Public Works (189) Department.

G.O., No. 2164 W

DATED 14 August 1899

[Despatch Abstract.]

Inspection Report —, orders on the ——— of the S.E.'s Office, III Circle, submitted by the Exr of P. W. A/cs. ~~Madras~~ commd to the S.E. with remarks—

20/14

Ex 15/8

[P. W. 26.
2000—19-7-98]

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General. Account.

Read—the following papers :—

Report by Mr. J. E. LACEY, Deputy Examiner of Accounts, of an inspection on the 22nd July 1899 on the accounts of the Superintending Engineer, III Circle.

Previous inspection.—The accounts of the office were last inspected by Mr. C. C. Swetenham in January 1895 (*vide* orders passed thereon in G.O., No. 753 W., dated 26th March 1895). The report then made appears to have been fully acted upon.

2. *Circle charge.*—The charge of the circle since the previous inspection has vested in the following officers :—

Colonel C. C. Rawson, R.E.	Till 13th March 1895.
Mr. C. C. Norfor	„ 14th Sept. „
Colonel McNeil Campbell	„ 20th Dec. „
Mr. W. B. deWinton	„ 13th Oct. 1897.
Mr. A. H. Garrett	„ 8th Dec. „
Mr. J. C. Larminie	„ 8th May 1898.
Colonel W. L. C. Baddeley, R.E.	To date.

3. *Scope of inspection.*—The inspection dealt with the cash accounts for 1898–99 generally and with the establishment records (service books) now in use, and travelling allowance bills for February and June 1899.

4. *Cash account.*—The account is kept in Public Works Department Form No. 3, the counterfoils being cut off. The imprest account is signed at the end of each month by the Superintending Engineer and this in terms of Public Works Department Code, Volume II, I, 61, is considered sufficient as fixing his responsibility for all the entries of the month, inclusive of the closing balance.

The imprest (Rs. 200) seems more than what is required for current expenses as the balances at end of each month since December 1898 *averaged Rs. 149*, and as there has only been one recoupment each month, the expenditure had only averaged Rs. 51 per mensem for the last seven months. Vouchers were not taken for payments under Rs. 10 for railway fares, purchase of sundry articles, *e.g.*, oil, matches, candles and *Railway Guides*, nor for cart-hire for conveyance of office records. Receipts should apparently be obtained for all payments made and the rule in Code II, I, 175, would be a safe one to follow.

The rule in Code, II, III, 176, should be followed with reference to the charges included in a contingent bill.

5. *Service books.*—On checking the service books the following points were noticed :—

(*a*) In the opening page, the signature of the officer and that of the head of the office were not always dated as required by Civil Service Regulations, 878 (*b*).

(*b*) Finger-prints were not taken in the service books.

(*c*) The date of return to duty from the one month's privilege leave granted to D. Krishnaswamy Chetti from 2nd May 1887 was not noted.

(*d*) M. Vasudeva Row Naidu was shown as suspended for misconduct from 13th February 1888 to 20th April 1888 (fore noon), and, contrary to Civil Service Regulations, 288, 291 and 277, was granted privilege leave for twelve days from 11th March 1889 to 22nd March 1889.

(*e*) The land statements of B. Subramany Aiyar for 1897 and 1898 were due.

(*f*) *A. Murugesam, temporary draftsman.*—The service book was in a torn state—loose, flimsy sheets of paper were allowed to be stitched in. This practice is objectionable and should be put a stop to in all offices.

(*g*) *A. Loganatham Mudali, draftsman, second class.*—Fines inflicted have been noted in his service book.

6. *Travelling allowance claims*—Checked for February and June 1899. In the case of journals not sent to the Examiner it was noticed that the time is not usually noted for railway journeys. In the case of peons, a separate memorandum prepared for their travelling allowance was not signed by the Superintending Engineer. It would be better that such details be noted on the back of the Superintending Engineer's own Travelling Allowance journal.

7. The Superintending Engineer's camp clerk has also an imprest of Rs. 25 to enable him to make advances on account of railway fare to peons and lascars. An account of his expenditure and receipts is maintained, and this account is submitted to the office in original for repayment of the amounts advanced by him after the travelling allowance bills are passed by the Superintending Engineer. No receipts are obtained from the lascars for the advances, but it is represented that the railway tickets are bought for them.

8. *Grant of increments.*—The written authority granting the Manager his last increment could not be produced. A standard local form may with advantage be introduced for the use of the department.

9. *Leave applications.*—These are not always made on printed form.

10. *Stamp account*—Kept in Form E. 132, but not checked by the Manager of the office. This should be done once a month at least and all receipts for stamps purchased should be initialled by him.

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

Bellary,
25th July 1899.

Office-note from the Examiner, Public Works Accounts, Madras, dated 2nd August 1899, No. 961 A.A.

Forwarded to Government for information. The Superintending Engineer's attention will no doubt be invited to the points noticed.

Order—No. 2164 W., dated 14th August 1899.

Communicated to the Superintending Engineer, III Circle, for information and guidance.

2. With reference to paragraph 8 of the Inspection notes, the Examiner should state whether he concurs in the suggestion that it would be advantageous to have a standard local form for use in connection with the grant of increments, and if so, a form should be submitted for approval.

(True Extract.)

Under Secretary to Government.

To the Superintending Engineer, III Circle.
„ Examiner, Public Works Accounts.

Copy to all Superintending Engineers, with reference to para. 5 (*f*) of the report.

Exd. C. M. Thumbusawmy.

BACK PAPERS

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

FURTHER PAPERS

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

GENERAL.
ACCOUNT.

Government (1899) of Madras.
PUBLIC WORKS.

Recd. } 1899.
Regd. }

Enclosures
Spare copies

G.O., No. 2164 W., 14th August 1899.

AUGUST.

Inspection Report

Orders on the — of the Superintending Engineer's office, III Circle, submitted by the Examiner of Public Works Accounts, communicated to the Superintending Engineer with remarks.

Examr. P. W. Accts.

Public Works (1899) Department.

CURRENT No. 6317

753 W 26/3/95

B/1 5P

Genl. Acct.

From The Examiner, P. W. Accts. Madras & Coorg

Order No: 2164 W. 14-8-99

Communicated to the Supt. Engineer, III Circle, for information and guidance.

2 With reference to para 8 of the inspection notes, the Examiner should state whether he concurs in the suggestion that it would be advantageous to have a standard local form for use in connection with the grant of increments, and if so, a form should be submitted for approval.

No. 961 A/A

Dated 2nd August 1899

Received 3-8-99

Registered

Enclosures Plans — nil (Inspection report) Nil 1

Spare copies.

SUBJECT.

Inspection Report of Supg. Engineer's office, 3rd Circle — Forwards for orders —

Rw. H.L. 7/8

10-8

Copy To all S.Es with refce to 5(f)

To

The Supt. Engr., III Circle

" Examiner, P. W. Accts.

Des. 30/8/99

LS 875 R 12/4

DW

BACK PAPERS.

No.	Date.
753W	26-3-95
4216C	24-9-91
2434W	10-9-91

FURTHER PAPERS.

No.	Date.

Report by Mr J.E. Lacey, Deputy Examiner of Accts, of an inspection on the 22nd July 1899 on the accounts of the Superintending Engineer IIIrd Circle.

1 I. Previous inspection. The accounts of the Office were last inspected by Mr C. C. Swinstenham in Jany 1895 ✓ vide orders passed thereon in G.O. No 753 W ✓ of 26. 3.. 1895. ✓ The report then made appears to have been fully acted upon – ✓

2 II. Circle charge. The charge of the Circle since the previous inspection has vested in the following officers.

Col. C. C. Ranson R.E.	till 13th March 1895. ✓
Mr C. C. Nesfer	till 14. Septr 1895. ✓
Col: Macneil Campbell	till 20: Decr 1895 ✓
Mr W. A. de Winton	till ~~20~~ 13th. Octr 1897. ✓
Mr . H. Garrett	" 8th Decr 1897 ✓
Mr J. C. Lammin	" 8th May 1898 ✓
Col. W. L. C. Baddeley R.E.	to date. ✓

3. Scope of inspection. The inspection dealt with the cash accounts for 1898/99 generally & with the Establishment records for the ~~Circle Office~~ (Service

books) now in use — & T.A. bills for July & June 89.

Cash account. The account is kept in P.W.D Form No 3, the counterfoils being cut off — The imprest account is signed at the end of each month by the Supdg Engineer and this in terms of P.W.D Code Vol II. I. 61 is considered sufficient as fixing his responsibility for the return of the month inclusive of the closing balance —

The imprest Rs 200/. seems more than that required for current expenses as the balances at end of each month since Decr 1888 averaged Rs 149 and as there has only been one recoupment each month ~~so that~~ the expenditure has only averaged 57 Rs p. m for the last 7 months — Vouchers are not taken for payments under Rs 10/. for Ry fares, purchases Sundry articles e.g. oil, matches, candles & Ry guides — nor for cart hire for conveyance of office records — Receipts should apparently be obtained for all payments made and the rule in Code II. 175 would be a safe one to follow.

The rule in Code II. III. 176 should be followed ~~the~~ with reference to the charges included in a Contingent bill —

5. Service Books. On checking the service books the following points were noticed —

(a) In the opening page — the signatures of the officer and that of the Head of the office were not always dated as required by C.S.R 878 (b). ✓

(b) Finger prints were not taken in the Service books — ✓

(c) The date of return to duty from the one month's p. leave granted to D. Krishnaswamy Chetty from 2.5.1887 was not noted — ✓

(d) Mr. Vasudeva Row Naidu was shown as suspended for misconduct from 13th Feby 1888 to 20.4.88 F N and contrary to CSR 288 291 & 277 was granted privilege leave for 12 days from 11.3.1889 to 22.3.1889 —

(e) The Land Statements of B. Subramany

dges for 1897 and 1898 were due.

) A Munisamy Ty Draftsman — The Service book was in a torn state. Loose flimsy sheets of paper were allowed to be ~~[illegible]~~ stitched in. This practice is objectionable and should be put a stop to in all offices.

6 (g). A. Loganathan Mudali. Draftsman II Class. Fines inflicted have been noted in his Service book.

6. **T. A. Claims** — Checked for July & June 1899.

In the case of journeys [illegible] to C it was noticed that the time is not usually noted for Ry journeys. In the case of Peons, a separate memo prepared for them T.A. was not signed by the Supt. Engineer. It would be better that such details be noted on the back of the S.E.'s own T.A. journal.

The S.E.'s Camp Clerk has also an imprest of

Rs 25/- to enable him to make advances on acct. of Ry fare to Peons and Lascars. An account of his expenditure and receipts is maintained and this account is submitted to the office in original for repayment of the amounts advanced by him after the T.A. bills are passed by the Supdt. Engineer. No receipts are obtained from the Lascars for the advances, but it is represented that the Ry tickets are bought for them.

8. **Grant of increments** — The written sanction granting the Manager his last increment could not be produced. A standard local form may with advantage be introduced for the use of the Dist.

9. **Leave applications.** These are not always made on printed forms

10. **Stamp account.** Kept in Form 2 132, but not checked by the Manager of the Office. This should be done once a month at least and all receipts for stamps purchased should be initialled by him.

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Rs 25/- to enable him to make advances on acct of Ry fare to Peons and Lascars. An account of his expenditure and receipts is maintained and this account is submitted to the office in original for repayment of the amounts advanced by him after the T.A. bills are passed by the Supdg Engineer. No receipts are obtained from the Lascars for the advances, but it is represented that the Ry tickets are bought for them.

8. **Grant of increments** - The written sanction granting the manager his last increment could not be produced - A standard local form may with advantage be introduced for the use of the Dept.

9. **Leave applications.** These are not always made on printed form.

10. **Stamp account** - Kept in Form 2 132, but not checked by the manager of the office - This should be done once a month at least and all receipts for stamps purchased should be initialled by him.

R. Lacey

Bellary d/ 25. 7. 99

Dpty Secy P.W. Acct
Madras

Report on the inspection of S.E.'s office III Circle.

P.W.E. 1 / 6317/99

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No. 961 A/A dated 2nd August 18

To

W.

Forwarded to Government for information. The Superintending Engineer's attention will no doubt be invited to the points noticed.

H.R

Offg.C.

2.8.99.