that proposals for the employment of establishment.

will not be entertained. The establishment for sorting records is. Engrs. offices, the Head Clerk, which all officers are unable to keep up with the business. When once the records have been properly arranged, Ex. Engrs should be able to resume a proper system being maintained. May was to prevent records again falling into confusion.

- The S.E. V Circle
.. Engrs P.W.A.
.. S.E.
.. C.A. to Govt.
.. C.E. for Irrigation
.. S of W. L. H. Dist

APK
24.12.98.

Public Works (1898) Department.

CURRENT No. 10471.

From The Examiner.
P. W. Accounts
Madras.

No. 4265 B/E.

Dated 16th December 1898.

Received }
Registered } 17th

Enclosures 2.

Spare copies

SUBJECT

Temp. Establishment,
South Arcot Dist — Forwards
with the required certificate
the proposition statement
for —

G.O.	No.	Department.	Date.
2655N	27	13. 10. 98	
2121W	27	20. 5. 98	
1684W	27	5. 7. 98	
4044W	27	3. 6. 98 & 8. 6.	
500W	27	25. 2. 98	
1682W	27	20. 4. 97	

No 384 P

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.

[illegible]

P. W. D. Form No. 113.

500—12-7-95.

MADRAS PRESIDENCY.

Part II.

Tabular Statement to accompany proposals
for changes in establishments,

Part II.

Statement of proposition for

ORDER SANCTIONING PRESENT ESTABLISHMENT.		Office to which the proposition refers.	Statement of proposition for					NATURE OF	
Govt. of <i>Madras</i>			Present scale.				Total cost.		
No.	Date.		No.	Designation.	Pay.				
					Minimum.	Increment.		Maximum.	Average or fixed.*
				Rs.	Rs.	Rs.	Rs.		
								<i>Temporary</i>	
<i>104</i>	<i>3-6-98</i>	<i>1</i>	<i>Draftsman or clerk</i>	<i>for 12 months</i>			<i>25</i>	<i>per month</i>	
<i>80</i>	<i>80</i>	<i>1</i>	<i>Scavenger</i>				<i>2</i>		
<i>164</i>	<i>5-7-98</i>	<i>2</i>	<i>Sub-Quartermasters</i>	<i>for 10 months</i>			<i>50</i>		
<i>80</i>	<i>80</i>	<i>2</i>	<i>do</i>				<i>each</i>		
<i>80</i>	<i>80</i>	<i>24</i>	<i>Lascars</i>				<i>35</i>		
<i>165</i>	<i>13-10-98</i>	<i>3</i>	<i>Lascars</i>	<i>for 9 months</i>			<i>7</i>		
							<i>each</i>		
TOTAL									
				</					

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

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

Dated the 189 .

R. L. Lacy
Examiner, P. W. Accounts.

Madras.

Part II.

revision of establishment.

CHANGES.		PROPOSITION										REMARKS.
Proposed scale.						Permanent.		Temporary.				
						Increase per month.	Decrease per month.	Increase per month.		Decrease per month.		
								Amount.	Amount.	Period.	Amount.	
No.	Designation.	Pay.				Total cost.						
		Mini-mum.	Incre-ment.	Maxi-mum.	Aver-age or fixed.*							
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Mon.	Rs.	Mon.	Rs.
Establishment.												
1	Draftsman or clerk				25	25						
1	Scavenger				2	2						
2	Sub-Quartermasters				50	100						
2	do				35	70						
24	Lascars				7	168						
3	Lascars				7	21						
1	clerk				20	20			6	120		
Required for the sorting of records in the Division Office vide E.E's letter Copy enclosed												
TOTAL						406			6	120		

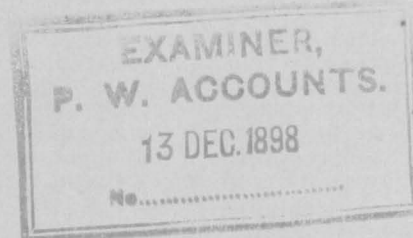
calculated according to the rules in the Pay and Acting allowance code.

Dated the 10th Dec: 189 8.

Colonel R. F.
10/12/98
Superintending Executive Engineer,
V. Kircle Division

Public Works (1898) Department.

CURRENT No.



From *The Suppl Engineer*
V Circle

Order

No. *7584*

guide
Dated 10th December 1898.

Received

Registered

Enclosures /

Spare copies

4265
No. 4265^B dated 16th December 98.

To E. W.

Forwarded to E. W. with
the required Certificate.

SUBJECT.

Temporary Work on Rq 20
permenum

Submits the usual
proposition statement
for sanction to the
entertainment of a
for 6 months in the
Douth are co. Dm.

16. 98
Re 12

For C

Dec. 16

PW 10471/28

No.

Date.

No.

Date.

EXAMINER,
P. W. ACCOUNTS.
13 DEC. 1898

*This shows that
the office has been
mismanaged*

From C. A. Smith Esquire, Executive Engineer,
South Coast Division, to the Supy:
Engineer, V. Circle, dated Cuddalore
20 November 1898, No. 796 CE.

I have the honour to bring
to your notice the state of the records in
my office, which is anything but satis-
-factory. It takes much time to find
out a reference from amongst a heap
of papers thrust into pigeon holes. No
subject file system appears to have been
adopted and I expect that there are
many papers not worth preserving. I
therefore request that you will be pleased
to obtain sanction of Government for
the entertainment of a temporary clerk
on Rs 20 per mensem for the sorting of
the records and for the preparation of a
list of such records as may be destroyed.

2. I have applied for a clerk on
Rs 20/- as it is not possible to secure the
services of any but a raw candidate
for the short space of 6 months on a
salary of less than the sum above spe-
-cified.

3. The necessary proposition
statement is also submitted.

No 758W

38

mut

Copy Submitted to the Chief
Engineer P.W.D. through the Examiner
P.W. Accounts, together with the usual
proposition statement with the recom-
-mendation that sanction may be
accorded for the entertainment of a
temporary clerk on Rs 20 per mensem
for a period of 6 months.

Encls: - 1 Propn
Ltr

Encl: 1

As Lamm
10/12/98 Colonel DE
Supty. Engineer,
V. Circle.

10th Dec. 1898.

over
w/1998