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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

Public DEPARTMENT

G.O. No. <u>662</u>	Press.
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Dated <u>14-5-1987</u>	<u>197</u>

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Not to be folded or roughly handled

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16

662
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GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

23rd April 1881, No. 1,064 W.

Buildings and Roads,
Civil Works.

Read the following papers:—

- No. 80. From Examiner of Public Works Accounts, dated 22nd May 1879,
No. 11 E W.
- No. 80-A. From Chief Engineer for Irrigation, dated 10th September 1879.
- No. 80-B. From Superintending Engineer, Second Circle, dated 13th September
1879, No. 2,507.
- No. 80-C. From Military Department, dated 18th September 1879, No. 5,185.
- No. 80-D. From Superintending Engineer, Fourth Circle, dated 25th September
1879, No. 606.
- No. 80-E. From Examiner, Public Works Accounts, dated 1st October 1879,
No. 20 E W.
- No. 80-F. From Superintending Engineer, First Circle, dated 10th October 1879,
No. 491 G L.
- No. 80-G. From Superintending Engineer, Fifth Circle, dated 17th November
1879, No. 1,949 T J.
- No. 80-H. Proceedings in the Revenue Department, dated 17th November 1879,
No. 2,185.
- No. 80-I. From Superintending Engineer, Third Circle, dated 29th November
1879, No. 6,998.
- No. 80-J. No. 2,799.
C I R C U L A R.

THE enclosed forms of Progress Returns are forwarded to the Chief Engineer for
Irrigation who is requested to state his opinion as to the advisability of adopting them

for general use in the Roads and Buildings Branch of the Department, with any suggestions that he may think proper as to their improvement or alteration.

2. The form marked "A" is intended for reports from subordinates or sub-divisional officers to Executive Engineers; it is to be submitted three times (on the 10th, 20th, and last day) during each calendar month, and is to refer only to works personally inspected by the reporting officer or subordinate.

3. Column 2 should contain all that the subordinate concerned has to say about the work, state of progress, quantity of work done (measurements being stated if taken), quality of work, &c.

4. This report will be forwarded to the Superintending Engineer with such remarks as the Executive Engineer has to offer, and returned by the former after perusal for record in the Divisional Office.

5. It is intended to take the place of the lengthy remarks now usually entered in the last column of the "Inspection Report" which accompanies the travelling allowance bill, and which should in future contain only the entries necessary for the audit of the latter.

6. The form marked "B" is intended for submission by Executive to Superintending Engineers for all works exceeding Rs. 2,500.

7. It is to be submitted monthly so as to reach the Superintending Engineer not later than the 10th of each month. It will then be returned with the latter's remarks to the Executive Engineer, by whom it will be kept until required for submission during the following month.

8. It will be seen that the form shows two entries for each month, viz., "approximate valuation of work done" and "booked outlay;" the latter of these will always be one month behind the former, that is to say, that the return submitted in June will show the "approximate valuation" to the end of May, but the "booked outlay" only to the end of April. The former can, of course, only be an approximation, though it should be as close as possible; the latter should be exact to the nearest rupee. Unless in the case of very large works, the insertion of, say, one spare page should suffice for the progress recorded month by month throughout the year, i.e., if the remarks are, while complete in themselves for the object in view, made as concise as possible. Where a second year is entered on with the work still in progress, a fresh printed form will necessarily be opened, but in that case the report of the past year should invariably travel in its company till the work has been completed.

9. With any large and important works Superintending Engineers at their discretion may order a copy of the "Register of works" to accompany the report. When the work is reported as finished, the Superintending Engineer will return the document to the Executive Engineer to have the final "booked outlay" entered, when it will be sent back for lodgment in the Superintending Engineer's Office. That officer should, in sending the report back to the Executive Engineer, give such instructions as may be needed regarding the preparation of the completion report and drawings as laid down in Chapter IX of the new Code.

10. The form marked "C" is for submission monthly by Executive to Superintending Engineers, and should reach the latter not later than the 15th of each month.

11. In this form works estimated to cost from Rs. 500 to Rs. 2,500 are to be entered individually, works costing less than the first named sum in lump under each budget sub-head.

12. The expenditure will of course be approximate only so far as concerns the last month entered.

13. The form will pass backwards and forwards between the Executive and Superintending Engineers' Offices in the same manner as Form "B."

14. In entering the names of works at the beginning of each official year care should be taken to leave sufficient space under each budget sub-head for the entry of works subsequently sanctioned. This return will be accompanied each month by a paper of remarks in form marked "D," in which it will only be necessary to enter explanations regarding delay in the progress of any work, or such other matter as may

call for the instructions of the Superintending Engineer. There will be no need to enter any work which does not call for the special orders of that officer.

15. Form "E" is intended for submission by Superintending Engineers to the Chief Engineer and is merely a general abstract for each division. It will be open to the Chief Engineer to call for, or to Superintending Engineers to submit, reports for individual works in Form "B" or "C" where such a course may appear desirable.

16. It is to be understood that these returns are not accounts, and that, although the figured entries should be as accurate as circumstances will allow, promptitude and regularity in their submission is of more importance than minute accuracy. No annas or pies should appear in them. Great care should be taken that the "name of the work" is in all cases absolutely the same designation as that under which it has been sanctioned.

17. These forms do not apply to the returns submitted to the Chief Engineer for Irrigation, but it is thought that they may be usefully adopted for those now furnished to Collectors for irrigation works, as well as for Local Fund and Military works; the opinions upon this point of the departments concerned will be obtained.

(By Order.)

FORT ST. GEORGE,
22nd August 1879.

(Signed) J. PENNYQUICK, Major, R.E.,
Ag. Dy. Chief Engineer, P.W.D.

MEMORANDUM.

THE attention of the undersigned having been drawn shortly after assuming charge of his present office to the unsatisfactory nature of the existing forms of progress report, which were mainly designed for purposes of account, for submission by officers of the executive branch to their superiors, he requested Colonel Chrystie and Major Pennyquick to examine certain forms which had been in use in Mysore for many years, and had been found to give all the information required with a minimum of clerical labor, with a view to their introduction in Madras after such modifications as might be necessary to suit local conditions.

2. These officers proposed certain alterations with which they considered that the forms would be well suited to the object in view, and specimens of the forms thus modified were forwarded for consideration to the Chief Engineer for Irrigation, the Examiner of Public Works Accounts, and the Superintending Engineers.

3. The Military and Revenue Departments were also consulted with reference to the substitution of these forms for the progress returns now forwarded to officers of those departments.

4. The opinions of the departmental officers consulted have been carefully considered, and modifications adopted in accordance with their suggestions where such appeared desirable. The Military Department accepted the proposed forms and the further proposal that the returns should be sent quarterly instead of monthly, and that works costing less than Rs. 500 should be entered in lump instead of in detail.

5. The Board of Revenue in their Proceedings No. 2,982, dated 21st October 1879, recorded with G.O., No. 2,185, of 17th November 1879 (Revenue Department), raised certain objections which will be discussed later on.

6. The radical changes in departmental arrangements which took place towards the end of 1879 rendered it undesirable to introduce any new forms at that time, but now that officers have become fairly settled in their new charges the undersigned considers that the subject should be taken up again, the more so as the Code is now complete and the forms proscribed by it are being issued by the department.

7. The forms proposed are five in number and their intention and scope is sufficiently described in the circular attached, which was issued at the time when the forms were first prepared.

8. With the consent of the Military Department, Form "C" will be substituted for the progress returns now submitted for military works, and will be submitted quarterly instead of monthly.

9. The objections raised by the Board of Revenue to the forms proposed are stated in their proceedings attached, and after full consideration of them the undersigned is bound to say that he does not consider that they ought to be allowed to outweigh the advantages of the forms.

10. In paragraph 3 of their proceedings it is stated "that the transmission of the return backwards and forwards will be found to be extremely inconvenient in practice and lead to great delay in the submission of the monthly returns of the Presidents to this office, which even under present arrangements are not rendered as punctually as is desirable owing to delay in the receipt of information from Range Officers. Formerly two copies of progress reports were supplied, one for the use of the Collector, and another for the Local Fund Boards; but in consideration of the labor involved the double set of returns was discontinued and Range Officers were allowed to furnish only one statement. The proposed plan will practically debar the members of Local Fund Boards from keeping themselves acquainted with the progress of works, as the return will probably be required in the Collectors' Office for account purposes for the greater part of the interval between receipt and despatch to the Range Officer."

11. It is evident from this remark that the Board of Revenue are under a misapprehension as to the nature and object of the progress returns, which are not accounts, and are of no value for account purposes; moreover the Collector has no concern with the accounts of Public Works expenditure as such, nor is it clear why any return of Local Fund works should require to be detained in the office of the Collector (as distinguished from the Local Fund Office) at all.

12. Any objection based upon this or similar grounds can be removed by the maintenance in the Local Fund Office, and, if necessary, in the Collector's also, of a book in which the entries from the progress return may be posted month by month before the return is sent back to the Executive Engineer. The maintenance of such a book in Superintending Engineers' offices is intended to be left optional with the latter, and will probably in most cases be adopted by them.

13. As regards the absence of the column of remarks, alluded to in paragraph 2, there will be no objection to the return (Form C or E) being accompanied by the remark Form D, in the rare cases where remarks are required.

14. The printing of recurring entries suggested by the Board in paragraph 4 will not effect any great saving of clerical labor, for the reason that it can only be applied to budgetted works and others, the intention to commence which is known some time before the beginning of each official year, and not to the numerous minor works which are taken up from time to time as the year progresses.

15. The Board moreover overlook the convenience of the whole progress of expenditure on a given work or group of works being recorded month by month on a single sheet, and the saving in bulk due to the use of a single sheet instead of twelve sheets.

16. As regards Local Fund works, the undersigned therefore considers that Form C submitted monthly and showing individually all works costing more than Rs. 500, those costing less than that sum being entered in lump, accompanied where necessary by the remark Form D, will answer all practical purposes.

17. The undersigned adheres to his opinion that no practical use is apparently ever made of the returns of progress on irrigation works now sent to Collectors, and that a quarterly abstract in Form E will give all the information that those officers can utilize, and submits this proposal for the consideration of Government; if it be not accepted then Form C must be used as for Local Fund works, but quarterly instead of monthly.

18. It must be borne in mind that the form is intended primarily as one of the many measures lately introduced for improving the administration of this department, while lessening the amount of clerical labor, and that it is most important that this consideration should receive recognition.

19. It is proposed that immediate instructions should issue for the adoption of these forms in the Roads and Buildings Branch, so that they can be brought into use from the beginning of the next official year.

662
3

20. With regard to irrigation works the forms now submitted to the Chief Engineer for Irrigation are drawn up to meet the requirements of the Government of India, and must continue to be submitted so that Form E could not be substituted for them, but it is considered that for submission by subordinates to Executive Engineers and by the latter to Superintending Engineers, Forms A, B, C, and D might advantageously be introduced, the objections to points of detail raised by the Chief Engineer for Irrigation being (as will be seen by the marginal remarks of the undersigned) not sufficient to outweigh the advantages of the proposed forms.

21. If the proposals now made are approved, the necessary subsidiary instructions will be issued by the undersigned.

CHEPAUK,
1st February 1881.

(Signed) J. PENNYCUICK, Major, R.E.,
for Chief Engineer, P.W.D.

No. 80-K.

ORDER THEREON, 23rd April 1881, No. 1,064 W.

THE Governor in Council accepts the conclusions arrived at by the Chief Engineer based on actual experience, and directs the introduction in the Buildings and Roads Branch of the modified forms of Progress Report A, B, C, D, and E, with effect from the commencement of the current official year or as soon after as it may be found practicable to adopt them.

2. The remarks of the Chief Engineer in his memorandum of the 1st February will be attended to in the preparation of the returns.

3. As regards irrigation works it will be observed from paragraph 17 of this memorandum that the return of progress now sent to Collectors is to be discontinued, and a quarterly abstract in Form E substituted. Forms A, B, C, and D will also be adopted by subordinates for submission to Executive Engineers, and by the latter to Superintending Engineers.

(True Extract.)

(Signed) R. H. SANKEY, Colonel, R.E.,
Secretary to Govt., P.W.D.

To Superintending Engineers,	} with Forms.
To Superintendent of Works,	
To the Consulting Architect,	
„ Chief Engineer for Irrigation,	
„ Examiner of Public Works Accounts,	
„ Board of Revenue,	
„ Revenue Department,	
„ Military Department,	
„ Financial, &c., Departments,	

Exd. E. C. Shunker.
Spare Copies

Order in the Public Department, dated 14th May 1881, No. 662 [Current No. 944].

Communicated to Heads of the Departments under the Chief Secretary.

(True Extract.)

R. DAVIDSON,

Chief Secretary.

To all Heads of Departments.

BUILDINGS AND ROADS.
CIVIL WORKS.

Gobt. of (1881) Madras.

PUBLIC WORKS.

To

SUPERINTENDING ENGINEERS,

&c., &c., &c.

Dated April, 23rd.

Issued

Recd.

Encl.

G. O., 23rd April 1881, No. 1,054 W.

APRIL.

Nos. 80-80-K.

Modified Forms of Progress Report A, B, C, D, and E.—Directs the introduction in the Buildings and Roads Branch of the —.

List showing the distribution of the Proceedings of Government,
dated 14 May 81 No. 162

Pub DEPARTMENT.

662
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Revenue Department, for information and for communication to Subordinate Officers
Public Works Department, do. do.
Military Department, do. do.

Honorable the Judges of the High Court, for information and for communication to
Subordinate Officers .. do. do. 10
Inspector-General of Police, do. do. 10
Inspector-General of Jails, do. do. 10
Magistrates of the Town Police Court 2
Do. of the Egmore Police Court 2
Judges of the Madras Court of Small Causes 3
Advocate-General 1
Government Solicitor 1
Administrator-General 1
Comptroller of Madras 1
Inspector-General of Registration 6
Sheriff of Madras 1
Government Pleader 1
Registrar of the Joint Stock Companies 1

Surgeon-General with the Government of Madras, for information and for communication to Subordinate Officers 1
Sanitary Commissioner 1
Health Officer 1
Committee for the Examination of Assistants 1
Private Secretary to the Right Honorable the Governor 1
Government Astronomer 1
Superintendent, Government Central Museum 1
Chemical Examiner 1
Superintendent of Stationery 1
Superintendent of the Government Press 1
Protector of Emigrants 1
Basil Translator to Government 1
Telugu do. to do. 1
Malayalam do. to do. 1
Cannara do. to do. 1
Hindustani do. to do. 1
Postmaster-General 1
Superintendent, Electric Telegraphs 1
Examiner of Medical Accounts 1
Committee for the Management Government Workhouse, Madras 1

Resident in Travancore and Cochin 6
Government Agent at Chepauk 1
Do. at Tanjore 1
Political Agent at Poodoocottah 1
Collector in charge of the Special Agent's Department at Cuddalore 1
Officer in charge of the Stipend Pay Office at Vallure 1
British Consular Agent, Pondicherry 1
Do. Kankal 1

The Right Reverend the Bishop of Madras 6
Venerable Archdeacon of Madras 6
Senior Chaplain of the Church of Scotland 6

MARINE } Master Attendant, Madras, for information and for communication to Subordinate Officers CA

FINANCIAL } Accountant-General 6
Commissioner of Paper Currency

EDUCATIONAL } Director of Public Instruction 6
Commissioner for the Uncovenanted Civil Service Examinations

662
5

Circle, A Division. in charge

of from to 188 -8 .

Name of work and date of inspection.	Remarks by Subordinate or Sub-division Officer.	Remarks by Executive Engineers.
1	2	3

REMARKS FOR GUIDANCE.

THE form marked "A" is intended for reports from subordinates or sub-divisional officers to Executive Engineers; it is to be submitted three times (on the 10th, 20th, and last day) during each calendar month, and is to refer only to works personally inspected by the reporting officer or subordinate.

Column 2 should contain all that the subordinate concerned has to say about the work, state of progress, quantity, of work done (measurements being stated if taken), quality of work, &c., all in as concise a manner as possible.

This report will be forwarded to the Superintending Engineer with such remarks as the Executive Engineer has to offer, and returned by the former after perusal, for record in the Divisional Office.

It is intended to take the place of the lengthy remarks now usually entered in the last column of the "Inspection Report" which accompanies the travelling allowance bill, and which should in future contain only the entries necessary for the audit of the latter.

		Rupees	
1. Amount of Original Estimate..			
2. Do. Revised do. ..			
3. Original Budget Allotment ..			
4. Subsequently modified to ..			
5. Amount of Contract ..			

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Month.	Report of Progress by Subordinate.	By Executive Engineer.	Remarks by S. E.

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662
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Division.

No. Sub-Division.

Name of Upper Subordinate in charge.

REPORT OF PROGRESS ON

B

Name of Lower Subordinate in charge.

for the year 188

Dates of Despatch and Receipt.

Report for—	E. E.		S. E.		E. E.	
	D.	R.	D.	R.	D.	R.
April ..						
May ..						
June ..						
July ..						
August ..						
September ..						
October ..						
November ..						
December ..						
January ..						
February ..						
March ..						

D—for date of despatch.
R—for do. receipt.

REMARKS FOR GUIDANCE.

The form marked "B" is intended for submission by Executive to Superintending Engineers for all works exceeding Rs. 2,500.

It is to be submitted monthly so as to reach the Superintending Engineer not later than the 10th of each month. It will then be returned with the latter's remarks to the Executive Engineer, by whom it will be kept until required for submission during the following month.

It will be seen that the form shows two entries for each month; viz., "approximate valuation of work done" and "booked outlay," the latter of these will always be one month behind the former; that is to say, that the return submitted in June will show the "approximate valuation" to the end of May, but the "booked outlay" only to the end of April. The former can, of course, only be an approximation, though it should be as close as possible; the latter should be exact to the nearest rupee. Unless in the case of very large works, the insertion of, say, one spare page should suffice for the progress recorded month by month throughout the year, i.e., if the remarks are, while complete in themselves for the object in view, made as concise as possible. Where a second year is entered on with the work still in progress, a fresh printed form will necessarily be opened, but in that case the report of the past year should invariably travel in its company till the work has been completed.

With any large and important works Superintending Engineers at their discretion may order a copy of the "Register of Works" to accompany the report. When the work is reported as finished, the Superintending Engineer will return the document to the Executive Engineer to have the final "booked outlay" entered, when it will be sent back for lodgment in the Superintending Engineer's Office. That Officer should, in sending the report back to the Executive Engineer, give such instructions as may be needed regarding the preparation of the completion report and drawings as laid down in Chapter IX of the new Code.

662
9

Circle.

Division.

Progress Report of the Buildings and Roads Branch for the Year 188 -8 .

PARTICULARS OF WORKS.			SANCTIONED ESTIMATE.		Expend-iture up to end of the preceding year.	Current Year's Grant.	CURRENT YEAR'S EXPENDITURE UP TO THE END OF											
No. of Budget Item.	Fund.	Name of Work.	Amount.	Author-ity.			April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.
1	2	3	*4	+5	6	‡7	8	9	10	11	12	13	14	15	16	17	18	19

*4 Alterations to be shown in red ink.

+5 Abbreviations should invariably be adopted for the column.

‡7 The latest alterations in the grant should be shown by a red ink correction.

REMARKS FOR GUIDANCE.

The form marked "C" is for submission monthly by Executive to Superintending Engineers, and should reach the latter not later than the 15th of each month.

In this form works estimated to cost from Rs. 500 to Rs. 2,500 are to be entered individually, works costing less than the first named sum in lump under each budget sub-head.

The expenditure will of course be approximate only so far as concerns the last month entered.

The form will pass backwards and forwards between the Executive and Superintending Engineers' Offices in the same manner as form "B."

In entering the names of works at the beginning of each official year care should be taken to leave sufficient space under each budget sub-head for the entry of works subsequently sanctioned. This return will be accompanied each month by a paper of remarks in form marked "D," in which it will only be necessary to enter explanations regarding delay in the progress of any work, or such other matter as may call for the instructions of the Superintending Engineer. There will be no need to enter any work which does not call for the special orders of that Officer.

Circle,

Division.

662D
10

Remarks on Progress Report for the Month of

188 .

By Executive Engineer.

By Superintending Engineer.

By Executive Engineer.	By Superintending Engineer.

662
11

By Executive Engineer.	By Superintending Engineer.

BUILDINGS AND ROADS BRANCH.

CIRCLE.

DIVISION.

Remarks on Progress Report for the
Month of 188 .

Dated
Received

Circle,
Abstract of Progress Report for the Month of

Division.

188

662E
12

Funds, &c.			Grant for the year.	Expenditure during the year.	
IMPERIAL.					
MILITARY.					
Original Works			..	..	
Repairs			..	..	
Total Military			..		
CIVIL BUILDINGS.					
Postal.					
Original Works			..	..	
Repairs			..	..	
Total			..		
Telegraph.					
Original Works			..	..	
Repairs			..	..	
Total			..		
Salt.					
Original Works			..	..	
Repairs			..	..	
Total			..		
Total Civil Buildings			..		
MISCELLANEOUS PUBLIC IMPROVEMENTS.					
Original Works			..	..	
Repairs			..	..	
Total Mis. Pub. Impts.			..		
Total Imperial			..		
PROVINCIAL.					
CIVIL BUILDINGS.					
Original Works			..	..	
Repairs			..	..	
Total			..		
COMMUNICATIONS.					
Original Works			..	..	
Repairs			..	..	
Total			..		
Carried over			..		

Circle,

Division.

Abstract of Progress Report for the Month of

188

REMARKS.

662
13

Funds, &c.		Grant for the year.	Expenditure during the year.	
Brought forward ..				
MISCELLANEOUS PUBLIC IMPROVEMENTS.				
Original Works				
Repairs				
Total ..				
Total Provincial ..				
LOCAL.				
CIVIL BUILDINGS.				
Original Works				
Repairs				
Total ..				
COMMUNICATIONS.				
Original Works				
Repairs				
Total ..				
MISCELLANEOUS PUBLIC IMPROVEMENTS.				
Original Works				
Repairs				
Total ..				
Total Local ..				
SPECIAL.				
CIVIL BUILDINGS.				
Original Works				
Repairs				
Total ..				
COMMUNICATIONS.				
Original Works				
Repairs				
Total ..				
MISCELLANEOUS PUBLIC IMPROVEMENTS.				
Original Works				
Repairs				
Total ..				
Total Special ..				
Total for Imperial, Provincial, Local, and Special } ..				

6621
14
CURRENT No. 944

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

23rd April 1881, No. 1,064 W.

Buildings and Roads.
Civil Works.

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No. 2,799.

No. 80-J.

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BUILDINGS AND ROADS BRANCH.

CIRCLE.

DIVISION.

Progress Report for the Month of
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8. It will be seen that the form shows two entries for each month, viz., "approximate valuation of work done" and "booked outlay;" the latter of these will always be one month behind the former, that is to say, that the return submitted in June will show the "approximate valuation" to the end of May, but the "booked outlay" only to the end of April. The former can, of course, only be an approximation, though it should be as close as possible; the latter should be exact to the nearest rupee. Unless in the case of very large works, the insertion of, say, one spare page should suffice for the progress recorded month by month throughout the year, i.e., if the remarks are, while complete in themselves for the object in view, made as concise as possible. Where a second year is entered on with the work still in progress, a fresh printed form will necessarily be opened, but in that case the report of the past year should invariably travel in its company till the work has been completed.

9. With any large and important works Superintending Engineers at their discretion may order a copy of the "Register of works" to accompany the report. When the work is reported as finished, the Superintending Engineer will return the document to the Executive Engineer to have the final "booked outlay" entered, when it will be sent back for lodgment in the Superintending Engineer's Office. That officer should, in sending the report back to the Executive Engineer, give such instructions as may be needed regarding the preparation of the completion report and drawings as laid down in Chapter IX of the new Code.

10. The form marked "C" is for submission monthly by Executive to Superintending Engineers, and should reach the latter not later than the 15th of each month.

11. In this form works estimated to cost from Rs. 500 to Rs. 2,500 are to be entered individually, works costing less than the first named sum in lump under each budget sub-head.

12. The expenditure will of course be approximate only so far as concerns the last month entered.

13. The form will pass backwards and forwards between the Executive and Superintending Engineers' Offices in the same manner as Form "B."

14. In entering the names of works at the beginning of each official year care should be taken to leave sufficient space under each budget sub-head for the entry of works subsequently sanctioned. This return will be accompanied each month by a paper of remarks in form marked "D," in which it will only be necessary to enter explanations regarding delay in the progress of any work, or such other matter as may call for the instructions of the Superintending Engineer. There will be no need to enter any work which does not call for the special orders of that officer.

15. Form "E" is intended for submission by Superintending Engineers to the Chief Engineer and is merely a general abstract for each division. It will be open to

the Chief Engineer to call for, or to Superintending Engineers to submit, reports for individual works in Form "B" or "C" where such a course may appear desirable.

16. It is to be understood that these returns are not accounts, and that, although the figured entries should be as accurate as circumstances will allow, promptitude and regularity in their submission is of more importance than minute accuracy. No annas or pies should appear in them. Great care should be taken that the "name of the work" is in all cases absolutely the same designation as that under which it has been sanctioned.

17. These forms do not apply to the returns submitted to the Chief Engineer for Irrigation, but it is thought that they may be usefully adopted for those now furnished to Collectors for irrigation works, as well as for Local Fund and Military works; the opinions upon this point of the departments concerned will be obtained.

(By Order.)

FORT ST. GEORGE,
22nd August 1879.

(Signed) J. PENNYCUICK, Major, R.E.,
Ag. Dy. Chief Engineer, P.W.D.

MEMORANDUM.

THE attention of the undersigned having been drawn shortly after assuming charge of his present office to the unsatisfactory nature of the existing forms of progress report, which were mainly designed for purposes of account, for submission by officers of the executive branch to their superiors, he requested Colonel Chrystie and Major Pennycuick to examine certain forms which had been in use in Mysore for many years, and had been found to give all the information required with a minimum of clerical labor, with a view to their introduction in Madras after such modifications as might be necessary to suit local conditions.

2. These officers proposed certain alterations with which they considered that the forms would be well suited to the object in view, and specimens of the forms thus modified were forwarded for consideration to the Chief Engineer for Irrigation, the Examiner of Public Works Accounts, and the Superintending Engineers.

3. The Military and Revenue Departments were also consulted with reference to the substitution of these forms for the progress returns now forwarded to officers of those departments.

4. The opinions of the departmental officers consulted have been carefully considered, and modifications adopted in accordance with their suggestions where such appeared desirable. The Military Department accepted the proposed forms and the further proposal that the returns should be sent quarterly instead of monthly, and that works costing less than Rs. 500 should be entered in lump instead of in detail.

5. The Board of Revenue in their Proceedings No. 2,982, dated 21st October 1879, recorded with G.O., No. 2,185, of 17th November 1879 (Revenue Department), raised certain objections which will be discussed later on.

6. The radical changes in departmental arrangements which took place towards the end of 1879 rendered it undesirable to introduce any new forms at that time, but now that officers have become fairly settled in their new charges the undersigned considers that the subject should be taken up again, the more so as the Code is now complete and the forms prescribed by it are being issued by the department.

7. The forms proposed are five in number and their intention and scope is sufficiently described in the circular attached, which was issued at the time when the forms were first prepared.

8. With the consent of the Military Department, Form "C" will be substituted for the progress returns now submitted for military works, and will be submitted quarterly instead of monthly.

9. The objections raised by the Board of Revenue to the forms proposed are stated in their proceedings attached, and after full consideration of them the undersigned is bound to say that he does not consider that they ought to be allowed to outweigh the advantages of the forms.

662
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10. In paragraph 3 of their proceedings it is stated "that the transmission of the return backwards and forwards will be found to be extremely inconvenient in practice and lead to great delay in the submission of the monthly returns of the Presidents to this office, which even under present arrangements are not rendered as punctually as is desirable owing to delay in the receipt of information from Range Officers. Formerly two copies of progress reports were supplied, one for the use of the Collector, and another for the Local Fund Boards; but in consideration of the labor involved the double set of returns was discontinued and Range Officers were allowed to furnish only one statement. The proposed plan will practically debar the members of Local Fund Boards from keeping themselves acquainted with the progress of works, as the return will probably be required in the Collectors' Office for account purposes for the greater part of the interval between receipt and despatch to the Range Officer."

11. It is evident from this remark that the Board of Revenue are under a misapprehension as to the nature and object of the progress returns, which are not accounts, and are of no value for account purposes; moreover the Collector has no concern with the accounts of Public Works expenditure as such, nor is it clear why any return of Local Fund works should require to be detained in the office of the Collector (as distinguished from the Local Fund Office) at all.

12. Any objection based upon this or similar grounds can be removed by the maintenance in the Local Fund Office, and, if necessary, in the Collector's also, of a book in which the entries from the progress return may be posted month by month before the return is sent back to the Executive Engineer. The maintenance of such a book in Superintending Engineers' offices is intended to be left optional with the latter, and will probably in most cases be adopted by them.

13. As regards the absence of the column of remarks, alluded to in paragraph 2, there will be no objection to the return (Form C or E) being accompanied by the remark Form D, in the rare cases where remarks are required.

14. The printing of recurring entries suggested by the Board in paragraph 4 will not effect any great saving of clerical labor, for the reason that it can only be applied to budgetted works and others, the intention to commence which is known some time before the beginning of each official year, and not to the numerous minor works which are taken up from time to time as the year progresses.

15. The Board moreover overlook the convenience of the whole progress of expenditure on a given work or group of works being recorded month by month on a single sheet, and the saving in bulk due to the use of a single sheet instead of twelve sheets.

16. As regards Local Fund works, the undersigned therefore considers that Form C submitted monthly and showing individually all works costing more than Rs. 500, those costing less than that sum being entered in lump, accompanied where necessary by the remark Form D, will answer all practical purposes.

17. The undersigned adheres to his opinion that no practical use is apparently ever made of the returns of progress on irrigation works now sent to Collectors, and that a quarterly abstract in Form E will give all the information that those officers can utilize, and submits this proposal for the consideration of Government; if it be not accepted then Form C must be used as for Local Fund works, but quarterly instead of monthly.

18. It must be borne in mind that the form is intended primarily as one of the many measures lately introduced for improving the administration of this department, while lessening the amount of clerical labor, and that it is most important that this consideration should receive recognition.

19. It is proposed that immediate instructions should issue for the adoption of these forms in the Roads and Buildings Branch, so that they can be brought into use from the beginning of the next official year.

20. With regard to irrigation works the forms now submitted to the Chief Engineer for Irrigation are drawn up to meet the requirements of the Government of

India, and must continue to be submitted so that Form E could not be substituted for them, but it is considered that for submission by subordinates to Executive Engineers and by the latter Superintending engineers, Forms A, B, C, and D might advantageously be introduced, the objection to points of detail raised by the Chief Engineer for Irrigation being (as will be seen by the marginal remarks of the undersigned) not sufficient to outweigh the advantages of the proposed forms.

21. If the proposals now made are approved, the necessary subsidiary instructions will be issued by the undersigned.

CHEPAUK,
1st February 1881.

(Signed) J. PENNYCUICK, Major, R.E.,
for Chief Engineer, P.W.D.

No. 80-K.

ORDER THEREON, 23rd

31, No. 1,064 W.

The Governor in Council accepts the conclusions arrived at by the Chief Engineer based on actual experience, and directs the introduction in the Buildings and Roads Branch of the modified forms of Progress Report A, B, C, D, and E, with effect from the commencement of the ensuing official year or as soon after as it may be found practicable to adopt them.

2. The remarks of the Chief Engineer in his memorandum, of the 1st February will be attended to in the preparation of the returns.

3. As regards irrigation works it will be observed from paragraph 17 of this memorandum that the return of progress now sent to Collectors is to be discontinued, and a quarterly abstract in Form E substituted. Forms A, B, C, and D will also be adopted by subordinates for submission to Executive Engineers, and by the latter to Superintending Engineers.

(True Extract.)

Captain, R.E.,
Ag. Under Secy. to Govt., P.W.D.

To Superintending Engineers,
To Superintendent of Works,
To the Consulting Architect,
" Chief Engineer for Irrigation,
" Examiner of Public Works Accounts, } with forms.
" Board of Revenue,
" Revenue Department,
" Military Department,
" Financial, &c., Departments,

Exd. E. C. Shunker,
Spore Copies

Madras office

Public Works Dept
Chargé
(1881)
BUILDINGS AND ROADS.
CIVIL WORKS.

Govt. of (1881) Madras.

PUBLIC WORKS

(16) F.D.

3 MAY 81

DISPOSED OF
14 MAY 81
G.O. No. 662

SUPERINTENDING ENGINEERS,

&c. &c. &c.

CURRENT No. 744

Dated April, 23rd.

Issued

Recd.

Recd.

G. O., 23rd April 1881, No. 1,064 W

APRIL.

Nos. 80-80-K.

Modified Forms of Progress Report A, B,
C, D, and E.—Directs the introduction in
the Buildings and Roads Branch of the

in the Public Works Dept
Order No. 1000

Received & read
at the Dept. under the
Chief Secy. of
Public Works Dept
Desd 8th