

# WORKS DEPARTMENT MANUAL

## VOLUME - I

### RULES

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## ABBREVIATIONS

A.E.	Assistant engineer
A.G.	Accountant General
A.G.H.	Assistant Geohydrologyst
A/R	Annual Repairs
A.R.O.	Assistant Research Officer
B.M.	Bench mark
C.C.A.	Culturable Command Area
C.D.C.	Canal deputy Collector
C.E.	Chief Engineer
C.E.A.	Central electricity Authority
cm.	Centimeter
C.P.W.A.	Central Public Works Accounts
C.S.	Civil Surgeon
C.S.R.	Current Schedule of Rates
C.W.C.	Central Water Commission
C.T.E.	Chief Technical Examiner
cumec.	Cubic meter per second
D.A.	Divisional Accountant/Daily Allowance
Dept.	Department
D.G.S. & D.	Director General of Supplies and Disposals.
D.M.	District Magistrate
D.S.C.	Departmental Selection Committee
E.E.	Executive Engineer
e.g.	Exempli gratia/for example
E.I.	Embankment Inspector
E.-in-C.	Engineer-in-Chief
E/M	Electrical Mechanical
F.D.	Finance Department
Fin.	Financial
F.R.L.	Full Reservoir Level

G.A.D.	General Administration Department.
G.B.C.	General Book Circular
G.T.S.	Geodetic Traverse Survey
ha.	hectare
h.p.	horse power
I.D.	Irrigation Department
I.I.	Irrigation Inspector
I.S :	Indian Standard
km.	kilometer
L.D.C.	Lower Division Clerk
L.O.C.	Letter of Credit
L.P.C.	Last of Certificate
M.B.	Measurement Book
m.	Metre
M.P.	Madhya Pradesh
M.P.E.B.	Madhya Pradesh Electricity Board.
N.I.T.	Notice Inviting Tender
No.	Number
Paras.	Paragraphs
P.C.	Purchase Committee
P.H.E.D.	Public Health Engineering Department.
P.O.L.	Petrol, Oil and Lubricant
P.R.C.	Progress Reviewing Committee
P.W.A.F.	Public Works Accounts Form
P.W.D.	Public Works Department
R.A.	Research Assistant
R.R.C.	Revenue Recovery Certificate
R.A.	Research Assistant
R.R.C.	Revenue Recovery Certificate
Rs.	Rupees
R.D.	Revenue Department
R.L.	Reduced level
R.C.C.	Reinforced Cement Concrete

S.B.I.	State Bank of India
S.D.C.	Sub-Divisional Clerk
S.D.O.	Sub-Divisional Officer
S.E.	Superintending Engineer
S.K.	Store-keeper
S.No.	Serial Number
S.O.	Section Officer
S.R.	Supplementary rules
S. & S.	Survey and Settlement
T.A.	Travelling Allowance
T.O.	Treasury Officer
U.C.S.R.	Unified Current Schedule of Rates.
V.I.P.	Very Important Person
Vol.	Volume
viz.	Videlicet/namely
W.B.M.	Water Bound Meccadam
W.D.	Works Department, i.e., P.W.D., P.H.E.D., I.D.

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# **VOLUME 1 - RULES**

## **CHAPTER I - ESTABLISHMENT**

### **Section 1. - Applicability**

1.001. This Manual is applicable to the following departments and such other departments which the Government may notify :-

- (i) Irrigation Department.-
  - (a) Major and Medium Irrigation Department.
  - (b) Minor Irrigation Department.
  - (c) Narmada Valley Development Department.
- (ii) Public Works Department.
- (iii) Public Health Engineering Department.

### **Section 2.-Functions of Departments**

1.002. The functions of the above departments are generally as follows :-

- (a) **Irrigation Department.-** The Irrigation Department is the principal water conservation agency of the Government of Madhya Pradesh and is responsible for utilisation of water resources for irrigation purposes of the State. The Irrigation Department is responsible for the following :-

Collection of hydrological data for planning of water resources.

Evaluation and preparing programme for utilisation of surface and sub-surface water resources of the State.

Undertaking research activities for materials of construction and model studies of hydraulic structures.

Carrying out surveys, design, construction and maintenance and modernisation of major and multipurpose irrigation and hydro-electric works, medium and minor irrigation schemes and flood control works.

Carrying out works assigned in the Command Area Development.

Any other work assigned from time to time.

- (b) **Public Works Department.-**The Public Works Department is the principal agency of the Government of Madhya Pradesh responsible for the following :-  
Architecture.

Surveys, design, construction, improvement and maintenance of roads and bridges of the State.

Design, construction and maintenance of public buildings of the State.

Carrying out works assigned in the Command Area Development.

Any other work assigned from time to time.

- (c) **Public Health Engineering Department.**-The Public Health Engineering Department is the principal agency of the Government of Madhya Pradesh responsible for the following:-

Preparation and execution of the water supply and sanitation projects in the State, maintenance of which may be done either by itself or through local agencies.

Carrying out works assigned in the Command Area Development.

Any other work assigned from time to time.

### **Section 3.- Organisational Set-up**

- 1.003. Engineer-in-Chief and Chief Engineer shall be Heads of Department. The E.-in-C. will have overall supervisory powers over all the activities of the department and shall be responsible to the Government for proper functioning of the department.
- 1.004. The C.E.s in charge of Zones/Basins will have under them Circles/Divisions/Sub-Divisions as sanctioned by Government. In addition other formations such as Research, Designs, etc., may also be constituted as required.
- 1.005. The requirement of Sub-Divisions/Divisions/Circles shall be assessed as per norms fixed by the State Government from time to time and on the basis of work load.

### **Control Board For Major Projects**

- 1.006. There shall be a Control Board for major irrigation projects presided by the Chief Minister. It will be assisted by its main executive body, the Progress Reviewing Committee (P.R.C.) presided by the Chief Secretary. The P.R.C. is assisted by three standing committees, viz., Technical Advisory Committee, Hydel Projects Co-ordination Committee and Tender Evaluation Committee.
- 1.007. The constitution of the Control Board shall be as under:-

Chief Minister of M.P.	Chairman
Ministers for Finance, Irrigation, (Major and Medium), Minor Irrigation, Narmada Valley Department, Forest, Energy, Planning, P.W., Agriculture and P.H.E.	Members
Chief Secretary and Secretaries of the concerned Departments.	Members
Engineer-in-Chief and Chief Engineers of I.D.	Members
Representative of the Government of India.	Member

The Control Board shall have a Secretary of the rank of Chief Engineer and a Financial Adviser with necessary staff.

- 1.008. The functions and powers of Control Board and Progress Reviewing Committee are given in Appendix-1.01.

#### **Narmada Planning Agency**

- 1.009. There shall be a Narmada Planning Agency for Narmada Basin with Constitution and functions as per Government orders from time to time.

#### **Inter-State Control Boards**

- 1.010. There shall be Inter-State Control Boards for Inter-State Projects as may be constituted by the Government from time to time.

### **Section 4.- Administrative Structure**

- 1.011. **Engineer-in-Chief.**-The Engineer-in-Chief is the professional adviser to the Government and is responsible for the overall working of the department. He will also be the coordinating authority amongst the Chief Engineers.
- 1.012. **Chief Engineer.**-The Chief Engineer is the Head of Department in respect of administration and control of staff within his jurisdiction.
- 1.013. **Circle.**-The administrative unit of the department is the Circle in charge of a S.E., who is responsible for execution and management of works, within his Circle.
- 1.14. **Division.-**  
(a) The executive unit of the Department is the Division in charge of an E.E., who is responsible for execution and management of works, within his Division.  
(b) The Divisional Officer, as a primary disbursing officer of the Division, shall be responsible for all financial transactions of the whole Division and for the proper maintenance of accounts. He is further required to submit his accounts to the Accountant General every month by a fixed date for audit and incorporation in the general accounts. He is also responsible to ensure that the accounts of his Division are not allowed to fall into arrears.
- 1.015. **Sub-Division.**-The Division is divided into Sub-Divisions. Each Sub-Division shall be in charge of an Assistant Engineer, who has cleared the prescribed accounts examination. The Sub-Divisional Officer is responsible to the E.E. for management and execution of works, within his Sub-Division.
- 1.016. **Section.-**A Sub-Division is divided into Sections under charge of Sub-Engineers, who shall be responsible for the management and execution of works, in their respective Sections. The Sections, their limits and headquarters will be fixed by the E.E. No Sub-Engineer shall be given charge of a Section unless he has undergone the prescribed training programme or has cleared the Accounts examination.

## Section 5.-Classes of Establishment

1.017. The establishment of the department is divided as follows:-

M.P. Engineering Services Class- I and II.

M.P. Engineering Department Class-III Non- Technical and Technical (Executive and Non-Executive) Services.

M.P. Engineering Department Class-IV services.

1.018. The Class-III Non-Technical Establishment generally refers to the ministerial posts while the Technical Non-Executive Establishment refers to various technical posts in the offices. The Technical Executive Establishment is sanctioned for supervision and carrying out works in field formations.

1.019 The posts under the establishments mentioned above are created by the Government from time to time on permanent or temporary basis according to needs which form the cadre strength of the services of the respective department.

1.020. The scales of staff admissible for offices of the E.-in-C., C. E., S.E., E.E., S.D.O. and Canal Deputy Collector are given in Appendices 1.02 to 1.05. For other offices, the staff will be sanctioned as per actual requirements in each case.

1.021 The posts required under the revenue establishments of Irrigation Department, viz., Canal Deputy Collectors, Irrigation Inspectors and Amins are sanctioned by Government on the basis of norms of work load vide Appendix 1.06. The posts are sanctioned in bulk with reference to the total area under irrigation and distributed among the field formations according to their actual requirements.

## Section 6.- Categories of Posts (State Wide/Non-State Wide)

1.022. **Gazetted.**-The Class-I and II Gazetted establishment of the departments is as shown in Appendix 1.07. These are State-wide cadre posts. The posts of E.-in-C., C.E. and S.E. are classed as Administrative posts.

1.023. **Class-III Non-Gazetted.**-The Non-Gazetted Technical and Non-Technical Establishment in the various offices of the departments are categorised as State wide and Non-State-wide cadres and are shown in Appendix 1.08.

1.024. **Class-IV Establishment.**- The Class –IV establishment of the department is generally of the following grades:-

Daphtery,

Jamadar,

Peons,

Pressmen and Blue Printers,

Laboratory Attendant,

and other posts which may be brought under this class from time to time. These are Non State-Wide cadre posts.

## **Section 7-Appointments, Promotions, Confirmation and Gradation List**

- 1.025. All appointments and promotions, both in Gazetted and Non-Gazetted posts, will be governed by the provision in the relevant recruitment rules shown below and standing orders of Government issued from time to time:-

M.P. Public Works Engineering (Gazetted) Service Recruitment Rules, 1969.  
M.P. Public Health Engineering (Gazetted) Service Rules, 1980.  
M.P. Irrigation Service (Gazetted) Recruitment Rules, 1969.  
M.P. Public Works Department (Non-Gazetted) Service Rules, 1972.  
M.P. Public Health Engineering Department (Non-Gazetted) Service Recruitment and Conditions of Service Rules, 1976.  
M.P. Irrigation Department (Non-Gazetted Recruitment Rules, 1969.  
M.P. Class-IV Services on the establishment of Public Health Engineering Department-Recruitment Rules, 1980.

### **Confirmation**

- 1.026. A calendar indicating the action to be taken by various offices regarding collection of confidential reports/personal registers, completing the proceedings of the D.S.C. and confirming the incumbents is given at Appendix 1.35.

The E.-in-C. shall fix the calendar for such of the posts which are not included in appendix 1.35 or may be sanctioned from time to time.

### **Gradation List**

- 1.027. A gradation list for each class of establishment under permanent and temporary services shall be published separately as on the 1st April every alternate year. Changes to this list shall be published in other alternate years in which full list is not published.
- 1.028. The Government publishes the gradation lists of gazetted officers in each cadre.
- 1.029. The E.-in-C. will publish the gradation lists of State-wide cadre posts in the Non-Gazetted establishments under his control.
- 1.030. The C.E. will publish the gradation lists of Non State-wide cadre posts which are administered by him in his Basin/Zone/Project.
- 1.031. The S.E. will publish the gradation list of Non State-wide cadre posts which are administered by him in his circle.
- 1.032. A return showing the details required for the preparation of gradation list (Appendix 1.09) shall be initiated by the Head of the Office by 10th April so as to reach the authority publishing the gradation list by 31st May.

## **Section 8.- Transfer of Government Servants**

- 1.033. Detailed instructions on transfer are contained in G.B.C. 1-6.
- 1.034. Liability to transfer any where in the State when necessary in the interest of public service, is a condition of employment of every government servant in the department and no option will be allowed.

- 1.035. The transfer of Government servants is made as per policy laid down by State Government from time to time.
- 1.036. As far as possible, E.Es., S.D.Os. and Sub-Engineers, who are in charge of construction of a project, should not be transferred till the completion of the project. Transfers should be particularly avoided when na1a closure works are in progress unless there are special reasons or circumstances to do so. When a transfer of any of the above officers is ordered by the competent authority, it should be the responsibility of the officer/official in-charge to render completion report of the work executed in his incumbency up to the time of his transfer and give a detailed account of it in his handing over note to his successors.
- 1.037. The S.E. is competent to depute/direct one or more sub-engineers and A.Es. from within his circle for some definite period on any work which calls for additional persons for supervision, management, etc.

### **Powers of Officers**

- 1.038. The E.E. is competent to transfer any official other than S.D.Os. within his Division.
- 1.039. The S.E. is competent to transfer A.Es Sub-Engineers and other Non-Gazetted staff within his Circle.
- 1.040. The C.E. is competent to transfer A.Es./ Sub-Engineers and other Non-Gazetted staff within his Basin/Zone/Project.
- 1.041. The E.-in-C. is competent to transfer A.Es./Sub-Engineers and other Non-Gazetted staff from one Basin/Zone/Project to another.

### **Section 9.-Code of Conduct**

- 1.042 The Works Department employees are governed by M.P. Civil Services (Conduct) Rules, 1966 and Madhya Pradesh Vinirdishta Bhrastha Acharan Nivaran Adhiniyam, 1982.

### **Section 10-Confidential Reports**

- 1.043. Instructions for initiation and submission of confidential reports for gazetted officers are given in G.B.C. I-7.
- 1.044. Instructions regarding confidential reports/ character rolls in Class-III/Class-IV officials are given in G.B.C. I-8.

## **Section 11- Special Pay and Allowances**

- 1.045. A special pay of Rs.20 per month is admissible to the Accounts Clerk working on the following posts in Sub-Division and Division Offices and also to noters and drafters in the Circle Office:-

Sub-Divisional Clerk	In Sub-Division Office
Store-keeper	do.
Senior Accounts Clerk	In Division Office
Auditors	do.
Establishment Clerk	do.
Budget Clerk	do.
Stock Clerk	do.
Rent Clerk	do.
Miscellaneous	do.
Accounts Clerk.	

Noters and Drafters      Six L.D.Cs. of Circle Office assigned with job of noting and drafting in General and Establishment Sections.

## **Project Allowance and Other Allowances**

- 1.046. Project allowance and project facilities to all categories of Government servants residing at work site on all major and medium irrigation projects under construction in state is regulated by the M.P. Finance Department Order No. B-11-61/13/R-II/IV, dated 23-5-1973 and subsequent orders from time to time issued by Government.

### **Travelling Allowance**

- 1.047. Travelling allowance of officers/officials of the Works Department is regulated by the Madhya Pradesh Travelling Allowance Rules.

The following further instructions should be observed by the works Department officers / officials:-

- (a) The traveling allowance bills of the staff of a Division should reach the Division Office by the 5th of the month succeeding that to which the claim pertains. Those which require the countersignature of the S.E., should be despatched to him not later than the 10th of the month.
- (b) In the bills, the column "Purpose of journey" should be completed in such a manner as to enable the controlling officer to accept the claim with confidence.
- (c) S.Os. and S.D.Os. should maintain a diary for each month showing therein briefly how they are occupied on each day of the month. The S.Os should submit their diaries to the S.D.Os and the S.D.Os. should submit theirs to the E.Es. for their perusal and orders, if any, by the 10<sup>th</sup> of the month following that to which the diary relates.

- (d) When claims are disallowed, the reasons should be given.
- (e) Travelling allowance to appear at the superior Clerkship Examination will be allowed four times during a clerk's service.

### **Section 12- Leave**

- 1.048 Leave is granted to Government servants in accordance with the provisions contained in the Fundamental Rules and M.P. Civil Services (Leave) Rules, 1977. Powers to sanction leave are indicated in Appendix 1.33.

Any Gazetted Officer who intends to proceed on leave should submit his application, to the authority competent to sanction, through his departmental superiors, six weeks prior to the date on which he intends to proceed on leave.

### **Casual Leave**

- 1.049. The rules regarding the casual leave are contained in G.B.C. II-6. The authority granting leave shall maintain a register of such leave in form given in Appendix 1.21.

### **Section 13.- Pension**

- 1.050. The retirement and pension of works Department Officers/Officials are governed by the M.P. Civil Services (Pension) Rules, 1976 as amended from time to time.

### **Section 14.- Security from Government Servants**

#### **Working as Store-keepers and Cashiers**

- 1.051. Rule 282 of the Financial Code Vol. I lays down that except where exemption may be made by special or general orders of Government every cashier, store-keeper and any other subordinate, who is entrusted with the custody of cash, stores or other valuables, shall furnish security, the amount being regulated according to circumstances and local conditions in each case under the orders of the head of the department

**Note.-** Where personal surety is accepted, the continued solvency of the surety should be verified by the E.Es. and a certificate to this effect submitted to the S.Es. by the 15th May each year.



## **Section 15.-Examinations**

### **Professional Examination and Language Examination for Assistant Engineers and Class II Technical Officers of the Works Department**

- 1.052. The A.E.s and other technical officers in the Class-II services shall be required to pass professional examination in their respective disciplines, Language Examination (unless otherwise exempted) and the examination in the Public works Accounts within three years of their joining the appointment.
- 1.053. These officers shall not draw their third or subsequent increments until they have passed the examinations. On passing these examinations they will draw the rate of pay that they would have attained if their increments had not been stopped, unless the Government directs otherwise. In special cases the Government may extend the period within which an officer is required to pass an examination.
- 1.054. The rules and syllabuses for the departmental examination of A.E.s are given in Appendices 1.10 to 1.14. The E.-in-C. shall lay down the syllabuses for the examinations in other disciplines in respect of Class-II Technical Officers.

An A.E. is required to write up the accounts of a sub-division for three consecutive months. Having done this, he will be attached to a Division Office for a period of one month to learn how the Sub-Divisional accounts are dealt with in Division and are consolidated in the accounts of the Division. The controlling officer shall see that this training is imparted within the prescribed period. An entry to this effect shall be made in the service book.

### **Professional Examinations for Sub-Engineers and Other Class III Technical Officials**

- 1.055. The Sub-Engineers and other Class III Technical Executive Officials will have to pass departmental examination in Engineering (unless otherwise exempted by the appointing authority) in their respective disciplines and in Accounts within three years of their joining appointment.
- 1.056. Every Sub-Engineer and other Class III Technical Executive Official who, within three years of the date of his joining, fails to pass the departmental examination in Accounts may be liable to be discharged forthwith provided that the appointing authority may, in any particular case, extend the period specified above by a period not exceeding two years.

A Sub-Engineer and other Class III Technical Executive Official who fails to pass the said examination within prescribed period and who has been permitted to pass such examination within the extended period shall not draw his third or subsequent increments on the time-scale until he has passed the examination. On passing the examination the increments withheld during the period under this rule shall be allowed to accrue, from the date of passing the examination without affecting the usual date of accrual of the increments.

- 1.057. The detailed rules and syllabuses for the examinations of Sub-Engineers, Civil/Electrical and Mechanical are given in Appendices 1.16 to 1.19 and 1.19A. The E.-in-C. will lay down the Syllabuses for the examinations of subordinates in other disciplines.

### **Superior Clerkship Examination**

1.058. A departmental examination called the Superior Clerkship Examination is conducted for the members of the clerical establishment of the department in the following subjects :-

- (1)     Precis.
- (2)     Drafting.
- (3)     Establishment.
- (4)     Public Works Accounts.

The rules and syllabus for the examination are given in Appendix 1.20. The Assistants are appointed from those who have passed Superior Clerkship Examination referred to in Appendix 1.20 and in accordance with the procedure laid down in recruitment rules.

### **Accounts Examination Conducted by Director of Treasuries**

1.59 The members of the clerical establishment of the department may also, in their own interest, appear in the Accounts Examination conducted by the Director of Treasuries and Accounts, M.P. Those who pass the examination are allowed advance increments as prescribed by Government from time to time.

### **Section 16.-Training to Personnel**

- 1.060. Every engineer on entering the service, shall receive an induction or orientation training for a period not exceeding three months. Thereafter, generally every engineer shall undergo a refresher course at an interval of 3 to 5 years.
- 1.061. The orientation training shall familiarise the officers with proper technical practices of the department and shall acquaint them with the accounts practice, rules, regulations and working of the department.
- 1.062. All classes of serving personnel of the department from the level of Sub-Engineers to S.E. shall have to undergo training as and when they are selected.
- 1.063. The S. Es. and E. Es. shall be nominated by the E.-in-C. The selection of candidates in other cadres for training will be done by the C. E.
- 1.064. The officers/officials attending the training shall be treated as on tour/duty and shall be entitled to usual T.A., D.A., etc.

The faculty members, guest faculty members and trainers who are required to deliver lectures, conduct tutorials, workshops, study tours, etc., shall also be entitled to usual T.A., D.A., etc., if they are Government servants of any department. The Engineers/Trainers/ faculty members/guest faculty members shall be given an honorarium of Rs. 50 per hour or as revised from time to time. A similar honorarium and T.A., D.A. shall be paid to others who are not Government servants.

### **Deputation of Engineers for Higher Qualification or Training**

- 1.065. The engineers in the department shall be encouraged to acquire, degree/post graduate degree or diploma/other higher qualifications or training during their service.

The selected engineers shall be sent to any suitable University/Institute for the purpose. They shall be treated on duty and will draw their usual salary plus such allowances as sanctioned from time to time. Expenses for enrolment, examination fee, migration fee, hostel fee, and travel expenses in connection with training shall be borne by Government.

- 1.066. Permission to join part time classes may be granted by the Head of Department.

#### **Deputation for Seminars, Workshops, Conferences, etc. within the Country and Abroad**

- 1.067. The engineers in the department shall be encouraged to attend trainings, seminars, workshops, conferences, research sessions, etc., within the country and abroad.

An entry in this respect will be made in the service book and annual confidential report of the officer / official concerned.

### **Membership of Professional Associations / Societies, etc.**

- 1.068. To secure a process of continuing education the engineers in the department should be induced to enrol themselves for membership of the Professional Associations / Societies, etc., so that they can keep in touch with the latest developments. 50% of the fees paid by an engineer employee for life membership/fellowship of any two National or International Associations/Societies etc. approved by the State Government shall be reimbursed to him. An entry regarding such membership when acquired will be made in the service book of the engineer.

**Section 17.- Office Arrangements,  
Typewriters, Duplicators etc.**

- 1.069. Typewriters, duplicators and other copying machines should, like stationary, be purchased through the Controller, Government Printing and Stationery, M.P. Bhopal. The E.-in-C./C.E. for his office and the S.E. for his office and offices subordinate to him are empowered to sanction the purchase of these machines with in the scales prescribed below :-

Name of Office	No. of Type writers		No. of Duplicators and other copying machines	Photo-copier	Ferro/Ammonia Printing machines
	English	Hindi			
(1)	(2)	(3)	(4)	(5)	(6)
E.-in-C.'s Office	4	6	2 (Electrically operated)	1	2
C.E.'s Office	3	6	2 (do)	1	2
Circle Office	2	4	1(Electrically operated)	..	1
Division Office	1	3	1 (Hand operated)	..	1
Sub-Diivision	..	1	..	..	..

In addition to the above, one portable typewriter shall be admissible for each Stenographer.

- 1.070. The E.-in-C./C.E. may condemn and dispose off unserviceable typewriters, duplicators and other copying machines in his own office and S.Es. in their offices and subordinate offices according to the procedure laid down by Government in this behalf; but no portable typewriter which has been in use for less than seven years and no machine of any other class which has been in use for less than ten years, may be condemned without the previous sanction of Government.
- 1.071. The servicing of typewriters and other office machines shall be regulated in accordance with the provisions contained in the M.P. Typewriters (servicing, overhauling and repairing) Rules 1962.

### **Stationery and Forms**

- 1.072. The supply of stationery and forms to Government departments are governed by the stationery and forms rules published by the Government and amended from time to time.

### **Petty Purchase of Stationery and Rubber Stamps**

- 1.073. The following officers are empowered to sanction petty local purchases of stationery and rubber stamps chargeable to office contingencies upto the limit noted against each :-
- |               |     |  |
|---------------|-----|--|
| C.E./E.-in-C. | ... | Full powers limited to budget provision.                       |
| S.E.          | ... | Rs. 250 in each case subject to a limit of Rs. 2500 in a year. |
| E.E.          | ... | Rs. 50 in each case subject to limit of Rs. 200 in a year.     |

### **Books and Periodicals**

- 1.074. Books and periodicals may be purchased as follows:-
- (1) By the E.-in-C./C.E. within the budget provision;
  - (2) By an S.E. upto a limit of Rs. 1000 in the financial year subject to budget provision;
  - (3) By an E.E. upto Rs. 200 in the financial year within the assignment at his disposal.

### **Binding Charges**

- 1.075. E.Es. may incur charges on the binding of books or papers upto a limit of Rs. 200 in any one year. The E.-in-C. / C.E. and S.E. exercise full powers in respect of such charges.

### **Office Bicycles**

- 1.076. The E.-in-C. / C.E. for his own office and S.E. for his own and for division / Sub-Division Offices may sanction the purchase of bicycles for peons upto the following limits :-

Engineer-in -Chief's Office	...	3		
C.E's. Office			...	3
Circle Office	...	2		
Division Office	...	2		
Sub-Division Office	...	1		

As a protection against theft, the bicycle in each office should be lettered with the initials of the office to which it belongs and numbered.

### **Water Proof Capes and Hoods (Rain Coats)**

- 1.077. The E.-in-C./C.E. may sanction the purchases of water proof capes and hoods for the use of peons and orderlies in his office and S.E. for the use of the peons and orderlies in his office and in offices subordinates to him. The cost of a cape and hood must not exceed the rate fixed by Government from time to time. The scale is one cape and hood for each bicycle.
1. 078. The controlling officers are responsible for ensuring that unnecessary expenditure is not incurred. The minimum period after which a cape and hood may be replaced is three wet seasons.

### **Liveries**

- 1.079. The supply of liveries to peons and orderlies etc. shall be regulated by the rules framed by the Government from time to time.

**Note.--**Those who have been supplied with liveries should as a rule attend office and to their duties wearing the dresses supplied. Soaps shall also be supplied in accordance with rules.

- 1.080. All drivers who are permanent and those temporary drivers whose services are likely to be continued till the life of the liveries may be provided with summer and winter liveries as provided in case of peons.

### **Belts and Badges**

- 1.081. Shoulder belt and a brass badge should be supplied to peons attached to the offices of the E.-in-C., C.E., S.E., E.E., A.E. and C.D.C. and a waist belt and brass badge to the peons of Irrigation Inspectors. The cost of shoulder belt and waist belt and of a badge therefor, should not exceed the amount fixed by Government from time to time.
- 1.082. The cost of belts should be debited to office contingencies. The cost of badges should be debited to office contingencies in the case of offices of C.E., E.-in-C. and S.E. and to tools and plants in other offices.

### **Blankets**

- 1.083. All class IV employees who are required to undertake night journeys may be supplied each with a blanket in cold weather, every third year, at a cost not exceeding that which is fixed by the Government from time to time. The blankets should be purchased from the agencies approved by Government for such purchases in accordance with rules.

## **Umbrellas**

- 1.084. The E.-in-C./C.E./S.E. may sanction the supply of umbrellas to peons in his own office and E.E. to those in his own office and offices subordinate to him subject to the following limits :-

E.-in-C.'s Office	...	4
C.E's. Office	...	4
Circle Office	...	3
Division Office	...	2
Sub-Division Office	...	1

Umbrellas may be supplied every 3 years, but before sanctioning their purchase the sanctioning authority should see that the old ones are unserviceable.

## **Hot Weather Establishment**

- 1.085. The general rules governing the employment of hot-weather establishment are contained in item 32 of Appendix 6 Fin. Code Vol. II with amendments and circulars issued from time to time.
- 1.086. The hot-weather establishment required for E.-in-C. and C.E's. offices will be sanctioned by the E.-in-C. and C.E. concerned while such establishment in respect of a circle office will be sanctioned by the S.E. The hot weather establishment for the Division and Sub-division offices will be sanctioned by E.E., subject to a limit of expenditure to be fixed by the S.E., for each Division. Estimates will be prepared and sanctioned in all cases.
- 1.087. The hot-weather establishment may be entertained from the 1st April till the 10<sup>th</sup> June or till commencement of the rains.

## **Section 18.-Miscellaneous**

### **Touring and Inspections of Works**

- 1.088. Detailed instructions regarding touring of officers are contained in G.B.C. II-12. The basic objectives of touring are :-
- (i) to gain familiarity with conditions prevailing;
  - (ii) to bring about alertness in the working of subordinates;
  - (iii) to inspect the work of subordinate authorities and bring out deficiencies if any, for immediate rectification, etc.;
  - (iv) to solve local problems;
  - (v) to dispose off maximum possible numbers of cases on the spot.
- 1.089. The controlling officers should therefore, fix the number of days per month for sustained touring expected of touring officers upto the Division level.

- 1.090. It is the duty of controlling officers to check the touring done by their subordinates. Every officer must submit to the controlling officer a monthly diary showing the work done by him on tour during the month by the 5th of the succeeding month to which the diary relates. Controlling officers should refer to this diary while passing the T.A. claims of the officers concerned. The S.E./C.E./E.-in-C. shall issue inspection notes immediately on completion of the tour.
- 1.091. A reference to the number and date of issue of the inspection note by S.E./C.E. should be given in their T.A. bills.

### **Transfer of Charge-Procedure for Handing Over**

- 1.092. No officer or subordinate should delay making over-charge to his reliever; nor can he leave the station before the arrival of his successor without the previous permission of his immediate superior.
- 1.093. In case of any sudden casualty or a necessity arising for an official to quit his charge, the next senior official of the department present should take over.
- 1.094. The relieving official must bring to the notice of his superior officer, within three months, any deficiency or defects in work or stores taken over from his predecessor. Failure to do so will render him responsible for them, both as to quantity and quality, so far as he was in a position to ascertain it.

### **Charge Notes by Officers on Relinquishing Charge**

- 1.095. In the interest of continuity and efficiency of administration/work it is essential that whenever an officer leaves his office either on leave, transfer or retirement he should leave for his successor, a charge note covering every branch of the administration/work and its problems. A copy of the note should be forwarded to the immediate superior officer.
- 1.096. The charge note should cover the following items as far as they are applicable :-
- (i) General nature of the functions of the office;
  - (ii) Brief details of works in progress and how they are being executed ;
  - (iii) Points which call for special attention:
  - (iv) Arrears of works in office and which work calls for priority attention;
  - (v) Special instructions, if any, of higher officers in respect of works and administrative matters;
  - (vi) Establishment of the office and problems, if any, facing the establishment;
  - (vii) Budget position and action called for savings and excesses;
  - (viii) Accounts matters which may need special attention;
  - (ix) Pending bills of contractors, suppliers and other liabilities;
  - (x) Recoveries to be effected from contractors and others;
  - (xi) Position of revenue realisation;
  - (xii) Position of pending estimates, administrative approval awaited etc. ;
  - (xiii) Other matters not covered by above.



## **Special Instructions for Divisional and Sub-Divisional Officers**

- 1.097. In case of the transfers of Divisional and Sub-Divisional charges, the cash book and register of undisbursed salary and travelling allowance or imprest account should be closed on the date of transfer and a note recorded in it, over the signature of both the relieved and relieving officers showing the cash and imprest balances and the number of unused cheques, made over and received in transfer by them, respectively. A copy of this note, together with the following documents should be forwarded on the same day to the S.E. in the case of Divisional or to the E.E. in the case of Sub-Divisional charges:
- (1) Transfer report, P.W.D. Form No. 146 being used in the case of Sub-Divisional charge.
  - (2) Receipt of stock, tools and plants, surveying and mathematical instruments and other stores under the immediate charge of the relieved officer, From A and B referred to in paragraph 23.2.2. of the C.P.W.A.C. being used for Divisional and Sub-divisional charges, respectively.
- 1.098. Receipts of cash and stores balances should be prepared by the relieved officer, but the relieving officer should note any inaccuracies therein so that, S.E. or E.E. as the case may be may pass such orders in respect of any deficient articles as may be necessary. A copy of the receipt may be given to the relieved officer, if desired by him.

### **Inspection and Handing Over Note**

1. 099. It is the duty of the relieving officer to inspect with the relieved officer the records, cash, stores, works and materials at site of works in charge of subordinates; but in the case of the transfer of a Divisional charge, the relieved officer should accompany the relieving officer in the inspection of the outstations only when so directed by the S.E. The relieving officer should examine the accounts, count the cash, inspect the stores, and count, weigh and measure certain selected articles, in order to test the accuracy of the returns, and should examine the works in progress as to their quality; and as to their being in accordance with the sanctioned plans, estimates and should also record his opinion as to the correctness of the accounts of materials at site.
- 1.100. The relieved officer should give the relieving officer a list and memorandum showing all the works in hand and the orders remaining to be complied with and of such matters as particularly require his attention with full explanation of any peculiarity of circumstances, or apprehended difficulties. He should also furnish the relieving officer with a complete statement of all unadjusted claims, with the reasons for their not having been adjusted and a report as to any complication likely to arise owing to their non-adjustment.
- 1.101. The relieving officer, in reporting that the transfer has been completed, should bring to notice, anything irregular or objectionable that may have come officially to his notice. In the case of the transfer of a Divisional charge he should describe the state of the records, cash, stores and works, mentioning what outstations he has yet to inspect, and when he proposes to visit each.

- 1.102. A relieving Divisional Officer should mention specially in his transfer report whether the accounts may be considered fairly to represent the progress of the works.
- 1.103. In the case of the transfer of a Division, the report of completion of transfer should, except in special circumstances be submitted within a fortnight of such transfer. In the case of any disagreement between the relieved and relieving officer a reference should be made to the S.E.
- 1.104. The transfer report of a Sub-Divisional charge should, on receipt by the E.E., be scrutinised by him, any remarks necessary being entered in the column provided for that purpose. The report should then be forwarded to the S.E. who after passing such orders, as may be necessary, should return it to the E.E. for record in the Divisional Office.
- 1.105. If a Divisional or Sub-Divisional charge becomes vacant by the death or sudden departure of the officer-in-charge, the succeeding officer should take action as above and assume charge, forwarding to the S.E. or E.E., as the case may be, the receipts which would otherwise be given to the relieved officer.
- 1.106. In the case of transfer of charges other than Division or Sub-Division, the E.E. should issue the instructions as to the works to be jointly inspected by the relieved and relieving officials.

### **Register of Incumbency**

- 1.107. Every office shall maintain a register showing the period of incumbency of not only the officer who has held charge of that office but also of the several subordinate officials under it. The register should be posted and brought upto date as and when any change in incumbency takes place. Separate registers for officers and non-gazetted staff, if necessary may be maintained. The incumbency register in each office will be maintained as follows :-

<b>Name of Office</b>	<b>Showing the Incumbency of</b>
Sub-Division Office	S.D.O. and all staff attached to that office
Division Office	E.E., A.E.s. and other staff borne on the establishment of the Division Office.
Circle Office	S.E., E.Es. and A.Es. under the Circle and staff of the Circle Office
C.E.'s Office	C.E., attached officers and other staff of the C.Es Office. S.Es., E.Es. and A.Es. of the Zone/Basin/Project.
E.-in-C.'s Office	E.-in-C. and all C.Es., S.Es., E.Es. and A.Es. and other Officers of the department and staff of E.-in-C.'s Office.

- 1.108. The E.E. will send a consolidated statement of incumbency annually to S.E. in the month of July every year. The S.E. will send to the C.E. a similar statement in August every year under intimation to E.-in-C. The changes during the preceding month shall be intimated by the following dates :

E.E. to S.E.	5 <sup>th</sup> of every month
S.E. to C.E.	10 <sup>th</sup> of every month
C.E. to E.-in-C.	15 <sup>th</sup> of every month

### **Public Holidays**

- 1.109 The grant of public holidays is regulated by the order of State Government contained in G.B.C. II-4. Neither officers nor subordinates have the right to leave their charges and head quarters during such holidays without sanction of their superiors. Permission will ordinarily be granted only when arrangements have been made for carrying on all necessary routine work and important works in hand.

### **Address of Officers and staff**

- 1.110. A list of addresses of all officers and staff members employed in an office will be maintained upto date. The changes if any in their residential addresses shall be intimated by them to the office soon after the change .

### **Leaving of Head Quarters/Station**

- 1.111. No member of the staff whether gazetted or non-gazetted shall leave his head quarters or station of posting without permission of the Head of Office. When an officer leaves the station / head quarters whether during holidays or casual leave or regular leave with proper sanction, he shall leave his address at the station to which he is proceeding.

### **Communication from Government officers Regarding Personal matters**

- 1.112. Communication from officers regarding their leave, pay, transfer, leave allowance, fund subscriptions and analogous matters are not official and should not be sent at public expense.

### **Procedure When Officers and Subordinates Are Served With Summons**

- 1.113. When an officer or subordinate who has been served with a summons to appear in a court, subsequently receives orders incompatible with the summons, he should at once inform his superior that he has been summoned to court.

The procedure to be followed when a Government servant is summoned by a court to give evidence in a departmental enquiry or civil or criminal proceedings or to produce official documents for the purposes of evidence is contained in G.B.C. III-A.

### **Procedure in Regard to Law Suits**

- 1.114. Law suits affecting Government servants are governed by the rules in Chapter-VIII and XIV of the Law Department Manual. Rules as to what extent financial assistance may be given to Government servant involved in legal proceedings are contained in the G.A.D. memo No. 889-1163-I (iii)/60, dated 5-4-1961 and are governed by orders issued from time to time.

### **Petitions and Representations**

- 1.115. The following instructions on two important matters are summarised :-
- (a) **Representations from Officials.**-A petition or representation to any authority from an official on service matters must be submitted through the head of the office or department to which the petitioner belongs or belonged. The submission of an advance copy of a petition or representation to an individual member of Government, to a Secretary or to any other authority is prohibited.
  - (b) **Anonymous Petitions.**-Important matters are some times first indicated by anonymous petitions and advantage should be taken of them without injury to any one and within proper limits. Vague petitions about character should ordinarily be destroyed, but when they contain definite statements of any alleged occurrences, they should as a rule, be sent confidentially to the responsible authorities for information and if it seems desirable for private enquiry.

### **Relation Between Officials of the W.D. and other Government Officers**

- 1.116. It is the duty of officers and subordinates to facilitate the transaction of Government business and to work in harmony with other departments.
- 1.117. The E.-in-C. and C.Es. shall keep informed Secretary to Government in respective works department of the activities within their jurisdiction.

The S.Es. shall keep the Commissioners apprised of the development activities in accordance with rules in force.

- 1.118. The E.E. is the professional adviser to Collector in his district in all matters concerning public works on which his advice is asked.
- 1.119. The E.E. shall keep the Collector of the district informed of the development activities and comply with his directions in accordance with rules in force.
- 1.120. The E.E. or S.D.O. if asked by Collector to inspect an important work should do so; but the E.E. may direct the S.D.O. to make the inspection in his place; and if the work lies outside the area of his ordinary tours the E.E. will exercise his discretion after consultation with the Collector in regard to making the inspection.
- 1.121. Orders to S.D.O will not be issued by the Collector but in exceptional cases (such as out break of epidemic) when immediate action is necessary, the S.D.O. should at once place himself at the disposal of the Collector and carry out his orders.
- 1.122. W.D. Officers or subordinates may not give orders to subordinates of local bodies. Local bodies should be addressed through the Collector except on matters of a routine nature or those relating to State works transferred for construction or maintenance.

### **Contingent Expenses**

- 1.123. The rules regarding incurring expenditure on establishment contingencies are contained in Chapter-6, M.P. Financial Code Vol. I. Applications for changes in permanent advances of contingent expenses should be submitted through the A.G. as required by rule 102 (iii) of M.P. Financial Code Vol. I.

### **Advertisement Charges**

- 1.124. The publication of advertisements should be entrusted to the. Director of Information and Publicity.

### **Payment to Class-IV Servant for Supplying Drinking water or Dusting Offices**

- 1.125. Heads of Offices are empowered to make Small monthly payments to Class-IV servants up to a maximum limit of Rs. 6 per month or as revised by the Government from time to time for supplying drinking water or dusting offices each subject to the following conditions:-
- (a) that the work to be done is really necessary and is outside the regular duties of a Class-IV servant;
  - (b) that the grant of the extra allowance is distinctly more economical than the employment of a fresh agency ;
  - (c) that the payments is of purely contingent character ;
  - (d) that the allowance will not count for leave allowances or pensions.

### **Communication of Official Information**

- 1.126. No Government servant shall except in accordance with any special or general order of the State Government divulge, directly or indirectly, any official information which he may acquire in the course of his duties.(See also G.B.C. I-9).

### **Inter-State and Inter-Departmental Transfers**

- 1.127. Rules relating to the submission of applications for outside posts and transfer of the services of Government official from one Government to another or from one department to another are contained in G.B.C. IV-11.

### **Disbursement Slips**

- 1.128. The head of office should as a rule issue a disbursement slip for payments made to each employee in his office in the form in Appendix 1.34 to enable the latter to maintain his own record for future reference. This slip should be issued under the dated signature of the drawing and disbursing officer or the head of office at the time of making payment to the employee .

## **Section 19.- Duties and Powers**

- 1.129. Duties of various officers/official are given in Appendices 1.22 to 1.32-A.
- 1.130. The powers of departmental officers in respect of establishment matter are given in Appendix 1.33.

## **Section 20.- Work charge Establishment and Contingency paid Employees Definition**

- 1.131. Work-charged Establishment will include such establishment as is employed upon the actual execution as distinct from general supervision, of a specified work or upon subordinate supervision of departmental labour, stores, running and repairs of electrical equipment and machinery in connection with such a work excluding the daily paid labour and muster roll employees on the work.
- 1.132. Contingency paid employees are those who are employed in an office establishment and who are paid on monthly basis and whose pay is charged to 'Office Contingencies'

## **Selection, Recruitment, and Appointment**

- 1.133. The recruitment to the various posts on the work charged establishment and establishment paid from contingencies are governed by the rules framed by the State Government which are as follows and any other orders issued from time to time :-
- (i) M.P., P.W.D. Work-charged and Contingency Paid Employees Recruitment and Conditions of Service Rules, 1976.
  - (ii) M.P., P.H.E.D. Work-Charged and Contingency Paid Employees Recruitment and Conditions of Service Rules.
  - (iii) M.P., Irrigation Department Work-Charged and Contingency Paid Employees Recruitment and Conditions of Service Rules, 1977.
  - (iv) M.P., Work-Charged and Contingency Paid Employees Revision of Pay Rules, 1977.
- 1.134. Powers exercised by the Works Department officers regarding establishment matters of Work. Charged and Contingency Staff will be as applicable to the corresponding services of regular employees.

## **CHAPTER II – WORKS**

### **Section 1 – Classification of Operations**

2.001. The operations of Works Departments fall under two categories—original works and repairs. The first includes new works, alterations, additions and purchases; the second repairs and maintenance. All works necessary to bring into use newly purchased or previously abandoned structures fall in the first category.

The classifications of works under the two categories viz original works and repairs is detailed in explanatory note in appendix 2 to C.P.W.A. Code.

- 2.002. (a) Original works are described as major, minor and petty when they cost over Rs.1,00,000 over Rs.10,000 and Rs.10,000 or less respectively.
- (b) Irrigation projects are classified as major, medium and minor when the culturable command areas are more than 10,000 hectares, over 2,000 hectares and 2,000 hectares or less respectively.

### **Section 2—General Rules Regarding Administrative Approval, Technical sanction and Appropriations**

#### **Stages in Initiation of a Work**

2.003. There are three main stages in the initiation of a work namely :-

- (1) Administrative approval.
- (2) Technical sanction.
- (3) Appropriation or reappropriation of funds.

#### **Administrative approval**

2.004. When a work other than a petty work or repairs is required by a department, the responsible officer of that department, should in the first instance, obtain the requisite approval to its execution from the competent authority. The concurrence of the competent authority is termed “administrative approval”.

When a work is required to be executed by the P.H.E.D. the responsible officer of that Department shall obtain the administrative approval from the competent authority.

#### **Revised Administrative Approval**

2.005 Revised administrative approval of the competent authority should be obtained when-

- (1) Administrative approval has been given on the basis of a stage I estimate, and the amount of the detailed estimate or, in the case of a work in progress, the expenditure on the work exceeds or is likely to exceed the amount already approved by more than 20 percent; or

- (2) Administrative approval has been accorded on stage II estimate and the expenditure exceeds or is likely to exceed the amount approved by more than 10 percent : or
- (3) Material deviations are made from the original proposals, even though their cost may be covered by savings on other items.

### **Technical Sanction**

2.006. For every work a properly detailed estimate must be prepared for the sanction of the competent authority. This sanction is known as the “Technical sanction to the Estimate” and, except as provided in Paragraph 2.120, must be obtained before the work is commenced.

**Note** – (1) All sanctioned estimates should be recorded in the Division Office.

- (2) A return of all estimates sanctioned by the E.E. should be sent to the S.E. and the Accountant General and those sanctioned by the C.E. and the S.E. should be sent by them to the A.G.
- (3) In exceptional cases where it is desirable to commence work on a project to which expenditure sanction has been accorded by competent authority before the detailed estimate for the whole project has been sanctioned, it is permissible for the authority competent to sanction the final technical estimate as a whole to accord sanction to detailed estimates for component parts of the project subject to the following conditions:-
  - (a) for each such work or component part there must be a fully prepared detailed estimate, and in the expenditure sanction as a whole, there must be a clear and specific amount corresponding to the work or component part in question.
  - (b) the amount of the detailed estimate must not exceed the amount included in the expenditure sanction.
  - (c) the sanctioning authority must be satisfied before according sanction, that no material deviations from the whole project as prepared for the purpose of expenditure sanction are to be anticipated and that the amount of the technical sanction for the whole project is not likely to exceed the amount of the expenditure sanction.

Note: (3) does not apply to estimates of parts of individual structures.

- (4) When a stage I estimate of the work has been administratively approved by the competent authority, detailed stage II estimates of sub-works/sub-heads or individual items or parts finding place in the stage I estimate may be technically sanctioned by the competent authority within his powers with prior approval of the authority competent to technically sanction the work as a whole. Under such circumstances the consolidated estimate shall be sanctioned by the authority competent to sanction the whole estimate.

In case of works executed by P.W.D. the total of all such sanctions by the lower authority shall not exceed the financial limit of the technical sanction vested in that authority.

In case of irrigation works the powers of technical sanction are as given in Appendix 2.31.



## **Appropriation**

- 2.007. Appropriation means the allotment of a particular sum of money to meet expenditure on a specified work. It is operative only for the financial year for which it is made. A work should not be started unless an allotment for it has been sanctioned except as provided in Paragraph 2.120.

### **Section 3.- Detailed Procedure for the Grant of Administrative Approval, Technical sanction and Appropriation of Funds for Major, Minor and Petty Works**

#### **Call for Plans and Estimates**

- 2.008. As the preparation of plans and estimates involves considerable labour and expenses, requisitioning officer/bodies should avoid calling for plans and estimates for works which are not likely to be financed or about the suitability or necessity of which there may be any doubt.

#### **Major Works—Works Costing More Than Rs. 1,00,000 (a) Building and P.H.E.D. Works**

- 2.009. When a Head of Department desires that a major work should be undertaken, he will first obtain a probable figure of the cost of the work after informal consultation with the local Works Department. He will then ascertain from competent authority through the usual channel whether funds are likely to be available. If they are, but not otherwise, he will intimate his requirements (giving sufficient details) to the S.E. who will ask the E.E. to prepare the necessary plans and estimates in stage I. Where standard approved plans are not available for major building work, the administrative department concerned shall get the concept plans prepared by the Government Architect and approve the same. The stage I estimate will then be prepared on the basis of this approved plan.
- 2.010. On receipt of the plans and estimates from the competent authority, the Head of the Department will send them for the administrative approval, in the administrative department concerned.
- 2.011. A copy of the order conveying administrative approval together with the stage I plans and estimates will be forwarded by the Secretary in the department concerned to the E.-in-C./C.E. for further action.

#### **Subsequent Procedure**

- 2.012. When plans and estimates are received by the C.E. after administrative approval has been accorded, he will forward them to the S.E. with instructions to prepare an estimate in stage II.
- 2.013. The stage II plans and estimates will be sent to the Commissioner or the Head of the Department only if they differ materially from those approved by him and by Government in stage I or when the amount of estimate exceeds that for which administrative approval has been accorded by more than 20 percent. The procedure in such cases is the same as laid down in Paragraph 2.010, but the reasons for the deviation from the original proposals or for the excess must be fully explained.

- 2.014. The stage II estimate will then be technically sanctioned by the competent authority. The sanctioning authority will communicate the amount of the sanctioned estimate to the Commissioner or the Head of the Department concerned.
- 2.015. Funds provided in the budget shall be allotted by  
E.-in C./C.E./S.E.

#### **(b) Roads**

- 2.016. For any new road/bridge to be constructed or any existing road to be raised in class, the E.E. shall, on directions from the Government, submit the proposals through the S.E. and C.E. giving information as regards the class/type, the length of the road/bridge and stage I estimate of the approximate cost of the works for the administrative approval by the Government.

- Note – (1) The estimate shall be accompanied by an index plan approved by the Collector and the Commissioner.
- (2) The index plan will show proposals of other roads in the neighbourhood.

#### **Works Estimate**

- 2.017. When the survey is completed and the final alignment is inspected and approved by the E.E., plans and estimates in stage II will be prepared and sanctioned by the competent authority.

#### **Minor works-Costing Over Rs.10,000 but Not Exceeding Rs. 1,00,000**

##### **(a) Building and P.H.E.D. Works**

##### **Administrative Approval**

- 2.018. (i) Demands for plans and estimates will be made by the Commissioner or the Head of the Department concerned on the E.E. who will submit them for administrative approval to the officer who demand them through the local departmental officer.
- (ii) Before calling for detailed estimates for minor works, the W.D. should be asked to prepare a stage I estimate and report the approximate cost. Stage II estimates should not be prepared until it is certain that the Commissioner or the Head of the Department is in a position to allot funds.
- (iii) The E.E. should exercise his judgement and may oppose any application for estimates of works with the real necessity of which he is not satisfied. If he feels that he can not recommend a work for which an estimate is demanded he should explain his objection to the officer concerned and in case of disagreement should refer the matter to the S.E.
- 2.019. With the exceptions noted below administrative approval to Minor Works may be accorded by Commissioner and Heads of Departments who will sign the plans and estimates in token there of and will make allotments from the assignment for minor works placed at their disposal by Government in Works Department.

**Exceptions:-**

- (i) In case of minor works pertaining to residential buildings the administrative approval of Government must be obtained by Commissioner or Head of Department concerned in the same manner as is prescribed for major works (vide paragraph 2.010). Funds will be allotted by them from their assignment for minor works.
- (ii) Estimates for minor and petty works including the provisions of furniture in:-
  - (a) the bungalows at Bhopal allotted to the Ministers of State Government;
  - (b) all the bungalows at Pachmarhi including houses allotted to ministers and
  - (c) the rest houses for the members of the Legislative Assembly at Bhopal.

These should be submitted to the Secretary to Government in G.A.D. for administrative approval and allotment of funds.

- (iii) The administrative approval of Government in the P.W.D. should be obtained by Commissioners to all works in connection with circuit houses irrespective of whether they are major, minor or petty.
- (iv) The works in connection with the official residence of the Governor of Madhya Pradesh are subject to special rules.

2.020. On receipt of the administrative approval, approved plans, estimate and allotment, the E.E. will accord technical sanction to the estimate and issue orders for the execution of the work.

**(b) Roads**

2.021. Proposals for minor works in connection with State Roads to be undertaken during the next financial year should be submitted by C.E. so as to reach the E.-in-C. by the 15h January. The E.-in-C will obtain the administrative approval of Government in the P.W.D. to such works as are selected and place the necessary funds at the disposal of C.E.

**Petty Works—Works Costing Rs. 10,000 or Less****(a) Buildings****Administrative Approval**

2.022. Demands for plans and estimates will be made by the Commissioner, or the Head of Department or the E.E. who will submit them to him through the local department officer, in the form in Appendix 2.01.

2.023. Administrative approval will be accorded by the Commissioner in the case of petty works relating to buildings under the head “General Administration” (other than those referred to in exceptions (ii) and (iii) to paragraph 2.019) and by the Head of the Department in the case of petty works relating to non-residential buildings of the department he represents. The officer, according the administrative approval, will sign the plans and estimates and return them to the E.E. giving the necessary

funds at the same time. The E.E. will then accord technical sanction to the estimate and issue orders for the execution of the work. [See also paragraph 2.178 (2).]

#### **(b) Roads**

- 2.024. Proposals for petty works should be submitted by C.E. to the E.-in-C. by the 15<sup>th</sup> January for the subsequent year. Administrative approval and funds will be given by the E.-in-C.

### **Section 4.- Preparation of Schemes for Works**

- 2.025. The schemes/project reports should be prepared in accordance with standing administrative/technical directions, from time to time, of the Works Department concerned.

### **Section 5.- Procedure for Surveys and Investigation of Irrigation Works**

#### **(i) Major Projects**

- 2.026. The reconnaissance report for a major project shall be initiated by the S.E. and submitted to the Government through the C.E.. On orders of the Government, the survey estimate for carrying out detailed investigation shall be prepared and submitted to Government. The survey estimate shall be approved by the P.R.C. of Control Board for Major Projects after which administrative approval will be accorded by the Government.

On receipt of administrative approval detailed survey and investigation will be taken up after the estimate is technically sanctioned by the competent authority.

Project reports will be prepared in accordance with the standards and guidelines prescribed by the C.W.C./C.E.A. The designs and estimates should also conform to the relevant Indian standards. The project reports will be submitted by the C.E. to the Government for according administrative approval.

#### **Administrative Approval**

After P.R.C.'s approval the project will be forwarded by the State Government to the Government of India for technical clearance by the C.W.C./C.E.A. as the case may be and for its inclusion by the Planning Commission.

After technical clearance by the C.W.C./C.E.A. and Planning Commission, the administrative approval will be accorded by the State Government.

#### **(ii) Medium Projects**

The reconnaissance reports for a medium project shall be initiated by the E.E. and submitted to the Government through S.E. and C.E..on orders of the Government, the survey estimate will be prepared and submitted to Government for according administrative approval.

Detailed survey and investigation will be started after receipt of administrative approval from Government and technical sanction of the competent

authority. On completion of survey and investigation, project report will be prepared and submitted to Government. The administrative approval will then be accorded by the Government after clearance of the project by C.W.C. and Planning Commission.

### **(iii) Minor Projects**

The reconnaissance report for a minor project shall be initiated by the S.D.O. and submitted to the C.E. through E.E. and S.E.

On orders of the E.E. survey estimate will be prepared and submitted to the authority competent to accord administrative approval. The financial limits upto which administrative approval to survey estimates can be accorded by the various officers is given in the Appendix 2.30.

On receipt of administrative approval detailed investigation will be taken up and project report will be prepared and submitted to Government for according administrative approval.

## **Section 6.— Rates**

- 2.027. The rates in an estimate should generally agree with scheduled rates. Where from any cause the latter is not considered suitable or sufficient, the deviation should be explained in details in the report, and if there is no relevant scheduled rate for a particular item of work in the estimate the proposed rate should be supported by an analysis. To cover the cost of unforeseen contingencies 3 percent (or such lower figure as may appear desirable) should be added to the estimate. Out of this provision for contingencies, amount exceeding Rs.10,000 may not be diverted to new work or repair which is not provided for in the estimate without the sanction of the S.E.

The amounts of anticipated escalation should be indicated in the estimate separately.

### **Responsibility for Designs and Estimates**

- 2.028. An officer according the technical sanction to an estimate is responsible for soundness of design and for incorporating all the items required for inclusion in the estimate with reference to drawing.

### **Schedule of Rates**

- 2.029. (a) The E.-in-C. shall prescribe a standard-data-unit-analysis for each item of work normally executed in the department. Based on the above analysis, the S.E. will publish a schedule of rates for his circle.
- (b) The system of unified schedule of rates U.C.S.R. will prevail for the Irrigation department.
- (c) A rate book or schedule of rates showing the lowest rate at which metal can be supplied to the road-side throughout the Division, should be kept in the Division

office, in the form in Appendix 2.05 with such modifications as may be considered necessary to suit local conditions. The rates should be revised, from time to time, as old quarries are exhausted or new ones opened or as other circumstances affect the rates.

## **Section 7. – Selection of site for Buildings**

### **For a Proposed Building in the Head Quarters of Revenue Division**

2.030. The site of building to be constructed in the head quarters of a revenue division will be selected by a committee consisting of :-

1. Commissioner of concerned Division.
2. S.Es. P.W.D. and P.H.E.D. of circles concerned.
3. A Senior representative of the Public Health Department as may be nominated by the department for the purpose.
4. A representative of the Local Body.
5. Joint Director of the Town and Country Planning.

Note :- The siting of the buildings for the Capital Project will not be done by this committee as it will follow a general layout plan duly approved by Government.

2.031. For a proposed building in other places throughout the state, the site will be selected by a Committee consisting of :-

1. The Collector of the District.
2. The E.E., P.W.D. and P.H.E.D. of the Divisions concerned.
3. The District Medical Officer or the Civil Surgeon of the District.
4. A representative of the Local Administrative Body provided the proposed construction is within the jurisdiction of that Body.
5. A senior representative of the Administrative Department concerned.
6. A Deputy Director of Town and Country Planning.

2.032. The E.E. will then prepare a site plan which shall be signed by all the members.

2.033. If the building is to be erected in the neighbourhood of any fort or cantonment belonging to the Central Defence Department, the matter should be referred to the local Military Works Officer for an expression of his opinion from a military point of view, and the concurrence of the Central government in the Defence Department should then be obtained (See also paragraph 2.112).

2.034. The approved site plan will be sent to the administrative department. It will be the responsibility of the department concerned to get the land acquired and handed over to the Works Department.

## **Section 8. – Preparation of Schemes for Roads**

- 2.035. Preparation of scheme for roads/bridges will be on the guidelines laid down by E.-in-C. from time to time.

## **Section 9. – Repairs to Buildings**

- 2.036. Repairs to public buildings are classed under two main heads viz. ordinary and special.

### **Ordinary Repairs**

- 2.037. Routine repairs such as oiling, greasing of doors and windows, monsoon repairs to buildings, attention to drains, water and electrical fixtures, tarfelting etc. shall be carried out as and when necessary.

Internal/external white or colour washing, snowcem and cement paints, plastic emulsion paint, external or internal painting, internal distempering, renewal of approach roads etc. are periodical repairs. E-in-C. shall fix the intervals at which the periodical repairs are generally to be carried out. The intervals at which these should be carried out will vary with the nature of the work, the state and age of the structure and the standard of maintenance required.

### **Special Repairs**

- 2.038. Special repairs are those of a more extensive nature which are required at long intervals such as reproofing of a building, renewal of flooring or repairs, which have been necessitated by long wear or unusual circumstances. Changes in specification of the items under repairs which do not increase the capital cost of the building shall fall in this category.

### **Estimate for Ordinary Repairs**

- 2.039. The estimate for ordinary repairs, should be prepared in conformity with the direction of E-in-C. from time to time. Provision should be made for property tax payable by the W.D. out of the maintenance grant.
- 2.040. The sanctioned estimates for ordinary repairs to buildings will be current for one working year ending on the 31<sup>st</sup> March.

### **Estimates for Special Repairs**

- 2.041. Estimates for special repairs will be prepared in detail for each building separately and will remain current till the completion of the repairs.

### **Agency for Repairs**

- 2.042. Use of muster roll should be avoided as far as possible. Measurable items of repairs may be carried out by contract/piece work.

## **Section 10.- Repairs to Roads**

2.043. Repairs to roads are classed under two heads viz annual and special.

### **Annual Repairs**

2.044. Repairs, e.g. renewals of and petty repairs to the road surface, petty repairs to bridges, maintenance of rest houses, and arboriculture operations undertaken to restore gaps in existing road side avenues, or to maintain newly filled gaps in such avenues etc., black topping on existing W.B.M. roads, widening and strengthening crest and widening bridges/culverts and minor improvement of geometrics will be classed under annual repairs.

### **Special Repairs**

2.045. Repairs other than annual are classed as special repairs.

### **Norms for Annual Repairs**

2.046. Norms for the maintenance allowance (annual repairs grant) for each class/category of road shall be fixed by State Government.

### **Renewal Diagram**

2.047. A renewal diagram should be maintained for each road in a sub-Division and Division in the form given as Appendix 2.03 so as to show the collection and consolidation during the previous five years. These diagrams will be considered in order to determine which kilometers should be renewed during the ensuing financial year.

2.048. A programme diagram in the same form as the renewal diagram should be maintained by each E.E. to show the programme of collection and renewal for the current financial year and the progress made thereon. The S.D.O. should send a sketch progress diagram to the E.E. once in every quarter or more frequently as may be desired by the latter.

### **Quarry Charts and Road Metal Rate Book**

2.049. The source of supply of materials (metal, moorum and sand) required for road work, their distances by suitable routes from the road and the nature of the materials should be shown on a quarry chart prepared for each road in the form given as Appendix 2.08. When a quarry is abandoned or a new quarry is approved by the E.E. the changes should be shown immediately on the quarry chart.

2.050. From the information given on the quarry charts, a road metal rate book will be prepared in the form given in appendix 2.09 to show the rates payable per cubic meter of road material delivered and stacked in each km. of the road, and the details on which the rates are based.



- 2.051. The Executive Engineer, vide para. 2.029 (c), has the power to revise the rates in the road metal rate book, as may be necessary from time to time, subject to the limitations imposed by the schedule of rates sanctioned by the S.E.
- 2.052. A copy of the relevant extracts of the Divisional roads metal rate book and of the relevant quarry charts, must be on record in each Sub-Division and be kept up to date.

### **Estimate for Annual Repairs**

- 2.053. Estimate for annual repairs should be prepared as per norms fixed by the State Government. The kms. to be renewed shall be selected by the E.E.

### **Time Schedule**

- 2.054. The following time schedule, should, as far as possible, be adhered to in dealing with preparations for repairs to roads:-
1. The estimate for next financial year should be submitted by the S.D.O. to the E.E before the 31<sup>st</sup> December.
  2. E.E. will sanction the estimate and will return them to S.D.O. by 1<sup>st</sup> February.
  3. On receipt of the allotment, the estimate shall be recast if necessary.

### **Estimate for Special Repairs**

- 2.055. Estimate for special repairs will be prepared in detail and will remain current till the completion of the repairs.

**Exception:-** If the repairs to a work are not commenced within three years of the date on which they were sanctioned finally, the estimate and plans should be submitted for fresh approval and sanction, the rates and details of work being revised as may be necessary.

## **Section 11- Repairs to Irrigation Works Annual Repairs**

- 2.056. Repairs to irrigation works are classed under two heads viz. annual and special. No administrative approval is required for annual repairs.

Items such as routine silt clearance of canals, jungle, grass and weed clearance, painting of gauges and gates, white washing and repairs to irrigation inspection bungalows and huts, patch repairs and moorum topping on approach roads, filling of rain-cuts, replacement of colaba pipes, maintenance works of colony etc. are classified under annual repairs.

### **Special Repairs**

- 2.057. Repairs other than annual repairs such as major repairs to dams, canals, masonry structures, gates etc. are classified as special repairs. Administrative approval is required for any special repairs work.

## **Annual Inspection of Irrigation Works**

2.058. The annual inspection which the various officers should carry out are detailed in paragraph 8.016 of Chapter VIII "Operation and Maintenance of Irrigation Works".

2.059. In case of major and medium projects, the S.E. will allocate the annual repair allowance to each Division specifying the amount provided for each of the following components. :-

1. Head-Works.
2. Canals.
3. Approach roads.
4. Colony and colony roads.
5. Inspection bungalows/huts.
6. Other works.

In case of minor projects, the repair allowance will be distributed work wise by him to each Division.

## **Section 12-Repairs to Special Type of Works of P.H.E.D.**

### **Periodical Repairs**

2.060. Pumping and other machinery installed in water and sewage works, pipe lines, overhead tanks and stablisation ponds require periodical repairs of various nature. The interval at which these should be carried out will vary with water/sewage works and age of the structure/machinery. The S.E. shall fix the type and interval of the required periodical repairs.

**Note:-** The periodical repairs for structures other than those mentioned above are governed by the rules mentioned in this manual for P.W.D./Irrigation works.

### **Special Repairs**

2.061. Repairs to works damages seriously by floods, extensive repairs which may become necessary at long intervals and urgent repair/protection works are classed special repairs. Estimates for special repairs will be prepared in detail and will remain current till the completion of the repairs. The work must be commenced within 3 years of the date of sanction otherwise revised estimate should be submitted for fresh administrative/technical sanction to the competent authority.

## **Annual Operation and Repair Estimate of Water and Sewage Works**

- 2.062. The S.D.O. shall submit in the month of August the estimate for annual operation and repair estimate for the next financial year to the competent authority through proper channel for technical sanction and inclusion in the budget allocation. For repairs and maintenance of Rural Water Supply Schemes, hand pumps and sanitary works, the annual allowance for each unit shall be fixed by the E-in-C. and revised from time to time. The funds for this purpose shall be distributed by E-in-C. to various Divisions according to the work load.

### **Periodical Inspection**

- 2.063. Engineer-in-Chief will decide the items of inspection of P.H.E.D. Works officials who shall inspect these items, periodicity of inspection and the formats to be maintained/submitted by the inspecting official to the higher authorities and action to be taken on the inspection reports at various levels.

## **Section 13.—Special instructions regarding bridges and cross drainage works**

### **Register of Bridges**

- 2.064. A complete and permanent record of every bridge, culvert and causeway on each State Road in charge of the W.D. shall be maintained in the Division and Sub-Division offices in the form given in Appendix 2.07.
- 2.065. The register should be brought up to date each year by the addition or deletion of those bridges and culverts, etc. which have been constructed or dismantled during the previous year. The information regarding change will be obtained from part II of the annual inspection report.
- 2.066. Completion drawings should be kept in the office of the E.E. of all bridges costing more than Rs.1,00,000 and also of any other bridges for which it is desirable to retain such drawings.

### **Half Yearly Inspection Reports**

- 2.067. Proper inspection and prompt repair of bridges and culverts are some of the most important duties of all officers and subordinates concerned.
- 2.068. Every bridge, culvert and causeway must be thoroughly inspected twice a year (once before and once after the rains) by the Sub-Engineer or S.O. incharge of the road, who should record the result of his inspection in detail in his note book. S.D.O. shall inspect all bridges over 6 meter length, or requiring special repairs and 10 percent of the remainder. E.E. shall inspect all bridges over 30 metres and all structures reported to be damaged. S.E. shall inspect all bridges over 100 meter length once in a year.

2.069. The Sub-Engineer/S.O. should then prepare, in duplicate, a report on the forms in Appendix 2.08 and 2.09 and submit one copy to the S.D.O. not later than the 15<sup>th</sup> March & 15<sup>th</sup> December (for the pre-monsoon and post monsoon reports) respectively.

2.070. These reports are to be prepared on the following lines:-

- (i) The exact nature of the damage and of the repairs required should be stated.
- (ii) It should be noted:-
  - (a) whether the foundation, sub-structure, super-structure and bearings are safe for traffic and whether the damage is increasing. Safety for its class of loading should be mentioned.
  - (b) whether special repairs can be safely deferred, if palliative measures are adopted, chargeable to the grant for ordinary repairs.
- (iii) Particular attention should be paid to scour and a note should be given to indicate how far the nallah can be trained or groins constructed to reduce the scour.
- (iv) If a full inspection cannot be made because of the depth of water, existence of rank vegetation etc. a note should be made to this effect and a more detailed report sent as soon as possible afterwards.

**Note.**—Special reports should be sent in by Sub-Engineer/S.O. at any time they become necessary.

2.071 After signing certificate No. 2 in Appendix 2.08 the S.D.O. should forward a copy of the inspection report together with the report in part II Appendix 2.09 to the E.E. not later than the 15<sup>th</sup> April and 15<sup>th</sup> November.

2.072 The E.E. should examine the reports to see that the inspections have been properly carried out and that the information regarding bridges and culverts constructed after the last inspection report is in accordance with the record plans. After signing certificate No. 3 Appendix 2.08 he should forward a copy to the S.E. to reach him not later than the 1<sup>st</sup> May and the 1<sup>st</sup> December.

2.073. The E.E. should inspect all bridges and culverts reported to be unsafe for traffic as soon as possible, after the receipt of the reports and should sanction or submit to the S.E. for sanction, estimate for special repairs to such works which cannot be repaired out of the grant for ordinary repairs.

2.074. The S.E. should inspect the bridges reported to be damaged and unsafe whose length is more than 10 meters.

#### **Section 14.-Tenders**

2.075 (a) The officer competent to sanction the estimate is empowered to approve splitting up the estimate for the purpose inviting tenders.

Note.- Tenders for collection of road material in groups of suitable kilometers will however not be treated as splitting

- (b) Tenders must be invited for all Works proposed to be given on contract unless the amount of work proposed to be given on contract is Rs.15,000.or

less. However, work can be ordered to be taken up for execution departmentally and on piece work system up to Rs.5 lakhs by S.E. and above it by C.E..

Note.-Supply of road material such as moorum, metal, sand etc. and building materials such as masonry stones, rubble, material for puddle filling, bricks, metal, moorum, sand and timber shall be treated as work and not as purchase of store materials.

2.076. (1) (a) Tender documents may be issued to intending tenderers on payment on the following basis:-

Cost of the work for which tender form is issued	Cost of each tender form issued
More than Rs. 50 lakhs	Rs.100
More than Rs. 25 lakhs	Rs. 50
More than Rs. 2 lakhs	Rs. 20
More than Rs.50,000	Rs 10
Up to Rs. 50,000	Rs. 5

(b) Annexures like Drawings and other contract documents shall be charged extra.

(2) For works exceeding Rs. 2 lakhs no tender form should be sold to the tenderer unless he submits income tax clearance/assessment certificates.

(3) For work exceeding Rs.2 lakhs, the intending tenderer shall also produce a certificate that either he has already under his employment graduate/diploma engineer or he undertakes to appoint such an engineer before signing the agreement.

(4) A register of sale of tender forms to contractors shall be maintained.

2.077. Tenders which should always be sealed should invariably be invited in the most open and public manner by notice in English or in Hindi posted in prominent places. Tender for works costing above Rs.2,lakh and for works of special nature shall be advertised in news papers. In such cases the date of receipt of tender should be decided after taking in to consideration probable date of first publication.

2.078. In cases of works of specialised nature, where short listing of contractors is considered necessary prior approval of Government shall be obtained.

2.079.The notice inviting tenders should be in one of the forms, printed in Appendix 2.10 and 2.11.

The rate of earnest money to be submitted by in tending tenderers will be as follows.

- |   |  |
|---|--|
| (i) For tenders upto Rs. 1 Lakh                               | 2 Percent  |
| (ii) For tenders more than Rs. 1 Lakh and upto Rs. 5 Lakhs.   | 1 percent subject to a minimum of Rs. 2000                                 |
| (iii) For tenders more than Rs. 5 Lakhs and upto Rs. 2 crores | 0.75 percent subject to a minimum of Rs. 5000                              |
| (iv) For tenders above Rs. 2 crores,                          | 0.5 percent subject to a minimum of Rs.1.5 Lakhs and maximum of Rs 5 Lakhs |

Where the amount of earnest money to be deposited is more than Rs. 500 the amount should be deposited in the Treasury/State bank of India and the Chalan should be enclosed with the tender. If, however instead of depositing the earnest money in cash in Treasury, a contractor wishes to deposit the same in any of the following forms, he should be permitted to do so:

- (a) Treasury Receipts
- (b) National Savings Certificates
- (c) Treasury Bonds
- (d) Approved Interest-bearing securities.
- (e) Government promissory notes in National Loan Plan.
- (f) Post Office Cash Certificates.
- (g) 10 Years Treasury Savings / Deposits/ Certificates.
- (h) 12 year National Savings Certificates.
- (i) 10 years Defence Deposit Certificates.
- (j) All Small Savings Securities and Post Office Savings Bank Accounts duly pledged to Government.
- (k) National Saving Certificate duly hypothecated in the name of Government of M.P.
- (l) Units of Unit Trust of India.
- (m) Demand Draft of SBI or scheduled Banks.
- (n) Bank Guarantee approved by M.P.F.D. memo No. 2501/755/41-N/569 dtd.25<sup>th</sup> the October 1969.
- (o) Debenture of M.P.Housing Board as approved by M.P.F.D. No.1319/2306/IV-R-V-5-75 dtd.17.10.75.
- (p) Bank Drafts issued by big urban banks whose working capital exceed Rs. 5 Crores and by "A" "B" and "C" class Central Co-operative Banks/Non scheduled state Co-operative banks subject to the condition that the drafts are encashed by accepting authority as soon as they are received and contracts are allotted only after the encashment of draft as per M.P.F.D. No.F/2/18/77/R/5/ (iv) dated 13.02.78.

- 2.080. Draft notice inviting tenders (NIT document) shall be approved before NIT is issued by the authority competent to approve the tender. In case of tenders in the competency of State Government approval will be given by Engineer-in-Chief P.W.D./PHED and by Chief Engineer in Irrigation Department.
- 2.081. No tender will be opened unless accompanied by the stipulated amount of earnest money in a separate sealed cover duly superscribed. Tenders not accompanied by earnest money will be returned to the tenderer unopened. Tender received from institutions approved by the Government for exemption need not be accompanied by earnest money.
- 2.082. At the advertised time and place all tenders received for the contract should be opened by the officer inviting the tender (or any other officer authorized by him) in person, in the presence of the such of the intending contractors or their agents, as may choose to attend.
- 2.083. For tenders, whose amount put t tender is more than Rs.25 lakhs and for all lump sum tender, the contractor should submit his offer in three sealed envelopes suitably superscribed, one containing the earnest money, second containing the terms and conditions and the third the offer in the first instance, the envelope containing the earnest money shall be opened, if the earnest money is found proper the envelope containing the terms and conditions will be opened in the presence of such contractors who choose to be present.

A common set of conditions would then be drawn by the S.E. after hearing the views of all the contractors, who choose to be present. After this the contractors will be directed to submit there revised offers if any in sealed envelope in terms of the common terms and conditions on or before a date and time specified.

This offer shall:

1. In case of lump sum and percentage rate, tender be on plain papers, specifying the increase or decrease, if any, on the original offer.
2. In the case of item rate tenders be on the schedule of items, an additional copy of which shall be made available while calling for the revised offer.

In any of the above cases, if there is no change in the original offer, the contractor shall so state on plain paper in sealed envelope.

- 2.084. An officer who opens the tenders which he is not competent to accept will forward them with a copy of the notice inviting tenders, a schedule of tenders as in Appendix 2.12 along with his recommendations to the competent authority through proper channel.
- 2.085. If an officer who is competent to accept tender receives a tenders from his near relative he should not decide the tender himself but submit the same to the next higher authority. Near relative means son, grand-son, father, mother, spouse, brother, sister, brother-in-law, father-in-law and mother-in-law.
- 2.086. The following instructions are laid down for compliance in accepting tenders:-
- (1) Unless provided otherwise in the N.I.T. only those tenders should be considered as are offered by the contractors who by virtue of their classification vide paragraph 2.097 are eligible to tender for the work in question.

- (2) The lowest valid tender shall ordinarily be accepted.
- (3) **Powers of rejections of tenders:-** If none of the tenders received for a work is suitable, all the tenders may be rejected only by the same authority which is competent to accept the tender but in the case of the tenders in the competency of Government for acceptance, the C.E. will be competent to reject the tenders.
- (4) **Powers of negotiations (after 2<sup>nd</sup> or subsequent call):-** The authority competent to accept the tender may conduct negotiations with all the tenderers of the call with the prior approval of the next higher authority and send the negotiated tenders to that higher authority for decision but in case of tenders in the competence of the Government for acceptance, the C.E. will conduct the negotiations on direction from the State Government and send the negotiated tenders to the State Government for decision.

#### **Procedure for negotiations of tenders**

- (a) All the tenderers who had tendered their rates in that particular tender, for which the negotiations are considered suitable should be called for negotiations with a view to withdraw conditions and reduce the rates.
- (b) Wherever necessary common conditions should be prepared in consultation with the tenderers and fresh sealed offers should be obtained from them. While drawing common conditions it should be mentioned that only downward revision of rates would be permissible.

If the negotiated tenders is within the powers of C.E. the common conditions should be approved by the C.E. before obtaining fresh offers on such common conditions. If the tender is beyond the C.E.'s powers of acceptance, the common condition should be got approved from the Government.

- (c) Fresh sealed offer on common conditions, should be received at a pre-determined time and opened in the presence of the tenderers who choose to attend.
- (d) Whenever acceptance of a single tender is permissible under the rules, negotiations, if necessary, may be conducted with single tenderer for lowering the rates and withdrawing/clarifying condition.
- (e) All negotiated tenders should be sent to the competent authority for approval.
- (5) If even after calling tenders for the second time, no suitable tender is received, the following alternatives are open:-
  - (a) The tenders should be rejected by the competent authority and retendering resorted to with the prior approval of next higher authority.

OR

- (b) The authority competent to accept the tender may conduct negotiations with the prior approval of the next higher authority and send the negotiated case of tenders to the next higher authority for decision. In the case of tenders in the competence of State Government for acceptance, C.E. will conduct the



negotiations on directions from the State Government and send the same to State Government for decision.

OR

- (c) The work may be ordered to be taken up on piece work or departmentally if it can be done conveniently/economically and it is not a work of specialized nature.
  - (6) Other conditions being equal, preference shall be given to permanent resident of M.P..
- 2.087. Tenders other than the lowest may be accepted by the next higher authority. The authority (other than the State Government) accepting the tender other than the lowest should record the reasons for doing so.

### **Section 15.- Contract Agreement**

- 2.088. Written agreements may be dispensed with in the case of works costing Rs.5,00 and less. Disbursing Officers must record on the paid bills a certificate to the following effect "Payment has been made at rates scrutinized by me and found reasonable and no excess over estimate will arise".
- 2.089. All agreement must be executed on the standard forms but they may be modified to suit local requirements, with the consent of the State Government.
- 2.090. All agreements or security bonds entered into with the W.D. by contractors for the execution of work for securing the due performance of contract are exempt from stamp duty.

The contractor should be supplied with a certified copy of the agreement alongwith the work order.

- 2.091. The forms of agreement for W.D. works are printed as Appendix 2.13 to 2.18 to this Manual and are as follows:-
- (1) Form A or B should be used when it is proposed to give out a considerable quantity of work to a single contractor for completion by him in a fixed time.
  - (2) Form C should be used only for the supply of materials and when used for collection of road materials, the specifications and instructions given in Appendix 2.19 should be attached to it.
  - (3) Form D should ordinarily be used in connection with bona fide piece works. Though the probable value of work to be done will not be specified in this form of agreement, its amount will indicate the authority competent to accept the agreement.
  - (4) Form E will be used in connection with supply of bazaar articles or materials by local merchants.

- (5) Form F is meant for lump sum contracts and should be used when the whole of the work as described in the given drawings and specifications is to be entrusted to a single contractor for execution for a fixed sum.
- 2.092. (1) After the tender has been accepted, the E.E. will draw and execute the agreement on the original tender. In case of contracts above Rs. 5 lakhs, he will send certified copies thereof to the authority who will, after satisfying that the agreement has been properly executed, transmit one copy to the A.G.
- (2) Officer executing the agreement is responsible for ensuring that it is complete in all respects and all corrections are initialed and dated by both parties.

**Note :-** The following points should also be attended to :-

- (1) All rates in the schedule must be inserted in words as well as in figures.
- (2) If materials are to be supplied by the department to the contractor for use on work, (i) the description of materials, (ii) the place (or places) of delivery, and (iii) the rates (including the storage rates when the materials are to be issued from stores) to be charged to the contractor for each description of material must be definitely specified, vague quotations, e.g., “at stock rates”, “actual cost” being avoided. In the event of intending contractors having been communicated that the materials would be supplied at a certain rate and asked to tender on that assumption, that rate should be adhered to in the contract. The materials not mentioned in the tender may be issued by the E.E. at “issue rate” if available in store.
- It shall also be specified clearly in the tender notice itself that no lead is permissible for the carriage of the materials issued from store.
- In case of P.H.E.D. works if the element of the carting of the materials is not included in the current schedule of rates, the carting shall be paid separately.
- (3) The rates to be allowed to the contractor for each item of work should be definitely stated. But, if for any reason, the contract provides for payment at a specified percentage below or above the C.S.R. it should be stated in clear terms in the contract that the deduction or addition or as the case may be of the percentage will be calculated on the amount of the bill for the work done, after deducting the cost of materials supplied departmentally at rates specified in the agreement.
- (4) In view of the conditions of the contract in forms A and B that contractors shall remove at their own cost, all scaffolding, surplus materials and rubbish and also clean the buildings, provision for payment for site clearance should not be entered in the agreement in these forms and no payment should be made to the contractor on this account. Where clearance for items other than those mentioned above is necessary, they should be entered as rated items in the contract.

### **Security for Performance of Contracts**

2.093. Security should in all cases be taken for the due fulfilment of a contract. This security may be -

- (a) Earnest money deposited.
- (b) Government Securities, Municipal Debentures, Port Trust Bonds and deposits of recognised banks approved by Governments and such other securities approved by Government from time to time except Bank Guarantee.
- (c) Post Office Cash Certificates at their original purchase value and not face value.
- (d) A deduction of percentage as mentioned in N.I.T. from the payments to be made on account of work done.

In case of Labour Co-Operative Societies a deduction as provided in sub-clause (d) above will be made.

### **Powers to accept tenders**

2.094. The financial powers of officers to accept tenders are as below:-

- (a) (Except for lump-sum tenders and purchases)
  - (1) E.E.:- up to Rs.5,00,000 provided that the rate of tender is not more than 20 percent above Schedule of Rates.
  - (2) S.E. – Up to Rs.10,00,000.
  - (3) C.E.- Up to Rs. 25,00,000.
  - (4) Above Rs. 25,00,000 the powers are as follows:-
    - (i) Engineer-in Chief up to Rs. 40,00,000 in P.W.D. and P.H.E.D.
    - (ii) Progress review Committees of Control Board for Major Project:- up to Rs 50,00,000.
  - (5) State Government :-- Above Rs. 40,00,000 in P.W.D./P.H.E.D. and above Rs. 50,00,000 in Irrigation Dept.

**Note :-**The officer accepting the tender can delegate the powers of entering into contract to sub-ordinate officer not below the rank of EE.

When an officer who enters into an agreement finds that the value of work done or likely to be done on the agreement exceeds the financial power of the officer accepting the tender he should at once report the matter to his superior officer

(b) In case of lump sum tenders. the powers of officers to accept tenders are as below:-

- |    |                               |                     |
|----|-------------------------------|---------------------|
| 1. | C.E.                          | Upto Rs. 10,00,000. |
| 2. | E-in-C in P.W.D./<br>P.H.E.D. | Upto Rs. 25,00,000. |
| 3. | P.R.C                         | Upto Rs. 50,00,000. |

### **Register of Contract Agreements**

2.095. A register of contract agreements should be maintained in each sub- division and division office in the form, vide Appendix 2.20. The C.E. and S.E. when inspecting circle and division offices should examine this register and see that no officer has accepted a contract for work, the cost of which exceeds or is likely to exceed his power of acceptance.

### **Section 16- Registration of Contractors**

2.096. Tenders will be issued only to registered contractor of appropriate class and firms of repute approved as such by competent authority.

Special registration of contractors in category S-I to S-V shall be done for execution of the following specialised works:-

- (i) Gates and Steel Fabrications.
- (ii) Tunnelling.
- (iii) Drilling and Grouting.
- (iv) Supply of Special Tools and Plants.
- (v) Supply of special materials the list of which is approved by C.E.
- (vi) Installation of special equipments in Water Works/Sewage Works.
- (vii) Construction of Water/Sewage Treatment Plants
- (viii) Manufacture, transport, laying and joining of steel/prestressed concrete pipe mains.
- (ix) Water Towers of capacity 2 million liters and above.

### **Period of Registration**

A Contractor shall be registered for a period of 5 years only. All registration shall be reviewed on a fixed date at an interval of five years. Registration of such contractors who have been registered during the intervening period should also be reviewed on such a fixed date. Contractors desirous of continuing registration shall have to apply for renewal in the prescribed form with a renewal fee of 10 percent of the fee deposited at the time of original registration at least three months in advance of the date fixed for review.

## Classification

2.097. Contractors are classified according to their financial status and professional capability. The classification, registration fees, officer competent to sanction registration and the area to which the classification, solvency required, registration fees, officer competent to sanction registration and the area to which the registration applies are shown in the following table.

Class	Minimum Security deposit/ solvency required)	Capable of executing work of the value of	Officer competent to sanction regn.	Area in which the work may be taken up by the contractor	Regn. Fees (In Rs)
S-V	1,00,000 10,00,000	Any Value	E.-in-C.	Whole of M.P. State	500
S-IV	50,000 5,00,000	2 Crores	E.-in-C.	Whole of M.P. State	500
S-III	30,000 3,00,000	50 lakhs	E.-in-C.	Whole of M.P. State	500
S-II	17,000 1,00,000	25 lakhs	C.E.	Basin/Zone / Project	300
S-I	5,000 50,000	5 lakhs	C.E.	Basin/Zone / Project	300
A-V	1,00,000 10,00,000	Any Value	E.-in-C.	In whole of M.P. State	500
A-IV	50,000 5,00,000	2 Crores	E.-in-C.	In whole of M.P. State	500
A-III	30,000 3,00,00	50 lakhs	E.-in-C.	In whole of M.P. State	500
A-II	17,000 1,00,000	25 lakhs	C.E.	Basin/Zone / Project	300
A-I	5,000 50,000	5 lakhs	C.E.	Basin/Zone / Project	300
B	2,000 25,000	2 lakhs	S.E.	In circle concerned	100
C	1,000 10,000	One Lakhs	E.E.	In Division concerned	50
D	100 2,250	10,000	E.E.	In Division concerned	25

- Note:-** (1) Firms of repute shall get themselves registered in appropriate class prior to drawal of agreement.
- (2) No fee shall be payable for registration from such institutes as are exempted by the State Govt. from time to time. The work can be allotted to "Land Army M.P. " in accordance with rules framed by the State Government.

(3) Promotion from one Class to another is permissible on payment of the difference in the registration fee.

(4) No verification of solvency nor cash deposits is necessary for registering public undertaking wholly owned by the Central or State Government.

For registering a public limited company the latest balance sheet of the company duly verified by a chartered accountant may be accepted in lieu of cash deposit if the balance sheet discloses the company's sound financial capacity. Such company shall however be required to submit the balance sheet for the preceding year at the time of the tender duly authenticated by a Chartered accountant.

2.098. Application for registration should be made in the prescribed form which can be obtained from any W.D. Division on payment of Rs.5.

2.099. No contractor may be registered without full enquiry as his suitability in regard to:

(a) Financial suitability as per paragraph 2.097.

(b) Professional capacity and reliability supported by certificates or recommendations of officers who have had knowledge of the applicant and his work.

2.100. A register of contractors should be maintained in the offices of, Engineer-in-Chief, Chief Engineer, Superintending Engineer and the Executive Engineer showing the details of the contractors registered by them and all their higher officers (in the case of C.E., S.E. and E.E.) in the form in Appendix 2.21. The E.-in-C., C.E. and S.E. will communicate the names and addresses of contractors registered by them to the C.Es., S.Es., and E.Es. for entry in their registers. The register should be examined by E.E. on the 1<sup>st</sup> July each year and after examination of contractor's performance during the year, if he considers it necessary, report to the registering authority for a review of the registration.

2.101. A contractor who has been found unsuitable for the class in which he is registered may be removed from the register or reduced to a lower class by the officer authorized to sanction his original registration. When this is done the contractor will not be entitled to any refund of the registration fee.

2.102. The names of contractors who have not tendered for any work for a period of two years and of those who, having tendered, failed to secure any contract during a period of five years, should be removed from the register of approved contractors. If a contractor whose name has been so removed desires to take up re-enrolment on payment of the prescribed fees such application should be considered on its merits.

### **Section 17—Acquisition of Land General Procedure**

2.103. When land is required for a work the E.E. should obtain from the Collector, full information as to probable cost of the land and buildings, trees, etc. situated on it, for which compensation will have to be paid, and should make provision in the estimate for the work accordingly.

**Note:-** The principles governing the debits of charges incurred on acquisition of land for quarries are given in paragraphs 17.2.2 and 17.2.3 of C.P.W.A. Code.

2.104. When the estimate has been sanctioned and funds allotted, an application for acquisition shall be sent to the Collector by the authorities as specified in the following table:-

	Amount Rs.	Authority
When the cost of acquisition does not exceed	50,000	E.E.
When the cost of acquisition exceeds	50,000	E.E. under intimation to S.E.

**Note :-** (1) The E.E. or S.E. will scrutinise the application before it is sent to the Collector and satisfy himself that buildings are not acquired without good reasons, that temples/graveyards are not interferes with and that the area of land proposed to be acquired is not excessive. Acquisition of agricultural land for building purpose should, as far as possible, be avoided.

(2) The procedure laid down in this paragraph will not be followed when land is to be acquired by private negotiation as described in paragraphs 2.113 to 2.116.

(3) Notification for the acquisition of land required for any particular work must be submitted before the work is put in hand.

(4) In case of acquisition of land along the approved alignment of road/canal/pipeline the land plan can be split up by the E.E. such that the cost of land acquisition of each section does not exceed Rs.50,000 and the application for acquisition can be directly sent by the E.E. to the Collector under intimation to the S.E.

2.105. When in special cases, it is desirable to acquire land before the estimate for the whole work has been sanctioned, a separate estimate may be sanctioned for acquisition. The estimated or the actual cost of the land will subsequently be incorporated in the final estimate.

2.106. When a Nazul plot is required by the W.D. an application should be made by the E.E. to Collector, who will obtain the orders of Government for the transfer of the plot.

### **Special Instructions—General**

2.107. In addition to the instructions referred to in the previous paragraph, the following instructions should also be observed :-

- (1) All land plans should be prepared on tracing cloth, prints are not permissible.
- (2) Sufficient dimensions must be given on the plans to ensure that the area can be accurately set out and its boundaries subsequently checked. The distance from nearby permanent object (e.g. village boundary pillars) to various points on the boundary should be entered on the plan.
- (3) E.E. will arrange with Collector that W.D. subordinate shall be present when the Revenue Inspector makes the requisite check as may be required in the Land Acquisition Act.
- (4) Revised notifications are not necessary to be issued after areas have been checked by the Revenue Inspector, within limits allowed under the Land Acquisition Act.
- (5) The E.E. will maintain separately for each civil district a register of land in the form printed as Appendix 2.23 to show the land acquired in his Division. A copy of the entries made in the register during the year will be sent every year to Collector for verification and return. The E.E. will then furnish a certificate to the S.E.
- (6) During his inspection of the E. E.'s office the S.E. will see that the register of land is properly maintained.
- (7) Plans of all areas acquired by W.D. will be maintained by the concerned E.E. These plans must be signed by the Collector in token of land having been made over to the W.D.

### **Special Instructions**

2.108. Barrow pits should not ordinarily be excavated to a depth greater than 30 cm. in land temporarily acquired in cultivated areas.

2.109. If the land temporarily required for the digging of barrow pits becomes permanently unfit to be used for the purpose for which it had previously been employed, it should be acquired permanently.

### **Acquisition of Land belonging to Indian Railways**

2.110. (a) When land belonging to Indian Railway is required, the matter should be referred to C.E. with a plan showing the land required. No proceedings under the Land Acquisition Act are necessary as such transfers are effected by correspondence between the State Government in the R.D. and the Railway concerned. The Railway is requested to relinquish the land required by the State Government and if it agrees to do so, Government allots it to the department concerned. Payments for the land thus relinquished is made by the A.G. by book adjustment in accordance with rules.



- (b) When land is required for the construction of an irrigation channel/pipe/road crossing across a railway line it will or will not be transferred to State Government according as the Railway Authority agree to such transfer or are prepared to build and maintain the same.

**Acquisition of Areas within the Limits of Government  
Forest for Construction of Roads / pipe lines / Irrigation Works, etc.**

- 2.111. As per Forest (Conservation ) Act 1980, all proposals for diversion of forest land to any non-forest purpose would require the prior approval of the Central Government. The term forest land refers to reserved forest/protected forest/or any area recorded as forest in the Government record.

The survey and investigation carried out in connection with W.D. projects will not attract the provision of this act so long as these surveys do not involve any clearing of forest or cutting of trees and operations are restricted to clearing of bushes and lopping off tree branches for purpose of sightings.

**Land Held for Military Purpose**

- 2.112. Land lying within contonment limits forming part of an encamping ground or otherwise held for military purpose should not be taken up or occupied for any purpose whatsoever either by contractors or by any other person acting under the orders of any department of the State Government until the sanction of the Central Government in the Defence Department to the occupation or use of such land has been obtained. Application for such land should be submitted to Government for disposal.

**Acquisition of Land by Private Negotiations**

- 2.113. Acquisition by private negotiation can be resorted to whenever it is expedient to do so.

- 2.114. The W.D. office requiring the land should ascertain from owners of such land, the persons entitled to it and arrange with them the terms for its acquisition. It is not desirable that he should complete the transaction as there may be complication of which he is unaware and he should accordingly send all the papers to the Collector who will arrange to depute a revenue officer to complete the transaction on the spot.

The revenue officer will certify the rates of compensation and will also verify the fact that the persons with whom the arrangement have been made are the persons entitled to the land, that they are willing to accept the compensation offered and that no other claimant to the land exists. The price thus settled will be entered by that officer in the form prescribed in Appendix X, Financial Code Vol. II and it will form the basis of payment. The compensation will be paid by the W.D. Officer from fund provided for this purpose in the estimate for the work. The payment of compensation will be made in the presence of the revenue officer who will certify the fact of payment to the rightful persons on the record.

- 2.115. If the acquisition is a temporary one, an agreement should be taken stating the amount of the payment and the period for which the right to occupy the land has been agreed upon. If the acquisition is a permanent one a sale deed should be executed. Such sale deeds are exempted from stamp duty.
- 2.116. For transaction of sale of land in favour of State Government the form printed as Appendix 2.24 should be used. This form may require modification to meet the special conditions of particular case. Material modification should not be made without reference to the C.E. who will consult the State Government.

### **Section 18—Sale and Disposal of Land**

- 2.117. All land which is the property of Government should ordinarily be sold through the Director of Land Records. Agricultural or pastoral land acquired for public purposes should, when it is no longer required by Government, be disposed of in accordance with the instructions in paragraph 3 of M.P. Revenue Book Circular 1-5.
- 2.118. If any Nazul land in charge of the W.D. is to be relinquished, a reference should be made by the C.E. to the Collector who will deal with the land under the Provisions of the M.P. Revenue Book Circular IV-I, paragraph 29.
- 2.119. When any Government land or other immovable public property is made over to a local body for public, religious, educational or any other specified purposes, the grant should be subject to the following conditions in addition to any other that may be prescribed:-
- (1) that the property shall be liable to be resumed by Government;
    - (a) if it is used for any purpose other than that specified; or
    - (b) in the case of buildings, if they are allowed to fall into disrepair;
  - (2) that should the property be at any time resumed by Government, the compensation payable shall in no case exceed-
    - (a) the amount paid to Government by the local body less depreciation on buildings, if any, calculated in accordance with Paragraph 3.036 of Chapter III-“Buildings” for the period during which the property was in charge of the local body or the present value of the property, whichever is less;

### **Plus**

- (b) the cost or present value , whichever is less, of any building or other works constructed on the property by the local body.

Also see Madhya Pradesh Revenue Book Circular I-6.

## **Section 19—Execution of Works**

### **General**

2.120 Except as provided below, no work will be commenced or liability incurred in connection with it, until administrative approval has been obtained and funds allotted.

**Exception**—If, whether on grounds of urgency or otherwise, an officer is required to start a work for which no estimate has been sanctioned, or for which no allotment of funds exists, the orders of the officer authorizing the work should be conveyed in writing. On receipt of such written order, the officer who is directed to carry out the work should immediately inform the higher financial authority concerned and the Accountant General that he is incurring a liability for which there is either no sanctioned estimate or inadequate funds have been allotted and should state the probable amount of the liability. The higher financial authority should immediately take steps either to stop the work or to regularise its execution.

### **Intimation of Proposed Construction etc. of Buildings**

- 2.121. (1) When any new building is to be commenced or any additions, alteration or repairs executed to any building the local Head of the Department concerned should be notified as far in advance as possible.
- (2) In the case of additions or alterations to a residential building, the occupant should at once be informed of the consequent probable addition to the rent.
- (3) To comply with the requirements of the provision to section 3 of the Government Buildings Act (appendix 2.25) the E.E. should send to the Municipal Committee or Corporation concerned, at the commencement of the year a list of all requisitions and estimate (the names of which should generally indicate what work is proposed to be done) for the construction, re-erection or material alteration of all buildings in Municipal/Corporation limits. Requisitions and estimates sanctioned during the year should be similarly notified to it as each case arises.

### **Use of Savings**

- 2.122. Anticipated or actual savings on sanctioned estimate for a definite project may not, without the permission of the authority sanctioning estimates, be applied to additional work which was not contemplated in the original project or is not contingent on its execution.
- 2.123. Savings consequent on the abandonment of a substantial section of any project may not be utilized for work on another project without the further sanction of the authority which sanctioned the work.

**Note :-** For the purpose of this rule, a section of which the estimate cost is 10 per cent of the total sanctioned cost of the project is a substantial section.

### **Lapse of Sanction**

- 2.124. If the construction of work has not been commenced within three years of its being sanctioned the estimate and plans should be submitted for fresh administrative approval and technical sanction, the rates and the details of the work being revised as necessary.

### **Alterations in Design During Construction**

- 2.125. No material alteration may be made in designs sanctioned by higher authority without the approval of that authority, or in standard designs, without the approval of the Superintending Engineer. Should any alteration of importance involving additional expense, be considered necessary a revised or supplementary estimate must be submitted for sanction. In urgent cases, where the delay would cause serious inconveniences, an immediate report of the circumstances must be made to the superior authority.
- 2.126. Instructions which involve a departure from a sanctioned specification, design or estimate must be conveyed in writing before execution of the work as far as possible or immediately thereafter.

### **Miscellaneous Rules**

- 2.127. Care should be taken to ensure that members of the public are not endangered during the execution of works and that all operations are carried on in such a manner as to interfere as little as possible with traffic or the ordinary pursuit of the people. Temporary roads and bridges should, where necessary, be provided and the occupation of land should, when practicable be so timed as to avoid damage to standing crops.
- 2.128. No religious structure should be destroyed or injured in the execution of works without the consent of the persons interested in it, and the concurrence of State Government.
- 2.129. All unusual losses in the manufacture of materials must be reported to the S.E. as soon as they occur.

## **Section 20. Supplementary and Revised Estimates**

### **Supplementary Estimates**

- 2.130. Any development of scheme found necessary while a work is in progress, which is not contingent on the proper execution of the work as first sanctioned must be covered by a supplementary estimate, which must be submitted to the sanctioning authority with a full report of the circumstances, which render it necessary. The abstract must show both the amount of the original estimate and the total amount, including the supplementary amounts, for which sanction is required.

### **Revised Estimates**

- 2.131. Except as provided in Paragraph 2.130 a revised estimate must be submitted to the proper authority when the expenditure is likely to exceed the amount of the sanctioned estimate by more than 10 percent.
- 2.132. The revised estimate should be accompanied by a comparative statement showing and explaining fully the differences (excess or savings) between the figures of cost

for each item of work in the revised and the sanctioned estimates, and by a report showing the progress made to date.

It is the duty of all works department officers connected with a work to watch the progress of expenditure and to see that, when necessary a revised estimate is submitted in good time.

- 2.133. When in the case of a major work, sanctioned by any competent authority excess expenditure is expected under a particular sub-head, though not on the total of the sanctioned estimate, the E.E. should report the facts in a work slip (appendix 2.26) to the S.E. in such details as will enable that officer to decide whether or not a revised estimate will be required to pass orders on the case.

### **Utilisation of a Completion Report as a Revised Estimate**

- 2.134. When excesses occur at such an advanced period in the construction of work as to render the submission of revised estimate purposeless, they may, if they are within the power of the E.E. to pass, be explained in a completion report. If they are not, he should report the excesses and the reasons therefore to the S.E. and obtain his orders whether a revised estimate should be prepared or the excesses be explained in the completion report (see Paragraph 2.176).

- 2.135. When excesses are dealt with in a completion report, the following information should be furnished with the report:-

The amount of sanctioned estimate, the expenditure and the excess separately under each sub-head under which the excess has occurred, with an explanation for the excess.

### **Section 21.—Accidents**

- 2.136. In respect of works carried on by contract, the contractor is primarily responsible for the safety, of his labourers and is solely responsible for the payment of compensation for injury sustained by them. All officers and subordinates should make special inspection from time to time to see that the contractor's arrangements are suitable and that persons are not allowed to work in unsafe situations. If the inspecting officers or subordinates consider that there is danger, they should warn both the contractor and the workers, and if the danger is not removed, the work should be stopped until the causes of danger have been removed and proper precautions adopted. Senior inspecting officers must invariably make sure that the S.D.O. and the subordinates are taking action to avert accidents.
- 2.137. In the case of work carried on by departmental labour the departmental officers and subordinates should take the precaution that they would require of a contractor.
- 2.138. Accidents most frequently result from falls of earth caused by undercutting, or by slips. Undercutting should in no circumstances be allowed.
- 2.139. Accidents are also caused by carelessness in carrying out blasting operations either in quarries or wells. The rules for the custody and use of explosives given in Appendix 9.10 of Chapter IX should be strictly followed.

- 2.140. Precautions should always be taken against poisonous and foul gases before entering the sewer lines and tunnels etc. for inspection and repairs. Precautions should be taken while working near high voltage transmission tower to avoid workmen contacting live wires.

### **Reports of Serious Accidents**

- 2.141. (1) All serious accidents must be reported at once to the nearest Police Station by S.D.O./Sub-Engineer. A report should be made by the E.E. to the Collector and copy sent to S.E. and C.E. to whom also, a copy of police report should be forwarded when received. If the death occurs on the spot, the body should not be removed till an enquiry has been held by a police officer.
- (2) The instructions for dealing with cases of injury or death caused by accidents to works department employees who are workmen under the Workmen's Compensation Act should carefully be observed.
- (3) The workmen's Compensation Act is not exhaustive in the matter of compensation for injury to workmen, nor do Government's moral obligations rest there. In certain circumstances compensation though not recoverable under the workmen's Compensation Act may be recoverable under some other Law, such as Section I of the Fatal Accidents Act and in suitable cases Government may render help to enable poor dependents to sue in the Civil Court. In various cases, Government has sanctioned compensation ex-gratia to labourers who owing to some technicality could not claim to be workmen under the Workmen's Compensation Act. Such payments will only be made in deserving cases and no hard and fast rule can be framed to govern them.

### **Damage to Works**

- 2.142. Any serious loss of damage to property should be reported by the S.D.O. in charge of the work to the Executive Engineer and by the Executive Engineer to S.E./C.E./E-in-C/Government/A.G.

### **Special Rules for S.D.Os.**

- 2.143. If damage of a grave nature should occur, or be apprehended as being likely to occur, to any work/public service in his charge the S.D.O. should send a report by telegram/special messenger to the C.E. , the S.E. and the E.E. and should without delay, send a written report to the E.E. setting forth the nature and magnitude of the damage done or feared and the steps that he has taken to remedy or prevent such damage.

In case of an apprehended damage likely to endanger public life and property, a report by telegram/special messenger should be made by S.D.O. to Collector also.

## **Section 22.—Hutting, Sanitary and Medical Arrangements for Labourers**

In case of contract works, all labour employed by him will be provided with hutting, sanitary and medical arrangement as prescribed in notice inviting tenders which will form part of contract. In case of departmental labour, when a large number of people are to be employed the E.E. may consult the Civil Surgeon regarding sanitary and medical arrangements.

2.145 Any reasonable outlay for:-

- (i) such temporary huts or shelters as may be needed for large numbers of work people,
- (ii) the marking out, cleaning and drainage of their temporary stations; and
- (iii) the employment of the necessary policemen, hospital establishment and sweepers.

May be authorized as forming part of the contingent outlay on the work under construction. But, except under the special orders of the C.E. or S.E. no such outlay should be incurred on works which are being executed by a contractor.

## **Section 23.—Jail Works**

2.146. All Jail building in the construction of which materials of a permanent character are utilized should be undertaken by the W.D. Such buildings and works include—

- (i) Circumvallation and divisional walls,
- (ii) Barracks,
- (iii) Accommodation for prisoners, such as solitary cells, under trial wards, workshops, cook-houses and bathing platforms,
- (iv) Accommodation for Jail Superintendents, Jailors and other Jail Staff,
- (v) Wells and water supply installation,
- (vi) The larger drainage works which necessitate trained supervision and the employment of skilled labour.

## **Utilisation of Convict Labour**

2.147. Instructions in regard to the utilization of convict labour by the W.D. on Jail and other public works are contained in the Financial Code Vol. II.

2.148. The cost of additional warders entertained by the Jail Department to guard the convicts, when employed on Jail works, executed by the W.D. will be borne by the Jail Department.

## **Contract Agreements for Jail Works**

2.149. In drawing up agreements with contractors all work to be done or labour to be furnished by the Jail Departments must be clearly specified and excluded from the contract.

### **Value of Work Done by Convicts**

- 2.150. At the end of each calendar year, the E.E. will supply a statement to the Superintendent of the Jail showing the value of convict labour employed on works during the year. This value will be the difference between what the works would have cost, if they had been executed at ordinary contract rates and the actual cost of the materials and skilled labourers paid by the W.D.

### **Special point in regard to design**

- 2.151. The design and estimates must be countersigned by the Superintendent of the Jail before the work is commenced.

### **Register and Plan**

- 2.152. A register and plan of the Jail buildings should be maintained in each Jail and should be corrected and brought up-to-date by the E.E. on the occasion of each alteration or addition to the buildings.

### **Execution of Public Works by the Jail Department**

- 2.153. The Jail Department will carry out, from funds provided in the Jail budget all works in connection with Jail buildings, which are of a temporary nature, such as (i) store-sheds which are required for temporary purposes and are to be constructed of perishable materials, (ii) raised sleeping platforms in barracks, (iii) moorum or earthen floors in barracks or other buildings, (iv) surface drains within and beyond Jail boundaries etc.
- 2.154. The W.D. should carry out all repairs to the buildings constructed by or on the books of that department, but such annual repairs as white or colour washing, turning tiles etc. may be done under the supervision of the Jail Superintendent, the expenditure thus incurred being met from an imprest placed at his disposal by the E.E. Lime and tiles required for such repairs must, however, be obtained from the W.D.
- 2.155. The Jail Department will carry out from their own budget all repairs to other buildings and works which are not constructed by, nor are borne on the books of the W.D.

### **Section 24.—Execution of Public Works by officers of other Departments**

#### **General**

- 2.156. Officers of other departments are empowered to execute public works, of either construction or repair, which are estimated to cost Rs.25,000 or less, out of funds placed at their disposal in their budget, but it is open to them to entrust the work to the W.D. on payment of the supervision charges. The latter course is preferable in the case of construction, if that department is likely to make a request at a later date for the structure to be brought on to the books of the W.D. for maintenance. All works for the execution of which, funds are provided from the W.D. budget, will be carried out by the W.D.



### **Police Works**

- 2.157. The monetary limit referred to in Paragraph 2.156 will apply to a group of buildings, such as Lines and not to such individual building comprising a group.
- 2.158. The Inspector General of Police will decide, which work costing Rs.25,000 or less, and to be financed from the Police Department budget, should be entrusted to the W.D.
- 2.159. The Police Department may carry out ordinary repairs to, and maintain all police buildings borne on the books of the W.D. which are situated at places not easily accessible to W.D. subordinates. The Superintendent of Police will act as an imprest holder under the E.E. for the maintenance of such buildings. A list of such buildings will be issued by the S.E. in consultation with the Deputy Inspector General of Police.
- 2.160. Special repairs and addition and alteration to police buildings, as well as the maintenance of those borne on the books of the P.W.D. and situated at places easily accessible to the P.W.D. subordinates, will ordinarily be under taken by the P.W.D. It will be open to the E.E. to grant a small imprest to the Superintendent of Police for carrying out petty monsoon repairs to such buildings.
- 2.161. The maintenance of parade grounds and of roads within the lines will be in the charge of the Police Department, but the construction of new parade grounds and roads will be undertaken by the W.D. which will also carry out special repairs such as large renewals of metal and moorum, which the Deputy Inspector General, acting in concert with the S.E. consider to be beyond the capability of the local police agency.

### **Section 25.—Deposit Works**

- 2.162. The W.D. may occasionally execute non-Government works financed wholly or partly from—
- (a) loans given by Government to a local body,
  - (b) funds of a public nature, such as local municipal or similar funds, and
  - (c) public contributions.
- 2.163. Such works are termed “Deposit Works” and a detailed estimate must be sanctioned for each work. Provision should be made in the estimate to cover the cost of establishment, tools and plant, and audit charges at such rates as may be fixed by Government. The powers delegated to W.D. Officers for according technical sanction to estimates for deposit works are the same as for State Works (See Appendix 2.30).
- 2.164. The rates for percentage charges for establishment, tools and plants, work charged staff for the classes of works mentioned below shall be fixed by the State Government from time to time:-
- (a) work done for other states,
  - (b) work done occasionally for Railway, Military Engineering Services, Indian Posts and Telegraphs Department or the Archaeological Department,
  - (c) work done for all other departments when the cost is chargeable to those departments, and

(d) non Government Works.

2.165. The following officers are empowered to authorize undertaking deposit works not exceeding the limit shown against each:-

E.E.	...	Rs.5,000
S.E.	...	Rs.20,000
C.E.	...	Rs.50,000

For works costing above Rs.50,000 prior approval of State Government must be obtained before undertaking such works.

The limits represent the cost of work exclusive of the percentage charges referred to in the preceeding paragraph.

2.166. Deposit works will only be undertaken if they can be carried out by the department without detriment to its normal duties.

2.167. When the W.D. executes a deposit work the following rules should be observed:-

- (a) The design and estimate should be drawn up in consultation with the party for whom the work is to be done.
- (b) Provision must be made in the estimate to cover the cost of any special establishment required for the preparation of plans and estimates and for the execution of the work in addition to the percentage charges vide Paragraph 2.164.
- (c) Before the work is commenced, the design and estimate must be approved by the party for whom the work is undertaken and an acknowledgement obtained to the effect, that the department does not accept responsibility for unavoidable and reasonable excesses due to causes such as, a rise in the price of labour and materials, authorized changes in design, loss by fire or theft, other factors which could not be foreseen at the time the estimate was prepared.

**Note:-** Where the work is estimated to cost more than Rs.50,000 an agreement should be drawn in the prescribed form.

- (d) The plans and estimates should then be technically sanctioned by the competent Departmental Officer, vide paragraph 2.163
- (e) The funds required for the execution of the work must preferably be paid into the treasury before the work is commenced, but if Government is satisfied that the money will be forthcoming when required, it may authorize the recovery from the contributor by suitable installment's on fixed dates. No interest will be allowed on sums deposited as contributions for public works.

**Note:-** For the execution of municipal fund works no deposit need be recovered if the balance of fund from part of the Government account. The Account procedure prescribed in Paragraph 16.2.5 to 16.2.9 of C.P.W.A. Code should then be

adopted. In the case of local loan works the procedure laid down in Paragraph 16.3.1 to 16.3.4 of C.P.W.A. code should be followed.

- (f) Expenditure in excess of the contribution received shall not be incurred without prior approval of the State Government.

2.168. The S.D.O. should bring to the notice of the E.E. any anticipated excess over the sanctioned estimate stating the probable amount of excess and the reasons therefore. If the E.E. is satisfied that the excess is unavoidable, he should inform the contributor and ask him to credit into the nearest treasury the additional contribution required to meet the excess and send the duplicate chalan in token of payment. The E.E. should at the same time arrange to have the estimate revised, if necessary.

2.169. The E.E. should send quarterly report to the contributor showing the amount of estimate, the total deposits received and the progressive expenditure.

2.170. A contribution received on account of one work should not be utilized for another work.

2.171. The detailed procedure for the preparation of plans and estimates and for execution of deposit works is as follows:-

- (a) (i) An application for a detailed estimate for a deposit work should be made to the E.E. stating clearly the work required and the funds available.
- (ii) If the E.E. considers that the work can be carried out without detriment to his normal duties, he should ask the party concerned to deposit in advance the estimated cost of survey, investigation and preparing the plans and estimates before their preparation is put in hand.

It should be made clear that this charge is in addition to the percentage charges leviable for the execution of the work by the W.D.

- (iii) On receipt of the deposit, which will be credited to State Revenue, the E.E. will have a detailed estimate prepared (in which provision for percentage charges as per Paragraph 2.164 should be made) and send it to the party concerned.
- (b) (i) If the party Concerned Wishes that the work should be undertaken by the W.D, it should make a fresh application to that effect.
- (ii) If the E.E. thinks that the Work can be done Without detriment to the Public services and the amount of the estimate (for Work portion) does not exceed Rs.5,000 he will ask the party to deposit the amount of the estimate in the nearest Treasury/State Bank of India and send the duplicate chalan to him on receipt of it he will have the Work executed.
- (iii) If the amount of the estimate exceeds Rs.5,000 the E.E. will submit the estimate to the S.E. for approval to the work being undertaken by the W.D. The S.E. will return the estimate if approved to the E.E. if the amount does not exceeds Rs.20,000. If the estimate exceeds Rs. 20,000 the S.E. Will obtain the approval of the C.E. or the State Government as the case may be and communicate the same to the E.E.

On receipt of this approval and the estimate, the E.E. will ask the party concerned to pay the amount of the estimate into the nearest Treasury/State Bank of India to the credit of the W.D. and send the duplicate chalan in token of payment. The estimate Will then be technically sanctioned by the competent authority, vide Paragraph 2.163 and the work put in hand.-

2.172. The powers of officers to pass excess over sanctioned estimate for deposit work are the same as for State works and may be exercised subject to the condition that funds are available.

2.173. (a) When a deposit work, which on completion is to be the property of Government is to be carried out by the W.D. partly from contributions of the nature referred to in paragraph 2.162 and partly from funds provided by Government, the contribution received shall be divided into two parts, one representing a share of works expenditure and the other the percentage charges on that share and expenditure to the extent of the share for work together with percentage charges thereon will be booked in the schedule for "Deposit Works". Fund for the balance of Works to be done will be allotted by the W.D. and the expenditure on this portion will be booked separately in schedule of expenditure for that head. One estimate should however, be prepared for the whole work and the amount debit to "Deposits" and that to the head in W.D. Budget shown in the abstract of estimate:-

**Note:-** The percentage charges in this case Will not include provision for audit charges.

(b) If a work is to be constructed by the W.D. partly from contributions of the nature referred to above and partly from a grant-in aid given by a department of Government other than W.D. and the work on completion is not to be the property of Government, the expenditure on the portion received as contribution will be dealt with as in sub-paragraph (a) but the percentage charges will include provision for audit charges .The expenditure on the balance of the work which will also be assessable to the percentage charges will be treated as expenditure on work of other departments and passed through Remittance Account.

One estimate should be prepared for the whole work in this case also.

## **Section 26.- Works of Other Departments Executed by the Works Department**

2.174. In the case of works carried out by the W.D. in connection with buildings borne on the books of other Government departments, percentage charges for establishment and tools and plants are assessable on the cost to work done, but the cost of work, inclusive of percentage charges need not be recovered from the department concerned in cash.

2.175. The procedure shown below should be followed in the case of such works:-

- (i) The Head of Department requiring the work should ascertain from the E.E. the approximate cost of the work informing him of the nature and extent of the work.
- (ii) If the Head of the Department has the requisite funds he should ask the E.E. to prepare an estimate of cost.

- (iii) The E.E. should then have an estimate prepared in which provision should be made for percentage charges at the prescribed rates and if it is within his powers of sanction he should send it direct to the Head of Department who will countersign it in token of his approval and return it to the E.E. for execution. He should also intimate to the E.E. the major and minor head of account to which the expenditure is debitable and place the allotment with the E.E.
- (iv) On receipt of the allotment E.E. should have the work put in hand and debit the expenditure to the particular head of account under which the allotment has been received. E.E. will however intimate the figure of expenditure booked each month to the Head of the Department concerned for his information

### **Section 27- Completion Reports, Certificate and Plans Completion Reports**

- 2.176. (i) If the total expenditure on the Completion of a work exceeds the amount of the sanctioned estimate, the excess requires the sanction of the E.E., S.E., or C.E. as the case may be.
- (ii) In respect of excesses (over estimates) which are within his powers, the E.E. should record in the register of works below the final entries of the works concerned, the words "Excess passed by me".
- (iii) If an excess occurs on a work the outlay on which is recorded by sub-heads and it is beyond the E.E.'s powers of sanction, he should prepare a detailed completion of report (Appendix 2.27) and submit it to S.E. through A.G. who after verifying the figures will transmit it to the S.E. for sanction. If the excess is within S.E.'s powers he will pass orders on it and return the report to E.E. forwarding a copy of the sanction to A.G. If the excess requires sanction of the C.E., the S.E. will forward it to that officer for disposal. The report will be recorded in the Division Office.
- (iv) Excesses requiring the sanction of S.E. and higher authorities on works and repairs the outlay on which is not recorded by sub-heads should be dealt with in form Appendix 2.28. The E.E. should prepare monthly in this form a consolidated completion report of all such works completed during the month and submit it to the S.E. through the A.G. The sub-sequent procedure will be the same as laid in sub paragraph (iii).

### **Completion Certificates**

- 2.177 Requisitioning officers should fill up and sign all authorized forms of requisitions or certificates of execution required by the E.E. in consequence of execution of any work at their instance.
- 2.178. (1) On the completion of any original work executed for department other than the W.D., the E.E. should send a completion certificate in form Appendix 2.29 to the officer of the department immediately interested in the work who should after signing it in the space provided for the purpose return it to the E.E.
- (2) The completion certificate in the case of petty works will be endorsed in the requisition (Appendix 2.01) and no separate certificate is required.

2179. The countersignature of a requisitioning officer merely implies that the work has been completed and taken over by him.
- 2.180. Completion certificate which need not be submitted to audit should ordinarily be retained in the Divisional Office, but if any remarks are recorded on such a certificate by the requisitioning officer, it should be submitted for the orders of the S.E. with a report of the action taken by E.E.

### **Completion Drawings**

- 2.181. Drawings showing the work as actually executed should be submitted as soon as possible by the officer in immediate charge for approval and record by the E.E. For this purpose, a careful note should be kept of all deviations from the original design approved and followed from time to time, as often large portions of work are covered up as soon as they are completed and cannot be remeasured.
- 2.182. In the case of buildings an abstract will be entered on the principal drawing, detailing the plinth area and the actual cost of the main building and subsidiary buildings separately.
- 2.183. The S.D.O. is responsible for seeing that plans of building borne on the books of the W.D. are corrected on the completion of any addition or alteration.
- 2.184. Completion drawing of works, other than those constructed to standard design should be submitted to the S.E. with completion report and after checking should be returned by him to the E.E. for record. In the case of works constructed from standard plans, it will suffice if the block plan showing the deviations made is submitted. A register should be maintained in the office of the E.E. to ensure that all the necessary completion drawings have been submitted. A Copy of the completion drawings of more important structures may be called for by the C.E. on receipt of the completion report.

## **CHAPTER III- BUILDINGS**

### **Section 1.- Definition and Classification of Public Buildings**

- 3.001 The term “Public Buildings” used in this manual applies only to buildings borne on the books of the Works Departments and maintained from funds provided in their budget.
- 3.002. Pubic buildings are divided in to (i) Residential and (ii) Non-residential. “Residential buildings” include all buildings meant for residential Purposes. All other buildings are classified as “Non residential buildings”.

**Note.-** The official residence of the Governor and Ministers are subject to special rules.

### **Section 2.- Additions and Alterations to Public Buildings**

- 3.003. Additions and alterations of temporary nature to any public building or the fittings therein may be made from private funds only will prior permission of Executive Engineer. Such work must not effect the approved skyline and overall plan of the building.
- 3.004. No alterations or additions to public buildings may be made from public funds without the previous sanction of competent authority.
- 3.005. (i) Approval for addition and alterations of non residential buildings, shall be given only by the Head of the Department concerned or the State Government in the concerned department as the case may be.
- (ii) For residential buildings borne on the general pool, the approval shall be given only by the Commissioner within his powers or the G.A.D. For buildings borne on the pool of the various departments, the approval will be given by the Head of Department concerned within his powers or the State Government in the department concerned.
- (iii) The fact that a tenant has made any additions or alterations at his own expense does not confer any right of ownership on him or give him any claim to any dimunition of rent.
- (iv) If any unauthorized change is made by the tenant, it should be recfied by the Works Department at his cost.
- 3.006. The provision of fowl houses or shelters of any kind for cows, sheep, poultry etc. at the expense of the Government is not permissible in the case of buildings meant for residence.

### **Section 3.- Capital Cost of Buildings**

3.007. For alterations to a public building, two estimates are required:-

- (a) Original Works.
- (b) Repairs.

The “Original works” estimate will include all works which improve the accommodation or the quality of the building. The repairs estimate will be in two parts -

**Part 1.-** All ordinary and special repairs required at the time the alterations are carried out.

**Part 2.-** All work dismantled to permit the alterations. The value of dismantled work will be its cost at current rates less depreciation provided its original capital value cannot be ascertained.

**Note.—** (1) The capital cost of a building is calculated in accordance with the principles contained in F. R. 45 and S.R. made there under and in Appendix 2 of C.P.W.A. Code. The value of the portion dismantled should be credited to the head “Original Works” and debited to “Repairs”.

(2) The cost of dismantling should be debited to “Repairs” and the value to the materials from dismantling credited to “Repairs”

(3) To arrive at the revised capital cost of building, the total of part (2) of the “Repairs” estimate should be deducted from the “Original Works” estimate and the balance added to or deducted from the original capital cost.

### **Section 4—Occupation of Public Buildings by Private persons, etc.**

3.008. Public buildings not immediately required for Government use may be let out with the sanction of concerned administrative department in consultation with P.W.D. A lease in the form printed in Appendix 3.01 should be executed before the tenant is permitted to occupy the building.

3.009. Any accommodation in public offices/Institutions and lands in the compounds of such buildings may be leased out to private persons by the Head of Office/Institution for use as tea/refreshment shop and cycle stand by public auction and the revenue credited in appropriate head of account of the department concerned.

3.010. Public buildings meant for shops shall be allotted or leased out on execution of lease deeds vide Appendix 3.01 by the Revenue Department and the revenue remitted to the appropriate head of account.

### **Levy of Rent from Private Persons**

3.011. When any public building is let out under Proper authority to a private person, company, club, association or local body, rent shall be payable and recovered monthly in advance.



3.012. The rent shall be fixed by the S.E. and shall be equal to that prevailing in the locality as determined by the Collector or the rent calculated under F.R. 45-B whichever is more.

**Note**—Rent of public buildings occupied by central Government establishment and its employees shall be as per rules in force.

### **Section 5—Residences for Government Officials**

3.013. No residential building as defined in paragraph 3.002 can be constructed, purchased or taken on lease except with the sanction of Government in the respective department.

### **Allotment of Residential Buildings**

3.014. Allotment to the residential buildings for residence shall be as per the State Government rules in force. The residential buildings of Works Department shall be allotted by departmental allotment committee headed by S.E. concerned.

3.015. The allotment order shall be issued by the competent authority. On receipt of the allotment order, the E.E. will get the occupation report and receipt (Appendix 3.02) signed by the tenant. In case of temporary allotments the allotting authority must specify the period and rent leviable.

3.016. In all cases of unauthorized occupation the allotting authority shall take suitable action to get the unauthorised occupant evicted.

3.017. The occupation of bungalows at Pachmarhi is governed by separate rules of the State Government in General Administration Department.

### **Responsibility of Government and Tenant**

3.018. A tenant is responsible for the proper use of the buildings occupied by him and of their fixtures. The repairs of the fixtures and replacement of glass panes will be carried out by the Works Department as and when required except when the breakages are caused due to negligence of tenant.

3.019. Government maintains and repairs buildings including approach roads and paths, pavings and wells, if any, the values of which have been included in the capital cost of the residence. The tenant may not interfere with the Government labour employed on repair work.

**Note**- When a Government or leased building remains unoccupied the E.E. may, if he considers it necessary, appoint a chowkidar to look after it and debit his pay to the maintenance grant of the building concerned.

### **Transfer of Public Buildings to Local Bodies**

- 3.020. Public buildings, which are not immediately required for Government purposes, but considered desirable to retain on the Works Department books, may be transferred to local bodies with the sanction of Government after executing a written agreement vide Appendix 3.16. Any other special conditions that may be necessitated by the particular circumstances of each transfer shall be included while executing a written agreement.

### **Section 6-Rent Rules**

- 3.021. Assessment of rent for various classes of public buildings shall be made as per rules laid down by Government from time to time.
- 3.022. Students under training in the W.D. when permitted to occupy Government quarters, will pay the standard rent of the quarters or a sum equivalent to 5 percent of their stipend, whichever is less. If no stipend is paid to such trainees no rent shall be charged from them.
- 3.023. In case of rent free buildings no rent will be charged for water supply, sanitary and electrical installations also.

### **Powers to fix Rents of Residential Buildings**

- 3.024. The standard rent of buildings including services shall be as per rules laid down by Stat Government from time to time.
- 3.025. (1) When additions or alterations result in change in the plinth area, the standard rent for such building shall be recalculated based on the orders of Government from time to time.
- (2) A register watching the timely revision of standard rent under F.R. 45-A and 45-B should be maintained in the Division office in the form, vide Appendix 3.04 and the entries made therein should be attested by the D.A. This register should be submitted to the S.E. half yearly for review, after the completion of the register of works.
- (3) After the rates of unclassified buildings are arrived at they may be classified under a particular class of buildings to which the rent arrived at is near to the rent of that class.
- 3.026. No rent shall be recovered from employees residing at project sites in temporary buildings. For permanent buildings rent shall be recovered at the rate of one and a half percent of the pay of the employees. The project sites shall be declared by the State Government in Works Department concerned

### **Procedure in regard to Recovery of Rent**

3.027. The following procedure will be adopted to regulate the recovery of rent for the Government quarters:-

- (i) The D.A. of Division will furnish by 30<sup>th</sup> April every year each Departmental Officer at head quarters with an up to date list of residential buildings which are occupied by officials of his department for whom he prepares salary bills, giving the names of occupants, dates of occupation and the standard rent of each such building. Thereafter the D.A. will send to the Departmental Officer one copy of the occupation order of each new occupant soon after occupation with details of standard rent of the building and date of occupation.
- (ii) It shall be the sole responsibility of the Departmental Officer to see that the correct rent is recovered from the officials by deduction from the pay.
- (a) The amount of rent recoverable shall not be deducted from the pay bill by credits to the appropriate revenue head but the bill will be drawn for the full amount from the treasury. In cases where the salary is disbursed in cash, the amount of rent will be deducted from such employees occupying Government quarters and the consolidated amount sent to the E.E. concerned in the form of bank draft.
- (b) In cases where the salary is credited to the bank account of the employee, the Departmental Officer shall send the list of employees with bank account numbers and net amount credited to each account after deduction of the house rent. He shall also obtain a bank draft for the consolidated balance amount towards recovery of rent. Such bank drafts shall be sent to the concerned E.E. In either case, the Departmental Officer will furnish a money receipt to each employee from whom rent has been recovered as above. He shall also cause entries to be made in a pass book (Appendix 3.03) of rent recoveries if the employee chooses to maintain a pass book..
- (c) Along with the bank draft the departmental officers shall send to the E.E. concerned a list in duplicate showing:-
  - 1. name and designation of employee,
  - 2. quarters No. occupied,
  - 3. month of transaction,
  - 4. pay and allowances,
  - 5. rent recovered, and
  - 6. money receipt No.

On receipt of the bank draft the E.E. will issue a money receipt to the Departmental Officer.

The D.A. will get the entries in the list checked and complete the register to rent recovery. He shall return to the Departmental Officer, before the end of the month one copy of the list duly certified that the entries have been incorporated in the register of rent.

- Iii If any official is transferred, his L.P.C. should clearly indicate the rent due for recovery from him. If such official is permitted by the allotting authority to retain the accommodation, the copy of such order should be sent by such authority to the head of the office where he has been transferred. The pay disbursing officer of the tenant shall intimate to the E.E. the date on which he is relieved on his transfer or retirement or for any other reason.
- (iv) In case the rent recoverable from the official is limited to a certain percentage of his emoluments and if such emoluments are changed retrospectively, the rate at which rent is recovered should also be changed retrospectively and recovery made accordingly by the drawing and disbursing officer.
- (v) It shall be the responsibility of the E.E. and T.O. to watch recovery of rent from pensioners and persons who get grant through treasury. D.A. shall send to T.O. by 15<sup>th</sup> of every month a statement showing rent recoverable from such occupant. The T.O. shall send to the Division by 15<sup>th</sup> of following month the rent recovered from such persons.
- (vi) Recovery of rent from private parties will be regulated as per paragraph 3.011 and Appendix 3.01. Arrears of rent from pensioners and from private occupants, if not paid, should be recovered as arrears of land revenue.
- (vii) Water charges shall be paid by the occupant direct to the billing authority.
- (viii) The E.E. shall issue Revenue Recovery Certificate (R.R.C.) for recovery of dues not paid.

### **Period of Liability for Payment of Rent**

- 3.028. A Government servant holding an appointment for the incumbent of which a residential building is reserved is ordinarily bound to pay the rent of such building from the date on which he takes over charge of his duties to the date on which he is relieved of the appointment, irrespective of whether he occupies the building or not unless there is a special order of the allotting authority to the contrary.
- 3.029. A Government servant who is permitted to occupy a residential building not reserved for an officer holding a particular appointment shall intimate the date of commencement of occupation to the E.E. allotting authority/concerned disbursing officer. When he desires to terminate his tenancy, he shall give notice as soon as possible to the E.E./allotting authority/concerned disbursing officer of his intention to vacate the building and shall, on the same day on which he vacates it, inform Section Officer in-charge in writing of his vacating it. The Section Officer shall, after due verification, issue clearance certificate to the tenant. Failure to do this shall render the Government servant to pay rent for not more than one month from the date of his vacating the building. The Section Officer shall communicate to his S.D.O. and E.E. about such vacation.

### **Remission of Rent**

- 3.030. Should circumstances arise which in the opinion of tenant entitle him to remission of whole or a part of the rent, he may apply to the Government in the Works

Department for the remission. His application should be forwarded to Government through allotting authority.

### **Suspension of Allotment**

- 3.031. Sanction to the suspension of allotment of a building is not necessary when the building is vacant owing to the fact that the post of the Government servant for whom it is intended is also temporarily vacant. In such a case the A.G. should be informed by the officer competent to allot the building of the fact that it is unoccupied. If however, it appears that building will remain vacant for any appreciable time, proposals for realloting it should be called for by the authority concerned.

## **Section 7—Purchase and Sale of Buildings**

### **Purchase of Buildings**

- 3.032. No building may be purchased for public purposes without the orders of Government.
- 3.033. The valuation of building sites and of buildings should be made by the R.D. which may consult the Works Department Officers on any point requiring technical advice.

### **Calculation of the Cost of Repairs, etc.**

- 3.034. Before any building is purchased, the total present and future liabilities to Government should be determined and the department for which the purchase is to be made should consult the P.W.D. in regard to the probable cost of-
- (i) any necessary dismantling of existing structures and clearing of site,
  - (ii) the special repairs or additional new items of work required to make the building suitable for its use, and
  - (iii) future annual maintenance.

The cost of (i) and (ii) added to the proposed purchase price of the building as settled by the R.D. gives the total cost of the acquisition while (iii) gives the recurring liability.

- 3.035. For the purpose of assessing the required annual repair grant the directions issued by E-in-C. from time to time should be followed.

### **Determination of Intrinsic Value**

- 3.036. (1) If the building was originally well constructed, of good material and has been well maintained and no members show visible signs of deterioration, the value should be worked out as if the buildings were constructed at the prevalent market rates of construction by the E.E., P.W.D. and the rate of depreciation per annum should be taken at one percent or such higher percentages as may be

decided by the E.E., P.W.D. who will be guided by the circumstances of each case, such depreciation being limited to 50 percent.

- (2) For a building which shows signs of deterioration or whose materials are not of good quality or whose maintenance has not been adequate or systematic, the annual depreciation may be 2 to 4 percent.

3.037. If, on examination, the building appears to be uninhabitable and possibly dangerous, a clear report to this effect should be made by the concerned E.E. to the department concerned. The value of the structure will then be the value of the dismantled materials.

## **Sale Deeds**

3.038. The following procedure should be observed in connection with the title deeds relating to buildings or land purchased by Government:-

- (1) When the approval of Government to the proposed purchase has been accorded, the E.E. of the W.D. who will maintain it, will prepare a site plan in triplicate and draw up, in consultation with the Collector, a draft sale deed in proper form and send then through the S.E. to the C.E. The C.E. will obtain the State Government's opinion in Law Department and have the deed executed by the Secretary to Government in concerned W.D. He will then return it with the plans through the S.E. to the Collector who will obtain the signature of the vendor on the deed, on one copy of the site plan and shall have the deed registered.
- (2) The Collector will have the registered title deed with the site plan recorded in safe custody with the District Treasury Officer, inform the concerned E.E. accordingly and send him a copy of the deed and the plan. The third copy of the deed and plan will be sent by the Collector to the concerned Works Department Secretariat.
- (3) The E.E. shall maintain a register of such purchases of building, land etc. in his Division in the form vide Appendix 3.05.
- (4) Sale-deeds executed by, on behalf of, or in favour of Government, are not liable to stamp duty and need not be drawn up on stamped paper. The payment of registration fees should be settled by special contract between the parties.

## **Sale and Dismantlement of Public Buildings**

### **Permanent Building**

- 3.039. (1) Before a permanent building is proposed to be sold the E.E. should obtain a certificate from the Collector, that it is not required by any other department or for any public purpose.
- (2) If it is proposed to write off or dismantle a permanent building and use the materials elsewhere or sell them by public auction the E.E. should report the matter to the S.E. who may sanction the proposal, if the capital cost of the building does not exceed Rs 20,000 . If it exceeds Rs.20,000 the S.E. should submit his proposal for approval to C.E. who will obtain the sanction of Government in G.A.D. through the Works Department for works costing above Rs.1,00,000. The land should be surrendered to Department of Land Records after the materials are removed.
  - (3) (i) When the dismantling of a permanent building has been approved by the competent authority the E.E. will put the building to public auction after due publicity.

- (a) When it is advantageous to use some of the fixtures or fittings in the building the same should be got removed and taken in the department accounts prior to auctioning the structures.
- (b) The E.E. will then put to auction the dismantling of the structure, removal of dismantled materials and site clearance within a specified time. The bid shall cover the cost of all the above operations. The dismantled materials will then belong to bidder who can dispose the same in any way he likes.
- (ii) If no reasonable bid is received on two occasions, the building shall be dismantled departmentally and the dismantled materials auctioned. If no reasonable bid is received for the disposal of the dismantled materials on two occasions, these materials shall be disposed of suitably, under the orders of the officer competent to accept the bid as given below.
- (iii) The authorities competent to accept the highest bids received in the auction and their financial powers in this regard are as under:-

<b>Amount</b>	<b>Authority to accept the bid</b>
Up Rs.40,000	Executive Engineer
Over Rs.40,000 and Up to Rs.2,00,000	Superintending Engineer.
Over Rs.2,00,000 and Up to Rs.5,00,000	Chief Engineer.
Above Rs.5,00,000	State Government in Works Department.

- (4) If it is proposed to sell a Government building with the appurtenant land, the matter should be reported to the C.E. intimating the value of the building. The C.E. will obtain the sanction of Government in the W.D. to the surrender of the property to the Department of Land Records for its final disposal.

**Note:-** The bid sheet printed as Appendix 3.13 should be used for auction.

### **Temporary Buildings**

- 3.040. A temporary building erected during the construction of a work may be sold or dismantled with the prior sanction of the S.E. when the purpose for which it was erected has been served. The process of disposal will be as per para 3.039.

### **Section 8—Hire of Buildings**

- 3.041. No lease for the hire of a private building required by W.D. for residential purposes shall be executed without the sanction of Government in the G.A.D.
- 3.042. When it is necessary to hire a private building or land for office, office-cum-residence, training center, stores or godown, the financial powers to sanction hiring



of the same at the monthly rent are as under subject to the production of the certificates about reasonableness of rent and non-availability of public buildings/land from the Collector and E.E., P.W.D. respectively:-

Executive Engineer	Up to Rs.500
Superintending Engineer	over Rs. 500 and up to Rs 750
Chief Engineer	Over Rs.750 up to Rs.1,000
State Government	Over Rs.1,000

- Note:-** (i) Private buildings taken on lease for residential purposes should be brought on the books of Works Departments for purpose of payment of rent to the lesser and its realization from the tenant concerned as per rules applicable for deduction of rent for residential buildings.
- (ii) When a private building is occupied for office-cum-residence, the rent payable by the occupant of the residence portion shall be proportional to the floor area occupied or as per the rules applicable for deduction of rent for Government residential buildings whichever is less.

### **Section 9—Fixtures and Furniture**

3.043. In the construction of new non-residential buildings, any fixtures such as record racks, shelves, etc. and furnitures sanctioned by Government. The purchase of which has been provided for in the estimate, will be supplied by the W.D. but the cost of repairs to the fixtures or furniture and of any additional purchase there of, if carried out by the W.D., will be paid by the department occupying the buildings. The W.D. will not supply or repair screens, purdahs, chics or tatties.

- Note:-** (1) This rule does not apply to furniture for V.I.P. guest houses, circuit-houses, rest-houses, circuit-houses, inspection bungalows/huts, the outlay on the supply and repairs of which will be treated as charges of the W.D.
- (2) Replacement of glass panes of buildings of educational institutions should be treated as special repairs to fixtures and paid for by that department.

### **Section 10—Circuit Houses, Rest Houses and Inspection Bungalows/Huts**

#### **Furniture and Crockery**

- 3.044. The scales of furniture and crockery for V.I.P. guest houses, circuit-houses, rest-houses, inspection bungalows/huts shall be fixed by Government from time to time for each category and for State Capital Divisional and District headquarters and other places separately.
- 3.045. Articles not included in the sanctioned scale will not be provided except under the Government sanction which must be applied for by the S.E. through the Commissioner.

- 3.046. For new V.I.P. guesthouses, circuit-houses, rest-houses, inspection bungalows/huts, provision for furniture, crockery, equipments and appliances etc. shall be included in the estimate of the buildings.

### **Replacement of Furniture and Crockery**

- 3.047. At the commencement of each financial year the E.E. will prepare an estimate of the articles required for replacements in his Division during the year, for V.I.P. guest-houses, circuit-houses, rest-houses and inspection bungalows/huts separately. The spare articles so purchased will be charged in the first instance, to the suspense head "Stock" and kept in the Sub-Division stores. They will be available for issue against the estimates for immediate replacement in case of breakages, loss etc. such issues being covered by a sale account or survey report of the articles replaced. The cost of petty replacement up to Rs. 500 will be debited to the annual repair estimate of the building concerned.
- 3.048. Replacement of furniture and crockery which cannot be financed from annual repair grant in V.I.P. guest houses, circuit-houses, rest-houses and inspection bungalows/huts are classified as "Special Repairs".
- 3.049. Prices of all the articles for V.I.P. guest-houses, circuit-houses, rest-houses, inspection bungalows/huts should be fixed by the E.E. and the price list maintained by the A.E. These rates shall govern the recovery for loss or breakage.
- 3.050. The cost of repairs and the supply of perishable articles such as tattis, chics, chimneys, wicks mantles for pertromax lamp, bulbs, tubelights, etc. should be met out of the annual repair estimate/grant.
- 3.051. The furniture and crockery in V.I.P. guest houses, circuit-houses, rest-houses, inspection bungalows/huts should be checked and counted by the S.D.O. once a year. The annual returns should be prepared for the twelve months (January to December) and closed on the date prescribed for the closing of Sub-Divisional accounts for December. The S.D.O. should submit them to the E.E. by the 15<sup>th</sup> January each year, for check and record in the Division Office.

### **Rules for Occupation**

- 3.052. The rules for the occupation of V.I.P. guest houses, circuit-houses, rest-houses, inspection bungalows/huts shall be framed and revised from time to time by W.D. which maintains them.  
Government officers, while on tour, can occupy the rest-houses, inspection bungalows/huts maintained by any department of the State Government, provided accommodation is available.
- 3.053. A copy of the relevant rules neatly framed should be hung in a conspicuous place in V.I.P. guest houses, circuit-houses, rest-houses, and inspection bungalows/huts etc.
- 3.054. Two visitors books should be maintained at each V.I.P. guest house, circuit-house, rest-house, inspection bungalow/hut at the Divisional headquarters. Each of them should be sent by the S.O. to the S.D.O. who will forward it to E.E. for check in

rotation. When one book is returned, the other should be sent, but not oftener than once a fortnight. In the case of circuit-houses, rest-houses and inspection bungalows/huts at other places, a certified copy of the entries in the visitors books should be submitted every month by the S.O. to the S.D.O. who shall forward the extracts to the Division Office with a covering list in the form printed as Appendix 3.14. The entries in the extracts should be verified by the D.A. with the visitors books during the inspection of the Sub-Division offices by the E.E.

### **Permission for Occupation of Rest-houses and Inspection Bungalows/huts**

3.055. In order that the rules regarding the occupation of rest-houses and inspection bungalows/huts may be properly enforced, pass books from which permits for occupation can be issued should be kept by all officers competent to issue such permits and a record kept on counterfoil of the date for which the permit has been granted.

3.056. To every V.I.P. guest house, circuit-house, rest-house and inspection bungalow/hut following classes of establishment will be attached according to its importance to take care of the building and its equipment:-

- (1) Khansama, who should be a fairly good cook,
- (2) Caretaker who should be able to prepare tea and a plain meal when called upon to do so,
- (3) Chowkidar, and
- (4) Waiter, wherever necessary.

**Note :-** (1) Persons of any other category can be employed by the competent authority as and when required.

- (2) The term “Caretaker” occurring in this Manual and in the rules for the occupation of rest house etc. should be deemed to include Khansama and Chowkidar where the context so permits.

3.057. In order to secure Government against loss or damage to property in the building, a security deposit of Rs.100 should be taken by S.D.O. from caretakers in charge of rest-houses and inspection bungalows/huts and an agreement on the form printed as Appendix 3.06 be signed by them. The security deposit should be recovered from each caretaker in monthly instalments of Rs.5 and deposited in the Post Office Saving Bank in his name, the pass book being pledged to the S.D.O.

### **Electricity, Water and Kerosene Oil**

3.058. No charges for the use of electric fans, light whether electric or kerosene and water shall be recovered from occupants traveling on duty.

### **Section 11.—Municipal Taxes on Public Buildings**

- 3.059. Charges for the property tax and other taxes to be paid by the owner on state buildings borne on the books of the W.D. shall be paid by the concerned W.D.
- 3.060. The service charges if any levied by municipal committees/corporations/local bodies etc. will be payable by the occupant directly to the committee/corporation/local body as the case may be.
- 3.061. The service taxes on a Government building, a portion of which is occupied as a residence and the remainder as an office is payable by Government. The tenant of the residential portion is liable to pay a share of service and other taxes, corresponding to the share of rent payable by him, which will be decided by the competent authority in the W.D.

### **Section 12.—Conservation of ancient monuments**

- 3.062. Ancient monuments of historical, archaeological or artistic interest may be declared to be “Protected Monuments” by the Central Government in accordance with the Ancient Monuments Preservation Act, 1904, as amended from time to time. In this connection rules in force shall be followed by W.D.

### **Section 13.—Inspection of Public Buildings**

#### **General**

- 3.063. Every public building and structure should be examined at least once each calendar year by the officials of W.D. as indicated below, such inspection being made in respect of soundness:-
- (i) E.E. to inspect once each year all the buildings and structures costing above Rs.5,00,000.
  - (ii) S.D.O. to inspect once each year all buildings and structures costing above Rs.1,00,000.
  - (iii) Sub-Engineer/Section Officer to inspect atleast once each year all buildings and structures.
- 3.064. Every concerned official will see that all defects which can not be remedied from ordinary repairs are at once brought to the notice of next higher officer. Special repair estimates shall be promptly submitted to E.E. who may sanction the same if within his competence. Estimate beyond his competence of sanction shall be submitted by the E.E. to S.E. for sanction. The S.D.O. and E.E. shall also inspect all buildings reported to require special repairs. The S.E. shall inspect all buildings reported to be dangerous.
- 3.065. A report on the condition of buildings and structures costing above Rs.5,00,000 requiring special repairs, should be submitted in form given as Appendix 3.08 by S.D.O. to E.E. who shall forward the same to S.E. for special repair works beyond

his competence of sanction. The report should be submitted as and when the building is inspected. All reports should reach S.E. by 31<sup>st</sup> December of every year.

### **Electrical Installation**

- 3.066. The inspection and test of all electrical installation in public buildings should be carried out twice a year, once in the dry season between February and May and again in the wet season between July and September.
- 3.067. Detailed half yearly test results should be entered for each building in form printed as Appendix 3.09 and should be submitted by the E.E.(E/M) to S.E.(E/M) for check tests.

### **Section 14—Registers of Buildings Responsibilities for Maintenance**

- 3.068. A register of buildings in the form as Appendix 3.10 shall be maintained up to date in the division Office showing the details of all buildings borne in the books of the W.D. and also of such buildings whose maintenance is the responsibility of the W.D.E.E. should have them reprinted every third year.

**Note.**—(1) Two copies of each register should be supplied to the S.E./C.E./E.-in-C/A.G.

- (2) A copy of the addenda to the register should be supplied to S.E./C.E./E.-in-C/A.G. soon after the building construction completed/written off.

### **Report of Changes**

- 3.069. On the 10<sup>th</sup> August each year, the E.E. should submit to the S.E./C.E./E.-in-C/A.G. as per Appendix 3.10 a statement showing the additions or alterations made to public buildings and structures during the preceding financial year and the corrections made in the register.

### **Special Instructions**

- 3.070. In the column “No. of subsidiary structures” a fractional number should be given against each separate structure, but not against component parts, such as verandah, lean-to, dustbin, platform, etc., of a particular building. Such parts may, however, be shown under the building concerned in order to maintain a correct record of the expenditure against it.

### **Enumeration of Jail Buildings**

- 3.071. Jail buildings should be enumerated in the register on the following lines:-

- (a) The circumvallation and the internal walls, hexagonal and radial, and all entrances should be lumped together at the commencement. It is necessary to show these for the preservation of the correct statement of their length, area and value etc. but it would be confusing to enumerate them.

- (b) The main barracks of the successive yards should be numbered serially (vide column 1 of the register) and the subsidiary buildings in each yard then numbered under a subsidiary series.

### **Affixing Number Marks to Buildings**

- 3.072. Each building and well should have a number mark bearing the letters of Works Department (e.g. P.W.D., P.H.E.D., I.D.) and the number of the building as recorded in the register of buildings.

### **Section 15—Miscellaneous Rules Regarding Public Buildings**

#### **Incidence of Expenditure on Public Gardens, Experimental Farms, Rain Gauges and G.T.S. Bench Works.**

- 3.073. (a) **Public gardens and experimental farms.**—Expenditure on works in connection with public gardens and experimental farms does not constitute proper charge against W.D. and is correctly debitable to the Agriculture/Horticulture Department budget. Such works should therefore, be carried out by the Agriculture department/Horticulture Department. If for any reason the W.D. carried out such a work, allotment of funds should be obtained from the Agriculture Department/Horticulture Department and expenditure for such work should be booked under the head in which allotment has been made.
- (b) **Rain gauges**—See rule 59 in part II of Appendix VI, Financial Code, Vol. II.
- (c) **G.T.S. bench marks**—The G.T.S. bench marks inside the premises of the W.D. buildings/lands should be maintained from the A.R. grant. Periodical certificates of its upkeep shall be submitted by the S.D.O. to survey of India authorities as required by rules under intimation to E.E. who shall maintain a register to watch the upkeep of the G.T.S. bench marks.

### **Treasury Strong-Room**

- 3.074. Without the special permission of government, no place shall be used as a strong-room unless it is first certified to be secure and fit for use as such by an officer of the P.W.D. not below the rank of E.E./A.E. who in certifying the room may prescribe any necessary condition as to the manner of storing the coin e.g. “that it must not be piled on trustless, but must be in boxes, that no bags or boxes be placed within a prescribed distance of the wall or in any particular part of the room”.

The inspecting officer must specially examine the condition of such portions of the enclosing walls which are so situated that they are not under the direct observation of the guard from the outside.

- 3.075. Existing Strong Room will be inspected annually by the E.E. or the A.E. deputed by E.E. The inspecting officer will grant a certificate of safety and it is the duty of the Treasury Officer to obtain the certificate annually.

### **Wild Growth in the Compounds of Public Buildings**

- 3.076. The tenants of residential buildings and the heads of offices in buildings occupied as public offices are responsible for the removal of all wild growth from the compounds of the buildings concerned.
- 3.077. Perishable produce such as fruits, grass etc. grown in the compounds of residential buildings will be at the disposal of the tenant. The trees in the compound are the property of the Government.
- 3.078. Perishable produce in the compound of a building occupied as a public office/institution be sold by the head of the office by public auction or otherwise. The head of office may permit grazing. The revenue should be credited to Government under the appropriate head of account. The trees in the compound will remain the property of the government.

**Exception—** Police lines are not public offices for the purpose of this paragraph.

### **Tapping of Palm Trees**

- 3.079. The Tapping of palm trees in the compound of any public building is prohibited.

The Excise Commissioner may permit excise contractors to tap road side trees and trees standing on Government encamping grounds as per rules inforce from time to time.

### **Insurance**

- 3.080. Insurance of a public building should not ordinarily be effected. Specially valuable property which is liable to special risk may, however, be insured with the sanction of Government.

### **Precautions Against Fire**

- 3.081. A set of rules regarding precautions to be taken against fire in public buildings (other than residential) and in buildings rented by Government for use other than residential is printed as Appendix 3.11. It is the duty of the head of the office to see that the rules are observed. The erection of grass or matting screens in or adjacent to public buildings, residential or non-residential, must never be permitted. Store buildings, containing inflammable articles, should have all apertures, barred doors, windows and ventilators properly protected by wire gauze.

### **Testing of Lightning Arresters**

- 3.082. Annual tests of all lightning arresters on Government buildings must be made during the dry weather by the A.E., E/M. who will submit the report to E.E., E/M. The E.E., E/M should report in the form printed as Appendix 3.12 to the S.E., E/M by the 1<sup>st</sup> July that the tests have been made and the arresters have been found or have been put in good order. The report will be recorded in the S.E.'s E/M office. The A.E., E/M may also undertake the testing of lightning conductors attached to

petroleum premises but only at the express request of a licensee and on payment of the prescribed fee laid down in paragraph 3.084.

- 3.083. A list of all explosive magazines is maintained by the S.E. P.W.D. The Collector should report to him whenever any new magazine is erected.
- 3.084. The fee for testing lightning arresters attached to petroleum premises shall be proposed by E.-in-C., P.W.D. and fixed by the Government from time to time.
- 3.085. Instructions for testing lightning arresters should be followed as per Indian standards as amended from time to time. The E.E. E/M should check the testing of a few conductors each year. Installation testing and all connected work for lightning arresters in I.D. and P.H.E.D. will be carried out by the E/M officials of the respective departments.



## **CHAPTER IV—ACCOUNTS OF WORKS AND STORES**

### **Section I—Initial Records of Accounts**

4.001. The initial records upon which the accounts of works are based are:-

- (i) the muster roll of casual labour gangs/register of work progress of regular gangs, and
- (ii) the measurement book.

For work by daily labour, the muster roll of casual labour gangs/register of work progress of regular gangs shows the work done and the wages payable. For contract work, the measurement book forms the basis of the accounts.

4.002. Departmental labour for execution of works shall be engaged only in the following cases:-

- (a) Labourers in regular gangs for maintenance of works in connection with water supply, Sewage disposal, Minor/Medium/Major Irrigation Schemes, Roads and Buildings.
- (b) Casual labourers for such items of building repairs which cannot be executed on Contract/Piece work.
- (c) Casual labourers when suitable Contract/Piece work agreement cannot be fixed for any work.
- (d) Casual labourers in emergency conditions when a work is to be taken up and completed within a short time.
- (e) Casual labourers for items of work which are not susceptible to measurement.

**Note:-** S.E. will ensure that items not susceptible to measurement are kept to a minimum and he shall also identify such items. The S.O. shall confine himself to taking up only such items.

- (f) Casual labourers for sanctioned works which are to be completed in very short period and there is no time for observing the procedural requirement of calling tenders.

### **Registration and Payment of daily Casual Labour /Regular Labour Gangs**

- 4.003. (A) Casual Labour gangs—When work is to be done by daily casual labour gangs, the subordinate incharge shall prepare a muster roll, which will show the names of the work-people, their attendance, the work done and the amount payable on this account Monthly muster rolls if necessary, may be closed after seven days or as convenient.
- (B) Permanent Gangs—(a) Attendance of permanent gangs shall be entered in an attendance register. Attendance will be recorded by Time Keeper daily

in the morning. At headquarters, the attendance will be checked by Sub-Engineer atleast twice a week and atleast once a week outside headquarters. A cross mark X must be placed against each absent person so that no blank space is left.

- (b) Acquittance roll will be based on the number of days a labourer has actually worked plus authorized holidays and leaves.
- (c) A register of work progress will be maintained in which following information will be recorded in five columns:-
  - (i) Instructions for work to be done.
  - (ii) Compliance of instructions.
  - (iii) Quantities of measurable work/details of measurable work.
  - (iv) Details of materials consumed.
  - (v) Wages payable.
- (d) The Sub-Engineer will review the register of work progress twice a week at headquarter and at least once a week in case of out station works. The Sub-Engineer/S.D.O. will ensure adequate progress.
- (e) Any recruitment to regular gangs will be done only with the permission of S.E. Labourers more than 58 years of age shall not be employed/ continued in regular gangs.

4.004. A separate muster roll will ordinarily be kept for labour employed against each estimate for works, repairs or manufacture. Labour employed on petty works and repairs may, however, be included in one muster roll maintained by S.O. for all such works in his section.

#### **Rules for Engaging Casual Laborers on Muster Roll**

4.005. (i) The Executive Engineer will issue sanction for engaging casual labourers on rolls. The sanction will specify the maximum number of labourers of various categories/bullock carts etc for which a daily wages rate exists in C.S.R. and period of employment on muster roll. This sanction will be quoted on the cover pages of the muster roll. The S.D.O. shall report to the E.E. the number of the muster roll used against each such sanction.

The S.D.O. may engage the minimum number of casual laborers under unavoidable circumstances during emergencies affecting Public Services, but shall immediately intimate E.E. the details there of and obtain his sanction .

- (ii) The S.O. in charge will prepare the muster roll. He shall record attendance on first day giving name, father's/husband's name and village.
- (iii) The name of the work, the number and the amount of the estimate etc. must be entered clearly in the place provided for the purpose.

- (iv) The names of the work people must be grouped by classes, and the attendance and totals by classes must be entered in ink at the time the attendance is taken. A cross mark X must be placed against each absent person in every muster roll so that no blank space is left.
- (v) The attendance should be recorded daily by the S.O. who will enter his initials against the total of each class of labour and dated initials against the grand total at the foot of the column in which he enters the attendance.

**Exception**—If however, a S.O. has more than one gang to supervise and gangs are so located that it is physically impossible for him to take the attendance daily S.D.O. may permit him to take it as frequently as possible and in no case less than twice a week. On other days the attendance shall be entered by Mistry Muster Clerk, Amin or Mate. The S.O. shall verify them as far as possible. He will place his dated initials against the total on the day on which the attendance is taken by him and simple initials without date against the totals of the other days.

- (vi) The S.O. must never pass a gang without checking the attendance and entering his dated initials in the appropriate places. He must also check the progress of work shown in part-III of the muster roll generally not less often than once a week.
- (vii) E.E./S.D.O. will invariably check the attendance of casual labourers as frequently as possibly when they inspect work and will record the fact of inspection on the muster roll.
- (Viii) The muster roll must be kept on the work, in charge of the mate or head of the gang. He will be provided with a tin case to keep the muster roll.
- (ix) Errors in a muster roll must be corrected in ink and initialled by the person making the corrections. Erasures are not permitted.
- (x) The E.E. is required to furnish him format prescribed in Appendix 4.01 a monthly return to C.T.E. and S.E. in respect of Muster Rolls exceeding Rs.5,000 each.

### **Measurement of Progress**

- 4.006. Measurements of work done on muster roll should be taken frequently, generally not less than twice a week by the S.O./E.I./R.A./Amin/Mistry/Muster Clerk or in respect of electrical work by the Wireman and in the case of work done in mechanical workshop by the Foreman. Measurement not taken by S.O./E.I./R.A. must be checked by him. The location of the work must be clearly stated.
- 4.007. In cases where the measurements are recorded initially by the S.O./E.I./R.A./measurements will be entered in Part-III of the muster roll and in measurement book simultaneously. In cases where measurements are taken by Amin/Mistry/Muster Clerk/wireman/Foreman the same will be recorded by him initially in Part-III of muster roll. The S.O./E.I./R.A. will enter the same in M.B. after his check.

The S.O./E.I./R.A. in charge of work shall be responsible for all the work done and measurements entered.

- 4.008. Measurements shall be checked by E.E./S.D.O. as frequently as possible. All check measurements will be entered in the Part-III of muster roll and also in the measurement book if available. A reference to the check measurements not recorded in the M.B. shall be made in the measurement book when the muster roll is paid. If any serious error is discovered in the measurements entered in a muster roll, the entries should be corrected immediately and the explanation of the official responsible for the error obtained.

### **Payments**

- 4.009. Before payment is made, the S.D.C. will examine within one day the details of the works done and the value of the same in the abstract prepared by the S.O. at the approved rates applicable to the various classes of work. Then S.D.O. will compare it with the amount of the muster roll in order to decide whether any fine for short or bad work is necessary and if so its proportion to the total of the muster roll taking the local conditions into consideration. Each member of the gang will ordinarily be fined in that proportion. He will then countersign the abstract and give the pay-order.
- 4.010. Payments must be made by the S.D.O. in all cases. However the E.E. may authorize any other S.D.O. or Assistant Engineer (Attached Officer) to make payments when the concerned S.D.O. is not in a position to make payments or when the E.E. desires so.

**Exception**—In rare cases the E.E. may authorize the disbursement of wages by a S.O. other than the S.O. in charge provided the muster roll has been scrutinized and countersigned by the S.D.O. S.E. may authorise payment of wages of musters roll by a S.O. other than that in charge of the work, in anticipation of S.D.O.'s scrutiny and counter-signature to the muster roll.

Acknowledgement duly stamped where necessary should be obtained from each payee on the muster roll. The paying official should certify with dated initial the thumb impressions of laborers who are unable to sign in acknowledgement of the payment. He should also certify both in words and figures at the foot of the muster roll the total amount paid on each date.

### **Arrears of Wages**

- 4.011. General rules governing the procedure for the recording and payment of arrears are contained in paragraph 10.2.3 (d) to (f) of C.P.W.A. Code.

The following instructions are supplementary:-

- (i) For the purpose of works accounts and in order to reconcile the totals of arrears with the corresponding figures in the register of works, "Lapsed Arrear" and "Arrears payable" should be recorded separately in the column "Unpaid Labour" in the register of works.

- (ii) If the accounts of work have been closed, such payments require the previous approval of the E.E.

### **Issue and Write Off of Muster Roll Forms**

- 4.012. Blank forms of muster rolls must be machine numbered, registered and signed by the E.E. before they are issued. He should maintain, in the form printed as Appendix 4.02 a register of the numbers of all forms that are issued and obtain receipt from the subordinates to whom they are issued. No form may be destroyed except under proper sanction. S.D.O. should maintain similar register in his office.
- 4.013. All forms issued must be returned to the E.E. whether they have been used or not. If any muster roll is not used within three months of issue, the subordinate must either return it for reissue or explain how it has been disposed off.
- 4.014. E.E. may sanction the write-off of—
  - (i) blank forms of muster roll, which may be missing or torn or have become useless due to any cause, and
  - (ii) muster rolls, on which attendance has been entered but no payment has been made. Care should, however, be taken to prevent the payment of lost muster roll, should they subsequently be presented for payment.

### **Procedure in division Office**

- 4.015. Paid muster rolls, which will be submitted to the division Office with the Sub-Divisional accounts should be checked by the auditor under the supervision of the D.A. As the arithmetical accuracy of muster rolls is required to be checked in the Sub-Division Office, the recheck made in the Division Office may be limited to not less than 25 percent of the muster rolls. They will be finally recorded in the Division Office.
- 4.016. A copy of these rules shall be supplied by the E.E. annually in April to each subordinate and a copy mounted and framed shall be hung up in every Sub-Division Office and Division Office.

### **Rules for Measurement Books**

- 4.017. The measurement Book is a most important record. It is the basis of all accounts of quantities of work done, purchase made and it must contain such a complete record of facts as to be conclusive evidence in court of law. The description of the work/materials must be lucid, and such as to admit of easy identification and check.
- 4.018. It should be most carefully kept and used for contract work, piece work, departmental work, and for accounts of materials. It is not to be used for petty bazaar supplies (other than article of tools and plants) the cost of which does not exceed Rs.100 in the case of any individual purchase.

Measurement books shall be issued to store-keeper/E.I./R/A/Sub-Engineer/S.O. or higher officers for recording measurements.

### **Register of Measurements Books**

- 4.019. A register of measurement books should be maintained in the Division and Sub-Division Office in the forms printed as Appendix 4.03 and 4.04. No entries will be made in the register in respect of measurement books received from a subordinate with bills for check and payment.
- 4.020. The entries on the outside label and on the inner title page in a measurement book showing the number of the book, name of the office etc., must be filled in at the time of its initial issue.
- 4.021. Subsequently, whenever an official in whose name a measurement book is registered, is relieved of his charge, the name of the relieving officials shall be entered in the name page of the book, with the date of its transfer.

### **Responsibility for custody**

- 4.022. An official to whom a measurement book is issued is responsible for its safety, until he returns it to the Division/Sub-Division Office and obtain an acknowledgement. The D.A. or S.D.C. granting the receipt, then becomes responsible for the measurement book and he should see that it is kept in safe custody in his office. S.E. can sanction write off of measurement books.

### **Instruction for the use of measurement books**

- 4.023. The following instructions are laid down for the compliance by the officials who take measurements:-
- (i) Every measurement, at the time it is taken, must be recorded directly in the measurement book and in no other book (See paragraph 4.007).
  - (ii) The first entries to be made on the occasion of each measurement are—
    - (a) full name of the work as given in the estimate,
    - (b) situation of the work,
    - (c) agency by which executed (i.e. by contract/piece work/departmental labour),
    - (d) name of contractor (if work is executed by contract),
    - (e) number and date of his agreement (if work is executed by contract), and
    - (f) date of measurement.
  - (iii) The particulars in column (1) of the measurement, book should be so worded as readily to be identified with the corresponding description of the sub-head, as given in estimate.
  - (iv) All measurements must be entered in ink.

- (v) Interpolations/erasures/overwriting of figures are strictly prohibited. If corrections are necessary, they must be made by drawing a line over the wrong entry and writing the correct figure above it. The correction must be initialled and dated by the party making it. When corrections are necessary in group of figures the whole group should be rewritten, initialled and dated. Initials must contain first letters of person's name and surname. If any measurement is cancelled, the reasons for the cancellation must be recorded on the same page and dated signature made there under.
- (vi) No page must be left blank or torn out on any account whatever. Any page left blank inadvertently should be cancelled by diagonal lines, attested and dated.
- (vii) Final and check measurements must be made in the presence of the contractor or his legally appointed agent, who must certify as follows against the measurements concerned :-

“These measurements are accepted by me”.

Contractor/Agent.

When a contractor or agent is illiterate the certificate should be entered over his thumb impression before a witness.

- (viii) All measurements/ check measurements must bear the dated signature in ink of the official by whom they are taken under the words "Measurements taken/ checked by me".
- (ix) In the case of measurements for running bills it is not necessary to report the details of measurements of items not operated on since the former measurements were taken. The totals of "Contents" of such items should however, be brought forward.
- (x) The index should be posted as and when measurements are recorded in the book.

4.024. At the end of each set of measurements the following memorandum should be added :-

Total value of work done **Rs.**..... Deduct previous payments, vide certificate  
 No..... dated ..... Net Payments now made, vide certificate  
 No..... dated..... As detailed below :-  
 In cash .....  
 By cheque No.....  
 Recoveries, stores or cash.....  
 Balance due.....

- 4.025. (i) At the time of payment all the pages of measurements which relate to the bills or vouchers being paid should be crossed off in red ink by drawing straight line from top left corner to bottom right corner.
- (ii) The connection of each set of measurements with the voucher number in the cash book should be shown in the M.B. as soon as the payment is entered in the cash book.
- 4.026. For each large work, two or more measurements books should be in use to admit required measurements books being sent to the Division Office, in support of contract bills submitted for check or payment. Separate measurement book should be kept for measurements of repair works.

### **Test Check**

- 4.027. All measurements books must be retuned once in every financial year for check by the D.A. Such check should not be less than 10 percent of the pages of each book on which measurements have been recorded since the last check and should cover a complete set of measurements. Measurements books containing current measurements should be given priority and should in no case be retained in the Division Office by D.A. for more than 10 days.
- 4.028. The check should be carried out by D.A. under the supervision of the E.E. to see that-
- (i) no page has been torn out or is missing ;
  - (ii) corrections have been properly made and initialled by the person who made them ;
  - (iii) the number and date of each voucher in which the quantities have been entered for payment, are noted ;
  - (iv) the entries for which payment has been made are crossed off and no page has been left blank without recorded reason ;
  - (v) each set of measurements check measurements is signed and dated by the official by whom they were made ;
  - (vi) the index is complete and the entries required on the outside label and inner title page have been given ;
  - (vii) the contractor's signature has been taken in token of his acceptance of the measurements in each case ;
  - (viii) details of measurements have been recorded as far as possible ;
  - (ix) there is evidence that adequate check measurements has been made by the S.D.O.;
  - (x) where measurements have been cancelled, the reasons for the cancellation have been recorded and
  - (xi) no interpolations have been made.



4.029. The D.A. will also-

- (i) check arithmetically the figures of "contents or area" entered in the measurement book on the pages reviewed ;
- (ii) compare the rates entered with those of the agreement or the schedule as the case may be ;
- (iii) compute the value of work done with reference to the quantity and rate ;
- (iv) check the grand totals ;
- (v) compare the previous payment shown in the memorandum of payment to a contractor with the total amount of the previous bill ;
- (vi) check the quantities in the abstract at the end of each set of measurements with the details of the measurements and trace the amount paid thereon into the cash book and other accounts ;and
- (vii) trace supply or issue of materials into the various accounts, the contractor' s ledger etc.

4.030. After check the following certificate will be recorded in the measurement book by the D.A. at the end of the entries checked by him :-

"I have checked, as prescribed in paragraphs 4.028 and 4.029 of the W.D. Manual, the entries on pages..... of this book on (date) ....."

4.031. Any measurements book that is not completed will then be reissued for further use. Defects and discrepancies noticed will be communicated to the S.D.O. in form of an audit note which must be issued immediately.

### **Completed Measurements Books**

4.032. When a measurement book is completed, an order to keep it in record will be entered by the E.E. at the end of the book below the certificate of the D.A.

### **Register for Test Check Purposes**

4.033. A register showing the date of receipt of measurement books and of their return to the Sub Division Office will be maintained in the Division Office in the following form and should be put up monthly, for review to the E.E. by the D.A. The D.A. is responsible for its proper maintenance and for issuing timely intimation to the S.D. Os for the return of measurements books. A few pages of the register should be set apart for each sub Division and sufficient space should be left after each item so as to admit of the entries pertaining to each book being made over a period of 3 to 4 years. For the entries in column (2) the SDO must report at the end of each month the serial numbers of the measurement books brought into use for the first time during that month.

**Register Showing the Receipt and Returns of Measurement  
Books to Sub-Divisional Officers**

Item no.	Serial no of book	Date on which the first entries are made	date on which the book is due in the Division Office	Date of receipt in the Division Office	Date of return to S.D.O.	Remarks
1	2	3	4	5	6	7

**Section 2- The taking and checking of measurements**

**The Powers to Check Measurements**

4.034. Measurements should be ordinarily taken by an S.D.O./S.O./E.I./R.A./S.K./any other subordinate authorized by E.E. The measurements should be recorded in accordance with the instructions contained in IS:1200 as amended from time to time.

**General Responsibility**

4.035 The E.E./S.D.O./Sub-Engineer/any sub-ordinate shall be responsible for the measurement recorded/checked by him.

**Measurements for Works Costing Over Rs. 1,000**

4.036 .Measurements shall generally be taken by the Sub-Engineer/S.O / S.D.O..incharge of the work and entered in the M.B. The measurements taken by the subordinates shall be checked by the S.D.O. before payment. Measurements of items such as excavation of the foundation, foundation concrete, footings, or of any other work that lies below ground level or is likely to be covered up subsequently, must in variably be checked by the S.D.O. before the work is covered In case of contract work such measurements should be accepted by the contractor as final before the work is covered.

**Measurements for Works Costing Rs. 1,000 or Less**

4.037. The S.D.O. should check measurements for works costing Rs.1,000 or Less as far as possible. If he is unable to do so, he must arrange for the check to be made by a subordinate other than the one, who took the original measurements.

**Note.-** The check by a second subordinate may be waived by the S.D.O. if the work is unimportant or it is difficult for him to arrange for it.

**Check of Measurements**

4.038. The check measurements for a final bill must be made before the bill is paid. For running bills the check should ordinarily be made before payment, but when this is not possible without causing undue delay in payments, it may be made subsequent

lying within a fortnight. The E.E. is responsible for ensuring that check measurements are not delayed without adequate reason.

4.039. The E.E. or S.D.O. may record his check on the original measurements or may enter there on a reference to the number and page of the measurement book, in which the check measurements are recorded.

4.040. The E.E. must frequently check the measurements taken by his subordinate official observing the following instructions :-

- (a) For measurable items in bills paid to contractor:-
  - (i) E.E. shall check the measurements of atleast 10 percent final bills paid during the month; and
  - (ii) The value of the bills checked in each month should be atleast 10 percent of the total value of such bills paid during the month.
- (b) For measurements of items of work done by daily labourers and on piece work:-
  - (i) E.E. must check the measurements of atleast 10 percent vouchers paid during the month. and
  - (ii) The value of the measurements so checked should not be less than 10 percent of the total value of work done during the month.

**Note.-** It is not necessary for E.E. to check each and every item of work of the bill but he should check important items affecting the safety of the structure.

- (c) **For bills of supply materials.-** E.E. must check the measurements of atleast 10 percent bills by value and number before final payments during each month.

**Note-** In any Bill for supply of materials an E.E. may at his discretion, exclude, from his check measurements:-

- (a) any item for which numerical account is kept provided that the value of the item does not exceed Rs.5,000 and
- (b) any item not exceeding Rs.500 in value.

The entries of these checks should be made either in the measurements book in which the original measurements are recorded or in a separate measurements book. In latter case, a reference to that book should be made in the original book when the measurements are compared with one another.

4.041. A record of all check measurements made by the E.E. will be maintained by him in the following form:-

- (i) Name of Sub-Division
- (ii) Name of work/supply.
- (iii) Name of contactor/supplier.

- (iv) Agreement number.
- (v) Date of check and reference to M.B. No. and page.
- (vi) Short statement of items checked
- (vii) Result of check.

At the end of each month an abstract will be made showing since beginning of the financial year, the progressive total number of bills paid; the progressive total number of bills whose measurements have been checked by the E.E. and the percentages of checking by number and by value. The S.E. will call for the register when he inspects the Division Office and at other times when he has an opportunity to do so and he will enter his initials and date of inspection against the abstract.

### **Measurements of Stores**

- 4.042. A store-keeper may record measurements of store received by him in a measurement book and may prepare bills, but no payment may be made until the measurements have been checked by the S.D.O. or higher officer. This verification should be made as soon as possible after the stores have been received and the fact that it has been made should be recorded in the measurement book.
- 4.043. All measurements/check measurements/calculations must be signed and dated by the person who made them.

### **Check of Calculations**

- 4.044. The calculations in the column "contents or area", should be fully checked by S.D.C. in Sub-Division Office and D.A. in Division Office. At the end of each set of measurements, the following certificate shall be recorded, signed and dated by the person concerned.

"Calculations fully checked by me".

### **Responsibility of S.E. During His Tours**

- 4.045. It is duty of the S.E. to see, during his tours that measurement books are carefully kept and that measurements are properly recorded. He should also see that the orders regarding check measurements are duly observed.

### **Section 3.- Register of Bills of suppliers**

- 4.046. A register of all bills received from suppliers including the running bills which are covered by an agreement in form C, should be maintained in each Sub-Division and Division in the form printed as Appendix 4.05. An extract of items remaining unpaid for over three months should be sent by S.D.O. to the E.E. and by the E.E. to S.E. and A.G. with reasons for non-payment of the bills at the end of each month.

### **Section- 4-Payment of Bills**

- 4.047. An S.D.O. is authorized to pay all running bills in which the net value of the work since previous bill is Rs.20,000 or less. All other running bills and every fourth running bill for a particular work must, however, be submitted to the Division Office for complete audit before payment.
- 4.048. S.D.O. is empowered to make final payments for works the cost of which does not exceed Rs.1,000 but the S.E. may, in his discretion lower this limit in individual cases.
- 4.049. The measurements books containing the accounts of works which an S.D.O. pays need not ordinarily be submitted to the E.E. for check, but when a final bill, the amount of which is beyond the powers of an S.D.O. to pay is prepared, all measurement books containing the running bills and the contract certificate should be submitted to the E.E. for scrutiny and disposal. The E.E. may, however, at any time require the measurement books relating to any bill, running or final to be submitted to him for scrutiny.
- 4.050. Final bills, which are beyond the power of an S.D.O. to pay will usually be paid by the E.E. but it is open to him to return them to the S.D.O. for payment from the latter's drawing account. The abstract of bills showing all necessary adjustments and recoveries and, when required, a receipt of payment of any sums held in deposit will be prepared in the Division Office and the pay order will be made by the E.E.
- 4.051. For the works which are approved to be split up by competent authority, the M.Bs. And bills for each part of work should then be maintained separately and the final bill for each part when it is completed, be dealt with, in accordance to paragraph 4.047 to 4.050.

### **Section 5.-Note-Books**

- 4.052. Every sub-engineer/I.I./S.O/C.D.C./S.K./E.I./R.A. must keep a note book, and will record therein information relating to the works and persons under his control. The note books shall be supplied by S.E. as and when required.
- 4.053. The note book is an official record to be produced whenever required by a superior officer. It is also a useful book of reference and the person to whom it is issued may retain it as his property and take it away on transfer. If he does so, he should allow his reliever to see it and copy any notes useful in connection with works and especially where further action will be necessary.

### **Section 6-Cheque Books and Receipt Books**

- 4.054. Instructions regarding the supply, use and maintenance of cheque books, receipt books, and registers thereof are laid down in paragraphs 23.1.1.to 23.1.3 of C.P.W.A. Code and 131 to 152 of the M.P. Treasury Code, Vol I (1975 edition).
- 4.055. A register of cheque books in P.W.A.F. No. 52 should be maintained in Sub-Division and Division Offices.

### **Section 7--Indent Books and Disposal of Counterfoils**

- 4.056. The incident books in P.W. Form 7 should be kept in safe custody and their issue from time to time regulated as for measurement books. Invoices for articles or materials purchased on indents need not be sent to the audit office with the paid voucher, but a certificate should be recorded by the disbursing officer that the fact of payment has been noted on the counterfoil of the indent and that the invoice, duly receipted by the departmental officer, has been cancelled and filed therewith.

### **Section 8.--Bank Draft**

- 4.057. All payments made by the bank drafts should be entered in the register of bills of suppliers maintained in the Division Office in the form printed as Appendix 4.05.
- 4.058. The E.E. should see that all remittance transfer receipts and money orders, and their respective requisitions are clearly drawn in favour of the proper payees. When checking the cash book he must satisfy himself by a careful scrutiny that all entries in it, particularly those relating to sums paid by remittance transfer receipts or money orders are fully supported by receipts properly signed by the real payees.

### **Section 9.—Custody of cash**

- 4.059. -Public money must be kept in strong cash chests secured by two locks of different patterns. Two keys will be obtained for each lock, the duplicate set being deposited in the treasury for safe custody. A register of duplicate keys will be maintained in the form printed as Appendix 4.06.
- 4.060. In Sub-Division Office, the keys of the cash chest must be kept by the S.D.O. In Division Office, the key of the outer lock will be kept by the S.A.C. who writes the cash book and that of the inner lock by the D.A.

### **Encashment of Cheques**

- 4.061. The peon who is sent to a treasury or bank with a cheque for encashment will be given a slip of paper on which the number of the cheque has been written. In the event of his losing the cheque he will at once present the slip at the treasury/bank and inform the Treasury Officer/Bank Manager of the loss so that payment of the cheque may be stopped.
- 4.062. The peon's signature will be taken on the back of the cheque before it is handed over to him and again by the Treasury Officer/Bank Manager when the cheque is presented. Before cashing the cheque, the Treasury Officer/Bank Manager will satisfy himself that the signatures are identical.
- 4.063. In special circumstances and when cheque for a sum in excess of Rs. 1,000 has to be cashed, a clerk, a store-keeper or a tracer may be deputed by the drawing officer to ensure that the cash is taken over correctly from the treasury/bank. In such cases the clerk/S.K./tracer and not the peon is responsible for handing over the correct sum to the drawing officer.

### **Transmission of Cash**

4.064. The responsibility for moneys entrusted to a peon or messenger is that of the drawing and disbursing officer and he should, therefore, use his discretion in selecting the person. In addition following instructions be observed :--

- (i) The use of a single peon and that too of proved trust worthiness and some length of service should be made only when the amount to be handled is Rs. 500 and less.
- (ii) When the amount to be handled exceeds Rs. 500, a clerk, store-keeper or a tracer, as the case may be, should go to the bank/treasury/post office etc. along with a trustworthy peon.
- (iii) When the amount to be handled exceeds Rs. 10,000 a clerk, store-keeper or a tracer as the case may be, should go to the bank/treasury/post office etc. accompanied by a police escort. The drawing officer should send the requisition to the local Police Department much in advance so that the latter can arrange for the same.
- (iv) In the case of the offices in dacoity area and other unsafe areas so declared, when it is necessary to cash cheques of Rs. 5,000 or over. the drawing officer should address the Superintendent of Police for an adequate police escort to guard the cash in transit. A box will be used for the purpose, having two locks of different patterns, the key of one being in charge of the clerk sent to take delivery of the cash and the key of the other in charge of the Head constable of the guard. The duplicate keys should be lodged in the nearest treasury for safe custody.
- (v) Except when the treasury is close to the drawing officer's, headquarters, sums in excess of Rs. 5,000 should be carried in a tonga, cart or other vehicle.
- (vi) Money should not, as a rule, be sent at night.
- (vii) Small portable cash boxes should always be placed in a larger box or otherwise concealed and secured.
- (viii) When a large amount has to be sent out as a temporary advance for payments that may extend over more than three days, the money should be sent out in two or more lots as may be suitable, so as to obviate the risk involved in keeping a large amount of cash by a person to whom temporary advance is issued.

**Note. –** For transmission of cash, peons with some length of service and a proved trustworthiness should be selected.

### **Section 10. - Imprests**

4.065. C.E./S.E/E.E. may, at his own discretion and without taking security, grant an imprest not exceeding two month's pay to any subordinate under him and to any civil officer acting as a disbursing officer for W.D.

4.066 The amounts of the imprests to be granted should, subject to the above mentioned limit, be fixed in accordance with the circumstances of each case. Only the smallest sum consistent with the efficient execution of a work should be given into the custody of men employed for short periods or whose antecedents are not well known.

### **Powers to make payments from imprest**

- 4.067. From the imprest given to him, a sub-ordinate is authorised to make payments, upto Rs. 100 or lesser limit fixed by the issuing authority in each case, prior to pre-audit or pay-order by the disbursing officer. He may also make payment from his imprest, of vouchers passed by the disbursing officer where this procedure is convenient. This provision does not affect the paragraphs 4.009 and 4.010.
- 4.068 Payments by S.K. or by a subordinate employed as S.K. from him imprest will be limited strictly to miscellaneous payments in connection with the receipt/dispatch/arrangements/safety of stores etc.

### **Temporary Advance Account**

- 4.069 Every official must clearly understand the difference between imprest and temporary advance. When a disbursing officer makes a remittance to him-self or to a subordinate to enable him to make a number of specific petty payments on muster rolls or other vouchers which have already been passed for payment, the amount remitted should be treated as a temporary advance and accounted for in P.W.A. F.No.2 in the same way as an imprest. The account of temporary advance should be closed as soon as possible. Cash of temporary advance should not be mixed with imprest cash.

**Note–** This rule does not prohibit a disbursing officer from taking with him on tour cash from his chest as a temporary advance for payment of muster rolls and other vouchers which have not been passed for payment. The amount required for this purpose should however, be calculated as accurately as possible and the account of the temporary advance closed immediately on return to headquarters.

## **SECTION 11 – STORES**

### **A.- General**

- 4.070. The stores of the W.D. are divided into the following classes:-
- (i) **Stock** – Consumable materials like cement, steel, pipes, paints, spare parts of machinery, P.O.L., tyres, tubes etc. fall in this category.
  - (ii) **Tools and Plants.-** Such equipments which can be shifted from one work site to another work site as and when required for the construction activities fall under this category e.g., spades, pickaxes, vehicles, road rollers, drilling rigs, concrete mixer/ vibrator, compressor, jack hammer etc.
  - (iii) **Road materials.** – Metal, moorum, gravel etc. fall in this category.
  - (iv) **Material charged direct to work.** – Materials, which are accounted for in “Materials at Site Account” fall in this category. Also the machinery which shall be fixed or embedded at one place permanently shall fall in this category e.g. electric motor or pump to be fixed in pump house, electric switches etc.
  - (v) **Materials charged to office contingencies.–** Stationery, furniture, typewriters, calculators, duplicating machines, copying machines, air



conditioners, air coolers, water coolers, office cycle, three wheelers, blankets, warm clothing etc. fall in this category.

- 4.071. The E.E./ S.D.O. is responsible that proper arrangements are made for the custody of stores under them and for their protection from loss, deterioration and damage. The S.K. shall be primarily responsible for any loss, deterioration and damage of stores.
- 4.072. When, owing to the death of or desertion of the person lately incharge, or from any other cause, departmental stores are left without adequate protection, the competent authority whose station is nearest to the stores will arrange for their adequate protection without any loss of time.
- 4.073 As soon as store articles become unserviceable, a survey report thereof should be prepared in P.W.A.F. No. 18/18 A, and sent to the proper authority. The list of store articles for which form No. 18–A is to be used is given as Appendix 4.07. The Form Nos. 18 and 18–A are given as Appendix 4.08.
- 4.074 On receipt of sanction of the competent authority, the condemned articles should be disposed off in a manner prescribed by the sanctioning authority.
- 4.075 A list of all surplus stores should be submitted in the month of January every year to the C.E. who will take suitable action for their disposal.
- 4.076 Losses of stores should be investigated immediately they are brought to light and action taken in accordance with the provisions in Financial Code Vol. I. In cases of theft, or loss in which dishonesty is suspected, a report should be made immediately to the police.
- 4.077. (a) Claims of Government against Railways for overcharges and claims of Railways against Government Departments for under charges will be recognised and admitted if the claims are preferred within stipulated period :-
- (i) in the case of cash payments, from the date of payment;
  - (ii) in the case of warrants and credit notes, from the date of presentation of bill by the Railway Administration.
- (b) Under the provisions of the relevant section of the Indian Railways Act, claims for compensation for the loss, destruction or deterioration of goods delivered to it should be made to the Railway Administration within the stipulated period. All officers and subordinates who handle railway consignments should take prompt action in such matters and failure to do so will render them personally responsible for any loss which Government may have to sustain by their negligence.

## **B. - Purchase, Manufacture and Repairs of Stores**

4.078. The purchase of various materials by officer of W.D. are governed by “Store Purchase Rules” contained in Appendix 5 of Vol. II of M.P. Financial Code. Relevant extracts of the above rules are at Appendix 4.09. However the quantities of various items to be purchased shall be regulated as follows: -

- (1) for purchases by E.E. on limited tenders S.E.’s prior approval must be sought by the E.E. for purchase exceeding 5,000 per item per year and
- (2) for purchases by the E.E. through D.G.S. and D. and reserved items mentioned in Appendix 4.09 S.E.’s. prior approval must be sought by the E.E., when cumulative cost of purchases exceed Rs. 1,00,000 during the financial year.

The financial limits of C.E./S.E./E.E. to make purchase of materials for certain types of stores are given in Appendix 4.10. In case of purchase of materials through tenders C.E./S.E./E.E. shall issue purchase orders only after scrutiny and approval of the tendered rates by “Purchase Committee” constituted as follows. The limits for scrutiny of rates by the “Purchase Committee” for purchase of material in respect of open tenders/ limited. Tenders shall be as follows :-

<b>(A) Divisional Level Committee</b>				
<b>Para No.</b>			<b>Financial limit for open tenders</b>	<b>Financial Limit for limited tenders</b>
(i)	E.E. (Concerned)	Chairman	Up to Rs. 1 lakh per tender (except for transport/ inspection vehicals).	Up to Rs 5,000 per tender
(ii)	E.E. of another Division (to be nominated by S.E.)	Member		
(iii)	D.A. (of concerned Division)	Member - Secretary		
<b>(B) Circle level Committee</b>				
(i)	S.E. (concerned)	Chairman	Up to Rs. 5 lakhs per tender (except for transport/ inspection vehicals).	Up to Rs 10,000 per tender
(ii)	S.E. of another Circle (to be nominated by C.E.)	Member		
(iii)	E.E. of the concerned Division.	Member		
(iv)	Office superintendent of concerned circle.	Secretary		

<b>(C) Chief Engineer level Committee</b>				
(i)	C.E. (concerned)	Chairman	Up to Rs. 10 lakhs per tender [except for (i) transport / inspection vehicals, (ii) machinery. See para. 5.014].	Up to Rs 15, 000
(ii)	C.E. (other than concerned, to be nominated by E.-in-C.)	Member		
(iii)	E.E. of the concerned Division.	Member		
(iv)	A.O. (attached to concerned Chief Engineer). ( if there is no A.O. attached to C.E., E.-in-C. shall nominate a A.O. attached to him or other C.E.)	Members - Secretary		
<b>(D) Secretariat Level Committee</b>				
(i)	Secretary / Special Secretary of the Department	Chairman	More than Rs. 10 lakhs per tender [except for (i) transport / inspection vehicals, (ii),.machinery. see para . 5.014]	
(ii)	C.E. (concerned)	Member		
(iii)	Deputy Secretary F.D. ( to be nominated by Secretary F. D.)	Member		
(iv)	Deputy Secretary (Technical / Superintending Engineer, to be nominated by Secretary )	Secretary		

The Chairman may, if so desired by him. nominate, as an additional member, any officer having adequate knowledge of the materials to be purchased.

The relevant documents to be put up before the “P.C.” shall include –

- (i) The estimate / details for the purchase of required materials and their quantity.
- (ii) N.I.T.
- (iii) Tenders in Original.
- (iv) Comparative Statement.
- (v) Position / availability of funds.
- (vi) Brief note on previous purchase – source, quantity, rate actual consumption.

The officer requiring the material shall issue the N.I.T. and after receipt of tenders prepare the comparative statement and shall send the relevant documents through proper channel to the competent officer who on receipt of documents convene the meeting of members of “P.C.” at his level within seven days. The proceedings shall be signed by the chairman and every member of the “P.C.”

Based on the recommendations of the “P.C.” the competent officer shall issue the purchase order. The relevant documents shall be filed in the records of the officer inviting tender.

4.079. The following additional instructions should be complied:

- (1) No store should be procured unless funds and sanction of competent authority are available.
- (2) The purchasing officer, in the beginning of each financial year, shall prepare details for annual requirement of materials for various classes of stores. Requirements of an article for various sanctioned works should be combined together. No purchases should be made unless details are first prepared and kept in records.
- (3) Procurement shall not be split up to avoid the necessity for obtaining the sanction of higher authority.
- (4) The notice inviting tenders and the supply orders should mention either the detailed specifications of the materials to be purchased or Indian Standard Number of the specifications.
- (5) It shall be personal responsibility of the S.K./ Sub- Engineer / S.O. and S.D.O. to verify that the materials received are as per the specifications. It is their duty to be familiar with various technical terminologies used in the specifications. In case of doubt they should consult the E.E./Head of Office.
- (6) In case of open tenders, steps should be taken to ascertain whether the firm is capable of executing the supply order in proper manner before it is considered.
- (7) Purchase should not exceed by 10 per cent., of the quantity mentioned in N.I.T.
- (8) A single tender received in response to N.I.T. for purchase of materials costing more than Rs. 500 should be referred to next higher "P.C." for decision.
- (9) For purchase of (i) transport/inspection vehicles and (ii) machinery, see paragraph No. 5.014.

### **Manufacture**

4.080. The manufacture or collection of materials involving an outlay more than Rs.10,000 must be covered by an estimate showing the proposed outlay and the materials to be received. If the materials are for a work already sanctioned or for "Stock" within the sanctioned limit for the Division, the estimate will require the approval of the S.E. but in all other cases the estimate must be sanctioned by competent authority as though for an original work.

## **Stock**

- 4.081. Ordinarily, materials should be purchased only for works in progress and petty stores obtained from a supplier and no "Stock" should be kept for such items. But where it is considered necessary the S.E. may sanction the holding by any Division of "Stock" of a value not exceeding Rs 10,000, any value in excess of this limit being subject to the sanction of the C.E. If such "Stock" limit is sanctioned, the S.E. is authorised, subject to the approval or sanction of the estimate therefore, where required by the provisions of paragraph 4.080, to manufacture or collect materials within the sanction limit.

The money limit of the "Stock" should be kept at the lowest point compatible with efficiency, and the Stock returns of the Division should be carefully scrutinised by the S.E. from time to time with reference to this point. D.A. shall issue following certificate to S.E., by 15th of every month regarding "Stock" value of previous month:-

"Certified that the value of the "Stock" materials in hand is Rs..... as per the monthly account for the month of ..... The money limit of the "Stock" fixed by the C.E./S.E for the concerned financial year is Rs.....".

### **C. -- Store Verification**

- 4.082. E.E. should have store verified throughout his Division at least once a year. It is not necessary that all the stores of a Division or of a Sub-Division should be checked and counted at the same time, but the dates on which articles are checked should be entered in the store returns. Stores should be counted by an officer not below the rank of an S.D.O. E.E. should ensure confidential check of store by selecting articles for check by S.D.O. monthly and obtain the result. In addition A.E. attached in Circle Office shall also carry out checking of stores atleast once in a year or as and when directed by the S.E.

The Office Superintendent of E.-in-C./C.E./S.E, Head Clerk/establishment clerk in E.E.'s office and Sub-Divisional Clerk in S.D.O's office shall maintain the numerical account of furniture of his office. The physical verification will also be conducted by him and results intimated to Head of the Office.

### **D.--Disposal of Stores**

- 4.083. All articles of "Stock" which are not likely to be required during the following twelve months should be reported by S.D.O. to the E.E. who, if necessary, will take the S.E.'s orders as to their disposal.
- 4.084. When "Stock" materials are sold to the public or other departments or local bodies, an addition of 10 percent must be made to cover "Supervision Charges" over and above the issue rates fixed under Paragraphs 7.2.20. to 7.2.22. of the C.P.W.A. Code. This addition may, however, be waived by the officer empowered to sanction the sale in the case of surplus stock which in his opinion would otherwise be unsaleable.

- 4.085. Except as provided in paragraph 4.084 no public stores may be sold otherwise than by public auction without the permission of the S.E. For the powers of officers in respect of the disposal and write-off of stores, see Appendix 4.10.

#### **E. - Inspection of Survey/Mathematical/Optical/ Laboratory Instruments**

- 4.086. E.E. shall inspect every survey/mathematical/optical/ laboratory instrument costing more than Rs 10,000 once every year. S.E. shall inspect every year every instrument costing more than Rs 1,00,000.

#### **Instrument Boxes.**

- 4.087. A list of the component parts of each instrument box must be attached to the inside of the lid. Spare instruments should be kept in separate boxes.
- 4.088. Drawing instruments should, on no account, be transferred from the box to which they belong to any other box nor may an instrument be taken from a box and transferred or lent without a written order of the Head of the Office.

#### **F.- Tools and Plants**

- 4.089. The S.D.O. is responsible for seeing that all Tools and Plants in his Sub-Division are kept in good condition and used to the best advantage. If any important article of plant is not likely to be required in the near future E.E. should report the fact to the S.E. giving its full description.
- 4.090. All transfers of Tools and Plants including survey/ mathematical/optical/laboratory instruments from one Division to another in the same department will be made free of charge.
- 4.091. Worn-out parts of machinery should be brought on to a survey report and dealt with in the same way as unserviceable Tools and Plants. If it is considered desirable to keep any partly worn article as a spare, it should be brought on to a list.

#### **Section-12.-Instructions for the Preparation and Check of Road Material Returns Section Register of Road Material**

- 4.092 (i) Each S.O. will maintain a register of all the road materials in his section in book form on P.W.A.F. No. 16. He will enter therein-
- (a) all receipts and issues before the voucher or document, on which the transaction has been shown, is sent to the Sub-Division Office; and
  - (b) the number and page of the measurement book in which the bill for road materials has been entered, and the number of the muster roll on which the issue has been shown;
- (ii) A separate register may be kept for famine materials or alternatively, entries relating to such materials may be made in the same register but in red ink, with the words "famine materials" in the remarks column.

(iii) The register should be submitted to the Sub-Division Office before the 1st of each month.

**Note.-** This register is an important record. It should be kept up to date and handed over to the successor when transfer of charge takes place.

### **Sub -Division Register of Road Material**

4.093. A similar register should be maintained in the Sub-Division Office. Against every entry following details should be recorded:-

(i) the number and date of the voucher on which payment for road materials has been made; and

(ii) the number and date of the voucher in which road materials have been issued.

4.094. A certificate that all transactions shown on the vouchers have been entered in the register should be recorded thereon by the S.D.C. who shall be responsible for its maintenance, and countersigned by the S.D.O. after test check before the 5th of each month following that to which, the account relates.

4.095. The S.D.C. will compare the subordinate's register with the Sub-Divisional register and enter other voucher numbers where necessary. It will then be returned to the subordinate with such remarks and instructions as may be necessary.

4.096 The S.D.O. should submit monthly to the E.E. for audit, copies of all the road material returns, on loose sheets, within a fortnight of the submission of the monthly accounts. After all the entries have been checked in the Division Office, the returns should be returned to the S.D.O. not later than 25<sup>th</sup> of each month with a note of any discrepancies found.

### **Care in Preparing Vouchers**

4.097 In order that no difficulty may be experienced in tracing receipts and issues of road materials on vouchers and muster rolls in which the transactions have been recorded, the official preparing the voucher or muster roll should invariably enter clearly, in red ink, on the front page of the voucher or in the space provided, the name of the road, the number of the kilometer and the details of receipts and issues of each type of road material.

### **Accounting of Road Materials – Old Collection**

4.098 All road materials collected during previous years should be checked by the S.O. at the rate of about one sixth of the total road length in his charge per month.

**Exception** – Check measurements of famine metal be made only once a year after the consolidation season.

4.099 At least 25 per cent of the measurements taken by the S.O. should be checked by the S.D.O. each half year. The checks should be made periodically at his convenience.

### **Accounting of Road Materials – New Collection**

- 4.100. All road materials collected must be entered in the Sub-Divisional register of road materials when they are paid for.
- 4.101. Final measurement of all road materials collected must be taken or checked by the S.D.O., where necessary and attested by the contractor or his agent's attestation of the measurements may, however, be waived if he fails to turn up after due notice. In that case a suitable remark should be made by the S.D.O. in the measurement book.
- 4.102. Balance of road materials, in the kilometre in which consolidation has been done, should be checked as soon as consolidation is completed.
- 4.103. The transfer of road materials from one kilometre to another should be done only in very exceptional circumstances under the written orders of the S.D.O. who will then be responsible to see that the necessary entries are made in the returns.
- 4.104. Road materials collected by contract must not be paid for while they are lying at the quarry except with the previous sanction of the S.E. In the case of road materials collected by scarcity labour at a quarry, issue must be carefully regulated in order to obviate difficulties in check measurements. The particular stacks from which road material is to be removed must be detailed, the quantity must be measured carefully at the quarry, and on no account should stacks other than those detailed be touched. Records of road materials collected at a quarry should be maintained separately from those of material at the roadside.

### **Surplus And Shortage of Road Materials**

- 4.105. The check measurements should be recorded in measurement books specially reserved for the purpose.
- 4.106. The quantities found surplus should be accounted for in the monthly return next after check. Shortages should, however, be borne on the return till their write off is sanctioned by the competent authority, a note in red ink being recorded and carried forward from month to month until the discrepancy is set right (See paragraph 4.109).
- 4.107. The check measurement books should be submitted to the Division Office half yearly for scrutiny on the 10<sup>th</sup> July and the 10<sup>th</sup> January, together with a statement in the form printed as Appendix 4.11.
- 4.108. When submitting the above statement or as soon after as possible, the S.D.O. should submit an application for sanction to write off road materials found short and which, in his opinion, should be written off. The E.E. should at the first opportunity make such check of measurements as he considers necessary.
- 4.109. The E.E. can write off half yearly road materials up to a maximum value of Rs. 200 for any one kilometre and a total amount equivalent to an average of Rs. 50 per kilometre limited to a total of Rs. 2,000 for the road. This power may only be exercised after his half yearly check of measurements. Applications for the write off of road materials beyond these limits should be submitted to the S.E. for sanction with a full report in each case. After disposal of the half yearly returns, the check measurement books should be returned to S.D.O. for record.



**Note.-** No reports on these writeoffs need submitted to Government through the A.G. if the shortage for any one kilometre or quarry do not exceed Rs. 2,000 or the net value of shortage (after taking into account surpluses) on any one road or certain length of a road, as prescribed by W.D., does not exceed that limit.

### **General Responsibility of Road Materials**

- 4.110. The adequate check of road materials and the maintenance of proper accounts relating thereto is one of the most important duties of an S.D.O. Failure to carry out this duty will render an officer liable to be declared unfit for a Sub-Divisional charge.
- 4.111. The S.D.O. should furnish, in the returns for June and December each year, a certificate in the following form so as to keep the E.E. informed as to what check measurements have or have not been made and thus to enable him to take suitable action in the matter :-

“ Certified that with the exception noted below, for which explanation is recorded, the check measurements of road material on all the roads in the Sub-Division have been carried out by me during the half year ending June/December 19...”.

- 4.112. The E.E. is responsible for ensuring that the half yearly returns are kept up to date and for checking the figures reported monthly by each S.D.O.

The S.E. should assure himself that E.Es. and S.D.Os. carryout these orders and report to the C.E. any case in which they have been habitually disregarded.

### **Section 13.-Instructions Concerning the Inspection of Circle/Division / Sub–Division Offices**

- 4.113. The Circle/Division/Sub–Division Office will be inspected once during each financial year by the C.E./ S.E./E.E. respectively. In addition, C.E./S.E. will inspect Division/Sub–Division office respectively once in four years.
- 4.114. The results of the inspection of Circle/Division/Sub-Division Office should be recorded in the forms printed as Appendix 4.12/4.13/4.14 respectively.
- 4.115. The dates of inspection of Division Offices/Sub-Division Offices by the S.E. should be mentioned in the annual administration report due in the C.E.’s office on the 10<sup>th</sup> August each year. If any Division/Sub–Division has not been inspected, reasons for the omission should be recorded. The S.E. should send to the C.E. by the 1<sup>st</sup> of May each year, a statement showing the dates of inspection of Sub–Division Offices in his circle by the E.E. during the previous financial year. If a Sub–Division has not been inspected by the E.E. during the year, the reason should be recorded. The C.E. should mention in his annual administration report the dates of inspection by him.
- 4.116. Replies and explanation to points raised in inspection reports should be dispatched within 4 weeks after receipt.
- 4.117. The time limit of 4/8 weeks mentioned in Appendix 4.15 “A.G.’s Inspection and Audit” should be strictly followed in submitting the replies. If these periods are

exceeded the E.E. should give a brief but complete explanation for the delay, at the end of the reply to audit notes/inspection reports. If a S.D.O. has contributed to the delay his name should be mentioned. The Divisional Accountant shall be responsible for maintaining the control registers (vide Appendix 4.15) and putting up the same every month to the E.E. He is also responsible for an early settlement of audit paragraphs.

The A.G. may also, whenever required, carry out check of the records of the Circle Office and C.E.'s office relating to tenders, contracts and sanctions concerning the works. S.E./C.E. will, therefore, make available the records required by the inspecting officer from time to time during the inspections.

- 4.118. The A.G.'s audit notes, appendix to audit notes and objection statements should be disposed of by the Division Office within six weeks, two months and six weeks respectively.

#### **Section 14.- Recruitment of Labour Departmentally and its Employment.**

##### **Payment of Transport and Advance of Wages**

- 4.119. Department recruitment should be resorted to only when it is clear that it is unavoidable. No recruitment shall be undertaken without the sanction of E.E.
- 4.120. The cost of transport of labourer to the work may be paid by the officer who recruits the labourer and charged to the work as contingencies. When railway fares are paid, the ticket numbers should be noted on the vouchers. The amount of the transport charges will not be recovered if the labourer remains on work for not less than three months. If he remains on work for the full season of the work or as may be decided by the E.E. the return fare may also be sanctioned by E.E.
- 4.121. A labourer on recruitment may be given advance of wages equal to maximum of a weeks wages by EE advance should be kept as minimum as possible if the total sum to be advance during a financial year exceed Rs.1,000 the sanction of the S.E. must be obtained if it exceed Rs.5,000 during a financial year the sanction of the C.E is required.
- Note :** The limits laid down in this paragraph apply cumulatively in respect of all works in a Division.
- 4.122. When advances are paid to cartmen or workmen an agreement in the appropriate form should be obtained from them in one of the forms prescribed in Appendix 4.16 to 4.19 and a register of advances should be mentioned showing

- i. Serial No.
- ii. Trade
- iii. Name

- iv. Father's Name
  - v. Village/Tahsil & District
  - vi. Amount of advance given
  - vii. Date and number of voucher
  - viii. Amount paid as cost of transport
  - ix. Dated initial of the S.D.O. and
  - x. Recoveries showing amount/date/voucher no.
- 4.123. The advances should be recovered from payment which become due to course of time for the work done. The S.D.O. will be responsible for their full recovery.
- 4.124 Should a labourer who has been given an advance fails to report on the work immediate action must be taken either to ensure his attendance or to effect the recovery of the advance granted to him. Advances are recoverable as arrears of land revenue and if they can not be recovered direct an application should be made to the Collector to recover them.
- 4.125 S.E. is empowered to sanction payment of commission to (1) Mukaddams at a rate not exceeding to Rs.for every labourer recruited and produced by them are any work subject to the condition that the labourer remains on the work for three months and (2) Mukaddams or head man at a rate not exceeding 5% on the value of work done by the labourers employed under their supervision subject to the condition that the amount payable in respect of any labourer may be forfeited in whole or in part at the discretion of the E.E. the work carried out by such labourer is found to be not in accordance with the prescribed specification payment of commission should be made on concerned Muster Roll or the reference to its payment noted on the respective Muster Rolls on which payments are made to the labourers. Daily wages shall not be paid to the Mukaddams in addition to the commission.

### **Demurrage and Wharf age Charges**

- 4.126. E.E. may sanction the payment of unavoidable demurrage/wharf age charges upto a limit of Rs.100 on each consignment railed at Government expense. The S.E./C.E. may sanction the payment of such charges upto Rs. 500/1000 respectively.

### **Common Irregularities in Sub-Division Accounts**

- 4.127. A list of the common irregularities in Sub-Divisional accounts is given in Appendix 4.20 and a number has been assigned to each. These numbers alone should be used in audit notes prepared in the Division Office instead of writing such irregularities noticed in vouchers in words.

## **Section 15.- Rules relating to Budget Estimate of Work Departments**

### **Introductory**

- 4.128. (1) Under Article 202 of the constitution of India a statement of the estimated receipts and expenditure of the State for each financial year has to be laid before the Legislative Assembly. This is called the "Budget". The responsibility for the preparation of the budget rests with the F.D. which has the power to require the departments concerned to furnish the necessary material. The departments concerned are responsible for the material supplied to the F.D. and this is a matter which all departmental officers should carefully bear in mind in framing their estimates.
- (3) The standard major and minor heads of accounts and their code numbers prescribed by F.D. for Works Department should be used for preparing the budget proposals.

### **The Works Department Budget**

- 4.129. The budget estimates for the following year and revised budget estimate for the current year are due with the F.D. on the 15th October and should be submitted in the prescribed formats by the officers on the dates noted below:-

by E.E. to S.E.	on the 1 <sup>st</sup> September,
by S.E. to C.E.	on the 10 <sup>th</sup> September,
by C.E. to E.-in-C.	on the 20 <sup>th</sup> September, and
by E.-in-C. to	on the 1 <sup>st</sup> October.

Govt. in Works Department

### **Budget for Major Works in Progress, Repairs,**

### **Tools and Plants**

- 4.130 The budget estimates shall be submitted in the formats prescribed by State Government.

### **Budget Provision for Major Works –New**

- 4.131. (1) The F.D. is required specially to examine and advise on all new "Major Works", provision for which is proposed to be made in the budget estimates and is competent to decline to make provision for any scheme which has not been so examined.
- (2) For new "Major Works" E.E. will, by the 1<sup>st</sup> of May, submit through the S.E. to the C.E., a list showing, in order of urgency, the new "Major Works" with which he is concerned. These lists must reach the C.E. by the 15<sup>th</sup> May. The following information will be given against each work :-

- (i) Amount of estimate.
- (ii) Number and date of letter in which administrative approval has been accorded.
- (iii) Stage in which estimate has been sanctioned
- (iv) Remarks regarding the urgency of the work.
- (v) Amount that can conveniently be expended by the S.E. during the ensuing year. (This information will be entered by the S.E. before forwarding the statement to the C.E.)

On receipt of these lists, the C.E. will scrutinise and collate the information and will submit by 30<sup>th</sup> May a statement of all “Major Works” to the E.-in-C. who will scrutinize and send the same to Government by 15<sup>th</sup> June for decision as to which of them should be included in the budget.

### **Budget Provision for Minor Works**

4.132. A lump sum is provided in the budget as a “General Reserve” to meet -

- (i) the normal demand for usual essential requirements of the Heads of Departments and,
- (ii) any special additional demand which they may make for specified works.

Heads of Departments should inform the Government not later than the 1<sup>st</sup> October the amount required for the next year for special minor works in addition to the normal amount usually sanctioned for their department every year by the W.D. The extent to which the additional demand is to be allowed will be considered by Government at the time the budget is approved after scrutiny by the F.D.

### **Budget Grants and Their Distribution**

4.133. The schedule of expenditure as authenticated by the Governor comprising the grants made by the Assembly will be communicated by the W.D. to the E.-in-C. who is responsible for the control of expenditure under each grant in the W.D. budget.

4.134. The full budget provisions for plan and non plan works will be placed at the disposal of the C.E. by the E.-in-C.

Administrative approval for special repair works may be given by authorities up to the financial limit as follows :-

i)	C.E.	Work Costing more than Rs. 10,000 but not exceeding Rs. 1,00,000.
ii)	S.E.	Work Costing more than Rs. 500 but not exceeding Rs. 10,000.
iii)	E.E.	Work not exceeding Rs. 500.

(See item No.5, Appendix 2.30 )

Special repairs works costing more than Rs. 1,00,000 must be referred to Government for administrative approval

Allotments will be placed at the disposal of S.E.s. subject to the following restrictions :-

- (i) Funds from one head of repairs to another, i.e. from “Special Repairs–Buildings” to “Special Repairs–Communications” or vice versa may not be transferred without the orders of Government.
- (ii) Savings due to abandonment of a work by the C.E. must be surrendered to him.

- (iii) Savings in the allotment for approved works may be transferred by the S.E. to meet excesses over the allotment for other approved works. When savings are transferred to or from works approved by the C.E., a copy of the statement sanctioning the re-appropriation should be sent to the latter for information.
- (iv) Saving on approved works cannot be utilised on works which have not been approved by proper authority.

S.E. should submit to the C.E. a consolidated list showing the works under the head “ Special Repairs” for which funds are required. Demand for works costing not more than Rs. 5,000 each may be made in a lump sum. For works costing more than Rs. 5,000 the name of each work must be given together with a report indicating clearly the nature of the defects and the remedies proposed.

### **Budget Allotment for Incomplete Major Works**

4.135. Particulars in respect of major works remaining incomplete on the 31<sup>st</sup> March in each Division, for which, allotments are required during the current year should be submitted by the S.E. so as to reach the C.E. by the 25<sup>th</sup> April, each year in the form given below :-

- (1) Serial Number,
- (2) Name of work,
- (3) Amount of sanctioned estimate,
- (4) Expenditure to end of March,
- (5) Allotment required for current year,
- (6) Remarks.

**The C.E. shall submit to E.-in-C. the scrutinised consolidated requirements by 5<sup>th</sup> May, each year.**

### **Allotment for New “Major Original Works”**

4.136. An application for a first allotment on any new “Major Original Work” should be made by a special letter and not by inclusion in a re-appropriation statement.

### **Allotment for “Minor Original Works”- Buildings**

4.137. Grants for minor original works shall be placed at the disposal of Heads of Departments and Commissioners from the provisions in the budget under the head "Original Works" according to the distribution approved by Government. An account of these grants shall be maintained by them in the following form :-

- (1) Serial number.
- (2) Number and date of letter in which the grant is sanctioned.
- (3) Amount of grant received from Government.

- (4) Names of works for which allotments are sanctioned and the amount sanctioned for each work.
- (5) Total allotment sanctioned.
- (6) Balance of grants.
- (7) Remarks.

4.138. Commissioners and Head of Departments are responsible for providing funds for all Minor Original Works remaining incomplete at the end of the previous year before sanctioning any new minor original works out of their assignments. A list of such incomplete works, for which funds are required during the current year, should be sent directly by the E.E. to the Commissioner and Heads of Departments before the 25<sup>th</sup> April each year.

4.139. (1) Before allotting funds for “Minor Original Works” which involves special repairs costing above Rs. 500 Commissioners of Division and Heads of Departments should enquire from the C.E. whether funds are available to meet the cost of the repairs.

(2) The following particulars should be furnished when making this enquiry :-

- (i) The name of the work and the amount of the estimate for the “Minor Original works” .
- (ii) The name of the special repair work and the amount of the estimate for “Special Repairs”.
- (iii) The fact that funds for the “Minor Original Work” are available in the “Minor Works “ assignment.

The estimates and plans need not be sent to the C.E.

(3) On receipt of these particulars the C.E. will, if funds are available, place the allotment required for the special repairs at the disposal of the S.E. and inform the Commissioner or the Head of the Department that he has done this so that the latter may allot the funds required for the original works.

(4) When the cost of special repairs contingent on an original work is Rs.500 or less, no enquiry need be made. Heads of Departments and Commissioners of Divisions may at once allot funds to the E.E. for the original work informing the C.E. at the same time of the amount of the special repairs estimate so that the C.E. may place funds for these repairs at the disposal of the S.E.

4.140. When a Minor Original Work for which funds have been sanctioned in full is not likely to be completed during the current financial year, that part of the allotment which cannot be spent should be surrendered to the Commissioner or the Heads of the Department concerned to enable him to reappropriate the amount to other works for which funds are required.



## **Allotment for “Minor Original Works” -- Roads**

4.141. (1) Proposals for new “Minor Original Works” to be carried out during the next year in connection with the State roads, under the P.W.D. should be submitted by S.E. through the Commissioner of Division concerned so as to reach the C.E. by the 15<sup>th</sup> January each year. The C.E. shall submit to E.-in-C. the scrutinised consolidated requirements by 25<sup>th</sup> January each year. The E.-in-C. will obtain the approval of Government in the P.W.D. in February and place necessary funds at the disposal of S.E. concerned early in April.

(2) For Arboriculture Operations on newly built State roads and on existing State roads or substantial sections thereof, where avenues do not exist and have to be freshly provided, a provision is made in the P.W.D. budget. S.E. should submit estimates so as to reach the C.E. by the 15<sup>th</sup> February for approval. Funds will be sanctioned early in April.

(3) For funds required during the current year for works which remained incomplete at the end of the previous year, E.E. should a statement of his requirements to the S.E. by the 25<sup>th</sup> April each year. The S.E. will submit a consolidated statement so as to reach the C.E. by the 10<sup>th</sup> May. The C.E. will arrange to place the necessary funds at the disposal of the S.E. concerned.

## **Control of Expenditure**

### **A-General**

4.142. Expenditure can only be incurred on a work or other object, if funds to cover the charge during the financial year have been provided by the competent authority or in other words only when an allotment or appropriation has been sanctioned. Pending sanction to such allotment, expenditure without appropriation during the first three months of the year,

(i) on all works which were in progress at the end of previous financial year, and

(ii) on Repairs and Tools and Plants, will not be objected to in audit, provided that the expenditure is covered by a sanctioned estimate. No audit objection will also be raised on expenditure incurred on “Establishment” during the first three months of the year.

4.143. In order to keep control over the amount of expenditure to be done by E.E., S.E. shall issue from time to time a letter in the form given in Appendix 4.22 (called Letter of Credit). Therein S.E. shall mention the amount that shall be expended by E.E. in the specified period. The copy of the L.O.C. shall be sent to the bank/treasury on which the E.E. operates his drawing account. The S.E. will exercise discretion in issuing the L.O.C. He may call such details as he thinks necessary about sub-head wise programme of expenditure on different items. S.E. should not place the entire year’s allotment in one lot at the disposal of E.E., E.E. shall not divert the stipulated amount of “Works” to “Establishment” or vice-versa.

The bank/treasury shall dishonor the cheques on exceeding the financial limit mentioned in the L.O.C.

- 4.144. The E.-in-C. is responsible for the control of expenditure under each major head in the W.D. budget. For this purpose E.E. should submit a monthly grant and expenditure statement to S.E. and S.E. should submit a consolidated statement to the C.E. so as to reach the latter by the 25<sup>th</sup> of each month. The C.E. will send the consolidated statement to the E.-in-C. by the end of the month.

### **B.- Registers Showing Distribution of Budget Grants**

- 4.145. The following registers should be maintained in Circle Office, C.E.'s office and in E.-in-C.'s office for recording the grants and allotments sanctioned during each financial year for works and repairs. The Head Assistant or the Superintendent in charge the budget section shall be responsible to maintain these registers up to date.

- (1) Register of grants as provided in the budget and as modified from time to time, by major and minor heads in form Nos. 134 and 135.
- (2) Register of appropriations sanctioned for major works in form No. 74.
- (3) Register of assignments in Form No. 137.
- (4) Register of appropriations sanctioned for each Division under major and minor heads, in Form No. 136.

- Notes** – (i) The form numbers mentioned above are borne on Schedule XVII–A.  
(ii) Only registers (1) to (3) will be maintained in C.E.'s office and E.-in-C.'s office.

### **C.- Watching of Actuals of Expenditure**

- 4.146. It is an important function of the S.D.O. and E.E. to keep a constant watch over the progress of expenditure and to keep themselves informed of such circumstances as may affect the progress of expenditure in order to take early steps for obtaining extra funds or surrendering probable savings, as may be necessary.

- 4.147. The plan indicated below should be followed: -

- (a) The progress of expenditure on works or other items for which there are specific appropriation should be watched individually month by month, through the register of works, contingent register and other relevant accounts.
- (b) In respect of works or items for which lump sum appropriations are placed at the E.E.'s disposal, the progress of expenditure will be watched against reappropriations by the maintenance of a record
  - (i) of the expenditure, in the form of a progressive abstract showing, month by month, the up to date expenditure of the year and
  - (ii) of the grants, in the form of a register showing the appropriations ordered from time to time.

- (c) In this review of expenditure, undischarged liabilities play an important part and their effect on individual and lump sum appropriations, should therefore, be watched.

**Notes.-** Liabilities may be divided into four classes as below: -

- (i) those outstanding in the suspense accounts, relating to contractors and labourers, in the account of works,
- (ii) those outstanding in any of the regular suspense accounts of the Division,
- (iii) outstanding debits adjustable by bank transfer; and
- (iv) matured claims of contractors, suppliers etc. awaiting settlement, and all unmatured claims, recurring or non-recurring, likely to fall due for settlement before close of the financial year.

Liabilities of class (ii) may affect not only the grants for the minor head “Suspense” of the major head under which the suspense account concerned is classed but also the grants for works and services falling under the same and other major heads.

- (d) Anticipated credits (if any ) which will ultimately be taken in reduction of the expenditure chargeable against any individual or lump sum appropriation should also be taken into account.
- (e) This review is of special importance in the last three or four months of the year.
- (f) If desired this review may also be conducted collectively in respect of each primary unit of appropriation, a suitable register of appropriations being maintained for the purpose (See clause (b) (i) above. Such a review is of special help in formulating proposals for re-appropriation).

#### **D. – Appropriations for Suspense Accounts**

4.148. The appropriations for suspense accounts provide for the net increase during the year, that is, for the difference between the gross debits and the gross credits of the whole year. They impose an obligation on the E.E. so as to regulate his transactions during the year compatible to the anticipated increase or decrease in the suspense balances. There is a corresponding obligation on him to make, in the accounts of the year, all the adjustments, recoveries or payments necessitated by the actual transactions of the year. This responsibility is in respect of both the opening balances and the fresh operations (debits and credits) of the year. Where the clearance of any item is likely to cause any additional charges against other units of appropriation, the funds necessary to meet the charges should be reserved under those units.

#### **E.- Adjustments by Transfers**

4.149. All liabilities and assets of the Division adjustable by transfer credit or debit to remittance heads of account should be registered in P.W.A.F. No. 57, “Register of transfers awaited “ as soon as they become known. as they are cleared, an entry

should be made in column (7) to (9) so that items awaiting adjustments may be known at any time.

**Note**—This register is intended primarily for all transfer transactions, recurring or non-recurring, which have to be responded to by the Division, but if desired important items which will be cleared by original debits or credits may also be entered to facilitate the watching of their clearance.

### **Appropriation and Reappropriation of Funds**

4.150. (1) **Appropriation** . – Funds may not be appropriated to meet an item of expenditure which has not been sanctioned by an authority empowered to sanction it; funds allotted for expenditure “charged” on the revenue of the State may not be appropriated to meet other expenditure and funds allotted for other expenditure may not be appropriated to meet expenditure “charged” on the revenue of the State.

(2) **Reappropriation**.— Reappropriation means the transfer of funds from one unit of appropriation to another such unit.

**Note.**— The transfer of allotment from one detailed head of account to another or from one subordinate disbursing officer’s allotment to another within the same unit of appropriation will not be considered as reappropriation.

(3) All powers of reappropriation are subject to the condition that -

(i) no reappropriation may be made from one grant to another.

(ii) Funds allotted for expenditure “Charged” on the revenues of the State may not be reappropriated to meet other expenditure and vice-versa.

(iii) Without the previous consent of the F.D. no reappropriation may be made to meet any expenditure which is likely to involve further outlay in a future financial year, and

(iv) No reappropriation may be made to meet expenditure of a kind for which no provision has been included in the budget.

(4) The Government in W.D. may sanction any reappropriation within a grant between heads sub-ordinate to a minor head of account, provided that a copy of any order sanctioning such a reappropriation shall be communicated to the F.D. as soon as it is passed.

(5) The Government in W.D. may delegate to any officer or class of officers the power of reappropriation with the previous approval of F.D.

(6) In so far as the powers have not been delegated by these rules, applications for reappropriation of funds should be made to the F.D. and they should be accompanied by an explanation of the necessity for the transfer and the reasons for

anticipating savings under the primary unit of appropriation from which the reappropriation of funds is proposed.

(7) The reasons for excess as well as savings in respect of reappropriation of sums more than Rs. 5,000 should be communicated to the A.G. by the sanctioning authority.

- 4.151. Subject to the provisions of paragraph 4.150 the C.E. is empowered to sanction the transfer of funds from one major work to another under the same minor head of account. He may also reappropriate funds under the minor head of account “Repairs” from “Ordinary” to “Special” and vice-versa provided that no reappropriation may be made from “Communications” (Roads) to “Buildings” and vice-versa, without the orders of Government.
- 4.152. Savings on major works may not be appropriated to finance minor works and vice-versa without the orders of Government.

The S.Es. may transfer savings under “Repairs-Special” and “Original Works – Communications” from one work to another in the case of works costing Rs. 50,000 and below, subject to the restriction given in paragraph 4.134.

### **Timely Relinquishment of Funds**

- 4.153. Firm and final demand for the current financial year should be submitted by the S.E. to C.E. and by C.E. in turn to E.-in-C. in respect of all heads of account in the W.D. budget by the 25<sup>th</sup> of January in the prescribed formats.
- 4.154. Funds which are not likely to be spent within the year on the works for which they were allotted and which might be usefully spent on other works, if made available in time, should be promptly surrendered.
- 4.155. Surrender of funds should ordinarily be made by S.E. to the C.E. and by Commissioner and Head of Department to Government in the W.D. by the 15<sup>th</sup> February but may be made upto 15<sup>th</sup> March. No surrenders made after the latter date will be accepted without a clear explanation as to why they could not have been foreseen earlier.

### **Savings and Excesses**

- 4.156. (i) The following statements which are required in connection with appropriation accounts should be submitted by E.E. to S.E. on the 25<sup>th</sup> May, by S.E. to the C.E. on the 10<sup>th</sup> June and by C.E. to E.-in-C. on 20<sup>th</sup> June:-
- (a) Statements comparing the original and final grants and the actual expenditure by Divisions during the preceeding year with explanation for savings and excesses under all heads of account in W.D. budget.
  - (b) Statement comparing the revenue as entered in the revised estimate with the actual realization with an explanation for the variations.

(ii) A statement showing details of grants and expenditure on establishment by units of appropriation with explanation for the difference between the original budget provisions, the final grant and the actual expenditure for the last financial year should also be submitted by E.E. to S.E. on the 15<sup>th</sup> June, by S.E. to the C.E. on the 1<sup>st</sup> July and by C.E. to E.-in-C. by 10<sup>th</sup> July.

- 4.157. All Heads of Departments, Commissioners of Divisions and in respect of works falling under the sub-head "Stationery and Printing" the Collector of Bhopal, Indore, Rewa, Gwalior and Durg districts should submit to Government in the P.W.D. by the 20<sup>th</sup> July a list of works on which grants for minor works are spent during each year in the form printed as Appendix 4.21 Works costing Rs. 500 and less should be grouped together and shown as one item in the list.

## **CHAPTER -V ELECTRICAL AND MECHANICAL**

### **Section 1.- E/M Formation and Structure**

- 5.001. The Electrical/Mechanical formation shall be headed by the Chief Engineer, E/M. In the department where the post of C.E. E/M is not created, the E.-in-C. of the department will function as C.E., E/M. The duties and function of the S.E./E/M, E.E./ E/M, and S.D.O./E/M can be entrusted by E.-in-C. to the Drilling Expert/S.E. E.E., and S.D.O. of the Civil formation respectively, wherever considered necessary.
- 5.002. C.E., E/M will be under the administrative control of the E.-in-C of the department.
- 5.003. All plant and machinery electrical and mechanical works, workshop of the department other than the formation mentioned in paragraph 5.004 shall be under the control of C.E., E/M.
- 5.004. All plant and machinery, electrical and mechanical works, workshops of the Major Irrigation Project/ Ground Water Survey (Irrigation Department) shall be under the control of respective C.E.

The C.E., Major Irrigation Project and C.E. Ground Water Survey (I.D.) will be responsible for the control, maintenance and proper utilization of the machines of their formation and they will carry out these functions and responsibilities through the E/M formation posted under them and may consult C.E. E/M in this connection as and when necessary. The procedure and rules laid down for the E/M works and working of E/M formation under the C.E., E/M will apply to the working of E/M formations under the C.E. Major Irrigation Project and C.E., Ground Water Survey (I.D.).

### **Section 2. – The Responsibilities of the C.E., E/M**

- 5.005. The responsibilities of the C.E., E/M shall be as follows:-
- (1) To standardise and prepare norms of E/M works of the department.
  - (2) To lay down norms for utilisation, repairs, maintenance and operation of plants and machinery etc.
  - (3) To deploy machines of works as per the programme received from C.E., in consultation with E.-in-C. of the department.
  - (4) To keep state level inventory of all plant and machinery, to advise other C.E.s for planning, procurement, maintenance, repairs and operation of plant and machinery in their charge when requested.

**Section 3. – Inspection of Plants**  
**Machines and Electrical/Mechanical Works**

5.006 Inspection of plants and machines shall be carried out as below :-

- (1) C.E., E/M shall inspect the following atleast once in four years :-
  - (i) Shovel of capacity 2 cubic meters and above ;
  - (ii) Motor scraper of capacity 15 cubic meters and above ;
  - (iii) Dozer and Tractor of 250 h.p. and above ;
  - (iv) Dumper of capacity 30 tonnes and above ;
  - (v) Crane of capacity 50 tonnes and above ;
  - (vi) Any other plant and machinery costing more than Rs. 25 Lakhs ;
  - (vii) Spillway gates and High head gates ; and
  - (viii) Electrical installation costing more than Rs. 25 lakhs.
- (2) S.E., E/M shall inspect the following :-
  - (i) Heavy earthmoving machines and other plant and machinery costing more than Rs.25 lakhs – at least once every year.
  - (ii) Machinery each costing more than Rs.10 lakhs and upto Rs.25 lakhs – at least once in four years
  - (iii) Drilling rigs, Hot mix plant, Paver finisher, water works and sewage treatment plant – at least once every year ;
  - (iv) Electrical installation costing more than Rs.25 lakhs – at least once every year ;
  - (v) Electrical installation costing more than Rs.10 lakhs and upto Rs.25 lakhs – at least once in four year ;
  - (vi) Spillway gates, High head gates – at least once every year ;
  - (vii) Head regulator gates of medium projects – at least once in four years;
  - (viii) Regulator gates of the canals carrying more than 25 cumecs – at least once every year ; and
  - (ix) Regulator gates of canal carrying more than, 10 cumecs and upto 25 cumecs – at least once in four year.
- (3) E.E./E/M Shall inspect the following :-
  - (i) Heavy earthmoving machines and other machines each costing more than Rs.50,000 – at least once every year ;
  - (ii) Machines costing up to Rs. 50,000 – at least once in four years ;
  - (iii) Electrical installations in buildings, workshops, water works and sewage treatment plant costing more than Rs. 1 lakh – at least once every year and those costing more than Rs. 25,000 and less than Rs. 1 lakh – at least once in four years ;
  - (iv) Regulator gates canals carrying more than 10 cumecs – at least every year; and
  - (v) Regulator gates of canals carrying more than 3 cumecs and up to 10 cumecs – at least once in four years,
- (3) S.D.O., E/M shall inspect the following :-



- (i) All machinery – at least once every year ;
- (ii) All electrical installation – at least twice a year;
- (iii) All water works , sewage treatment plant – at least once every year ; and
- (iv) All sluice gates and canal regulator gates – at least once every year.

### **Record of Inspection**

5.007 Results of inspection of plants and machinery carried out as per paragraph 5.006 shall be recorded by the inspecting officer in an inspection register. A separate register shall be maintained for each machine/electrical installation.

### **Programme of Inspection**

- 5.008. A four yearly programme of inspection of plant and machinery shall be framed by the inspecting officers. This programme will indicate the plants and machinery to be inspected year wise.
- 5.009. The programme of inspection should be written in a register which shall be in the custody of the inspecting officer. The register should be handed over to the reliever on transfer.
- 5.10. In case the machine is transferred to other formation an extract of the programme of inspection concerning the machine shall be sent with machine.

## **Section 4.- Plant Planning, Selection, Procurement and Purchase of Equipment**

- 5.011. Planning, selection and procurement of machines will be done by the C.E., E/M. For specific project work, this will be done by him in consultation with the C.E. in charge.
- 5.012. The purchases of new machinery will be against a sanctioned estimate, budget provision and allotment of necessary funds therefore by the competent authority.
- 5.013. C.E. in charge shall send a copy of the sanctioned estimate and budget provision and allotment of funds indicating the programme of requirement to C.E., E/M who shall, thereafter, take action for the procurement and supply of plants and equipments to the concerned C.E.
- 5.014. (a) Purchase on open tenders of (i) machinery costing more than Rs. 10 Lakhs at a time, (ii) transport/ inspection vehicles shall be decided by the following purchase committee :-
  - (1) Secretary of the Department (Chairman):
  - (2) Finance Secretary / Director Budget;
  - (3) Engineer- in –Chief ;
  - (4) Chief Engineer concerned;
  - (5) Financial Adviser (for Irrigation department only);

- (6) Secretary Control Board for Major Projects (for Irrigation department only)  
; and
- (7) Chief Engineer, E/M or Superintending Engineer E/M (member Secretary).

(b) Purchases on open tenders of machinery costing less than Rs. 10 lakhs at a time shall be decided by the following purchase committee.

- (1) Chief Engineer., E/M (Chairman),
- (2) S.E. (Civil ) Concerned,
- (3) Accounts Officer and
- (4) Director C.M.U./S.E. E/M/Drilling Expert (member Secretary)

Other instructions mentioned in paragraph Nos. 4.078 abd 4.079 should be followed.

### **Section 5.- Checking of Measurements**

5.015 Every machinery costing more than Rs. 2 lakhs shall be inspected and trial taken by the E.E., E/M. He shall record his check in the measurement book.

10 per cent in number and value of the machinery costing less then Rs. 2 lakhs each, received during the financial year shall be inspected and trail taken by the E.E.,E/M. He shall record his check in the measurement book.

### **Section 6. – Utilization and Development of Plant and Machinery**

5.016. Utilisation of Machines shall be planned in advance. The C.E. incharge of the works shall frame programme of utilization of rated machines and other machines such as road roller, drilling rigs, stone crusher etc. for the work to be done during the coming working season. The programme shall be made available to the C.E., E/M by 15<sup>th</sup> July every year.

5.017. On receipt of work programme from C.E. concerned the C.E., E/M shall formulate necessary proposals for the deployment of available machines. The E.-in-C. shall finalise programme in consultation with C.E., E/M by the end of August every year. The C.E., E/M will issue the order for deployment of machines by 15<sup>th</sup> September every year.

5.018. If it is found that a particular machine has no work or utility on work, the officer incharge should initiate action for its transfer or deployment else where in consultation with the C.E., E/M.

5.019. Wherever the work is to be carried out by E/M formation the E.-in-C./C.E. shall allocate funds for the E/M works.

5.020. In order to control the expenditure on running and maintenance of the machines at site on hourly use rate basis, the E.E., E/M under whose control the machines work, shall frame a working estimate for approval by the competent authority. While framing the working estimate it should be ensured that the amount of

expenditure proposed would not exceed the anticipated amount of recovery for work done on hourly rate basis .

- 5.021. The powers of sanction to working estimate shall be as per item No.6. Appendix 2.30.
- 5.022. The working estimate shall be framed in the format which shall be prescribed by C.E., E/M.

### **Section 7. Hourly Use Rates**

- 5.023. For work done by machines, hourly/km. use rate shall be charged to the works.
- 5.024. The hourly/km. use rate of machinery and other construction equipments will be fixed and notified by the C.E., E/M from time to time.
- 5.025. Separate rates shall be fixed for (i) departmental work and (ii) contractor's works.
- 5.026. The form to be used for working out hourly use rates is given in Appendix 5.01.

### **Section 8.- History Sheets of the Machines**

- 5.027. History Sheets shall be maintained for every machine and workshop equipment in the form given in Appendix 9.24.
- 5.028. In case of transfer of the machine/equipment, the history sheet duly up dated shall be handed over along with other transfer documents. A sample form of handing over note is given in Appendix 5.02 for guidance.
- 5.029. On transfer of a machine a photo copy of the history sheet pertaining to the period for which the machine remained in the Division shall be retained in that Division.

### **Section – 9. - Log Books of Machines/Vehicles**

- 5.030. Importance to log book shall be as that for a measurement book. Its issue, movement and record shall be regulated as prescribed for measurement books.
- 5.031. The following instructions shall be complied for log books of machines/vehicles:-
- (i) Separate forms of log books shall be adopted for machines/heavy machines, drilling rigs, vehicles, road rollers etc. The forms of log books for some of the common machines are given in Appendices 5.03, 5.04 and 5.05. For other machines, the C.E., E/M shall prescribe the forms.
  - (ii) The log book and the pages thereof shall be machine numbered and shall be in triplicate. The original will remain in the log book. The duplicate carbon copy shall be forwarded, by Sub –Engineer, E/M or S.D.O., E/M to E.E., E/M. The triplicate carbon copy shall be forwarded, to any other officer as directed by E.E., E/M.

- (iii) The log books shall clearly indicate the details of work done by the machine/journey performed by the vehicle, fuel and lubricants consumed and details of repairs carried out.
  - (iv) Each entry in the logbook should be made and signed by officer not below the rank of Sub-Engineer in charge. The signature of operator /driver concerned shall also be obtained side by side. Signature of the Sub-Engineer (Civil) in charge shall also be obtained in token of the work done by the machine.
- 5.032. At the end of every month, abstract shall be prepared stating the total use of machine/vehicle, consumables used and average rate of fuel consumed. The debit head of expenditure shall also be clearly indicated.
- 5.033. The abstract of log book shall be sent to the E/M Division by concerned S.D.O. every month after due scrutiny.
- 5.034. In cases in which the machines are operated on hourly use rate/km. use rate basis, a copy of the abstract of log book for work done shall also be sent to the concerned. E.E. (Civil) of the project or other officer concerned.
- 5.035. On receipt of the abstract from the S.D.O., the E.E., E/M concerned will take action to recover the cost of work done by the machine from the E.E. (Civil) or other officer concerned through C.S.A., If the latter has any objection in the log book entries he will immediately write to the E.E., E/M concerned for clarification but on no account the settlement be delayed. Adjustments if any shall be made in subsequent month after reconciliation (See Appendix 7 of C.P.W.A. Code).
- 5.36. The S.D.O., E/M shall be responsible for the proper up keep of the log book. During inspection the E.E., E/M and S.E., E/M shall see that the log books are carefully kept and necessary entries properly recorded. S.E./E.E., E/M shall record his observation under dated signature in the log book.

## **Section 10 – Repairs to Machines**

- 5.037. The C.E., E/M will obtain separate funds from the Government under appropriate heads of account for establishment and running and maintenance of workshops.
- 5.038. Generally, all repairs to the machines and vehicles in the Department shall be carried out in the Departmental shops. In exceptional circumstances and urgency, repairs may be got done through outside agency under intimation to next higher authority.
- 5.039. Repair works shall be carried out as per estimates sanctioned by a competent authority subject to availability of funds.
- 5.040 The types of repairs estimates to machines shall be categorized as below:-
- (i) Estimate for major and special repairs and
  - (ii) Estimate for minor and field repairs.

### **Estimate for Major and Special Repairs**

- 5.041. This estimate is meant for heavy repairs including overhauling of the machines requiring extensive replacements of parts or components.

### **Estimate for Minor and Field Repairs**

- 5.042. This estimate is meant for ordinary repairs which are outside the provisions for repairs made in the working estimate.
- 5.043. The estimate forms for major, special and minor repairs are given in Appendices 5.06 and 9.20.

### **Section 11.- Cannibalisation**

- 5.044. As a rule no part or accessory or component of one machine shall be removed and fitted to any other machine. In exceptional circumstances and emergent situations, this can be allowed under the written orders of the S.E., E/M.

### **Section 12.- Spillway, Outlet and Regulator Gates**

- 5.045. Design, procurement, installation and maintenance of the spillway, outlet and regulator gates shall be the responsibility of E/M formation and shall be referred to E/M formation by the engineer in charge of the works.

### **Section 13.- Financial Powers in Respect of Electrical / Mechanical Works**

- 5.046. The financial powers exercised by officers of the Works Department in respect of E/M works are detailed in Appendix 5.07

### **Section 14. – Hiring of Machines Giving Plants/Machinery of Hire**

- 5.047. Instructions about hiring of plant and machinery to contractors are detailed in paragraphs 9.015 and 9.016. Instructions about hiring of plant and machinery to other Government departments/Under- takings and Enterprises of Government of India/Government of Madhya Pradesh/ local bodies are detailed in paragraphs 9.017 and 9.018. The form of agreement is given as Appendix 5.08.

### **Taking Plants/Machinery on Hire**

- 5.048. The C.E., E/M has full powers to take on hire any machinery from any agency..

## **CHAPTER VI – QUALITY CONTROL IN IRRIGATION PROJECTS**

### **Section 1.-General**

- 6.001 Quality control is necessary for safety, reliability, and durability of all structures and also for optimum use of building and scarce materials.
- 6.002. The degree of quality control to be exercised will depend on the importance, location, purpose and cost of the work. The Engineer-in-Charge, responsible for the quality control of the work as indicated in Appendix 7.02 of the Manual, shall specify the type of the quality control to be exercised for the works under his control as follows: -
- (i) For major, medium and minor dams and hydraulic structures costing more than Rs. 50 lakhs quality control as hereinafter specified shall be followed.
  - (ii) For other comparatively less important structures costing less than Rs. 50.00 lakhs and more than Rs. 5 lakhs following tests as per Appendix 6.03 shall be exercised :-  
S.No. 2,3,4,5,6,8(1), 8 (2), 8 (3), 9, 11.
  - (iii) For structures costing less than Rs.5 lakhs following tests as per Appendix 6.01 shall be exercised.  
S.No. 2, 3 (4), 3 (5), 8 (1).

### **Section 2- Stages of Control**

- 6.003. The quality control shall be exercised at three stages i.e. :
- (1) Selection of materials,
  - (2) Processing of the materials and
  - (3) Execution of works.

#### **Selection of Materials**

- 6.004. Selected raw materials shall only be used in construction. In the case of manufactured articles such as steel, cement etc. a certain guarantee of the properties is already available, but some check is still needed to be sure of the quality. In the case of materials like stone, sand, soils etc. the properties vary from place to place and selection of right type of materials depend upon proper determination of properties of materials by conducting tests in the laboratory.

#### **Processing of Materials**

- 6.005. The raw materials required for construction shall be processed before execution of works. For certain processes there are no tests to check that processing is being done properly. It is only the properties of final product that reveal the inadequacies of processing.

### **Execution of works**

- 6.006. Checking the properties of final product helps in different ways i.e. (1) in determining whether quality control has been exercised fully, properly and according to the specifications, (2) in rejecting the defective product in time and replacing it by a proper one and (3) in knowing whether design assumptions are being fulfilled or any modifications are required in design itself.

### **Section 3. –Means of Quality Control**

- 6.007 The quality control shall be done by (1) testing of materials (2) supervision during execution and (3) analysis and interpretation of the test results.

#### **Testing**

- 6.008. Testing shall be done for determining the properties of materials, which help in their selection as well as in ascertaining the quality of the product. The standard type of equipments or apparatus shall be used for conducting tests as specified in Appendix 6.01.

#### **Supervision**

- 6.009. The officers responsible for construction shall supervise the work during construction for ensuring the quality of works by frequent inspections and shall issue inspection notes for follow up action.

#### **Compilation, Analysis and Interpretation of Test Results.**

- 6.010. Compilation, analysis and interpretation of test results shall be done systematically considering the specifications and design, every month. The analysis and interpretation shall be based on sufficient data of test results.

### **Section 4.- Test Procedures of Quality Control**

- 6.011 The test procedures shall be in accordance with Indian Standards as specified in Appendix 6.01. Where separate quality control staff is not provided, as in the case of minor projects it shall be mandatory for staff engaged on the work to ensure quality control as specified in paragraph 6.002 after getting acquainted with quality control procedures.

#### **Sampling for Testing**

- 6.012. Number of samples and sampling procedure shall conform to the Indian Standards.

#### **Frequency of Tests**

- 6.13. Frequency of tests shall be carried out as per Appendix 6.02.

## **Communication of Test Results**

- 6.014. The results of the tests shall be communicated by the Officer-in-charge of quality control to the concerned Officer-in-Charge of execution with a view to enable him to take corrective measures immediately.

## **Section 5.- Organisation Set Up**

- 6.015. A separate quality control unit shall be established for all dams and for structures costing more than Rs. 50.00 lakhs. For other works quality control unit sufficient to carry out the test as specified in paragraph 6.002 shall be established.

(i) Organisational set up shall be as under :-

- (a) For each major project One Quality Control Circle headed by a Superintending Engineer with Quality Control Divisions and Sub-Divisions as per actual requirement.
- (b) For each medium project costing above Rs.8 crores -- One Quality Control Division headed by an Executive Engineer with Sub Divisions as per actual requirement.
- (c) For each medium project costing less than Rs.8 Crores –One quality control Sub-Division headed by an Assistant Engineer.

No separate quality control staff need be posted on individual minor irrigation project but the executive staff posted shall be trained in taking samples, carrying out field tests themselves and interpret the results. 10 percent of the samples taken shall be got tested at Circle level laboratories. The Superintending Engineer shall be responsible to ensure that adequate training is given in Circle laboratory to the executive staff posted on such project.

## **Section 6.-Duties and Functions**

- 6.016 Each major/medium project will have a main laboratory under Research Officer/A.R.O.for carrying out the tests specified in Appendix 6.01. In addition, field laboratories shall be established at work sites which will be part of the main laboratory to conduct daily routine tests.

### **Functions of Main Laboratory**

- 6.017. (a) To conduct laboratory tests on samples of cement, sand, aggregates, stones etc. for use in masonry and concrete works.
- (b) To conduct laboratory tests for selection of soils from proposed borrow areas for use in the various zones of embankment.
- (c) To fix proportions of mortar for masonry works and proportions of ingredients for concrete work as per prescribed specifications.
- (d) To evolve various mix designs of concrete and mortars to be used in works and to make modifications, if necessary.
- (e) To organise test procedures and to submit daily reports on the quality of works to authorities specified.



### **Functions of Field Laboratory**

- 6.018 (a) To carry out routine daily tests of soils and filter materials such as moisture content, needle density tests, field density tests, etc. and to take samples from compacted fill from different zones of the embankment.
- (b) To carry out routine daily tests like silt test on fine aggregates, surface moisture content tests on coarse aggregates, bulking of fine aggregates, slump test of concrete, consistency tests of mortar and to collect samples of concrete and mortar to fill in moulds as per approved frequency.
- (c) To transport concrete/mortar test pieces to main, laboratory for curing and testing.
- (d) To prepare daily reports of tests in prescribed proforma for compilation in main laboratory and communicating to the Officer-in-Charge of execution.

### **Duties of Research Officer (Executive Engineers Cadre)**

- 6.019 (a) To remain in constant touch with the execution of works of the projects.
- (b) To suggest ways and means to improve the standard of work in case the test results indicate sub-standard quality of work.
- (c) To organise proper upkeep and calibration of the equipment in the main and field laboratory at proper intervals.
- (d) To organise test procedures and to submit daily reports on the quality of works to authorities specified.
- (e) To maintain copies of approved design reports, plans and estimates, specifications, extracts of inspection notes and data of machinery used on works.
- (f) To carry out atleast 5 percent of important tests in a month personally so that the deficiencies, if any, are brought to light.

### **Duties of Assistant Research Officer (Assistant Engineer's Cadre)**

- 6.020 (a) To ensure proper upkeep and maintenance of laboratory equipments.
- (b) To supervise the work of Research Assistants, Laboratory technicians etc.
- (c) To ensure that the correct methods of sampling and testing are being followed.
- (d) To check whether the work is proceeding in accordance with the specifications and to bring Sub-standard work to the notice of Research Officer and other specified authorities for action.

- (e) To compile daily reports of tests in prescribed forms and to submit to Research Officer, for onward transmission.
- (f) To check proper placement of concrete and mortar at project site.

### **Duties of Research Assistant /Embankment Inspector**

- 6.021
- (a) To perform important tests like consolidation tests, specific gravity test, permeability test, shear test and grain size analysis test for soil samples.
  - (b) To perform tests like adulteration of cement, specific gravity tests, water absorption and compressive strength tests.
  - (c) To perform necessary tests for fixing the proportions for mix designs of concrete and mortar, being used in construction works.
  - (d) To maintain records of test results.
  - (e) To perform needle density test, field density test etc.in the field.
  - (f) To check mixing time, water cement ratio and correct quantities of ingredients in concrete and mortar at project site.

### **Duties of Laboratory Technicians.**

- 6.022
- (a) To assist Research Assistant/Embankment Inspector whenever required in laboratory and field work.
  - (b) To perform tests in laboratory such as :-
    - Compaction tests.
    - Limit tests.
    - Analysis of fine and coarse aggregates.
    - Silt in aggregates.
    - Slump test.
    - Collection of samples of concrete and mortars for filling moulds for compaction test.
    - Numbering samples, etc.

### **Duties of Laboratory Assistants**

- 6.023
- (a) To keep instruments clean.
  - (b) To assist R.A.,E.I.and Laboratory Technician for conducting tests.
  - (c) To prepare samples for tests.
  - (d) To keep samples systematically.

## **CHAPTER VII.-RESPONSIBILITIES DURING INVESTIGATION AND CONSTRUCTION OF IRRIGATION PROJECTS**

### **Section 1.-General**

7.001 Irrigation projects are divided in the following three categories viz major, medium and minor projects. The criterion of classification shall be as under:-

- (1) All projects having a C.C.A. of more than 10,000 hectares are classified as major projects.
- (2) All projects having a C.C.A. of more than 2,000 hectares and up to 10,000 hectares are classified as medium projects.
- (3) All projects having a C.C.A. of 2,000 hectares or less are classified as minor projects.

Irrigation projects include storage dams, diversion-weirs, barrages, lift irrigation schemes and tube wells.

### **Section 2.-Investigation**

#### **Preliminary Investigation**

7.002 The reconnaissance report for a major project shall be initiated by the S.E. The reconnaissance report in respect of medium and minor projects shall be initiated by the E.E. and the S.D.O. respectively. On receipt of orders of the competent authority, the survey estimate for carrying out detailed investigations shall be prepared by the S.D.O. and submitted to the higher authorities for obtaining administrative approval.

Master plan of the basin shall be prepared by the C.E. in charge of the basin. Investigation of any project not included in master plan shall be taken up only after obtaining approval of the State Government.

#### **Detailed Investigation**

7.003 (a) After receipt of administrative approval for survey and investigation, technical sanction to the survey estimate shall be accorded by the officers competent to sanction it and detailed survey and investigation of the project will be started. Before starting the survey work, permanent bench marks will be established at suitable places.

The bench mark will be connected to the G.T.S. bench mark and the works B.M. with "R.L." Shall be conspicuously painted/engraved on the bench marks. The S.D.O. shall check permanent bench marks. Important levels will be checked by the E.E. The Sub-Engineers entrusted with the surveys shall be fully responsible for the correctness of surveys and levels. The extent of checking to be exercised by the S.D.O. and E.E. is indicated in the responsibility chart-Appendix 7.02.

### **Field /Level Books**

- 7.004 Printed field and level books having machine numbered pages shall only be used. Account of level books/field books shall be maintained as that of measurement books. The same importance as for measurement book is prescribed for level /field books. The date of first entry shall be intimated to the Sub-Division and Division by the actual user. The level/field books shall be returned to Division Office for record after plotting is done.

### **Reducing of Levels**

- 7.005 The reducing of levels should be done in the field immediately after levelling. This will help in reducing likely errors that are many times discernable by naked eye and will also avoid confusion that will normally arise if this work is left pending to be completed after all the sights are taken.

### **Plotting**

- 7.006 The levels taken on a day should be plotted the same day as far as possible or latest by the next day, when the operation carried out will be fresh in memory. Besides, while plotting, if an error is detected or suspected, the operation can be repeated. The persons who conduct survey and levelling should themselves plot the survey. The contouring can however be done by others. Before shifting of the survey camp, a certificate should be sent to the S.D.O. that all plotting work has been completed.

Every sheet plotted shall contain certificates as follows:

“Certified that the Survey was conducted by me/us using field books and level books bearing numbers..... issued by..... Sub-Division. The B.Ms. are shown plotted in red ink and identifiable with the description shown. The levels are related to nearest G.T.S.Bench mark whose description is.....”.

### **Review of Level/Field book in Division Office**

- 7.007 The technical section of Division Office will review the level books and issue review notes. The A.E./Draughtsman will record a certificate of review as under :

“ Certified that the pages from..... to..... are reviewed by me and review note issued vide memo. No..... dated.....”. General guidelines for checking are contained in the check list at Appendix 7.01.

Level book numbers will be picked up at random and called for review every month. The level books should not be retained for more than a month in the Division Office. Programme of review shall be so framed that all the books in use will be reviewed at least once annually.

### **Collection of Data**

7.008. The following data are required to be collected from various sources for preparation of project reports:

- (1) Gauge and discharge data
- (2) Rainfall data
- (3) Meteorological data.
- (4) Agricultural statistics of villages under submergence and command.
- (5) Any other record, if considered necessary.

Collection of data shall be the responsibility of the Sub-Engineers entrusted with the work. Necessary guidance and assistance will be provided to them by the S.D.O.

### **Section 3. – Preparation of Project Report**

7.009. Initial work in respect of preparation of the project report and stage-I estimate of any project will be done at Sub- Division level. Necessary technical guidance will be provided by the E.E. and S.E. The drafting of chapters of the project report will be the responsibility of the E.E. The project report shall be prepared in the format prescribed for the various categories of projects and shall be submitted to the Government or the competent authority in bound volumes.

### **Section 4.- Land Aquisition**

7.010. The F.R. L. contour, final dam alignment, spill channel alignment and canal alignments etc. will be transferred and marked on ground by the Sub-Engineers with the help of revenue staff of Irrigation Department. The Sub-Engineers and S.D.O. shall be primarily responsible for accuracy of this work. Preparation of Land Plans, computation of areas of land to be acquired, survey of properties to be acquired etc. will be done by the Sub-Engineers. The extent of checking to be exercised by the S.D.Os. and E.Es. is indicated in the responsibility chart (Appendix 7.02).

### **Section 5.- Inspection and Control during Construction**

7.011 Instruction and guidelines for survey and construction of irrigation projects are contained in the 'Technical Circulars' and 'Specifications for Irrigation Projects'. These shall be up-dated by the E.- in -C. as and when considered necessary. The technical circulars and specifications in force shall be followed for execution, control and inspection of works.

### **Excavation**

7.012. (a) Before starting any excavation for construction of Irrigation Projects, such as excavation of puddle trench, cut-off trench, spill- channel, canals etc. or excavation for foundation of dams, spillways, sluices, canal masonry works etc. pre-commencement levels should be taken and recorded in M.B./Graph M.B. by the Sub-Engineer and shall be checked by the S.D.O.

(b) After approval to final excavation/foundation levels, by the competent authority, final levels will be recorded by the Sub-Engineer in M.B./Graph M.B. and shall be checked by the S.D.O. The extent of checking to be exercised by the E.E. is specified in Appendix 7.02.

(c) In case of work awarded on contract, signature of the contractor shall be obtained on the M.B./Graph M.B. in token of his acceptance of the pre-commencement levels and final excavation/foundation levels. Graph Measurement Books shall be maintained for all important works and cross sections of original ground profiles and final excavated sections shall be clearly and accurately plotted in ink thereon at specified distances as directed by the Engineer-in-Charge. The E.E. shall be responsible for the classification of strata in excavation.

### **Earth Work (Embankment)**

7.013. (a) Before starting earth work of any dam or canal, pre-commencement levels should be recorded in M.B./ Graph M.B. by the Sub-Engineer and shall be checked by the S.D.O. After completion of work, final levels shall be recorded in M.B./Graph M.B. by the Sub-Engineer and shall be checked by the S.D.O. The extent of checking to be exercised by the E.E. is specified in Appendix 7.02.

(b) In case of works awarded on contract, signature of contractor shall be obtained on the M.B./Graph M.B. in token of his acceptance of the pre-commencement levels and completion levels. The cross-sections of original ground profiles and completed sections of dam or canal embankments as actually executed shall be clearly and accurately plotted in ink on the graph measurement book.

### **Masonry and Concrete Work**

7.014. The procedure indicated in Para. 7.013 above will be applicable in case of masonry and concrete dams/structures also. The duties and responsibility of various officers in respect of ensuring the quality of construction materials, checking of leads, checking of steel reinforcement in R.C.C. work etc. are specified in Appendix 7.02.

### **River/Stream Closure**

7.015. This is the most important work in an Irrigation project. The Executive Engineer in charge shall frame a detailed programme for river/stream closure work and obtain approval of the competent authority before commencement of the closure work.

7.016. He shall ensure the following before taking up the closure work:-

- (i) Acquisition of land and property in the sub-mergence area.
- (ii) Rehabilitation of displaced persons from the submergence area.
- (iii) Construction of surplussing arrangements.
- (iv) Completion of head sluice, approach channel and down stream channel upto the escape in case of earthen dams.
- (v) Completion of the other portions of the dam/saddle dam in all respects.
- (vi) Completion of the puddle or cut-off trench in the nalla bed in case of earthen dams.

7.017. A fortnightly progress report on every River/Stream closure shall be submitted by the S.D.O. in charge of the work to the E.E. in the format given below

- (1) name of river/stream and location of work
- (2) Item of work
- (3) Serial No. of the Item in sanctioned estimate
- (4) Estimated quantity of work in nala portion.
- (5) Quantity done upto the fortnight
- (6) Quantity done during the fortnight
- (7) Total quantity done up to the end of fortnight
- (8) Balance quantity
- (9) Bottlenecks with suggestions for remedial measures.
- (10) Remarks.

7.018. The closure works of Irrigation projects shall be inspected by the C.E., S.E. and E.E. as frequently as possible.

#### **Section 6.- First Filling of Reservoirs**

7.019. New tanks/reservoirs shall not be allowed to be filled up , as far as possible, up to F.T.L./F.R.L. in the first year after construction. Attempt should be made to fill up  $\frac{1}{2}$  to  $\frac{2}{3}$  in the first year,  $\frac{2}{3}$  to  $\frac{3}{4}$  in second year and full height above river bed in the third year.

## **CHAPTER VIII – OPERATION AND MAINTENANCE OF IRRIGATION WORKS**

### **Section 1.- Maintenance of Head Works and Canals Head Works**

8.001. Maintenance of dam should be done keeping in view the design assumptions and the completion drawings. The Division in charge of maintenance should have the following records :-

- (1) The design reports.
- (2) Geological reports.
- (3) Completion drawings.
- (4) Completion reports.
- (5) Test reports.
- (6) Operating instructions.
- (7) Hydrological reports and,
- (8) Area capacity table and curve.

The S.D.O./Sub –Engineer incharge shall have access to these records.

8.002. On completion of the construction phase, the Executive Engineer in charge of construction shall handover the above records to the maintenance Division. For major dams all such records shall be printed in several sets for permanent preservation and future reference. For smooth transition from construction to maintenance phase, at least a few officers connected with the construction should be retained for the initial stage of maintenance.

8.003. The Engineer-in-Chief shall constitute a “State Level Dam Safety Panel”. For specific problems concerning the safety of the dam, the Chief Engineer in charge shall refer the matter and obtain advice from the dam Safety Panel. Wireless or radio telephone facility should be provided for all major dams.

8.004. Immediately after unusual events such as abnormal floods, earth quakes, rock-falls, mountain slides etc. which may affect the safety of the dam or cause down-stream floods, the Officer-in-Charge shall take the following action :-

- (a) Inform the Collector of the district bringing out the anticipated hazards and the area likely to be affected so that suitable action for relief operations could be undertaken and the inhabitants down stream could be informed by him. He shall also inform the S.E./C.E., accordingly.
- (b) Operate the spill-way and outlets judiciously in the best interest of public safety regard less of economic loss on account of loss in storage and power. Safety will over ride all considerations of economic loss.

8.005. Maintenance of minor irrigation works irrigating less than 40 hectares shall not be the responsibility of the Irrigation Department.



## **Canals**

8.006. Maintenance of canals shall be done keeping in view the design assumptions and the completion drawings. The Division incharge of maintenance should have the following records

- (1) Design reports for canal sections and canal structures.
- (2) Geological reports
- (3) Completion drawings
- (4) Completion reports
- (5) Test reports
- (6) Operating instructions for canals and canal structures
- (7) Ground water survey reports
- (8) Soil survey report and
- (9) Commanded area survey plans.

8.007. On completion of the construction phase, the Executive Engineer in charge of constuction shall handover the above records to the maintenance division. The maintenance staff shall have access to the above records.

## **Canal Section**

8.008. Beds shall be leveled and their gradients regularized by the removal of silt mounds and all mounds higher than correct bed level. Bed levels shall be fixed correctly at close intervals by means of bed stones. In case of main canals, branches and distributories, silt at the junction of bed and slopes should not be removed if the section of water way is not unduly affected. In case of small minors and all tailreaches of canal, the practice of cutting the silt deposited at the junction of side slope and bed and throwing it on the bed to level it shall not be permitted except in case of filling the scoured portion.

8.009. If the water way at the designed full supply level decreases or increases by 20 percent, the S.D.O. shall prepare estimate for remodeling of the canal and submit it to the E.E. who will then obtain approval of the competent authority. While preparing the estimates for remodeling, instructions mentioned in para 8.008 shall be kept in view.

## **Canal Structures**

8.010. (a) All masonry structures shall be maintained thorough proper repairs in a sound condition. Any damage noticed in these works shall be speedily rectified. Care shall be taken to ensure proper curing of repairs work.

(b) Wheel guards shall be properly maintained.

(c) Ramps for bridges over the canal shall be maintained in proper condition so as to ensure that the canal bank is not encroached upon.

(d) Down stream of canal structures where significant erosion persists due to turbulence or wave action, dumped riprap consisting of brick-bats or boulders should be provided. However, if this provision does not improve the situation, the

cause shall be investigated and suitable energy dissipating device provided down stream of the structure. Scour Charts showing the depth and extent of scour shall be maintained for all major canal structures where this tendency persists. The chart shall be replotted and revised at least once a year after the annual canal closure.

(e) The following canal structures should be given special attention:-

(1) Canal and drainage siphon. (2) Aqueducts

(f) The junction of the masonry structures with the earthwork requires special attention as the canal is likely to breach at this point. The grouted pitching or lining provided at the junction should be maintained in proper shape.

### **Gates/Karries**

8.011 (a) Planks/Karries at regulator head shall be kept in good condition. These shall be painted once a year to keep them in good condition.

(b) Planks/Karries shall always be kept near the works for which they are needed. They shall be stacked on edge of masonry walls built in shade if possible, and occasionally turned upside down to prevent their getting warped or destroyed by white ants.

(c) Mechanical gates shall be oiled, greased and kept in perfect working order. Exposed surfaces shall be kept properly painted to prevent rusting. Exposed surfaces which have been recently painted shall be occasionally examined and any patches of rust found shall be removed and surface painted.

(d) The lifting gear shall be properly lubricated to keep it in easy operating condition and to prevent rusting.

(e) The gates and their embedded parts shall be inspected during closure. They shall be repaired, painted and lubricated, wherever necessary.

### **Outlets**

8.012 (a) Outlets shall be normally installed at right angles to the center line of channel and at the correct levels. The site for outlet shall be so chosen that water courses will run straight and at right angles to the distributory as far as possible and then continue along the selected alignment. When an outlet is abolished the water course shall be leveled for at least first 15m length. Water courses shall not normally be allowed to run along the side of the channel.

(b) Where pipe outlets are used, the pipes shall be straight. Where two or more pipes are used and have to be joined to form an outlet, care shall be taken that they meet accurately. To prevent their tampering, outlet pipe should rest on concrete or masonry face walls at each end.

- (c) All outlets shall be regularly checked by S.D.O. and set right if found defective, in accordance with the detailed instructions issued by the Department.
- 8.013 Maintenance and operation of canal system upto 8 ha. chak shall be the responsibility of irrigation Department. Maintenance of field channels shall be the responsibility of cultivators.

## **Section 2.-Operation of Head Works and Canal Head Works**

- 8.014 (a) For major/medium dams, the C.E./S.E. in charge of construction shall frame and issue guidelines for operation and maintenance before completion.
- (b) Dam and appurtenant works shall be operated as per these guide lines. E.E./S.D.O. in charge shall maintain the following records for watching the performance of the head works:-
- (1) Record of water passed over spillway (Appendix 8.01).
  - (2) Tank guage register (Appendix 8.02).
  - (3) Performance table (Appendix 8.03).
- (c) S.D.O. shall submit two copies of the performance table to the E.E. at the end of the month. The E.E. will then submit one copy to the S.E. with his remarks every month immediately after receipt from the S.D.O. The S.E. will analyse the records submitted by the E.E. and send a copy of the same to the C.E. annually by 15<sup>th</sup> July.

### **Canals**

- 8.015. (a) Head regulator forms part of the canal system and will be maintained by Officer-in-charge of the head works. The regulation of the head regulator shall however be the responsibility of the Officer-in-Charge of the canals to facilitate releases of water for irrigation as per the demand.
- (b) Irrigation of the command area depends upon the performance of the canal system. Performance of the canals shall therefore be watched as per the canal guage register and performance table for canals indicated in Appendix 8.04 and 8.05 respectively.

## **Section 3:- Annual Inspection of Irrigation Works**

- 8.016 The annual/periodical inspection which the various officers shall carry out are as follows:-

### **Chief Engineer**

- (i) All head works of major projects annually and head works of medium project at least once in 4 years.
- (ii) Canals with carrying capacity more than 30 cumecs annually and canals carrying a discharge of 10 cumecs to 30 cumecs atleast once in 4 years.

- (iii) Water-logged area if any and problem area of the command area of major projects during Irrigation season.
- (iv) Emergency repair works if any.

### **Superintending Engineer**

- (a) All Head works of major and medium project annually and all head works of minor projects with C.C.A. above 500 hectares once in 4 years.
- (b) Canals with carrying capacity more than 10 cumecs annually and canals carrying discharge of 3 to 10 cumecs atleast once in 4 years.
- (c) Water-logged area if any and a portion of command of major and medium projects during irrigation season.
- (d) Emergent and special repairs of major and medium projects , if any
- (e) Flood protection works.

### **Executive Engineer**

- (1) All head works of major/medium/minor projects with C.C. A. above 500 hectares annually and head works of other minor projects once in 4 years.
- (2) Canals with carrying capacity of more than 3 cumecs annually and canals carrying less than 3 cumecs at least once in 4 yearss.
- (3) Water logged area if any and a portion of command of all projects with C.C.A. above 500 hectares during Irrigation season.
- (4) All special repair works.
- (5) Flood protection works.
- (6)

### **Assistant Engineer**

**All works in his jurisdiction annually**

8.017. The results of annual/periodical inspection of Irrigation works carried out as per Para, 8.016 shall be recorded by the inspecting officer in the Annual Inspection Register. The proforma to be used is indicated in Appendix 8.06.

A 4 yearly programme of inspection of works shall be framed by the inspecting officer. This programme will indicate the works to be inspected year wise. The programme should be written in a register kept with inspecting officer and should be handed over to the reliever on transfer. As soon as a work is inspected, the date of inspection should be noted in red ink in the programme register, below the “date of inspection”. This system will ensure that all tanks are inspected and no tank remains to be inspected during that period.

The procedure of submission of Inspection Register and the prescribed dates of submission are outlined in appendix. 8.07.

### **Annual Inspection Register**

- 8.018. Annual Inspection Register is an important record. A movement register shall be maintained in Division Office to keep record of movement of the Annual Inspection Registers. These registers shall be issued to the S.D.O. by the Executive Engineer after allotting it a number. Subsequently, whenever an officer in whose name the inspection register is registered, is relieved of his charge, the name of the relieving officer or subordinate shall be entered in the movement register. An officer or subordinate to whom the Annual Inspection Register is issued is responsible for its safety unless he returns it to the Division Office and obtains acknowledgement. The E.E. granting the receipt then becomes responsible for the register and he should see that it is kept in safe custody in his office.
- 8.019. Longitudinal section and cross section of dam showing levels of top of dam and side slopes after each monsoon should also be appended in the Annual Inspection Register at the end of each report.

## **CHAPTER IX. – MISCELLANEOUS**

### **Section 1. – Care and Maintenance of Steam Plant**

#### **Registration and Certificates**

- 9.001. According to clause (18) of section 2 of the Motor Vehicles Act, 1939, (IV of 1939), a steam road roller is a motor vehicle and the provisions of the Act as regards registration of vehicles and licensing of drivers apply equally to a steam road roller; but exemptions of drivers of road rollers from the provisions of Chapter II of the Act and of road rollers from the provisions of Chapter III, *ibid* may be made in accordance with the rules framed there under by the state Government.
- 9.002. The Indian Boilers Act, 1923 (No.V of 1923) prohibits the use of any boiler without a certificate. Certificates are not issuable for a period of more than twelve months and E.Es. E/M who have been appointed as owners for the purpose of Section 7 (1) of the Act should see that certificate for the boilers in use are not allowed to lapse. For this, it is sufficient if an application for renewal of the certificate is made to the Chief Inspector of Boilers and the fee adjusted before the expiry of the certificate in force as provided in section 10 (1) of the Act. Boilers must be kept in a safe working condition and not left in charge of unqualified persons.
- 9.003 Structural alterations likely to affect the safety of a boiler require the approval of the Chief Inspector of Boilers. The term "Structural alterations" does not include renewals and replacements, which are not inferior in strength or efficiency to the replaced part.
- 9.004. The registration of the boiler under Indian Boiler Act, 1923 (No.V of 1923) is necessary.

#### **Annual Report**

- 9.005. On the 1<sup>st</sup> June each year, the E.E., E/M will submit a report to the S.E., E/M showing the condition of the steam plant in his division, and whether it has been inspected and repaired during the year.

#### **Care of Plant during Working**

- 9.006. Drivers will be appointed by the competent authority. They should ordinarily hold a second class boiler attendant's certificate and should be licence holders as per Motor Vehicles Act.
- 9.007. The S.D.O. should report to the Inspector of Boilers direct, as soon as any damage or accident occurs to the plant when in use, especially the fusing of a plug vide Section 18 (1) of the Indian Boilers Act 1923, (No.V of 1923).
- 9.008. During the consolidation season the Sub-Engineer E/M will inspect the rollers on the work and satisfy himself that the boilers are properly washed out. S.D.O., E/M will examine each roller periodically during his tours.

- 9.009. Each engine should carry its log-book. It should be available for inspection by the Sub-Engineer, E/M or any other inspecting officer who will enter the results of his examination. The hours of work will be entered daily by the driver/timekeeper. The quantity of the metal consolidated will be entered by the Section Officer at intervals of not more than one week and will be checked /verified by the S.D.O.
- 9.010. Detailed instructions for S.D.Os. And drivers are given in Appendix 9.01 and 9.02 respectively. Lists of stores required for one day's use and for washing out a ten-tonne steam roller, history register of boilers, and form of report on the condition of engine and boiler and repairs executed, are printed as Appendices 9.03 to 9.05 respectively.

## **Section 2 – Repairs and up keep of Machine**

### **Estimate and Approval of Repair Works**

- 9.011 As soon as a repair work is proposed to be taken up, an inspection report and estimate will be prepared in the form given in Appendix 9.20 and submitted to competent authority for approval. The E.E., E/M or the S.D.O., E/ M while approving the repairs estimate, will allot the job number of the repair work. For this purpose, a job register in the form given in Appendix 9.21 will be maintained by the E.E. , E./M and S.D.O. , E./M.

For all repair works costing up to Rs. 2,000 the job number and approval will be given by the S.D.O., E/M. For repair works more than Rs. 2,000 the estimate will be sent to the E.E.,E/M or other competent authority for approval.

### **Receipt and Issue Register for Section**

- 9.012. Each S.O., E/M shall maintain a register of receipt and issue of spare parts issued to the various repair works under his charge. The receipt and issue register will be maintained in the form given in Appendix 9.22. All spare parts, other materials received by the S.O., whether from stores, supplies/other source shall be entered in this register. The issue side will indicate the job number, serial number and registration number of the plant. It is also desirable to give the job number on each voucher/ indent when the material is purchased/indented for a particular job.

### **Job Cards**

- 9.013. for each repair work, a job card will be maintained by the S.D.O., E/M under whom the work is being done. The form given in Appendix 9.23 Section A and B of the job cards should give approximate amount spent on lab our for the job. Further they should give details of voucher number with dates. Section 'D' should give details of jobs carried out in the departmental workshop. It should be noted that there should not be any overlapping in section A, B and D. For each completed job, a photocopy of the job card will be sent to E.E., E./ M concerned for reference and record in his office.

## **History Sheet**

- 9.014. A History Sheet (Appendix 9.24) for each plant will be maintained in the E/M Division Office. Details for job cards/ abstract copy of log book and other information (transfer of plant/details of operator etc.) will be entered in the plant history sheet. This history sheet will be brought up to date each month. A half yearly abstract will be sent to the S.E., E/M.

### **Section 3.- Hiring of Plant and Machinery to Contractors**

- 9.015. Departmental tools and plant and machinery may be issued to the contractors, as required, if the issue is in the interest of Government, subject to the following conditions: -

- (a) The plant and machinery may be lent only when it is not required for any other work and will not be detrimental to the programme of the department.
- (b) The plant and machinery will be maintained in good working order by or at the expense of the contractor to whom it is issued and will be returned in good order to the E.E., E/M, when it is no longer required for the work. In the event of any repairs being found necessary after the plant and machinery has been returned, the cost of repairs or such portion of the cost as the E.E., E/M may determine will be recovered from the contractor.
- (c) Security deposit shall be taken for the plant and machinery loaned to the contractor at the following rates: -

Plant and machinery both rated and non-rated at one per cent of the book value; of this half per cent shall be recovered immediately in cash and half per cent by deduction from running bills.

- (d) The loaned machinery will continue to be in the charge of E/M formation or project authorities as the case may be and shall be operated by the departmental crew. Diesel, fuel and Lubricants shall be supplied by the Department. Repairs and maintenance will be carried out only by the department. If any exception is to be made for casual repairs by the contractors in special circumstances (to be stated in writing) specific approval of the E.E., E/M shall be taken.
- (e) The hire charges for rated plant and machinery shall be as per standard hourly use rates of the Department plus the element of the interest and to safeguard against under-utilisation and thus blocking up the capital of the Government, extra idle charges equal to half the normal depreciation shall be levied for the short utilisation compared to 6 working hours per day for each working day or 150 hours per month or 1000 hours per season or as specified by the S.E., E/M unless the plant and machinery is certified to be non-operative due to break down.



- (f) All charges for which a contractor is liable under the above rules will be deducted from the bills for payments due to the contractor for the works on which the plant is used or from bills for any other work.
  - (g) The hire charges and idle charges shall be fixed from time to time by the S.Es., E/M of P.W.D and P.H.E.D. In I.D this power shall be exercised by the C.E./E.M only unless it is delegated . The hirer will not be entitled to dispute the charges.
  - (h) The plant and machinery may also be issued to the piece-workers in accordance with the above rules. The sub-clause (c) shall however not be applicable to such issues. The hire charges of the plant and machinery shall be recoverable, as soon as they become due, promptly from the following bills payable to the piece-workers for the work executed by them. No hire charges should be allowed to fall in arrears. The plant and machinery shall always be kept in the custody of the department.
- 9.016. Before machinery is actually loaned to the contractors and piece-workers, agreement in the form prescribed vide Appendix 5.08 shall be executed.

#### **Section 4.- Hiring of Plant and Machinery to other**

##### **Government Departments, Semi-Government**

##### **Organisation/Local Bodies**

- 9.017. The above rules except clause (c) will apply in this case also. Hire charges for one month shall be recovered in advance prior to giving delivery of the machine and subsequently one month's hire charges shall be recovered in advance every month.

#### **Authority Competent to Issue Machines on Hire**

- 9.018. Subject to the provisions in the paragraphs 9.015 to 9.017 the E.Es., E.M, P.W.D, P.H.E.D. will hire out the equipment. In I.D this power shall be exercised by the C.E./E.M only unless they are delegated

#### **Section 5.- Levy of Royalty on Construction Materials**

- 9.019. Extraction of materials and levy of royalties on construction materials are governed by the Madhya Pradesh Minor Mineral Rules, 1961 as amended from time to time.

#### **Section 6.- Sale of Natural Miscellaneous Produce Obtained from Road or Canal Land in-charge of the Works Department**

##### **Produce on Government Land Pertaining to Irrigation Works**

- 9.020. Instructions regarding the sale of miscellaneous produce obtained from Government land pertaining to Irrigation Works are contained in the executive instructions under Section 64 of the M.P. Irrigation Act, 1931 (No.III of 1931), as amended from time to time.

### **Produce on Road Lands/Lands in charge of W.D.**

- 9.021. The E.E., S.D.O. should dispose of the fruit, dead tree, etc., coming within the boundaries of W.D. roads/other lands, but care should be taken to see that the rights of private persons are not interfered with. The sale proceeds should be credited to the appropriate head of account.

### **Grass and Weed Clearance**

- 9.022. Grass and weed clearance on road within limits of local bodies should be done by the authority responsible for the maintenance of the road, the cost being debited to the funds from which the road is maintained.

### **Grazing and Grass Cutting**

- 9.023. Free grazing may be permitted on road side lands, except on those parts which lie within limits of local bodies and in Government forests, but on no account is grass to be cut and taken away. For the parts that lie within limits of local bodies the disposal of grass or sale of grazing rights should be in accordance with the rules of the concerned body as sanctioned by Government.

### **Procedure in Regard to Sales**

- 9.024. The whole amount for which fruit, dead wood and other kinds of roads-produce are auctioned should be realized in full as soon as the bid has been approved by competent authority. When, however, the amount is in excess of Rs. 1,500 recovery may, at the discretion of the E.E., be made in two equal installments, the first on the acceptance of the bid and the other before the produce is taken away by the purchaser. This will render any written lease or agreement with the purchaser unnecessary. A warrant in the following form should, however, be given to him, signed by the officer who issues it :-

In return for Rs..... (Rupees ..... ) received on (date)  
.....(Name of purchaser) .....Village ..... tahsil  
and District ..... is permitted to collect all the .....in km.....  
of the ..... road from (date) .....to (date) .....

.....  
(Signature of Officer )

A copy of the warrant must be retained by the S.D.O. and he must see that the purchaser adheres strictly to the terms of the sale.

**Note.**— Bid-sheet form in Appendix 9.06 will be used for recording the bid made at the made at the auction.

## **Section 7.- Military Encamping –grounds**

### **General Instructions**

- 9.025. Instructions regarding the maintenance of military encamping-grounds, provisions of funds and classification of expenditure incurred thereon are contained in G.B.C. VII-5.

### **Maintenance of Boundaries**

- 9.026. The boundaries of all encamping-grounds that are the property of Government must be demarcated and the boundary pillars erected. A watch should be kept on encroachments.

### **Annual Report**

- 9.027. By the 5<sup>th</sup> October each year, the E.E. will send to the Collector a report (in the form given in the Appendix to G.B.C.VII-5) showing the conditions of the encamping grounds and the wells situated therein that are maintained by the W.D. in the district. In the same report, private encamping-grounds on roads under the W.D. should be shown separately, although, they may not be maintained by the W.D.

### **Leasing of Encamping Grounds**

- 9.028. A form of lease of encamping grounds is printed as Appendix 9.07. The Collector should be consulted before an encamping-ground is leased out or orders to vacate an encamping-ground are issued to the tenant. If, in an exceptional case, a lessee has to vacate that portion of an encamping ground which is under cultivation, the Collector should be informed at once, and asked to assess compensation, as quickly as possible.
- 9.029. Receipts from encamping-grounds which are the property of Government should be credited to the appropriate head of account.
- 9.30. The W.D. is neither responsible for the maintenance of private encamping-grounds on roads under its charge nor Government/private encamping-grounds which are not situated on the roads under the W.D.

### **Section 8.- Transportation of Heavy Machinery on W.D. Roads**

- 9.031. Heavy machinery and plant, which cannot be carried in the ordinary modes of transport in trucks registered for permissible loads on roads within the state, shall not be transported along roads maintained by the W.D unless the permission of the E.E. has been obtained and an agreement in the prescribed form executed in accordance with the rules printed as annexure to appendix 9.08.

### **Section 9.- Miscellaneous Instructions Publication of Rules and Notices**

- 9.032. Drafts of rules, regulations and notification which affect the public, whether they have the force of law or are merely executive instructions, should be published before issue in order to elicit any objections to them.

### **Repairing cuts across roads**

- 9.033. Except in emergencies affecting public service, on cuts shall be made across the road of the Works Departments without prior permission of the E.E. of the concerned Works Department who will lay down the procedure to be followed by the agency cutting the roads, during the operation of the cutting. The estimated charges for the repair and restoration of the cut portion to the original condition shall be paid by the agency cutting the road to the concerned work department in

advance prior to the grant of permission for such road cutting. The cuts shall be filled up immediately by the agency cutting the road and only final surfacing will be done by the concerned Works Department.

### **Incidence of expenditure on construction of crossing for private irrigation purposes on state roads**

9.034. (i) If, when a road is constructed, the catchment area of a tank or part of it, is intercepted, either a drainage crossing will be provided or the owner of the tank will be compensated for the loss of supply. If irrigation rights are interfered with an irrigation crossing will be provided or compensation will be paid. In all such cases the cheaper alternative should ordinarily be adopted.

(ii) If, after the construction of road, an irrigation crossing is required, the cost of providing it will ordinarily be borne by the person who requires it.

### **Care of trees on the Govt. Land**

9.035. (i) Wilful damage to road side trees constitutes the offence of mischief within the meaning of section 425 of Indian Penal Code (No.XLV 1860) and is punishable under either Section 426 or Section 427 thereof. The offence is, however, non-cognizable with the result that a police officer cannot investigate it without the orders of a magistrate. Any officer of the W.D., who detects any person doing wilful damage to road side trees, should find out the name and address of the offender with a view to consider whether a complaint about the offence should be made to a competent magistrate. If any person, however, cuts any roadside tree or part thereof with the intention of dishonestly taking it away, he commits the offence of theft and he may be arrested by any one under Section 43(1) of the Code of Criminal Procedure 1973 (No.II of 1974) and handed over without delay to the police for necessary action or a report of the fact may be made to the nearest police Station–House Officer.

(ii) The officers of the Posts and Telegraphs Department are primarily responsible for ensuring that the telegraph or telephone wires do not come into contact with trees. They may, without reference to the W.D. keep boughs upto 5 cm diameter clear for a distance of one meter from the wire, and cut away smaller boughs and twigs to a distance of two meters.

(iii) No tree which interferes with a telegraph or telephone wire should be planted.

### **Foundation laying ceremonies and inauguration of works**

9.036. Expenditure of ceremonies connected with the foundation laying/inauguration of important public work is chargeable to the contingencies of the sanctioned estimate with the sanction of the state Government.

### **Section 10 -. Law suits and law charges**

9.037. (1) On receipt of the suit against Government E.E. should immediately apply for the Government sanction to defend the suit and for the appointment of officer in charge of the suit who will sign all papers and affidavit in the suit. Simultaneously, orders of Government to appoint Government Pleader/Advocate to defend may also be applied for.

As soon as the judgment in the case is delivered action should be taken to obtain copy of judgment and decree should be sent to C.E. with the judgment . If no appeal is to be filed and it is proposed to pay the decretal amount, sanction for the payment thereof should be obtained. C.E. is empowered to sanction payment of decretal amount up to Rs. 1,000. If the decretal amount is more than Rs. 1,000, sanction of Government to the payment is necessary.

Allotment for the payment of decretal amount should be demanded separately along with the head of account to which it is debited.

(2) On receiving a notice of suit against himself in respect of any act purporting to have been done by him in his official capacity, the officer should take action immediately in accordance with the relevant rules of the law Department Manual as amended from time to time .

(3) The C.Es. and S.Es. are authorized to incur expenditure in connection with law charges to the extent of Rs. 1,000 in each case subject to budget provision exclusive of the fees payable to Public Prosecutors and Private Legal Practitioners.

(4) Chapters II and III of the Law Department Manual deal with fees payable to Public Prosecutors and Private Legal Practitioners. Where fees higher than those fixed in those chapters are proposed to be paid, Government orders should be obtained. W.D. Officers should consult Collectors about the engagement of counsel and fees.

(5) Relevant Extracts of the Law Department Manual are at Appendix 9.09 for guidance.

### **Section 11.- Destruction of accounts and other records**

9.038. The period after which records may be destroyed is prescribed in Appendix 9.11. E.Es. may, order the destruction of such records in their own and subordinate offices.

9.039. S. Es. Are competent to sanction the destruction of other useless records in their own and subordinate offices but a list of accounts records should be forwarded to the A.G. for his prior approval.

9.040. The following records must, in no circumstances, be destroyed :-

- (a) records connected with expenditure which is within the statute of limitation ;
- (b) records connected with expenditure, on projects, schemes or works not completed, all though beyond the period of limitation;
- (c) Records connected with claims to service and personal matters affecting persons in the service;
- (d) Orders and sanctions of a permanent character, until revised and ;
- (e) Records of experiments and observations.

- 9.41. Full details of all records destroyed should be maintained permanently in each office.
- 9.42.

### **Section 12.-Tolls on bridges and ferries collection of tolls on bridges**

- 9.042. Tolls levied on a bridge under section 2 of the Indian Tolls Act, 1851 (VIII of 1851) may either be leased to a contractor or with the sanction of the S.E., be collected departmentally.
- 9.043. The detailed instructions laid down for regulating the collection of tolls on bridges departmentally are given below: -
- (1) A toll house will be established in the immediate vicinity of the bridge with sufficient toll muharrirs and chowkidars for day and night works. A gate will be fixed near the toll house to intercept the traffic and facilitate the collection of tolls. The chowkidar on duty will demand the toll prescribed by the Government. The table of tolls and the list of exemptions will be exhibited in a conspicuous place near the toll house, legibly written or printed in English and Hindi. To the table of tolls shall be annexed, written or printed in like manner, a paragraph setting forth the penalty for refusal to pay the toll and for demanding or taking any unlawful toll. The toll prescribed by the state Government and the list of exemptions is at Appendix 9.25 and 9.26 respectively.
  - (2) Books containing tickets of required denominations with counterfoils will be kept in the toll house. The tickets will be printed in different colours. The books and tickets will be serially machine- numbered. When the muharrir on duty has realized the prescribed toll he shall handover a ticket or tickets to the person paying the toll and will at the same time enter the amount received in the counterfoil.
  - (3) Persons exempted, in accordance with the orders in force for the time being, from payment of toll, shall be allowed the free use of the bridge on production of a permanent pass which will be granted by the E.E. of the division in the form printed as Appendix 9.12. A register in manuscript should be maintained in the Division Office showing the names or designation of all persons to whom such passes are issued. In the event of loss of the original permanent pass, a duplicate will only be issued on payment of one rupee.
  - (4) No person in charge of any vehicle or animal shall refuse to pay the prescribed toll or alternatively to produce the permanent pass when demanded at the toll house. The S.D.O. or any other person authorized by the E.E. in charge may on meeting any person in charge of a vehicle or animal within the precincts of the bridge, that is to say, within a distance of 400 meters from either end thereof, when he has reasonable ground for considering that such person has recently passed over the bridge, call upon him to show the ticket he has received or if he is an exemptee the permit of exemption, to enable the entries there on to be examined and checked.

- (5) Each muharrir employed for the collection of tolls shall be supplied with books of tickets of different denomination.
- (6) The toll muharrir shall enter the number of tickets sold by him in a day in register in prescribed form. When one muharrir is relieved by another at the end of his period of duty the number of the tickets left in each book and the amount realized by the issue of tickets shall be checked and the register initialed by the relieving muharrir in token of the correctness of the tickets and the cash received.
- (7) The amount realized each day shall be kept in a safe embedded in masonry in the toll house and remitted to the S.O. or S.D.O. on the following day with a chalan in duplicate in the form given as Appendix 9.13. One copy will be retained by the officer receiving the amount and the other returned to the toll muharrir. When the bridge is situated away from the headquarters of the Sub-Division the amount realized by the sale of tickets shall be remitted on the following day to the S.O. who shall remit it to the S.D.O. or credit it in the nearest treasury as may be directed by the S.D.O.
- (8) The cash in chest and the toll register should be checked by the S.O. or S.D.O. whenever he visits the toll house and he should certify the result of his check in the register.
- (9) The S.D.O. shall maintain the following registers :-
  - (i) A register showing the number of ticket books received by him and issued to the toll muharrirs from time to time.

**Note.-** An acknowledgement should be taken by the S.D.O. from the toll muharrirs for the ticket books issued to them.
  - (ii) A register showing the amount of toll realized daily and the toll for each month.
- (10) Each toll muharrir shall ordinarily furnish a security deposit of Rs. 200 in cash and a personal security for the same amount. Any loss to Government on account of short realization on the total value of tickets issued to a muharrir shall be recovered from his security deposit. If in any case the S.E. considers that the prescribed security should be reduced or need not for any particular reason be taken, he may alter or suspend this condition, stating his reasons in writing.

9.044. The following instructions should be observed when the right to collect tolls is given out on lease :-

- (1) The date on which the right to collect tolls at a bridge should be put to auction will be fixed by the E.E. Such date shall ordinarily be fixed in September or three months before termination of a current lease, if any. The date of auction shall be published before hand by proclamation which shall be distributed widely in the district in which the bridge is situated and, if necessary, in the

neighbouring districts. Where upset bid is over Rs. 25,000 the notice of auction shall be published in newspaper.

- (2) The auction shall be held at Divisional or Sub-Divisional headquarters and in the presence of such officer as the S.E. may direct.
- (3) The upset bid for the auction of right to collect toll will be the amount of net income of previous year or the average of last 3 years net income whichever is more plus 10 per cent thereon.
- (4) Every bidder who wants to enter in the auction and give bid shall, before he is allowed to bid, produce valid solvency certificate as mentioned below: -

Upset bid Rs.	Amount of F.D.R. Rs.
More than 4 lakhs	1,00,000
Up to 4 lakhs	50,000
Up to 2 lakhs	25,000
Up to 1 lakh	10,000

- (5) The period for which the right to levy tolls at a bridge is auctioned shall ordinarily be from 1<sup>st</sup> April to 31<sup>st</sup> March. Contracts may be given for any number of years not exceeding three years upon terms and conditions laid down in the form of lease (Appendix 9.14). A copy of bid sheet, the form of lease, the schedule of rates fixed by the State Government and a list of the exemptions shall be made available for inspection at the place of auction, and before the auction commences, the period for which the lease is to be given shall be announced and the substance of paragraphs (6) to (10) of these instructions shall be explained publicly by the presiding officer. The act of bidding shall be deemed to be a complete and unreserved acceptance of the conditions contained in those paragraphs.

**Note–** Leases relating to the collection of tolls on bridges for a period not in excess of one year need not be registered.

- (6) The auction of every bridge shall be reported within a week by the presiding officer to the Executive Engineer with a list of the offers received from the bidders. The E.E. shall have the powers to sanction a lease where the consideration does not exceed Rs. 15,000 while a lease exceeding that amount shall be sanctioned by the S.E. After sanction is accorded by the competent authority, a lease in the form in Appendix 9.14 shall be granted over the signature of the Departmental Officer concerned.
- (7) The Officer having powers to sanction the lease shall not be bound to accept the highest or any bid and may refuse any bid without assigning any reason.
- (8) When the right to collect tolls at a bridge is leased (a) for one year, (b) for two years, or (c) for three years, the rent for the lease shall be payable as follows: -



In case (a).– The total amount of the bid shall be payable in seven installments. The first installment shall be 10 percent of the bid, payable within fourteen days of the date of acceptance of the bid by competent authority, and the remaining six installments shall be 15 percent each of the bid payable at equal intervals.

In case (b).– The total amount of the bid shall be payable in thirteen instalments. The first installment shall be 10 percent of the bid payable within fourteen days of the date of acceptance of the bid by competent authority. The remaining twelve instalments shall be 7.5 percent each of the bid payable at equal intervals.

In case (c). – The total amount of the bid shall be payable in nineteen installments. The first installment shall be 10 percent of the bid payable within fourteen days of the date of acceptance of the bid by competent authority. The remaining eighteen instalments shall be 5 percent each of the bid payable at equal intervals.

(9) The contractor whose bid is highest shall pay at once a sum equivalent to 10 percent of the bid as security for the due performance of the contract in the approved form of security deposit as in the case of tenders. If he fails to do so he shall forfeit the amount deposited by him at the time of bidding and shall not be allowed to bid again for the same bridge for the period specified in the initial auction notice. The security shall be repaid to the contractor at the termination of the lease and after all claims of Government, in respect thereof shall have been finally settled.

(10) For overdue installments of lease amount, action should be taken under clause (16) of the form of lease (Appendix 9.14). The E.E. should forward to the Collector a defaulters list giving the full name and address of the lease and surety, the amount of the installment, the date on which it fell due, allowing for the days of grace, and the rate of interest to be charged. The Collector shall recover the amount of installments, plus interest, calculated from the date on which the period of grace expired to the actual date of recovery and inform the E.E. of the details of each recovery.

(11) The S.D.O. shall, on or before the date on which the right to collect the toll commences, make over to the lessee in good condition -

(i) A toll house and all its attachments constructed to intercept the traffic and to facilitate collection of the toll, and

(ii) Materials required for the erection of a temporary railing, if any is considered necessary by the S.D. O. The S.D.O. shall inspect from time to time, the toll house, the railing and its materials.

### **Collection of Tolls on Ferries**

9.045. Following rules are prescribed for the collection of tolls:-

(1) The right to collect tolls at each public ferry shall be put to auction in good time before the termination of the current lease, so that the new lease may be sanctioned by the competent authority before the expiry of the current

lease. A list of the exemptions approved by the State Government is at Appendix 9.19.

- (2) Ferries ordinarily required for use throughout the year shall be called 'A' Class ferries. Ferries used only during rains or for part of a year shall be called 'B' Class ferries.
- (3) The period for which the right to collect toll at a ferry is auctioned shall ordinarily be from the 1<sup>st</sup> of June to the 15<sup>th</sup> October, except in the case of a river or stream on which there is need of a ferry boat or a temporary bridge or of a specially constructed temporary roadways in the bed of the river during other months of the year, in which case the right to collect tolls may be leased for the whole year or for such portion of it as may seem to be desirable. Leases may be drawn up at a time for not more than three successive years or seasons as may be decided in each case by the authority granting the lease.
- (4) A notice, specifying the time, place and condition of auction shall be distributed widely in the district in which the ferry is situated and, if necessary, in the neighboring districts. The E.E. may in the case of ferries which he considers to be important, publish such notice in the newspapers.
- (5) A copy of the form of bid sheet (Appendix 9.15), the form of lease (appendix 9.18), the schedule of tolls fixed by the State Government and a list of exemptions (Appendix 9.19) from payment of tolls allowed by the State Government shall be made available for inspection at the place and before the commencement of auction. If 'B' class ferries are used after the 15<sup>th</sup> October the E.E. may extend the period during which tolls may be collected, and in such a case the amount payable by the lessee shall be enhanced in such proportion as the period of extension bears to the term of the lease.
- (6)
  - (a) When an 'A' Class ferry is leased for one year only, the rent shall be payable in seven instalments. The first installment shall be 10 percent of the total bid, payable within fourteen days of the date of acceptance of the bid by competent authority and the remaining six installments at equal intervals shall be 15 percent each of the bid.
  - (b) When an 'A' class ferry is leased for two years the total rent shall be payable in thirteen installments. The first installment shall be 10 percent of the total bid, payable within fourteen days of the date of acceptance of the bid by competent authority. The remaining twelve installments shall be 7.5 per cent each of the bid at equal intervals.
  - (c) The installment of rents payable on ferries leased for periods longer than two years shall be calculated in a manner similar to the above.
  - (d) When a 'B' Class ferry is leased for one year the total rent shall be payable in four installments. The first installment shall be 25 percent of bid, payable within fourteen days of the date of acceptance of the

bid by competent authority and the remaining three installments shall be 25 percent each of the bid.

(e) When a 'B' Class ferry is leased for more than one year, the total bid shall be divided by the number of years of the period of the lease. The rent thus determined for each year shall be payable in installments calculated as above.

- (7) The lessee shall ordinarily have the right to demand payment only for the use of the ferry boat or temporary bridge. No charge shall, in any case, be made for the use of an ordinary road leading in the direction of the river. It is only where a special road has been made or is maintained by the lessee for descent into, or ascent from the river bed or within the bed of the river, that the road way is to be deemed part of the ferry, and charges may be made for the use of it as such. The E.E. shall decide at which ferries, if any, such special roads have been made or are maintained by the lessee.
- (8) (a) The E.E., shall, at least one week prior to the commencement of the period for which the right to collect tolls has been auctioned, or in the case of ferries on which tolls are collected throughout the year on the date on which the right accrues, make over to the lessees, in a safe and trustworthy condition, the boat or boats and, where there is a temporary bridge, all materials, other than earth, moorum, sand and brush wood normally required for the construction of the temporary bridge and temporary road up to the bridge for the working of the ferry. If the lessee desires to use, in addition to the boat or boats made over to him, a boat or boats belonging to him, he shall obtain previous permission of the E.E. before bringing them into use.

Note– A receipt shall be obtained from the lessee showing the description and quantity of the materials supplied to him. He shall be required to return these materials to the lesser on the expiry of his lease. This receipt shall be recorded carefully in the sub-division office and may be returned to the lessee after he has returned the materials.

- (b) The lessee shall at his own cost :-
  - (i) Construct the temporary bridge and such temporary roadway up to the bridge as may be necessary before such date as may be fixed by the E.E. ;
  - (ii) Maintain in good condition, the bridge, the roadway and the boats made over to him;
  - (iii) Remove all silt which is deposited in the approaches and;
  - (iv) Dismantle the temporary bridge and store Government materials thereof at a safe place above high flood level in good time before the commencement of the monsoon.

- (c) The opinion of the E.E. regarding the satisfactory nature or otherwise of such construction or maintenance shall be final. Should the lessee fail to construct or maintain such works or at any time fail to remedy within a reasonable period any defect brought to his notice in writing by the E.E., the latter shall be entitled to construct or maintain such works or to remedy any defects in them. As the case may be, and the cost incurred in so doing shall be recovered from the lessee.
  - (d) In the event of any damage to a boat or bridge or of the loss of a part or the whole of either, the lessee shall report the fact to the authority from whom he held the lease and to the Officer-in-Charge of the nearest police station. He shall make good such loss or damage for which he is responsible but not such loss or damage as is caused by unusual or abnormal floods, provided that he has taken all reasonable precautions to prevent such loss or damage, and to save and salvage damaged materials, during and after the floods within such period as may be decided by the E.E. in the event of there being a difference of opinion as to the fact or extent of liability of the lessee to make good the loss or damage, the decision of the E.E. shall be final.
  - (e) On the expiry of the lease, the lessee shall return in good condition the boat a boats, the materials issued to him for the construction of bridge, and the metal plate or plates referred to in rule 18.
- (9) The E.E. shall, before the date on which the right to collect tolls accrues, select and demarcate a suitable plot of land, ordinarily not more than one hundred meters away from the ferry, and permit the lessee to use it free of rent for the construction, at his own cost, of temporary structures for the management of the ferry and to shelter the ferry men employed by him. On the termination of the lease, the lessee shall dismantle the structures and remove the materials.
- (10) The E.E. may permit the lessee to provide on his own account a boat or boats. If this is allowed the lessee shall throughout the term of the lease, maintain the boat or boats in a safe and trustworthy condition, and shall immediately, on receipt of a notice to that effect from the E.E., discontinue the use of any boat pronounced unfit for use, and shall substitute for it a boat which is fit for use.
- (11) On the broadside of every ferry boat, there shall be marked by the authority in direct control of the ferry, a thick line of red paint, the top of which shall represent the line of safe immersion. The position of the line shall be determined after trial and before the boat is used for ferry purposes. The lessee shall not allow any boat, when plying, to be immersed beyond the limit so marked as safe.
- (11) As long as the stream, over which the ferry plies, is more than one meter deep at any point the lessee shall keep present, within one hundred meters of the ferry and at all hours of the day, such number of ferrymen as may be required to work one ferry boat, but the ferry shall not be worked when the crossing is dangerous owing to floods or between sunset and sunrise.

- (12) The lessee shall report at once to the officer-in-charge of the nearest police station any accident, occurring within the limits of the ferry, by which death or injury amounting to grievous hurt is caused.
- (13) The lessee shall not permit any person, who is known or reasonably suspected to be an escaped convict or proclaimed offender to cross the ferry, and he shall report at once to the officer-in-charge of the nearest police station the arrival at the ferry of any such person.
- (14) The lessee shall, for effecting each crossing, employ such minimum number of ferrymen for the safe and proper working of the ferry as may be fixed by the E.E.
- (15) The lessee shall not permit any person of less than 18 years of age or any person who is not a competent ferryman to take any part in the management of a ferry and shall on receipt of an intimation from the E.E., at once remove any boatmen or servant employed in working the ferry whom the E.E. may declare to be unfit to act as such.
- (16) The lessee shall cause carts carrying the mails and the drivers of such carts and darkeners to be conveyed across the ferry with the least possible delay.
- (17) The table of tolls written or printed in Hindi shall be on a metal plate which shall be supplied by the E.E. at the cost of the Government and shall be kept in some conspicuous place near the ferry. Where the ferry is sufficiently important to carry vehicles, one such table shall be affixed at each end of the ferry.
- (18) Printed receipt books shall be supplied by the E.E. on payment to the lessee. Such lessees shall give, or cause to be given, receipts from the printed receipt books, on demand, to persons using the ferry, for all sums received from them in payment of tolls.
- (19) No ferryman or a servant of the lessee, rendering assistance in conveying goods or vehicles on to or off, a ferry boat or in loading or unloading goods, shall demand any fee for such services. Any person, contravening this rule, shall be liable to be declared unfit for employment, without prejudice to any punishment to which he may be liable. If, however, owing to shallow water the ferry boat lies at a distance from the bank and carts have to be assisted on to, or from the boat for want of a suitable platform, the ferryman or the servant of the lessee may charge for the assistance so rendered, at the rates fixed by the S.E.
- (20) Except as otherwise provided in the Act, no remission of the contract price of the ferry rights shall be claimable under any circumstances whatsoever. It shall be the duty of the lessee to keep the ferry open for traffic under all reasonable conditions except as provided in rule 12.
- (21) An agreement purporting to transfer or sub-lease the rights conferred by a ferry lease, shall not be valid, unless made with the previous approval of the S.E.

### **Section 13.—Executive Instruction for the Management of Public Ferries**

9.046 (1) New ferries on state roads in M.P. shall be sanctioned by the State Government.

(2) For 'A' Class ferries the auction should be held three months before the termination of the current lease, while the rights in the case of 'B' class ferries should be auctioned on a date in the first fortnight of April to be fixed by the E.E.

(3) The auctions shall be held at suitable centers to be determined by the E.E. with a view to the convenience of bidders and the likelihood of attracting competition. They should ordinarily be conducted by an officer not below the rank of S.D.O.

(4) The E.E. is competent to enter into leases of a value not exceeding Rs.15,000. Leases above this value shall be granted by the S.E.

(5) A list of public ferries in respect of which no bids have been accepted or no bids have been offered at an auction shall be submitted by the E.E. to S.E. for his orders with a report containing his proposals for their management. In special circumstances the S.E. may sanction a ferry being worked departmentally.

(6) E.E. should send to the A.G. direct under intimation to S.E. by the 5<sup>th</sup> of every month a statement giving the following particulars regarding leases for public ferries accepted by him in the preceding month :-

- (I) number and date of sanction,
- (II) Name of lessee,
- (III) Name of ferry,
- (IV) Total amount of rent payable by the lessee,
- (V) Number of installments in which recovery is to be effected.
- (VI) Amount of each installment and
- (VII) Due dates for payment of installments.

(7) For overdue installment of rent, action should be taken under clauses 5 and 8 of the form of lease (Appendix 9.18). The E.E. should forward to the Collector a defaulter's list giving the full name and address of the lessee and surety, the amount of the installment, the date on which it fell due allowing for the days of grace and the rate of interest to be charged. The Collector should recover the amount of installment plus interest calculated from the date on which the period of grace expired to the actual date of recovery and inform the E.E. of the details of each recovery.

(8) The probable dates on which temporary bridges or the various public ferries will be opened and closed for traffic shall be notified by the S.E. concerned in the newspapers not later than the 25<sup>th</sup> October and 25<sup>th</sup> May, respectively and a list showing the dates shall, at the same time, be posted on the notice-boards at the district and tehsil offices.

## **Section 14.—Registration and Stamping of Leases**

9.047. All leases of immovable property from (year to year) or for any period exceeding one year are liable to compulsory registration under section 17 (1) (d) of the Indian Registration Act, 1908 but in exercise of the powers conferred by the proviso thereunder, the State Government has exempted from the operation of the said section (i.e. compulsory registration) all leases of immovable property such as military encamping grounds, ferries and toll bridges, provided the period of the lease does not exceed five years.

The lessee will pay the registration fee in all cases. It is not necessary for the E.E. to appear in person at the registration office in any proceeding connected with the registration of a document, vide section 88 of the Act. This duty may be delegated to the D.A.

Contract agreement may be registered under section 18 of the Indian Registration Act, if considered desirable.

### **Liability to Stamp Duty**

9.048. All leases, except ferry leases, are liable to stamp duty which is payable by the lessee. Ordinary contract agreements and W.D. leases granting right to collect tolls on ferries are exempted from the payment of stamp duty.

9.049. The instrument should be written on paper, on which a stamp of proper value has been engraved or embossed. Only one side of the paper on which the stamp appears should be used. If a single sheet of paper is insufficient, sufficient plain paper should be subjoined but a substantial part of the instrument should be written on the stamped paper.

9.050. Alternatively instead of issuing an embossed stamp, labels of the proper value may be fixed on plain paper on the first page, the affixation being done by the Superintendent of Stamps.

## **Section 15.—Encroachments on Government Land in charge of the Works Departments**

9.051. (1) (a) It is the duty of all officers of the W.D. and R.D. to see that encroachments are not made on public land belonging to Government.

(b) Following procedure shall be applicable in case of land incharge of the I.D. and P.H.E.D.:-

When an encroachment is detected the E.E. or the S.D.O. shall at once cause a plan to be prepared showing the Government land and the actual extent of the encroachment and submit it to the Collector together with a statement giving full particulars of the case and asking that the encroachment be removed. If the Collector considers that the encroachment need not be removed, he should give his

reasons therefor and suggest the rent to be charged and the conditions to be imposed on which the encroachment should be allowed to continue. He should give a brief statement of the basis adopted for the ground rent proposed by him either for temporary or permanent encroachment. His opinion and proposal should be forward to the S.E. with any remarks that the E.E. may wish to make. The S.E. should then submit the case with his remarks through the Commissioner concerned and the C.E. to the state government in the W.D. for order. If the state government sanction the permitting of the encroachment on the terms recommended or on any other terms, a lease in the form printed in appendix 9.16 should be issued and the encroacher should be required to execute the agreement at the foot thereof. Intimation of the issue of the lease and of the terms should also be given to the collector. A register of all the lease will be maintained by the E.E. in the form printed as Appendix 9.17.

(c) In case of encroachment on land in charge of the P.W.D., the S.D.O. shall exercise the powers conferred on a Tahsildar under section 248 of the Land Revenue Code, 1959 (20 of 1959).

- (2) In the case of state roads passing through town and village areas, Nazul and other revenue officers should immediately bring encroachments to the notice of the E.E.

**Note-** (i) The portion of an approach road constructed within the boundaries of Government road should not be treated as an encroachment and may be permitted, provided the following conditions are fulfilled :-

- (a) The approach road is put to no use other than a means of access to and from the main thoroughfare and
  - (b) Satisfactory arrangements approved by the E.E. are provided for the passage of the roadside drainage under or across the approach road.
- (ii) Steps and culverts constructed on Government land in front of a house should not be treated as encroachments and may be permitted, provided condition (a) and (b) of Note (i) above are fulfilled, mutatis mutandis.
- (3) The E.E. in consultation with Collector may allow the temporary occupation of road land in his charge for purposes such as the stacking of building materials, the erection of marriage pandals etc. for a period not exceeding one month and recover ground rent therefor. S.Es. and C.Es. may permit similar encroachments for periods not exceeding three and six months respectively, the rent in each case being as suggested by the Collector. If the land is required for more than the six months or is S.E. of C.E. does not accept the figure for rent proposed by the Collector the case should be submitted for the orders of the State Government.
- (4) In the case of encroachments on, or of temporary occupation of land forming part of, any road belonging to Government within municipal or notified area limits which is not vested in the committee, the written permission of that body to the permitting of the encroachment or of the temporary occupation must be obtained.



- (5) The rents for encroachments and all sums paid for the temporary occupation of land should be recovered by the W.D. and credited as miscellaneous receipts.
- (6) Leases giving permission to occupy Government land amount to agreements and should, therefore, be stamped as per rules in force and excepting those for a period not in excess of one year, should be registered, as required by section 17(d) of the Indian Registration Act 1908.
- (7) All public roads which are maintained by the W.D. and are within the limits of local bodies are especially reserved as property of the State Government and do not vest in concerned local bodies.

9.052. (1) Except where large scale authoritative plans already exist, plans of all roads or portions of roads must be prepared showing (a) the actual or assumed width or widths of the road (b) the position of dimensions of all existing encroachments and (c) the position of certain fixed objects from which any point of the plan can be accurately identified on the ground. No plans need be prepared for lengths of roads on which there are no encroachments. Where large scale authoritative plans already exist, all existing encroachments must be marked on them.

- (2) From the plans, lists of all encroachments will be prepared for roads, kilometre wise and submitted to the E.E. Particulars of encroachments which have been condoned should be entered in the register of encroachments and deleted from the lists. Against each item remaining on the lists, a reference must be given to the report made to the Collector and, until the encroachments is removed or condoned, the item must not be deleted from the list.
- (3) Each S.D.O. must prepare a programme and submit it to the E.E. for approval, specifying the particular lengths of each road to be checked by each S.O. each month.
- (4) At the beginning of each month each S.O. will submit to the S.D.O. (a) the plans of the lengths in which there are encroachments. The plans shall bear his signature and date and (b) a certificate that there are no other encroachments, either in the lengths for which plans are submitted or in the other lengths checked by him during the previous months. The S.D.O. should check the plans when on tour.
- (5) S.Es. must give personal attention to this matter. They must satisfy themselves that the programmes are prepared, that work is started and that satisfactory progress is maintained.
- (6) Many of the existing land plans are unsatisfactory for the purpose of proving encroachments as they are either on too small a scale or else sufficient dimensions are not given. Plans prepared in accordance with paragraph (1) above may not be entirely correct as regards W.D. land boundaries but they will be of great use in establishing the date of subsequent encroachments.

(7) Very special attention should be paid to new encroachments made after the first check of any length of road has been completed and the plan relating thereto submitted under paragraph (4). It is clear that the procedure prescribed should prove of the greatest value, provided that the certificate referred to in paragraph 4 has been regularly submitted and prepared, not a single month should pass before the detection and report of any new encroachment. Such reports should be treated as very urgent.

(8) In order that S.O. may, at all times, be able to check the side widths they should keep the plans of their sections rolled on rollers and contained in stout tin cylinders. These cylinders should be of a convenient size and not more than 45 cm in length. A cylinder of this size should be capable of containing a sheet of tracing cloth on which three parallel lines of straight line plan have been plotted.

(9) (i) S.Os./S.D.Os must distinctly understand that they are primarily responsible for checking encroachments which are easily stopped if they are detected at once. Immediate action should be taken for the removal of any new encroachment, whether temporary or permanent, and whether the road has been demarcated or not.

(ii) During the course of the year S.Os. will check the boundaries of all Government land in their charge and will report immediately to the S.D.O. any encroachment that they may notice. Each check made must be entered in the S.O's. note-book on the date on which it is made. The complete check must be finished by the 30<sup>th</sup> June on which date the S.O. will submit a certificate as follows to the S.D.O.—

"Certified that I have, during the year ending the 30<sup>th</sup> June 19.... checked the boundaries of all Government land in my charge, that all boundaries shown are fixed correctly and that all encroachments have been reported."

(iii) S.D.Os. when touring, will satisfy themselves by reference to the note-book of S.O. that satisfactory progress is being made with the check of land widths and will themselves check a number of entries sufficient to ensure that the work of S.O. is accurate.

(iv) On the 25<sup>th</sup> July, every year the S.D.O. will submit to the E.E. a certificate in the following form:-

"Certified that I have, during the year ending the 30<sup>th</sup> June, 19.....examined the record of check of the boundaries of Government land of all S.O's. in my Sub-Division and have satisfied myself that their checks been made accurately. I have received certificates from all S.Os., that they have checked completely the boundaries of all Government land in their charge and that they have reported all encroachments."

9.053. S.D.Os. are responsible that no encroachments are permitted on roads/lands in their charge. They will maintain accurate land plans of all government lands in their charge and will see that certified copies of these are maintained in the Sub-Division. They will see that their subordinates make themselves acquainted with the boundaries and see that they are respected.

**Section 16.—Expenditure on Hutting during  
Outbreak of Epidemic**

9.054. If an epidemic disease such as cholera, etc. breaks out or is threatened on a work, any expenditure on hutting or sanitary measures for the benefit of labour employed departmentally should be charged to the contingencies of the sanctioned estimate of the work. On the disappearance of the epidemic, such portion of the hutting materials as the C.S. advises to be free from infection may be sold and the receipts credited to government.

**Section 17.—Famine Tools and Plants**

9.055. A stock of famine tools and plants of a nonperishable nature must be kept in all divisions for immediate use on relief works. Detailed instructions as per the scarcity Manual should be followed.

**Section 18—Custody of Explosives**

9.056. Rules for the custody and issue of explosives are contained in Appendix 9.10.

**Section 19.—Chief Technical Examiner**

9.057. The Chief Technical Examiner, under the control of the G.A.D.(Administrative Vigilance Cell) shall examine/ inspect all construction works under taken by the State Government or by any agency on behalf of Government and ensure an effective, independent, uninterrupted, concurrent and continuous technical and administrative audit of the works with a view to ensure better technical, financial and quality control.

The functions and duties of this organisation are mentioned in Appendix 9.27.

**Amendments**

Amendments must be posted immediately on receipt, and entry made in the list.

**Notes of Posting of Amendment**

S.No.	Date of amendment	Paragraph affected	Date of posting	Initials of person posting

