

Public Works (1899) Department.

G.O., No. 1831 W

DATED 14th July 1899.

[Despatch Abstract.]

Assistant Clerk on Rs 15 per mensem

The continued employment of
to the end of the current official year
of an ——— in No II Sub Division of the
Godavari Central Division, sanctioned.

B

BACK PAPERS.

FURTHER PAPERS.

B.W.

DEPARTMENT.

The Continued employment
to the end of the Current official
year of an Assistant Clerk on Rs. 18
per mensem in No. II Subdivision
of the Gadavari Central Division,
is sanctioned.

2. This sanction has been registered as Provincial No. 31 W. of 1889-90, and classified as Establishment, Temporary.

May
Note. In L.O. No. 3079 W, of 186
December 1878, sanction was ac-
corded to the entertainment for
a period of five months of an
assistant clerk at Rs. 15 per mensem
in No. II Sub Division of the
Godawan Central Division.
The

L. + just below the current
 Mc S. E. Thiele ✓ D
 a Exr. B. W. Accounts.

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

Sanctions

Suptg. Engineer now applies for
the continued employment of the
assistant clerk to the end of
the current official year. The
necessity for the continued employ-
ment of the clerk is fully explained
in the Suptg. Engineer's letter
read above.

Self
7/6

W. H. H. 19-6-99
H. H. H.

May

Public Works (1899) Department.

CURRENT No. 4654

From The Supg. Engineer
First Circle

Order

No. 1219-99.

Dated 8-6-99.

Received
Registered 12-6-99

Enclosures

Spare copies

SUBJECT.

Asst. Clerk on R. 5 per mem.
- from to no. I. and on G. C. M.
- recommending for the continu-
- tainment of an - up to end
of the current official year.

R. H. please put up original
9.5.0.16 20794 D
11.12.54

13/13/99

HC Put up 13/13/99 HC

0 L. 5216 11/10/7

Camp.

2. The

2. The Sub. divisional officer has a drawing account, and nearly all payments for work done are made by him; the following work therefore devolves on his office.
- (a) The preparation of work abstracts.
 - (b) Checking vouchers.
 - (c) Checking contents in measurement books.
 - (d) Noting dates of payment, and cash book voucher numbers in measurement books.
 - (e) Writing up the cash book.
 - (f) Taking fortnightly extracts of the same.
 - (g) Preparing statement of materials at Site.
 - (h) Preparing monthly returns of tools and plant and Cash balance statement.
 - (i) Preparing write back orders.
 - (j) Preparation of half yearly return of tools and plant.

3. The above, if thoroughly performed, is quite sufficient work for one man. Besides this, however, there is fair copying drafts and reports to the Executive Engineer and subordinates of the Sub-division, upkeep of despatch and receipt registers, and a good deal of miscellaneous work.

4. There is also at present, a great deal being done in improving the drainage system of the Delta, and many works under Extensions and Improvements are being projected and under execution.

All this throws additional work on the Sub. divisional officer. The Executive Engineer is very careful and methodical in his arrangements, and there is probably a minimum of unnecessary work and wasted time in his division.

5. Sanction to the establishment of

of the clerk expires on 16th instant,
and I have the honor to request
that it may be renewed up to
the end of the current official year.

I have the honor to be,
Sir,

Your most obed^t servant

W Morgan

8.6.99

Superintendent Engineer

T. Circle

11/8/99