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MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Rev DEPARTMENT

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CHAPTER OF A COMPLETE CODE

FOR THE

GUIDANCE OF PUBLIC WORKS DEPARTMENT OFFICERS,

BASED ON THE MADRAS CODE OF 1863

UNDER HEAD

GENERAL DUTIES OF DISTRICT ENGINEERS.

1. District Engineers shall be the heads of the Public Works Department in the Districts severally assigned to them. Position in Collocation.
2. District Engineers shall be under the immediate orders of the Chief Engineer; and their communications with the Government will be ordinarily addressed to him; but all projects of whatever kind, for which the estimated outlay exceeds the limit within which the District Engineer is competent to sanction, and all applications for supplemental sanction will be submitted to the Chief Engineer for Irrigation or Inspecting Engineers and by them forwarded if necessary to Government. Position departmentally.
3. The District Engineer will consider himself to be ex-officio the professional adviser of all Departments of the Administration within his District. He will habitually transact business of this nature with the Chief Military and Civil Authorities in his District; but it will be incumbent on him to see that no undue formalities interfere with the performance of those duties which are essential or pressing. Position with reference to other departments.
4. A District Engineer, even though a Military man, shall be considered to be purely a Civil Officer, and shall not be under the orders of the Military Authorities, except in so far as all Members of the Department alike are bound to observe the usual forms of etiquette and respect towards the higher Military Authorities in the District. In his dealings with all functionaries, Civil or Military, he will, except in those cases where a special authority has been vested in those officers, honestly exercise his judgment of what he deems conducive to the public interest. He will neither hold Military works to be primarily more important than Civil, nor Civil than Military; but will bestow his attention on them, either according to the peculiar circumstances of his charge, or the instructions which he may receive from superior authority. Position with reference to Military Authorities.
5. The special permission of the Chief Engineer shall be necessary to enable a District Engineer to take upon himself the personal charge of any executive duties, but he will be himself personally responsible for all errors in system of whatever kind that may be committed in the District under his charge, and to this end he is empowered to call for all such returns and make such arrangements as may be necessary to secure his timely and complete acquaintance with all details of system throughout his charge. Responsibility for system.
6. The District Engineer shall be in frequent communication with the Collector on all departmental subjects, the cordial co-operation of the Collector and the District Engineer being essential to the efficient prosecution of the duties of the Public Works Department. Relations with the Collector.

It shall be the special duty of the District Engineer to discourage, by every means in his power, all discussions which may tend to produce a bad feeling between the Members of the Revenue and the Public Works Departments, and, in conjunction with the Collector, to put an immediate stop to any acrimonious or angry dissensions which may have arisen between the subordinates of the two Departments. The Government look to District Engineers to encourage a free interchange of views between themselves and the Revenue Authorities, as being essential to the good management of the District. The District Engineers will receive in a liberal spirit all such communications on

the subject of Public Works as the Revenue Authorities may make to them in the exercise of the discretion vested in them. Comments upon the state of Public Works in the District, if made to the local officers themselves in a becoming spirit, cannot but be of the greatest service to the Department and ought to receive at its hands the fullest consideration.

Personal responsibility.

7. A District Engineer shall receive positive orders only from the Government of Madras, the Chief or Inspecting Engineers. The duty of yielding implicit obedience to the positive orders of his superiors must be clearly understood; but in the interpretation of general instructions, a Public Works Officer shall be not only authorized, but bound to act upon his own judgment when he sees, what he may consider, sufficient ground for deferring compliance with those instructions, or even in cases of emergency, for acting decidedly at variance with them. Such a course, however, involves entire responsibility and immediate explanation, and should only be followed when it is not possible to await the result of a further reference.

Duties.

8. It shall be the duty of a District Engineer—

General suggestions.

I.—To suggest public improvements within his District in communication with officers of other Departments, and to project such new works as, in his opinion, will conduce either to the welfare and the convenience of the inhabitants, or to the security and increase of the public revenue.

Preparation of designs.

II.—To prepare, in communication with the local Heads of Departments, suitable designs and approximate estimates for such projects or other work as may be specially called for by superior authority.

General control.

III.—To control all Public Works in progress within his District, and to superintend, through his subordinates, the details of their construction; to maintain a strict control over all the cash operations of his subordinates; and to take care that they are sufficiently, but not lavishly, provided with funds.

IV.—The District Engineers will furnish the Controller with an estimate of the funds required by their subordinates during the ensuing month, their demands must not exceed the grant actually allotted to the District and the credits applied for on behalf of the subordinates together with the cash balances must not exceed the estimated requirements of the month. Supplemental estimates may be submitted to the Controller, if necessary.

Inspections.

V.—To proceed at any time to any place in his District where his attention may be required to report upon any undertaking or design, on the progress or completion of any large work or on any serious accident or threatened danger to any works or buildings or on any calamity actual or anticipated, the remedy for which may appear to be within the range of engineering skill.

To make frequent tours of inspection. In these tours he shall not only minutely survey and record in his Journal the state of the various Public Works whether completed or in progress within each Range, but shall carefully inquire into the system of management prevailing in respect to the preparation and cost of materials, to the style of execution, and to the price of labour. He shall ascertain that the resources of the District in the various building materials are brought into use in the most efficient and economical manner, and that materials are collected in proper quantity and quality for works in progress or about to be commenced. He will ascertain that proper arrangements are made for the custody and supervision of public stores, and that the returns are verified by measurements or tale of the different articles in stock; he will see that useless stores are disposed of under the Rules, and that there is no accumulation of stock in any division beyond its requirements.

Condition of Public Buildings.

VI. To report annually on the condition of all public monuments, and all buildings of historical or architectural interest within his District, and he will suggest measures for the protection of those which appear likely to fall into decay.

Arrangement of staff.

VII. To arrange for the supervision of the Executive Ranges in his District and for the distribution of the Officers and Subordinates placed under his orders.

Rates of labour and materials.

VIII. To use his utmost endeavours to ascertain the exact cost of labour and of materials of all kinds in different parts of his District. It is to the District Engineer that the Government will look for an efficient check over the data upon which all estimates are framed.

IX.—In submitting to the Chief Engineer, the Chief Engineer for Irrigation, or Inspecting Engineer any report, design, estimate, or other document so requiring, invariably to state distinctly his own opinion and recommendations on the subject, particularly as to the suitability of designs and reasonableness of rates on which matters his local knowledge will be indispensable. If papers are sent him by Range Officers without proper information, it will be his duty to return them for amendment and to insist on such further explanation as the case may need.

Responsibility for suitability of designs and reasonableness of rates.

He will check the calculations in detail of all estimates, taking proper precaution to exercise a full and exact comparison of the estimates with the plans, as well as a revision of the arithmetical calculations and scrutiny of the rates.

9. The District Engineer shall have authority to sanction, duly recording his reasons subject to the allotments actually placed at his disposal.

Power to sanction.

I.—Necessary alterations in the constructive details of works during their execution provided that no increase of charge, to the amount of more than 5 per cent. above the estimate, shall be caused by such alterations. This does not apply to Extraordinary Works for which the limit will be 2½ per cent.

Modifications of sanctioned designs.

II.—All estimates for repairs, under head "Agricultural" after approval of estimate by the Collector and provided that not more than the average revenue of the work is spent in five consecutive years.

Repairs. Agricultural.

Under head "Buildings" after approval by the Head of the Department concerned, provided the amount of the estimate does not exceed one-fourth the value of the building.

Buildings.

III.—Minor New Works, under head Agricultural, after approval by the Collector, within 750 Rupees.

Minor New Works.

IV.—Emergent repairs of Irrigation Works for the prevention or closing of breaches to any necessary amount.

Emergent repairs, Irrigation.

V.—Emergent repairs to buildings (not Military) on application from the occupant or his official superior but only when delay would be injurious, within 200 Rupees.

Civil Buildings.

VI.—Alterations and improvements to buildings on requisition from the Military Authorities and within 100 Rupees.

Military Buildings.

At the Presidency the District Engineer may sanction such alterations and improvements up to 200 Rupees.

Presidency Buildings. (New)

VII.—Estimates for the purchase of Tools and Plant to the extent of Rupees 500 for each estimate.

Tools and Plant.

This power does not extend to live stock, which, though included under the general head "Tools and Plant," can be purchased only on the authority of Government.

10. Although the preparation of detailed designs and estimates for works will commonly be entrusted to the Executive Engineer, the whole of the arrangements and general plan of the works should be concerted with the District Engineer who will be held strictly responsible for the engineering character of every project that he passes on with his approval. The District Engineer if he see fit may himself prepare the design for any work to be undertaken in his district.

Responsibility for professional detail.

11. Although the Controller is the Head of the Accounts Department and is required to make inspection of the Account Office of disbursing officers, this will not relieve the District Engineer of the responsibility for the maintenance of the authorized system of Account throughout his District.

Responsibility for maintenance of system of Account.

12. The Controller and District Engineer should mutually aid one another and combine to render the Accounts management of the Public Works Department as perfect as possible, and whenever it would appear to either officer that a modification of system is advisable a free interchange of ideas should be encouraged.

Joint action - with Controller.

Scrutiny of prima
account.

13. District Engineers should make their scrutiny of all prime accounts such as to satisfy themselves that no glaring irregularities have been recorded and with this object their scrutiny should vary in nature and extent with character of the Agents, the work, and the circumstances generally.

Travelling Allow-
ance.

14. The District Engineer will be required to submit to the Controller an inspection report in support of his travelling allowance bill, and he record in his office a daily journal for the inspection of superior officers desired. This journal should form a concise but complete record of District Engineer's execution of his duty, and should record in great detail the results of all inspection of whatever kind, referring to instructions already recorded when practicable.

15. District Engineers will avail themselves as fully as possible of facilities afforded by the *District Gazettes* for the communication of orders and information to their subordinates including all appropriations for revenue.

16. It shall be the duty of the District Engineer to scrutinize strictly all contingent charges incurred in his District before he forwards bills for sanction.

Responsibility for
faults of system.

17. The District Engineer is empowered to take summary measures for the correction of any faults of system or practice, whether in the execution of work or in the preparation of accounts, which may come to his knowledge and he will watch with greater care those Disbursing Agents and at shorter intervals those parts of his District where such errors may have existed or may be more likely to exist.

Discretionary power

18. District Engineers shall have authority to exercise immediate action on all subjects properly disposable by the Chief Engineer when it would be injurious to the public service; but they shall report, without delay, every case in which they shall exercise this discretionary power.

Indirect responsi-
bility for work
under unprofes-
sional Officers.

19. District Engineers shall not interfere directly with works not under their charge; but they shall offer their advice to any unprofessional carrying out Public Works and they shall report to such officer any bad or important defects which may come under their cognizance in such taking care, however, that such representations are made in the manner likely to give offence.

Leave.

20. District Engineers are empowered to give leave within the Range of any Lower Subordinate or Upper Subordinate not actually in charge.

Transfers.

21. District Engineers are empowered to transfer and post within districts any member of the Public Works Department under their control. All such postings and transfers being reported to the Chief Engineer.

Dismissals.

22. District Engineers may discharge any member of the Department within his district whose appointment has been made by a District Engineer or any lower authority.

Quarterly Rolls.

23. District Engineers will submit to the Chief Engineer Quarterly Rolls of the members of the Engineer and Subordinate Establishment, with their opinion of their qualifications and conduct.

District Office Regis-
ter.

24. District Engineers will maintain in their Office a Register in which shall be entered the service of every Upper or Lower Subordinate member of the Department of Public Works in his District. In this Register shall be recorded all fines, reprimands, and instances of grave derelictions of duty. A copy of the Register shall invariably be forwarded with any subordinate transferred to the district to which he may be posted for entry in the Register of that District.

Contracts.

25. District Engineers will be responsible for the terms and conditions of every formal contract entered into, within the limits of their District; no contract will be valid that does not bear their countersignature.

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*Proceedings of the Madras Government, Public Works Department,
11th June 1873.*

No. 142.

ESTABLISHMENT, No. 18.

Under date, 11th June 1873, No. 1,535.

As the changes which have been introduced into the department since the 1st December last render it necessary to modify portions of the Madras Public Works Code, His Excellency the Governor in Council resolves to circulate for information and guidance a chapter defining the duties of District Engineers, and superseding the section of Chapter IV. of the existing Code relating to the subject.

(True Extract.)

W. Walker Colonel, R.E.,
Secretary to Government.

To District Engineers.

„ Major R. B. Kennedy.

„ Inspecting Engineers.

To the Public, etc., Departments.

„ Revenue Department.

„ Military „

„ Controller of Public Works Accounts.

„ Consulting Architect.

Communicated to the Board of Revenue.

Exd. S. T. Austin.

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PUBLIC WORKS.

To

DISTRICT ENGINEERS,

&c., &c., &c.

Dated June 11th.

Recd. June 23.

1873

Each

G. O., 11th June 1873, No. 1,535

JUNE

No. 142

Public Works Code.—Circulating for
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ing the duties of District Engineers, etc.

With Order

No 146-24 June 73,

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