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GOVERNMENT OF MAHARASHTRA
PUBLIC WORKS DEPARTMENT

THE MAHARASHTRA PUBLIC WORKS MANUAL

SIXTH EDITION—1984

[Includes orders issued up to 31st March 1984]

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PREFACE

This Manual is intended to define the scope of the administrative and executive functions of the officers of the Public Works Department and Irrigation Department in respect of " works " executed by these departments and to embody such rulings as are necessary in the interest of State finance and control. This is not supposed to deal with questions of pension, leave, etc., except where the rules governing the same are peculiar to these departments. The rules contained in the Bombay Financial Rules, the Bombay Civil Services Rules Manual and other publications of Government relating to classes of transactions which occur in these departments are binding upon the public works officers except in so far as they may be overridden by express provisions in this Manual.

This Manual does not also deal with the procedure to be followed in connection with public works accounts which are governed by the provisions of the Maharashtra Public Works Account Code.

Basically, the rules in the Manual apply to the day-to-day working of both the Public Works Department and the Irrigation Department. This book is, however, being named as " Maharashtra Public Works Manual " implying that here there is no rigid set of rules governing the working of a particular department. In fact, these rules can also be partially applicable to other departments, whenever the works are being carried out on the general public works pattern.

First edition of the Manual was published in 1929. It contained the administrative and executive rules of the erstwhile Public Works Department and extracts relating thereto from other Government publications. It was divided into eight parts as follows :—

I. Administrative and executive rules.

II. Extract from the Fundamental Rules and Supplementary Rules framed thereunder.

III. Financial Rules.

IV. Extract from Treasury Orders and Subsidiary Rules made thereunder.

V. Extract from Auditor-General's Rules.

VI. Extract from Audit Instructions.

VII. Powers of sanction.

VIII. Rules relating to central works.

This book was in one volume only.

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The Second edition of the Manual was published in 1940. Most of the rules mentioned above were deleted from this edition as the Manual was not considered a proper repository for them. It included only those financial rules which were peculiar to the Public Works Department and which could be cited independently of the other financial rules. These rules did not, however, form a separate chapter but were mentioned at appropriate places in the several chapters.

For the sake of convenience that edition was printed in two volumes—Volume I containing the orders and Volume II containing the appendices and forms.

The Third edition published in 1956 was more or less a reprint of the second edition with some minor changes.

The Fourth edition came in 1963. While drafting this edition, a number of paragraphs in the third edition were omitted either because they were inapplicable in the present set-up or they already found a place in other publications of Government. Similarly, some of the forms given in Volume II of the third edition were excluded as they were standardised and printed separately. This made it possible to print the book in one volume.

The Fifth edition, 1970 was published in 1972 with updating of Manual up to 1970.

In the preparation of the present edition which is sixth one, Director of Accounts and Treasury was kind enough to lend the services of Accounts Officer, Shri A. R. Dalvi, who carried out the work. The Department is grateful to the Director of Accounts and Treasury, Bombay, for sparing the services of Accounts Officers, for this purpose.

Every officer and subordinate is expected to know in general the rules and procedure contained in this manual and of the forms relating thereto, and in particular those portions specially affecting him and his work.

All previous orders inconsistent with the provisions of this sixth edition should be treated as cancelled.

I have, here, a special request to make to the Accountant-General, Maharashtra State, and other concerned officers to bring to the notice of the Public Works Department any errors or omissions, that may be found in this Manual.

V. S. RANE,
Secretary to Government,
Public Works Department.

BOMBAY :
Dated 19th July 1984.

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THE MAHARASHTRA PUBLIC WORKS MANUAL

CHAPTER I

DEFINITIONS

Unless there be something repugnant in the subject or context, the following terms are used in this Manual in the sense explained. Other terms used if any, in this Manual carry the sence explained in other publications, viz., Financial Rules, Treasury Rules, Maharashtra Civil Services Rules, etc.

(i) "*Actual travelling expenses*" means the actual cost of transporting a Government Servant with his domestic servants and personal luggage, including charges for ferry and other tolls, if paid, and for carriage of camp equipment, if such is necessary. It does not include charges for accommodation in hotels and traveller's bungalows, or for refreshments, or for the carriage of stores or conveyances or for presents to drivers and the like, or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional domestic servants.

(ii) "*Administrative approval of a Scheme, a proposal or a work*" is the formal acceptance thereof by the competent authority after the scrutiny and examination of the details and financial implications involved therein in consultation with the Finance Department wherever necessary, for the purpose of incurring expenditure thereon, as and when funds are provided for by the authority competent to sanction funds.

(iii) "*Appropriation*" means the amount authorised for expenditure under a major or minor head or sub-head or other unit of appropriation or a part of that amount placed at the disposal of a disbursing officer. The word is also used in connection with the provision made in respect of "*charged*" expenditure.

(iv) "*Audit officer*" means the Accounts and Audit Officer whatever his official designation, in whose circle of audit a public servant is serving or (in respect to verification of service) has served. i.e., for service in an ordinary civil establishment he is the Accountant General ; for the Defence Department he is the Controller of Defence Accounts ; and for the Railway Department he is the Chief Auditor of the Railway concerned.

(v) "*Central revenue and expenditure*" means revenue and expenditure administered by the Government of India.

(vi) "*Compensatory allowance*" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty s performed. It includes different types of travelling allowances.

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(vii) "*Competent authority*" in relation to the exercise of any power means Government or any other authority to which the power is delegated by or under this Manual.

(viii) "*Controlling officer*" means the authority responsible for the control of receipts and expenditure. The list of controlling officers is given in the Part 2 of Vol. II of Maharashtra Budget Manual.

(ix) "*Department*" this term when qualified by the prefix "the" or "this" is used to indicate the Public Works Department or Irrigation Department as may be applicable.

(x) "*Disbursing officer*" an officer who can draw money either by bills or cheques (*vide* Subsidiary Rules under Treasury Order No. 16).

(xi) "*Fee*" means a recurring or non-recurring payment to a Government servant from a source other than the consolidated fund of the Maharashtra State or of any other Government in India whether made directly to the Government servant or indirectly through the intermediary of Government but does not include—

(*i*) Unearned income such as income from property, dividends, and interest on securities, and

(*ii*) income from literary, cultural or artistic, scientific or technological efforts, if such efforts are not aided by the knowledge acquired by the Government Servant in the course of his service.

Note—The above definition is not applicable to the fees payable from the Consolidated Fund under the Law Officers (Condition of Service) Rules.

(xii) "*General revenues*" means the revenues of the Government of India or of a State or of the Railway Authority.

(xiii) "*Government*" unless there is anything repugnant in the subject or context, as regards anything done or to be done after the commencement of the Constitution, shall mean the Governor of Maharashtra.

(xiv) (a) "*Heads of Departments*" this term includes the officers mentioned in Appendix to the Maharashtra Civil Services Rules and any others whom Government may, from time to time, declare to be Heads of Departments.

(b) "*Head of Office*" means an authority declared to be such by Government for the purpose of these and financial Rules of Government.

(The Bombay Financial Rules, 1959.)

(xv) "*House rent allowance*" is an allowance towards defraying house rent granted in localities where such rents are high or granted in lieu of free quarters.

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(xvi) "*Local fund*" means—

(*a*) revenues administered by bodies which by law or rule having the force of law, come under the control of Government whether in regard to proceedings generally or to specified matters, such as sanctioning of their budgets, sanction to the creation or filling up of particular posts, or the enactment of leave, pension or similar rules, and

(*b*) the revenues of anybody which may be specially notified by Government as such.

(xvii) "*Major works*" means an origional work, the estimated cost of which exclusive of departmental charges exceeds Rs. 1,00,000.

(xviii) "*Minor work*" means an originnal work, the estimated cost of which exclusive of departmental charges does not exceed Rs. 1,00,000.

(xix) "*Principal Auditor*" means the head of an office of Accounts and Audit in the Indian Audit and Accounts Department who is immediately subordinate to the Comptroller and Auditor-General.

(xx) "*Suspense head of account*" means the head of account which records transactions of a temporary character which are not adjustable in accounts as final outlay or the correct classification of which cannot be determined at once.

(xxi) "*Transfer*" means the movement of a Government servant from one post to another post or in consequence of a change of his headquarters.

(xxii) "*Travelling allowance*" means an allowance granted to cover the expenses which he incurs in travelling in the interest of the public service. It includes allowances granted for the maintenance of conveyances, horses and tents.

(xxiii) "*Technical sanction*" means the order of a Competent Engineering authority, according sanction to a detailed estimate of the cost of work of construction or repair proposed to be carried out.

(xxiv) "*Work*" the term "work" when by itself, is used in a comprehensive sence and applies not only to works of construction or repair but also to other individual objects of expenditure connected with the supply, repair and carriage of tools and plant, the supply or manufacture of other stores or the operation of a workshop.

(xxv) "*Works expenditure and works outlay*" these terms are used to indicate respectively the expenditure and the capital charges on the special services connected with the construction, repair and maintenance of works. The charges falling under these categories may be net when, under the rules, any receipts are taken in reduction of the charges, but they do not include the cost of the general services, tools and plant, establishment, or any other charges not taken to final heads of accounts, but kept under one of the suspense a

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CHAPTER 2

ESTABLISHMENT AND MISCELLANEOUS

A.—Works Organisation and its Functions

The control of the operations of the works organisation, irrespective of the source from which the funds are provided, vests in the Government of Maharashtra, hereafter referred to as "Government".

2. The Works Organisation comprises of various Wings of several Administrative Departments of Government *viz.*, (i) Public Works Department, (ii) (a) Irrigation Wing, and (b) Command Area Development Wing of Irrigation Department, (iii) Environmental Engineering Wing of the Urban Development and Public Health Department, (iv) Ports Wing of Home Department and (v) Energy Wing of Industries, Energy and Labour Department. Each of these Wings excepting the Environmental Engineering Wing, the Ports Wing and the Energy Wing is headed by a Secretary on the administrative side. The Environmental Engineering Wing is under the administrative control of the Secretary, Urban Development, the Ports Wing is under the administrative control of the Secretary, Home and the Energy Wing is under the administrative control of Secretary, Industries, Energy and Labour. On the technical side, these wings, excepting the Command Area Development Wing and Ports Wing, are headed by Chief Engineers.

The Irrigation Wing has ten Chief Engineers, who control all activities in their respective jurisdictions, excepting that the Chief Engineer, at Bombay, instead of Chief Engineer at Pune is in charge of civil works of Koyna Project, and that the Designs In-service Training Research and Mechanical Activities are not controlled by these Chief Engineers.

3. For the purposes of administration, the various Wings are divided into (i) Circles, separately for Roads and Buildings, Electrical Irrigation, Hydro Electrical, Environment Engineering Mechanical, Designs and Investigation of Water Resources each in charge of a Superintending Engineer, (ii) Directorates of Engineering and Irrigation Research and College for In-service training in charge of officers of the rank of Superintending Engineer, (iii) Authorities for Command Area Development in charge of Administrators, (iv) Offices of (a) Superintendent, Parks and Gardens and (b) Chief Ports Officer. For the purpose of execution each circle is further divided into Divisions each in charge of an Executive Engineer and each Division is sub-divided into Sub-Divisions each in charge of a junior Class I or Class II Officer.

4. The various Wings of the Works Organisation deal with their respective subjects, which are detailed in the Rules of Business, framed under Article 166 of the Constitution of India, as amended from time to time, pertaining to their respective Administrative Departments. These Rules of Business are published in a separate publication issued by Government.

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5. **Indian Service of Engineers**—*Deleted.*

B—SERVICES

6. The services comprise :—

(*i*) Maharashtra Service of Engineers.

(*ii*) Maharashtra Electrical Service of Engineers.

(*iii*) Maharashtra Electrical and Mechanical Service of Engineers.

(*iv*) Maharashtra Environmental Engineering Service.

(*v*) General State Service.

(vi) Subordinate Service,

Para 7 to 17—*Deleted.*

C—PENALTIES

18. The rules on the subject will be found in the Civil Services (Classification, Control and Appeal) Rules and the Bombay Civil Services, Conduct, Discipline and Appeal Rules.

19. Except with the sanction of a competent authority, no person in the department should be allowed to resign his situation or be transferred from the State or the branch in which he is serving, while his conduct is under investigation.

D—DEATHS

20. (a) Casualties of persons holding appointments in the department must be reported immediately, through the regular channel, to the authorities by whom the appointments were made.

(b) Lists showing the names and addresses of the nearest relatives or friends of gazetted officers of the department should be collected and recorded in the office of the Superintending Engineer and other officers of equal rank under whom the officers concerned may be serving.

21. In the event of the death of any officer or subordinate of the department, if there is no one at hand entitled to administer his estate, the senior member of the department on the spot will, at once take measures to ensure the safety of all property, the deceased may have possessed, excepting only the personal necessaries of his family (if any) and will take an inventory of the same, forwarding a certified copy through his immediate superior to the head of the department, with the estimate of the value of the property. A police guard should (when there is any risk of misappropriation) be applied for and put over the effects immediately after the death, until there is time to take an inventory. Government will communicate with his relatives or friends, if none such were present on the spot.

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The State Services, which are enumerated at (i) to (v) above are classified as Class I and Class II. Both these classes, pertaining to the Maharashtra Service of Engineers and General State Service, excepting Mechanical Branch of Gereral State Service, stand bifurcated as from the 3rd November 1970, between the—(i) Public Works and the (ii) Irrigation and Command Area Development Wings. The Mechanical Branch of the General State Service continues to be common for the entire Construction Organisation. The Maharashtra Environmental Engineering Services also a sophisticated.

Rules regarding recruitment to these Services are laid down in various order of Government which will be incorporated in Maharashtra Civil Recruitment (Classification and Recruitment) Rules, when revised.

E—Financial Responsibilities of Chief Engineer, Superintending Engineer and Executive Engineer

22. (*a*) *The Chief Engineer shall—*

(1) exercise a concurrent control with the Principal Auditor over the performance of the Officers of this Department in maintaining Accounts and give legitimate support to him in enforcing strict attention to the rules concerning the custody and disbursement of money, the custody of stores, and submission of Accounts ; if in exercising his control, any financial irregularity is discovered it should be considered whether it is so serious as to require disciplinary action and if so, take necessary further action;

(2) see that the budget appropriations of the year are fully expended in so far as is consistent with general economy and the prevention of large expenditure in the closing months of the year for the sole purpose of avoiding lapses; and

(3) be responsible for ensuring that money which is not likely to be needed during the year is promptly surrendered so as to allow of its appropriation for other purposes, by the proper authority.

The Chief Engineer will exercise all powers and duties mentioned in Appendix 42 of this Manual.

22. (*b*) *Internal Financial Advisior—*

The following powers which have been delegated to the I. and P. D. and B. and C. D. (now I. D. and P.W.D.) should be exercised with the assistance of the I. F. A so long as the norms of cost prescribed with the concurrence of the F. D. are satisfied in each case :—

(*a*) Administrative Approval.

(b) Revised Administrative Approval.

(c) Approval to excess on the basis of completion report.

(d) Acceptance of tenders involving excess not within the competence of the local officers to approve.

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The I. F. A. should help the Secretary in exercising effective control over maintenance of accounts.

The I. F. A. may further exercise such additional powers and perform such additional duties as may be entrusted to him by Secretary.

22. (*c*) *The Superintending Engineer shall* —

(1) see that the authorised system of Accounts for works, stock, stock manufacture, Tools and Plant is maintained throughout his Circle and that the Executive Engineers submit their Accounts to the Principal Auditor punctually;

(2) examine at least once a year the books of Executive Engineers and their subordinates and see that matters relating to the primary Accounts are attended to personally by Executive Engineers and Sub-Divisional Engineers, Sub-Divisional Officers etc. and that the Accounts fairly represent the progress of each work;

(3) examine the Registers of works so as to keep a vigilant watch over the rates of work, watch the total expenditure to date under each sub-head of work in contrast with the sanctioned estimate by requiring the Executive Engineer to report monthly or at longer intervals on a work slip, if such expenditure is considered necessary and see that revised, estimates for any work, if required, are submitted in due time to the sanctioning authority;

(4) see that no delay is allowed to occur in the submission of the completion reports;

(5) see that the different articles in stock are duly verified according to the rules laid down and that there is no accumulation of stocks in any division beyond the requirements;

(6) forward for the information of the Chief Engineer, as the case may be, a report of his inspection of Divisional Offices, detailing therein the results of his examination of initial accounts, account of stock, tools and plant and stock manufacture, registers of works, and other divisional books, mode of preparation of establishments, contract agreements and contractors accounts.

The Superintending Engineer and Audit Officers should assist each other in rendering the management of accounts of the department as perfect as possible.

The Superintending Engineer may further exercise such additional powers and perform such additional duties as may be entrusted to him by Government from time to time.

22. (*d*) *Executive Engineer shall* —

(1) not commence the construction of any work or spend public funds without the sanction of orders of competent authority;

(2) close the account immediately when the work is finished and prepare the completion report, as required by paragraph 317;

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(3) take necessary steps to obtain funds for the works under his control and keep its accounts and submit them punctually to the Audit Office under the rules for time being in force ;

(4) exercise a thorough and efficient control and check over his Divisional Accountant and carefully examine the books, returns and papers from which the monthly accounts are compiled ;

(5) be responsible for the correctness in all respects of the Original records of cash and stores receipts and expenditure and for seeing that complete vouchers are obtained ;

(6) watch the progress of expenditure under each sub-head of work in contract with the sanctioned estimate and see that a revised estimate is prepared immediately when the necessity arises and submit to the sanctioning authority ; and

(7) examined at least once in 2 years the books of his subordinates to see that his primary accounts fairly represent progress of each work and see that the accounts are personally attended to by the officer-in-charge of Sub-Division;

(8) the Executive Engineer is primarily responsible for affording information in case of/in cases of probability of excess of actual over estimated costs of work and is expected not to allow any delay to occur in reporting to the Superintending Engineer any such probability, vide paragraph 134, note 3, below paragraphs 227 and paragraph 263, 264, 267 and 313. In such cases as well as those relating to irregularities in the rate of cost or cost of a sub-head which are beyond the powers of the Executive Engineer to sanction work-slips, should be submitted for orders. All important liabilities not brought to account should also be noted on the work-slip. The Divisional Officer in discharge of his responsibilities regarding maintenance of accounts, will be guided by Divisional Accountant posted to each divisional office by the Accountant-General. His functions are prescribed in the Maharashtra Public Works Accounts Code. No reference to accounts or any such matter will be dealt with by the Executive Engineer unless seen and commented upon by the Divisional Accountant.

F—Duties of the officers

(a) Chief Engineer—

23. The Chief Engineer is the professional head of the department and is responsible to Government for efficient working. He is the responsible professional adviser to Government in all matters relating to public works.

24. The subjects including those about transfer and postings of Superintending Engineers and as mentioned below, should be discussed in the conference of the Chief Engineers before decisions thereon taken by Government :—

(*a*) Policy matters relating to establishment.

(b) Promotion of Deputy Engineers (Civil) as Executive Engineers (Select List).

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(*c*) Promotion of Executive Engineers as Superintending Engineers.

(*d*) Transfer, leave, deputation, training of Superintending Engineers (Civil) and above.

(*e*) Transfer, leave and deputation of Superintending Engineers.

(*f*) Disciplinary action against Superintending Engineers.

The Chief Engineers who are working as Additional or Joint Secretaries in addition to their Secretariat work should inspect subordinate offices, establishment works, as under :—

Serial No.	Inspecting Authority	Office to be Inspected	Frequency
(1)	(2)	(3)	(4)
1	C. Es. and Jt. Secys.	(*a*) Supdt. P. and G. (*b*) S. E. (Mech.).	.. Once every year.
2	C. Es. (P) and J. S.	(*a*) C. D. O. .. .. (*b*) S.Es. of Mech. Circle (*c*) Divl. Offices under the above mentioned Organisation.	One every year. One every year. One Dn. in the Circle Office every year.
3	C. E. (I) and J. S.	(*a*) M.E.R.I., Nasik .. (*b*) I.R. and D., Pune .. (*c*) Principal, E. S. C., Nasik. (*d*) Divl. Offices under the above Officer.	} One every year. One Dn. in the Circle every year.
4	C. E. (Elec.) and H. P. ..	(*a*) S. Es. of Elec. and Hydro Circles. (*b*) Divl. Offices of the above circles.	Once every year. One Dn. in the Circle Office every year.

25. When military works are placed under administration of the department, question relating to military matters will be referred by the Chief Engineer to the General Officer Commanding of the Area through the Commander Works Engineer of that Area.

26. The Chief Engineer may correspond direct with the Head of Departments on all matters relating to the details of buildings or Works pertaining to those departments.

The Chief Engineer shall—

(1) provide prompt technical guidance and tighter and closer inspection and supervision ensuring both quality and progress of work ;

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(2) secure integration of activities of different wings of the Irrigation Department working in the division and co-ordinated deployment of man and machines available with different wings for maximum deduction and economy ;

(3) substantially reduce the work-flow on purely local issues or complaints not related to policy formulation ;

(4) present an integrated picture of all wings of the Irrigation Department on the regional forum and regional or State Level Conferences ;

(5) carry on inspections of the circle and divisional offices under his control as per the following scales :—

(*a*) *Circle offices under his control once every year.*

(b) Divisional Offices ;

Ten Divisional Offices each year or every divisional office in every three to four years.

(b) Superintending Engineer—

27. The Superintending Engineer will be Chief Administrative Head of the Circle and will be responsible to the Chief Engineer as the case may be for the administration and general professional control of public works-in-charge of the officers of the department within his circle.

28. It will be the duty of the Superintending Engineer to inspect the state of the various works within his circle and satisfy himself that the system of management prevailing is efficient and economical.

29. The Superintending Engineer is required to ascertain the efficiency of the subordinate offices and outdoor establishment and see and report whether the staff employed in each division is actually necessary and adequate for its management. He wil also examine the condition of the scientific and mathematical instruments at the headquarters of the divisions.

30. The Superintending Engineer is empowered to transfer and post Officers of the Maharashtra Services of Engineers not officiating as Executive Engineers and members of Maharashtra Subordinate Service of Engineers, within his circle.

31. The supervision and control of the assessment of revenue from irrigation and navigation works within his circle will rest with the Superintending Engineer.

32. (*a*) The Superintending Engineer is authorised to correspond direct with any of the local authorities, civil or military, within his circle. He will address General Officer Commanding of the Area/Brigade through the Commander Works Engineer of that Area and all other subordinate officers direct.

(*b*) He should carry out inspections of the divisional offices under his control once every year and those of sub-divisional offices under him once in three years.

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(c) Executive Engineer—

33. The Executive Unit of the Department is the division in charge of an Executive Engineer who is responsible to the Superintending Engineer for the execution and management of all works within his division.

34. The Executive Engineer can receive positive orders only from his own departmental superiors, the head of the administration, or other civil officers duly authorised. In the case of urgent military necessity or for urgent medical reason, an officer Commanding a Station can issue an order in writing to the Executive Engineer for the commencement or continuance of a work. The Executive Engineer will send a copy of the order to his Superintending Engineer and furnish in as short time as possible, an approximate estimate to the authority ordering the work for obtaining the formal approval of the competent financial authority. In the case of imminent danger to military buildings, etc. or break down of military installations, when delayed would be seriously detrimental to public service, the Executive Engineer will take immediate steps to protect life and property or to ensure that the service is maintained as far as possible, but he must at once report the facts of the case to his Superintending Engineer the local Military Commanders and the Audit Officer concerned stating the liability he is incurring. Action will be taken by the military authorities thereafter to regularise the work in accordance with the normal procedure.

35. The Executive Engineer is responsible that proper measures are taken to preserve all the buildings and works in his division and to prevent encroachment on Government lands in his charge. He should keep accurate plans of all cantonment or other Government lands, take care that his subordinates make themselves acquainted with the boundaries and see that they are respected.

36. Every Executive Engineer is required to report immediately to the Superintending Engineer any important accident or unusual occurrence connected with his division and to state how he has acted in consequence.

(*See* also Paragraph 282).

37. The Executive Engineer may transfer Junior Engineers and other Class III technical or ministerial staff as he thinks best within his own jurisdiction.

38. The Executive Engineer is responsible to ensure that the scientific and mathematical instruments in his division are properly cared for and will report on their condition to the Superintending Engineer at the end of each working season. Any injury to the instruments due to neglect or carelessness should be made good at the expense of the officer or subordinate responsible for the damage.

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39. It will be the duty of the Executive Engineer to furnish to Treasury and Sub-Treasury Officers after due inspection with the certificates prescribed in article 9 (b) of the Resource Manual as to the security of storing rooms used or proposed to be used for the storage of coin.

Note—The Executive Engineer may depute for this purpose any selected Officer-in-charge of Sub-division.

40. The Executive Engineer will be required to inspect at least once a year and to report on and suggest measures for the protection of any public monument or architectural or historical interest, whether public or private property, which appears likely to fall into decay, and he will be held responsible for any neglect or destruction which he has failed to report. In the case of private property it will be for Government to decide what steps, if any, are to be taken to obviate further neglect or destruction.

41. The Executive Engineers are authorised to issue completion certificates to persons in city areas in respect of houses constructed by them from the loans received under the Low Income Group Housing Schemes.

42. The Executive Engineer in addition to his other duties will consider himself to be *ex-officio* professional adviser to all departments of the administration within the limits of his charge. He will transact business of this sort with the appropriate military or civil authorities within his division and it will be incumbent on him to see that no undue formalities are allowed to interfere with the performance of those duties which are essential or pressing.

43. The Executive Engineer may where the services of a suitable officer of the Military Engineering Service are not available, be called upon by the General Officer Commanding of the Area or Brigade Commander to be a member of a committee appointed to select sites for works or demarcate general boundaries of a Cantonment.

44. (*a*) The Executive Engineer may address the General Officer Commanding of an Area or a Brigade Commander through the Garrison Engineer or an Military Engineers Services Officer acting on his behalf.

(*b*) The Executive Engineer should carry out inspection of the Sub-Divisional Offices under his control once every year.

(d) A. E./D. E./S. D. E./S. D. O.—

45. A division is divided into sub-divisions in charge of an A. E./D. E./ S. D. E. or S. D. O. These Officers are responsible to the Executive Engineer incharge of the division for the management and execution of works within their Sub-Divisions.

Note—For powers to fix head-quarters of sub-divisions and change of headquarters and nomenclature of temporary sections (*see* S. Nos. 2 and 3 in Appendix 44).

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46. The officer-in-charge of Sub-Divisions are authorised to issue completion certificates to persons in rural areas in respect of houses constructed by them from the loans received under the Low Income Group Housing Schemes up to Rs. 5,000 without reference to the Executive Engineer.

(e) **Divisional Accountant—**

47. The primary duty for maintenance and up-keep of proper account in the divisional office, will be that of the Divisional Accountant. No orders will be passed by the Executive Engineer on any case regarding financial matters unless it is cleared by the Divisional Accountant.

G—Work of the Electrical Branch

48. The electrical branch which is in charge of the Chief Engineer (Electrical) carries out advisory, administrative and executive functions pertaining to the generation and use of electricity.

49. The advisory part consists of advising Government on all electrical matters in regard to the grant of licences to private companies, persons and local bodies for the supply of electrical energy to the public and other matters connected therewith, such as, the scrutiny of the conditions and rates of supply methods of construction, etc., as also revision of tariffs.

50. The administrative part involves the supervision of the working of the various electrical undertakings and the inspection of all medium and high pressure installations of places of public amusement, mills, factories, power stations, etc., which have to be carried out in the interest of public safety. It also consists of the grant of licences to electrical contractors and holding of examinations for the grant of competency certificates to electrical supervisors and wiremen.

51. The executive side relates to the preparation of plans and estimates for electrical installations in Government buildings for the whole of the Maharashtra State and the supervision of such works when executed by contractors and the maintenance of all installations including the running of Government-owned power stations.

H—Work of the Public Health Branch

52. The following additional duties are assigned to the Superintending Engineers in the public health organisation :—

(*a*) to act as Consulting Engineers to Government in connection with all public health works which may be inaugurated by Government ;

(*b*) to scrutinise and report on all public health projects, prepared by outside agencies, which are submitted to Government for approval by local or outside bodies ; and

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(*c*) to act, when required and with the approval of Government, as Consulting Engineer to local and outside bodies in any public health matter on the terms mentioned in rule 16 of appendix 5.

These officers also exercise direct control over—

(1) administration, supervision and maintenance of town and village water-supply and sewage works owned by Government ;

(2) advising on mechanical questions and carrying out instructions and tests on pumping plants all over the State ;

(3) maintenance of Sinking Fund and Depreciation Accounts by local authorities for public health works in the State ;

(4) scrutiny of designs for schools, houses, vegetable and mutton markets from sanitary and hygienic points of view.

I—Duties of Architect to Government

53. The duties of this officer are to advise Government when called upon to do so, as well as all local officers, on all questions relating to building projects in general, architectural treatment, selection of sites, etc., and to carry out technical scrutiny of such plans of buildings proposed to be erected by Government and town planning scheme as may be referred to him for expert advice. He is also required to prepare type designs especially of rural housing and community buildings. He is empowered to sanction proposals, specifications, etc. of buildings proposed to be constructed on land leased by Government. In order to have correct interpretation of the drawings and specification and verdict of items, tender papers for important building works costing more than Rs. 10 lakhs situated in Bombay, Pune, Nagpur, Amravati and Aurangabad, are to be routed through him. He is required to be consulted in respect of selection of sites and the type of electric fittings to be used in important buildings and to be posted with the pyhsical progress of such works. Sizes of statues, busts and sizes of the pedestal with reference to the site selected for their installation, are to be referred to him and no change whatsoever shall be made in the layouts of buildings prepared by him without his or Chief Engineer's approval.

J—Parks and Gardens Section

54. The works of development and maintenance of Public Parks and Gardens, gardens around important Government Buildings, both Residential and Non-Residential, gardens attached to Government Hospitals and Educational Institution, Government Nurseries etc. have been entrusted to the Parks and Gardens Organisation which is headed by the Superintendent, Parks and Gardens with headquarter at Bombay. The other important functions of this organisation are :—

(1) to survey, design and estimate new garden works,

(2) to take up execution of new garden works and maintain them after the completion of work,

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(3) to maintain, established nurseries for collection and multiplication of ornamental plants, bulbous plants, flowering plants, potted plants, Cactus Succulants, Cut flowers, loose flowers, tree saplings, rare plant species for maintenance and development of gardens as well as to sell them to public at reasonable rates. The revenue realised during 1981-82 and 1982-83 through the Sale of plants is exhibited in Table No. VI,

(4) to supply to public, Government offices, educational institutions etc. tree saplings free of charge during Vana-Mahostav,

(5) to render advice to the public, Government offices, Government houses, private bodies, Municipalities on the problem of gardening.

To conduct flower-shows for display of quality cut flowers, ornamental plants, rare plant species and also to participate in flower-shows conducted in the different cities of the State.

(6) To arrange floral decorations for important State functions on Independence Day, Maharashtra Day and Republic Day and also for important Government meetings conducted at the Mantralaya Conference Hall and the Residences of the Chief Minister and other Ministers.

(7) To give grants-in-aid to the —

(*i*) Panhala Hill Station Municipal Council ;

(*ii*) Akkalkot Municipal Council for maintaining Government Gardens on behalf of Government.

K- Designs, Research and other Organisations under the Irrigation Department

(A) Command area Development Authority Organisation :

55. With a view to bring about expeditious development of the Command Areas, Government has in consultation with the Government of India, set up five Command Area Development Authorities under the Irrigation Department for the following projects or groups of Irrigation Projects :—

(1) Purna and Jayakwadi Projects ;

(2) Ghod and Bhima (including Pawna Command Area) Projects ;

(3) Girna and Upper Tapi (Hatnoor) Projects ;

(4) Bagh, Itiadoh and Pench Projects ; and

(5) Krishna Project.

2. The Command Area Development Authority is an inter-disciplinary Authority, headed by one Administrator, with supporting staff drawn from different disciplines such as Irrigation, Agriculture Co-operation etc. The Command Area Development Authority are entrusted with the following functions :—

(1) Maintenance and efficient operation and modernisation, where necessary of the irrigation system in the Command Area upto the outlets with one cusec capacity ;

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(2) Development and maintenance of the main and subsidiary Drainage system in the command Area.

(3) Conducting Soil Surveys in the Command Area, with a view to determining and modifying from time to time most suitable cropping patterns ;

(4) Ensuring efficient maintenance of the Field channels and the field Drains within the Command Area by the concerned farmers and by the Authority at their cost, if necessary.

(5) Land levelling and Land shaping on its own, and/or through other agencies, at the cost of the beneficiary farmers ;

(6) Prescribing and enforcing an appropriate system of distribution and regulation of water supply throughout the Command Area ;

(7) Development of Ground water Resources and ensuring its conjunctive use along with surface irrigation ;

(8) Selection, introduction and enforcing of suitable cropping patterns ;

(9) Localization and delocalization of lands for various crops ;

(10) Ensuring supplies of all inputs and services including credit ;

(11) Development of marketing, processing and storage facilities and an adequate communications system ;

(12) Development of subsidiary activities in the fields of Animal Husbandry, Dairy, Poultry, Farm-Forestry, Fishery, Horticulture etc. ;

(13) Soil Conservation and afforestation, where necessary ;

(14) Consolidation of land holdings and redraving of field boundaries on an outlet command basis where necessary ;

(15) Organising Agricultural Co-operatives ;

(16) Town Planning and Development of Growth Centres within the Command Area ;

(17) Co-ordinating the activities of the Institutional Agencies in the Command Area such as the Land Development Banks, Co-operatives Credit Institutions, Branches of the Nationalized Banks etc. ;

(18) Co-ordinating the research activities, including those undertaken by the Agriculture University in the Command Area ;

(19) Co-ordination with the Revenue and other Departmental authorities functioning within the command area ;

(20) Ordering or undertaking studies, enquires or adoptive research for effective application of Scientific principles of soil and water management and to evolve and to implement packages of practices for different Crops in the Command Areas ;

(21) Development of farmer support services and organisation of programme or campaigns to educate farmers in the command areas for efficient utilisation of irrigation potential or maximising agricultural production ;

(22) Implementation generally of all policies of the Government of India and the State Government in respect of the intensive development of the Command area.

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Command Area Development Commissioner and Secretary appointed in the Irrigation Department, Mantralaya, looks after the work of the Command Area Development Authority at State level and is the Administrative head of the Organisation.

The Administrators of the Command Area Development Authority is appointed from the cadre of—I. A. S. (Senior Time Scale), Superintending Engineers of Irrigation Department, Joint Director of Agriculture or Joint Registrar of Co-operative Societies. The Administrators are authorised to exercise, in respect of Command Area Development Authority all administrative functions and financial powers which are exercised by the Collectors of the District and Regional Officers of Irrigation, Agriculture and Co-operative Departments. Administrators drawn from Superintending Engineers cadre are authorised to exercise also the technical power enjoyed by the Superintending Engineers in the Irrigation Department. The Chief Engineers, the Additional Chief Engineers and in case of Command Area Development Authority having an administrator from the cadre other than that of Superintending Engineers continue to exercise technical control on the projects transferred to the control of the Command Area Development Authorities for management.

(B) Electrical and Hydro Projects :

The investigation, planning, designs and construction of Electrical and Mechanical part of Hydro Power Projects is entrusted to the Chief Engineer (Electrical) Hydro Projects, Bombay under whom there are three Circles.

One Circle is looking after the Designs work of the Koyna proper and the other circle is looking after maintenance and operation of gates, repairs and up keep of Electrical Machinery of the Koyna Organisation. The third Circle looks after the other hydro projects of the State.

Investigation preparation of project reports in the State is entrusted to the Superintending Engineer (Hydro), Bombay under whom there are six units. Each unit is headed by an Executive Engineer. It's varied activites consist of feasibility studies, preparation of project reports, design and engineering of Electrical and Mechanical equipment, procurement of materials and auxiliaries, organising the execution of works, commissioning of plants, performance and/or acceptance tests and training of plant personnel before the power stations are handed over to the Maharashtra State Electricity Board.

Of the six units, two units are civil, one unit is attached to the Circle Office and three are Electrical and Mechanical field units.

The number of circles, divisions and sub-divisions under the Hydro Wing is liable to variations from time to time depending upon the work load.

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(C) Directorates of Irrigation Reasearch and Development Organisation, Poona :

Directorate of Irrigation Research and Development headed by the Director of the rank of Superintending Engineer has jurisdiction all over the State. There are five Divisions under Directorate. The Irrigation Research Divisions at Poona, Nasik and Aurangabad look after the work of annual demarcation of areas affected by salinity and water logging in the command of Irrigation Projects and preparation of land drainage schemes for their reclamation.

The Soil Survey Divisions at Poona and Nagpur look after the work of pre-irrigation Soil Surveys for Western Maharashtra and Vidarbha for the projects to be submitted to Central Water Commission. One Sub-Division at Aurangabad looks after the Soil Survey of Projects in Marathwada.

Directorate also tackles problems related to soil, salinity, Alkalinity, Water logging, new techniques of drainage to reduce cost and to avoid land acquisition.

Studies related to Soil Plant Water relationship with new theories to formulate a workable irrigation schedule for canal irrigation, efficiency of irrigation and means to improve upon the same, new technique of irrigation are also made by the Directorate.

(D) The Central Designs Organisation :

General :

The Central Designs Organisation has been established in 1958 to deal with pre-construction planning and design of Irrigation Project. Presently it is headed by three Superintending Engineers. The works are carried out functionally in 15 Numbers of design units headed by Executive Engineers located at Nasik. The C. D. O. is located at Nasik.

Function :

(a) This organisation primarily deals with basis designs and drawings of components of major (each costing over Rs. 5 crore and above) irrigation projects all over the Maharashtra State, on the basis of project scope, hydrology and water planning details approved by the Government and filed data supplied by project engineers. The major components are earth dams, masonary dams, spillways, outlets, gates for outlets and spillways and canal structures.

(b) Similarly designs of components of medium projects, which need special attention from designs point are also referred to C. D. O.

(c) C. D. O. also prepares designs and drawings required for head works chapters of project reports for new projects which are to be submitted to Central Water Commission for approval. Eventually C. D. O. also deals with compliance of C. W. C's. comments on such head works chapters.

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(d) The hydrology and water planning chapters of projects in planning stage prepared by Irrigation Projects Investigation Circle are referred to C. D. O., for scrutiny.

(e) Designs of important and costly canal structures are done in C. D. O.

(f) C. D. O. is entrusted with the work of inspection of canal structures on various old canals and proposing suitable strengthening measures, if considered necessary, to see that these structures give trouble free service.

(g) Designs and drawings for strengthening of old dams are done in C. D. O.

(h) Preparation of proposals for geological exploration for various components of projects (viz. dam, spillways, power houses, tanks, tunnels etc.) and evaluation of the data yielded from the exploration as to make specific recommendations regarding foundation grade rock levels, alignment of dams, spillway chanels and tunnels and foundation treatment etc.

(i) C. D. O. prepares detailed proposals for instrumentation in dams.

(j) C. D. O. initiates proposals for various model tests (hydraulic, structural photoelastic etc.) for ensuring more reliable designs.

(k) C. D. O. is called upon to deal with complex problems of designs to be able to evolve efficient and economical structures.

(l) C. D. O. deals with standardisation of designs and design procedure, wherever possible.

(E) Mechanical Organisation :

This specialised organisation was set up in 1959 to cater to the long felt need of the various operative and construction Divisions of Irrigation Department in respect of—

(*a*) The operation, maintenance and repair of the heavy earthmoving equipment including vehicles and boring machinery.

(*b*) The centralised manufacture of sluice gates hoists and of heavy radial gates.

(*c*) The manufacture of spare parts and G. I. specials required for Machinery used by Irrigation Department/Public Health Engineering Wing.

There are three circles under this organisation each headed by Superintending Engineer, namely, Superintending Engineer, Mechanicl Circle (Construction Plan), Poona and Nanded, Superintending Engineer, Mechanical Circle (Gates), Poona.

This organisation has a base workshop at Dapodi which constitutes two separate Divisions one for equipment and another for gates. The Mechanical Division at various headquarters are in-charge of operation, maintenance and repairs to equipment and vehicle in the area under their jurisdiction.

There are also Chief Gates Erection Units, headed by Executive Engineers which are entrusted with the erection of gates manufactured at the Central Workshop at Dapodi.

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Government Central Workshop and Stores at Nagpur also functions under this organisation. This work shop is of productive nature catering to the requirements of both Government and private parties.

(F) Engineering Staff College, Nasik :

This College was established in the year 1964, and is headed by a Senior Superintending Engineer (present designation is the Director) drawn alternatively from the Irrigation and Public Works and Housing Department.

2. This College conducts short term orientation course for officers recruited to the Class I and Class II services of the Irrigation, Public Works and Housing and Public Health Department of the State Government with a view to acquain the fresh entrants to the departments with the working methods and practices of the departments, the various administrative and accounts procedures, etc. The courses include visits to important engineering works in progress, discussions with senior Officers of the departments, lectures on technical subjects such as Soil Mechanics, Concrete Technology, R. C. D. Design prestressed Concrete etc. the emphasis being on the practical application rather than on theory.

3. The College conducts a number of other short term specialised courses in subjects such as Soil Mechanics, Foundation Engineering, Highway Engineering, R. C. design, Irrigation Management etc. Though lectures on theory have to be included the emphasis is on bringing home the basic concepts to the trainee officers and giving them—(1) Practice in the application of the concepts and (2) Glimpses of latest developments in the various fields. Every course includes practicals and also visits to works in progress.

4. Referesher courses i. e. lectures and discussions on various topics with which the trainee officers have to deal with, are held for Junior Officers (Deputy Engineer, Assistant Engineers) as well as for Senior Officers (Executive Engineers) for whom syndicate discussions and seminors are arranged.

5. Courses in Net Work Planning are held mainly for Senior Officers besides a few lectures on the technique of CPM and PERT. The main emphasis is on making the Officers prepare complete networks for projects of their own.

(G) Maharashtra Engineering Research Institute, Nasik :

1. The MERI, Nasik, set up by State Government in 1959 attends to the various problems of engineering research. The Institute with Officers and staff functions under the administrative control of the Irrigation Department and the funds therefor are provided by that Department.

2. In order to evolve and develop the use of new materials and new methods of designs in the field of roads, foundation investigations for bridges and buildings, experimental model studies, air strips etc., a Highway Research Division has been functioning under the control of the MERI, since September 1969. The Division mainly handles specific problems referred to it by field officers of the Public Works Department and gives suitable advice and solutions

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thereof. These problems relate to testing of soils, design of high embankments, load testing of bridges, etc. In addition, this Division is also associated with research schemes at the national level. Due to increase in the activities of the department, a new Highway Research Division No. 2 has been opened from 8th November 1980.

3. Further, with a view to promoting the continuous growth of research and development activities and enabling the engineering officers of the Public Works Department to take full advantage of the facilities available in the Highway Research Division, Government has set up a Steering Committee under the Chairmanship of the Secretary (II), Public Works Department for exercising a more effective technical control and giving adequate guidance to this Division. The main functions of the Committee are as under :—

(1) To identify research problems of utility.

(2) To prepare yearwise reseach programmes.

(3) To take monthly reviews of progress achieved.

(4) To review and modify/amplify research programmes once in every three months.

(5) To render effective guidance to the Highway Research Division.

(6) To suggest postings and rotation of Research Officers and Assistant Research Officers drawn from the Public Works Department.

(7) To decide training programme of officers and staff of the Highway Research Division.

(8) To plan budget requirements and utilise effectively grants received from the Public Works Department.

(9) To examine the materials for new methods of construction and give opinion for their utility i. e. substitute for the use of cement etc.

4. The Steering Committee set up by the Government for Highway Research Division is functioning and is monitoring number of research schemes for which specific allotments are placed by the Public Works Department.

5. In addition to above, basic research schemes sponsored by Government of India are also being implemented by this Division.

6. Part of the grants sanctioned by this Department are placed at the disposal of the Director, MERI Nasik for implementing the aforesaid activities. The remaining grants are spent on "Computor Programmes" in connection with the designs prepared by the Design Cricle.

Nos. 56 and 57 deleted.

L.—Employment under Local Bodies

58. The services of the members of the State Engineering Services, members of the Maharashtra Subordinate Service of Engineers and other non-Gazetted and Class IV servants will, if Government finds such a course necessary at any time, be liable to be placed at the disposal of Zilla Parishad,

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M—TRANSFERS

59. Transfers of Government Servants should be regulated in accordance with general orders that may be issued by Government from time to time subject to following provisions :—

(*a*) No officer should ordinarily be retained in the same District beyond a period of three years except with the prior approval of the Secretary of the Department concerned.

(*b*) An officer who is retained in a District for more than 3 years with the prior approval of the Secretary of the Department concerned, should not be retained in the same District beyond 4 years save in exceptional circumstances and in case it is proposed to retain him beyond four years a proposal to that effect should be submitted to the Chief Sercetary who will obtain the orders of the Chief Minister in the matter.

(*c*) Officers engaged in the execution of a development project should not be disturbed until the project has advanced sufficiently to permit shifting of the officers if they have spent the required period in their posts.

(*d*) Officers engaged in schemes and/or projects of long duration should be considered for transfer only after the schemes and/or projects have reached a suitable stage of completion when the transfers can be affected.

(*e*) Officers engaged in collegiate teaching and research activities need not normally be transferred unless they are to be promoted to a higher post.

(*f*) Efficient and Conscientious Government Servants posted to the backward and under-developed areas should not be continued in those areas for more than two years at a time and that they should be transferred to other areas at the end of this period.

(*g*) As far as possible transfers of officers during the acadmic year may be avoided and arranged in such a way as to coincide with the beginning or end of the academic year so as to avoid disturbing the education of thier children.

(*h*) It has been brought to the notice of Government that Subordinate Government Servants belonging to Scheduled Classes are at times of trnasfer to places where they are unable to secure residential accommodation on account of the custom of untouchability and are thus put to hardship. The Heads of Departments should, therefore, consider this disability of the Subordinate Government servants belonging to the Schedule Classes and avoid as far as possible, their postings to places where they are likely to experience this difficulty.

(*i*) In the case of women employees who are unmarried or widows, they should be posted, as far as possible, at places where they have their near relatives and when they have no near relatives, they should be posted at places near the road side or where easy transport is available. These instructions should be followed also in respect of women employees who are divorced or deserted by their husbands.

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(*j*) Generally Class IV servants are borne on the District establishment and are not ordinarily liable to be transferred outside the District. Even in the case of those who are serving in Head Offices at Divisional or State Headquarters, they are not generally transferred outside these offices except at their own request. In order to ensure, that available hardship is not caused to the Class IV personnel by their transfer from one District to another, such personnel should not be transferred outside the Districts i. e. from one district to another except when a person specifically applies for such transfer and the transfer is otherwise possible or when the transfer is on promotion. In the latter case the transfer should not be insisted upon if the person concerned is unwilling and is prepared to forego the promotion.

(*k*) The normal period of three years for transfer should be extended to five years in respect of clerical staff.

(a) Inter-State and Inter-Departmental transfers :

60. Members of work-charged establishment who are transferred from one project to another whether in the same or in another circle should be treated as in continuous service for the purposes of pay, leave, etc., provided the transfer is from and to work-charged establishment only and there is actually no break between their employment on the two Projects. In the case of shifting from one circle to another, transfer of staff shall be ordered by the Chief Engineer.

61. Transfers of Government servants who are liable to be shifted should be ordered at regular intervals avoiding at the same time frequent transfers. A Government servant should not ordinarily be transferred out of a station unless he has served there for at least five years.

62. No Government servant holding any of the following "key" posts whether permanent, temporary or work-charged should be allowed to serve in any one place beyond a period of four years :—

(1) Overseers (except those engaged on survey and designs work).
(2) Road karkuns and maistries.
(3) Store-keepers attached to sub-divisions.
(4) Irrigation clerks attached to sub-divisions.
(5) Sub-divisional clerks.
(6) Divisional store-keepers.
(7) Divisional establishment clerks.
(8) Divisional assistant store-keepers.
(9) Divisional audit clerks in the account branch.
(10) Tender clerks, if any, of the divisional offices.
(11) First clerks of divisional offices.

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(12) Establishment clerks of the circle offices.

(13) Allotment clerks of the circle offices.

(14) Head clerks of circle offices.

(15) First clerks in circle offices.

(16) Canal inspectors.

(17) Patkaries.

(18) Measurers.

Women Government servants who serve in one place for more than four years continuously need not necessarily be transferred to another place. Whenever practicable such Government servants should, however, be transferred from one office to another at the same station and even from one section to another in the same office.

Government servants other than those mentioned above may be retained at one place without any limit unless as a disciplinary measure they are required to be shifted.

Explanation.—The term " Place " used above is more in the nature of jurisdiction of office than the head-quarters or station of residence. Change of office may not, therefore, necessarily be accompanied by change of place of residence. The place can thus be taken to have been changed when there is a complete break from the previous office of posting.

(b) Transfer of Divisional and Sub-divisional Charges :

63. A register of incumbents of charges should be kept in standard form P. W. 142 in every divisional office showing the period of incumbency of each officer who has held charge of the division including the Divisional Accountant and of the several sub-divisions ; and, in each sub-divisional office, a similar register of the incumbents of that sub-division only.

64. In the case of any sudden casualty occuring or any emergent necessity arising for an officer to quit his charge, the next senior officer of the department present will take charge. When the person who takes charge is not a gazetted officer, he must at once report the circumstances to his nearest departmental superior, and obtain orders as to the cash in hand, if any.

65. An officer must not delay making over charge after the arrival of the relieving officer ; nor must he, without a medical certificate or the permission of his immediate superior officer, leave the station before the arrival of his successor.

66. Every transfer of charge of a gazetted Government servant should be reported in standard form P. W. 93 by post on the same day to the Principal Auditor, through the proper channel.

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67. The relieving officer will take up the expenditure of cash and stores from and for the first day of the month during which the relief takes place and submit the next monthly account in the same manner as if he has been in charge during the whole month. But the relieved officer remains responsible for explanation, if required, for transactions during his incumbency.

68. If the relieving officer fails to bring to notice within a period of 3 months in the case of sub-divisional charge and 6 months in the case of divisional charge, any deficiency or defect in work or stores taken over from his predecessor, he will be responsible for the same, both as to quantity and quality, so far as he was in a position to ascertain it.

69. In the case of transfer of divisional and sub-divisional charges, the cash-book or imprest account should be closed on the date of transfer, and a note recorded in it, over the signatures 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 the same day to the Superintending Engineer in the case of divisional or to the Executive Engineer in the case of sub-divisional charges :—

(1) Transfer report in standard form P. W. 569 in the case of sub-divisional charge.

(2) Receipts of stock, tools and plant and other stores under the immediate charge of the relieved officer, in forms A and B given at the end of this paragraph for divisional and sub-divisional charges respectively.

(3) A detailed report (in standard form P. W. 468) on the state of scientific and mathematical instruments. In the case of transfer of divisional charge this report should be in respect of instruments at headquarters only.

(4) Detailed handing over notes of all works in hand, any orders remaining to be complied with, and any points of importance to be brought specifically to notice vide paragraph 71.

The receipts of cash and store balances may be prepared by the relieved officer but the relieving officer should note any inaccuracies therein so that the Superintending Engineer, or the Executive Engineer, as the case may be, may pass such orders in respect of deficiencies, if any, as may be necessary. Copies of the receipts may be given to the relieved officer if desired by him.

Form A

Received in transfer from A. B., *ex*-Executive Engineer..... Division the stores in his personal charge as detailed in the annexed list.

The stock ledger and the ledger for tools and plant are on record and have been posted to end of... ....

.....

(Station and date) Relieving Executive Engineer.

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Form B

Received in transfer from A. B., *ex*-officer in charge..... ..... Sub-division, the stock and tools and plant which have been in his personal custody, as detailed in the bin cards and register of tools and plant which have been posted up-to-date.

.....

(Station and date) Relieving Sub-Divisional Officer.

70. The Relieveing officer should then, unless otherwise ordered, proceed with the relieved officer to inspect the record, 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 Superintending Engineer. 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 minutely examine the works in progress as to their quality, and as to their agreement with the sanctioned plans and estimates; he should also record his opinion as to the correctness of the accounts of materials at site. In this connection see paragraph 10.3.14 of the Maharashtra Public Works Account Code.

71. 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 detailing 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 in due course, and a report as to any complication likely to arise owing to their non-adjustment.

72. The relieving officer in reporting that the transfer has been completed, should bring to notice anything irregular or objectionable in the conduct of business that may have come officially to his notice. In the case of 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.

73. The relieving Executive Engineer should mention specially in his transfer report, whether the accounts may be considered to present fairly the progress of the works.

74. In the case of transfer of charges other than division and sub-division, the Executive Engineer should issue instructions as to the works to be jointly inspected by the relieved and relieving officers.

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75. In the case of transfer of a divisional charge, 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 officers, a reference shall be made to the Superintending Engineer.

76. The transfer report of a sub-divisional charge should, on receipt by the Executive Engineer, be scrutinised by him, any remarks necessary being entered in the column provided for that purpose. The report should then be forwarded to the Superintending Engineer, who after passing such orders as may be necessary should return it to the Executive Engineer for record in the divisional office.

77. In the event of the contigency of the nature mentioned in paragraph 64 above occurring in the case of a divisional or sub-divisional charge, the succeeding officer should take action as prescribed above and assume charge, forwarding to the Superintending Engineer or the Executive Engineer, as the case may be, the receipt usually forwarded by the relieving officer.

The following categories of non-gazetted staff :—

(1) Junior Engineer in charge of Section.
(2) Head Draftsman.
(3) Draftsman.
(4) Special Superintendent.
(5) Superintendent.
(6) Stores Superintendent.
(7) Circle Head Clerk.
(8) First Clerk.
(9) Divisional Head Clerk.
(10) Divisional Accountant.
(11) Store-keeper.
(12) Assistant Store-keeper.
(13) Maistry.
(14) Karkun.

N—Employment of Temporary and Work-charged Establishment and Daily rated workmen

(a) Temporary establishment :

78. In order to meet the demand for extra supervision which may arise from time to time, as well as to ensure that the establishment shall be capable of contraction as well as of expansion according as the expenditure on works diminishes or increases, the permanent establishment may be supplemented by temporary establishment to such extent as may be necessary, and varying in strenght from time to time according to the nature of the work to be done, Temporary establishment will include all such non-permanent establishment. to matter under what titles employed, as in entertained for the general purpose of a division or sub-division or for the purpose of the general supervision, as distinct from the actual execution of a work or works and will be sanctiond by Government. For powers of subordinate officers to appoint temporary clerks and vary the details of temporary establishment (*see* S. Nos. 4 and 5 in Appendix 42).

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79. All temporary establishment should always be appointed until further orders and the persons so appointed should clearly be given to understand that their services will be discharged immediately after the specific work is over without assigning any reason or notice therefor. However of the seniority of such persons is on Zonal basis the junior most person is on Zonal list will be retrenched. The conditions should be clearly explained to the persons employed and a written declaration obtained from them that the terms have been clearly understood by them. They should also be required to give an advance notice of minimum one month of their intention to resign the post and an undertaking as under should always be obtained from them at the time of their appointment :—

"I understand that my employment under Government as ..... is temporary and that services are liable to be dispensed with at any time without notice and without any reasons being assigned.

In case I want to leave Government service I will give one clear month's notice or forfeit one month's pay in lieu thereof.

I accept the employment on the aforesaid basis."

80. The leave, travelling and other allowances of persons on temporary establishment are regulated by the relevant rules in the Bombay Civil Services Rules Manual and other executive/administrative instructions issued from time to time.

81. Superintending Engineers are authorised to grant conveyance allowance to members of temporary revenue establishment at the rate and on the conditions mentioned in the case of the members of the work-charged establishment (except the work-charged Junior Engineers).

82. **Deleted.**

(b) Work-charged Establishment :

83. Works establishment will include such establishment as is employed upon actual execution, as distinct from the general supervision of a specific work or of sub-works of a specific project or upon the subordinate supervision of a specific work of sub-works of a specific project of the departmental labour, stores and machinery in connection with such a work of sub-works.

Note 1.—The establishment provided for surveying, drawing, tracing etc., in estimates for preparation of projects should be regarded as engaged on the execution of the works and should therefore be treated as work-charged.

Note 2.—The ministerial posts such as Junior Clerks, Senior Clerks, Typists etc. should not be sanctioned on Work-charged establishment.

Note 3.—While making appointment to a post on work-charged establishment the office concerned should mention in the appointment order, in clear terms the work on which the person is appointed and tenure of appointment so that he may dot be under the impression that he is likely to continus in service for au indefinite period.

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Note 4.—Competent authority may waive the rule, which prescribes that works establishment must be employed upon a specific work and determine in such cases the proportion in which the cost of such establishment shall be allocated between the works concerned, (*vide*) serial No. 6 in Appendix 42).

Note 5.—Persons working on work-charged and daily-rated establishments are brought on regular establishments by conversion of their respective posts. These persons continue to do the same job as they were doing before. The expenditure on pay, allowance and pensionary charges of such persons which is initially paid from regular establishment bills should be written back to works by showing debit to works accounts and credit to regular establishment heads as " Receipts and Recoveries " of establishment grants.

The expenditure on engagement of staff on work-charged establishment proper and on regular establishment (permanent and/or temporary) converted from work-charged establishment should not exceed the provision made in the works estimates for work-charged establishment.

(2) The appointments to various posts on work-charged establishment should be made in exercise of powers delegated to Officers under Serial No. 7 in Appendix 42 of the M. P. W. Manual subject to the condition that normal requirements of rules prescribed for recruitment to temporary and permanent establishment such as age limit, educational qualification, recruitment through employment exchange, medical examination etc., should be followed. The persons who have once fulfilled the requisite recruitment rules including the conditions regarding employment exchange. Medical examination etc., need not be required to satisfy the same rules if they are again taken up in service after a break not exceeding one year.

(3) The persons working on work-charged Establishment who have been recruited thorugh the employment exchange and who satisfy the recruitment rule criteria to particular post on regular establishment will be eligible for appointment on regular establishment subject to seniority and merits without reference to employment exchange provided that the persons proposed to be taken up on the regular establishments have been in continuous employment since their recruitment through the employment exchange on the work-charged establishment and that they are otherwise qualified and suitable to hold the regular establishment posts.

(4) The appointment of a person holding a Class-IV post to Class III post should be regulated as follows :—

(*a*) A person appointed through an employment exchange to Class IV post on work-charged establishment or on regular temporary establishment who has passed the S. S. C. Examination and completed 3 years of continuous service in Class IV post may be promoted to a Class III post on work-charged establishment or a Junior Clerk on regular temporary establishment as the case may be.

(b) A person appointed through an Employment Exchange to a Class IV post on work-charged establishment will not be eligible for promotion to a post of Junior Clerk on regular temporary establishment. Such a person can be considered for appointment to a post of Junior Clerk by nomination (i. e. by direct recruitment) provided his name is recommended for such

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appointment by employment exchange. For this purpose such a person should register his name at the employment exchange with a "No Objection" certificate.

(5) (i) The staff brought on regular establishment from work-charged and daily-rated establishments against the converted posts should be allowed promotions to higher posts on work-charged establishment according to their seniority-*cum*-merits. While doing so, wherever ratio, is already prescribed for filling in posts by promotion and by direct recruitment, the promotions should be granted to the extent of number of posts to be filled in by promotion. Wherever no such ratio is prescribed the promotions be granted up to 50 percent so such posts, the remaining being filled in by direct recruitment as per the recruitment rules.

(ii) After the concerned persons are so promoted the converted lower posts on regular establishments held by them should be kept vacant during the period they work on work-charged establishment and after they complete 5 years of continuous service in the promotion posts on work-charged establishment the lower posts should be abolished, the higher posts on work-charged establishment being converted as posts on regular establishment.

(iii) The pay and allowances of such persons promoted to higher posts on work-charged establishment should be regulated in accordance with the principles envisaged in the B. C. S. Rules.

(iv) The persons holding a lien on permanent posts or who would have held temporary posts on regular establishment, if promoted to higher posts on work-charged establishment, should be allowed the benefits of regular posts as would have been admissible to them had they continued in these regular posts, such as leave, gratuity, etc., and should be allowed to count in full such of their work-charged service in the higher work-charged posts towards pensionary benefits. If however, during the last three years of their services, they are holding posts on work-charged establishment the pay drawn by them on work-charged establishment will not count towards pension but the pension will be based on their substantive pay or their officiating pay which they would have drawn on regular establishment had they not been deputed to the work-charged establishment.

84. The cost of works establishment must be shown separately in the estimate at the prescribed percentage where applicable. The excess over such provision in the estimate will need prior approval of Government.

Note 1.—In the case of estimates for modernisation of road surfaces, the provision for work-charged establishment should be made at 2 per cent of the estimated cost.

Note 2.—When provision for workcharged establishment is made in an estimate on percentage basis, it should invariably be calculated on the estimated cost of the work inclusive of contingencies so that the provision may be adequate even when the amount for contingencies has to be utilised.

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85. The Superintending Engineers and the Executive Engineers, are authorised to employ junior engineers and khalashis on work-charged establishment where necessary for detailed supervision of works provided their cost is met from the provision of work-charged establishment in the estimates of the works and subject to the limits laid down at Sr. No. 7 in Appendix 42.

86. In all cases previous sanction of competent authority to the employment of work-charged establishment should be obtained in standard form P W. 256. Powers of various officers to sanction work-charged establishment are detailed at serial No. 7 in Appendix 42.

Exception.—In the case of work-charged establishment employed on various maintenance and repair works and occasionally on original minor works, the names of works on which such establishment is employed need not be specifically mentioned while according sanction to such posts, the cost being allocated by the Executive Engineers on the works concerned in proportion to the time spent on these works.

The Executive Engineers except those of electrical divisions should maintain a proper record of the data for distributing the cost of such establishment charged to various works for scrutiny at the time of local audit inspections.

87. The work-charged establishment shall be discontinued when works on which they are employed are temporarily stopped or suspended, and re-employed are temporarily stopped or suspended, and re-employed as soon as the works are resumed.

88. Transfers of work-charged persons ordered by local officers shall be restricted within the division as far as possible.

89. Members of work-charged establishment shall be entitled to the following concessions :—

(*i*) So far as pay, joining time, travelling allowance and rent of Government residences are concerned, they shall be governed by the B. C. S. R. unless otherwise specified in this manual.

(*ii*) They shall be eligible to the following allowances in addition to pay :—

(*a*) *Dearness allowance.*—According to scale of dearness allowance fixed by Government from time to time for Government employees on regular establishments.

(b) *House Rent Allowance and C. L. A.*. —These allowances shall be paid in accordance with the scales prescribed by Government for employees on regular establishments.

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(*iii*) The authority competent to fill up the post may grant leave to such members as are employed on regular work from year to year up to 1/22 of the period of continuous duty performed and limited to 120 days at a time subject to the following conditions :—

(*a*) When a work-charged employees goes on earned leave no substitute should be appointed in his place except in cases of exigency, and that too with the specific sanction of the Superintending Engineer concerned. The leave allowance to the absentee shall be his pay before the leave commences. The work-charged staff should be allowed to earn and avail of earned leave from the beginning of their service.

(*b*) The work-charged employees shall be allowed to accumulate leave up to 120 days.

(*c*) Leave shall not be permissible—

(1) Unless, so far as can be foreseen at the time of granting the leave, the employee's services will be required for a period of not less than six months after the expiry of the leave ; and

(2) Unless the employees signs an agreement to the effect that he will resume duty on the work-charged establishment, should his services be required, for a period of not less than six months after the expiry of his leave on paid of forfeiture of his leave salary.

Note 1.—Officiating service of a number of work-charged establishment in a post on regular establishment does not constitute an interruption of service in the work-charged establishment for purpose of calculating leave.

Note 2.—The leave mentioned in clause (iii) above counts for increment.

(*iv*) The work-charged staff shall be entitled to the special disability leave to the extent and subject to the conditions specified in rules 748 and 749 of the B. C. S. R.

(*v*) The rules in force from time to time regarding casual leave, sick leave, extraordinary leave and maternity leave shall apply to work-charged establishment.

(*vi*) Special casual leave is admissible to work-charged establishment to the extent indicated below to those employees who undergo sterilisation operation or such female employees as may have I. U. C. D. placement :—

(*a*) Special casual leave not exceeding six working days to all employees who undergo sterilisation operation (vasectomy or tubectomy) ;

(*b*) Special casual leave not exceeding 14 days to female employees who undergo non-puerperal sterilisation ;

(*c*) One days special casual leave to such female employees who have had I. U. C. D. insertion.

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(*vii*) The work-charged employees shall be eligible to facilities of encashment of leave as are admissible to the staff on regular establishments subject to the following additional conditions :—

(*a*) The leave in conjuction with the encashed portion should be granted subject to the condition that such staff stand to continue on the work-charged establishment for at least six months after joining the duties.

(*b*) They should be allowed to avail of 15 days earn leave with 15 days' earn leave surrendered for encashment for block of two years subject to other conditions for grant of leave.

(*viii*) The work-charged employees are not entitled to any pension except wound or injury pension and gratuity when admissible under the rules on the subject in the B. C. S. Rules Manual.

Half of the continuous service on work-charged establishment put in by the persons taken on regular establishment against the work-charged posts converted into those on temporary/permanent establishments, should be counted for pension.

(*ix*) Service Books should be maintained for all categories of staff at their own cost.

(*x*) The staff employed on work-charged establishment on full time basis, who have put in a continuous service of not less than one year under the State Government and are employed on monthly rates of pay as distinct from the casual staff paid from contingencies should be entitled to free medical attendance and treatment provided for the State Government servants under the Maharashtra State Services (M. A.) Rules, 1961.

(*xi*) Work-charged employees are entitled to payment of gratuity after 10 years of continuous service in the event of :—

(*i*) Death ;

(*ii*) Invalidation ;

(*iii*) Retrenchment ; and

(*iv*) Retirement or superannuation.

The amount of gratuity should be at the rate of 15 days per year of service at the rate of wages drawn by the worker on work-charged establishment at the time of retirement provided that no worker shall be employed after he or she attains the age of 60 years.

(*xii*) *Deduction from wages of workers on account of damage or loss to Government property by the workers on work-charges establishement.*—Deduction from the wages of employees should be made in the cases involving loss to the Government property owing to negligence and carelessness of the worker for the damage to or loss is directly attributable to his neglect or default, subject to the following conditions :—

(1) A deduction should not exceed the amount of the damage or less caused to the Government by the neglect or default of the emplc

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(2) Such deduction should not be made unless the employee has been given an opportunity of showing cause against the deduction after following the procedure as prescribed in Rule 55-A of the C. C. S. (C. C. & A.) Rules.

(3) All such deductions made from his pay should be recorded in the register kept by the person responsible for the payment of wages.

(*xiii*) (1) Uniforms and kamblis to the workers on W. C. establishment shall be supplied biennially to the following categories of workers—

(*i*) All Drivers/Chowkidars ..	Two pairs of trousers, two buttoned-up long coats and two caps, each (all made of Khadi drill cloth).
(*ii*) Machine shop Sub-Division—Helpers, Fitters, Turners, Machinists. (*iii*) Regional Workshop Auto Section—Helpers, Cleaners, Fitters, Painters, Assistant Mechanics.	Two half sleeved Bush Shirts, two pairs of trousers, made of blue drill cloth.
(*iv*) Mile Mazdoors, Canal Mazdoors, Gangmen Working as mile Mazdoors or canal Mazdoors.	One Kambli each.

(2) The uniforms/kamblis should be supplied to those employees who are in continuous service for 24 months.

(3) The khadi drill cloth and blue drill cloth should be purchased through the Industries Commissioner and Director of Industries and Central Purchasing Officer, Bombay, by placing an indent. After purchasing the cloth, the stiching of the uniforms should be locally done after inviting quotations and accepting the lowest.

(4) The kamblis should be supplied by the Director, Government Printing and Stationery, Bombay, who should be contacted by the Heads of Departments.

Executive Engineer can sanction by debit to the work concerned actual travelling and other incidental expenses incurred in connection with medical treatment rendered to an injured workman required to be removed on the advice of the medical authorities from a taluka dispensary to a district civil hospital or from the hospital to another having more facilities for prompt treatment, provided the patient is given the hospital treatment which a man of his class would actually be given.

(*xiv*) *Washing Allowance.*—This allowance should be granted to those employees who have been given uniforms. The rate of allowance should be regulated as prescribed in rule No. 139 of Maharashtra Contingent Expenditure Rules, 1965.

90. Any extraordinary leave enjoyed by a person on the work-charged establishment shall have the effect of postponing his increment.

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91. Officiating service on regular establishment rendered by a person on work-charged establishment shall be treated as duty for the purpose of increment in the original post on work-charged establishment.

92. Superintending Engineers are authorised to grant conveyance allowance at the following rates to members of work-charged establishments, with the exception of Junior Engineers, if conveyance is considered necesary for the efficient performance of their duties :—

(1) For maintaining a pedal bicycle	..	Rs. 3 per mensem.
(2) For maintaining a bullock ekka	..	Rs. 5 per mensem.
(3) For maintaining a horse ..	..	Rs. 10 per mensem.

The allowance shall cease as soon as the holders are transferred to duties in the performance of which no conveyance is required.

The rate of conveyance allowance to work-charged Junior Engineers should be as that prescribed by Government to permanent Junior Engineers from time to time.

93. Maistries and Karkuns on work-charged establishment when placed in charge of permanent beats shall be granted permanent travelling allowance of Rs. 10 per month plus temporary increase, if any, sanctioned from time to time.

94. When the services of members of the work-charged establishment employed under the Superintending Engineers of Public Health Circles are requisitioned by local bodies, other States or non-Government bodies for such period not exceeding 15 days including the time spent in travelling :—

(*i*) this establishment should be treated as on deputation and granted a deputation allowance of 20 per cent of their pay and should be held eligible for daily allowance and travelling allowance as admissible under the Bombay Civil Service Rules ;

(*ii*) the payment of the work-charged establishment while on deputation should be made direct by the indenting agency ;

(*iii*) the period spent on deputation by them should be counted for increment in the time-scale of pay admissible to them as the duties performed by them while on deputation would be of equal and not of less importance than those attached to their original posts ;

(*iv*) the period of deputation should be counted for leave but leave contribution for the leave earned during the period of deputation should not be recovered from the indenting agencies ;

(*v*) during the period of transit either way they should be granted the ordinary rate of pay (without deputation allowance) and the payment thereof should be made direct by the indenting agencies ;

(*vi*) if a member on deputation takes leave in continuation of a period of deputation he should be paid leave allowance based on his pay under the Government (without deputation allowance) in accordance with paragraph 89 (3) (a) above.

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95. For procedure for payment of wages of work-charged establishment see paras 10.2.23 and 10.2.24 of the Maharashtra Public Works Account Code.

(c) Daily rated establishment :

96. The terms of engagement of daily rated workmen in the employment of Government who are paid at the intervals of a week, a fortnight or a month should include express provision for a specified period of notice of termination of service. Workmen employed for specific jobs or by way of substitutes, however, shall not be entitled to any notice ; in the case of former, the employment shall terminate with the work and in the case of latter, on return of the principals, unless otherwise directed.

The period of notice will be seven days in the case of personnel paid weekly and fourteen days in the case of those paid fortnightly or monthly.

The daily rated workmen casually engaged on muster rolles for specific works should be treated as "employed for specific jobs" though such muster rolls may be closed weekly or fortnightly or odd intervals according to the necessity of work.

The following concessions are extended to the daily rated worker :—

(1) *Earned leave.*—Earned leave should be granted up to 1/22 and period of continuous duty performed since the expiry of last spell of such leave and limited to 30 days at a time subject to the following conditions :—

(*i*) Leave shall not be granted unless the daily rated worker has served for at least 24 months continuously.

(*ii*) The worker agrees in writing to the effect that he will resume duty for a period of not less than 6 months after expiry of his leave or forfeit his leave salary.

(2) *Casual leave.*—Casual leave up to 10 days during the calendar year should be granted to those daily rated workers who have put in 24 months continuous service.

(3) *Terminal gratuity.*—Terminal gratuity should be granted to those daily rated workers who have put in at least 10 years of continuous service. The amount of gratuity should be at the rate of 15 days pay per year of service at the rate of wages drawn by the workers at the time of retirement provided that no daily rated worker shall be employed after he or she attains the age of 60 years.

(4) *Promotions.*—Mile and Canal Mazdoors who have put in continuous service for not less than 24 months should be considered for appointment to the posts on work-charged establishment. Due weightage should be given to seniority (sub-divisions) subject to suitability of the candidate and remoteness of the place of work if the Mazdoor where vacancy on work-charged establishment is to be filled in. The Executive Engineer will be the competent authority in the matter.

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(5) *Wound and injury pension gratuity and travelling allowance*—Daily rated workers should be granted wound and injury pension and gratuity as per rules in the Bombay Civil Services Rules. They should also be granted travelling allowances as admissible to the members of work-charged establishment. The daily rated employees should be classified as Grade III employees for the purpose of granting travelling allowance to them.

(6) *Holidays.*—Holidays and optional holidays as may be declared by Government from time to time for daily rated workers.

(7) *Extraordinary leave.*—Extraordinary leave without pay and allowances limited to 15 days, in addition to earned leave admissible should be granted to all categories of daily rated labour.

(8) The earned leave account of the daily rated employees should be maintained in the prescribed form .....

(9) The casual leave account in respect of daily rated establishment should be maintained in the manner in which the account is mainatained for other Government servants.

(10) The Service Rolls should also be given Divisionwise serial number and should be retained even after the discharge of the daily rated worker so that at the time of subsequent appointment, the record will be traced out by refering the serial numbers of the duplicate service rolls, if necessary, a cross entry of the serial number of the Service Roll should be taken on the identity card.

(11) The following abbreviations should be used in the Muster Rolls against the names of daily rated workers when they avail of leave :—

(1) Casual Leave	'C.L.'
(2) Earned Leave	'E.L.'
(3) Extraordinary leave	'E.O.L.'
(4) Weekly paid Holiday	'W.P.H.'
(5) Weekly holiday without pay	'W.H.W.P.'

In the case of worker who absents from duty for genuine reasons and without prior permission, a cross (×) against his name should be put in the space provided and the appropriate abbreviation indicated above, should be inserted when the nature of leave is decided. A half day casual leave should not be allowed.

(12) The following symbols should be used for marking presence or absence of a worker in the Nominal Muster Roll :—

(*i*) Present in the morning and also in the evening	× (i. e. a cross)
(*ii*) Present in the morning and absent in the evening	(i.e. a line along North-West to South-East in a Circle).
(*iii*) Absent in the morning and present in the evening.	(i.e. line along North-East to South-West in a Circle).
(*iv*) Absent	(A small circle within a circle).

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An abbreviation 'D' should be used to indicate absence of a worker sent on duty out of his working place.

(13) The abbreviation mentioned at (11) and (12) above for indicating the nature of leave should be shown in that column of nominal muster roll where total amount to be paid is written and copy of orders sanctioning the leave should be attached to the nominal muster roll.

(14) Where the nominal muster roll is maintained in Marathi, the following abbreviations may be used for indicating the nature of absence :—

Casual leave : .....नै. र.
Earned Leave : .....अ. र.
Extraordinary Leave : .....बि. न. र.
Weekly paid holiday : .....भ. सा. र.
Weekly holiday without pay : .....बि. सा. र.
Absence in the Office while on duty : .....क. अ.

(15) The daily rated employees in service involving whole-time employment (and not merely part-time for a portion of a day) and have completed at least 24 months continous service before undergoing sterilisation operation or I. U. C. D insertion (in the case of female) and are likely to remain in service at least 3 months after operation, should be granted full wages as follows :—

(*i*) For a period not exceeding 6 working days to undergo sterilisation operation.

(*ii*) For a period not exceeding 14 days to such female workers who undergo non-pureperal sterilisation.

(*iii*) For one day to such female workers who have had I. U. C. D. insertions.

(16) *Maternity leave.*—Maternity leave can be granted to female Government servants paid on daily wages on muster rolls as per rule 803 of Bombay Civil Services Rules, Vol. I.

(17) *Determination of the daily rate of wage of daily rated establishment* :—

(*i*) Daily rated employees in un-skilled light category shall be such that their monthly wage shall not be less than 60 per cent of the total monthly emoluments of a person at the time of his appointment as a regular temporary Class IV Government servant (i.e. Peon) in respective places.

(*ii*) Daily rated employees in un-skilled heavy category shall be such that their monthly wage shall not be less than 75 per cent of the total monthly emoluments of a person at the time of his appointment as a regular temporary Class IV Government servant in respective places.

(*iii*) Daily rated employees of skilled and semi-skilled categories shall be such that their monthly wage shall not be less than 80 per cent of the total monthly emoluments of a person at the time of his appointment as a regular temporary Class IV Government servant in respective places.

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The expression "total monthly emoluments" in this clause shall mean and include—(1) Basic pay, (2) Dearness Allowance, (3) House Rent Allowance (wherever admissible), (4) Compensatory Local Allowance (wherever admissible) and (5) Temporary additional pay.

The daily rate of wage shall be worked out by dividing by 26, the monthly rate as determined above in clauses (i), (ii) and (iii). The employees shall be given a weekly off but no payment will be made for that weekly off day :

Provided that if under any law or order or decree of a Court of Law or Tribunal a daily rate of wage shall be so adjusted that his total monthly wage including the payments for weekly off, shall not exceed the monthly wage as determined above.

The daily rated employees shall not be entitled to any increments or a time-scale of pay provided, however, a daily rated employee may, in the discretion of Government be granted an *adhoc* increment in his daily rate of wage having regard to his merit, special skill, experience or other special circumstances. Such *adhoc* increment may be granted by such officer or officers as the Government may authorise, by a general or special order.

(18) *Counting of service on daily rated establishment for pension.*—Half of the continuous service on work-charged and daily rated establishments put in by the persons taken on regular establishment against the post on work-charged and daily rated establishments converted into those on temporary permanent establishments, should be counted for pension.

(19) *Bicycle allowance.*—If any mile mazdoor or canal mazdoor is required to travel on duty to and fro for more than six miles a day, excluding the distance from his residence to the place where he has to report for the work, special case for sanction of bicycle allowance according to rules should be made to Government.

(20) *Washing Allowance.*—This allowance should be granted to those employees who have been given uniforms. The rate of allowance should be regulated as prescribed in rule No. 139 of Maharashtra Contingent expenditure Rules, 1965. The allowance should be granted only after the worker gets the uniform.

(21) *Unclean Allowance.*—This allowance should be granted at the rate of Rs. 5 per month to those sweepers and workers who do the work of cleaning lavatories, drainage pipes and drainage system. As far as possible, no part-time sweeper should be appointed. The work should be so arranged that each such sweeper gets sufficient work, even by giving him additional work of cleaning office or building compound, etc. The part-time worker who does the work of cleaning lavatories, latrines, drainage pipes, etc., will have to be granted unclean allowance of Rs. 5 per month. However, care should be taken that part-time sweepers/workers are not getting unclean allowance from more than one division. If one division is granting him such

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allowance and if such part-time sweeper is doing the same work in other division, the division which grants such allowance, should immediately inform other-divisions, where he is working that he has been granted such allowance. However, unclean allowance may be given on *pro-rata* basis by the divisions in which he is working.

(22) (1) Uniforms and kamblis to the workers on daily rated-establishments shall be supplied biennially to the following categories of workers :—

(*i*) All drivers, chowkidars and watchmen.	Two pairs of trousers, two buttoned-up long coats and two caps, each (all made of Khaki drill cloth).
(*ii*) Mile Mazdoors, Canal Mazdoors, Gangmen working as Mile Mazdoors or Canal Mazdoors.	One Kambli each.
(*iii*) Machine shop Sub-Division Helpers, Fitters, Turners, Machinists.	Two half-sleeved Bush-Shirts, two pairs of trousers, made of blue drill cloth.
(*iv*) Regional workshop Auto Section-Helpers, Cleaners, Fitters Painters, Assistant Mechanics.	

(2) The uniforms/Kamblis should be supplied to those employees who are in continuous service for 24 months.

(3) The Khaki drill cloth and blue drill cloth should be purchased through the Industries Commisionner and Director of Industries and Central Purchasing Officer, Bombay by placing an indent. After purchasing the cloth, the stitching of the uniforms should be done locally after inviting quotations and accepting the lowest.

(4) The Kamblis should be supplied by the Director, Government Printing and Stationery, Bombay, who should be contacted by the Heads of Departments.

97. Executive Engineer can sanction by debit to the work concerned actual travelling and other incidental expenses incurred in connection with medical treatment rendered to an injured workman required to be removed on the advice of the medical authorities from a taluka dispensary to a district civil hospital or from one hospital to another having more facilities for prompt treatment, provided the patient is given the hospital treatment which a man of his class would actually be given.

98. The Executive Engineer can sanction terminal gratuity to the daily rated workmen appointed by him as admissible under the rules in force. The power to sanction wound or injury pension rests with Government.

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O—Police and other Guards

99. When marching or in camp on public duty, officers are allowed a guard for protection of public property. Such Guards are supplied without charge by the police Department and application for them should be made to the Superintendent of Police by an Officer of not lower status than Executive Engineer. Such guards will not however to be supplied unless the Officer travelling is in change of Government money or valuable Government property or unless the country is disturbed.

100. In all cases where through the inability of the Police Department to supply a guard from the regular police force, special guards have to be entertained, the sanction of Government will be necessary. Officers may however, in urgent cases, entertain the guard in anticipation of sanction reporting their action at once to the higher authority. The servants of such extra guards shall be dispensed with immediately if they are no longer required.

P—Medical Establishment

(A) General :

101. Officers of the Maharashtra Medical Service Class III, nurses, compounders and other Medical Staff will be allowed as part of the establishment of the department and furnished with medicines at the public expense whenever any large body of workmen is collected together.

102. Sanction to the appointment of Officers of the Maharashtra Medical Service Class III, Nurses, Compounder and other Medical Staff must be obtained under the usual rules regarding increase of establishment and application for the services of individuals to fill the sanctioned posts will be made through the Superintending Engineer to the Director of Medical Services.

(B) Pay and Allowances :

103. *Pay and allowances.*—An Officer of the Maharashtra Medical Service Class III, Nurses, Compounders and other Medical Staff employed in the Department is entitled to the pay he was drawing in the time scale of pay of his class at the time of his transfer and to the usual annual increments. He will also be entitled to draw special pay and/or compensatory/project/Bad Climate allowance, if any, that may be attached to his new appointment.

(C) Transfer :

104. On the transfer of an Officer of Maharashtra Medical Service Class III Nurses, Compounders and other Medical Staff from Civil Employment for duty in this department the following documents shall be forwarded for custody

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to the officer under whom he is to be employed until he is transferred elsewhere :—

(1) Service book with the leave account ;

(2) Extract from orders of transfer ;

(3) Last Pay Certificate ;

(4) Transfer of annual confidential reports.

(D) Leave, Retirement and Resignation :

105. Application for leave, retirement and/or resignation as well as casualty reports and invaliding papers shall be forwarded to the competent authority.

(E) Removal :

106. Whenever it is thought desirable to remove an Officer of the Maharashtra Medical Service Class III Nurses, Compounders and other Medical Staff from this Department the reasons for so doing should be reported confidentially to the Director of Medical Services who will take such further action as may be considered necessary in accordance with the rules regulating the procedure to be observed in such cases.

(F) Arrangements for visits to labour camp :

107. (i) If employment of separate Medical establishment to look after the health of workers engaged on large construction works (as defined under para 290) carried out departmentally is considered unnecessary, the Executive Engineer should arrange in consultation with the Director of Medical Services concerned, for visits of the Medical Officers of the nearest dispensary to labour camps on those works. The number of such visits will depend on the local circumstances.

(ii) On such visits the Medical Officer should be granted per visit travelling allowance under the ordinary rules and a compensatory allowance as may be admissible under the rules.

(iii) The above orders will apply in the case of large construction works given out on contract also when contractors are not required to engage a medical Officer with a travelling dispensary or when they fail to engage him when required *vide* rule 6 of the rules regarding medical and sanitary arrangements to be provided, in the labour camps in appendix 18.

(iv) Travelling and compensatory allowance bills of the visiting Medical Officers should be countersigned by the Director of Medical Services and passed by Executive Engineer, concerned, the amounts thereof being debited to work when it is done departmentally and to the contractor when it is executed on contract and when it is his responsibility.

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Q—Medicine Chests and Tin Medicine Boxes

108. The supply of medicine chests and tin medicine boxes to the officers to this department will be regulated in accordance with the provisions of rules 84 to 88 of the Maharashtra Contingent Expenditure Rules, 1965.

R—Cashiers

109. Cashiers may be appointed whenever, in the opinion of Government, the cash transactions of a division or sub-division are sufficiently large to require one. One cashier may make the cash payments of two or more sub-divisions, or throughout the whole of a division, whenever such an arrangement is found to be practicable.

S—Security Deposits

110. (a) As regards security required to be obtained from Cashier, Store Superintendent, Store-Keeper, Assistant Store-Keeper, Head Draftsman, Draftsman, Assistant Draftsman, Junior Engineer, Maistry and all other subordinates entrusted with the collection or custody of cash, stores, stamps, mathematical instruments or any other property, see rule 51 of the Bombay Financial Rules, 1951, and Serial No. 10 in Appendix 42.

(b) (i) Except in the case of Superintendent, Public Works Department, Stores and Workshop, Bombay, the amount of security deposit to be taken from the store-keepers should be fixed at one per cent of the value of stores excluding the value of the heavy plant and machinery in their charge to the nearest Rs. 50.

(ii) The amount of security deposit should be revised every five years and any increase due to such revision should be taken by way of execution of the personal security bond.

(iii) The cash security or the value of fidelity guarantee policies to be taken from store-keepers should not be less than Rs. 350 and should not exceed Rs. 750. For the balance, if any, between the maximum limit of the security and one per cent of the value of stores, the personal security bond should be got executed.

(c) The amount of security deposit in the case of the Superintendent, Public Works Department, Stores and Workshop, Bombay and Electrical Sub-Inspectors and other supervisors in the electrical division having charge of Government cash, tools and plant or stores, should be Rs. 3,000 and Rs. 250, respectively.

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(d) All signallers who are in charge of valuable Government stores and are primarily and directly responsible for such stores should furnish security on the following scale irrespective of their drawing stores allowance or not :—

Amount of security deposit	Value of stores
	Rs.
(1) Rs. 50 for stores not exceeding	1,000
(2) Rs. 75 for stores not exceeding	2,000
(3) Rs. 100 for stores exceeding	2,000

The above orders also apply to draftsmen when they are in charge of drawing materials or scientific and mathematical instruments to such extent as the Superintending Engineer considers desirable that they should furnish security.

T—Payment of Compensation under the Workmen's Compensation Act

111. Heads of Departments, are authorised to make payment of compensation as determined by the Commissioner of Workmen's Compensation due to accident on works to the employees of the department whether engaged on daily wages on muster roll or borne on permanent, termporary or work-charged establishment.

U—Miscellaneous Rules

(a) Personal :

112. The officers belonging to various services may be required to proceed to any part of the State, for the performance of their duties, unless it is otherwise expressly stated in their agreements with Government, if any.

113. Persons employed in the department shall have no personal pecuniary interest, directly or indirectly in the construction of any public work, or in the manufacture, supply or sale of building materials. They are further subject to the rules laid down in the Government Servants Conduct Rules, 1935 or the Bombay Civil Services, Conduct, Discipline and Appeal Rules, as the case may be.

114. Every member of the department, whether civil or military, must consider that his salary or pay, for the time being, or as defined in any agreement, is his sole legal remuneration ; and that the receipt of commission or any consideration, directly or indirectly, on account of any business or transaction in which he may be concerned on behalf of Government, is prohibited. Every officer of Government is bound to report to his departmental superior any infringement of this rule which may come to his knowledge.

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115. The officers of the rank of Superintending Engineers, other Heads of Departments and Executive Engineers are permitted to accept under intimation to Government the examinership of the degree and Diploma Examinations in the Engineering and Technology faculties of the Universities of Maharashtra State. University of Roorkee and examinations held by the Institution of Engineers (India) and to accept full remuneration therefor without prior approval of Government subject to the following conditions :—

(1) The total remuneration (including examinership and paper setting etc.) should not exceed Rs. 750 per annum.

(2) The work should be done after office hours and without detriment to Government work. The acceptance of examinership, work of paper setting etc., should not normally involve travelling outside the limits of the State. If the acceptance of work required the officer to leave his headquarters, previous permission of the competent authority should be taken and the period of absence from headquarters in such cases would be treated as casual leave or leave, as may be due and admissible.

(b) Custody of undisbursed pay of permanent and temporary establishment :

116. If, at the time of distribution of pay, the payee does not present himself before the end of the month, the amount drawn for him should ordinarily be refunded by short drawal in the next bill. It being drawn a new when he presents himself to receive it. In cases, however, where the restriction will operate inconveniently, the amount of the undisburses pay at the option of the disbursing officer, may be retained for a period not exceeding three months, provided proper arrangement can be made for the safe custody of the sums retained. Pay must not, under any circumstances be placed in deposit.

(c) Anonymous communications :

117. No anonymous communications regarding the conduct of any Government Officer shall be acted upon without the permission of Government, excepting so far as to endeavour to remove any apparently well-founded causes of complaint which do not affect the character of individuals. With the above exception every complaint by or against any person in the department must be received and enquired into by his superior officer.

(d) Stationery and forms :

118. All Officers entrusted with the supply of stationery and forms for their official use will take proper precautions to keep them in the custody of a responsible and trustworthy person, say ; the head clerk or the store-keeper, who should maintain a register of receipts, issues and balances wherein he should record every month, a certificate, that the stationery and forms have been verified, inspected and kept in good order. Stock should be verified annually by a Gazetted or other responsible officer who should record a certificate of verification in the register over his signature. Matters connected with the indenting and supply of stationery and forms will be governed by the provisions of the Bombay Stationery and Printing Manual.

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119. Standard forms of the department cannot be altered without the previous sanction of Government. In the case of accounts forms, however, Government will, prior to the issue of orders, obtain the concurrence of the Comptroller and Auditor-General of India to any important changes or modifications. Forms should not be introduced by any officer without the permission of Government.

120. Forms of deeds and other documents ordinarily required by the department will be settled by the Law Officers of the Government, and furnished through the Chief Engineer, to whom all applications on such matters be addressed.

(e) Destruction and disposal of official records :

121. The periods for which records should be preserved are laid down in Appendix 6. Executive Engineers should accordingly sanction the destruction/disposal of such records in their offices or those of their subordinates as may be considered undoubtedly useless. Without reference to higher authorities after the period of preservation fixed has expired, but in ordering the destruction/disposal of such record great care should be exercised that it is confined to such as are valueless. A list of such records as properly appertain to the accounts of the department but not included in Appendix 6 should be forwarded to the Audit Officer for approval before their destruction/disposal is ordered by the Executive Engineer. Full details of all records destroyed/disposed of from time to time shall be maintained in the register in Form P. W. 577. The following should, however, on no account be destroyed/disposed of—

Records connected with expenditure which is within the statute of limitation.

Records connected with expenditure on works not completed although beyond the period of limitation.

Records of experiments and observations.

Records connected with claims to service and personal matters connected with persons in the service.

For writing off the records before the expiry of the period of their preservation on account of unexpected reasons, sanction of the competent authority (vide S. No. 11 in appendix 42) is essential.

(f) Recording of plans and drawings:

122. The Executive Engineers must keep on record in his office the following plans or such of them as are required in his divisions :—

Copies of all standard plans of all works including dams, canals, buildings and roads, water works, sewage works etc.

Complete plans, sanctions and elevations of every structure including dams, canals, buildings, roads, etc. under his charge whether military or civil as actually constructed any departure from the sanctioned designs being carefully noted.

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The boundaries of the ground attached to any works as indicated above should be distinctly shown.

Plans of roads under his charge showing the quarries hence metal is obtained.

Detailed drawings including foundations where practicable of all bridges and other works in the division is actually constructed any departures from sanctioned designs being carefully noted.

(g) General rules of office procedure:

123. No Officer shall correspond/shall see directly an authority superior to the officer under whom he is immediately serving or with Government or the Central Government out of the regular course except in a case of extreme emergency in which case he must send copies of his communications to his immediate superior. He must invariably obtain the written permission of his immediate superior before seeming any authority superior to him. In case it is not possible to obtain written permission for want of time, etc., at least an oral permission is absolutely necessary.

124. Letters containing proposals concerning other departments should, so far as is needful, be accompanied by references of the opinion of the officer concerned (in the case of a building, of the officer, occupying it) and of the head of the department on the spot.

125. Personal Assistant to the Executive Engineer or where there is no such post, the divisional store-keeper may sign credit notes on behalf of the Executive Engineer on condition that the counterfoils of such credit notes are immediately got countersigned by the Divisional Accountant and also as soon thereafter as possible by the Executive Engineer.

126. Replies to press criticism and allegations, contradictions of incorrect press reports, etc. relating to officers in Greater Bombay should be issued through the Director of Publicity, Bombay. In the districts such contradictions, etc.s hould ordinarily be issued through the respective Regional Publicity Officers, unless it is considered, in a particular case, that in view of the importance of the matter, contradictions should be issued by the Director of Publicity.

(h) Periodical Returns :

127. With regard to periodical returns, the officer to whom such returns are submitted should institute, at convenient intervals of time, an examination into the necessity for each return, with a view to the discontinuance of any that may be found to be no longer necessary.

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(i) Prompt disposal of sub-divisional audit notes and inspection reports :

128. Audit of monthly sub-divisional accounts should be completed by the divisional office before commencement of compilation of next accounts (i. e. within a month at the latest) and the audit note issued. The audit note should be returned with replies by the Sub-Divisional Officer within 3 to 4 weeks from the date of its receipt.

Sub-divisional inspection reports should similarly be issued by the Executive Engineer and the Divisional Accountant within 2 weeks from the date of inspection and the Sub-Divisional Officer should dispose them of within two months.

With a view to avoid delays in the disposal of audit notes and inspection reports by the Sub-Divisional Officers, a progress register of issue and disposal of these audit notes and reports should be maintained in the divisional office in the sub-joined form—

Particulars i. e. audit note of sub-division for the month of inspection report of the sub-division Part-I-II for the year etc. further notes rejoinders and reminders	Date of actual issue	Date of return	Dated initials of Divisional Accountant	Remarks (Reason for delay if any, issue and return at each stage should be briefly stated)
(1)	(2)	(3)	(4)	(5)

This register should be reviewed by the Executive Engineer every month and his dated initials should be noted in Memo of review in standard form P. W. 576 to be attached to this register.

129. In order to facilitate speedy disposal and to ensure effective control of the implementation of instructions contained in the Inspection Notes of Divisions by the S. Es. the following procedure should be adopted—

(1) The S. E. should invariably visit the Executive Engineers Office and finalise the report immediately after the inspection party from his office prepares the draft. The report should be submitted to the Chief Engineer/Additional Chief Engineer concerned as the case may be within a fortnight thereafter.

(2) A copy of the report should also be forwarded simultaneously to the Executive Engineer concerned for compliance thereof. Orders of Government should be communicated to the Executive Engineer later on for further compliance of any by sending to him the copy received from the Chief Engineer/Additional Chief Engineer concerned.

(3) Non-compliance or delay in compliance of the instruction and/or orders on the Inspection notes by the Divisional and Sub-divisional Officers should be brought to the notice of Government at the time of submission of subsequent inspection notes.

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V—TOURING AND INSPECTION

129-A. The Controlling Officers are required to adopt a suitable procedure to ensure that those Government servants who are in receipt of permanent travelling allowance to the extent on the basis of which P. T. A. admissible to them has been fixed. The Superintending Engineers and Executive Engineers, etc. who are Controlling Officers in respect of the Offices and Establishment under them should regularly obtain and scrutinise the monthly diaries maintained by the Government servants under them who are in receipt of P. T. A. with a view to assessing the touring done by them. The Superintending Engineers and Executive Engineers should respectively prescribed the number of nights on an average in a month that should be spent outside their headquarters on tour by Officer and the Government servants under them.

The Superintending Engineer should spend 10 nights per month on an average out of headquarters on touring and inspection. They should send their monthly diaries to Additional Chief Engineers in respect of their touring and work done by them in the course of the touring.

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CHAPTER 3

WORKS

A.—Classification of the operations of the Department

130. The operations of the department are divided primarily into two classes, "original works" and "repairs and maintenance". It is important that the expenditure under each class should be properly distinguished and accounted for separtely.

131. (1) The term "original works" indicates construction, whether of entirely new works or of additions and alterations to existing works, except as hereinafter provided; as also all repairs to newly purchased, acquired or previously abandoned properties required to be brought into commission again.

(2) The term "repairs and maintenance" indicates primarily operations, undertaken to maintain in proper condition buildings and works in ordinary use. It also includes new works in circumstances indicated in clause (3) and "exception" to clause (4) below.

(3) When a portion of an existing structure or work other than a road road surface, road bridge, causeway, embankment, ferry approach, protective or training work in connection with a road, is to be replaced or remodelled (whether or not the change involves any dismantlement) and the cost of the change represents a genuine increase in the value of the property, the work of replacement or remodelling should be classed as "original work", the cost (which should be estimated if not known) of the portion replaced or remodelled being credited to the estimate for "original work" and debited to "repairs". In all other cases the whole cost of the new work should be charged to "repairs".

Note 1.—The capital value of any portion of a building which is abandoned or dismanted without replacement should be written off the total capital value of the building in the *pro-forma* account of its cost.

Note 2.—The expenditure on minor additions and alterations to buildings, up to 5 per cent of its original cost in each case, and limited to Rs. 10,000 may at the discretion of the Superintending Engineer, and limited to Rs. 20,000 may, at the discretion of the Chief Engineer be classified under and debited to repairs, provided that if such works relate to residences the expenditure should be included in the capital cost and fent calculated on the total cost in accordance with the rules.

Note 3.—In connection with irrigation works (tanks, canals, distributary or drainage courses and its appurtenant structures) for which capital accounts are kept petty and miscellaneous items of work in any material, of the following type which ordinarily would be classed as "new works" should be debited to "repairs" up to a limit of Rs. 10,000 in each case provided that the works in question do not, in the opinion of the Superintending Engineer form part of the scheme or group of works requiring the sanction of higher

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authority and that the total expenditure on any work or group of works is not likely to exceed, at a later date, the limits up to which sanction can be accorded by theoriginal sanctioning authority :—

(*a*) Widening or raising of banks along canal or distributary where no land acquisition is involved.

(b) Improverments in alignments and grading of an irrigation channel such as poviding falls, pitching, etc.

(*c*) Replacing measuring devices or gauge runs by S.W.F. of latest design on irrigation channel for proper control of water for irrigation, provided that the acquisition of land is not involved in any case.

(d) Providing stone-pitching or lining along sides of canal where scouring takes place.

(*e*) Reconstruction or remodelling of cross drainage works along irrigation channels.

(f) Providing additional guard-stones or headers or number stones or sign posts along canal.

(g) Surveys in connection with encroachment on irrigation channels or new water course in an area not brought under irrigation, provided that no special establishment is engaged thereon.

(*h*) It provements such as protective walls or toe walls or paving to the nalla bed below aqueducts or culverts or other cross-drainage works provided that no land acquisition is involved.

(i) Any experiments in connection with canals or irrigation channels or drainage course.

(*j*) Providing cross-barriers across canal service roads.

(*k*) Providing notice boards along canals or distributaries, e.g., boards indicating pass, etc.

(l) Providing ramps for cattle at watering places on a canal.

(*m*) Providing ghats (watering places) near villages.

(*n*) Improvements to the surface of the inspection paths with murum or metal.

(*o*) Construction of temporary fair weather crossing over nallas.

(p) Providing new outlets from canals.

Note 4.—The work of replacing the country-tiled roofing (whether single, double or Belgaum pattern) by Mangalore-tiled roofing or cement asbestos sheets should be treated as " repairs ".

(4) When an existing portion of a road, road bridge, causeway, embankment, ferry approach, protective or training work in connection with a road is to be replaced or remodelled (whether or not the change involves any dismantlement) and the change represents a genuine increase in the value of the property, the whole cost of replacement or remodelling, as the case may be, should be classed as " new work " and debited to original work.

Note.—The following items of road work should be treated as " original works " provided the test for classification as such is satisfied in each case :—

(*i*) Road-widening involving land acquisition.

(*ii*) Realignment or diversion of roads, e.g., to avoid dangerous curves, villages or excessively steep grades.

(*iii*) Reconstruction of roads to meet modern traffic conditions, e.g., by the provision of.—

(1) new foundations and/or.

(2) a new type of surfacing.

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Exception.—Petty and miscellaneous items of work in any material of the following type which ordinarily should be classed as " new works " may be debited to " repairs " up to a limit not exceeding Rs. 50,000 at the discretion of the Executive Engineer and Rs. 1,00,000 at the discretion of the Superintending Engineer in any one case, provided the works in question do not, in their opinion, form part of any comprehensive scheme or project covered by a works estimate :—

(*a*) Super elevation at curves

(*b*) Widening the formation or carriageway of a road, widening a drain or cutting back hillside to improve visibility at curves provided that the acquisition of land is not involved in any case.

(*c*) Improvements of alignment or gradients or changes of grade at Iris bridges or dips, carried out at the time of renewing a surface, provided that the acquisition of land is not involved in any case.

(*d*) Improvements to or reconstruction of the surface of a road in some different material where it is desirable to carry out such improvements or reconstruction at the time of renewing a surface.

(*e*) Construction or reconstruction of road surfaces in different materials for the purposes of experiment.

(*f*) Reconstruction or remodelling of bridges, culverts, causeways, embankments, ferry approach, protective or training works in connection with a road.

(*g*) Providing additional guard stones at bad curves and on high banks

(*h*) Providing ordinary road direction posts, caution or danger boards and guage posts for indicating depth of water over causeways and Irish bridges.

(*i*) Surveys of land in charge of the department for the purpose of verifying encroachments or the execution of minor works, provided that no special establishment is engaged thereon.

(*j*) Reconstruction of damaged surface of roads due to floods, etc.

Proviso.—Prior approval of Government should be obtained when the cost of such works is more than Rs. 1 lakh.

(5) In addition to all repairs and renewals in materials similar to that pre-existing, the following items of road work should be classed as " repairs ":—

(*i*) Ordinary repairs and maintenance including surface paintings and the necessary addition of stone chips, gravel or sand, premix asphalt carpet, bitumen grout, bitumen semi-grout but not including bituminous macaadam asphaltic concrete and cement concrete.

(*ii*) Special repairs and periodical renewals.

(*iii*) Petty and miscellaneous items of work in any materjal, as decsribed in " exception " to clause (4) above.

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(6) The cost of maintenance and repairs to the buildings, roads, water-supply and drainage installations etc., physically completed and put into use, even though the remaining items of the main project of which they form part are still in progress or works accounts relating to which are not closed, should be met from the ordinary repair grants under the major head concerned.

B.—Administrative approval

132. For every work (excluding repairs) initiated by or connected with, the requirements of a department (including this department) it is necessary to obtain the administrative approval of the department concerned which is, in effect, a request to this department to execute a certain specified work at a stated sum to meet the administrative needs of that department. Such approval shall not, however, be accorded until the authorities of this department have intimated (vide paragraph 133) that the proposals are sound and that the preliminary estimate is sufficiently correct for the purpose.

133. An application for administrative approval should be submitted to the authority competent to accord it, accompanied by a preliminary report, an approximate estimate and such preliminary plans obtained from this department and such information as to the site and other details as may be necessary to elucidate fully the proposals and the reasons therefor. If, however, the work is not likely to cost more than Rs. 10,000 detailed plans and estimates may be prepared straightway and submitted to the authority competent to accord administrative approval, being returned thereafter to the officer of this department competent to accord technical sanction.

With a view to avoid loss of valuable time, the preparation of plans and estimates for buildings costing more than Rs. 10,000 required by various departments including this department should be taken in hand only after the approval of the Minister in-charge.

Note.—When a work consists of both original work and repairs, it is the cost of only the original work portion that counts for determining the authority for according administrative approval to the work. Similarly, such a work will not constitute a new service unless the cost of the original work portion exceeds Rs. 50,000 Official residence of the Governor are, however, governed by separate rules, vide appendix 21.

134. The above procedure shall also apply for obtaining revised administrative approval in the case of—

(*a*) modifications of the proposals orginally approved, if likely to necessitate eventual submission of a revised estimate,

(*b*) deviations from the original proposals, even though the cost of the same may possibly covered by savings on other items, and

(*c*) detailed estimates, which exceeds the administratively approved amount by more than 10 per cent or Rupees 1 crore, whichever is less.

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In the foreging cases as also in cases when the expenditure on a work exceeds or is found likely to exceed, the amount administratively approved for it by more than the limit indicated above, revised administrative approval to it, should be obtained from the authority competent to approve the revised cost. In the case of modifications during construction, revised administrative approval of competent authority should be obtained wherever necessary without awaiting the preparation of a detailed supplementary or revised estimate.

Note 1.—The powers of the various authorities to accord administrative approval to works are regulated by the Manual of Financial Powers and delegation of orders and those of the officers of this Department are detailed at serial No. 12 in Appendix 42.

Note 2.—When approval to the detailed, supplementary or revised estimate is likely to be delayed on account of the formal preparation of such an estimate for fresh administrative approval or when the excess only one or more but not on all components of a project is known, an excess not should be prepared (with a recapitulation sheet accompanied by an explanatory note) and submitted to the competent authority for obtaining approval to the excess likely to be incurred. This approval will enable the Executive Engineer to go ahead with the execution of the work.

Note 3.—No officer should allow any excess over the amount of revised administrative approval without the permission of the authority competent to approve the cost so enhanced.

C.—Technical Sanction

135. For every work proposed to be carried out, except annual repair works costing not more than Rs. 5,000 for which lump-sum provisions have been sanctioned by the Superintending Engineer, vide paragraph 185, a properly detailed estimate must be prepared for the sanction of competent authority. This sanction is known as "technical sanction" which can be accorded only by officers of this department under the powers delegated to them, vide serial No. 13 in appendix 42. This sanction is to be accorded on getting administrative approval wherever involved but before the work is commenced.

D.—Limitation of Sanction

136. A group of works or alterations or purchases, the aggregate cost of which exceeds what an officer is empowered to sanction should not be split up to bring them within the powers of sanction of that officer.

E.—Requisition by Civil Officers

137. Applications for new buildings, and for additions or alterations to to existing buildings required for the use of any department, shall be made by the officer of the department concerned in communication with the Executive Engineer, vide paragraph 133.

138. The local head of a civil department may call upon the Executive Engineer to report on any proposals for additions or alterations to the buildings in his use and to state roughly the probable cost; but Executive Engineers should not be required, except by their departmental superiors, to prepare the

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detailed drawings and estimates, necessary for the purpose of technical sanction of projects which the consider likely to cost a sum greater than that which can be administratively approved by the local head of the department concerned, or those, however small their probable cost, in the necessity for which they do not concur. Officers of this department should assist other departments in the matter of evolving cheap designs as far as possible, so as to suit the amount available for the works.

139. The Executive Engineer must in each case exercise his judgement on the demand made, giving all proper weight to the opinions of the officers of the departments concerned ; but it is his duty to oppose any application for the funds at his disposal to works the real necessity of which he is not satisfied and in each case in which he thinks that he cannot recommend the execution of a work called for by a duly constituted authority, he should explain his objections to the officer concerned, and if he fails to convince him, should refer the matter for the orders of the Superintending Engineer.

140. The actual execution of works, asked for by civil officers, will, in every case, depend on the availability of funds.

F.—Preparation of Projects

(a) General:-

141. (1) The papers to be submitted with the project for a work wi consist of a report, a specification, a detailed statement of measurements, quantities and rates, with an abstract showing the total estimated cost of each item. These documents together form what is called the" estimate ". In the case of a project consisting of several components the report may be a single document for all the components and likewise the 'specification; but details of measurements and abstracts may, conveniently, be prepared for each sub-component and accompanied by a general abstract bringing the whole together. In the case of estimate for " repairs " or " maintenance ", only the specifications and the detailed statement of measurements and quantities with the abstracts will do. The report should state in clear terms the object to be gained by the execution of the work estimated for, and explain any peculiarities which require elucidation, including where necessary the reasons for the adoption of the estimated project or design in preference to others. Necessary drawing showing the proposals should accompany the " estimate " and should be in sufficient detail to enable the entries in the estimate to be followed.

The officers submitting the projects should sign fully their names with the date, month and year on the plans and estimates.

(2) Estimates should always be prepared in sufficient detail to ensure that the responsible officer has given proper consideration to the requirements of the work, and is in possession of as much information as it is po

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obtain before hand. The estimate also puts results on record for the guidance of subordinates and the successor, and for effective check over unauthorised outlay by a comparison of the work executed with outlay incurred. Lump-sum provisions should be made in estimates only when it is impossible to give details to arrive at these figures. Even then the basis for the lump-sum provision made should be indicated. Minute calculations with decimals running through to the abstract should be avoided. It will be unnecessary, for instance, to calculate the quantities of earth work, masonry and such other items in decimals, but items such as wood work and reinforced cement concrete where the unit is small or the rate is high should be so calculated. In the abstract, however, no decimals are required, the nearest whole numbers in cost and quantities being sufficient. Calculations should be made and checked with cheap labour (computors, calculators, etc.), but a rough check to avoid serious errors in tens, hundreds or thousands (which occur occasionally) should be made by the officers and subordinates concerned. Detailed estimate for the construction of a building should further show the rates (*i*) per square metre of plinth area and (*ii*) per cubic metre of cubic contents.

(3) Before detailed plans and estimates are prepared the administrative approval of Government or the head of the department concerned or other officer competent to accord such approval should be obtained. For this purpose only general drawings on a small scale are required to indicate roughly what the proposals are. In the case of buildings a plinth area or cubic rate calculation to arrive at the approximate cost of the project is all that need be placed before the approving authority. Administrative approval by authorities other than Government should not be accorded unless it is probable that funds can be provided within a reasonable time. Before preparing detailed plans and estimates the countersignature of the head of the administrative department concerned should be obtained on the rough pencial drawings. The fair copies of the detailed plans and estimates when prepared should similarly be countersigned by these officers before they are technically sanctioned. Heads of departments must understand that before signing such plans and elevations, it is their important duty to satisfy themselves that the work so constructed will be, in all respects, suited to the purposes for which it is required, and that they will be held responsible for any shortcoming or lapse in this behalf. Superintending Engineers and Executive Engineers should personally explain and discuss the plans and elevations with the heads of departments concerned whenever special features are involved and it is possible to do so, as much time and correspondence will be saved thereby and this will help materially to lessen the possibility of this department being called upon to effect alterations later on, the necessity of which could have clearly been foreseen at the time of examining the drawings. The department should not be required to undertake such alterations.

(4) The plans and estimates should be prepared most expeditiously in the case of works (a) which are included in the budget, or (b) for which administrative approval has been accorded. Preparation of detailed plans and estimates in other cases should not be undertaken.

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(5) In the case of every estimate for buildings, whether the estimate be an approximate one accompanying a block plan for the purpose of obtaining administrative approval or a detailed estimate submitted for technical sanction, information in the following form should be furnished as an accompaniment to the general description of the estimate :—

Name of work		
I. Accommodation provided.		
(1) In main building		
(2) In out building		
II. Whether provision is made for the following if so, nature of provision made)	Main building	Out building
(1) Water-supply (piped supply, stand pipes or wells).		
(2) Sanitary arrangements		
(3) Electric lighting and fans		
(4) Bittings (cupboards, shelves and other such fixtures).		
(5) Bathing places		
(6) Cooking places		
(7) Motor sheds		
(8) Stables		
(9) Compound walls		
(10) Gates		
(11) Service roads		
(12) Dhobi ghats		
(13) Howds		
(14)		
(15)		
(16)		
Cost of land Rs.		
III. Provision has still to be made for the following items which are special to the Project.		
(1)		
(2)		
(3)		

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(6) The designs for all public buildings costing above Rs. 5 lakhs should be prepared in consultation with the Architect to Government. The cost limit for total cost of the building project should be taken into account and not for the individual buildings included in the project.

The plans for the following buildings should be prepared by the Architect to Government irrespective of their cost :—

(*a*) Monumental structures or buildings built to commemorate the memory of high dignitaries ;

(b) Buildings which require architectural treatment in view of their special importance or significance ; and

(*c*) Buildings for Assembly Halls, theatres, etc., which require designing and planning from the point of acoustics or peculiar features.

(7) Rough plans for Government and aided educational works should be submitted to the sanitary authorities concerned for approval from the sanitary and hygienic points of view.

(8) Superintending Engineers and Executive Engineers should consult the Architect to Government before detailed plans of important public buildings requiring architectural treatment are prepared. See paragraph 146.

(9) The department does not undertake the supply of furniture which should be purchased by the departments requiring it. Furniture for new offices may, however, be supplied by the Executive Engineer provided the cost of such furniture is included in the estimates of those offices.

(10) The electrical branch should be consulted before provision for electric installation is made in building estimates. The Executive Engineer, Electrical Division, should be communicated with direct and building plans and site plans should be sent to him in good time to enable him to ascertain the probable requirements in connection with electric installations, and furnish an estimate for incorporation of the amount in the main estimate.

(11) Proper co-ordination should exist between various branches of the department and officers of other departments in respect of preparation of plans and estimates and execution of works. The following points should also be borne in mind :—

(*i*) Estimates should be prepared and submitted in a complete form so that it may not be necessary to prepare supplementary estimates for such items as kitchens, out-houses, drainage, water-supply and electric installations.

(*ii*) Minor structural additions or alterations in connection with an electrical work, such as making holes for wires or fixing bed plates, etc., in walls might be carried out by the electrical branch instead of by the staff of this department in charge of the building, provided this can be done without causing any risk or damage to the building and due intimation is given to the Executive Engineer in charge of the building.

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(*iii*) All plans and estimates for sanitary, electrical and special fittings or fixtures should be prepared and the approval of competent authorities obtained before the construction of a building is commenced, and during construction officers of the electrical branch should visit the building and satisfy themselves that all holes, plugs, etc., necessary for the work with which they are concerned are being provided for in their proper places

(*iv*) Officers of other services, e.g., Medical and Educational should examine as closely as possible, plans and estimates for buildings sent to them for approval with regard to the provision made for, and the position of sanitary and electric fittings and other fixtures so that unnescessary changes and work may be avoided.

(12) Before detailed estimates for bridges are prepared, trial pits or boring should be taken for each pier and abutment. It is necessary to make a careful preliminary investigation of the subsoil in order to ascertain the exact nature of the strata and determine accurately the suitability of sites for bridges, large buildings etc., and the depths to which foundations should be taken.

(13) While framing the plans and estimate it should be ensured that the topography, and other aspects of the site are also taken into account and that a mention to that effect be made in the general description of the estimate.

142. The rates entered in the estimate shall generally agree with those in the schedule of rates maintained in each division as per paragraph 187, but if substantial variations are necessary, the circumstances demanding them may be explained in the body of the report or the general description of the project.

The estimate for a work should allow for variables such as lead, etc., and for other special local conditions such as difficult approach, tidal conditions, nona vailability of water which should be clearly stated so that any excess of the estimated rates over the schedule rates is properly accounted for. In fact a full para shall be devoted in the general description for discussion of the rates adopted in the estimates.

In view of the above provision any plea for revising an estimate on the ground that leads, lifts and special circumstances were not taken into account originally will have an adverse reflection on the officer preparing the original estimate.

In respect of estimates for works which are taken up in emergencies such as danger of breach in canals etc., provision shall be made for contingent items such as (i) recruitment of labour, (ii) transport charges and (iii) providing material for hutments etc., on the basis of actual expenses incurred during the emergency without reference to the schedule of rates.

143. The abstract of the estimate will show the total cost, in rupees only or each kind of work, the only exception to this rule being the case of miscellaneous petty works which may be entered in the abstract without measurements, the estimated cost being alone given.

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144. The abstract of the estimate may, under instructions of the Superintending Engineer, be framed to show merely the quantity and cost of each completed item of artificer's work, e.g., brick work, or it may be framed to show the cost of labour and materials separately. The adoption of either form of abstract should be determined with reference to the mode in which it is proposed to carry on the work. If it is proposed to contract for the completed item of artificer's work, such as masonry, etc., then the first mentioned form of abstract will suffice ; but if it is intended to purchase or procure material and to employ departmental labour or enter into a labour contract, then the second form of abstract will admit of a closer, easier and earlier check on the outlay and it will therefore be preferable.

145. Besides the items concerning the work proper, provision shall be made separately in the estimate for all incidental charges which can be foreseen such as compensation for or cost of land, sheds for workmen and stores. In addition, provision at 5 per cent of the estimated cost shall be made under a separate sub-head 'contingencies' for unforeseen items which may crop up later on. This provision should not, however, be diverted, without the sanction of competent authority, to any new item which, though fairly incidental to the work, is not provided for in the estimate.

Note.—The estimates for component parts of a project may however, provide contingencies at 3 per cent. The point about reduction in the provision for contingencies should also be given due consideration while framing revised estimates.

146. With a view to encourage Indian artists, like sculptors, painters, designers, etc., and enable them to contribute to the building up of our Nation, all large buildings should be provided with suitable decorative features for which the co-operation of the Indian artists should be obtained. The Executive Engineers should, therefore, make a provision of 1 to 1½ per cent for the purpose, while preparing plans and estimates for such building works.

147. The estimate shall also provide for the cost of establishment, tools and plant etc., wherever necessary, in accordance with the rules in appendix 7.

148. Estimates for works on which it is intended to use prison labour will, as in the case of free labour, provide for the full market value of the work to be done, but a note of the reduction, if any, to be effected thereby, should be made at the foot of the abstract of the estimate.

149. In cases where the dismantling of the existing structure is involved, the provision of anticipated credits on account of materials likely to be obtained from the dismantled structure should invariably be made in the estimate and the estimated amount reduced.

150. When it is found that the amount of the accepted tender for a work is less than that of the sanctioned estimate by 10 per cent or Rs. 20,000 (or more in either case) the estimates should be recast and a fresh abstract estimate

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at the lower tendered rates including the provision for contingencies at the rate of 5 per cent of the amount of that abstract estimate, should be prepared and sanctioned by the Executive Engineer even though the amount of such "reduced" estimate may exceed that up to which he is ordinarily empowered to accord sanction. The original estimate should then be cancelled and the reduced estimate substituted for it.

The above orders apply also to portions of a work if carried out in Part provided that the cost of each such part exceeds Rs. 20,000. They however will not apply to minor works or repair works.

151. If the construction of a proposed work is likely to affect adversely the interests of any other State, the fact should invariably be brought to notice prominently while submitting the estimate for it.

152. In the case of projects for roads, canals, river embankments and drainage and water-supply works, which are likely to affect railway lines in the vicinety, the Executive Engineer should supply to the railway administration concerned under intimation to the Superintending Engineer, a copy of the plan together with an index plan on a scale of one inch to a mile on which should be shown the size and position of all waterways to be provided and the railway administration should be asked to express its views as regards such waterways. While submitting the projects to higher authorities, copies of the replies from the railway administration should be attached thereto.

153. The Executive Engineers should survey the alternative alignments and sites for roads and bridges and submit the proposals with all their aspects and rough costs to Government, for approval before preparing detailed plans and estimates.

After the alignments is approved, the project should be split up into suitable and convenient sections and plans and estimates prepared accordingly.

(b) Original works :

(i) Civil buildings

154. The site of every building should be definitely settled before the detailed designs and estimates are prepared. While selecting the site, detailed instructions given on pages 929 to 932 of the P. W. D. Hand Book Vol. II in this regard shall be followed and the officer shall certify that he has taken into consideration these instructions while finalising his proposal for the site.

155. In all cases local authorities must be consulted as to the suitability of the site. Before undertaking a new project or extension of an existing project within or adjoining a cantonment or in the neighbourhood of a fort or other defence installation, the proposal shall be referred to the local military authorities for their opinion from military point of view. On receipt of their

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comments, the scheme will be submitted to the Government of India, in the Ministry of Defence for concurrence. No deviation from the scheme is permissible without first obtaining the concurrence thereto of that Government.

156. Rules regarding zones of defence works will be found in Regulations for Army in India Instructions—Appendix V as revised from time to time. Special attention is drawn to the restrictions on the construction of buildings, alteration of ground level and collection of materials in such zones and to the prohibition of the transfer of State land in zones without the sanction of the Government of India.

157. Power magazines and all buildings which from their height or exposed situation, are likely to be struck by lightning should be provided with lightning conductors as directed in the Code of Instructions for the guidance of Public Works Officers on the subject. All conductors and their connections with the earth should be inspected and tested periodically, under the rules laid down in that Code, by the officer of this department, a report of each such inspection being submitted to the Superintending Engineer.

158. The periodical inspection and testing of lightning conductors attached to explosive magazines are left to the Executive Engineer of the electrical division under Chief Engineer (Electrical) with discretion to entrust the task if necessary, to an officer of the Maharashtra Service of Engineers duly qualified for the purpose, who may be employed nearest to the place where the lightning conductor is fixed. As regards charging of fees and travelling allowance in this connection, see rules 12 and 13 in appendix 5

(*ii*) *Roads*

159. Projects for the construction of new roads must be accompanied by the following documents, viz :—

(*i*) Report, including a brief note on proposed gradients.

(*ii*) Abstract estimate of cost.

(*iii*) Index map.

(*iv*) A detailed survey and longitudinal section.

(*v*) Sheets of transverse sections.

(*vi*) Drawings of all masonry, iron or timber works in the order in which they occur on the line of road.

160. Estimates for new lines of road should include the cost of all dwelling and inspection houses intended to be built along it for the accommodation of the departmental officers and subordinates.

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161. It must be regarded as a fundamental rule that, without the previous sanction of the Government of India, no main artery of communication such as a trunk road may be abandoned or allowed to fall out of repair. As military considerations of the highest importance may be involved in any change in through communication, all proposals for the removal of bridges or ferries, central or state, must invariably be submitted for the consideration and orders of the Government of India.

162. Rules in connection with the works to be financed from the Central Road Fund are contained in appendix 8.

163. Advances from allocations to state from the Central Road Fund are made quarterly by the Central Government at 90 per cent of the estimated expenditure to be incurred on works in each quarter and these advances are adjusted at the end of the quarter against actual expenditure.

(*iii*) *Embankments*

164. In the case of new lines of river embankments it is necessary that the report should show clearly the finanical responsibilities of Government in connection therewith, and the manner in which it is proposed that the outlay shall be recovered.

(*iv*) *Irrigation projects*

(*Note.*—Throughout these paragraphs the term "irrigation project" or "irrigation work" should be held to include also, navigation, embankment, drainage, waterstorage and hydro-electric schemes).

165. Irrigation and power project has to pass through various stages from the time it is conceived to its successful implementation and fruition. Such a project must be a part of the general plan for the development of the irrigation resources of the basis concerned as outlined in the relevant Master Plan of the river valley. This requirement determines to some extent the scope of the project. It is necessary to conceive the whole project initially itself in its final aspect; otherwise the storage and canal designs are likely to be difficult or uneconomical.

Initially, when a project is put forth for consideration through the initiative of the department, or on the request of the public, toposheets are referred to for location and for visuarsing whether the topographical features presented in the topo-sheets establish *prima facie* feasibility before preliminary investigations are undertaken. After these are completed and the site visited, when project appears to be promising, a preliminary project report is prepared for general approval by the Chief Engineer to carry on further investigations. Only such investigations are undertaken which would lead to the preparation of project report, adequate for administrative approval. After scrutiny of the report based on such investigations and inclusion of modifications to the extent suggested by the Chief Engineer with approved cost, a project report or *pro-forma* is sent up to Central Water and Power Commission and Planning Commission for clearance depending on cost criteria.

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The consideration regarding the dependability of water-supply distribution of irrigation benefits, the crop pattern likely to emerge in the context of the soil climate complex involve geographical and economic aspect. The designs of different components of the project embrance many fields such as engineering geology, organising and handling mechanised construction in addition to the usual engineering subjects.

The schemes are included in the successive Five Year Plans on the recommendation of Study Groups which are scrutinised and approved by Government. They are financed partly from the State funds and partly from Central assistance which is received in the form of a loan.

166. Every project for an irrigation work submitted to Government should contain a full report as to the rainfall and depth of spring level in the tract affected, the source of existing irrigation, and the means of drainage proposed, if such are necessary. The chief marts for the agricultural produce of the district, as well as the existing trade routes and railways, should be enumerated. The opinion of the local revenue officers should also be given as to the desirability or necessity of the project work, the fairness of the water-rate proposed, and the probability of the anticipated financial results being realised.

167. A general description of the proposed works should follow including.—

(*i*) the sources from which the supply of water is to be drawn, the quantity of water available at different periods of the year, and the quantity it is proposed to utilize ; also the character of the sediment brought down whether likely to fertilize or the reverse, the area of land commanded, the average area usually cultivated, and the area probably irrigable ; the lengths of main channels and distributaries, and if navigation be also contemplated, the length of the navigable portion.

(*ii*) the quantity of water allotted to each main channel, and the area irrigable therefrom, in tabular form, the dimensions of the channels and the works on each being entered in standard form P. W. 155-A.

(*iii*) the reasons for the adoption of the particular scheme recommended in preference to any other, and a full account of the basis on which the alignments of channels and other portions of the designs have been projected with a careful analysis of any engineering questions involved.

(*iv*) the question of labour and sources whence it is obtainable and the probable effects of the operations of the existing rates.

(*v*) the localities whence materials are obtainable, and the facilities for manufacture, with the probable rates, the results of any experiments on the quality of lime, the character of brick, clay, etc.

(vi) the method proposed for carrying out the work, and the establishment probably required.

(*vii*) the executive divisions into which it is proposed that the works should be divided, and the time which will probably be occupied in construction.

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(*viii*) in the case of projects which require the sanction of Government and for which capital and revenue accounts will be kept, the returns expected from the works (in standard forms P. W. 36-E, 37-E and 39-E) and the basis on which they are calculated.

Note.—Every endeavour should be made to ensure the financial statements which accompany a project being as accurate as it is possible to make them.

168. The complete estimates for a project should include indirect as well as direct charges. The main headings are as follows :—

Direct charges	1. Works. 2. Establishment. 3. Tools and plant (ordinary). 4. Provision for leave and pension allowances of establishment.
Indirect charges	1. Capitalization of abatement of land revenue on area occupied by works. 2. One per cent of the estimate of works outlay for audit and accounts.

The items included under the head " works " should be classified under the precribed main and sub-heads of account.

The cost of surveys, including expenditure incurred prior to the submission of the project, should be included in the estimate.

The provision to be made for establishment and tools and plant, should be at the rates fixed by Government from time to time under rule 5 in appendix 7.

Note 1.—This para will not apply to any large irrigation Project which, it is known, will constitute the sole charge of one or more Superintending Engineers. The estimate for such a project should provide for actual anticipated charges on account of Superintending Engineers and other establishment, plus a suitable charge on account of the cost of the Chief Engineer's estiblishment and the usual 1 per cent on the estimate of works outlay for audit and accounts as also the actual anticipated cost of tools and plant.

Note 2.—In the case of irrigation projects, for which no capital accounts are kept it is unnecessary, except in the case of large surveys for new irrigation projects referred to below, to enter provision for establishment and tools and plant in the estimate unless, for any reason, it may be deemed desirable to do so in order to forecast the ultimate result of the project.

Estimate for large surveys for new irrigation projects should, however, provide only for a charge of 5 per cent on the cost of special establishment to cover the supervision charges thereon.

169. The effects of the works on the natural drainage of the country should be carefully considered, and precautions taken to prevent injury by inundation or percolation explained. The drawings and other information required are detailed in appendix 9.

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170. The report should, in addition to the information specified in paragraphs 167 and 168, give the area of the tank and contents when full the area of land commanded and irrigable, the length of the dam, its maximum height, material of which it is proposed to construct it, form, etc., length of surplus weir or weirs, and the mode in which the water is to be let off for irrigation. The question of the available water-supply, number of times the reservoir will probably fill during the year, rainfall and proportion flowing off the catchment, character of soil and general slopes of the country, loss by evaporation and absorption, quality of the water etc., should be fully dealt with, as well as the quantity of flood water for which provision must be made, and the waterway of the escape weirs.

(v) *Town supply projects*

171. For town supply projects, the nature and quantity of the existing water-supply should be given and the reason necessitating an improved supply; the possible sources of an additional supply and the reasons for preferring the scheme submitted; the area and number of people, cattle, etc., to be supplied, as well as the estimated daily allowance in gallons for each person, cattle, etc., the quality of the water whether requiring filteration or not.

172. The reports should be accompanied by an index map showing the lines of main and distributary piping and plans of all works, including filters service reservoirs, settling tanks, etc. If pumping is contemplated, the annual cost of working the pumps should be estimated.

G.—REPAIRS

(a) General :

173. Repairs are necessary to keep the Government property in a fit condition and should be carried out periodically and occasionally if necessary.

174. Except in the cases contemplated in paragraph 185, provision for periodical repairs should be made in annual estimates, and for the casual repairs in a separate estimate as the occasion may require.

175. A separate estimate should be prepared for the maintenance of each work, or of each class of building in each district, or of a portion of a work of group of works as detailed in the budget. This is necessary, as in the principal accounts, the total outlay against each estimate alone is posted and it is only by recording the outlay year after year on the maintenance of each particular set of buildings or works that useful comparison can be made.

176. Each ordinary repairs estimate should include all the expenditure anticipated to be incurred during the working year on the maintenance of the work concerned, as also the expenditure incurred in the preceeding year if it remained to be paid for. The working year for these estimates closes at present on the 31st March.

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177. Repair estimates should, like those for original works, provide for the removal of all rubbish which may have accumulated, filling in unsightly pits, etc., round the buildings; all works establishment employed specially on the work; and, under separate sub-heads, all watchmen sanctioned by competent authority for the care of vacant buildings, guarding works, working sluices, etc.

178. The sanction to an ordinary repairs estimate lapses on the last day of the year fixed by Government and its account should be closed on that date only. Expenditure, if any on the repairs that may be necessary to complete the work in hand should be treated as expenditure against a fresh repairs estimate for the next working year in which necessary provision should be made to avoid excess.

179. Estimates for special repairs remain current till the completion of the repairs in the same manner as those for original works.

180. In cases of urgency, the Superintending Engineer may authorise the commencement of periodical repairs in anticipation of the formal sanction to the estimate; but in such cases a limit must be fixed for the expenditure and the Executive Engineer will be responsible that the regular estimate is submitted at the earliest possible date.

Estimates for maintenance of and repairs to works to be executed during a year should be prepared by the 15th of January of the previous financial year and sanctioned by the Executive Engineer before 15th of April of the year concerned. The sanction should invariably be communicated to the audit Office before the 15th May.

(b) Special Rules :

(i) Buildings

181. Maintenance of a standard measurement book in the office of an Executive Engineer showing the detailed measurements of each kind of work which is usually subject to renewal in each work under charge of that officer facilitates the preparation of estimates for periodical repairs; and rules for recording standard measurements and upkeep of that book are given in appendix 10. Its maintenance is, however, optional.

182. In the case of estimates for residential buildings the provision for repairs should not exceed the provision made in the rent statement.

183. Every effort should be made to provide for items that may be suggested by the officer occupying a building, or in the case of military buildings in charge of the department by the officer Commanding the station, if such repairs are considered necessary and there is sufficient amount to meet the expenditure thereon.

184. Where municipal or other rates and taxes are payable on buildings whether occupied as residences or not the amount of such taxes payable by

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the department should be provided for in the annual repair estimates. See rule 148 in the Maharashtra Contingent Expenditure Rules, 1965, in this connection.

185. (*a*) In the case of any building, the cost of the ordinary annual repairs (excluding municipal taxes) to which is less than Rs. 2,000, the Superintending Engineer may prescribe, subject to revision from time to time, lump-sum amount limited to Rs. 5,000 (plus the amount of the municipal taxes, if any, payable by Government under rule 148 in the Maharashtra Contingent Expenditure Rules, 1965) for any one building to cover the cost of maintenance, and within this amount expenditure will be permissible without any detailed estimate being prepared. Such lump-sum should be framed after consideration of the cost of maintenance in the past and, in the case of residential buildings, should further be limited to the amount included for this purpose in the rent statement, vide para 182. If in any working year the esitmated cost of maintenance exceeds the lump-sum prescribed by the Superintending Engineer, a detailed estimate must be prepared in accordance with the ordinary rules and sanctioned by competent authority. On sanction being accorded to such an estimate, the sanction of the Superintending Engineer to the lump-sum provision will automatically be superseded for that working year only.

(b) The following norms should be adopted for items as under for working out the requirement for repairs to Government residential/non-residential buildings :—

(1) Repairs to fixtures and fastening of doors and windows,
(2) Repairs to frames and shutters of doors and windows,
(3) Repairs to sanitary and water supply fittings,
(4) Colour washing distempering and painting of walls, doors and windows,
(5) Repairs to floors,
(6) Repairs to plaster, pointing,
(7) Repairs to roof such as turning tiles, replacement of tiles, water-proofing course, etc.
(8) Monsoon protection such as bamboo matting, etc., and
(9) Maintenance of electrical fittings and fixtures :—

Type of building	Rate for M. and R. Civil portion Rs. per Sq. metre	Rate for M. and R. Electrical portion of built up area	Total
(1) Administrative and Residential Buildings.	10	1.5	11.5
(2) Hospitals and residential buildings of special nature such as M. L. As. Hostels, V.I.P's Bungalows, V.I.P. Guest House, etc.	12	2	14
(3) Monumental buildings such as Council Hall, Museums, Theatres (Revindra Natya Mandir, etc.)	15	2.5	17.5

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In addition to above, additional provision may be made on the following items :—

(1) Municipal taxes,
(2) Service charges,
(3) Water charges,
(4) Telephone charges,
(5) Electricity charges,
(6) Rent for Maharashtra Housing and Area Development Authority,
(7) Running of Assembly Sessions,
(8) Air conditioning,
(9) Bulk Electric distribution etc.,
(10) Running charges of Rest House/Inspection Bungalows such as provision of linen, furniture etc.

In case of buildings more than 25 years old, further addition at 25 per cent of the above norms may also be made to take care of more repairs required in case of such old buildings.

These norms should be adopted while demanding grants for current repairs and special repairs to buildings.

(c) The Chief Engineers and the Superintending Engineers can sanction the aggregate amount of Rs. 2,500 in a financial year to repairs and alterations to hired and requisitioned office buildings occupied by own or subordinate departments where charges are not recoverable from the landlords.

Note.—The sanction accorded to the lump sum provision referred to in this paragraph shall be held to be a sanction to an estimate for the amount for all purposes of this Manual.

(ii) Roads

186. Unless metal is to be obtained by purchase or contract, delivered on the road, the estimate should show the proposed cost, divided under " cost of collection " and " carriage ", and if the metal is to be manufactured, the probable outlay on each sub-head of the operation should be shown distinct from carriage.

H.—Schedule of Rate

187. (a) A Schedule of Rates of each kind of work commonly executed in each division shall be prepared on the basis of the tender rates obtained in the division during the previous year for works executed under average conditions. In cases where there have been no such tender rates for the particular items, the market rates of material and labour prevailing in each locality should be taken as the basis. The schedule shall be maintained in the prescribed form in three parts viz.,—

(1) for completed items,
(2) for materials, and
(3) for labour.

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The description of the items shall confirm to that given in the standard specifications. The schedule shall be in bound book of standard foolscap size and shall show on its face sheet the year to which it pertains, the name of the division and index. The schedule of rates should be prepared by the Executive Engineer after declaration of Central and State Government budgets and prices settle down and submitted to the Superintending Engineer for scrutiny and countersignature on or before 1st June. After countersignature in token of approval and giving the number and date of his approval, the Superintending Engineer should return the same to the Executive Engineer by the end of June. It should be ready duly sanctioned by 30th June every year. The Superintending Engineer should ensure that the Executive Enigneer submits one copy of the approved schedule to Government and one to Audit Office by 1st September every year. The schedule should be kept up to date. The schedule of rates will come into force from 1st July, every year.

One schedule can be used for a number of years by opening additional columns and repeating the rates from year to year and in that case the annual entries should have separate signatures of Executive Engineer and Superintending Engineer for each year. In such cases Government and audit officer will be supplied with two copies of the schedule instead of one as mentioned above so that at the time of incorporating the rates for the succeeding year, one book can always remain with them while the other is being completed in the division.

The schedule of rates should contain separate sub-schedules applicable to different districts falling within the jurisdiction ofthe division. The schedule of rates for the Public Works Department divisions should form the basis on which the other Executive Engineers should prepare their schedules so far common items are concerned.

Note 1.—Lowest rates in accepted tenders which are clearly found unworkable and erratic rates shall be left out of consideration. There should be no separate element of contractor's profit or overhead charges except in the case of rates based on market rates where overhead charges up to a limit of 10 per cent shall be provided depending on the local circumstances.

Note 2.—The schedule of rates shall provide, in respect of completed items of road materials such as metal, murum etc., rates for different leads and lifts.

Note 3.—The schedule shall provide for the item of secondary species of timber suitably seasoned and treated which could be made use of in the construction of unimportant buildings.

Note 4.—Provision of the Minimum Wages Act shall be taken in to consideration while preparing the schedule.

Note 5.—The schedule of rates applicable to hilly, backward and inaccessible areas should he properly analysed and updated where necessary and should take due congizance of geographical conditions, difficulties of working, leads, and of materials, availability of labour, trends of tender rates received in the past, problems of repair to plant and machinery availability of spares, materials, drinking water, supply of water for construction works, etc.

Note 6.—Separate items for loading and unloading operations should be included in the schedule of rates.

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(b) (i) A complete analysis of the rates of any particular item or items of a work should be made in all cases in which an amount of Rs. 5,000 or more is to be spent on such item or items.

(ii) Where it is considered necessary to increase the rate for any item entered in the schedule of rate by 10 per cent or more such increase should be justified by a proper analysis.

(iii) When it is found from a number of cases that the amount of tenders for works are less than the amounts of the estimates for the same by 10 per cent or more (when latter are based on the rates entered in the schedule of rates), the Executive Engineers should take steps for reducing the rates entered in the schedule of rates justifying such reduction by a proper analysis.

(c) Superintending Engineers should invariably inspect the schedule of rates during their annual inspections of Executive Engineer's offices and bring to the notice of Government instances if any where the orders are not complied with.

(d) The Superintending Engineers/Executive Engineers are authorised to supply copies of schedule of rates to local bodies on payment of suitable fees including cost of supplying them. The fee in each case should be fixed at a round figure such that it will cover the cost of copying comparing and supplying schedules.

I.—CONTRACTS

(a) General

188. The recognised systems for carrying out work otherwise than by the employment of daily labour are "piece work", "rate list" and "contract work". Piece-work is that for which only a rate is agreed upon by a piece worker without reference to the quantity of work to be done or the time within which it is to be completed. Such work is carried out on A-1 or A-2 form. In the "rate list" system petty works can be carried out by a number of piece-workers on schedules of costs known as rate lists without reference to quantity and time. The term "contract" as used in this chapter, does not include piece-work and rate list nor does it include materials or stores purchased under requisition. All other work done or supply made under agreement, is termed "contract work", and in agreements for such undertaking which should invariably be in writing, there should be a stipulation as to the quantity of work to be done, and the time within which it is to be completed besides other conditions for penalty and liabilities.

Note.—In the case piece-work and rate list systems there is a risk in sanctioning through rates since the early part of a work may be more profitable to the piece-worker than the later part of it and the piece-worker may do only the easier and more profitable part of the item and leave the later. In such cases where extra cost of certain items is liable to be caused by such variations as longer leads, higher lifts or harder material, utmost care should be taken to provide different rates for different parts of the work or to provide separate rates for additional leads or lifts, etc., in excess of a minimum.

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189. The departmental execution of works for which no limit is laid down as against "contract system" includes besides employment of daily labour, the "rate list" and "peice-work" systems which can be used freely by the Executive Engineer up to a limit of Rs. 25,000 and Rs. 2,00,000 respectively, in each case irrespective of the estimated cost of the work as a whole subject to the following conditions :—

(1) For every work estimated to cost over Rs. 50,000 the Executive Engineer should obtain prior permission from the Superintending Engineer to carry out the work departmentally.

(2) (a) Item rate quotations in sealed covers shall be invited from piece-workers by the Executive Engineer for items of work to be let out. Indentical items of different component parts of a work may be covered by one set of quotations. The lowest acceptable item rate shall be approved by the Executive Engineer if the rate is within the sanctioned divisional schedule of rates of the year and by the Superintending Engineer in all other cases provided further that the excess, if any, over the estimated amount is within their respective powers of sanction. Such rates shall be notified to all the piece-workers and shall remain in force for a period of six months only at a time. The work shall be entrusted to such of the piece-workers who are willing to do the work at these approved rates irrespective of whether they had submitted a quotation or not.

(b) For awarding contract of works to the piece-workers, quotations should be invited from piece-workers and the lowest quotations should be compared to C. S. R. and then the work be entrusted to piece-worker at the rates not exceeding C. S. R. while doing so, action on the following points should immediately be initiated :—

(*i*) Revised the sanctioned estimate as per current D. S. R.

(*ii*) Obtain revised A. A. to the estimate wherever necessary.

(*iii*) Obtain technical sanction to the revised estimates therever necessary.

(3) If more than one piece-work is given to a piece worker then in that case the number of works should at any time, not exceed three and the aggregate cost should not exceed Rs. 2,00,000.

(4) Resort to piece workers should be taken up where labour co-operative societies are not forthcoming for taking up the works.

Note 1.—Following time-limit should be observed for inviting quotations on A-1 and A-2 Tender forms to execute works through piece-workers departmentally.—

(*i*) For piece-work costing upto Rs. 50,000	7 days.
(*ii*) For piece-work costing above Rs. 50,000 and up to Rs. 1,00,000.	15 days which can be brought down to 7 days in case of urgency after keeping the reasons thereof on record.

Note 2.—For all piece-works costing above Rs. 25,000 the tender notice should be published in the newspapers.

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190. Applications from members of the scheduled castes for contracts, for the construction of wells and roads and carrying out repairs to old ones the cost of which is met out of the special grants set apart for the purpose to give relief to the masses and rural population in villages, should be considered favourably subject to the proviso that the quality of the work offered shall be up to the standard required and reasonably economical.

191. Except as provided in paragraph 189, tenders for works should be given out only on regular contract forms and should be invited publicity

Exception.—These orders shall not apply to—(*a*) works situated in outlying places where regular contractors are not available —

(*b*) works which require special treatment in construction,

(*c*) irrigation works of a special technical nature such as masonry dams, regulators, outlets, standing wave flumes, flume falls and such other devices,

(*d*) such works as road consolidation or alterations to open canals, involving difficulty in enforcement of rate of progress or special quality of the work required to be done, and

(*e*) works carried out in emergencies such as danger of breach in canals etc.

192. "Contracts" are of two kinds, viz., lump sum and schedule, as defined below :—

(*a*) In the lump sum contract the contractor agrees to execute the complete work with all its contingencies in accordance with the drawings and specifications for a fixed sum, the following being its essential characteristics :—

(*i*) In order to regulate the amount to be added to or deducted from the fixed sum on account of additions and alterations not covered by the contract and not involving increase or decrease of quantities except when the design is altered, specific mention should be made that the rates as provided for such items in the sanctioned schedule of rates of the division will be paid.

(*ii*) Except as provided in clause (i) no allusion is made in the contract to the departmental estimate of the work, schedule of rates or quantities of work to be done.

(*iii*) Detailed measurements of the work done are not required to be recorded except inrespect of additions and alterations.

The form of lump sum contract prescribe by Government is form C.

(*b*) Schedule contracts are those in which the contractor undertakes to execute the work at fixed rates, the sum he is to receive being dependent on the quantities and kind of work done or material supplied. The forms used for such contracts are B-1, B-2, D and E.

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193. The following principles should be followed by officers entering into contracts :—

(1) The terms of a contract must be precise and definite, and there must be no room for ambiguity or misconstruction therein. No alternatives should be provide in any form.

(2) Standard forms of contracts should be adopted wherever prescribed, the terms to be subject to adequate prior scrutiny.

(3) Where standard forms are not found to be useful, legal and financial advice should be taken in drafting the contract documents before entering into them finally.

(4) The terms of a contract once entered into should not be materially varied without the previous consent of the competent financial authority.

(5) No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous Consent of the competent financial authority

(6) Even in cases where a formal written contract is not signed, no order for supplies, etc., should be placed without at least a written agreement as to price.

(7) Provision must be made in contracts for safeguarding Government property entrusted to the contractor.

(8) Provision should be made in every contract to enable Government to cancel it with due notice and without extra cost.

193-A. "Instruments furnished to any of the Department by a contractor under which the due performance of any contract is secured by the deposit of money or Government or other securities and instruments under which materials belonging to a contractor are mortgaged as security for an advance made to him by any such department are also exempted from Stamp Duty".

194. In case where works are required to be commenced in the interest of Government during the interval between acceptance of the tender and execution of the contract on behalf of Government after completion of the contract documents in all respects, agreements in form A-2 should be drawn up in the first instance as a temporary measure and afterwards superseded by the main agreement. Although the Executive Engineer has full power to accept tenders in form A-2, nevertheless if the main tender is beyond the Executive Engineer's powers of acceptance, the temporary tender in form A-2 should be accepted by him after the proposal of commencing work in A-2 form is approved by the authority which has accepted the original tender. In such cases, execution of the main contract should be effected with the least delay vide paragraph 218.

195. All agreements or security bonds or indenture bonds entered into with this department by contractors for the execution of work or for securing the due performance of contracts are exempt from stamp duty.

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Note.—An agreement for hire of plant and machinery is not an instrument for execution of any work, nor is it an instrument for the due performance of any contract and as such is not exempted from stamp duty. All agreements entered into with contractors and local bodies for hire of machinery should therefore bear stamps of the value of Rs. 3 as required under Article 5 (h) of Schedule I to the Bombay Stamp Act, 1958.

195-A. "Instruments furnished to any of the Department by a contractor under which the due performance of any contract is secured by the deposit of money or Government or other securities and instruments under which materials belonging to a contractor are mortgaged as security for an advance made to him by any such department are also exempted from Stamp Duty".

196. Every officer must before entering upon legal proceedings obtain the approval of the competent authority unless he himself is competent to so enter

(b) Registration of contractor

197. Subject to the provisions of paragraph 190, no tender form may be issued or contract given to any person, syndicate or firm whose name is not borne on the register of approved contractors referred to in appendix 12 without the orders of Government :

Provided that if on invitation of tenders, no registered contractor, tenders, and the work cannot conveniently be undertake departmentally, it would be permissible for the competent authority to give it to an unregistered contractor or a contractor registered in the lower category after reinviting tenders openly and without restriction. Each such case shall immediately be reported to the next higher authority.

Note 1.—The provisions of the above para are applicable only in respect of constructional works and not to any other work like transport, etc.

Note 2.—When reinvitation of tenders is necessitated due to the receipt of high tenders, it is open to the local officers to reinvite tenders openly from registered as well as unregistered contractors provided that the high tenders received at the first call are rejected first by the authority which is competent to accept such tenders.

Note 3.—If reinvitation of tenders is not found to be feasible due to the extreme urgency of the work, the contract should be negotiated, but such negotiations should be carried out only with the registered contractors, in the appropriate category, subject to the rules for negotiations in appendix 13.

(c) Contract documents

198. Before a work is given out on contract, the Executive Engineer must prepare "draft tender papers" to include,—

(1) A complete set of drawings showing the general dimensions of the proposed work and, so far as necessary, details of the various parts as per the following scale :—

(*i*) *Road and crossing-drainage works.*—Site plan to a scale of 1:62,500 mile showing the road alignments and mileage thereon and positions of cross-drainage works by numbers corresponding to those referred to in the tender papers.

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(*ii*) *Major bridges.*—Site plan to a scale of 1:62,500 mile and bridge elevation, plan and section.

(*iii*) *Building.*—Nil.

(*iv*) *Port works.*—Index plan showing the work in outline only.

(*v*) *Irrigations works.*—

(*a*) *Dam and appurnenances* :—

(*i*) Index plan showing location and approach.

(*ii*) Plan and longitudinal section showing scope of work.

(*iii*) Type cross-sections.

(*b*) *Canal structures* :—

(*i*) Site plan showing canal alignment and location of structures.

(*ii*) Some type plans, elevation and sections.

(*c*) *Canal excavations* :—

(*i*) Site plan showing canal alignment.

(*ii*) Type cross-sections.

(2) Brief tender notice to press in the form prescribed by Government

(3) Detailed notice to contractors in the form prescribed by Government.

(4) Additional instructions to tenderers.

(5) General description.

(6) Statement of the designed details.

(7) Printed form of agreement duly completed as necessary.

(8) Additional general conditions of contract.

(9) General specifications.

(10) Detailed specifications for all items.

(11) Special specifications for concrete work.

(12) Statement of machinery available with the Government for the particular work which is offered on hire to contractors together with the details of hire charges, terms, conditions, etc.

(13) A certificate to the effect that the estimates and the plans on which the tenders are based have been carefully examined and that changes are not called for or are called for the reasons to be specified.

Note 1.—The contractors should also be asked to give a list of machinery in their possession and which they propose to use on the work. While deciding tenders, availability and sufficiency of machinery with the contractors should be a point for consideration.

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Note 2.—When an estimate is made up of various sub-estimates and when the work of more than one sub-estimate is to be incorporated in one tender, a combined schedule B should be prepared in such a way as to bring in all the quantities of similar items at one place. This will obviate receiving different rates for the same item under different sub-estimates. For this purpose a statement giving recapitulation of the quantities and amount of various items under different sub-estimates should be prepared and attached to the draft tender papers. This statement shall not, however, form part of the tender forms meant for issue.

Note 3.—When tenders are invited from the unregistered contractors, they should along with the documents mentioned in Note 1 below para 198 and in para 206, also produce the following documents :

(i) Proof of previous experience and

(ii) Technical staff employed by the contractors.

199. If the amount of the tender is likely to be beyond the Executive Egineer's power of acceptance, or to be of an unusual character, he should before publicly inviting tenders submit the draft tender papers to the Superintending Engineer for his approval or remarks, together with the documents mentioned at S. Nos. (2) to (13) in paragraph 198. If the amount of the tender is likely to exceed the Superintending Engineer's power of acceptance, or to be of a very special nature, that officer should, in like manner, submit the draft tender papers (in duplicate) to the Chief Engineer for approval.

Note. The draft tender papers and the tenders or acceptance submitted to the Superintending Engineer or the Chief Engineer should be accompanied by statement, wherever applicable, showing how remarks accompanying the technical sanction and approved draft tender papers have been complied with. Such compliance statement should be in the form of remarks on one side and compliance opposite.

(d) Tenders

200. Tenders should invariably be invited publicly, in the manner prescribed in paragraph 202 below, for all works to be given out on contract except extra items referred to in paragraph 227 which have to be undertaken as part of a scheme for which tenders have originally been invited publicly and which are required to be executed while the work originally undertaken is in progress and which are really inseparable from the original contract and cannot conveniently be done by a different agency. When, however, work in connection with a Government House is so urgent that advertisement is not possible, competitive tenders from several capable contractors may be invited under orders of the Superintending Engineer instead of calling for tenders by advertising in the press.

201. In the case of the construction of reinforced cement concrete bridges and causeways, tenders for construction should be called for from the firms specialising in reinforced concrete work and approved by Government after the work has been approved by the Board of Communications, this Government and the Central Government and it should be seen that sanction to plans and estimate and orders to start the work within a reasonable period are issued. The Superintending Engineers should give an approximate cost of the work for the purpose of the approval.

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In order to cover the tenders in case orders to start the work are not issued in reasonable time after the acceptance of the detailed designs and calculations the contractors should be asked to specify the sum they would accept for the sale of the designs in case there was such delay in starting the work that the contractors did not agree to execute the work for the sum stipulated in the ender and Government desired to purchase the designs.

Note. It should not be necessary for tendering firms to submit detailed working drawing and calculations in the first instance along with their tenders, but it should be specified in the notice calling for tenders that these will have to be supplied by the tenderer whose tender is accepted. In the event of the detailed working drawings and calculations not being found satisfactory they will have to be revised or otherwise the earnest-money will be forfeited. It should also be stipulated that the department does not accept any liability for the information given in regard to the sub-strata and that no increase in rate or amount will be allowed for any additional work due to greater depth of foundations, etc., actually required in construction than that indicated by the results of trial pits or borings taken by the department. The contractors are expected to visit the sites and satisfy themselves on all points relating to the work.

202. Tenders, which should always be sealed, should invariably be invited in the most open and public manner possible either by advertisement in the local newspapers, or by a notice in English and the regional language, pasted in public places. If the estimated amount is more than Rs. 25,000, the tender notice should be published in the local newspapers and the newspepers with sufficiently wide coverage as may be necessary for all works including transportation. The tenderers should have free access to the contract documents. The notice should in all cases mention —

(1) The estimated amount of the work and the category of contractor entitled to tender for the work.

(2) The place where and the time when the contract documents can be seen and the blank forms of tender obtained ; also the amount, to be paid for such forms of tender.

(3) The place where, the date on which and the time when tenders are to be submitted and are to be opened.

Note 1.—The following time-table should be observed while calling for tenders.

Particulars of works	Period of notice for the first call	Period of notice for the second or subsequent calls
(1)	(2)	(3)
(i) Works costing up ot Rs. 50,000	15 days ..	10 days
(ii) Works costing above Rs. 50,000 and less than Rs. 5 lakhs.	One month ..	15 days
(iii) Works costing above Rs. 5 lakhs	Six weeks ..	30 days

The officers concerned are allowed to use their discretion to reduce the notice periods in suitable cases to 20 days (instead of 30 days) in the case of second or subsequent calls after recording the reasons therefor.

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The periods prescribed above, i. e. , in the case of first, second or subsequent calls are minimum and it is always open to the local officers to prescribe longer periods according to requirements of each case.

Note 2.—The minimum time gap between the last date for issue of the tender forms and the date for receiving and opening of tenders shall be as under and in no case should tender forms be issued during this gap period :—

Particulars of work	Time gap
(i) For all works the acceptance of tenders of which is within the competence of the Superintending Engineer and below.	4 days
(ii) For other works the acceptance of tenders of which is within the competence of the Chief Engineer.	7 days

(4) The amount of earnest-money required and the amount and nature of the security deposit to be paid on acceptance of the tender.

(5) The period during which the work is to be completed.

(6) With whom or what authority the acceptance of the tender will rest.

Note.—Authority should always be reserved to reject any item of the tender, or a tender or all the tenders so received without assigning any reason, and this should be expressly stated in the advertisement.

(7) The necessity of attaching to the tender a list of documents accompanying the tender signed by the contractor,

203. At the advertised time and place, all tenders received (except as provided in paragraph 204) for a work should be opened by the Executive Engineer or other officer in person, in the presence of such of the intending contractors or their agents as may choose to attend. No tenders should be accepted from any person directly or indirectly connected with the Government service—see paragraph 113.

204. All tenders amounting (as per estimated cost of the work put to tender) to more than Rs. 20 lakhs should be received and opened by the Superintending Engineer concerned.

The procedure to be followed in such cases is indicated below :—

(1) The tender notice (which should make mention of the Superintending Engineer as the receiving officer) and the tender forms will be issued by the Ececutive Engineer as in other cases.

(2) The Executive Engineer will send to the Superintending Engineer an extract from the register of tender forms issued immediately after the last date of issue of tender forms so as to reach the latter well before the date fixed for receipt of tenders.

(3) The comparative statement should be prepared in the office of the Superintending Engineer. For this purpose the Divisional Accountant of the division concerned with necessary clerical staff should be called upon to attend the circle office. The Executive Engineer and other technical staff may also be called, if need be.

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(4) After acceptance, all the tenders including the rejected ones along with the comparative statement should be sent to the divisional office for taking further action regarding completion of contract documents, returning of earnest money, etc.

205. With a view to avoiding the possibility of legal complications and also subsequent tampering with the tender documents, the officers should carefully follow the instructions contained in appendix 12.

206. As a rule, no tender for the execution of a work of any description should be considered unless accompanied by a chalan showing deposit of cash into the treasury/bank or a deposit-at-call receipt issued by a scheduled bank in favour of the department as earnest money, for the amount as notified or a copy of the bond executed by the contractor with Government for securing exemption from payment of earnest money, income-tax clearance certificate and a declaration showing all the works for which the contractor has already entered into contract and the value of work that remains to be executed in each case on the date of submitting the tender. A contractor not borne on the register of approved contractors should produce along with his tender a solvency certificate from the Collector of the district within which he resides or a banker's certificate of his financial stability to the extent of not less than 20 per cent of the tendered value. If he fails to produce these, his tender should not be accepted without the production of these documents.

Note 1.—In regard to works estimated to cost less than Rs. 20,000 the necessity for the production of solvency certificate may be dispensed with at the discretion of the Executive Engineer.

In regard to works estimated to cost less than Rs. 5,000 the necessity for the production of solvency certificate may be dispensed with at the discretion of the Sub-divisional Officer.

Note 2.—Solvency certificate is not required to be produced in respect of works to be given out on piece-work system.

Note 3.—No distinction should be made between scheduled and non-scheduled banks as far as " banker's certificate " referred to in the above para, is concerned.

Note 4.—Where a Government officer inviting tenders is satisfied that a tender's difficulty in producing income tax clearance certificate in original is genuine, he may accept a photostat copy in lieu of the original one.

Note 5.—The solvency certificate issued by the Tahsildar of the Taluka, where the contractor resides would also meet the requirements of this paragraph.

207. The amount of earnest-money to be deposited with the tender should be sufficiently large to be a security against loss, in case of the contractor failing to complete the contract documents and furnish the required security within the appointed time after the acceptance of his tender, as the case may be

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The minimum amount of earnest-money to be recovered from contractors shall be at the following rates :—

	Estimated amount of work put to tender	Earnest money
1.	Up to Rs. 1 Crore	1 per cent.
2.	Above Rs. 1 Crore and up to Rs. 2 Crores.	¾ per cent subject to a minimum of Rs. 1 lakh.
3.	Above Rs. 2 Crores	½ per cent subject to a minimum of Rs. 1½ lakhs.

Officers have discretion to recover an incerased sum if this is considered to be necessary or justifiable by the peculiar circumstances of any particular case. The names of those contractors, whose tenders are proposed to be accepted but who subsequently fail to complete the contract documents or pay the security deposit, should be circulated throughout the department, with a view to debarring them from being entrusted with any work in future, and if he is borne of the register of approved contractors, steps should be taken to have his name removed therefrom.

208. Usually the lowest tender should be accepted unless there be some objection to the capability of the contractor, his financial status, the security offered by him or his performance in a former work. The acceptance or rejection of tenders is left entirely to the discretion of the officer to whom the duty is entrusted, and no explanation can be demanded of the cause of the rejection of his offer by any person submitting a tender.

In cases where it is proposed to accept tenders other than the lowest or by negotiations, the decision should not be taken by an individual officer, but by the committee mentioned in appendix 13.

Note 1.—The above provisions do not apply to :—

(*i*) Piece-works and rate lists when carrying out the works departmentally vide paragraph 189. If however, negotiated or other than the lowest tender is to be accepted, in such cases it can be done only by an Executive Engineer upto Rs. 20,000 who should report the reasons in detail to the Superintending Engineer. In the case of piece-works above Rs. 20,000 prior approval of the Superintending Engineer to accept the negotiated or other than the lowest tender should be obtained by the Executive Engineer.

(*ii*) Works to be given out to labourers' co-operative societies, vide paragraph 209 provided there are no two or more societies, competing for the same work.

(iii) Works carried out in emergencies such as danger of breach in canals etc. The report of acceptance of negotiated or other than the lowest tender in such cases shall, however, he made to the member of the tender committee.

Note 2.—In the following cases reference to the committee is not cnecessary :

(*a*) When tenders are invited publicly but even the lowest tender cannot be accepted due to high rates and negotiations are carried out with the lowest tenderer and his rates are got reduced.

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(b) When only one tender is received for a particular work which is got reduced by negotiations.

(c) When the lowest tender before the final stage of acceptance becomes invalid for any reason, say for non-payment of security deposit, non-completion of tender documents within the stipulated time-limit, etc., such a tender does not hold good and automatically stands rejected with the forfeiture of the earnest-money deposit and the second lowest tender becomes the lowest for being considered for acceptance, for which approval of the tender committee is not necessary.

Note 3.—Whenever any negotiated tenders are proposed to be invited due to absence and inadequacy of response to open tenders and any material variations are made in the terms later, the fresh terms and conditions on which the contract is proposed to be negotiated, should be made known to all the contractors who are likely to be interested in the offer. Precautions, however, should be taken to see that the terms offered by one contractor for the contract are not disclosed to other contractors.

209. The work costing up to Rs. 1 lakh should be given to the labour co-operative societies without calling for tenders at the estimated rates based on divisional schedule of rates brought up-to-date. While awarding the works, the following will be the classification of the labour co-operative societies based on their financial status, managerial and technical capacity and staff :—

(*I*) Maximum eligibility up to Rs. 20,000 'C' Class.

(*II*) Maximum eligibility up to Rs. 50,000 'B' Class.

(*III*) Maximum eligibility up to Rs. 1,00,000 'A' Class.

The authorities competent to classify the labour co-operative societies in 'A', 'B' & 'C' Classes are shown at Appendix 17. Before classify the society, the Superintending Engineer/Executive Engineer should obtain a certificate based on the conditions as per Appendix 17 from the District Deputy Registrar of Co-operative Societies with whom the Labour Co-operative Society is registered. The classification should be reviewed every three years taking into account the financial status, managerial and technical capacity and staff and the performance of the society.

As regards the allotment of works between piece-workers and labour co-operative societies, the latter should be preferred. The piece-workers should be awarded works where labour co-operative societies do not exist or do not come forward to take up the work.

When open tenders are called for works costing between Rs. 1 lakh to Rs. 2 lakhs and labour co-operative societies quote for the same and if the society's tender is within 5 per cent or Rs. 5,000 maximum in comparison with the lowest tenderer, the society may be given preference over the lowest acceptable tender. The fact that the societies may have refused to accept the work costing up to Rs. 1,00,000 at the estimated rates at the earlier stage should not be against the societies while letting out to them after inviting tenders, if they would qualify for it on the basis of 5 per cent or Rs. 5,000 concession except for works on National Highways.

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In order that the labour co-operative societies should get continuous works throughout the year the Work Awarding Agencies should be instructed to send the list of works giving the up dated cost to the Federations and District Deputy Registrars as soon as the works are sanctioned and allotments are available during the course of the year. After the lists are sent to District Federations, they should distribute the work properly and fairly to the societies and communicate accordingly to the Work Awarding Authorities accordingly within 15 days. If no reply is received from the District Federations/District Deputy Registrars, Co-operative Societies, then the Work According Authorities can allot the work to any agency. The societies not affiliated to the District Federation should not be awarded works. In case of works of immediate nature the Work Awarding Agencies can allot the work to any agency. When any work is entrusted to the society, the copy of work orders should be furnished to the District Federation and the District Deputy Registrar of Co-operative Societies.

The Labour Co-operative Society should be exempted from the production of Solvency Certificates, but should produce a certificate from the District Deputy Registrar/District Federation regarding its capacity and financial resources. This concession also applies to works costing between Rs. 1,00,000 and Rs. 2,00,000 for which tenders have been called for and for also the societies registered as 'C' and B+1 Classes with Public Works Department.

While dealing with the societies only the Chairman of the societies should be consulted and this procedure should be established as a convention.

The number of works to be awarded to one society should be limited to three. No society should be entrusted with the work in excess of its capacity to execute. The limit should be twice the limit prescribed for taking up a single work e.g., "C" Class Society entitled to get work amounting to Rs. 20,000 should not get work exceeding the cost of work amounting to Rs. 40,000 at a time. The Work Awarding Agencies should supply on payment copies of sanctioned schedule of rates to Labour Co-operative Society/District Federation/District Deputy Registrar of Co-operative Societies. The preference should be given in supply of machinery and material requested by the Labour Co-operative Societies. If several societies are entrusted with works under the same division, the societies having good reputation for over a number of years should be given preference over others. All possible help should be rendered in allowing use of departmental quarries by Labour Co-operative Societies. When the Labour Co-opertive Societies are entrusted with the work up to Rs. 1 lakh without calling for tenders, the section of work costing more than Rs. 1 lakh which has been split up for convenience of execution can also be alloted to Labour Co-operative Societies.

While referring the works to the District/Federation/District Deputy Registrar, the information in respect of name of work, nature of work, estimated cost of work, time in which it is expected to be completed, situation of work and the sub-division nuder which thework is located, should be furnished by the

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Work Awarding Agencies. Further details and the tender forms should be obtained by the District Federation/District Deputy Registrar from Government Offices.

With regard to selection of a Labour Co-operative Society for award of work the following procedure should be followed :—

The Executive Engineer/Deputy Engineer, should obtain recommendation from the District Federation or Labour Co-operative Society wherever it exists, and so also from the District Deputy Registrar of Co-operative Societies. The ultimate choice of awarding work to any society, however, vests in the Executive Engineer/Deputy Engineer.

In case, the Executive Engineer/Deputy Engineer intends to award a work to a society not recommended by the Federation or the District Deputy Registrar of Co-operative Society, the reasons should be recorded for such selection and should be communicated to his higher authority in writing for action as deemed fit. Simultaneously a report should also be forwarded to the District Federation and to the District Deputy Registrar of Society in writing with a view to giving an opportunity to the Society, whose claims have been rejected, to rectify the defects/incapacity for carrying out such types of work in future.

If a dispute arises between the Work Awarding Agency and the Labour Co-operative Society, the decision of the concerned Superintending Engineer of the Circle shall be final. This would not be in the nature of Arbitrator's decision but would be an administrative decision subject to corrective action as in other cases of contract, where Superintending Engineer's decision is final.

Note 1.—Works costing up to Rs. 1 lakh are given to Labour Co-operative Societies without calling for tenders and as such there arises no question of earnest-money deposit. For works costing more than Rs. 1 lakh or for works for which regular tenders are called usual earnest-money deposit as is done in other cases of contractors should be recovered.

Note 2.—When the societies are entrusted with works costing up to Rs. 1 lakh which do not involve use of Government material such as cement, timber, steel, G. C. I. sheets, etc., no deposit is required to be taken.

In case of works costing up to Rs. 1 lakh the above Government material are required to be issued to the societies, then security deposit at 50 per cent of what is due ordinarily to be recovered may be recovered. A nominal amount of 1 per cent of the estimated cost subject to the minimum of Rs. 100 should be recovered at time of contract and the rest by *prorata* deductions from the running bills.

In the case of works for which tenders are called for, and whom societies quote rates as independent contractors, the societies are to be treated on par like other contractors for payment of security deposit.

Note 3.—Minor electrical works costing up to Rs. 5,000 can be entrusted to the electrical and machinical workers co-operative societies without calling for tenders. In case of these societies, whose performance is satisfactory for the past two years, the works costing up to Rs. 10,000 should be given to such societies.

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Note 4—Technical help and supervision should be offered to the society by the local officer when it does not involve extra expenditure to Government.

Note 5.—At least 50 per cent of the membership of the society should consist of labourers who will be themselves work on the works.

Note 6.—All the above concessions are extended to (i) tribal co-operative societies provided the society produces in each case a recommendation from the District Registrar of Co-operative Societies to the effect that the work in question may be given to it, and (ii) Fishermen's Co-operative Societies in respect of construction works connected with fisheries parts provided their by laws permit them to take up such works.

210. The Comptroller and Auditor General of India and under his direction, other audit authorities have power to examine contracts and to bring before the Public Accounts Committee any cases where competitive tender have not been sought, or where high tenders have been accepted or where other irregularities in procedure have come to light. In respect of works located in the tribal areas where there is no response from the contractors to the public invitation of tenders, the department finds it difficult to execute the works in such areas. In order to overcome difficulties of fixing agencies for works in tribal areas, funded from the tribal funds, the Chief Engineers should fix the agencies for these works by selective tendering. They should prepare a list of selected contractors for this purpose, subject to the condition that the number of contractors to be selected should be invariably be not less than three. The tenders from the selected contractors would be invited by the Executive Engineers as usual.

211. Tenders for petty supplies like those for work should be invited publicly, and such contracts should be for a period not exceeding a year. When however, tenders for petty supplies costing over Rs. 25,000 are not publicly invited, detailed reasons should be recorded and submitted to the authority superior to the officer accepting the tender. As regards the acceptance of a tender other than the lowest, see paragraph 208.

The materials required should be divided into suitable groups such as (*i*) hardware, (*ii*) timber, (*iii*) bricks, (*iv*) country tiles, (*v*) mangalore tiles, (*vi*) lime, etc. A separate tender should be invited for the supply of each of the groups of materials which are required in large quantities, say, costing more than Rs. 1,000 per year to enable the actual dealer to supply the materials direct to Government thereby eliminating middleman's profit.

The approximate quantities of articles required for the division should be shown in the tender form on the basis of the past three years' purchases before calling for tenders publicly.

Claims arising out of the alleged losses on contracts or other transactions, should such arise must in all cases be dealt with independently and solely on the merits of each case and submitted to Government for orders, except such cases as can be dealt with finally by the local officers, vide serial Nos. 17 and 18 in appendix 42.

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Note.—Whenever any tenders for supply of materials in form D are being called for, a watranty clause in the form prescribed in appendix 15 should be attached thereto in order to safeguard against subsequent deterioration of the materials supplied.

212. In tenders for carting materials in any considerable quantity, suitable conditions should be inserted stipulating recovery of small deposits from the piece-workers' bills which should be refunded to them on completion of the work after deducting the value of any appreciable quantity lost in transit. The amount of permissible loss in any particular case should be left to the discretion of the officers accepting the tenders. Executive Engineers should refer cases of doubt to the Superintending Engineers.

(e) Security for Performance of contracts

213. (1) Security should, in all cases, be taken for the due fulfilment of a contract. This security may be by way of—

(*a*) Cash or the amount deposited as earnest money under paragraph 206.

(*b*) Deduction of percentage fixed under paragraph 214 (*ii*) from the bills for work done.

(*c*) Guarantee bonds executed by scheduled banks on behalf of their clients subject to the conditions laid down by Government from time to time. The Bank guarantee should be got renewed before its validity expires. In case the contractor is hesitating to extend the validity, the guarantee should be encashed, before its expiry.

(*d*) Interest bearing securities mentioned in paragraph 15.2.2 of the Maharashtra Public Works Account Code.

(2) The officer receiving Government security as deposit should see that the securities stand in the name of the depositor and that the contract or other document executed by the depositor conveys authority to Government to appropriate or cancel the securities if the contract is not fulfilled. Care should be taken to see that particulars of the Government securities such as number, loan and amount which are deposited against the due performance of a contract are mentioned in the contract or other documnts executed by the depositor. When securities are deposited on behalf of a firm or an incorporated company, it should be seen that—

(*i*) the securities stand in the name of the firm or the company, as the case may be,

(*ii*) the person who has signed the contract has requisite authority to bind the firm or the company,

(*iii*) the necessary documents authorising the person who has signed the contract to bind the firm or the company has been filed or registered with the Public Debt Office.

If it can be conveniently arranged, firms and companies should, as far as possible, be advised to get the notes renewed in their favour before accepting them as deposit.

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214. (*i*) The following scale of percentages should be adopted for the security deposits to be taken from the contractors :—

	Percentage	Subject to a minimum of Rs.
A—Earthwork		
For contract up to estimated cost of Rs. 10,000.	4 to 6 per cent ..	..
From Rs. 10,001 to Rs. 50,000	3 to 5 per cent ..	500
From Rs. 50,001 to 1,00,000	2 to 4 per cent ..	2,000
Over Rs. 1 lakh	2 per cent ..	3,000
B—Other works		
For contracts up to estimated cost of Rs. 20,000	5 to 7 per cent ..	..
From Rs. 20,001 to Rs. 50,000	4 to 6 per cent ..	1,200
From Rs. 50,001 to Rs. 1,00,000	3 to 5 per cent ..	2,500
Over Rs. 1 lakh	2 to 4 per cent ..	4,000

These orders, however, are not intended to fetter the discretion of the Chief Engineer, Superintending Engineer and Executive Engineer if, in special cases strong reasons for departing from them exist. Cases in which the percentages are to be reduced, should be reported to the next higher authority, in each case with reasons for approval.

(*ii*) The initial security deposits to be taken should be generally moderate and deductions from bills should be a prominent feature. Initial deposits of the amounts mentioned above need not, therefore, be insisted upon, but up to 50 per cent of the amount of the deposit may, at the discretion of local officers, be in the form of deductions from bills.

Note 1.—The contractors should never be permitted to start the work before security deposit is paid.

Note 2.—The liability of the contractor under the conditions of the contract is to the extent of the whole of the amount of the security deposit which is stipulated to be paid although part of it might be in the form of deduction from bills under the provisions of clause (ii) above.

Note 3.—Where it is not possible for the local officer, for one or the other reasons to review and revise the estimates prepared years back as per provision in para 315 and getting them freshly sanctioned after recasting them at the C. S. R. before the works are put to tender, the local officers should take care to see that the security deposit to be taken is not lower than the amount worked out, at the lowest percentage prescribed for security deposit on the likely cost of wrok at C. S. Rs.

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(f) Provision in contracts for stores

215. In framing contracts of any description, care should be taken to retain in the hands of Government the supply of materials, if necessary, and to arrange the terms accordingly. Such stores should either be supplied from the existing Government stock or be obtained in accordance with the rules for the supply of articles, other than printing and stationery stores required to be purchased for the public service, vide appendix VI to the Maharashtra Contingent Expenditure Rules, 1965. In the case of important construction works let out on contract, such stores may be supplied by the contracting firm, subject to the proviso laid down in rule 5 of the rules mentioned above.

216. The contracts shall provide for the use of acceptable quality of rubble stones from excavation for whatever items therein free of cost. There shall be no splitting up of items on this account.

(g) Acceptance of tenders

217. The cases pertaining to the acceptance of tenders should not take more than 30 days, 60 days and 90 days after the opening of tenders in the case of tenders finally dealt with at the level of Executive Engineer, Superintending Engineer and Chief Engineer respectively. In cases where these periods are exceeded for some reasons or the other a report of the special circumstances which made the delay inevitable, should be made to the next higher authority. For powers of officers to accept tenders (see S. No. 16 in Appendix 42). For procedure to be followed while dealing with cases involving acceptance of tenders and fixation of a contracting agency (see Appendix 20).

218. After the competent authority has communicated the decision regarding acceptance of tender to the Executive Engineer, the latter officer may intimate the contractor the decision regarding acceptance and after getting the contract documents completed in all respects, should execute the contract on behalf of Government. He should then forward a certified copy of the contract to the competent authority for onward transmission to the audit.

Note.—A register of contracts executed by the officer concerned on behalf of Government should be maintained in his office in standard form P. W. 107.

219. When a work is to be split up for inviting tenders, the officer concerned should obtain prior approval of the authority competent to accept the tender for the whole work. An officer can then give out to different contractors a number of contracts relating to one work, even though such work may be estimated to cost more than the amount up to which he is empowered to accept a tender. But no individual contractor may receive a contract amounting to more than this sum nor, if has received one contract, may he receive a second in connection with the same work or estimate while the first is still in force, if the sum of the contracts exceeds the power of acceptance of the authority concerned.

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The cost of the works already allotted and in force should be taken as the total tendered cost of the contract for the first work while giving out a second contract to the same contractor.

(h) Enforcement of terms of contract

220. Engineers and their subordinates are responsible that the terms of contracts are strictly enforced, and that no act is done tending to nullify or vitiate a contract. Cases involving commitments of appreciable extra expenditure in respect of the provisions in the contract agreement which are not explicit or where there is some sort of ambiguity about the interpretation shall invariably be referred to Government before taking action.

Note.--For the powers of the officers of the department in respect of granting rates in excess of the sanctioned tendered rates to contractors and piece-worker see serial Nos. 17 and 18 in appendix 42.

221. Whenever any compensation is decided to be levied on the contractors for delay in execution of works in terms of the contract conditions, the decision should be conveyed to the audit office in writing and also recorded in the relevant measurement books.

222. Since the Superintending Engineer is the final authority as per clause 2 of B-1 and B-2 tender forms for levying compensation on the contractors and since his decision while acting under this clause is of an executive officer and not of an arbitrator, he is competent to review and revise his own decision, if any new relevant facts are brought to light which he might not have taken into account when the original decision was taken.

223. The Executive Engineers, when exercising the powers granted to them under clause 6 of the conditions of B-1 and B-2 contracts, should not grant any extension of time to contractors if it is found that such extensions are necessitated by the contractors' slackness or inadequate arrangements. Such cases should be referred to the Superintending Engineer for being dealt with under clause 2 *ibid.*

In cases in which the time-limit after taking into consideration all the extensions granted has expired and yet it is considered desirable to allow the contractor to continue with the work, the minimum compensation which the Superintending Engineer should levy on the contractor in exercise of the powers vested in him under clause 2 of the conditions of B-1 and B-2 contracts should generally be not less than the extra cost to be incurred by Government, e.g., the work-charged establishment maintained for the work, etc.

224. "Clause 30 of B-1 and B-2, agreement forms lays down that the decision of the Superintending Engineer, in certain matters relating to the contract would be final. It should be borne in mind that this clause is not an arbitration clause under which disputes between the contractor and Executive Engineer are referable to the arbitration of the Superintending Engineer. Any

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action taken by the Superintending Engineer, under this clause cannot, therefore, be interpreted as an arbitration proceedings and does not enable contractors to claim relief under Section 8 of the Arbitration Act."

It is however expected that the Superintending Engineer, on being approached for giving such a final decision under the clause 30, gives his final decision as expeditiously as possible, preferably within 60 days of receipts of such a reference and consideration of all aspects.

225. The Executive Engineer may pay only one intermediate bill (to cover all clear payment) after the permitted period of the tender including extension already approved is over, provided an amount (inclusive of security deposit) as may be sufficient to cover the whole of the compensation which shall be estimated by the Executive Engineer, is kept back. In determining compensation, the Executive Engineer should fix such amount as to secure Government interest under the contract, in case the extension of time-limit asked for is not granted.

226. After the close of each financial year, Superintending Engineers shall, report to Government cases where undue delay has been caused in settling the claims of contractors.

(i) Extra items

227. (A) Executive Engineers are authorised to sanction the execution of and the rates to be paid for, extra items of work, not provided for in regular tenders accepted by higher authorities, by themselves, or by their subordinate officers, subject to the following conditions :—

(1) The amount of an individual extra item does not exceed Rs. 10,000 and the total cost of the extra items is within the amount up to which the Executive Engineer is himself competent to accept a tender.

(2) (*a*) Where the extra item is comparable with a similar item already included in the accepted tender, the rate to be fixed and mutually agreed upon between the Engineer-in-charge and contractor should be based, as far as possible, on the tendered rate for the similar item modified to the extent necessitated by the change in specification, provided that, if a rate is provided for the extra item in the schedule of rates of the division, the rate to be fixed shall not exceed such schedule rate.

(*b*) Where the extra item does not correspond to, or is not comparable with an item in the accepted tender, it shall be paid for at the rate mutually agreed upon between the Engineer-in-charge and the contractor provided that, if a rate is provided for that class of work in the schedule of rate of the division, the rate to be agreed upon shall not exceed such a schedule rate.

(3) The extra cost of the extra item or items is already covered by savings effected, or clearly anticipated, on other items (including contingencies) of the work. In such a case, the savings in question should be specified in the extra item rate list.

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(B) If the amount of an individual extra item exceeds Rs. 10,000, or the rate proposed therefor is not one already sanctioned in the divisional schedule, or is in excess of a rate therein sanctioned, prior sanction of the Superintending Engineer to such rate should be obtained.

Note 1.—The schedule of rates referred to in this paragraph should be taken as the current one, *i. e.*, prevailing at the time when the extra item crops up.

Note 2.—The principle adopted for working out the rates in the schedule of rates vide paragraph 187 shall be applied while settling rates with contractors for extra-items not provided for in the contract and schedule of rates.

Note 3.—Where the expenditure due to execution of extra items is likely to necessitate revised administrative approval or revised technical sanction of a higher authority, the extra items should not be sanctioned and executed unless the competent higher authority is duly informed of the probable cost of the extra items along with an indication of the likely excess cost, and general prior approval is obtained.

Note 4.—Detailed specifications for the items included in the extra item rate lists should invariably be attached to such rate lists and they should be duly signed by the contractor and the officer concerned in token of acceptance.

If the contractor is to be supplied with materials (other than those provided in schedule A of the tender) for the extra items, the rate, quantity and place of delivery should be specified in the extra item rate list. While fixing the rates for extra item, the fact of supply of materials, whether within or outside schedule A, should be taken into account.

228. No extra item should be got executed from the contractors on oral orders or in anticipation of the sanction of the competent authority.

The Executive Engineer, should, whenever they settle rates for extra items with contractors which are beyond their power of sanction, make it quite clear to the contractors in writing that the rates so settled are subject to the approval by higher competent authorities, and that only such rates as are finally sanctioned will be paid.

229. Subject to the condition that a work may not be let out on contract to one contractor in pieces, the authority for the acceptance of an original contract is sufficient to cover extra items of work (sanctioned by competent authority) which form part or legitimate extension of such contract and are covered by the provisions of the contract agreement, whether or not the cost of such extra items raises the total amount of the contract to a sum exceeding the powers of the original sanctioning authority.

230. The rates for extra items should be scrutinised by the Divisional Accountant before they are accepted and sanctioned by the competent authority.

231. The item of "providing a diversion road and maintaining it during construction" is not covered by the expression "temporary works" referred to in clause 21 of the contract agreement forms B-1 and B-2. When the item is not provided for in the estimate specifically and is entrusted to the c

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as an extra item, the rate for the same should be fixed by the Executive Engineer with due regard to the contractor's responsibility to do the work in half-widths as contemplated in the tender and the consequential savings to him by the provision of the diversion road as an extra item. In cases where a contractor is expected to do road work in half-widths, but for his own convenience, he does it in full width and provides a diversion, he should not be paid anything extra. If, however, a diversion is insisted on subsequent to the letting out of the contract on the half-width basis, then the extra rates should take into account all possible savings to the contractor consequent on his being freed from the "half-width" requirements.

232. No extra item rate lists can be sanctioned against piece-work tender Extra items, if any, connected with the work given out on such tenders may be carried out on ordinary rate lists to be sanctioned according to normal rules subject to the conditions mentioned in paragraph 227 independently of the accepted tender.

(J) Departure from the rules of contract

233. Departures from the rules of contracts specified above can only be permitted or condoned by Government.

234. The following principles should govern cases of ex-gratia payment to contractors :—

(*i*) The actual loss suffered by the contractor should be proved by documentary evidence and a certificate of the Chief Auditor, Local Fund Accounts should be obtained on production of all the connected records in connection with the documentary evidence produced by the contractor in support of the actual loss suffered by him.

(*ii*) The loss should not be attributable to causes for which the contractor can be held responsible.

(*iii*) In assessing the amount of loss to be compensated not only the loss suffered by the contractor in the particular contract should be taken into account but also the profits, if any, made in other contracts entered into by the contractor with Government about the same time.

(*iv*) The department should satisfy itself that the contractor has worked in an efficient manner and with due regard to economy and avoided wasteful methods of work.

(*v*) The compensation to be paid in any case should not be in excess of the actual loss suffered by the contractor.

(*vi*) As far as possible, cases considered for ex-gratia payment should be those where the contractor's full capacity has been utilised by the department.

(*vii*) Subsequent increase in prices should, in no way, be a basis for ex-gratia payments to the contractors, unless there is a stipulated term in the contract itself on that account.

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J.—Sale acquisition and leasing of lands

(a) Sale of Government land and immoveable property

235. All Government land and other immoveable property should ordinarily be sold through the Revenue Department. Lands in the possession of the departments are for their departmental purposes only and when any portion of the land assigned to them permanently ceases to be required for those purposes, it should be surrendered to the Revenue Department. As regards the powers of Executive Engineers to relinquish land direct to the revenue authorities see serial No. 19 in appendix 42.

236. Whenever any Government land or building is sold to a public body or a private individual and the purchaser takes possession of the property before the sale price is settled and paid, interest at 6 per cent on the sale price should be charged when more than one month elapses between the date of taking over of the land or building and the payment of the price, necessary provision being made in the agreement.

237. When any immovable public property is made over to a local authority for public, religious, educational or any other purposes, the grant should be made expressly on the conditions, in addition to any others that may be settled that the property shall be able to be resumed by Government if used for a purpose other than that for which it is specifically granted and that should the property be, at any time, resumed by Government, the compensation payable therefor shall in no case exceed the amount (if any) paid to Government for the grant together with the cost or the present value, whichever may be less, of any buildings erected or other works executed on the land by the local authority.

(b) Acquisition of land

(*i*) *Procedure for acquisition of land*

238. When land is required for public purposes, the officer of this department should, in the first instance, consult the Mamlatdar/Tahsildar of the taluka in which the land is situated and obtain from him the fullest possible information as to the probable cost of the land per acre or otherwise, together with the value of buildings, etc., situated on the property, for which compensation will have to be paid. Upon the information thus obtained, an estimate should be framed by the public works officer and this should be incorporated in his works estimate when it is submitted for sanction.

239. When sanction to the estimate, framed as above directed, has been obtained, the Executive Engineer or other officer concerned should commit the matter to the revenue officer who will take the necessary preliminary action for the appropriation of the land under the Land Acquisition Act, or for its acquisition by private negotiation, subject to the instructions which he may receive from the revenue authorities to whom he is subordinate. These instructions provide that if the estimate originally framed and sanctioned is likely

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when the land comes to be acquired, to be materially exceeded, the revenue officer, making the award, should give sufficient notice to the public works officer and should take into consideration any representation which such officer may make, whether it is made orally or by letter. More especially he should, before making the award, allow such an officer an opportunity of appearing in person or by agent and of producing evidence as to the value of the land. When such a reference is made, the public works officer should, if it is found impossible to obtain the land required without materially exceeding the estimate, or to obtain some other plot of land in lieu of that originally proposed submit a revised estimate for sanction. When possession has once been taken under section 16 or 17 of the Land Acquisition Act, Government cannot withdraw from the acquisition of the land. In cases, therefore, where the amount claimed in pursuance of a notice under the Act is largely in excess of the amount subsequently awarded by the Collector, and the acquisition of the land is not absolutely necessary, possession should not be taken without reference to the authority sanctioning the work until the time within which an application for a reference to the court must be made under section 18 of the Act has elapsed, without such application being made.

240. The arrangements between the officers of the department and the revenue officers to determine what land to take up should, where practicable, be made without divulging the intentions of the Government so as to admit of a private bargain being, if possible, made before any enhancement of prices has occurred.

241. After the preliminary arrangements described in the preceding paragraphs have been duly carried out, the land will be taken up under the Act either by the Collector or by a special officer placed at the disposal of this department and invested with the powers of a Collector under the Act.

(*ii*) *Procedure for taking possession of land by private negotiations*

242. (1) To enable the speedy taking over of lands by private negotiations and to ensure that no legal and procedural flaws creep in the procedure adopted by public works officers, it is essential that this department and revenue officers work in perfect liaison and extend the fullest co-operation to one another in this matter. For instance, various mistakes as to tenure and title may arise or prices may be so high as to embarrass other proceedings or so low as to give rise to allegations of undue pressure or misapprehension. Secondly, in the absence of a notification under section 4 (1) of the Land Acquisition Act, the owner or owners of land proposed to be acquired may carry on negotiations and in the meanwhile dispose of his or their property or improve it. Finally, in the absence of the legal formalities of the Act any of the complications mentioned in paragraph 18 of the Land Acquisition Manual may arise. In order to guard against such dangers, the public works officers should make sure that

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the following conditions are invariably satisfied in each case of acquisition of land by direct negotiations :—

(*a*) In the case of agricultural land, the approximate purchase price should be determined in consultation with the Collector.

(*b*) In the case of non-agricultural land the approximate purchase price should be ascertained from the Consulting Surveyor to Government or the nearest officer of the Town Planning Department and approved in consultation with the Collector.

(*c*) Notification under section 4 (1) of the Land Acquisition Act should be issued before the commencement of private negotiations and the acquisition should be formalised under the Act to ensure perfect title to the land.

The issue of the notification under section 4 (1) of the Act does not, in any way, prevent or impede private negotiations. These can be proceeded with and if agreement is arrived at, the price agreed upon, if it does not exceed the estimates of the Land Acquisition Officer, can be awarded in the manner indicated in paragraph 15 of the Land Acquisition Manual. If the price cannot be agreed upon by private negotiations or if it exceeds the estimates of the Land Aequisition Officer an award can still be framed by the Land Acquisition Officer on the basis of his independent estimates of market values. In either case, the land will have been acquired and title of Government secured which would not be the case if the acquisition had been attempted by private negotiations only.

(2) Public works officers proposing to take over land by private negotiations should do so with the consent of the Collector. In cases where these officers fail to acquire the land by private negotiations and cannot wait for even a month, they may approach the Collector and seek his assistance in securing immediate possession by negotiations. The Collector, when contacted by these officers, should assist them to secure such possession.

(3) In order to protect Government interests, against speculative and artificial transactions designed to inflate the market value of the land proposed to be acquired, section 23 of the Act lays down that the value of the land for the purposes of compensation for acquisition shall be deemed to be the market value of the land on the date of publication of the notification under section 4 (1). It is, therefore, absolutely necessary that the intention of Government to acquire a particular piece of land should not become known till the issue of the aforesaid notification. A preliminary survey under section 3-A may have to be undertaken in certain cases to determine what lands should be notified under section 4(1), but such preliminary surveys, in themselves, are not likely to lead to serious speculation in land values, if the alignment finally selected is kept a closely guarded secret. The joint measurements in such important cases should be carried out after the issue of the notification under section 4 (1).

(4) No negotiations should be entered into in respect of land known to be under dispute in a court of law. Title to property should be invariably verified with reference to the record of rights.

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(5) After verifying title but before commencement of work on a land, a written consent in the form given in appendix 16 should be obtained from the title-holder for the particular piece of land regarding its handing over and the amount of rent to be paid for its occupation (which should be determined on the basis of the principles laid down in paragraph 244-B below) until compensation under the Land Acquisition Act is paid.

(*iii*) *Procedure for payment of compensation for land*

243. The payment of compensation for land taken up for public purposes under the Land Acquisition Act of 1894 is regulated by rule 391-A of the Bombay Treasury Rules, 1960.

244. In the case of land acquired by and taken over through private negotiations, the following procedure should be observed :—

(*A*) *Payment of rental compensation in decided cases.*—In cases where awards have been declared by the revenue authorities, rental compenastion should be paid at 4 per cent per annum on the award value for the period of occupation before formal acquisition plus the assessment which has been paid by the owner of the land for that period in respect of that land.

(*B*) *Payment of rental compensation in pending cases.*—In cases where the awards are yet to be declared by the Revenue Department the rental compensation should be determined in the following manner :—

(*i*) *Non-agricultural land.*—The rental compensation should be fixed at a flat annual rate of 5 per cent of the full market value (market value plus capitalised value of the assessment) of the land ;

(*ii*) *Agricultural land.*—(a) Where the land is cultivated by the owner.—The cash value of the average annual produce from the land (say over a period of 5 years) minus the cost of cultivation and land revenue, local fund cess and other charges payable to Government in respect of the land.

(b) Where the land is cultivated by the tenant.—The landlord should get the rent payable under the Tenancy Act and the tenant should get the amount fixed on the basis of clause (a) above minus the rent payable to the landlord and land revenue, local fund cess or other charges payable to Government if these are the liability of the tenant.

(c) Crops.—If there are standing crops, compensation should be determined and paid on that account on the basis of actual value of the crop in the following manner :—

(1) The Sub-divisional Officer concerned should collect the information from the Tahsildar regarding the names of owners of lands affected.

(2) Panchanama should be held in the presence of, besides the panchas, the owners of the land and officials of this department and the Revenue Department. The particulars regarding area, type of crop, expected yield, value of crop, etc., should be ascertained in the presence of the panchas.

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(3) The amount of crop compensation should then be fixed by determining the value of the crop in the following manner :—

(i) the total yield of the land should be determined on the basis of the rates estimated on either of the following, whichever is lower :—

(a) the quantity of the average yield per acre of that crop as notified by the Tahsildar on the basis of actual crop cutting experiments undertaken by the revenue or agricultural department or by both in the year in the local area ;

(b) the actual yield per acre agreed to by the interested persons.

(ii) The value of such yield should then be determined on the basis of the average market price for the months of January and March as recorded in taluka form No. XVIII-A given in the Manual of Revenue Accounts.

(iii) If the possession is taken while the crop is immature, its value should be assumed to be the gross value when mature, based upon its present condition, subject to deduction of the cost of reaping or preparing for market, and of any further tillage, watching, etc., which may yet remain to be done and any rent or assessment for the year still to be paid.

(iv) The crop compensation should, not, as far as possible, exceee 12 per cent of the approximate market value of the land and the range of this 12 per cent should be according to the stage of the crops under consideration ;

For this purpose, the panchanama should be drawn up and information be also collected in the form given below :—

Serial No.	Survey No.	Name of the owners to whom compensation is to be paid	Type of existing crop	Assumed yield per acre in maunds	Assumed value of crop per maund
(1)	(2)	(3)	(4)	(5)	(6)

Area of land in acres taken in possession	Total amount of compensation for the area in column 7	Less cost of cutting, etc.	Net amount of compensation to be paid	Remarks
(7)	(8)	(9)	(10)	(11)

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The panchanama should then be duly signed by the panchas and counter-signed by all the other parties referred to above.

(4) The statement so prepared shall then be got approved by the authority competent to sanction the same. After it is duly approved and sanctioned, the Sub-Divisional Officer concerned should prepare the first and final bill and make payments to the parties concerned through the Mamlatdar to avoid payment to a wrong party.

(C) The payment of rental compensation is necessary in all cases of taking over of lands by private negotiations. It should, therefore, be seen that the rental compensation is paid to the owners in consultation with revenue officers concerned, as soon as possible, after the physical possession is taken over by private negotiations, after taking into account the amount that should be payable by this department as land revenue, local fund cess, etc., to the Revenue Department. It should also be ensured that the land owners are not required, to pay any land revenue, local fund cess, etc., for the lands thus taken over. In cases in which the land revenue, local fund cess, etc., are already paid by the land owners, they have to be refunded to them. For this purpose, the officers concerned should apprise the appropriate revenue authorities immediately of their having taken over physical possession of the lands by private negotiations and intimate to them that the land revenue, local fund cess, etc., for such lands will be paid by this department to the Revenue Department from the date of taking over physical possession, till the final payment under the award, and to see that the steps to refund the amount of land revenue already paid by land owners, if any, are taken.

(D) In order to have proper identification of the owners of the land for the purpose of payment, the payee should be got identified by the revenue subordinates, viz., talaties, etc., before payment is made.

(E) For powers of officers of this department to sanction rental, etc., see S. No. 20 in appendix 42.

(*iv*) *Procedure for maintaining records in connection with the acquisition of land*

245. Certified copies of the following documents should be maintained by the public works officers in regard to each land acquisition case :—

(1) Award statements ;

(2) Transfer papers regarding handing over the land by the Revenue Department to this department including the plan of the land handed over ;

(3) Kamjasti patrak.

When a dispute is raised, this department should at once be able to produce these copies and also to ask the Land Records Department to produce the originals, if required, in a court of law. In the case of lands acquired before the introduction of the above procedure the Land Records Department should be called upon to prepare the case for Government from records under its control.

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(v) *Occupation of land within cantonment*

246. If any land or building belonging to Ministry of Defence whether inside or outside cantonment limits is permanently required for use by this Government, a proposal for the transfer of the property together with a detailed site plan will be submitted to the Government of India, Ministry of Defence, for sanction. After the proposal is accepted the land or building will be transferred to this Government on payment of the prevailing market value.

No such lands should be taken up or occupied for any purpose whatever either by the contractor or any other person (official or non-official) acting under orders of any department of this Government until the sanction of the Government of India in the Ministry of Defence has been received.

Lands belonging to Ministry of Defence may be occupied temporarily, for purposes such as storage of building materials, etc., after obtaining previous sanction from the Military Estates Officer and on payment of such licence fee as he may determine.

(vi) *Leasing of lands*

247. Powers of the officers of the department to lease lands are given at serial Nos. 21 and 22 in appendix 42.

248. In order to eliminate middlemen, profiteering and malpractices in the disposal of tank-bed lands (i.e., galpar lands) and also with a view to rehabilitating some of the landless villagers who are keen on personal cultivation, and evolving a uniform practice throughout the State in this respect, the tank-bed lands in charge of the department should be disposed of in the manner indicated in appendix 17.

K.—Execution of Works

(a) Commencement of work :

249. Verbal orders for the commencement of a work or for any other purpose are to be deprecated as being liable to misapprehension, but in cases where such orders are given out of necessity or due to urgency, they should invariably be confirmed in writing, as soon as possible thereafter, either by the authority issuing them or got confirmed by the authority receiving them.

250. When any new building is about to be commenced or any alteration addition or repairs are to be executed to any building, due intimation of such intention must be given to the local head of the department, military or civil concerned unless the work is undertaken in consultation or with their approval.

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251. No work should be commenced on land which has not been duly made over by the responsible civil officer. When tenders for works are accepted but the land required for the purpose is still to be acquired the time that should be allowed for the acquisition of the land should be ascertained from the Collectors concerned before orders to commence the works are issued.

252. In respect of buildings to be constructed on Government land, the Sub-Divisional Officer in charge of the work should personally satisfy himself that the line-out given is entirely within the Government land as per approved layout. If the construction is to be undertaken on behalf of another department of Government, on the land acquired by it, a plan of the land in question, should be prepared and signed by the appropriate representative of that department and then countersigned by the Sub-Divisional Officer in charge of the work in token of having verified the fact that the land is actually as per measurements shown on it. In case of doubt the Executive Engineer may get the boundaries of the land demarcated from the District Inspector of Land Records concerned and obtain from him an authentic site plan signed by him. The work of construction should be commenced only after a certificate to the above effect is recorded by the Sub-Divisional Officer and a report thereof is forwarded to the Exceutive Engineer for his information. No delay in commencement of the work should occur due to completion of these formalities. The Executive Engineer in charge of the work will be personally responsible for observing these instructions.

253. In the case of bridge or river works and head works for water supply, the structural design should be examined with reference to the observed high flood level and one assumed in design after thorough enquiry with the local people, before actually executing the work.

254. It is not in order to issue orders for the commencement of works of buildings either on a requisition from a head of an office under other departments or at the discretion of the public works officers in anticipation of the approval of Government especially in cases of residential buildings when the standard rent leviable exceeds 10 per cent of the average monthly emoluments of the usual occupant. No works should, therefore, be undertaken in anticipation of sanction of Government except in urgent cases vide paragraph 255. If any such work is carried out without proper justification and or urgency, Government may withhold their sanction and the officers concerned will themselves have to pay the amounts involved.

Note.—The above orders are not applicable in the case of Government House works. In such cases immediate advance intimation should be given to Government explaining the necessity for carrying out the works.

255. No work shall be begun, except under special orders of Government. unless a properly detailed design and estimate have been sanctioned, allotment of funds made, and orders for its commencement issued by competent authority. Permission granted by Government in orders on a budget estimate for the retention of an entry of proposed expenditure during t

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on a work, conveys no authority for the incurring of an outlay. Such permission is granted on the implied understanding that, before any expenditure is incurred, the above conditions will have been fulfilled. Excepting in regard to repairs of the nature contemplated in paragraph 135 and in cases of real emergency, to be immediately reported and explained to the authorities competent to accord administrative approval and technical sanction, this injunction must not be infringed. The sanction of a design and estimate by any authority conveys no permission for incurring expenditure on the work unless such expenditure has been provided for in the budget estimate of the year or provision has been made for the outlay within the official year either by reappropriation or out of some lump-sum grant allotted for the head of classification under which the service falls. Similarly, no liability may be incurred in connection with any work until an assurance has been received from the authority competent to provide funds that such funds will be allotted before the liability matures.

If on grounds of urgency an Executive Engineer is required to carry out a work for which no estimate has been sanctioned or for which no financial provision exists (whether estimate has been sanctioned or not) the orders of the officer authorising execution of the work should be conveyed in writing with a copy to audit. On receipt of such written orders, the officer who is directed to carry out the work should immediately intimate to the Principal Auditor that he is incurring a liability for which there is no provision or there is inadequate provision of funds, and should at the same time, state approximately the amount of the liability which, it is likely, he will incur in compliance with the written orders which he has received. The Principal Auditor will then be responsible for bringing the facts instantly to the notice of higher financial authority, with a view to necessary steps being taken either to stop the progress of the work or to regularise its execution. There will be no hesitation on the part of Government in enforcing disciplinary action against any officer—administrative or executive—who may fail, or delay to comply with these orders.

If in emergencies such as danger of breach to a canal, etc., certain works have to be carried out to prevent damage to life and property, the officer who is to execute the work shall report immediately to the next higher authority about the emergency and his proceeding with the work with a copy to audit.

With a view to avoiding irregular expenditure by diverting the provision from one work to another without the sanction of the competent authority, the officer concerned should see that no expenditure is incurred on inspection and residential bungalows and garden and nurseries attached to them unless it is provided for in the final issue of the budget or an assurance can be got from the authorities responsible for watching the progress of expenditure against appropriations. that the item of expenditure on a garden, nursery, etc., can be met from the budget provision as finally sanctioned.

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Note.—Powers of the officers of this department to allot funds for minor works under the head " 259-Public Works, 283-Housing and 337-Roads and Bridges " from the discretionary grants placed at their disposal are stated at serial No. 23 in appendix 42. Those of Superintending Engineers to allot funds for irrigation works from the discretionary grants placed at their disposal are given at serial No. 27 in the same appendix.

256. In cases where it is desirable to commence work on a project, which has been administratively approved, before the detailed estimate for the whole project has been prepared, it is permissible for the competent authority vide note 3 against S. No. 13 in appendix 42 to accord technical sanction to detailed estimates for component parts of the project, subject to the following conditions :—

(1) For each such component part there must be a fully prepared detailed estimate and, in the estimate administratively approved, there must be clear and specific amount corresponding to the component part in question.

(2) The amount of the detailed estimate for the component part must not exceed the amount included in the estimate administratively approved for that part by more than the percentage limit or proportionate lump-sum limit permissible under paragraph 134 on the project cost administratively approved without causing a revision. In case these limits are exceeded the estimate for the component part will be technically sanctioned by the Chief Engineer who will examine whether or not a revision of administrative approval is involved.

(3) The sanctioning authority must be satisfied, before according technical sanction, that the component part in question can be appropriately commenced without affecting, or being affected by any other part of the project, financially or otherwise.

(4) Where the provisions under the detailed heads in the estimate administratively approved need to be recast or broken up in a realistic manner according to the set up of construction organisation and in the manner proposed to be executed, such a break up should be sanctioned by the Chief Engineer and should precede the technical sanction to component parts under that detailed head.

(5) The sanctioning authority should communicate to the audit officer sanctions to estimates as accorded by it, indicating the up-to-date amount for which technical sanctions are accorded till then under the relevant component part along with the provision made in the estimate administratively approved for such component part of the project.

Note 1.— This rule does not apply to estimates for parts of individual buildings unless the preliminary estimates for administrative approval have been similarly prepared.

Note 2.— While submitting the proposals for part technical sanction, the following information should be gven to have a correct idea of any excess or saving on the project as a whole as well as on individual sub-estimates :—

(*i*) An abstract copy of the administratively approved project estimates.

(*ii*) A comparative statement of the cost as per administratively approved project and cost as per detailed plans and estimates.

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257. To obviate delay in commencing work on a detailed estimate for a complete project which has been prepared and submitted for technical sanction, but which requires minor amendments in the design or estimate. the sanctioning authority should adopt one or other of the following courses :—

(1) Amend the design or estimate in his own office and sanction it ; or

(2) Sanction the part of the estimate which are approved, subject to conditions (2) and (3) specified in paragraph 256 and call for amended detailed estimates for the other portions of the project.

258. In communicating the sanctions to parts of projects accorded under the provisions of paragraphs 256 and 257, the sanctioning authority should also intimate to the Audit Officer the amount administratively approved for the whole project.

259. No ceremonial function in connection with laying foundation stone, etc., should be held at Government cost except in respect of major or significant projects where such a function can be held only with the prior consent of the authority which has given the administrative approval to the plans and estimates and under specific orders of Government in the General Administration Department.

260. Expenditure on ceremonies permitted under the above paragraph should not exceed Rs. 1,000 without the previous concurrence of the Secretary, Finance Department. Not more than one ceremony should be held for works costing less than Rs. 10 lakhs. In respect of works costing more than Rs. 10 lakhs, which require to be executed in more than one stage, two or more ceremonies may be arranged with Government approval. The expenditure on such ceremonies when considered necessary should be restricted to items like foundation stones, errection and hire of pandals, lighting arrangement, transport, garlands, light refreshments such as tea, coffee or cold drinks and other incidental items.

(b) Scope of sanction :

261. The authority granted by a sanction to an estimate must, on all occasions, be looked upon as strictly limited by the precise objects for which the estimate was intended to provide. Accordingly, any anticipated or actual savings on a sanctioned estimate for a definite project should not, without sepecial authority, be applied to carry out additional work not contemplated in the original project or fairly contingent on its actual execution.

Savings due to the abandonment of a substantial section of any project sanctioned by Government are not to be considered as available for work on other sections.

Note.--For the purpose of this ruling, a substantial section of a project shall be considered to have been abandoned, if the estimated cost of the works in such section is not less than 5 per cent of the total sanctioned cost of the project excluding, in the case of irrigation projects he estimated cost of the headworks as originally approved.

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(c) Lapse of sanction :

262. The administrative approval to a work or the technical sanction to an estimate for such work will ordinarily cease to operate after a period of five years from the date upon which such approval or sanction was accorded, but the acceptance by competent authority of budget estimate, which includes specific provision for expenditure upon a work which is in progress, may be, regarded as reviving for the year, in which the provisions is made, such approval or sanction.

(d) Alteration in design during construction :

263. No material alteration is sanctioned, still less in standard, designs may be made by an Executive Engineer in carrying out any work without the approval of the original sanctioning authority. Should any alteration of importance, involving any additional expense, be considered necessary, a revised or supplementary estimate should be submitted for sanction. In urgent cases, where the delay thus caused would be inconvenient, an immediate report of the circumstances must be made to the superior authority and dealt with as the case may require.

Note 1.--Revised administrative approval is necessary in the cases indicated in paragraph 134.

Note 2.--For powers of the departmental officers to sanction deviation from sanctioned working plans not amounting to a material alteration of the prescribed scheme of management (*see* serial No. 25 in appendix 42.)

264. In the case of works, the estimates for which have been sanctioned by a competent authority, no additions or alterations, likely to cause an excess which will not fall within the powers of sanction of that authority, should be permitted without the previous approval of a higher authority.

265. Where important structural alterations are contemplated, though not necessarily involving an increased outlay, the orders of the original sanctioning authority should be obtained.

266. Subject to the provisions of paragraphs 263 to 265 above, the Central Designs Organisation may modify, without approaching the Chief Engineer (Irrigation Projects), technically sanctioned plans of Irrigation projects in respect of minor deviations such as slight reduction or increase in dam length or training wall, consequent upon preparation of detailed designs of outlets, piers, etc., details of components involving precise thickness and details of reinforcement for reinforced cement concrete members and details of thickness, blockouts, joints drainage and grouting arrangements, and other corrections due to incorrect or inconsistent dimensions and level. Major Modifications such as radical change in earth and masonry dam junction, spillway on design, etc., should however, be referred to the Chief Engineer (Irrigation Projects) for approval.

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267. The responsibility for bringing material deviations or modifications to the notice of the competent authority rests primarily with the executive and not with audit.

(e) Miscellaneous rules for the execution of works :

268. In the execution of works, every care should be taken that the safety and convenience of the public are ensured and that all operations are carried on in such a manner as to interfere, as little as possible, with the traffic or ordinary pursuits of the people. Temporary roads and bridges should, when necessary, be provided ; and the occupation of land, when practicable, be so timed as not to lead to the destruction of standing crops. Brick and lime-kilns should not be erected so close to the inhabited part of any town or cantonment as to be a nuisance.

269. No religious edifice should be destroyed or injured in execution of works without the full and free consent of the persons interested in it, nor without the concurrence of the principal civil or political authority on the spot, unless under the orders of Government. See also paragraph 374.

270. When excavation of foundations, etc., for any work disclose anything likely to be of archaeological interest, e.g., tools, utensils etc., of ancient civilizations, the Executive Engineer should immediately inform the Archaeological Department and the local University having jurisdiction over the site.

271. The programme of works should be so arranged as to bring them to a safe stage before monsoon and not to allow any damage to be caused to any part of the work during monsoon.

272. All interruptions of large works in progress should be immediately reported to the Superintending Engineer, the causes and probable duration of such interruptions being duly explained.

273. All unusal losses in the manufacture of materials must on their occurrence, be reported to the Superintending Engineer.

274. Private money should not be utilised to induce work people to take up Government work or to meet any other Government expenditure.

275. In carrying out public works departmentally, local labour should, as far as possible, be utilized for the purposes of unskilled work. When such works are to be carried out through the agency of contractors, the employment of such labour of unskilled work should be insisted upon by making provision in the contract.

276. In localities where competition for labour between two departments of Government leads to demands by labour for advances, co-operation on the part of the Executive Engineer with the local head of the other department should secure all available labour on equal terms.

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277. It is very necessary that there should be co-ordination between the department on one hand and the Military Engineering Service and Central, Public Works Department on the other operating in the same area in regard to the rates and method of work, etc., with a view to ensuring that the cost of identical civil and military works compare favourably with each other and there is no appreciable difference. The Executive Engineers should therefore pay liaison visits to their opposite numbers and discuss with them points of common interest to have a general idea of the working of other departments and the cost of work carried out by them. This would enable them to gain a fair working knowledge of the specifications and conditions prevailing in those departments and to arrive at a reasonable comparison between the costs of the two organisations. This arrangement has been approved by mutual agreement with the Government of India, Ministry of Works, Mines and Power.

278. No person who is under the age of fourteen years should be employed on works carried out departmentally. In the case of works given out on contract a condition to this effect should be prescribed in all contracts.

279. The employment of female labourers on works in the neighbourhood of soldiers' barracks, should be avoided as far as possible.

280. The local officers should see that the provisions of various labour legislations such as Industrial Disputes Act, Minimum Wages Act, Factory Act, etc., are complied with while dealing with labour under their control.

281. With a view to prevent accidents to labour working with hot asphalt, use should be made of boilers with cocks for heating asphalt in the case of big works. In the case of small jobs, iron baskets with proper handles for lifting may be used. The labour handling the boiled asphalt should be provided with full length gumboots, leather hand-gloves, and leather jacket of fire-proof apron covering the chest and back and reaching upto knees. Similarly the labour handling vibrators in cement and lime concrete works should be provided with plain goggles for the eyes in addition to full length gumboots and leather hand-gloves. These requirements should also be insisted upon in the case of works given out on contract by inserting a suitable clause under the special general conditions in the specifications attached to the contract.

282. Serious accidents should be reported to the Government directly, and also to the Superintending Engineer and the Regional Chief Engineers in cases in which a defect in the road or other work happens to be the cause of the accident. Executive Engineers and other officers or subordinates in charge of works should furnish immediate information to the proper Civil authorities on the occasion of every serious accident and in the case of a death on the spot, they should not allow the body to be removed till an enquiry has been held. The local officers concerned should also call on the nearest relatives of the deceased and express sympathies on behalf of Government.

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Note.—In the event of personal injury caused to the work people employed by the department and included in the definition of the term "workmen" as given in section 2(1) (n) of the Workmen's Compensation Act, 1923 by accident arising out of and in the course of their employment, relevant provisions of that Act should be strictly complied with. The notice of fatal accidents should invariably be given to the proper authorities with the prescribed period as required by section 10(b) of the Act.

283. With a view to avoid its use, the rejected as well as the defective material should not be allowed to remain on site of works.

284. In the case of damage to a work, a joint inspection along with the contractor should, at once, be held and specimens of bad work should be collected and the contractor informed in writing of the reasons for the damage to the work and the remedial measures required to be taken.

285. Carriage of any description, employed for purposes connected with public works, is as liable to be pressed for military purposes as carriage employed by private individuals.

286. When military personnel and equipment are employed on the execution of civil works including development projects, the officer Commanding will furnish full details of works executed to the Regional Controller of Defence, who will raise the necessary debit against this department in accordance with the current rules and instructions on the subject.

287. Installation of a petrol pump on project site requires a licence which has to be renewed every year. The application for licence is to be addressed to the Inspector of Explosives, Western Circle, Bombay, in form D and should be accompanied by a treasury chalan for the amount of the requisite licence fee creditable to the head 337-Roads and Bridges. The licence is granted for one year in the first instance and application for its renewal is required to be sent to the Inspector of Explosives one months in advance, failing which double fee is charged. The Inspector of Explosives inspects the pump after installation.

It is incumbent on the departmental officer to see that the seal on the measuring device is not tampered with. The Inspector of Weights and Measures has to be approached in matters connected with this meassuring device.

288. The site of a proposed magazine for storing explosives is to be approved by the District Magistrate of the area concerned in the first instance. (Application in form C accompanied by site plan and magazine plan in triplicate) a treasury chalan for the amount of requisite fees creditable to the head "337-Roads and Bridges" and no objection certificate from the District Magistrate is then to be sent to the Chief Inspector of Explosives for issue of a licence for constructing the magazine.

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Licence for construction of magazine and that for storage of explosives are altogether different. The latter can be had only after the magazine is completed by the department and approved by the Inspector of Explosives, Western Circle, Bombay. This licence is granted for a year in the first instance and has to be renewed every year thereafter by applying one month in advance with necessary fees in the form of treasury chalan under the head "337-Roads and Bridges". The licence is registered with the suppliers before supplies are ordered. Same procedure is to be followed in getting a licence for storage of explosives in an existing magazine.

Specially designed vans are to be used for transport of explosives. The design of the van is governed by the rules framed by the Chief Inspector of Explosives.

(f) Progress report of works :

289. Progress report of all works estimated to cost over Rs. 10 lakhs should be submitted to the Superintending Engineer every quarter, who may forward it to the Chief Engineer in respect of works costing more than Rs. 50 lakhs. In case the administrative department controlling the funds is different from this department, quarterly progress report of all works should be submitted to that department if so directed by it.

(g) Medical and sanitary arrangements :

290. In regard to large construction works whether carried out departmentally or through the agency of contractors, the Medical and Public Health Departments should be consulted beforehand. The Medical Department will advise on and co-operate in all measures affecting workers' health.

Note.—A work may be considered a large one if not less than 500 persons are employed or likely to be employed on it at on time and at one side (i.e., within an eight-kilometre circle), for a continuous period of not less than six months.

291. As regards housing, sanitation and medical treatment and facilities rules laid down in chapter XII of the Public Works Department Handbook, Volume II, should be generally followed. It is the duty of the Superintending Engineer to see that the general orders on the subject of health are duly carried out.

In case of contract works, the officers concerned should impose necessary condition in the contract in the light of the orders contained in this paragraph.

292. The additional rules regarding the medical and sanitary arrangements to be provided in labour camps, laid down with a view to improving the sanitation of labour camps will be found in appendix 18. The contract in respect of the sanitary arrangement should form an integral part of the main contract for a particular work and should include the rules regarding sanitation, the estimate being framed accordingly. When any work is executed departmentally, all responsibility for the sanitation of labour camps is assumed by Government. The officers concerned should, therefore, make the necessary arrangements when such an occasion arises.

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(h) Information to be given to the Survey Department :

293. With a view to the Survey Department being supplied with information regarding all new public works, to enable the map of India to be brought up to date, the following procedure is to be followed in regard to new lines of canals, large irrigation channels and main lines of road :—

(1) When any such public work has been constructed, or section thereof has been opened, the index or record map, on whatever scale available (not less than 1 ; 62,500), provided it is from orginal surveys and not a mere eye sketch made on tracing from the Survey of India maps, should be sent to the Survey of India Office, Calcutta, and that department will take steps to have the material utilised by its own draftsmen. Index plans of canals, large irrigation channels and main lines of road should be supplied.

(2) To ensure the material supplied being suitable for the purpose of the Survey Department, the topography adjoining the alignment, such as village sites, trijunction boundary pillars, other permanent objects and the crossing of roads and streams, should be accurately shown, and it should be stated on the maps supplied if the information is derived from actual survey or otherwise.

(3) The Survey Department should be requested to treat index of record maps with every care, and to return them, as early as possible, to the offices from which they have been received so that the labour of making tracings need not be resorted to.

(i) Incidence of law charges on civil suits in connection with the execution of Government works :

294. These charges may be divided into three categories, namely :—

(*i*) The amount of the claim for which a decree is given ;

(*ii*) The amount of the incidental law charges incurred by the executing department in connection with a work financed from its own departmental heads of expenditure, e. g., when this department carries out a work chargeable to the public works heads of expenditure ; and

(*iii*) The amount of incidental law charges incurred by the executing department when acting as an agent in connection with a work financed from a different head of expenditure ; for instance, when this department executes a work, the cost of which is debitable to a head other than the public works heads of expenditure.

The decretal amount of the claim, vide (i) above, should be debited in all cases to the work concerned, and the charges, referred to in item (ii) to the sub-head 'Establishment-contingencies' of the executing department. As regards (iii) the amount should generally be borne by the department on whose behalf the work is undertaken, on the ground that the action of the executing department acting as agent which is the cause of the suit, is normally

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taken in the interest of the work ; when, however, it is established that the law-suit has been caused by a deliberate act of an employee of the agent department for his personal gain, the charges should be adjusted by recovery from the individual concerned or by debit against the standing charges of that department according to the merits of each case. Such cases should be submitted to Government for orders, with recommendation and accompanied by a full statement of the case in question. In the case of contribution works, the law charges should also be debited to the work concerned.

(j) Payment of compensation to workers employed by contractors :

295. In the case of accidents involving workers employed by contractors, no compensation is payable unless the Commissioner for Workmen's Compensation has given a decision to that effect on an application made to him under the Workmen's Compensation Act. The following procedure should therefore be followed in such cases :—

(1) All fatal accidents and serious non-fatal accidents should be reported to Government, for information.

(2) The information regarding addresses of the injured workers/dependents of the deceased workers should be obtained from the contractors immediately. The injured worker or the dependents of the deceased worker, as the case may be, should be advised to make an application to the Civil Judge, Senior Division and *ex-officio* Commissioner for Workmen's Compensation for the particular district, if the parties concerned desire to claim compensation.

(3) The amount of compensation likely to be payable should be kept under " deposits " by withholding that amount from the security deposit of or bills payable to the contractor. The amount to be so withheld should be fixed by making a reference to schedule IV to the Workmen's Compensation Act, after taking into account the monthly wages of the worker, and in cases of injury, the duration of temporary disablement or the percentage of permanent disablement, as the case may be.

(4) In case the injured worker/the dependents of the deceased worker make a regular application to the Commissioner for Workmen's Compensation, the amount withheld or the balance thereof should be returned to the contractor only after the matter is finally decided and compensation, if any, paid by Government is recovered. In case the question does not come up before the Commissioner , the amount withheld from the contracotr should be returned after two years from the date of the accident.

(k) Rush of expenditure :

296. (*i*) Expenditure in March should be so regulated that it will on no account exceed three times the average monthly expenditure for the previous eleven months of the year.

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The limits of expenditure in March should be calculated on the basis of eleven months. However, while determining whether there has or has not been any rush of expenditure according to those limits, the expenditure incurred out of the amounts provided for in the supplementary demands in March and by reappropriation should be excluded.

Note—Serve disciplinary action will be taken if it is found that excess payments are made in March in advance of actual execution of the work with a view to avoiding lapse of grants.

(*ii*) The rush of expenditure in March affords scope for irregularities and wastage of public funds and militates against the best interest of Government. The rush can be avoided by observing the following instructions :—

(*a*) Work must not cease during the monsoon months which should not be regarded as closed season for all work. All preliminary steps must invariably be taken during the monsoon months and as much work done as it is economicaly possible.

(*b*) No work should ordinarily be sanctioned as late as in January (or February or March) nor started in February or March.

(*c*) Surrender of surplus funds should take place as early in the year as possible, say in October or November, after the six monthly revised estimate is prepared or the results of progress of expenditure and preparation of plans and estimates during the six months April-September is known.

(*d*) As soon as funds allotted for specified works are intimated, a programme should be chalked out for steady execution of the works, and where necessary for completion of plans and estimates and calling of tenders in good time.

(*e*) In case of maintenance and current repair works, it should be ensured in all cases that the expenditure in March is not more than the average monthly expenditure in the whole year.

(*f*) Tenders should be called for as early in the year as possible, for current repair works, especially tenders must be called in April or as soon as the allotment is known. Sometimes tenders for large works are called for or received in September or October and the work is started in November or December, involving loss of precious time. Tenders a should be so-called as to enable the work to be started in October. Where sanction of higher authorities is required or correspondence is inevitable before acceptance of tenders, the caling of tenders, should not be postponed until September, but should be undertaken earlier.

(*g*) Bills failing due for payment in December or January must be paid before 1st March ; in case or work done in March, it may not be measured for payment in March except for special reasons.

(*h*) A graph of progress of expenditure in the divison should be maintained from April and examined every month. From 1st December a special watch should be kept on the graph. A limit for the expenditure proposed for March should be fixed in and every effort should be made from October to March to ensure that expenditure in March will not exceed the limit laid down for each division.

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L.—Execution of Public Works to relief seasonal unemployment among agricultural Labour

297. (*a*) During the off-season from January to the middle of June every year, when agricultural labour is mostly idle, work centres should be started at suitable places in each district to provide work to those desirous of engaging in gainful employment. Arrangement should be made, as far as practicable, for the labourers to stay at the site, in the case of large and concentrated works.

The Executive Engineer concerned should select the location of the work centres independently. Besides road works, smal works on irrigation side such as desilting of tanks, etc., can also be taken up in consultation with the Executive Engineer in charge of irrigation side.

The Executive Engineer should keep at least one additional work in each taluka ready to meet the following eventualities :—

(*i*) When there are no budgetted works in the taluka concerned, but it is necessary to provide relief to the unemployed ; or

(*ii*) When there are budgetted works for the taluka concerned, but they have been entrusted to contractors, and the contractors are not willing to employ unemployed agricultural labour ;

As soon as 50 or more unemployed agricultural workers in a taluka approach the public works officers for work, the Executive Engineer should start a work in that taluka, in anticipation of Government sanction. He should simultaneously approach Government, through the Superintending Engineer of the circles for sanction to the funds giving the necessary details and sending all papers in duplicate. Intimation of the commencement of such works should be given to the Accountant-General, Bombay, also immediately.

While selecting the works, it should be noted that in each district, only 5 to 6 works costing Rs. 30,000 in all are to be selected. Only such works as would involve the least possible commitment for bringing to a safe stage should be selected and preference should be given to the works left incomplete during preceding scarcity periods.

(*b*) The payment on such work should be regulated as under :—

(*i*) Wages on seasonal unemployment relief works should be paid on piece-work basis (SCARCITY FORM No. 10). If, however, at any time the piece-work system becomes inappropriate owing to physical deterioration among workers, the daily wage system should be made applicable with the prior sanction of the Government ;

(*ii*) Persons employed on departmental duties which cannot be measured should be paid daily wages at the rates not exceeding 2/3rds of the normal Public Works Department/Irrigation Department rates as may be fixed by the Executie Engineer, *vide* paragraph 144 of the Scarcity Manual (Draft).

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(*iii*) The schedule of piece-work rates/daily wages prescribed for all items on scarcity/test scarcity works should also be adopted on seasonal unemployment relief works ;

(*iv*) There should be no minimum wages on the works, and payment should be made according to outturn subject to the following maximum rates prescribed for scarcity works, vide notes (3) and (6) in schedule A to appendix 8 on page 104 of the Bombay Scarcity Manual (Draft) :—

Class of workers	Maximum wages prescribed
C—Carriers	94 paise.
D—Children between the age 12 and 14 years.	62 paise.
A pair of cartman and his assistant.	Rs. 5 and 62 paise (Cartman should be allowed only one assistant and the earnings between cartman and assistant should be divided in the proportion of 7 : 2).
All other workers individually ..	Re. 1 and 25 paise.

(*v*) Gangs should be made as small as possible and payment to labourers in the gang should be made by the gangmen in the presence of the Officer-in-charge of each work so as to ensure payment of proper wages to the labourers. The wages earned by a gang should be divided among B, C and D class workers in the proportion of 4 : 3 : 2, respectively.

(*vi*) Rest day allowance should not be paid on seasonal unemployment relief works, Rest day allowance should, however, be paid on seasonal unemployment relief works as on scarcity/test scarcity works, if seasonal unemployment relief works are in progress within a radius of three miles of the area in which scarcity/semi-scarcity conditions prevail.

M—Execution of Works by civil Officers;

298. Government may authorise the execution of civil works whether of construction or repair, up to a cost of Rs. 10,000 by the civil officers who have under them the civil engineering organisation/unit and up to a cost of Rs. 5,000 by civil officers having no such organisation/unit in cases in which they may deem such a course to be desirable. But when a work is estimated to cost more than these limits, its execution should ordinarily be entrusted to the agency of the Public Works Department. The amount of professional

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check to be exercised on the proceedings of civil officers in regard to the execution of public works will be regulated by Government. Execution of works by civil officers is regulated by rules in chapter 8 of the Bombay Financial Rules, 1959 and Rule 64 of the Maharashtra Contingent Expenditure Rules, 1965.

Note.—In the case of State buildings situated in outlying places and hence inaccessible to the department, arrangements for their annual ordinary repairs should be made by the administrative department concerned, the expenditure on such repairs being debited to the major head. "259 P.W. in case of non-residential buildings and 283 Housing in case of residential Buildings". The cost within which the local head of an administrative department may incur expenditure on ordinary repairs to any such building should be limited to 1 per cent or 3 per cent of its capital cost according as it is a "pakka" or a "katcha" building, provided that the expenditure which may be incurred on any one building in one year shall not exceed Rs. 500 in the case of "pakka" and Rs. 200 in the case of "katcha" buildings. These orders relate to ordinary repairs only. In the case of special repairs which may become necessary to such buildings, this department should invariably be referred to.

N.—Contribution and non-Government Works

(a) General :

299. For every non-Government work there must be a duly sanctioned detailed estimate or requisition, as the case may be, in the same way as for a Government work.

(b) Contribution and deposit works :

300. The department may occasionally execute works for which the outlay is provided wholly or in part from :—

(*a*) funds of a public nature, but not included in the financial estimate and accounts of the state ;

(*b*) contributions from the public.

The powers of the officers of the department to undertake deposit work (*i. e.* works which are wholly financed by local bodies or from contribution from the public) and contribution works (*i. e.*, works the outlay on which is met partly by Government and partly by local bodies or the public) are detailed at serial No. 26 in appendix 42.

301. Outlay on deposit works is required to be limited to the amount of deposit received.

302. When a work is to be carried out partly from funds provided in the estimates of the department and partly from funds of the nature mentioned in paragraph 300, the contribution will be considered as a lump-sum in addition to the Government grant, and the work executed in strict accordance with the procedure laid down for Government works.

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303. The contribution should be realised before any liability is incurred on account of such work. In cases where Government is satisfied that the money will be forthcoming when required, it may authorise the recovery from the contributor by suitable instalments on fixed dates. No interest will be allowed on sums deposited as private contributions for works.

304. In cases where the department undertakes to design and construct a work wholly from the sources alluded to in paragraph 300, such as a town-hall or reservoir for a municipality, or a school or hospital for which funds have been raised by subscription, the following rules will be observed.—

(1) The design and estimate will, in the first instance, be drawn up in communication with the parties depositing or administering the funds and must be submitted for approval and sanction to such authority as is necessary, vide serial No. 26 in appendix 42.

(2) The recovery of the cost of establishment, tools and plant, audit and accounts and pensionary contribution is regulated in accordance with the rules in appendix 7 and provision therefor should be made accordingly.

(3) Prior to the work being put in hand, a written approval to the estimate and design must be obtained from the authority depositing or administering the funds and acknowledgement procured in the prescribed form P. W. 292-E to the effect that, in undertaking the work, the department does not bind itself to complete the work within the amount of the estimate and that the authority depositing or administering the funds agrees to finance any excess that may occur on any account. See also paragraph 294 for law charges. Any material alteration in design must be similarly dealt with.

(4) The necessary funds for the execution of the work must be realised and paid into the Government treasury either in a lump sum or in such instalments and by such dates as Government shall decide in each case. No advance of Government money for such purpose will be permitted, and in case the money is paid by instalments. Government will not be responsible for any increase in cost, or damage to the uncompleted work, caused by a temporary stoppage of the work pending receipt of further instalments.

(5) It will be the duty of the officer-in-charge of the work to bring at once to the notice of Government through his superiors and of the local body or individuals any anticipated excess over estimate, as well as to provide the fullest information in connection with the progress of expenditure, so that no responsibility may attach to Government in the event of the work having to be stopped for want of funds. A statement of expenditure should be supplied by Executive Engineers to the depositors every quarter in

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detailed below when the expenditure is within the contribution received and every month when an excess on the contribution is anticipated until the excess is regularised—

Statement showing the expenditure incurred on deposit work by the Public Works Department/Irrigation Department to the end of

Serial No.	Name of work	Amount of estimate	Amount of contribution	Expenditure during
(1)	(2)	(3)	(4)	(5)

Expenditure to end of	Unspent balance at the end of	Remarks
(6)	(7)	(8)

No. Dated

Forwarded to .....for information.

Signature .....

Designation .....

The responsibility of seeking concurrence of the Finance Department for continued expenditure in excess of the deposit contribution rests with the administrative department concerned.

(6) The extent to which Government is responsible in regard to the execution of the work should be thoroughly understood both by the parties for whom the work is to be constructed and by the executive officers to whom its construction is to be entrusted. It should be clearly specified that

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expenditure which may become necessary in the course of execution of work whether directly or indirectly relating to the work shall be borne by the work.

(7) Where the work is of magnitude, or there are any special circumstances which seem to render such a course desirable, an agreement should be drawn up under legal advice.

305. At the written request of the party, the contributions on account of one work may, if there are savings, be utilised in meeting outlay on account of another work, the contributions for which may be in arrears.

O.—Workshop

306. No work is to be undertaken in workhshops of the department other than the work required for the various branches of the department except under some general or special order of Government.

307. As regards the works to be undertaken by and entrusted to the Government workshops, see appendix 19.

P.—Public Health Works

308. The public health branch of this department is a consultant as well as executive agency for public health work only. It acts as a consultant and executing agency for public health schemes of local bodies and as executive branch for town and village water-supply and sewage works undertaken by Government from Government funds. The branch also acts in a consultant and executive capacity for works of other department such as for water-supply and drainage for large building schemes such as hospital, polytechnics. industrial estates, etc.

309. The following detailed instructions shall be followed when the Superintending Engineer of a public health circle is permitted to undertake works on behalf of local or outside bodies.—

(*a*) The Superintending Engineer or his subordinate officer shall, in the first instance, visit the place for which a public health work is proposed and after preliminary investigation and examination of any data which may be available, submit his report to the local or outside body concerned, on the possibilities, probable extent and cost of the scheme. For schemes of large magnitude, the preliminary note should be got approved by Government before forwarding it to the local or outside body.

(*b*) When, after consideration of the report, the local or outside body, as the case may be, decides that the scheme shall be proceeded with and also agrees to bear the cost of preparation of the project as per rules in force, the Superintending Engineer shall get the approval of the Board of Water Supply and Sanitation to the preliminary note and then issue instructions to

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(*i*) the Executive Engineer of the public health division concerned, in the case of a work for such local body as may desire that the project shall be prepared by Government, or (*ii*) the Engineer of the local or outside body, regarding the surveys which are necessary before detailed plans and estimates can be prepared.

(*c*) On receipt of these instructions, the Executive Engineer shall send the estimate for survey and investigations to the body concerned through the Superintending Engineer. The estimate shall include the cost of the establishment necessary for carrying out the survey. The above procedure will not however, be followed in cases where the work is for an outside body which has already paid these costs.

(*d*) In the case of projects for local bodies which are to be prepared by this department, the Executive Engineer shall carry out the survey and collect all data, necessary for the preparation of the project, and shall on completion of survey, submit all drawings and data to the Superintending Engineer for his instructions regarding the preparation of the project. The above procedure shall be followed only after funds covering the estimated cost of the survey have been placed at the disposal of Government by the local body concerned.

(*e*) On receipt of the instructions of the Superintending Engineer regarding the preparation of the project, the Executive Engineer shall prepare all the necessary plans and estimates and shall submit them to Government through the Superintending Engineer. When a project is prepared on behalf of the local body, the cost of the preparation of the project shall be recovered from that body, before the work contemplated is commenced [vide rule 18 (3) in appendix 5.] After the scheme is administratively approved, by the Board for Water-Supply and Sanitation or by the administrative department concerned and is also technically sanctioned, the execution of the project may be undertaken by the public health circles if the local or outside body so desires. In such a case, the centage charge must be recovered from these bodies as per rules in force.

(*f*) When a public health work is under construction on behalf of the local body, the Superintending Engineer or his subordinate officer shall be required to inspect the work for time to time and no deviations from the sanctioned design shall be made without concurrence in writing of the authority competent to sanction the original estimate.

(*g*) In certain cases, the local body may be allowed to prepare and execute, the project, through private firms or through engineers in its employ, according to the conditions laid down in special rules made in this behalf of Government.

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Q.—Disposal of Estimates

(a) Office of record for estimates

310. Estimates, after being sanctioned by proper authority, should be returned to the Executive Engineer for record in his office.

(b) Communication of sanctions to the Audit Officer

311. Administrative approval, financial sanctioned and allotment in respect of all works shall be communicated to the Accountant-General by the respective officers as soon as such orders are issued. A consolidated return in form P. W. 494 indicating the estimates technically sanctioned by various authorities shall be sent for all works by the Executive Engineer so as to reach his office not later than 10th of month following that in which the sanctions were accorded.

Note 1.—In respect of works costing more than Rs. 25 lakhs, the break up of the amount of administrative approval by components shall be supplied to the Accountant-General while communicating such approvals.

Note 2.—The Superintending Engineer is responsible that in cases where a substantial section of a project sanctioned by a higher authority has been abandoned, even though provisionally, the aggregate assumed cost (including contingencies) of the works included in that section is intimated to the Accountant-General for exclusion from the total sanctioned estimate of the project.

R.—Supplementary and Revised Estimates

(a) Supplementary estimates

312. Any development of a project thought necessary while a work is in progress which is not fairly contingent on the proper execution of the work as first sanctioned, must be covered by a supplementary estimate accompanied by a full report of the circumstances which render it necessary. The abstract must show the amount of the original estimate and the total of the sanction required including the supplementary amount.

(b) Revised estimates

313. A revised estimate must be submitted when a sanctioned estimate is likely to be exceeded by more than 5 per cent either from the rates being found insufficient, or from any cause whatever, except as mentioned in the forgoing paragraph. It must be accompanied by a comparative satatement (in standard form P. W. 119) and a report showing the progress made to date and explaining fully the cause of the revision.

314. When the submission of a revised estimate under the above paragraph is found necessary, it is essential that the revised estimate should be compared with the latest existing sanction of competent authority ; when by reason of intermediate modifications, such existing sanction differ

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that accorded by the highest authority concerned, a statement should be prepared showing how the sanction with which the revised estimate is compared has been arrived at.

315. In the case of a work sanctioned about two years before it is proposed to be taken up, the Executive Engineer should review the same carefully to see if any change is called for either in rates or otherwise and before putting out the work to tender, should see that the estimate is got revised and, if necessary, freshly sanctioned by the competent authority after recasting it at current schedule of rates and making other changes considered necessary.

(c) Utilisation of completion report as revised estimated

316. When excesses occur at such an advanced period in the construction of work as to render the submission of a revised estimate purposeless, the excess, if beyond the power of the Executive Engineer to pass, may be explained in a completion report or statement prepared under paragraph 317.

S.—Completion Report and Statement

(a) Works of the department

317. (*a*) A consolidated completion statement in standard form P. W. 405 should be prepared monthly of all completed works, other than those referred to in clause (b), the actual expenditure on which is in excess of the sanctioned estimate by an amount greater than that which the Executive Engineer is empowered to pass. This statement should show for each work or group of works the estimated amount, the outlay and the excess. In cases in which the completion statement is utilised instead of a revised estimate, sifficient details must be given, if the excess is more than 5 per cent to satisfy the authority whose sanction is necessary.

(*b*) A detailed completion report in standard forms P. W. 401 and 401-A, need only be prepared in respect of works on which the outlay has been recorded by sub-heads—

(1) When, if the work was sanctioned by a higher authority the total estimate has been exceeded by more than 5 per cent and

(2) When, if the work was sanctioned by the Executive Engineer, the total estimate has been exceeded by an amount greater than that which he is empowered to pass.

This report should give a comparison and explanation of differences between the quantity, rate and cost of the work executed and those entered in the estimate.

Note.—The Superintending Engineer may, if he so desires, require a detailed completion report to be prepared on the completion of any other work.

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(*c*) When buildings or roads forming part of a project are physically completed and put into use while the remaining items are still in progress, the accounts of such work should be provisionally closed and the necessary completion report thereof in the prescribed form should invariably be submitted in duplicate to the authority who has sanctioned the original project. Such completion reports need be submitted through the audit only in cases where the expenditure has or is anticipated to exceed the sanctioned estimate and the Executive Engineer is not empowered to deal with the excess. After being noted, it should be returned to the Executive Engineer concerned for completion of part 'B' of the form and resubmission for record. The maintenance and repair charges of such buildings or roads should be met with in accordance with paragraph 131 (6).

(b) Works executed on behalf of department

318. On the completion of an original work executed on behalf of another department, a completion certificate in standard form P. W. 561 should be forwarded by the Executive Engineer to the civil or military authority concerned, who should after signing it in the space provided for the purpose (vide also paragraph 320), return it to the Executive Engineer.

In the case of repairs, the Sub-Divisional Officer should submit a completion certificate in standard form P. W. 562 to the officer of the department immediately interested in the work who should, after endorsing it with a remark that the work is in good order or otherwise, forward it to his departmental superior (if he is not himself the officer competent to sign the certificate). The latter officer should then transmit it to the Executive Engineer for disposal.

319. Civil and military officers are required to fill up and sign all authorised forms of requisition, completion report or other certificate of execution that may be required by the Executive Engineer in consequence of the execution of any work on their application or order.

320. The countersignature of a civil or military officer merely implies, in the case of an original work, that the work has been completed and taken over, and in the case of repairs that the building or work, generally, is in proper order, and involves no further responsibility. If the countersigning officer is not satisfied with the work and wishes to make any remarks, he can do so over his signature, but he should bear in mind that, in making remarks which are unnecessary or irrelevant, he may occasion much trouble and delay. *See* also paragraph 322.

(c) Record drawings

321. Record drawings, showing the work as actually constructed, should be completed as soon as possible by the officer in immediate charge of every new work or alteration of an existing work, for approval and record by the Executive Engineer (vide paragraphs 122 and 378). Comple

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oonsisting of copies of the record plans of more important works and alterptions, should, if required to elucidate the report or if otherwise so directed oy the Superintending Engineer, be prepared in the Executive Engineer's tsffice to accompany the completion report. For a work costing more than the amount upto which of Executive Engineer is empowered to sanction aroject technically. The record drawings should be submitted to the Superinsending Engineer for scrutiny and return. Rules for the preparation, tcrutiny, etc., of record drawings will be found in *appendix* 20.

(d) Office of record

322. On the completion of any work in respect of which a completion report or statement is required under *paragraph* 317 such a report or statement should be forwarded by the Executive Engineer to the Audit Officer who should, after verification of the figures, transmit it to the Superintending Engineer. That officer should forward it to Government, if he is not himself empowered to deal with the excess. After disposal by the authority concerned it should be returned to the divisional office.

Completion plans, if any, should not be sent to the audit office but should be forwarded direct to the Superintending Engineer who should attach them to the completion report on its receipt.

Completion certificates, which should not be submitted to audit, should ordinarily be retained in the divisional office, but in the event of unfavourable remarks having been recorded upon such a certificate by any civil or military officer, it should be submitted for the orders of the Superintending Engineer with the explanation of the Executive Engineer and an account of any action he may have taken.

T.—EXPENDITURE IN CONNECTION WITH THE OFFICIAL RESIDENCES OF THE GOVERNOR

323. Rules relating to expenditure in connection with the official residence of the Governor are given in appendix 21.

U.—SCARCITY RELIEF WORKS

324. For rules regarding scarcity relief works, see the Bombay Scarcity Manual (Draft).

V.—MISCELLANEOUS

325. The construction of religious edifices such as temples, mosques, tombs or churches within the compounds of Government buildings should not be permitted. Complete lists of such existing structures supplemented b

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block plans and plinth dimensions should be maintained in each division and sub-division. The Sub-Divisional Officer should see that no further erection or extension of such structures takes place. Such structures should not be maintained from Government funds and they should not be brought on the register of buildings.

326. All state roads (including the berms and gutters and all works, materials and trees appertaining thereto) within the limits of all municipal district in the Maharashtra State (except the city of Bombay) are entirely under the control of this department.

327. Where leases of roadside land in charge of the department are granted for the purpose of erecting petrol pumps, the construction and maintenance, etc., of approaches thereto, where such are necessary, should be left over to the lessees. Where, however, the erection of petrol pumps is so effected as not to call for the construction of separate approaches, the construction and maintenance charges of Rs. 120 (in a lumpsum) and Rs. 15 per annum, respectively, should still be levied and a portion of the highway concerned would be availed of by the lessees to serve as approach roads. The Collector of the district concerned is competent to lease the land for the purpose.

Form of agreement to be executed in connection with permission to construct private irrigation drains across roads in charge of Public Works Department is given in appendix 22. Agreement in connection with permission to construct, approach roads with culverts or drains between private bangalows and roads in charge of Public Works Department should be taken in standard form P. W. 308.

328. The entire control of ferries on Government canals as well as on state roads will be in the hands of Executive Engineers.

All ferry boats should be inspected twice a year—once in May and again in July.

In the case of ferries in charge of the department, the Executive Engineers concerned should arrange for their inspection. Ferries in charge of the local bodies should be inspected by the engineer of that body where one has been appointed with the approval of the State Government and failing that by an officer deputed by the Executive Engineer of the division concerned for this purpose.

In every case, a report of inspection should be submitted to the Collector of the district concerned. In the case of a ferry boat under the control of the local bodies but inspected by a public works officer, a copy of the report should be furnished by the Executive Engineer to the local bodies also for necessary action, if any.

As regards the powers of Executive Engineer to grant remissions to contractors for ferries on state roads and Government canals, see serial No. 27 in appendix 42.

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329. As regard the power of Executive Engineer to accord sanction to application received from electric supply and telephone companies, private, individuals, municipalities, local bodies, etc., for permission to lay water mains, underground cables, overhead distribution wires, drainage lines etc., through, on or over Government lands including roads, in charge of this department, see serial No. 28 in appendix 42. The forms of agreements to be executed are given appendix 23.

330. The following rules shall regulate the incidence of the cost or roadways provided over railway bridges :—

(1) The necessity for a roadway for other than railway traffic on a railway bridge, will be decided on its merits, the State Government being afforded an opportunity in each case of offering to share in the cost of combined structure, but the final decision in an individual case will rest with the Government of India.

(2) Capital cost.—Should the provision of a roadway be decided upon, the division of cost will be on the following basis. It must, however, be understood that payment for a roadway will only secure the provision of a road during the life of a structure for railway purposes and that if it has to be reconstructed for any reason, the division of cost will have to be made afresh :—

(*a*) *New bridges.*—(*i*) In the case of broad guage (i.e., 1.67 mt.) bridge the total cost of the combined structure inclusive of piers, abutments, protection and training works will be divided in the proportion of 75 per cent to the railway and 25 per cent to the road.

(*ii*) For metre-guage bridges, the division of cost will be in the proportion of 67 per cent to the railway and 33 per cent to the road.

(*b*) *Bridges re-girdered.*—The division of cost when a roadway is provide on a bridge which is regirdered will be as follows : i.e., the actual cost of the re-girdering, including the provision of the roadway, will be divided a in 2 (*a*) but no contribution will be required of the road authority as a share of the cost previously incurred to the piers, protection works, etc.

(*c*) *Existing roadways on bridges.*—No division of the cost of the revised basis will be attempted in these cases, until the bridges come to bc rebuilt or regirdered, when they will be dealt with in accordance with the foregoing principles.

(3) Maintenance.—This may be considered under two heads, *viz* :—

(*i*) The general upkeep of the bridge structure, excluding the permanent way and ballast but including painting of girders, repairs to piers, protection and training works, etc., which are essential both for the railway and the road, and

(*ii*) The upkeep of the road-surface as well as the annual charges for gateman, lighting, signalling, etc., in cases where those have to be provided.

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(a) In the case of new roadways, i.e., whether on new or regirdered bridges, item (i) will be carried out by the Railway Administration but the annual cost will be divided between the railway and the road in the same proportion as the division of the capital cost.

The annual charges, under item (ii) will, however, be borne entirely by the road authority, which may, however, if it so desires, undertake the actual work of maintenance, but on the express condition that no material change in the road surface, as for example in the quality or weight of the road metal is made without the consent of the Railway Administration.

(b) In the case of existing roadways, no division of the maintenance cost shown under item (i) will be made and these will continue to be borne by the Railway Administration. The charges shown under item (ii) above will, however, be borne by the road authority except where it can be shown that the Railway Administration had been compensated in any manner for the maintenance charges incurred by it. The provisions in this paragraph are not intended to disturb existing agreements for the maintenance of roadway during the terms of such agreements but when the agreements terminate in the normal course, they will not be renewed.

(4) These rules will apply *mutatis mutandis* also where provisions are made for roadway facilities for purely military traffic over railway bridges.

331. Whenever loss to Government property is involved due to disturbances, etc., the fact should be reported within one month of the date of the occurrence to the Chief Presidency Magistrate, so far as Bombay City is concerned under section 45 (3) of the Bombay City Police Act, 1902 and to the District Magistrate concerned under section 25-A (3) of the Bombay District Police Act, 1890, in the case of the mofussil. Failure on the part of the local Officers to do so will result in disciplinary action being taken against them and loss being made good from them.

332. Receipts (which should include departmental charges, viz., establishment, tools and plant, audit and pensionary charges) in connection with damage done to roadside parapet walls, etc., should be credited to revenue in all cases in accordance with rule 2 of Statement D of appendix 1 to the Maharashtra Public Works Account Code. The work of repairing damage should accordingly be carried out from the current repair grants of the roads.

333. Fishing rights, in tanks, rivers, canals, etc., in charge of the department and Revenue Department should be given by negotiations to co-operative societies of fishermen or their associations wherever they exist on rental, basis fixed on the basis of average realisations of the previous three years, excluding abnormal realisations.

Fishing should be allowed subject to the following conditions :—

(*i*) No means of fishing should be used as would obstruct flow of water in channels and would damage embankment.

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(*ii*) Fishing should not be allowed in tank used for drinking purposes during the hot weather season when there is very little water, as it may get polluted.

(*iii*) The parties to whom fishing right for a particular period has been given should be directed not to : (a) tamper with regulating arrangements, (b) damage outlets, and (c) tamper with shingoda and lotus plantations. A written agreement should also be taken from the parties to the effect that if any damage is caused to these things, they will be immediately stopped from fishing and damages will have to be made good by them.

(*iv*) Fishing should not be allowed within 150 metres of regulating sluices, weirs, dams, etc.

(*v*) Fishing should not be allowed within 120 metres of water expanse customarily used by villagers for drawing water for drinking. In case of change of place of drawing water for drinking purposes, the request for prohibiting fishing should be decided according to the merits of each individual case by the Executive Engineer or the Collector under whose jurisdiction the work falls.

(*vi*) No fishing should be permitted in tanks and other water sheets used exclusively for lotus or shingoda plantations.

(*vii*) Fishing should not be allowed in tanks, rivers, canals, etc., within 120 metres of temples or holy places, in case of those places where fishing is not so far done according to the old customs and traditions. In places where fishing is already being done, fishing should be allowed irrespective of the presence of temples and holy places unless the Collector or the public works authority, as the case may be, considers that having regard to the religious sentiments of the people and other circumstances, the practice should be discontinued.

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CHAPTER 4

SPECIAL RULES FOR IRRIGATION, NAVIGATION, EMBANKMENT AND DRAINAGE WORKS

(Note—These Rules apply *mutatis mutandis* to hydro-electric schemes also)

A.—Main classification of expenditure pertaining to irrigation, navigation, embankment and drainage Works

334. Irrigation, navigation, embankment and drainage works are divided into two main categories, i.e., works for which capital accounts are kept and works for which no capital accounts are kept. All irrigation works, of which it is both desirable and possible to maintain accounts on a commercial basis, are included in the former category and those for which the maintenance of such accounts is either impossible or unnecessary, either because they produce little or no revenue or because owing to their restricted size it is not worthwhile examining the returns paid by each individual work, are put under the latter class. The important criterion in the case of a commercial undertaking is whether the work is remunerative or not and it is, therefore, essential to maintain a capital account, for this class of works since it is only by reference to the amount of capital expended that the value of the results obtained can be determined.

335. The works for which capital accounts are kept and works for which no capital accounts kept are divided to show (A) Irrigation and (B) Navigation, embankment and drainage works separately. In the case of works for which capital accounts are kept each of the above divisions is sub-divided into (1) Productive and (2) Unproductive works. There can be no sub-division productive or unprouctive for works for which no capital accounts are kept.

336. Productive public works are works of a remunerative character undertaken for the improvement of the country, of which the first cost is usually met from borrowed money. They are expected to yield enough revenue after a certain period to meet the interest charges on the capital outlay and the cost of working and maintenance.

337. Unproductive public works are those which although not directly remunerative to the extent which would justify their being treated as productive works, are calculated to guard against probable future expenditure in relief of the population, or which are undertaken for the general improvement of the country or for general adminstrative purposes.

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338. Unproductive public works undertaken for the employment of scarcity relief labour are generally financed from Famine Relief Fund and those undertaken for the general improvement of the country or for general administrative purposes are financed from general revenues. They may also be financed from loan funds in which case provision should be made for a sinking fund out of general revenues to extinguish the loan in accordance with the rules in force.

339. To admit of a new work being classed as a productive public works, the following conditions must be satisfied :—

(*a*) There must be good reason to believe that the revenue derived from it will, within ten years after the probable date of its completion, repay the annual interest on the capital invested, calculated at such rate as may be fixed by Government, but in preparing a project for sanction no deduction is to be made from the total outlay on account of anticipated excess of revenue over simple interest.

Note.—Capital invested includes : (1) direct charges, i.e., cost of works and establishment tools and plant and pensionary charges, suspense and receipts on capital accounts, (2) indirect charges, i.e., capitalised value of abatement of land revenue occupied by works and audit charges and (3) all arrears of simple interest, if any, i.e., balance of total interest over total net revenue. This capital cost is commonly known as "sum-at-charge".

(*b*) It must be possible to keep clear capital and revenue accounts of it.

(*c*) Its classification as a productive public work must be authorised by Government.

340. The rules for determining (i) whether a work which has been classed as productive shall continue to be so classed, and (ii) whether an unproductive work may be reclassed as productive are as follows, the percentage rates referred to being those prescribed by Government for the time being :—

(1) Every irrigation, navigation, embankment or drainage work for which capital accounts are kept should, until ten years after the date of the closure of its construction estimate, be classed as productive if the net revenue anticipated from it appears likely to repay, on the expiry of that period, the annual interest charges on the capital invested (includings direct and indirect charges and arrears of simple interest.) calculated as follows :—

For works sanctioned	Interest per cent
(*i*) Before 1-4-1919	4
(*ii*) Between 1-4-1919 and 31-7-1921	5
(*iii*) Between 1-8-1921 and 31-3-1937	6
(*iv*) Between 1-4-1937 and 31-3-1955	4
(*v*) Between 1-4-1955 and 31-3-1960	4.5
(*vi*) After 1-4-1960	5

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Conversely, if it is not expected to yield the relevant return it should be classed as unproductive. If, however, at any time during the period of construction, or within ten years of the date of the closure of its construction estimate, it becomes apparent that a work originally classed as productive will not actually be remunerative according to the criterion prescribed above, it should be transferred from the productive to the unproductive class, and similarly if it becomes obvious, during the same period, that a work sanctioned as unproductive will actually prove remunerative, the transfer of the work from the unproductive to the productive class may be effected.

(2) Every work classified in accordance with clause (1) above will retain the classification unchanged during the eleventh, twelth and thirteenth years of the closure of its construction estimate.

(3) If any irrigation, navigation, embankment or drainage work for which a capital account is kept and which is classed as productive fails at any time after the expiry of ten years from the date of the closure of its construction estimate, in three successive years, to yield the relevant return prescribed in clause (1) above, it should be transferred to the unproductive class. A work classed as unproductive which succeeds in yielding at any time after the expiry of ten years from the date of the closure of its construction estimate, in three successive years, the relevant return prescrided for a productive work may, on the same principle, be transferred to the productive class.

(4) If an existing irrigation, navigation, embankment or drainage work be extended or improved, the criterion of productivity prescribed in clauses (1) to (3) above shall be applied to the whole system including such extension or improvement, as if the extension or improvement had been executed simultaneously with the original work, and the date of sanction referred to in those clauses for the purpose of determining the percentage to be returned by the system as a whole, shall be that of the accord of sanction to the original project. As an exception of this rule, if any extension be, owing either to its nature or magnitude, such as may reasonably be considered to be a separate project and if it be susceptible of having clear capital and revenue accounts kept of it, as distinct from those of the project as a whole, it should be treated as a separate project and in that case the conditions relating to original project and not those relating to extensions and improvements shall be applicable. In all such cases separate capital and revenue accounts should be maintained for the extension in order to enable the productivity test to be periodically applied.

(5) Clauses (1), (3) and (4) are, however, subject to the proviso that Government may postpone the transfer of a work from one class to the other in cases in which it is satisfied that its success or failure is due to purely transitory causes.

341. For the purpose of determining the productivity of an old work which has been developed by the Government, only the capital expenditure incurred by Government should be regarded as the capital at charge on which interest is chargeable.

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342. The transfer of a work from the productive to the unproductive category, *or vice versa*, will affect the recording of all future transactions in connection with it. No adjustment will be made in the general accounts in respect of past transactions, but the necessary transfers will be effected by the Accountant-General in the *pro-forma* accounts of the work in question.

B.—Capital and Revenue Accounts

343. Capital and revenue accounts should be kept of all irrigation and navigation works (whether entirely constructed or merely remodelled and restored by Government), the estimated cost of which is more than Rs. 10 lakhs inclusive of establishment and tools and plant charges. As drainage schemes are protective in nature, they should be treated as non-commercial irrespective of their estimated costs.

At the time of according administrative approval to various irrigation schemes, those estimated to cost Rs. 10 lakhs or less should be declared as non-commercial (i. e., for which capital and revenue accounts are not required to be kept) and those costing more than Rs. 10 lakhs should be declared as commercial (i. e., those for which capital and revenue accounts should be kept). If on completion, the final cost of a scheme declared as non-commercial comes to over Rs. 10 lakhs, it should be termed as commercial. If on completion the final cost of a scheme declared as commercial comes to Rs. 10 lakhs or less, it should be treated as non-commercial. These changes should be declared at the time of according approval to the completion reports of various schemes.

344. If for any reason a project is considered to be of insufficient importance to justify the maintenance of a capital account, or if any difficulty be anticipated in ascertaining the correct revenue, it may, with the sanction of Government, be classed as non-commercial.

C—Principles for Determining what Expenditure is Chargeable to Capital and what to Revenue

345. The principles to be observed in deciding whether an item of expenditure should be charged to capital or to revenue are as follows :—

(*a*) Capital bears all charges for the first construction and equipment of a project as well as charges for maintenance on sections not opened for working and charges for such subsequent additions and improvements as may be sanctioned under rules by competent authority.

It may also bear charges on account of restoration of damage caused by extraordinary casualties such as flood, fire, etc., if the cost of such restoration exceeds Rs. 1,00,000, such charges being recorded under a separate minor head " Extraordinary Replacements ".

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(*b*) Revenue bears all charges for maintenance and working expenses, which embrace all expenditure for the working and upkeep of the project, as also for replacements, and for minor additions or improvements, as it may be considered desirdable to charge to revenue instead of increasing the capital cost of the undertaking.

(*c*) In the case of renewals and replacements of existing works, if the cost really represents an increase in the capital value of the system and exceeds the cost of the original work by Rs. 1,00,000 the cost of the new work should be divided between capital and revenue, the portion debited to the latter account being the cost of the original work, which should be estimated if the actual cost is not known and the balance charged to capital. In other cases, the whole cost of the new work should be charged to revenue. Thus, a renewal which does not represent a substantial improvment of the original work, but which is in all material essentials the same as the latter, although it may exceed the cost of that work by more than Rs. 1,00,000 should not be charged to capital but to the revenue account.

(*d*) When the construction estimate of a project is closed, the expenditure on works of extensions will be charged thus :—

(*i*) Estimates exceeding to Rs. 1,00,000 shall be charged to the capital accounts.

(*ii*) Estimates amounting to Rs. 1,00,000 or under shall be charged to the revenue account.

(*e*) Where outlay is of a nature which under these rules does not appertain to capital, it is not, under any circumstances and whatever its magnitude, to be charged to capital.

(*f*) The cost of maintenance and repairs of all projects physically completed and put into use, even though some of the items of the main project of which they form part are still in progress or works accounts relating to which are not closed, should be charged to the revenue account. Also see paragraph 350.

346. Works, the expenditure on which under the foregoing paragraph is chargeable to the capital account, will be classified under the minor head "Works" of the major head "533-Capital Outlay on Irrigation, Navigation, Drainage and Flood Control Projects". That which is chargeable to the revenue account will fall under the minor head "Extensions and Improvements, Maintenance and Repairs" or A-Irrigation Projects of the division. "Working Expenses" of the major head "333-Irrigation, Navigation, Drainage Works" according as the expenditure pertains to the category of original works or repairs.

The revenue derived from the works in question is credited to major head "106-Minor Irrigation".

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347. All buildings on irrigation works of which the construction estimates have been closed should, in the absence of special orders of Government be classified under "333-Irrigation, Navigation, Drainage and Flood Control Projects". As regards regulators each case will be dealt with on its merit in consultation with the Finance Department.

D-WORKS FOR WHICH NO CAPITAL ACCOUNTS ARE KEPT

348. This class consists of a large number of works, mostly tanks, which while collectively of great importance, are individually too small to make it worthwhile to maintain separate accounts for each work. All expenditure on such works whether on the construction of new works, extensions and improvements or repair and maintenance of existing works is accounted for under the head "306-Minor Irrigation" (e) Other Minor Irrigation Works-except original works costing more than Rs. 20,000 and up to Rs. 1,000. In the latter case the expenditure should be classified under the major head "306-Minor Irrigation" as it constitutes capital expenditure within Revenue Account.

The revenue earned by this class of works is shown under the head "106 Minor Irrigation, Embankment and Drainage Works".

E.—COMPLETION REPORTS AND OPEN CAPITAL ACCOUNT EXPENDITURE

349. It is not possible to define exactly the time at which the construction estimates of an irrigation or navigation work for which capital accounts are kept should be closed ; but unless specially ordered otherwise, it should be closed as soon as the project is practically in full operation, although there may be works such as drainage cuts, protective embankment, distributaries, etc., provided in the construction estimate which it is not desirable or economical to construct at once.

350. Where part o an jirrigation project is physically completed and put into use while the remaining items are still in progress, the accounts of such works should be provisionally closed and the necessary completion report thereof in the form prescribed should invariably be submitted, in duplicate, to the authority who has sanctioned the original project after part A of the form in duly filled in. Such completion reports need be submitted through the audit only in cases, where the expenditure has exceeded or is anticipate, to exceed the sanctioned estimate and the Executive Engineer is not empowered to deal with the excess. After being noted, it should be returned to the Executive Engineer concerned for completion of part B of the form and re-submission for record. The maintenance and repair charges of such irrigation projects should be met from the ordinary repair grants under the head "333-Irrigation, Navigation, and Drainage projects and flood control projects.".

Note.- The above provision does not dispense with the necessity of submission of the formal completion report to the audit office for verification on the closure of the construction estimates.

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351. It is, however, necessary to make provision for expenditure debitable to capital after the closing of the construction estimate of an irrigation project. The following rules govern this subject :—

(1) No expenditure may be incurred except under the orders of competent authority and within the budget provision.

(2) Works, which it may be necessary to construct after the closing of the construction estimate of the project, will be divided into two classes—

(*i*) Works which are necessary for the full development of the project, but which are not in themselves directly remunerative.

(*Examples.*—Drainage cuts, protective embankments, over bridges, inspection houses, etc.)

(*ii*) Works which are directly remunerative in themselves.

(*Examples.*—New distributaries, facilities for navigation, works to increase the canal discharge, etc.)

(3) When the construction estimate of a project is closed, a completion report of the project comprising the following documents should be submitted for approval to Government :

(*a*) A statement (schedule A) showing by main heads and sub-heads of the capital account, the actual expenditure on works completed up to date of the closure of the construction estimate.

(*b*) A statement (schedule B) of works which are within the scope of the sanctioned estimate and of which detailed estimates have been prepared and sanctioned by competent authority, but which were incomplete or had not been begun on the date of the closure of the construction estimate.

(*c*) A statement (schedule C) of works, which whether included in the construction estimate or not, have been sanctioned by competent authority, between the date of closing the construction estimate and the date of submission of the completion report.

(*d*) A statement (schedule D) of works, for which no estimates have been sanctioned, up to the date of the submission of the completion report but the probable expenditure on which can be foreseen and which are necessary to complete the project.

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(*e*) A statement (schedule E) compiled as a combination of statements A, B, C and D showing revised forecast of expenditure. This statement should also show, for purposes of comparison, the sanctioned estimate by main heads and sub-heads of the capital account.

(*f*) A report on the works executed up to the time of the closure of the construction estimate. This report will discuss the financial results already attained and expected in the future and the general prospects of the project and should be accompanied by forecast financial statements I—IV in standard forms P. W. 36, 37, 38 and 39, based on schedule E above, i. e., on the total anticipated ultimate expenditure on the project.

(*g*) An index map showing the canals and distributaries as completed.

These documents should ordinarily be submitted within six months of the closure of the construction estimate, or 12 months in the case of an exceptionally large work. If this is not found possible within the period specified, a report should be made to Government within this period stating the reason for the delay and when the documents may be expected.

(4) (*a*) It is essential that all important uncommenced works which were within the scope of the sanctioned estimates should be included in schedule B, C or D as the case may be, except that works included in a substantial section of the project, which may have been abandoned, even though provisionally, may be omitted, provided that the total amount of the sanctioned estimate, as entered in schedule E, is reduced by the aggregate assumed cost (including contingencies) of the works included in that section. See paragraph 261.

(*b*) Schedule E will be treated as a revised forecast of expenditure against the sanctioned project.

(*c*) On receipt of approval to the completion report, works included in schedules B and C can be carried to completion without further sanction.

(*d*) The Audit Officer will be responsible that no expenditure is incurred after the date of the closure of the construction estimate without the approval of competent authority when the amount of the sanctioned project has been exceeded, and that all expenditure incurred against the open capital account is covered by proper detailed estimate sanctioned by competent authority.

(5) In all cases, a date for the completion of the work must be assigned before sanction is accorded, and the sanction, unless extended, will lapse on that date. In the case of works, the estimates of which have been sanctioned by Government extensions may be sanctioned by Superintending Engineers, report of each extension sanction being made to Government.

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F—Survey Works for Projects

352 (*a*) Estimates for survey works for new irrigation projects should, irrespective of their estimated cost, be classified under the head " 331-Water and Power Development Services—A-Water Development (f) Survey and Investigation". When, however, specific provision exist in the budget estimates for irrigation projects classified under the capital major heads " 533-Capital Outlay on Irrigation, Navigation, Drainage and Flood Control Projects". " 99-Capital Outlay on Irrigation, etc.", or " 506-Capital Outlay on Minor Irrigation, Soil Conservation and Area Development " for which survey works are intended to be carried out, estimates for such survey works should be made under the respective capital major heads of account. Similarly, the cost of scarcity surveys required for the preparation of programme of irrigation works to be carried out during scarcity should be classified under the head " 331-Water and Power Development Services-A-Water Development (f) Survey and Investigation."

(*b*) Estimates for survey works undertaken after the completion of a sanctioned project for the improvement of that particular project should be classified under the head " 333-Irrigation, Navigation, Drainage and Flood Control Projects-A-Irrigation Projects (d) Other Expenditure-Ectension and improvements", and charged to the revenue account of the project if capital and revenue accounts are maintained for the project. Otherwise such expenditure should be charged to the head " 306-Minor Irrigation (e) Other Minor Irrigation Works-Extension and Improvements".

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CHAPTER 5

PUBLIC BUILDINGS

A.—General

353. The term "public buildings" as used in these paragraphs applies to the buildings borne on the books of this department and maintained from the appropriation for public works in charge of public works officers.

354. The Executive Engineer should make some responsible person not less in rank than an overseer answerable for the general condition of each building.

355. The public works officers in charge of Government buildings are primarily responsible for the maintenance of these buildings as well as engineering part of the maintenance of the compounds, i. e., maintenance of compound walls, wire-fencing, gate pillars, roads and paths, etc. The administrative departments are responsible for the non-engineering side of maintenance of compound and gardens, i. e., cleaning of compounds, disposat of refuse and sweeping of tracks, paths, lawns, flower-beds, etc., from their contingent grants except where Superintendent, Parks and Gardens, is in charge of the same.

These orders will not apply to centralised office buildings like Mantralaya building at Bombay, central offices at Pune, etc., where special arrangements exist.

356. The produce of the compounds of all non-residential Government buildings such as offices, hospitals, etc., should be disposed of by the offiicer of the administrative department concerned by public auction after giving wide publicity, as indicated below:—

(*i*) The proceeds from the sale of trees, fruits, grass, etc., which are in the nature of permanent sources of revenue, should be credited to this department under the head "059-Public Works" and not to the administrative department. The disposal of the above items, except trees, shall be made by the officers of the administrative department occupying the buildings. For powers of public works officers regarding disposal of trees, see S. No. 35 in appendix 42.

(*ii*) The above provisions will not apply to jail compounds in charge of the Jail Department, and maintained and looked after by that department. The sale-proceeds of all trees, fruits, grass, etc., which are in the nature of permanent sources of revenue, should accordingly be credited to the Jail Department and the actual disposal of such produce, including trees, should also be in the hands of the Jail Department.

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(*iii*) Other items which are of fluctuating nature such as vegetables, garden-produce, crops, etc., raised by the department occupying the building, should be disposed of by, and the sale-proceeds credited to that department.

(*iv*) In respect of buildings situated within the limits of military cantonments, the procedure mentioned above will be subject to the relevant regulations of the cantonment authorities concerned.

357. (*i*) The income derived from the leasing of compounds attached to Government residential buildings for the purpose other than that mentioned in paragraph 386 should not be appropriated by the occupants but should be credited to Government and prior permission of Government should be obtained before leasing the compounds or any portion thereof.

(*ii*) The occupant, if he is a Government servant, should, however, be entitled to—

(*a*) the use of perishable articles grown in the compound as fruits, grass etc.

(*b*) recoup his actual expenditure including the cost of keeping a Mali from the sale-proceeds.

(*iii*) The sale should be the responsibility of the Executive Engineer except where the sale is with reference to the produce which the occupant has grown at his own expense and the sale-proceeds are intended to recoup partially his own expenditure.

358. (*i*) In the case of rent-free residences the garden should be maintained by the tenants who will enjoy the same rights regarding the garden produce, as the tenants of other Government residences.

(*ii*) If the rent of any rent-free building includes the rent for the garden, it should be calculated on the same basis as for other residences.

359. As a theatre is peculiary liable to fire, no Government building in which stores or other Government property is kept should be used for theatrical purposes.

360. Insurance of Government buildings is not to be effected except in case of specially valuable property liable to special risks and that too under orders of Government. Such buildings should be insured with the Government Insurance Fund under the Finance Department.

361. The monthly rent (whether based on economic rent, standard rent or 10 per cent of the occupant's emoluments) of a building exceeding Rs. 5 should be fixed in whole rupees, 50 paise and above being taken as one rupee and less than 50 paise being ignored. Such rent not exceeding Rs. 5 rent for subsidiary services in cases in which they are fixed separately, and rents for periods less than a month should be calculated to the nearest five paise. The rent for broken period of a month should be calculated at the daily rate to

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1/30th of the monthly rent. For calculating emoluments for a broken period the rate of monthly emoluments as admissible for the period during which the bungalow was occupied should be taken into account

Note.—For calculation of charges for specific services such as sanitary cess, charges for water, halalkhore, etc., for broken period, the actual days of the months shall be taken into account.

362. As regards the powers of Superintending Engineers to sanction rent statements for residential and non-residential buildings see serial No. 36 in appendix 42. For the powers of Superintending Engineers and other officers to sanction nominal rent for portions of buildings let to private persons for opening a tea shop, see serial No. 37 in the same appendix 42.

B.—Fixtures and furniture

363. Every public building should be provided with all necessary fixtures. The periodical repair of these fixtures should be carried out by the Buildings and Communications Department and charged to the repair estimate of the building. All petty repairs to fixtures required in the intervals between the periodical repairs, and replacement of broken glass in doors and windows and water taps should be carried out by the officer in occupation of the building. The Executive Engineer will not supply nor repair furniture, screens, pardas or tatti nor will he perform any of the duties such as those specified above, devolving on the departmental officer-in-charge. Furniture for new office may, however, be supplied initially by the Executive Engineer, provided the cost of such furniture is included in the estimates of the construction of the office concerned. In the case of Government rest-houses and irrigation bungalows, the furniture, crockery, etc., should be supplied and repaired by the department and the provision for the same should be made in the public work budget.

Note 1.—The furniture, wall clocks, etc., to be provided in the sectional Irrigation the sub-divisional, divisional and circle offices should be as per scales laid down in appendices 26 and 27. For powers to sanction estimates for supply of furniture to newly created offices see S. No. 38 in appendix 42. The furniture, crockery, etc., to be provided in rest-houses and irrigation bungalows should be as per scale laid down in appendix 28.

Note 2.—Under the special rule laid down by Government, the maintenance of rest-houses and irrigation bungalows in charge of this department. The Executive Engineer is responsible for the care of the building including fittings and furniture and the grounds ; and he has to see that due Provision is made to meet charges for replancement and renewal of furniture, carpets, crockery, table line etc., as necessity arises.

Note 3.—Punkha includes its suspending ropes, tubes, pulleys, and its pole or board and the flap attached thereto. It does not include covering for the flap frills or pulling rope.

364. The administration of the furniture funds of the offical residences of the Governor is conducted in accordance with the rules in appendix 17 to the Bombay Financial Rules, 1959.

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365. Officers of the department of the rank of an Executive Engineer and above may keep the articles of Government furniture at their residences for doing office work to the extent given below:—

(1) Office table	One.
(2) Office chair	One.
(3) Ordinary chair	One.
(4) Tray	One.
(5) Bench or stool for peon	One.

Use of Government furniture at the residences in the case of any other officials is not permissible.

366. In the case of Government furniture at the official residences of the Chief Minister, Ministers, the Chairman, Legislative Council, the Speaker, Legislative Assembly, and the Deputy Ministers, a certificate of vertification in the form shown below should be given on or about the first May of each year by the Executive Engineers concerned and countersigned by his Superintending Engineer and submitted to the Accountant General :—

" Certified that (a) the furniture in .....has been inspected and checked with stock lists maintained, (b) all the new supplies up to date have been correctly brought on to the stock lists, (c) the stock lists are correct in all respects, (d) the articles in stock agree with the stock lists, (e) the sale-proceeds have been properly accounted for and (f) the sanction of competent authority exists for writing off all articles of stock off the stock lists ".

Note:—The furniture to be provided at the residences of Chief Minister and others should be as per the scale laid down in appendix 29.

C.—Purchase and Sale of Government Buildings

367. No building may be purchased for public purpose without the orders of Government.

368. Permanent public buildings, whatever be their book value, constructed from State funds can be sold or dismantled under the orders of Government. The limits up to and condition on which, sale and dismantlement may be conducted by subordinate authorities are regulated by the Manual of Financial Powers and Delegation Orders.

The powers delegated to the officers of this department in this respect and in respect of demolition, etc., of buildings, dismantlement and re-erection of removable types of buildings, change in the nomenclature of buildings and alternative utilisation of State buildings are detailed at serial Nos. 39 to 42 in appendix 42.

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Temporary buildings erected during the construction of work may, under the sanction, previously obtained, of the Superintending Engineer, be sold or dismantled on the completion of the work or when the purpose for which they were erected has been served, and the sale-proceeds credited to the work. See paragraph 236.

D.—Hire of office Accommodatoin

369. (a) When no suitable Government building is available, private buildings may be hired for public purposes, the rent and municipal and cantonment taxes being paid as laid down in rules 147 and 148 of the Maharashtra Contingent Expenditure Rules, 1965 when the building is entirely used for office accomodation. In case it is occupied partly as a residence and partly as an office for which no separate rent is paid, the share of the rent payable by an officer residing therein will be determined in accordance with the rules in Chapter XVII of the Bombay Civil Services Rules Manual, Volume 1.

(*b*) The powers of authorities to sanction office accommodation are regulated by the Manual of Financial Powers and Delegation Orders. The powers delegated to the public works officers in this respect are detailed at serial No. 43 in appendix 42.

Note.—For the rules for the leasing of private buildings for office accommodation. See section 1 of appendix 30.

E.—Renting of Buildings

370. It is the duty of the Executive Engineer, unless special orders to the contrary exist in any special case, to endeavour to get tenants for public buildings not immediately required for Government use by putting them to auction or by some other means. They should generally be let from month to month, but a lease may be given with the sanction of the Chief Engineer in the case of non-residential buildings and with that of the competent authority mentioned at S. No. 44 in appendix 42 in the case of residentail buildings. A clause in the agreement should be added, to enable the Executive Engineer, when necessary, to terminate the lease at short notice in case the building is required by Government.

When a Government building is not required by Government and is vacant it should be leased to local bodies or any other private educational institutions by the Executive Engineer, on nominal rent for school purposes, on conditions that all current repairs and special repairs are carried out by them at their own cost and the building is maintained in good condition and the lease agreement in the form prescribed in appendix 31 is got executed.

Proposals for leasing Government buildings to other social institutions should be referred to Government.

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Whenever a Government building is to be transferred to any private body or local authority for purposes other than educational, a draft agreement in the form referred to above should be used with such modifications as may be necessary to suit the purpose and the Executive Engineer of the division concerned should get the agreement executed by the private body or the local authority before the building is actually leased to it.

371. Public buildings let to private individuals should not be altered or enlarged at Government expense to suit the tenant, and persons occupying public buildings on rent are prohibited from making any alterations even at their own expense, except with the express permission of the Executive Engineer. The fact of any additions or alterations being made by the tenant confers no right of ownership on him, nor can be fact of the occupant having made additions or alterations at his own expense be considered as giving him any claim to a set-off against, or diminution of rent. These conditions should be entered in the agreement of lease.

Note.—For the rules for the letting and occupation of Government residence see appendix 32 to this Manual and Chapter XVII of the Bombay Civil Services Rules Manual Volume I.

372. In all cases where a bungalow, flat or other building or land belonging to Government is let to a person not in service of Government, the following rules shall apply :—

(i) the full rent should be recovered in advance; provided that in any case where a rigid enforcement of the condition regarding the recovery or rent in advance is likely to result in the property falling, or continuing to be vacant with consequent loss in revenue, the Executive Engineer (or the Collector in respect of properties under his control) may relax the condition and allow payment of the rent at the end of each month ;

(ii) the question of taking a deposit and of fixing the amount there of should be left to the discretion of the Executive Engineer or the Collector as the case may be. The deposit may be in the form of promissory-notes or national saving certificates or in cash or in any other recognised form of security at the tenant's option subject to its acceptance by the Executive Engineer or Collector ;

(iii) the tenant shall be required to execute a tenancy agreement or lease with the Governor of Maharashtra in the standard form P. W. 618. It shall be expressly provided in this instrument that arrears of rent due to Government will be recoverable from the lessee as an arrears of land revenue without prejudice to any other remedies which may be open to Government and that the lessee shall pay all costs and expenses which may be incurred in the preparation and execution of the lease including the stamp duty and the registration charges if registration is necessary. The amount of this duty shall be calculated in accordance with the provisions of the Bombay Stamp Act, 1958.

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F.—Use of Public Buildings as Residences;

373. No public building in charge of the Executive Engineer may be occupied as a private residence without his consent, except under the order of his departmental superiors or of Government.

374. On no account is, any church, chapel, mosque, temple, tomb, or other building devoted to religious use, to be occupied as a dwelling house, or for any other purpose, without the consent of the persons interested and the sanction of the principal civil or political authority on the spot. No buildings and monuments of historical or architectural interest should be used as residences without the special approval of Government.

G.—Inspection of Public Building;

375. Every public building valued at over Rs. 20,000 if constructed before 1960 and Rs. 30,000 if constructed after 1960 should be inspected at least once in each year by the Executive Engineer. A Sub-Divisional Officer must make frequent inspections of all buildings in his charge throughout the year and see that each is maintained in a good condition. He will be responsible that all defects which he cannot remedy from ordinary repairs are at once brought to the notice of the Executive Engineer for the latter's inspection, if necessary. The results of their inspection should be recorded in a register maintained for the purpose. The Executive Engineer will, in turn, report to the Superintending Engineer, if circumstances require it, for that officer's further action. Executive and Superintending Engineers should, in their tours of inspections, see that the above instructions are being complied with and record the results of their own inspections in a similar register maintained in their offices. Executive Engineers are also required to inspect themselves a fairly large proportion of the buildings other than those costing over Rs. 30,000 in addition to the inspections made at the request of the Sub-Divisional Officers. Matters, the Superintending Engineer cannot deal with, should be brought to the notice of Government.

H.—Use of Government Building by auxiliary force

376. The following principles should be observed in dealing with question regarding the conditions on which the auxiliary force should be allowed the use of buildings which are the property of Government :—

(i) If the buildings are likely to be required again by Government, they should be retained in charge of this department and be repaired at the cost of Government, the force being charged rent for the accommodation. Any alterations or additions required by the force should be carried out at the expense of Government, and considered in fixing the rent.

(ii) When the buildings are no longer required by Government, and when there is no probability of letting them to advantage, they may, with the approval of Government, be handed over altogether to the auxiliary

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free of charge, The force should then keep them in repair and may alter or adopt them as it thinks fit, the cost being met from its own funds. The site would remain the property of Government and a small ground rent may be charged.

(iii) If the buildings should, in any circumstances, be resumed, Government will compensate the auxiliary force for any expenditure they might have incurred in alterations or additions to the buildings, but not that on repairs.

(iv) In the case of an auxiliary force ceasing to exist, buildings handed over to them free of charge would revert to Government.

I.—Register of Buildings

377. Each Superintending Engineer will keep a register of all buildings in charge of the department within his circle, and each Executive Engineer a similar register of all the buildings within his division. In these registers the value of the land comprised in a property will be shown separately from the value of the building or buildings thereon, the value of each structure being also shown separately. In the case of purchased propety, the price paid will be apportioned between the various items comprising the property, e. g., land, main building, servants' quarters, compound wall, well, etc.

The capital value of any portion of the building which is abandoned or dismantled without replacement should be written off the total capital value of the building.

All buildings constructed, purchased or acquited by Government should immediately be brought on the return of buildings for maintenance.

J.—Plans of Buildings

378. In the case of buildings and works borne on the returns of the department, the Executive Engineer will be held responsible that plans of such buildings are corrected on completion of any alterations.

K.—Occupation of Government Buildings

379. (a) Rules for the allotment of Government buildings are given in appendix 33. The occupation of Government buildings as residence is regulated by the rules in Chapter XVII of the Bombay Civil Services Rules Manual, Volume I, and appendix 32 to this Manual. For powers to approve changes in office accommodation. *See* S. No. 45 in appendix 42.

(b) The Governor is not required to pay any rent for the use of his official residences. Similarly, the Chairman of the Maharashtra Legislative Council, the Speaker of the Maharashtra Legislative Assembly, Ministers and Deputy Ministers are entitled without payment of rent to the use of a furnished residence in Bombay throughout their term of office and for a period of 15 days thereafter.

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L.—LEASING OF PRIVATE BUILDINGS FOR RESINDENTIAL ACCOMMODATION

380. (a) When it is more convenient or economical to do so, buildings may be leased with the sanction of Government instead of constructing or purchasing a residence for a Government servant.

(b) Leases should ordinarily provide that the lessor will execute all structural repairs before the building is occupied and will carry out such additions, alterations and repairs as are necessary to render the building habitable and suitable for the purpose for which it is required. In the event of any addition or alteration to the building being made subsequent to the signing of the lease at the request of the occupant and at Government expense, the consent of the owner must first be obtained in writing unless the work is considered by Government to be essential for sanitary reasons.

(c) Capital expenditure under clause (b) should not be incurred without the sanction of Government if it will raise the rent of the leased building to an amount in excess of 10 per cent of the average emoluments, if any, of the class of official who will usually occupy the building.

M.—ELECTRIC INSTALLATIONS IN RESIDENTIAL AND NON-RESIDENTIAL BUILDINGS

381. (i) The occupants of Government residential buildings and the Officers-in-charge of non-residential buildings are personally responsible for the electric installations therein. No electric fans or other electric fittings should, therefore, be allowed to be removed from Government buildings for repairs or replacement unless a request for their removal is made in the following form duly signed by the Sub-Divisional Officer or the Sectional Officer of the electrical branch :—

PUBLIC WORKS DEPARTMENT

Electrical Sub-Division

Dated

To,

Sir,

Please allow the bearer wiremen/mazdoors to remove the following fittings or fans which are defective.—

Officer-in-charge of Sub-Division

Sectional Officer.

Received the above fitting duly attended to.

Date (Signature)

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N.B.—To be returned to the Officer-in-charge of Sub-Division after receipt of the fittings of fans.

Note 1.—In order to avoid the loss of fittings and resultant financial loss to Government, it is essential that the occupants of Government residential buildings and the officers-in-charge of non-residential buildings who are personally responsible for the electric installations therein as per above paragraphs or the Executive Engineer in charge of the buildings concerned should take over the electric installations as soon as the report about the completion of the work of electric installations is forwarded to these officers by the Executive Engineer of the electrical division.

Note 2.—Prior approval of Government is necessary for the hiring of fans.

(ii) With regard to lamps, fans and electric fittings in their offices, all heads of offices should observe the following instructions :—

(a) A senior member of the office establishment should be held responsible for all lamps, fans and fittings.

(b) They should be properly dusted by the class IV establishment and the installations should be kept in a clean condition.

(c) If any of them are found missing, enquiries should be, at once instituted and the party at fault should bear the cost of replacements.

(d) If no blame can be fixed on any one, the Assistant Electrical Engineer in-charge should be required in writing to replace the missing lamps, etc. stating the result of the enquiries.

(e) Broken fittings should be produced before the electrical branch if asked to replace them.

(f) Broken or fused lamps in all Government buildings should be replaced by the officers using them, from their contingent grant.

(iii) The occupants of Government residential buildings should renew broken or fused lamps at their own cost and they should have the installation kept clean by their servants.

(iv) The duties of the electrical branch of this department in connection with,

the maintenance of the electric installations in Government buildings are—

(a) To test the electric installation in each building periodically and carry out rewiring or any other special repairs as may be necessary.

(b) To inspect each installation fortnightly, carry out the oiling of fans, renew fuses and keep the installation in good working order.

(c) To attend to all breakdowns of lifts, motors, fans, etc., on a written requisition from the heads of offices and the occupants of residential buildings to the Sub-Divisional Officer or the sectional officer-in-charge ; in urgent cases a telephone massage being sent to the Sub-Divisional Officer concerned.

(d) To keep wireman on the premises of important hospitals and jails to attend to emergent work.

382. The scales of electric fitting in Government residential and non-residential buildings will be as shown in appendix 34.

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N.—Preparation of capital and revenue accounts of residential buildings.

383. With the object of reviewing the financial results, etc., the capital and revenue accounts of residential buildings should be prepared annually in accordance with the rules in appendix 2 to the Account Code, Vol. IV, except that the Government buildings given free of rent and other petty buildings, the cost of which does not exceed Rs. 20,000 may be excluded from the accounts, Petty buildings costing between Rs. 5,000 and 20,000 all ready included in the account should, however, continue to be so included.

Note—For Powers to transfer buildings in the capital and revenue account from class I to class II and *vice versa see* S. No. 54 in appendix 42.

O.—Rules for occupation of Government rest-houses and irrigation bungalows

384. These rules will be found in a separate publication issued by the department.

385. The officer-in-charge of rest-house/irrigation bungalow should maintain two registers for making entries of occupation and recoveries of occupation fees. One of these registers should be kept in the rest-house/irrigation bungalow and the other should be sent to the Sub-Divisional Officer for checking after the expiry of each month, when the second register should be brought into use. The register sent to the Sub-Divisional Office should be returned to the rest-house/irrigation bungalow after checking the fees and their remittance, by the 20th of each month so that it can be brought into use from the next month when the second register is sent to the Sub-Divisional Officer and so forth.

P.—Utilisation of surplus lands from compounds attached to the Government bungalows for grow more food campaign

386. All surplus cultivable lands in the compounds of Government bungalows should invariably be utilised for cultivation purposes with a view to increasing production of foodgrains, vegetables and other crops in accordance with the following instructions :—

(1) In the case of residential bungalows, the occupant officers including Hon. Judges of the High Court should cultivate the surplus lands in their bungalows at their cost, and they would be entitled to retain for themselves the produce thus raised.

If the occupants find it difficult to cultivate the surplus land themselves, they may lease it to outside agencies only for and crop cultivation, leaving sufficient open space round about the bungalows and the lease money may be retained by the occupants. The Executive Engineers under Public Works Department should fix the ceiling (maximum lease money) per acre at which

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these lands may be leased by the occupants, in consultation with the revenue authorities. The excess lease money over and above the fixed ceiling should be credited to government account.

In cases, where occupants are not willing to cultivate the land, the Executive Engineers should hold auction sale for the right of cultivation and the highest bidder should be given the right of cultivation.

(2) in the case of surplus lands from the compounds of the rest-houses and irrigation bungalows, the Executive Engineers should hold auction for sale of right of cultivation, the land being given to the highest bidder for cultivation. The chowkidars of the rest-houses, etc. should be allowed to bid in such auctions.

(3) In all cases, the lease should be for a period of 3 years.

(4) Where irrigation facilities exist, vegetable crops can also be raised. The irrigation water which is available in irrigation bungalows should be supplied free of charge for the purposes of cultivation.

(5) In case where compounds attached to the rest-houses and irrigation bungalows are very small and the Executive Engineers consider it not worth putting them to auction, the chowkidars of the bungalows should be allowed to use the lands for cultivation free of cost.

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CHAPTER 6

STORES

A.—General

387. The department obtains large quantities of stores for works, manufacture, etc. The departmental officers entrusted with the care, use or consumption of these stores are responsible for maintaining correct records and preparing correct returns in respect of the stores entrusted to them. They are also responsible for keeping them in proper custody and in good order. Any loss of, or damage to the stores should be reported by them forth with to their immediate superior.

388. The stores of the department are divided into the following classes *viz.*, (i) stock or general stores, (ii) tools and plant, (iii) road metal and (iv) materials charged direct to works. Unless there are orders to the contrary, the officer-in-charge of a sub-division will be responsible for all the stores belonging to it.

389. The Executive Engineer is responsible for making proper arrangements throughout his division for the custody of stores. He must arrange to keep all tools and implements in efficient order, must protect surplus stock from deterioration; and must take proper precautions to prevent loss of stores by fire, etc.

Note 1.—All valuable articles costing Rs. 300 and over should be declared as insured before transmitting by rail.

Note 2.—For powers to sanction expenditure on demurrage, see serial No. 55 in appendix 42.

390. Every officer is bound to take charge of departmental stores which from the death or departure of the person lately in charge, or from any other cause, may be left at or near his station without adequate protection.

B.—Purchase and Manufacture of Stores

391. Stock, road metal and other materials required for the execution of a sanctioned work may, subject to the provisions of the rules for the supply of articles, other than printing and stationery stores, required to be purchased for the public service (vide appendix VI to the Maharashtra Contingent Expenditure Rules, 1965, paragraph 394 of and appendix 19 to this Manual), be procured on the responsibility of the Executive Engineer. If the stores are to be manufactured, a separate estimate for their manufacture may be required as laid down in paragraph 393. The restrictions imposed by the rules for the supply of articles, other than printing and stationery stores, required to be

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purchased for the public service do not apply to purchases made by or on behalf of port trusts or municipalities unless the stores purchased are paid for from government revenues on behalf of government or from funds advanced by government ; in the latter circumstances, government may, however, by special order, direct that the provision of the rules need not apply. When a public works officer carries out a work for any of the local bodies referred to above, the rules apply except when the local body specially desires to have the stores purchased otherwise and the Government has accorded its approval thereto. It should, however, be stipulated that the stores not purchased through the Government organisation must be approved by the officer carrying cut the work before the purchase is concluded by the local bodies, referred to above.

Note.—The procedure and policy of the Government of India in force from time to time should be followed in the matter of preparation of indents for and examination of foreign stores and testing of stores purchased in India.

392. The articles comprised under the head " tools and plants " can only be purchased or manufactured against estimates sanctioned by competent authority (vide serial No. 49 appendix 42) with the exception of purchase or manufacture at a cost not exceeding Rs. 2,000 for which estimates are not required. Similarly, repairs to tools and plant should also be undertaken after they are duly sanctioned by a competent authority (vide serial No. 50 in appendix 42.

The purchases of consumable stores e. g., petrol, oil, lubricants, blasting material etc. required for day to day working of plant and machinery and also purchase or manufacture of material or stores required for execution of sanctioned works should be made after they are duly sanctioned by a competent authority (vide serial No. 50 in Appendix 42). Similarly, purchases relating to spare parts, accessories and other stores equipment for the working of Department and also purchase of consumable stores e. g., petrol, oil etc. should be made after they are duly sanctioned by a competent authority, vide serial No. 50 in Appendix 42.

Note.—The purchase of camp equipment and tools and plant for a Road Project Sub-Division is governed by the standard scale laid down in Appendix 35 within a financial limit of Rs. 12,300.

393. The manufacture of material involving an outlay of Rs. 20,000 or upwards must, in all cases, be covered by an estimate showing the proposed outlay and the material to be manufactured.

If the material be for a work already duly sanctioned or for reserve stock within the sanctioned limit for the division, the estimate will merely require the approval of the Superintending Engineer, but in all other cases the estimate must be duly sanctioned by competent authority, as though for an original work.

Note.—If the main estimate for stock sanctioned by the Superintending Engineer includes details of materials proposed to be kept on stock, separate estimate (and sanction thereto) for such materials under each sub-head is not necessary even though the outlay exceeds Rs. 20,000.

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394. Before initiating the purchase of new machinery, Executive Engineer should invariably enquire whether the article required can be had from any of the regional mechanical divisions in the State, vide appendix 38.

395. Indents for road rollers and other machinery required by the department will be prepared by the Superintending Engineers and submitted to the Chief Engineer or such other officer as may be ordered by Government from time to time for arranging bulk purchases in accordance with the rules for the supply of articles other than printing and stationery stores required for public service.

396. Materials required for works should not be purchased in advance or in excess of actual requirements. Reserve of stock will only be maintained when necessitated by the remoteness of the division or work from the market or source of supply or for use in emergency. When it is considered necessary that a reserve should be maintained, the maximum limit will be fixed by the Chief Engineer under the powers delegated to him as per S. No. 51 in Appendix 42.

The Executive Engineers shall submit proposals for sanction to the reserve stock to their respective Superintending Engineers in April, every year soon after the budget grants are communicated to them. The maximum limit for the Public Works Department up to which the reserve allowed is 7½ per cent of the budget grants under works ; for Irrigation Department it is 10 per cent and for Public Health and Electrical Divisions it is 15 per cent of the budget grants under works.

The Superintending Engineers shall arrange to send consolidated proposals for all Divisions under them to the Chief Engineers so as to secure sanction to the reserve stock limit in May every year.

Executive Engineers are empowered to purchase or manufacture stores to maintain the reserve subject to the approval or sanction to estimate (vide paragraph 393).

397. The fixed maximum should be kept at the lowest point compatible with efficiency, and the stock returns of divisions should be carefully scrutinised by Superintending Engineers from time to time with reference to this point. The excess over the permissible limit will need regularisation.

398. The orders on firms for supply of stores should contain the following conditions :—

(*a*) Railway receipt should not be sent by value payable parcel and payment for goods despatched would be made in the ordinary way.

(b) If railway receipts are sent by value payable parcel it will be obligatory on the part of the firm supplying the stores to give prior intimation of despatch of stores to the indentor and/or consignee by a separate letter of having done so.

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The above instructions should be strictly followed by all indenting officers, and no case of write-off of demurrage charges will be considered if it arises from the failure to observe these instructions.

C.—Stock Account

(a) **General Procedure** :

399. When stock materials are sold to the public or to other departments which are required to make payment therefor under the directions given by the Comptroller and Auditor General to regulate the conditions under which a department of a Government may make charges for services rendered or articles supplied by it, vide chapter 4 of Account Code, Vol. I or are issued on account of any work executed for them in workshops at their full value, an addition of 10 per cent must be made to cover supervision charges as are not provided for in the rates fixed under paragraphs 9.2.20 and 9.2.23 of the Maharashtra Public Works Account 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 (see also paragraphs 14.2.5 and 9.2.22 of the Maharashtra Public Works Account Code).

400. The issue of stock articles to Contractors on hire is ordinarily prohibited. However, when in the interest of Government it is considered necessary to issue such articles as are not of consumable nature and which are not readily available in the market, they may be issued on hire to contractors in exceptional cases and that too after obtaining prior approval of the Chief Engineer with reference to rates of hire in each case. The security deposits and the rates for charging hire charges should be worked out on the following formula :—

Formula

(*i*) Depreciation charges which should be worked out on the market cost or issue rate whichever is more (hereinafter referred to as capital cost) divided by the length of its probable life, plus,

(*ii*) Interest charges at 6 per cent per annum on the capital cost of material referred to in (i) above, plus,

(iii) Store charges at the rate prevailing at the time of issue of material on the cost of material taken in (i) above, plus,

(*iv*) Supervision charges at 10 per cent per annum on the cost of material taken in (i) above.

The rent to be charged should be worked out as a rent for a month and recovery for broken periods should be worked out for blocks of half month. A further charge of 10 per cent of the rent (Inspection surcharge) should be made for materials given on hire which are required to be inspected at regular intervals to see that they are in good condition and are being properly used. In addition actual cost of transportation (including loading and unloading, of the material from the place of delivery till it is returned at the place specified by the Engineer should be borne by the hirer.

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The recovery of the rent and inspection charges to be effected from the day of issue of article to the day of return (both inclusive) including all holidays and Sundays.

Full cost of the material that is market cost or issue rate whichever is more *plus* an amount to recover rent for the expected period of hire should be recovered and kept in deposit.

The deposit is to be returned after the material is received in good condition and liabilities are met. The hirer also should agree to keep the materials in proper maintenance at his cost till they are returned to the specified.

The hirer should be asked to sign an agreement as is required to be executed in case of Tools and Plant given on hire.

As a safeguard against misuse, the material lent should be inspected periodically. It should further be seen that material issued is returned without unnecessary delay.

Recovery should be effected for the loss of material and for damage due to rough use or careless handling *i.e.*, damage beyond fair wear and tear. Further the Engineer shall be at liberty to levy a penalty up to the full value of the material in case of deliberate misuse or damage of the materials while in the possession of the hirer.

(b) Stock-taking :

401. Executive Engineers are to have stock taken throughout their divisions at least once a year. It is essential that the greatest possible precisions and accuracy should be maintained in the store returns, and the Executive Engineer should make such arrangements as are calculated to secure this result, and Superintending Engineers are responsible to ensure that this is done. The dates on which articles are taken stock of should be entered in the store returns.

402. Important stores should, as a rule, be counted by a Sub-Divisional Officer. The Superintending Engineer may periodically depute an officer from one division for stock-taking of another. The verification should also include a certain amount of surprise check.

403. It is not necessary that all the stores of a division, or even of a sub-division, should be checked and counted at the same time. The stock-taking may be so arranged as to go on gradually in the manner most convenient. When the stock of an article are scattered in a sub-division, it may not be possible to test the aggregate book balance of any article for the sub-division by an actual verification of all the stocks of it at the same time. In such cases the various stocks of each article in charge of a Sectional Officer should be verified at or about the same time.

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404. The procedure of verification outlined in the foregoing paragraphs is suitable primarily for divisions executing ordinary works. In the case of special stores depots or divisions, or of construction divisions where there may be a large concentration of stores a continuous and periodical verification of stores by a special officer should be arranged for by the Superintending Engineer.

405. All articles of stock (excluding tools and plant) which are not likely to be required during the following twelve months should be reported to the Executive Engineer, who will circulate the list to all the Executive Engineers for their report if they want them, and, if necessary, take the Superintending Engineer's orders as to their disposal.

D.—Tools and Plant

(a) General :

406. Superintending Engineers may, when abnormal conditions prevail or emergency necessitates, take on hire temporarily articles of tools and plant from local bodies, contractors and others, subject to the following conditions:

(*i*) that the rate of rent to be paid for such articles does not exceed that fixed by Government for the loan of similar types of Government tools and plant as mentioned in Appendix 36 and

(*ii*) that the Superintending Engineers are satisfied that the required articles cannot be obtained from their own circles or from adjoining divisions in other circles at less cost to Government.

407. (i) Spare parts of machines shall be accepted along with the machines on transfer and the transferers should clearly indicate before and the extent of spares proposed for transfers along with the machines.

(ii) As regards transfer and utilisation of surplus tools and plant, *see* Appendix 8.

(b) Verification :

408. The rule regarding verification of stock applies also to verification of tools and plant.

409. In the matter of annual check of tools and plant, the Executive Engineers are responsible for the cent percent checking of stores at the divisional headquarters and to the extent of 10 per cent for sub-divisional and other stores. The check may be carried out at any time conveninent to them.

Sub-divisional Officers may be entrusted with the check of tools and plant in their charge and their certificate of count may be accepted by the Executive Engineers. The Superintending Engineer will arrange for occasional verification of these articles also by an independent person.

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Disciplinary action will be taken against the Executive Engineers and Sub-Divisional Officers for any dereliction of the above orders. Further, if any large discrepancies and deficiencies are found in the tools and plant account at any time all the Executive Engineers and the Sub-Divisional Officers who had previously granted incorrect certificates regarding the result of checks made by them will be held to be personally responsible.

(c) Repairs of road rollers :

410. While carrying out major repairs to and overall of road rollers, it should be seen that only such rollers which require repairs not exceeding Rs. 15,000 (excluding the cost of replacement of rims) are got repaired through the nearest available Government workshop capable of handling the job subject to the following conditions :—

(i) it is ensured that for each Rs. 1,000 spent on major repairs the future life is not less than 100 working hours minimum when the road roller has already done 10,000 working hours,

(ii) when it has done less than 10,000 hours, the major repairs should be within the limits permissible by the major repairs accumulation, and

(iii) in the case of steam road rollers it should be further seen that the boilers have sufficient life according to the opinion of the Boiler Inspector.

411. With a view to ensuring proper use and maintenance of the road-making machinery like road rollers, etc., and keeping full records of plant history and operation, separate log sheets should be kept for the cost and details of main repairs to such machinery in addition to the history sheets.

E.—Road Metal

(a) General :

412. Royalty fees for road metal obtained from departmental quarries should be credited to the revenue head concerned, and the local bodies should be paid an equivalent amount in the form of a grant-in-aid, the requisite provision therefore being made under the minor head " Contributions " of the major head " 71-Miscellaneous ".

(b) Verification :

413. The verification of road metal should be generally on the lines of verification of stock meterials, vide paragraphs 401 to 403.

Periodical examination of surplus road metal should be made to see that the metal has not deteriorated by weathering and in cases of deterioration to utilise the metal if possible or get it screened and have the useless material written off.

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Note 1.—A Check 50 Per cent of the total quantity of the roadside metal etc., each year would suffice and would ensure greater thoroughness than checking the whole. The Executive Engineer should specify the miles in which checking is to be done each year and it should be so arranged that different lengths are checked each year as far as possible.

Note 2.—The officers concerned should see that the metal hears when originally stacked restrictly of the full "pharah" measure, *viz*, 1.50X1.50X3.6 M. Executive Engineers should carry out "test check" by selecting each year a furlong or thereabouts in say four or five places in each sub-division by actually refilling a few "pharahs" (not less than four) in each place and noting the result. This will ensure that "pharahs 'are properly and fully filled on level ground at the time of collecttion of metal in the first instance.

The results of the check measurements of roadside materials should be recorded in the sub-joined form of register.

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Abstract of checks carried out by the Executive Engineer, ... Division, during the official year.

(1) Serial No.														
(2) Name of Road														
(3) Mile No. with furlongs No. selected.														
(4) Nature of material														
Quantity	(5) As per road metal return													
	(6) Actual as checked													
Difference	(7) *Plus* / *Minus*													
(8) M. B. No. and page														
(9) Date of checking														
(10) Name and Designation of the checking officer														
(11) No. and date under which explanation of the S. D. O. for difference called for														
(12) No. and date of the S. D. O.'s final report														
(13) No. and date under which result of checking is reported to S. E.														
(14) Remarks indicating orders regarding the difference noticed														

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Note 3.—The road materials should not be spread or utilised simultaneously unless the full required quantity over a mile or a section in urgent cases) has been collected and got duly checked.

414. The following rules should be observed for keeping a check on scarcity metal :—

(1) The heaps of metal should be numbered, a stone with the number figure painted on it being let into the ground close to the heaps and they should also be marked round the base by a strip of lime wash in order that any tampering with them may readily be detected.

(2) The measurements of the scarcity metal should be recorded in a special measurement book, one for each sub-division. This book should show the number and the dimension of each heap.

(3) When metal is issued for use, a note of the heaps issued should be endorsed on the measurement book in red ink.

(4) If metal deteriorates, no change should be made in the figures of the measurement books, but the fact of deterioration should be recorded by a suitable note.

(5) The painted numbers of the heaps should be maintained ; they should be inspected and made good at least once a year.

(6) Painting on the stones, the quantities of metal in the heap, is not required. Where this has been done, it may be allowed to remain but must not be accepted as a substitute for the consecutive number of the heap,

F.—Rates of depreciation

415. The rates of depreciation noted against the seaveral articles below should be adopted.—

Description	Rate for depreciation
Materials at site and stock.. ..	1 to 10 per cent in accordance with the nature of materials as may be fixed by the Superintending Engineer.
Road metal	7½ per cent.
Scientific and mathematical instruments (including electrical instruments, drawing materials).	5 per cent.
Plant and machinery	10 per cent to 20 per cent in accordance with the types of machinery and nature of work on which they are used as may be fixed by the Superintending Engineer.

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Tools	20 per cent.
Navigation plant	7½ per cent.
Camp equipage	10 per cent
Livestock	15 per cent.
Furniture	5 per cent.
Motor lorries and cycles	15 per cent.
Electric wiring and accessories	8 per cent.
Electric motors and fans	5 per cent.
Electric light fittings	7½ per cent.
Electric heating appliances	15 per cent.
Electric transformers	5 per cent.
Water pumps	7½ per cent.
Oil-engines	15 per cent.
Storage type lead cell batteries	15 per cent.
Storage type nickeliron cells	7½ per cent.

Note 1.—The percentage rate for depreciation mentioned above is to be calculated on the original cost of the article, i.e., the value of the article is to be depreciated annually with reference to the original cost and not on the diminishing value.

Note 2.—Road rollers, asphalt boilers, concrete mixers and the like should have separate rates of depreciation worked out. This should be relatively simple as there should be very complete records of receipts, renewals, etc., to road rollers and similar records can be maintained in respect of asphalt boilers, etc., in future.

Note 3.—As regards road metal, the best way to work out depreciation would be from the returns of scarcity metal, more particularly scarcity metal at site of quarry. It should not be difficult to arrive at a fair estimate of the yearly depreciation from computing the wastage in such metal.

Note 4.—The local officers should work out the percentage rate of depreciation for heavy plant and machinery by dividing the cost by its normal life, i.e., total number of hours for which the plant and machinery is expected to give service (assuming 8 hours for working day).

G.—Road metal rate Book

416. A rate book or schedule of rates showing the lowest rate at which metal, sand, chips, murum, etc., with different leads can be supplied to the road side throughout the division should be kept in the divisional office in standard from P. W. 560, with such modification 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

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H.—DISPOSAL OF STORE

417. Unless specially authorised to write off finally the irrecoverable value of stores, etc., Executive Engineers should, in case of any robbery, loss or destruction by fire or otherwise, of public stores, submit a report to the Superintending Engineer, who will, if necessary report the matter to Government for orders.

Note 1.—When petrol is purchased in bulk and kept in stock the normal loss due to evaporation should be taken as one per cent, which expresses the following :—

Loss of petrol during period—Thruput effected during that period,

This percentage would also depend on the following factors besides the thruput :—

(1) The storage capacity of the tank (lower the capacity, greater the loss).

(2) The daily temperature variance (considerable loss by evaporation during the period from April to June).

(3) The level of stock maintained in the underground storage tank (full tanks will have less evaporation loss).

The local officers should, therefore, ensure that storage tanks are kept as full as possible by promptly replenishing the quantity consumed, so as to minimise the losses by controlling factor (3) above. They should also keep a regular watch on the cases of loss of petrol by evaporation and report them to Government with proper justification, when the loss is more than one per cent.

Note 2.—As regards the powers of officers of the department, to write off irrecoverable value of stores, see serial No. 52 in Appendix 42.

418. Losses should also be reported immediately to the Audit Officer as required by the rules for exhibition of losses in the Government account, and in the appropriation accounts as laid down in the Bombay Financial Rules.

419. An immediate report of the loss of stores must also be made to the Police, and all proper steps taken for the recovery of the property. When an inquiry is held either by the police authorities or others, the Excecutive Engineer must, in cases where he is not himself authorised to write off the value of the property, obtain and forward, as soon as possible, to the Superintending Engineer, a copy of the proceedings.

420. At the end of each official years, lists of surplus stores should be prepared by the department and circulated in print to other departments of the State, other Governments, Railways and local bodies in the State.

421. When stores (including tools and plant) of any kind become unserviceable, a report thereof must be made in the survey report from; this should be done at once on discovery of the fact, as it is desirable to avoid keeping worthless materials on stock. In the report full explanations must be given and the period during which the articles have been in store or in use, stated and the cause of deterioration.

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When the articles of tools and plant are rendered unserviceable and a survey report in respect of them has been sanctioned by the competent authority, only those articles made of cast iron should be sent to Government workshop for being used in the foundry if suitable and economical taking into account the quantity and the likely cost of transport, etc. If such a course is not economical, these articles along with others (including those of wrought iron and steel) should be disposed of by sale, by auction or otherwise or deformed completely and thrown in deep water or buried deep in pits in Government premises or burnt in fire as may be desirable.

The cost of articles of tools and plant sent to Government workshops should be debited or credited, as the case may be, at the controlled rate of cast iron.

In the case of articles disposed of by sale, by auction or otherwise the relevant credit should be indicated.

422. Unservicable articles ordered to be destroyed or disposed of by sale, auction or otherwise in the survey reports sanctioned by Superintending Engineers must on no account be accumulated, but should be destroyed or disposed of forthwith. In writing such articles off the tools and plant return the following procedure should invariably be followed :—

(a) Articles included in survey reports should be written off the tools and plant accounts only after a certificate of the destruction or disposal by sale, by auction or otherwise indicating the credit of such articles has been recorded on the survey report. In the case of articles ordered to be preserved for repairs, etc., such articles should not be written off the tools and plant returns until they are completely sued up under orders of the competent authority.

(b) Copies or originals of certificates, if destruction or disposal is recorded separately, should invariably be attached to survey reports so that audit may be in a position to know that the articles have actually been destroyed or disposed of before being written off the returns.

(c) The returns of the month in which the write off is accounted for should be specially examined in the light of copies of the certificates attached.

423. Excepts as provided in paragraphs 10.3.2 and 10.3.3 of the Maharashtra Public Works Account Code, no public property (for buildings, however, see paragraph 368) may be sold otherwise than by public auction without the permission of the Superintending Engineer. Commission which should ordinarily not exceed 5 per cent may be allowed to the auctioneer, not being a departmental subordinate, but no commission can be allowed on private sales.

I.—STORES ACCOUNT

424. Stores account as at the end of the year for incorporation in the appropriation accounts should be in form Gen. 233 and furnished to the Accountant General every year by the 1st of September at the latest

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The officers concerned should scrutinise carefully the amount shown against the item "Stores considered surplus to requirement" in order to satisfy themselves that the stores are, in fact, surplus to requirement. They should also state invariably, as to how they propose to dispose of, or have since actually sdisposed of, these stores.

The stores should be checked by surprise by the Executive Engineers sometime after the annual check is over. The result of this check should be reported to Government along with stores accounts.

J.—Mathematical Instruments

425. The Executive Engineer, Presidency Division, will keep a stock of scientific and mathematical instruments to meet the requirements of the department and in order to enable him to do this, the Superintending and Executive Engineers should intimate to him their probable requirements well in time. That officer will then ascertain what articles can be supplied by the National Instruments Limited, Calcutta and arrange to procure the balance in accordance with the rules for the supply of articles (other than printing and stationery stores) required to be purchased for the public service as laid down in Appendix VI to the Maharashtra Contingent Expenditure Rules, 1965. If anindent for any article is required to be sent to the Supply Missions in foreign countries, it should be forwarded to him not later than the 15th December of each year.

426. All new instruments required for the department which have been provided for in a sanctioned estimate, not available with the Executive Engineer, Presidency Division, should be obtained by indent by that officer from the National Instruments Limited, Calcutta. That office issues biennially a complete price list of all instruments available, and a copy of this should be in every Executive Engineer's possession. It can be obtained, if required, from the officer in charge of the National Instruments Limited. All indents on the National Instruments, Limited, Calcutta, should set forth specific reference numbers of the instruments shown in the price list. When instruments, etc., are asked for by telegram, an indent in the usual form should at the same time, be forwarded in which a reference to the telegram should invariably be given. Instruments requiring repairs should be sent to the Executive Enginer, Presidency Division and that officer will forward such repairable ones as he cannot repair in his workshop, to the National Instruments Limited, for repairs or advice if found irrepairable.

Exception.—Scientific and mathematical instruments of "Wild", "Zeiss", "Keru", "Kipni" and "Watts" make may be got rapaired from any local specialised agency provided these repairs are economical and quick compared to the repairs carried out by the Executive Engineer, Presidency Division or the National Instruments, Limited, Calcutta.

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427. Scientific and mathematical instruments should not be stocked in excess of requirements and surplus instruments should be returned to the Executive Engineer, Presidency Division. Detailed rules regarding the stocking of scientific and mathematical instruments are contained in Appendix 39. The rules and regulations relating to mathematical instruments depot are contained in Appendix 40.

K.—Inspection of steam rollers and portable Engines Belonging to the Department

428. The following instructions should be strictly complied with in regard to the inspection of steam rollers and portable engines belonging to the department by the Boiler Inspector—

(*i*) Every boiler should be inspected once a year, whether it has been in use since the last inspection or not.

(*ii*) All steam rollers and portable engines should be brought once a year to the headquarters of a division for inspection and overhaul. In the even of the headquarters not being suitably situated for inspection, or haulaget to headquarters prescienting serious difficulties the rollers and portables should be brought to some convenient place within easy reach or railway station. The charges attendant on the carriage of the rollers and portables should be debited to tools and plant (repairs and carriage).

(*iii*) Executive Engineers should submit to the Boiler Inspector concerned a statement in November of each year showing boilers to be inspected, place where they can be inspected and the most suitable dates.

(*iv*) The Boiler Inspector will go to a division and inspect all the boilers therein at one visit between December and April each year. He will give at least ten days' previous notice of the date of inspection to the Executive Engineer concerned. Executive Engineers should try and arrange to offer boilers for inspection on the dates fixed at convenient places and in a properly cleaned condition. The Boiler Inspector will, besides inspecting the boilers, give advice regarding any repairs which he considers necessary to the engines in general.

(*v*) If further use is required of the rollers or portables during their respective off seasons, they should be brought to the settled places in good time for the inspection and preparation for it. Rollers and portables which are not required for work during the above periods should be kept at the divisional headquarters or other suitable place till required elsewhere.

(*vi*) Superintending Engineers and Executive Engineer should see that their subordinates assist the Boiler Inspectors at all times, and that the provisions of the Indian Boilers Act, 1923, are not infringed.

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L.—STORE-KEEPER

429. There will be a store-keeper in each division to be in charge of stores. When the stores and tools and plant are sufficiently extensive in a sub-division to require a store-keeper, one should be appointed to take charge of them. The store-keeper will have nothing to do with the disbursement of cash except petty payments for railway freight, cartage, cooly hire, packing, etc. His duties will be confined to the custody, preservation and issue of the stores and tools and plant in his charge and to keeping the necessary accounts relating to them. He will also arrange for the receipt and issue of stores and materials indented for the works in the division. He may write up the measurement books for the stores as are received by him on behalf of the Executive Engineer. As regards acceptance of the measurements recorded by a store-keeper for purpose of payment see item (e) under schedule of powers in appendix 24. For the duties of the store-keepers in detail, see the Store-keepers ' Manual.

Note.—For powers of Executive Engineers to give imprest advances to store- keepers for making petty payments for railway freight, cartage, cooly hire, packing, ect., see serial No. 62 in appendix 42.

M.—STOREHOUSES

430. For powers of officers of this department to sanction rent for store-house, etc., see serial Nos. 64, 65 in Appendix 42.

N.—SCARCITY TOOLS

431. Reserves of scarcity tools shall always be maintained at such centres in the State as Government may direct, the total number for the entire State being not less than the following :—

Pavaras	30,000
Picks	24,800
Stone-breaking hammers	17,000
Iron baskets (Ghamelas)	3,000

The Superintending Engineer shall certify annually that the stock of scarcity tools in his circle is as fixed by Government from time to time.

O.—POWERS OF OFFICERS TO PURCHASE, MANUFACTURE, DISPOSE AND WRITE OFF STORE

432. Powers of the officers of the department to purchase, manufacture and write off stores and waive recoveries are given at serial Nos. 61 and 67 in Appendix 42.

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CHAPTER 7

POWERS

433. Government has full powers in respect of expenditure on State works except as regards the expenditure on those projects the cost of which is to be met out of the sum allocated to this State from the Central Road Fund and the expenditure in connection with official residences of the Governor. All proposals for financing a project out of the allotment made from the Central Road Fund require the previous approval of the Central Government, vide Appendix 8. Expenditure in connection with official residences of the Governor is regulated in accordance with the rules in Appendix 21.

The powers delegated to the department and several officers in respect of the matters dealt with in this Manual and elsewhere are stated in Appendix 42 to this Manual and the compendium of administrative financial and statutory powers of the officers of the department published separately.

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CHAPTER 8

CENTRAL CIVIL WORKS

434. This Government has been relieved of the responsibility for the maintenance as well as execution of central works except the trigonometrical stations and the primary protected bench marks of the Survey of India which will continue to be maintained by this Government on behalf of the Central Government.

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APPENDIX I

[*See* paragraph 54]

PROCEDURE AND RULES REGARDING THE PROFESSIONAL EXAMINATION OF ASSISTANT ENGINEERS, DEPUTY ENGINEERS AND JUNIOR ENGINEERS

Section 1

PROCEDURE AND RULES REGARDING THE PROFESSIONAL EXAMINATION OF ASSISTANT ENGINEER RECRUITED DIRECTLY TO THE MAHARASHTRA SERVICE OF ENGINEERS, CLASS I OR EQUIVALENT POSTS

(*a*) *Instructions*

1. The examination should be searching. A thorough knowledge of the Irrigation Act must be tested in the case of those officers who have been engaged on irrigation works. In setting a paper on accounts, great discrimination must be exercised, for it is easy to set one which no candidate would be able to answer unless he has crammed for the purpose of the examination. What is required is that he should have the knowledge necessary to control the expenditure in his division. He should understand and be able to apply rules and regulations concerning estimates, sanctions, allotments, muster rolls, measurement books, bills, registers of works, sub-divisional cash-books and imprests, cheques, pass-books, cash payments and cash receipts and other matters of a similar nature.

2. The examination should be for the most part oral, but not less than twelve and not more than fifteen questions should be answered in writing. It should be so designed as to give the examination committee the fullest opportunity of forming a correct opinion, of the general intelligence of the candidate and his knowledge of the subjects and whether he has made good use of his time in acquiring that practical information which cannot be obtained from books. Question on theory and 'catch' questions shall not be put. As an Assistant Engineer may at any time be in-charge of a large subdivision or of an important work or may have to assume charge of a divisional office, he should be capable of giving to his subordinates detailed directions in regard to works, illustrated hand sketches, and of supplying dimensioned sketches in sufficient details to enable an ordinary draftsman to prepare designs from them. His ability in this direction should be tested in the examination and the Committee should see that the sketches are neat and easily intelligible to the class of subrodinates for whom they would be intended.

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(b) Rules

1. Assistant Engineers recruited directly to the Maharashtra Service of Engineers, Class I, Shall pass the examination prescribed in the following rules within three years from the date from which their service as Assistant Engineers on probation commences.

2. Officers who are 45 years old or above on the date of appointment are totally exempted from passing the professional examination, while those who are between the ages of 40 and 45 are exempted from passing the professional examination except in the subject of "accounts".

The age of 40 or 45 for the purposes of exemption from passing the professional examination should be counted with reference to the date of the first appointment to the class I Cadre and the liability of an officer to pass the examination so far as it exists with reference to the date of the first appointment will not cease on attaining the age of 40 or 45 subsequently.

3. An officer who has failed to pass the examination within the prescribed period shall not be , unless Government by general or special order declares him to be, entitled to any increment in pay after that date unless he passes the examination, after which he shall be entitled to pay at the rate corresponding to his position in the time-scale.

4. In cases in which owing to the exigencies of the public service, illness or want of time or lack of opportunity to convene a committee, an officer is not able to pass the examination within the prescribed period, Government may grant him a reasonable extension of time up to a maximum of one year to enable him to do so, and if he passes within this further period, no penalty will be enforced. Should he, however, fail to pass within the extended period, his further increments shall be withheld until such time as he does pass.

5. The Chief Engineer, Koyna, the Superintending Engineers of Circles and other officers having the status of Heads of Departments are empowered to convene committees for the examination and to decide on the committee's report whether an officer has passed or failed.

6. The examination committee shall consist of one President of the rank of Superintending Engineer and two members of the rank of Executive Engineer, who shall be nominated by the President and also either the Superintending Engineer of Electric Circle, or the Superintending Engineer of the Public Health Circle having jurisdiction over the place where the examination is held, as a third member according as an officer of the electrical branch or the public health branch is to be examined.

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7. The examination shall be held once a year on the first Monday in October (which is not a holiday) at—

(*a*) *Poona.*—Under the presidency of the Superintending Engineer, Poona Circle, Superintending Engineer, Deccan Irrigation Circle (I), or the Superintending Engineer, Deccan Irrigation Circle (II), whoever may be the senior of the three.

(*b*) *Nagpur.*—Under the presidency of the Superintending Engineer, Vidarbha Irrigation Circle (East), Nagpur or the S. E., Nagpur (P. W.) Circle, Nagpur, whoever may be the senior of the two.

(*c*) *Aurangabad.*—Under the presidency of the Superintending Engineer, P. W. Circle, or Superintending Engineer, Marathwada Irrigation Project Circle, Aurangabad, whoever may be the senior of the two.

(*d*) *Koyna.*—Under the presidency of the Chief Engineer, Koyna, or of the senior-most Superintending Engineer in the Koyna Organisation to be nominated by the Chief Engineer, Koyna.

8. An officer who is desirous of undergoing the examination shall apply to the local President.

9. Applications for permission to appear for the examination shall be submitted in time to reach the President, six weeks before the prescribed date, on which it is held in order to permit of a committee being convened and the papers being drawn up. Application received later than ten clear days before the date notified as the first day of examination shall not be considered by the President. If no application is received in time to make the necessary arrangements, no examination shall be held and the applicants will be required to wait for the next examination.

10. The subjects for the examination shall include—

(*a*) General (Civil/Mechanical/Electrical Engineering).—

For officers in the civil section, this paper shall contain following subjects :—

(1) Materials.

(2) Construction (General).

(3) Management of work.

There shall be a similar paper for "General" (Mechanical/Electrical Engineering) for the officers in the Mechanical/Electrical Sections.

(*b*) One of the following special subjects :—

(1) Irrigation and Irrigation Act.

(2) Land drainage.

(3) Design and construction of earthen dams.

(4) Construction of masonry and concrete dams.

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(5) Construction and maintenance of lift irrigation schemes.

(6) Water-supply and sanitary engineering.

(7) Roads and buildings including bridges with special reference to modern types of road construction.

(8) Boring (for Mechanical Engineers only).

(9) Use of machinery (for Mechanical Engineers only).

(10) Electrical engineering and Indian Electricity Act (for Electrical Engineers only).

NOte.—The special subject to be selected by an officer should be the one with which is actually concerned in his official duties.

(*c*) Accounts and rules of the Public Works and Irrigation Department syllabus therefor being as under :—

I. Introduction to the Indian Government Accounts and Audit—

Part I—Chapter 1.

Part II—Chapters 9 and 11.

Part III—Chapters 12, 13, 15, 17 and 21.

Part IV—Chapters 29, 30, 31 and 35.

Part V—Chapter 37.

II. Maharashtra Public Works Account Code and the Maharashtra Public Works Manual—Whole.

III. **Labour Laws :—**

(a) The Industrial Disputes Act, 1947 and rules made thereunder.

(b) The Minimum Wages Act, 1948 and rules made thereunder.

(c) The Workmen's Compensation Act, 1923 and rules made thereunder.

Note.—The officers appearing at the examination should be allowed to have books for subject under I of the syllabus during the examination.

The syllabus for the examination shall be as shown in the accompaniment (Schedule X).

11. The marks to be assigned to each question shall be determined by the committee and shall be in proportion to the importance of the questions. To qualify, the candidate shall obtain not less than 60 per cent of the maximum marks in each subject, and not less than 66 per cent of the maximum aggregate marks. For a pass with credit, the candidate must obtain 80 per cent or more marks out of the maximum aggregate number of marks. The average percentage should be the percentage of the total marks gained to the total marks obtainable.

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12. A candidate who fails only in one subject but obtains a percentage of not less than 70 in the total of the other two, may appear again only in the subject in which he has failed. In such a case, he must obtain not less than 60 per cent marks in that subject in order to pass. A candidate who has obtained the necessary marks to qualify under this rule shall be given a certificate by the President to the effect that he has so qualified and such certificate shall be sufficient authority to permit the candidate to appear at the subsequent examination in the remaining subject only.

13. If a candidate fails to qualify, he shall be informed by the President accordingly. If he is declared to have passed, the fact shall be reported to Government for publication in the Maharashtra Government Gazette. While submitting such reports to Government, names of the successful candidates should be arranged in the alphabetical order. In submitting such reports, the President shall invariably furnish the following information :—

1. Total marks obtainable .. ..
2. Marks actually obtained .. ..
3. Percentage actually obtained ..

} For each subject separately and also for the whole examination.

If the candidate has passed with credit, it should be stated in the report.

14. The President and each member of the examination committee shall be present during the whole of the oral examination.

15. Copies of the written as well as oral questions should be submitted to Government soon after the 31st December every year in order that they may be printed for circulation.

16. Marks for the papers and oral examination should be allotted as shown in the accompanying sample form.

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PROFESSIONAL EXAMINATION

(Sample Form for the allotment of marks)

Assistant Engineers

(A)	(B)	(C)		
General/Civil/Mechanical/Electrical Engineering. For officers in the civil section, this paper shall contain following subjects :— (1) Materials. (2) Construction (general). (3) Management of work. For officers in Mechanical/Electrical section, a similar paper for general/ Mechanical/Electrical Engineering.	(1) Irrigation and Irrigation Act, (2) Land drainage. (3) Design and construction of earthen dams. (4) Construction of masonry and concrete dams. (5) Construction and maintenance of lift irrigation schemes. (6) Water-supply and sanitary engineering. (7) Roads and buildings including bridges with special reference to modern types of road construction. (8) Boring. (9) Use of machinery. (10) Harbour engineering. (11) Electrical Engineering and Indian Electricity Act.	Accounts and rules of the P. W. and I. Dept.	Total marks obtainable.	Minimum marks required for passing.

(A)			(B)			(C)				
Written	Oral	Minimum required	Written	Oral	Minimum required	Written	Oral	Minimum required		
75	75	90	75	75	90	75	75	90	450	297

Note.- -A total of 30 marks (15 for written test and 15 for oral test) shall be earmarked for questions on various Acts and rules made thereunder included in the syllabus for accounts and rules of the P. W. and I. Departments.

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Section 2

PROCEDURE AND RULES REGARDING THE PROFESSIONAL EXAMINATION OF DEPUTY ENGINEERS OF THE MAHARATHTRA SERVICE OF ENGINEERS, CALSS II, OR EQUIVALENT POST.

(a) Instructions

1. The examination should be of a lower standard than that prescribed for Assistant Engineers of the Maharashtra Service of Engineers, Class I, and more suitable to a Sub-Divisional Officer. A knowledge of the Irrigation Act should be tested in the case of those officers who have been engaged on irrigation works. A general knowledge of accounts should also be tested. It should be seen that the candidate understands and is able to apply rules and regulations concerning estimates, sanctions, allotments, muster rolls, measurement books, bills, registers of works, sub-divisional cash books and imprests, cheques, pass books, cash payments and cash receipts and other matters of a similar nature.

2. The examination should be for the most part oral, but not less than eight and not more than ten questions should be answered in writing. It should be so designed as to give the Examination Committee the fullest opportunity of forming a correct opinion of the general intelligence of the candidate and his knowledge of the subjects and whether he has made good use of his time in acquiring that practical information which cannot be obtained from the books. Questions on theory and "catch" questions should be avoided. As a Deputy Engineer may at any time be in-charge of a large sub-division or of an important work, he should be capable of giving to his subordinates detailed directions and illustrated hand sketches in regard to works, and of supplying dimensioned sketches in sufficient details to enable an ordinary draftsman to prepare designs from them. His ability in this direction should be tested in the examination and the Committee should see that the sketches are neat and easily intelligible to the class of subordinates for whom they would be intended.

(b) Rules

1. (a) Deputy Engineers, including temporary ones recruited directly to the Maharashtra Service of Engineers, Class II, shall pass the examination prescribed in the following rules within three years from the date from which their service as Deputy Engineer, on probation or otherwise commences.

(b) Deputy Engineers promoted in a permanent, temporary or an officiating capacity from the rank of permanent and temporary supervisor and Junior Engineers shall also do so within three years from the date of their promotion. In the case of subordinates promoted as officiating Deputy Engineers the period of three years prescribed for passing the professional examination should be reckoned with reference to the duration of their officiating service

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(commencing from the first date of promotion) exclusive of the periods, during which they revert to their non-gazetted appointments and the period of leave they avail of while so officiating.

(c) Officiating and temporary Deputy Engineers who do not pass the professional examination within the prescribed period will not be considered for permanency in the Deputy Engineers' cadre.

2. Officers who are 45 years old or above are totally exempted from passing the professional examination, while those who are between the ages of 40 and 45 are exempted from passing the professional examination except in the subject of "Accounts".

The age of 40 or 45 for the purposes of exemption from passing the professional examination should be counted with reference to the date of the first appointment or promotion to the Class II cadre and the liability of an officer to pass the examination so far as it exists with reference to the date of the first appointment or promotion will not cease on attaining the age of 40 or 45 years subsequently.

3. An officer who has failed to pass the examination within the prescribed period shall not be, unless Government by general or special order declares him to be, entitled to any increment in pay after that date, unless he passes the examination, after which he shall be entitled to pay at the rate corresponding to his position in the time scale.

4. In cases in which owing to the exigencies of the public service, illness or want of time or lack of opportunity to convene a committee, an officer is not able to pass the examination within the prescribed period, Government may grant him a reasonable extension of time up to a maximum of one year to enable him to do so, and if he passes within this further period, no penalty will be enforced. Should he, however, fail to pass within the extended period, his further increment shall be withheld until such time as he does pass.

5. The officers having the status of Heads of Departments are empowered to convene committees for the examination and decide on the committees report whether an officer has passed or failed.

6. The Examination Committee shall consists of one President of the rank of Superintending Engineer, and two members of the rank of Executive Engineer, who shall be nominated by the President, and also either the Superintending Engineer of the Electrical Circle, or the Superintending Engineer of the Public Health Circle having jurisdiction over the place where the examination is held, as a third member according as an officer of the electrical branch or the public health branch is to be examined.

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7. The examination should be held once a year on the first Monday in October (which is not a holiday) at—

(a) Poona—Under the presidency of the Superintending Engineer, Central Circle, the Superintending Engineer, Deccan Irrigation Circle (I) or the Superintending Engineer, Deccan Irrigation Circle (II) whoever may be senior of the three.

(b) Nagpur—Under the presidency of the Superintending Engineer, Vidarbha Irrigation Circle (East), Nagpur or the Superintending Engineer, Nagpur (P. W.), Circle, Nagpur whoever may be the senior of the two.

(c) Aurangabad—Under the presidency of the Superintending Engineer, P. W. Circle or Superintending Engineer, Marathwada Irrigation Project Circle, Aurangabad, whoever may be the senior of the two.

(d) Koyna—Under the presidency of the Chief Engineer, Koyna, or of the senior-most Superintending Engineer in the Koyna Organisation to be nominated by the Chief Engineer, Koyna.

8. An officer who is desirous of undergoing the examination shall apply to the local President.

9. Applications for permission to appear for the examination shall be submitted in time, to reach the President six weeks before the prescribed date, on which it is held, in order to permit of a committee being convened and the papers being drawn up. Applications received later than ten clear days before the date notified as the first day of the examination shall not be considered by the President. If no application is received in time to make the necessary arrangements, no examination shall be held and the applicants will be required to wait for the next examination.

10. The subjects for the examination shall include—

(a) General (civil/mechanical/electrical engineering).—For officers in the civil section, this paper shall contain the following subjects :—

(1) Materials.
(2) Construction (general).
(3) Management of work.

There shall be a similar paper for "General" (mechanical/electrical engineering) for the officers in the mechanical/electrical sections.

(b) One of the following special subjects :—

(1) Irrigation and Irrigation Act.
(2) Land drainage.
(3) Design and construction of earthen dams.
(4) Construction of masonry and concrete dams.

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(5) Construction and maintenance of lift irrigation schemes.

(6) Water-supply and sanitary engineering.

(7) Roads and buildings including bridges with special reference to modern types of road construction.

(8) Boring (for mechanical engineers only).

(9) Use of machinery (for mechanical engineers only).

(10) Electrical engineering and Indian Electricity Act (for electrical engineers only).

Note.—The special subject to be selected by an officer should be the one with which he is actually concerned in his official duties.

(c) Accounts and rules of the Public Works and Irrigation Departments syllabus therefor being as under—

I. Introduction to the Indian Government Accounts and Audit—

Part I—Chapter 1.

Part II—Chapters 9 and 11.

Part III—Chapters 12, 13, 15, 17 and 21.

Part IV—chapters 29, 30 , 31 and 35.

Part V—Chapter 37.

II. Maharashtra Public Works Account Code and Maharashtra Public Works Manual—whole.

III. Labour laws :—

(a) The Industrial Disputes Act, 1947 and the rules framed thereunder.

(b) The Minimum Wages Act, 1948 and the rules framed thereunder.

(c) The Workmen's Compensation Act, 1923 and the rules framed thereunder.

Note.—The officers appearing at the examination should be allowed to have books for subject under I of the Syllabus during the examination.

(d) Practical test :—

The syllabus for the examination shall be as shown in the accompaniment (schedule X).

11. The marks to be assigned to each question shall be determined by the Committee and shall be in proportion to the importance of the questions. To qualify, the candidate shall obtain not less than 60 per cent of the maximum marks in each subject, and not less than 66 per cent of the maximum aggregate marks. For a pass with credit, the candidate must obtain 80 per cent or more marks, out of the maximum aggregate number of marks. The average percentage should be the percentage of the total marks gained to the total marks obtainable.

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12. A candidate who fails only in one subject but obtains a percentage of not less than 70 in the total of the other three, may appear again only in the subject in which he has failed. In such a case, he must obtain not less 60 per cent marks in that subject in order to pass. A candidate who has obtained the necessary marks to qualify under this rule shall be given a certificate by the President to the effect that he has so qualified and such certificate shall be sufficient authority to permit the candidate to appear at the subsequent examination in the remaining subject only.

13. If a candidate fails to qualify, he shall be informed by the President accordingly. If he is declared to have passed, the fact shall be reported to Government for publication in the Maharashtra Government Gazette. While submitting such reports to Government, names of the successful candidates should be arranged in the alphabetical order. In submitting such report, the President shall invariably furnish the following information:—

1. Total marks obtainable ..	For each subject separately and also for the whole examination.
2. Marks actually obtained .	
3. Percentage actually obtained	

If the candidate has passed with credit, it should be stated in the report.

14. The President and each member of the Examination Committee shall be present during the whole of the oral examination.

15. Copies of the written as well as oral questions should be submitted to Government soon after the 31st December every year in order that they may be printed for circulation.

16. Marks for the papers and oral examinations should be allotted as shown in the accompanying sample form.

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PROFESSIONAL EXAMINATION

(Sample form for the allotment of marks)

Deputy Engineers

(a)	(b)	(c)	(d)		
General/Civil/Mechanical/Electrical engineering. For officers in the civil section, this paper shall contain following subjects :— (1) Materials. (2) Consturction (general). (3) Management of works. For officers in Mechanical/Electrical section a similar paper for General/Mechanical/Electrical engineering.	(1) Irrigation and Irrigation Act. (2) Land drainage. (3) Design and construction of earthen dams. (4) Construction of masonry and concrete dams. (5) Construction and maintenance of lift irrigation schemes. (6) Water-supply and sanitary engineering. (7) Roads and building including bridges with special reference to modern types of road constructions. (8) Boring. (9) Use of machinery. (10) Harbour Engineering. (11) Electrical Engineering and Indian Electricity Act.	Accounts and rules of the P. W. and I. Depts.	Practical test.	Total marks obtainable	Minimum marks required for passing.

(a)			(b)			(c)			(d)	
Written	Oral	Minimum required	Written	Oral	Minimum required	Written	Oral	Minimum required	Total Marks	Minimum required
75	75	90	75	75	90	75	75	90	50	30

Note.—A total of 30 marks (15 for written test and 15 for oral test) shall be earmarked for questions on le thereunder included in the syllabus for accounts and rules of the P. W. and I. Department.

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Section 3

PROCEDURE AND RULES REGARDING THE PROFESSIONAL EXAMINATION OF JUNIOR ENGINEERS

There shall be three written papers, two practical tests and an oral examination.

The written papers shall be—

(*a*) General (civil/mechanical) engineering.

(*b*) One of the following special subjects—

(1) Irrigation and Irrigation Act.
(2) Land drainage.
(3) Design and construction of earthen dams.
(4) Construction and maintenance of lift irrigation schemes.
(5) Water-supply and sanitary engineering.
(6) Roads, buildings and bridges.
(7) Construction of masonry and concrete dams.
(8) Boring.
(9) Use of machinery.

Note.—The special subject to be sejected by an overseer should be the one with which he is actually concerned in his official duties.

(*c*) Sub-divisional and works accounts of which a subordinate is expected to have a working knowledge : Time allowed 3 hours.

The practical tests (which are compulsory for all candidates) shall be—

(a) Practical and oral tests in surveying and setting out.
(b) Practical drawing.

The oral examination (which is compulsory for all candidates) shall be held in general engineering and special subject selected at the option of the candidates for the written examination. It shall carry 100 marks—50 for general engineering and 50 for special subject.

Syllabus for the examination shall be as shown in the accompaniment (Schedule Y.).

Marks will be given for neatness, accuracy, figuring and lettering (i. e. for hand printing and italic-lettering only).

No marks will be given for ornamentation, framing lines, corner pieces or flourishes of any kind. Titles, figuring and lettering will not be marked, unless the rest of the work be reasonably complete.

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In the written examination, pass marks shall be 40 p

In the practical tests and the oral examination 45 p be pass marks.

Forty-five per cent of the total marks are necessary fo

In the practical tests, the candidates should be quest examiners, in order to test the extent of the candidates knowledge, and a proportion of the marks in each case should be reserved for this purpose. It is not necessary that all the candidates shall be set the same questions.

Rules for the professional examination of overseers

1. A practical professional examination will be held annually in each circle for overseers. This examination is compulsory for all Junior Engineers in the P. W. and Irrigation Departments, whether on permanent, temporary or work-charged establishments. This examination shall be conducted in English and Marathi and shall cover the work on which the Junior Engineers have been engaged or such work as they may, at any time be called upon and expected to perform. Questions on pure theory shall not be set. The month of the year in which the examination will be held should be decided in consideration of local conditions and convenience.

2. No overseer shall be admitted to the examination unless—

(*a*) He has served in the P. W. and Irrigation Departments for at least one year.

(*b*) He is certified by the Sub-Divisional Officer, endorsed by his Executive Engineer, to be thoroughly efficient and that he has an adequate command and control of labour. Special account must be taken of any increments which may have been stopped.

3. (1) Every Junior Engineer shall pass the examination within three years from the date from which his service as Junior Engineer on probation or otherwise commences.

Failure on the part of an Junior Engineer to pass the professional examination within the prescribed time will result in withholding of his increment till he passes the examination. The increment so withheld shall become payable to him with effect from the date on which he passes the examination and all future increments shall accrue, as if no increment is withheld.

(2) Temporary Junior Engineers who do not pass the professional examination of Junior Engineers within the period prescribed by these rules will not be considered for permanency in the Junior Engineer cadre, until they pass the professional examination or until their liability to pass the examination ceases on account of their promotion to a gazetted post.

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4. In cases in which owing to the exigencies of the public service, illness, want of time or opportunity to convene a committee or other valid reasons, an Junior Engineers is not able to appear for the examination within the prescribed period, the Superintending Engineer or other Head of Department under the P. W. and Irrigation Departments may grant him a reasonable extension of time to pass the examination for a period not exceeding two years beyond the period normally permissible under the above rules. Every order granting such extension should state clearly the circumstances justifying it and a copy of the same should be endorsed to Government for information. If the Junior Engineer passes within this extended period no penalty will be enforced. Should he, however, fail to pass, his further increments shall be withheld until such time as he does pass. It will, however, rest with the Superintending Engineer or other Head of Department to restore the Junior Engineers to the position in the incremental scale, which he would otherwise have held, but for his failure to pass the examination within the prescribed period, but in such a case, he shall not be refunded the actual pay he has lost owing to his increment being withheld.

5. Superintending Engineers and other officers having the status of Heads of Departments are authorised to exempt, in particularly deserving cases, Junior Engineers who have been promoted to the permanent establishment in consideration of practical experience gained in the department from passing the examination. All cases of such exemptions should be reported to Government.

6. A candidate shall apply in the accompanying prescribed form for permission to appear for the examination through his Sub-Divisional Officer at least one month in advance of the date of the examination, which date shall be announced by the Superintending Engineer, not less than three months prior to it.

The candidate shall state in which branch of engineering included in the syllabus he wishes to be examined. He may elect to answer questions in not more than two branches, provided he has actually had experience of them.

7. In forwarding the application, the Sub-Divisional Officer shall state what practical experience the candidate has had in each class of work. This will be communicated to the Superintending Engineer by the Executive Engineer with his certificate that the candidate complies with the rules and he will add his recommendations as to whether the candidate shall be admitted to the examination for not special comment shall be made on any increment of pay that may have been withheld from the candidate at any time.

8. The Superintending Engineer or the officer of an equal status shall notify the date for the examination and form an examination committee of an Executive Engineer and two experienced Assistant Engineers (I) or Deputy Engineers of the Maharashtra Service of Engineers and the former shall preside over the committee and shall review and, if required, modify the paper set.

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Where, however, a joint committee for two or more circles is constituted under rule 10 below, the Superintending Engineer or the other officer, as the case may be, may appoint more than two Assistant Engineers or Deputy Engineers, provided the total number does not exceed the figure arrived at by dividing the number of examinee Junior Engineers by fifty, the balance of twenty-five and above counted as fifty and the balance of less than twenty-five being ignored. Papers in which any candidate has failed by a small margin of marks should be specially reviewed by the committee.

9. When the papers have been marked and the practical tests completed, the committee shall meet to decide on their recommendations as to which candidates have passed. Their recommendations together with a report on any particular matter arising out of the examinations, which the committee considers should be mentioned, shall be sent to the Superintending Engineer for disposal.

10. A joint committee for two or more circles may be constituted, if and when found convenient, by arrangement between the Superintending Engineers concerned.

11. The result of the examination and the marks obtained shall be communicated to the Executive Engineers who will inform the subordinate concerned. Junior Engineers who have passed the examination will have the fact recorded against their names in the seniority list of Junior Engineers.

12. No Junior Engineer who has failed three times shall be permitted to appear again without the special sanction of the Superintending Engineer.

13. The pass marks shall be —

In the written examination, 40 per cent in each paper.

In the practical tests and the oral examination, 45 per cent in each.

Total 45 per cent.

Candidates procuring 60 per cent marks in each paper and each practical test and the oral examination and 65 per cent in the aggregate shall be deemed to have passed with distinction.

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Application for admission to the professional examination of Junior Engineers to be held at .....on.....

(This form must reach the examination committee at least one month before the date of examination).

To

THE PRESIDENT,

JUNIOR ENGINEERS PROFESSIONAL EXAMINATION COMMITTEE

Sir,

I,.....permanent/temporary work charged Junior Engineer employed in the.....Division beg to apply for permission to appear at the Professional Examination of Junior Engineers to be held at.....on.....

The details required in accordance with the rules are given below :—

1.	Division in which employed during the last year with a brief statement of experience acquired.	
2.	Total service in the P. W. and I. Departments as a Junior Engineer.	Work-charged Permanent./Temporary.
3.	Date of Birth	
4.	Age on the first day of the examination.	
5.	I wish to be examined in the following branches of engineering in which I have actual experience.	(Here enter any one of the subjects stated below*).
6.	Whether the applicant belongs to the I.D. or P. W. D. or bodies like Z. P., Housing Board, M.I.D.C., etc.— Mention particulars.	
7.	No. of attempts so far made at the professional examination of Junior Engineers.	

Yours faithfully,

Place :
Date :
No. :

Signature of Applicant.
Office of the Sub-Divisional Officer,
Sub-Division.

Dated 19

Submitted to the Executive Engineer,.....Division, for favour of disposal.

*(1) Irrign. and Irrign. Act, (2) Land drainage, (3) design and constn. of earthen dams (4) Constn. and maintenance of lift irrign. schemes, (5) Water-Supply and sanitory engineering, (6) Roads, bldgs. and bridges, (7) Constn. of masonry and concrete dams, (8) Boring, (9) Use of machinery.

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The Junior Engineer is sufficiently capable and he has an adequate command of labour and proper control over those serving under him. The practical experience gained by the Junior Engineer in this Sub-Division is as under :—

Sub-Divisional Officer,
Sub-Division.

No. Office of the Executive Engineer,
Division.

Dated 19 .

Submitted to the Superintending Engineer..... ..... Circle, for favour of further disposal.

The candidate completes one year's service before the date of the examination and complies with all the rules in this connection. He is recommended for admission. His increments have not been withheld up to now, except for / to years. His present pay is Rs.....per mensem. He has not yet completed three years of service.

Executive Engineer,
Division.

No. Office of the Superintending Engineer,
Circle.

Dated 19 .

Passed on to the Executive Engineer ..... Division, and President of the Junior Engineers Professional Examination Committee, for admitting the candidate for the examination.

Application admitted on
and assigned No.
Applicant informed accordingly.

Superintending Engineer,
Circle.

President,
Junior Engineers Professional Examination
Committee.

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No Dated 19 .

Memorandum.

With reference to his application, dated ....19 , Shri....., Junior Engineer is informed that his name has been registered amongst the candidates for the Junior Engineers Professional Examination to be held at.....on.....19 , and assigned No.....

Executive Engineer and President,
Junior Engineers Professional Examination Committee.

Through : The Executive Engineer,
Division.

SCHEDULE X

SYLLABUS FOR THE PROFESSIONAL EXAMINATION FOR ASSISTANT ENGINEERS AND DEPUTY ENGINEERS

Contents

(1) *Paper I.*—General (civil engineering).
General (mechanical engineering).

(2) *Paper II.*—Special Subject.—
(*i*) Irrigation and Irrigation Act.
(*ii*) Land drainage.
(*iii*) Design and construction of earthen dams.
(*iv*) Construction of masonry and concrete dams.
(*v*) Construction and maintenance of lift irrigation schemes.
(*vi*) Water-supply and sanitary engineering.
(*vii*) Buildings and roads—including bridges, with special reference to modern types of road construction.
(*viii*) Boring.
(*ix*) Use of machinery.
(*x*) Harbour engineering.

(3) *Paper III.*—Accounts.

(4) *Paper IV.*—(1) Practical test for Civil Deputy Engineers. (2) Practical test for Mechanical Deputy Engineers. (3) Practical test for Engineering Officer in the Ports organisation.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF ASSISTANT ENGINEERS AND DEPUTY ENGINEERS

PAPER I

General (Civil Engineering)

Part—(I) Material, (II) Construction and (III) Management of works

PART I

Materials

(*a*) *Stones.*—General characteristics of building stones. Chief varieties and uses. Quarrying, blasting, dressing, tools use—strength—causes of decay and methods of preservation. Tests—artificial stone—manufacture and use—costs.

(*b*) *Bricks and tiles.*—General characteristics, varieties and uses, manufacture selecting clay, moulding and burning in kiln (Bullu's and Hofman's klins), causes of decay and method of preservation. Strength—essentials of good bricks, tests, Mangalore and country tiles, salt gazed pipes and china-clay-ware—Terra cotta and refractory materials. Costs.

(*c*) *Glass.*—General characteristics, varieties, composition, manufacture and uses—costs.

(*d*) *Plastics.*—Composition, chief varieties, properties and uses. Costs.

(*e*) *Celluloid, bakelite, ebonite, vitrolite, marbarite, etc.*

(*f*) *Limes and cements*—

Limes.—Hydraulic and fat. Occurrence, collection, burning, stacking and storing. Artificial hydraulic limes. Gypsum, plaster of paris, Properties and uses. Test—costs.

Cements.—Composition and manufacture—storing, varieties and uses. Normal and rapid hardening cements. Aluminous cements. Properties and B. S. S. tests—costs.

(*g*) *Mortars*—

Lime mortars.—Composition, use of sand and surkhi—Preparation, mixing and grinding, storing, uses, properties, strength and tests—costs.

Cement mortars.—Composition, preparation and use. Properties, strength and tests. Gauged mortars—proportioning of materials in mortars. Effect of water content in mortars—costs.

Mud mortars.

(*h*) *Concrete*—

Lime Concrerte.—Composition, preparation and use. Properties and strength. Tests—costs.

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Cement concrete.

Constituents.—Aggregate (course and fine). Cement and water. Proportioning and mixing. Real, nominal and field mixes. Bulking of sand. Grading of aggregates. Water cement ratio. Placing and curing. Properties—strength of various mixes and uses. Tests. Water-proofing and surface treatment. Costs. Different grades and their proportion.

(*i*) *Timber.—Wood :* Growth of trees—faults—felling : sapwood and hardwood—methods of sawing and seasoning. Defects in timber. Deteriorating agents and decay of timber. Preservation of timber.

Varieties and uses of important Indian timbers. Characteristics of good timber. Strength of timber. Tests of timber. Costs. Reconstructed wood—plywood and pressed woods. Manufacture, properties and uses. Proprietary timber used for sound and thermal insulation.

(1) *Metals and Alloys.—*

Cast-iron : Composition, manufacture, characteristics and uses.

Wrought-iron : Composition, manufacture, characteristics and uses.

Steel ; Characteristics and uses of mild steels, hard steels, alloy steels, such as manganese, nickle, chromium, tungsten and silicon steels, stainless steels and tool steels.

Non-ferrous metals : Properties and structural uses of copper, zinc, lead, tin, aluminium and silver.

Alloys : Composition, properties uses of brasses, bronzes, white metals, anti-friction bearing metals and other principal alloys.

Metallic Products ; Pipes, tubes. Plane and corrugated iron sheets, rolled steels sections, cast-iron and steel castings. Costs.

(*k*) *Preservatives.*—Composition, preparation, properties and tests and uses of paints, polishes, varnishes, distempers and oils and pigment. Costs.

(l) *Miscellaneous* :—

(*i*) *Fuels for power* : Coal, coke, diesel, petroleum, gas, etc. Costs.

(*ii*) Carbonaceous and cementing materials :—

Asphalt and bitumen, natural and artificial, asphaltic products. Properties and uses and costs.

(*iii*) Asbestos and asbestos products. Properties and uses.

(*iv*) Rubber, leather, felt, coir and their products. Properties and uses.

(*v*) Soils and soil stablisation and equipment for testing soils.

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PART II

Construction (General)

(*i*) General principles of designing foundations. Types of soils and safe bearing pressures on the various types of soils. Various types of foundation suitable for various circumstances e.g., open foundations, black-soil foundations, raft foundations, pile foundations, well foundations, grillage foundations, etc.

(*ii*) Masonry (various types).

(*iii*) Roofs (various types).

(*iv*) Scaffolding, centering, and form works different types, steel and wooden moving forms—design for centering for arches and domes tunnel lining and reservoirs, etc. Removal of forms—periods and methods.

(*v*) Drafting specifications for various items in construction. Points to be borne in mind while drafting specifications.

(*vi*) Analysis of rates and schedule or rates.

(*vii*) Minimum Wages Act, as it applies to the analysis of rates.

PART III

Management of works

(*i*) System of execution of works.—departmental agency, piece-work system, contract system. Various types of contract agreements. General conditions of contract agreements, relation with contractors, enforcing contract conditions.

(*ii*) Measures for the welfare of labour on work-site.

(*iii*) Compensation under the Workmen's Compensation Act and rules thereunder.

(*iv*) Sanitary and water-supply arrangement including public health arrangements on large and small works of various categories, e.g., buildings, roads and irrigation projects, etc.

(*v*) Management and organisation of scarcity works.

(*vi*) Organisational set up for execution of large work through.—

(*a*) departmental labour system,

(*b*) piece-work system and

(*c*) contract system.

(*vii*) Precautions about storing and use of explosives, precautions against accidents on large works.

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(*viii*) Planning watching progress of work.

(*ix*) Stores and workshops.

(*x*) Communications as pertaining to large projects.

(*xi*) Co-ordination of different branches established for the execution of big projects.

(*xii*) Statistics about labour employment.

(*xiii*) Acquisition and requisition of lands and houses ; and rehabilitation of displaced persons, e.g., for villages going under water due to construction of reservoirs, etc.

(*xiv*) Residential accommodation for different kinds of establishments as well as labour camps.

(*xv*) Transport.—Requirement, organisation, various types, lagal aspects.

(*xvi*) Organisational set up for highly mechanised jobs.

Syllabus for the Professional Examination of Mechanical Assistant Engineer and Deputy Engineer

Part I

General (mechanical engineering)

1. Standard weights and measures of engineering materials required in mechanical field with their fundamental properties. Special attention to metric system.

2. Various types of precision instruments and gagues with their uses.

3. Lifting equipments and their uses.

4. Various types of power transmission systems and their direct application with advantages and disandvantages.

5. Welding, soldering and brazing, heat treatment.

6. Tools in tool room and their application.

7. Various methods of speed governing in case of oil engines.

8. Various methods of water cooling adopted for oil engines.

9. Lubrication and servicing of automobile units.

10. Schedule of servicing.

11. Valuation of machinery.

12. Layout of machinery and erection of the same.

13. Various types of motive powers (compressed, air combustion engines, electricity, gas, steam). Their various advantages and disadvantages.

14. Commercial correspondence.

15. Battery repair, charging and servicing.

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16. Electric system in mobile units.

17. Electric motors mainly induction type, their methods of starting, characteristics and application air pumps.

18. Use of air for machinery—air compressors and various types of pneumatic tools and their application.

19. Boring machines types and use.

20. The general construction of internal combustion, engines, carburettors electrical injection systems, fuel pump and injection system, governors and fuel controls, super charges.

21. General knowledge of Factory Act, Workmen's Compensation Act and store and labour organisation.

22. General knowledge about electric transmission and distribution and electrical instruments and measurements.

SYLLABUS FOR THE PROFESSIONAL EXAMINTION OF ASSISTANT ENGINEERS AND DEPUTY ENGINEERS

PART II

Special subject—Irrigation and Irrigation Act

1. Design and construction of canals.—Preliminary surveys—location and selection and layout of head works—type of weirs profiles—afflux—under sluices, divide wall, head-regulators—silt control at head work——moveable weir-creast and shutters—gates-lifting arrangements. Weirs on permeable foundations—design requirements—design of channels—contour surveys surveys and alignments of canals—land plans —location of alignment of branches and distributaries and minors—commanded area culturable command —irrigable command—crop pattern—existing and proposed—water requirements of crops—A.I./D.C.—loss in transit—rotational running—capacity factor—canal capacities—typical sections of canals—non-silting non-scouring channels—design criteria—lining—advantages and disadvantages—precaution when spring level is high—construction and design of masonry works—bridges-falls-flumes. Regulators culverts aquaducts—escape diversion-head regulators—modules—costs.

2. Administration and maintenance of irrigation works.—Irrigation programme—A.I./D.C. water account—rotation—water requirements of crops—perennial blocks—two seasonal-blocks—volumetric supply-water rates—duties of canal officers—measurers-patkaries—discharge observations—duties and delta—periodical inspection and repairs of canal structures—weed control—silting—scour—remedies—performance of canals —maintenance of head works.

3. Irrigation Act and canal rules.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF ASSISTANT ENGINEERS AND DEPUTY ENGINEERS

PART II

Special subject—land drainage

1. Definitions and limitation.
2. Classifications of soils, sub-soils, sub-strata and their roles.
3. Properties of soils, sub-soils.
4. Role of moisture in soils and sub-soils, etc.
5. Crop growth in relation to soils various types.
6. Occurrence of damage.—
   (*a*) Alkalization.
   (*b*) Salinity.
   (*c*) Water-logging.
7. Sub-soil water.—
   (*a*) Percolation from a canal, distributary and irrigated areas leading to sub-soil water.
   (*b*) Factor helping control to sub-soil water.
   (*c*) General knowledge of drainage scheme and its early drainage.
8. Preliminary survey for land drainage.—
   (*a*) Survey of damage and other miscellaneous details in topography and sub-survey.
   (*b*) Survey of H.I.B., M.I.B., 45 cm., 1.2 m. and 2.4 m.
   (*c*) Observation of recouperation and its co-efficient.
   (*d*) Pit work, soil survey and nala survey, etc.
9. Preparation of plans and estimates and submission of projects of drainage schemes.—
   (*a*) Design of drains and branch drains.
   (*b*) Alignment of drains and sub-drains.
   (*c*) Open trenches and pipe lines.
   (*d*) Masonry structures such as slab drains, ramps, causeways, S. W. F. inlets head walls, etc.
10. Preliminaries such as.—
   (*a*) Land acquisition proposals and their proceedings for acquiring land.
   (*b*) Land valuations.

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11. Construction of drainage scheme. Various methods and equipment required therefor.

12. General knowledge of drainage schemes constructed and their present behaviour.

13. Cost data of drainage schemes at various stages.

14. Maintenance of constructed drainage schemes.

15. Observation of sub-soil water levels and reduction in damage after construction of drainage scheme results.

16. Possibilities of utilization of drainage water for irrigation.

SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF ASSISTANT ENGINEERS AND DEPUTY ENGINEERS

PAPER II

Special subject.—Design and construction of earthen dams

1. Preliminary investigation comprising of surface and sub-surface exploration. Testing of soils for utilisation in embankment as hearting and casing. Preparation of pervious and impervious foundations by cut off trenches, pressure grouting, etc., Selection of borrow areas.

2. *Storage capacity.*—Precipitation—its extent and distribution, types of catchments, rainfall and run off relationship. Losses—quantity of water available, gauging flow of streams and rainfall—descriptions of various types of rain gauges and their use.

3. *Planning of crops.*—Soil survey for various crops—duty and delta, fixing irrigable command.

4. *Design of waste weir.*—Selection of site, computation of maximum flood discharges, various formulas types of waste weirs and design—design of the tail channel—flood absortive capacity emergency spillway.

5. *Embankments.*—Laboratory tests for co-efficients of friction and cohesion permeability, saturation gradients—proctors density plasticity index optimum moisture, specific gravity, mosture contents, selection of soils for core and casing. Types of fill—their relative uses, design of the cross section—free board, wave height, pitching, slope protection filters—filtering materials, their selection and use.

6. *Structural design.*—Shearing stresses in foundations seepage phenomenon Different types of cut off arrangements, conditions of stability, stability analyisis by slip circle, wedge and other methods—core walls of masonry and their use Specifications, consolidation including use of various types of rollers.

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7. *Selection of earth moving machinery.*—Planning of construction equipment, operating costs.

8. *Field control.*—Field tests and their significance in regard to specifications, e.g., consolidation, etc.

9. *Failure of dams.*—Their causes and precautionary measures, e.g., sliding, washing settlement.

10. *Maintenance and repairs.*—Including major repairs.

Syllabus for the Professional Examination of Assistant Engineers and Deputy Engineers

Paper II

Special subject.—Construction of masonry and concrete dams.

Hydrology—catchment—rainfall, run-off-guging—annual yield—maximum flood—capacities of reservoirs—losses in reservoirs—silt data—topography selection of sites—foundation exploration—choice of type of dam.

Water requirements : Gross command—culturable command—soil surveys for various crops—proposed crop plan—duty and delta—fixing irrigable command—total requirements of water including tranisit losses—carry over.

Design of gravity dam.—Types of foundation—foundation treatment—cut off-materials of construction and their characteristics-tests-design criteria-forces acting on gravity dams—silt pressure, earthquake forces-uplift, wind pressure-wave pressure, temperature stresses-stability requirements-analysis of forces—design of profile for low and high dams-economic profiles-free board wave height-drainage—construction details of masonry dams-construction details of concrete dams—temperature control-planning of construction-field control—field test and their significance in regard to specification—construction organisation set-up—construction equipment—cost and rates-failure of gravity dams.

Design of waste weirs.—Selection of sites, computation of maximum flood discharges—various formulae, types of waste weirs and their design-gates-design of tail channel—flood abosorption capacity—emergency spillway reservoir flood routing.

Design of sluices.—Capacity—type—stresses in and around sluices—velocities—cavitation—entry and exist condition dissipation of energy—gates, types penstocks, cost.

Other types of dams.—Conditions suitable for adopting rock fill dams—R.C.C. dams—arch dams.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF ASSISTANT ENGINEERS AND DEPUTY ENGINEERS

PAPER II

Specical subject Construction and maintenance of lift irrigation schemes.

1. Preliminary investigation for site, gauging discharges, collection of hydraulic data, fixing H.F.L. Analysis of water for situability, various salts and their permissibility for seasonal or perennial irrigation, location for infiltration galleries.

2. Lifting devices, e.g., pumps, oil or electric, their relative use and economy, calculations for B.H.P., approximate costing, materials required for running and running cost.

3. *Crop planning.*—Distribution of water, construction of channels, and water courses including design.

4. Auxiliary structures like engine house, pump well delivery chamber, etc. Their design and construction.

5. Measurement of supply various devices—their description and use.

6. Determination of water rates, and considerations for economic use of water.

7. Maintenance of the schemes.

8. Procedure to be followed in admitting such scheme and declaring the feasibility thereof.

SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF ASSISTANT ENGINEERS AND DEPUTY ENGINEERS

PAPER II

Special subject.—Water-supply and sanitary engineering

I. *Water-Supply—*

A. *Sources of water supply.—(a) Ground water*—Occurrence of ground water, water bearing formations, springs, development of spring, wells, different type of wells, specific capacity of wells, interference of wells. Quality of ground water. Problems related to construction of wells. Infiltration wells and galleries.

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(*b*) *Surface water.*—Rainfall and run-off. Study of frequency and intenstiy of rainfall. Measurement of rainfall. Run-off co-efficients and classification of catchments. Rainfall run-off relations. Stream flow studies, flood flow estimates. Work connected with intakes from perennial rivers. Dams and impounding reservoirs. Purpose, materials and construction, capacity of storage required ; foundations, spillways, various types of dams and design requirements. Construction problems of dams, intakes. Quality of surface water.

B. *Treatment of water.*—Sanitary survey of water source.

Analysis chemical and bacteriological of water. Interpretation of water analysis and requirement of treatment of water.

(*a*) *Aeration of water.*—Necessity and types of aerations.

(*b*) *Sedimentation of water.*—Process period of detention, design of tanks, velocity of flow, inlets and outlets, sludge removal., etc., different types of settling tanks.

(*c*) *Coagulation.*—Necessity. Different coagulats and the chemical reactions. Design of tanks, methods of application of coagulants, storage of coagulants, properties and care of coagulants. Costs of coagulants and normal dosages applied.

Necessity of flocculation. Different arrangements for flocculation. Design of flocculator tanks.

(*d*) *Filtration of water.*—Theory of necessity of filtration. Different types of filters. Design of filtration plants. Comparison of various types of filters. Details of various types of filtrations plant. Rate of filtration, capacity of filter unit, size of filtrating media, under drainange system, methods of cleaning filter media, wash other water gutter, inlet and outlet arrangement for filters ; fixtures connected with filtration plants, loss of head through filters, maintenance of filters and treatment plants.

(*e*) *Other special methods of water treatment.*—Water softening purpose, hardness and types of method for water softening and process adopted and chemicals and materials used for.

Iron removal, manganese removal, tests and odour control, removal of fluorides, removal of colour, use of activated carbon.

C. *Distribution of water.*—Types of supply. Intermittant and continuous—Materials for pipes, etc. Pipes and other fixtures on distribution system and purpose of each, viz., sluice valves, air valves, non-return valves, pressure regulating valves, fire hydrants, etc. Types of distribution system design of pipes, flow in pipes, classification of pipes, laying of pipe lines, joining of pipes and materials required, testing of pipe lines, disinfection of new mains, Corrosion control of pipes. Balancing and service reservoirs—capacities of reservoirs required, design of reservoirs, location.

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Waste surveys and prevention of waste in distribution of water, locations of leaks, leakages in pipe line, service pipes and connections, pressure tests flushing of mains.

D. *Pumps and pumping stations.*—Necessity of pumping and pumping stations. Location and design of types of pumps and purpose of each. Work and efficiency of pumps. Choice of prime movers. Efficiencies of different prime movers. Stand-by for pumping machineries. Maintenance of pumping machineries. Operating schedule of pumping stations.

E. *Disinfection of water supply.*—Need and importance of disinfection. Different processes of disinfection and apparatus used for the process. Cost of chemicals used. Point of application—Disinfection of large distribution systems.

F. *Managenment of water works.*—Financial implications of water works. Public health engineering importance of protected water supplies. Economic : of a water-supply. Watering and methods of revenue collectors. Financial forecasts. Costs of various treatment work.

Plant laboratory control of quality of water. Measurement of quality of water at water works.

Preparation of water-supply project.

II. *Sewerage*—

A. *Definitions.*—Different types of drainage systems, Separate combined and partial system, surface drain, design and adaptability of surface drains.

Amount of storm water, the rational method. Design of layout of drains Necessity of detailed surveys.

B. Materials for sewer pipes, flow in sewers. The hydraulic grade line, self-cleansing velocities, flow diagrams, sewer shapes.

Sewer appurtanances, manholes, inlets, catch-basin, flushing devices, various types of traps junctions of sewers, sewers, sewer crossings, syphons.

C. *Sewer Constructions.*—Lines and grades, pipe laying and jointing testing of sewers, maintenance of sewers, cleansing of sewers and equipment required for.

Ejectors, sewage pumping stations, design and location, pumping machinery and design of capacities.

D. *Treatment of Sewage.*—Primary treatment, Racks and screens, types and location. Maintenance of racks, amount of disposal of screenings, grit chamders, besign requirements of grit chamber, quantity and disposal of grit.

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Sedimentation of sewage.

Clarifiocculators and settling tanks. Design consideration inlets and outlets, velocities, collection and disposal of sludge, maintenance of these, use of chemicals for settlement.

Secondary treatment of sewage.

Activated sludge process, different types, steps in the process, detention period, method of aeration, return sludge, control of the process, characteristics of the process, sludge disposal.

Tricking filters. Various types of filtration methods used in sewage traeatment, adaptability and efficiency of each method, details of trickling filters, filtering material, rate of filtration, construction of filters under drainage, inlet and outlet, method of dosing, operation and maintenance, bio-filtration and recirculation.

Chemical precipitation of sewage, chlorination, disinfenction, sludge disposal, drying beds.

E. *Disposal of sewage and effluent.*—Dilution in sea and rivers, factor affecting, dissolved oxygen and regeneration of streams. Disposal on land irrigation, sewage effluent farms, selection of sites for location of disposal works and farms.

F. *Management.*—Financing of sewage scheme, public health engineering importance, maintenance of sewers and disposal works.

G. Individual house sewage disposal :—

Septic tanks, design and requirements. Sanitary latrines, aqua privies and other types of latrines with their design and requirements.

Collection and disposal of sewage in unseward areas.

H. Treatment and disposal of trade wastes, necessity for general methods, for problems of steam pollution.

Preparation of projects for sewage scheme.

III. *General sanitary engineering.*—General weights of pipes for water-supply and drainage and quantities of jointing materials required. Transport of such materials and carrying capacities of normal vehicles.

Sanitary requirements of slaughter-houses and schools. Importance of town planning from public health point of view, sanitation of swimming pools, refuse collection and disposal plumbing, industrial hygiene.

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SYLLABUS FOR THE PROFESSIONAL EXAMMINATION OF ASSISTANT ENGINEERS AND DEPUTY ENGINEERS

PAPER II

Special subject—Buildings and roads including bridges, with special reference to modern types of road construction.

Part I

Buildings

(*a*) *Masonry.*—Stone masonry : Materials, dressing, laying and jointing, tools used. Classes of masonry, coursed and uncoursed rubble, random rubble, ashler and block-in course, bonding of stones. Dry stone masonry, pitching. Lifting devices, scaffolding. Terms used in masonry, safe loads on masonry. Costs.

Brick masonry : Materials, brick laying and bounding, bricknogging, Brick laying in footings, isolated columns, piers fire places and arches. Hollow walls, reinforced brick work. Partition walls, Wall tiles. Damp-proof courses Terms used in brick work scaffolding, strength of brick masonry safe load. on trick work. Costs.

(*b*) *Reinforced concrete construction.*—(*i*) Concrete : Various mixes and their uses.

(*ii*) Reinforcement : Round bars, fabrics ; laying.

(*iii*) Curing of concrete form work, removal of form work and after treatment. Waterproofing concrete. Pre-cast concrete work. Laying concrete in water. Use of plain and reinforced concrete in structures. Vibrated concrete. Strength of various types of concrete works.

(*iv*) Pre-stressed concrete : Method of procedure, form work. Reinforcement and equipment for preparing reinforcement, various patent methods Fressyet and others. Pre-stressed and post-tensioned method of fixing ends, tests, creeps, slips, grouting of cables.

(*c*) *Masonry structures.*—Bearings walls, proportion of heights, lengths and thickness. Openings in walls ; lintels and arches. Centering and false work. Retaining wall : buttresses and counterforts, dry masonry walls. Breast walls and revetments—framed structures. Methods of construction.

(*d*) *Doors and windows framed structures.*—Timber frames and shutters of various types joints in joining work. Fastening and fixtures, steel doors, windows and casements, ventilators and skylights.

Proportion of opening to wall surfaces and floor areas, size and location of doors and windows.

(*e*) *Floors.—Single:*—Single, double and framed timber floors, flagstone floors, jack arches. Filled joint floors—hallow tile floors. Reinforced concrete and reinforced brick floors, vaulted floors.

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Floor finishes : Murum, concrete and tiled floorings, terrazo concrete floors basements, floors, factory floors.

(*f*) *Roofs.*—Pitched roofs, slopes, types of roof frames of timber and steel for different spans. Purlins, hips, rafters, valleys, ridges and eaves. Boardings-ceiling, various types of roof coverings. Detached roofs. Rain-water gutters.

Flat roofs.—Drainage of roofs. Water proofing compounds and materials used—structural plumbing. Flashings. Use of mild and cast sheet leads.

(*t*) *Staircases.*—Size. location and layout of staircases; types of staircases, doglegged open newel, geometrial and spiral. Stone, brick, metal, timber, R. C. staircases. Fireproof staircases.

(*h*) *Structural steel.*—Rolled steel sections, used as joists, beams and columns. Built up sections, structural connections, cast iron columns.

(*i*) *Timber constructions.*—Timber fastenings, nails, screws, bolts, pins, washers, etc. Design of timber joints, for compression, tension, bearing and shear, working stresses. Design of beams and columns. Timber spires and complicated roof trusses.

(*j*) *Fireproof construction.*—Heat and sound insulating properties of masonry and concrete walls. Plasters and insulating boards.

(*k*) Acoustics of buildings.

(*l*) *Plastering and pointing.*—Treatment of internal and external brick stone and concrete, wall surfaces. Plain plaster. Cement rendering, rough, cost plaster. Fibrous plaster, lathe in plaster, water-proofing plaster, gunnit-ing, pointing, painting, varnishing and polishing, glazing, papering colour washes and distemper. Water-proof cement washers.

(*m*) *Foundations.*—(*i*) Soils, structural properties of soil.

Examination of soils, probing and sounding and boring (wash-boring, percussion boring). Boring tools trial, pits, testing soil for bearing pressure Direct and indirect tests. Test piles.

(*ii*) *Bearing capacity of soils.*—Rock, clay and sandy soils, alluvium quick sand. Black cotton soil. Reclaimed soil. Improving bearing capacity of soils by various methods. Transmission of load to foundations, dead load, live load and wind loads. Impact factor. Ratio of live load to dead load.

(*iii*) *Shallow foundations.*—Area of foundation, spreadings, timber and steel grillage foundations, R. C. C. raft, inverted arches. Foundations under eccentric loads, boundary footings. Depth of foundations.

(*iv*) Preparation of bed demolition, under pinning, excavation, shoring and timbering of trenches, bailing out water.

(*v*) Different type—designs of buildings approved by Government.

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PART II

Special subject—Roads and the Bombay Highways Act.

(1) Bombay Highways Act and rules made thereunder.

(2) Early roads. Road development in India.

(3) Road classification—National highways, State Highways, M. D. R. O. D. Rs., and V. Rs. (town roads and municipal streets).

(4) Road width and traffic lanes. Standards adopted for the various classification of roads.

(5) *Alignment of roads.*—Relative importance of length of road height of banks, depth of cutting, road grades, C. D. works, value of lands, nearness of quarries and sources of water supply in alignment.

Traffic arteries and bye-roads.

Special types of roads. Road tunnels, sub-grade and road foundations Under drainage, camber, gradients, minor masonry cross-drainage works. Waterway calculations, masonry arches, culverts and piped drains. Construction details.

(6) *Curves.*—Simple, compound, parabolic, spiral lemniscate widening of road and super-elevation on roads, vertical curves, sight distance, road intersections and crossings.

(7) *Road surfaces.*—Earth roads and their stabilisation.

Sand clay, gravel, kanker, laterite and broken stone roads, water bound macadam and telford roads. Testing road metal. Effects of grading metal. Consolidation with power driven and bullock rollers, bindage and blindage.

Modernisation of roads : Surface painting. Semi-grouting, grouting with tar and bituminous compounds. Premix tar and bituminous carpets, seal coats.

Cold treatment with bituminous emulsions, asphalt. Tar and asphalt mixtures. Testing of tar and tar products. Cement concrete roads. All concrete slabs. Section and reinforcements cement macadam, colloidal concrete, bonded concrete roads, joints and dowels.

(8) Arboriculture.

(9) Masonry registers.

(10) Road charts A and B.

(11) Paving with stone sets, bricks and wood blocks : Special roads, cycle tracks, road repairs waves corrugation, creeps.

(12) Use of road plant, graders, drags, soarifiers, scrapers, rollers, tar and asphalt boilers, sprinklers, vibrators, road drills.

(13) *Traffic problems.*—Traffic census, cross traffic, inadequate road space, waiting vehicles, slow moving vehicles, vehicles of large size, pedestrians peak load period, segregation of traffic.

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) *Traffic control.*—Width, layout, camber, gradient, surface, curves, corners and slight lines, kerbs, refuges and islands, lighting, parking, means of ingress and egress of road-side premises, restriction of ribbon development, junctions and intersections, roundabouts.

(15) *Footpaths.*—Guard rails, foot-crossings, sub-ways and bridges for pedestrians.

(16) Traffic signs, standards, warning signs, prohibitionary signs, mandatory signs, informative signs, white lines.

(17) Road planning of a district and a whole State/inter-State communications

PART III

Bridges

(*a*) *Deep foundations.*—Fraction and bearing piles. Timber, steel and cast iron piles, screw piles, pre-cast and cast in situ (Vibro, Franki) concrete piles, Board piles. Pile driving, safe load on piles. Hiley's formulae.

(*b*) *Methods of foundations in deep water.*—Diversion of steams. Coffer-dams. Simple coffer-dams ; sand bag, puddle, sheet pile coffer-dams. Design of coffer-dams. Pumping and sealing.

Well sinking.—Well curbs, cutting edge, masonry and R. C. C. well stenings, dredging, pumping and sinking. Fractional resistance. Plugging and filling. Well caps. Single and multiple wells.

Sinking cylinders, and concrete monoliths for bridge foundations. Details of construction and design.

Use of compressed air in sinking foundations. Diving, freezing and chemical methods.

(*c*) *Deep excavations.*—Excavation for deep trenches in waterlogged soils for pipes and sewers. Shoring and struting.

(*d*) *Mechanical and power appliances.*—Earth-moving and excavating machines ; boring machines and tools ; concrete mixers ; hoists and vibrators.

Pile hammers—

Manilla and wire ropes. Pulley blocks and lifting tackles, shears, gins gin poles and derricks, crabs and winches and pumps.

Sub-structure and superstructure

(*a*) *General principles of design.*—Aligmet. Number of spans Economic spans waterway calculations. Depth of foundations. Scour depths, afflux. Clerance.

(*b*) Loading dead load, live load, impact factors, B. S. S. recommendation. and Indian Roads Congress recommendations for Loading on road bridges Loading on railway bridges.

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(*c*) *Sub-structures.*—Abutments, wing walls and piers, conditions of stability types, design and constructions, foundations.

(*d*) *Superstructures.*—Different types of road and railway bridges. Choice of material and type. Bridges, floors. Wearing surfaces on bridges. Methods of erection. Maintenance and preservations.

(*e*) *Culverts.*—Box-pipe and Irish culverts : Causeways and submersible bridges. General principles of constructions.

(*f*) *Approaches.*—Influence of conditions of approaches on selection of the type of bridges. Construction of approaches.

(*g*) Modern methods of designing superstructures.

(*h*) Bearing.

PART IV

Tunnelling

Tunnelling in rock and soft soil. Shield tunnelling. Use of compressed air in tunnelling. Shifts and headings. Lining of tunnels. Drainage and ventilation of tunnels.

SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF MECHANICAL ASSISTANT ENGINEERS AND DEPUTY ENGINEERS

PAPER II

Special subject—Boring

(1) Fundamental principles of boring.
(2) Types of boring machines and their application.
(3) Types of bores.
(4) Geological strata.
(5) How to obtain and record the underground strata.
(6) What are the methods to test the yield of bores.
(7) How to test the verticalate of the bore.
(8) How to prepare the estimate.
(9) Selection of boring plant.
(10) Developing a bore.
(11) Sand pumps.
(12) Bore--hole pumps.
(13) Air-lift pumping.
(14) Reciprocating pumps.
(15) Methods used for clearing the bores, etc.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF ASSISTANT MECHANICAL ENGINEERS AND DEPUTY ENGINEERS

PAPER II

Special subject—Use of machinery

(A) *Workshop—*

(1) Selection of site.
(2) Layout of various shops like foundry, machine tools, smithy, general repairs and overhaul, automobile.
(3) Selection of machinery and its application.
(4) Foundry practice.
(5) Methods of cost-finding.
(6) Estimation of the works.
(7) Different rate systems.
(8) Factory rules.
(9) Payment and Wages Act.
(10) Stores accounts and ledger system.
(11) Stock-taking of stores and spares.
(12) Labour problem.
(13) Commercial correspondence.

(B) *Earth-moving machinery—*

(1) Selection of machinery for earthen dam, clearing site, foundation, excavation.
(2) Machinery required for construction of canals.
(3) Repairs and maintenance of earth-moving machinery.
(4) Use of excavators, draglines, shovels.
(5) Types of tractors and their applications.
(6) Applications of scrapers, loader.
(7) Overhaul and repairs.
(8) Tools required for overhauls.
(9) Defects (general).
(10) Field servicing.
(11) Cost accounting of the work done.

(C) *Mechanically propelled vehicles—*

(1) General administration of mechanically propelled vehicles—
(*a*) Selection of, for particular use.
(*b*) Equipment for field servicing.

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(2) Principles of two and four-stroke cycles, ignition system—
  (*a*) Permissible fits and tolerances.
  (*b*) Lubrication and lubricants.
  (*c*) Schedules of servicing.
  (*d*) Instructions for running new and overhauled vehicles.
  (*e*) Transport rules and regulations.

(3) Instructions for care and maintenance of loco type steam boilers—
  (*a*) Points to be observed during the inspection.
  (*b*) Estimation of repairs.
  (*c*) Valuations and life.
  (*d*) Special machinery for repairs and its applications.

(D) *Stationery plants*—
  (1) Layout and pumping plants.
  (2) Selections of pumping units.
  (3) General maintenance.
  (4) Erection.
  (5) Points to be observed during inspection.
  (6) Different types of pumps and their application.
  (7) Application of pneumatic machines and tools.
  (8) Their maintenance and repairs.
  (9) Air-lift pumping.

(E) *General—:*
  (1) Fundamental principles of engineering.
  (2) Types of various drives and their application.
  (3) Lifting equipment like tackle and cranes, etc.
  (4) Welding, brazing.
  (5) Tool room and application of tools.
  (6) Design of simple instruments and machinery like D. T. crane, asphalt boilers, boiler test pumps, sluice valves, gates etc.
  (7) Use of precision instruments.
  (8) Batteries repairs and charges.
  (9) Screw-cutting, gear-cutting.
  (10) Standard weights and measurements of the engineering materials, with the mechanical properties.
  (11) Heat treatment.
  (12) Stress and strain.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF ENGINEERING OFFICERS IN THE PORTS ORGANISATION

PAPER II

Special subject—Harbour Engineering

PART I

(*a*) Port administration.—General knowledge of the existing Port Organisation in Maharashtra State.

(*b*) Wind, waves and tides—

(*i*) Wind—Effects of wind on marine construction works.

(*ii*) Waves—Formation, height, period and amplitude of waves. Effect of waves on marine construction works.

(*iii*) Tides—Formation of tides : flood and ebb tides, range of tides, (maximum and minimum). Spring and neap tides, tidal bores, velocity of tides, tidal variations, tidal and littoral currents, tidal observations and tidal graphs.

(*c*) Erosion and siltation.—Causes and remedial protection works.

(*d*) Hydrographic survey.

(*e*) Dredger, dredging.

PART II

Harbour structures

(*a*) Harbour layout.—General principles of design and layout of harbour.

(*b*) Foundations of harbour structures—

(*i*) Soil.—Structural properties of soil—bearing capacity of soils.

(*ii*) Loading.—Dead and live load ; impact factors.

(*iii*) Shallow foundations.—Area of foundation, spradings, R. C. C. raft, foundations under eccentric loads, depth of foundation.

(*iv*) Pile foundations.—Friction and bearing piles, timber, steel and cast iron piles, screw piles, precast and cast *in-situ* concrete piles, bored piles, pile driving, safe load on piles, Hileys' formulae, load test on piles, designs of pile structures.

(*v*) Well foundations.—Well-inking, well curbs, cutting edge, masonry and R. C. C. well steinings, dredging, pumping and sinking, frictional resistance, plugging and filling well caps, single and multiple wells, Sinking cylinders and concrete monoliths, ciassions for foundations.

(*vi*) Designs of wells, cylinders and monoliths.

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(*c*) Jetties.—General principles of layout and designs—design of R. C. C. superstructure ; Types of fenders and their functions—dolphins.

(*d*) Designs and construction of dock walls.—R. C. C. and masonry dock walls, R. C. C. and steel sheet pile walls, R. C. C. counterforts, cantilever walls, stability calculations.

(*e*) Docks and locks.—Elementary principles of designs and layout of wet and dry docks, slipway, floating docks, lock and lock-gates, dock bridges.

(*f*) Break water.—Classifications of break waters, alignment, design and construction of break waters, failure of break water.

(*g*) Portyards, warehouses and transit sheds.—Layout of port yards including roads, stacking platforms, railway and crane rails, layout of godowns and open sheds. Their types and construction details.

(*h*) Port and workshop machinery.—General knowledge of port machinery, mechanical handling plants and workshops machinery.

(*i*) Inland water transport.—Development of creeks and rivers.

SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF ASSISTANT ENGINEERS AND DEPUTY ENGINEERS

PAPER III

Accounts

Accounts and rules of the Public Works and I. Departments syllabus therefor being as under :—

I. Introduction to the Indian Government Accounts and Audit.

Part I—Chapter 1.

Part II—Chapters 9 and 11.

Part III—Chapters 12, 13, 15, 17 and 21.

Part IV—Chapters 29, 30, 31 and 35.

Part V—Chapter 37.

II. Maharashtra Public Works Account Code and the Maharashtra Public Works Manual—Whole.

III. Labour Laws—

(*a*) The Industrial Disputes Act, 1947 and the Rules framed thereunder.

(*b*) The Minimum Wages Act, 1948 and the Rules framed thereunder.

(*c*) The Workmen's Compensation Act, 1923 and the Rules made thereunder.

Note.—The officers appearing at the examinations should be allowed to have books for subjects under I of the syllabus during the Examinations.

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Syllabus for the Professional Examination of Deputy Engineers (Civil)

Paper IV

Practical test—One Paper

A practical test in the use and adjustment of levelling instruments and theodolite, etc., and in lining out of work.

Syllabus for the Professional Examination of Deputy Engineer (Mechanical)

Practical test—One Paper

1. Explaining the function of presicion machine tools and using micrometers, surface gauges, depth gauges, etc.

2. Marking the jobs.

3. Fixing a job in a 4-jaw chuck and turning to size on a lathe.

4. Explaining the various ways in which jobs are fixed on various machine tools and how the machines operate.

5. Naming various important parts of machines and stating use of each.

6. Checking up the crankshaft alignment of an oil engine.

7. Tracing various circuits on oil-engine, e. g., fuel circuit, lubricating oil circuit, cooling water circuit, air circuit, battery system, etc.

8. Explain, in brief, function of following with small neat sketches drawn on the spots : fuel pump, automiser, governor, battery, oil filters, etc.

9. Explain how machines like tractors, road roller, dumpers, air compressors, generators will be tested for a trial running test and actually starting of one of them.

Syllabus for the Professional Examination of Engineering Officers in the Ports Organisation

Practical test—One Paper

A practical test in the use and adjustment of levelling instruments, theodolite sextant, Invas base, etc., and in alignment of work.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF JUNIOR ENGINEERS

Contents

Paper I.—General (Civil Engineering).
General (Mechanical Engineering).

Paper II.—Special subject—

(*i*) Irrigation and Irrigation Act.
(*ii*) Land drainage.
(*iii*) Design and construction of earthen dams.
(*iv*) Construction and maintenance of lift irrigation schemes.
(*v*) Water-supply and sanitary engineering.
(*vi*) Roads, buildings and bridges.
(*vii*) Construction of masonry and concrete dams.
(*viii*) Boring.
(*ix*) Use of machinery.
(*x*) Harbour engineering.

Paper III.—Accounts (Sub-Divisional and works account).

Paper IV.—(1) Practical test of Civil Junior Engineers, (2) Paractical test for Mechanical Junior Engineers, (3) Practical test for Civil Junior Engineers in Ports Organisation.

SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF JUNIOR ENGINEERS

PAPER I

General (Civil Engineering)

Part—(I) Materials, (II) Construction, and (III) Management of works

PART I

Materials

(*a*) *Stones.*—General characteristics of building stones. Chief varieties and uses. Quarrying, blasting, dressing, tools used—strength—cause of decay and methods of preservation. Tests artificial stone—manufacture and use—costs.

(*b*) *Bricks and tiles.*—General characteristics, varieties and uses, manufacture, selecting clay, moulding and burning in kilns (Bull's and Hoffman's kilns). Causes of decay and methods of preservation. Strength—essentials of good bricks, tests Manglore and country tiles, salt glazed pipes and chinaclay ware—Terra cotta and refractory materials—costs.

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(*c*) *Glass.*—General characteristics, varieties, composition, manufacture and uses—costs.

(*d*) *Limes and cements.*—Limes—Hydraulic and fat, occurrence collection burning, stacking and storing, artificial hydraulic limes ; gypsum plaster of paris, properties and uses, tests.

(*e*) *Cements.*—Composition and manufacture—storing, varieties and uses. Normal and rapid hardening cements. Aluminous cements, properties and B.S.S. tests—costs.

(*f*) *Morters.*—lime morters—composit in—use of sand and surkhi—preparation, mixing and grinding, storing, uses, properties strength and tests—costs.

Cement mortars : Composition, preparation and use, Properties—strength and tests. Gauged mortars—proportioning of materials in mortars. Effect of water content in mortars.

(*g*) *Mud*—mortars.

(*h*) *Concrete.*—Lime concrete, composition, preparation and use Properties and strength—tests.

Cement concrete :

(*i*) *Constituents.*—Aggregate (coarse and fine). Cement and water propotioning and mixing, real nominal and field mixes. Bulking of sand. Grading of aggregates. Water-cementartio. Placing and curing. Properties—strength of various mixes and uses. Tests. Water-proofing and surface treatment.

(*j*) (1) *Timber.*—Wood : Growth of trees ; faults, felling ; sap-wood and hard-wood —methods of sawing and seasoning. Defects in timber. Deteriorating agents and decay of timber. Preservation of timber.

Varieties and uses of important Indian timbers. Characteristics of good timber. Strength of timber. Tests of timber. Reconstructed wood : Plywood and pressed woods. Manufacture, properties and uses. Proprietary timber used for sound and thermal insulation.

(*k*) *Metals and alloys.*—Cast iron : Composition, manufacture, characteristics and uses.

Wrought iron : Composition, manufactures, characteristics and uses.

Steel : Characteristics and uses of mild steels, hard steels, alloy steels, such as manganese, nickel, chromium, tungsten and silicon steels, stainless steels and tool steels.

(1) *Preservatives.*—Composition, preparation, properties and tests and uses of paints, polishes, varnishes, distempers and oils and pigments.

Miscellaneous—

(i) Carbonaceous and cementing meterials—

Asphalt and bitumen, natural and artificial asphaltic products, properties and uses.

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PART II

Construction (General)

(1) *General principles of designing foundations.*—Types of soils and safe bearing pressures on the various types of soils. Various types of foundations suitable for various circumstances, e.g., open foundations, black soil foundation, raft foundation, pipe foundation, well foundations, grillage foundation, etc.

(2) Masonry (of various types).

(3) Roofs (of various types).

(4) Scaffolding centering and form work.

(5) Points to be borne in mind while drafting specifications.

(6) Analysis of rates and schedule of rates.

(7) Minimum Wages Act as it applies to the analysis of rates.

PART III

Management of works

(1) System of execution of works.—Departmental agency, piece-work system, contract system.

(2) Measures for the welfare of labour on work site.

(3) Compensation under the Workmen's Compensation Act and Rules thereunder.

(4) Sanitary and water-supply arrangement including public health arrangements on large and small works of various categories, e. g., buildings, roads and irrigation projects, etc.

(5) Management and organisation of scarcity works.

(6) Organisation set up for execution of large work, through—

(*a*) Departmental labour,

(*b*) Piece-work system, and

(*c*) Contract system.

(7) Precautions about storing and use of explosives.

(8) Precautions against accidents on large works.

(9) Acquisition and requisition of lands and houses, and rehabilitation of displaced persons, e. g., for villages going under water due to construction of reservoirs, etc.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF MECHANICAL JUNIOR ENGINEERS

PAPER I

General (Mechanical Engineering)

1. Standard weights and measurements of engineering materials required in mechanical field with their fundamental properties—special attention should be given to metric system.

2. Types of various drives and their application.

3. Lifting equipment like tackles, cranes, pulley block, etc.

4. Welding, brazing and soldering.

5. Tool room and application of tools.

6. Use of precision instruments like micrometers, alignment indicators, etc.

7. Batteries—maintenance, servicing and charging.

8. General repairs and overhaul of automobiles.

9. Foundation of structures—spescially engine foundation and foundation of electric poles and pylins.

10. Fundamentals of surveying and levelling.

11. Fuel oil and lubricants—general knowledge of various types of fuel oils, fundamentals of efficient lubrication. Different types of lubricating oils and their uses—method of reclaiming used lubricating oils.

12. Estimation of works.

13. Commercial correspondence.

14. General knowledge of the working of workshop, movement of a job from shop to shop and its accounting, etc.

15. Transport rules and regulations.

16. General knowledge of heavy machinery, like tractors, bulldozers, road rollers, tipin and other types of trucks loaders, dumpers, etc., specially of each.

17. Use of air for machinery—Air compressors and machines run on compressed air.

18. Road-making machinery such as tar boiler, cruches, road rollers, concrete mixers, etc., general knowledge.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF JUNIOR ENGINEERS

PAPER II

Special subject.—Irrigation and Irrigation Act

1. *Design and construction of canals.*—Preliminary survey—location and selection and layout of headworks—types of weirs—profiles—afflux—under sluices, divide wall, head-regulators—silt control at head work—moveable weir—crest and shutters—gates—lifting arrangements. Weirs on permeable foundations—design requirements—design of channels—contour surveys—surveys and alignments of canals—land plans—location of alignment of branches and distributaries and minors—commanded area—culturable command—irrigable command—crop pattern—existing and proposed—water requirements of crops—A.I./D.C.—loss in transit—rotational running capacity factor—canal capacities—typical sections of canal, non-silting, non-scouring channels—design criteria—lining—advantages and disadvantages—precaution when spring level is high, construction and design of masonry works—bridges—falls flumes—regulators, culverts, aqueducts—escapes—diversion—head regulators—modules—costs.

2. *Administration and maintenance of irrigation works.*—Irrigation programme—A.I./D.C. water account—rotation water requirements of crops—perennial blocks—two seasonal blocks—volumetric supply water-rates—duties of canal officers-measurements—patkaries—discharge obervations—duties and delta—periodical inspection and repairs of canal structures—weed control—silting—scour—remedies performance of canals—maintenance of head works.

3. Irrigation Act and Canal Rules.

SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF JUNIOR ENGINEERS

PAPER II

Special subject.—Land drainage

1. Definitions and limitations.
2. Classification of soils, sub-soils, sub-strata and their roles.
3. Properties of soils, sub-soils.
4. Role of moisture in soils and sub-soils, etc.
5. Crop growth in relation to soils of various types.
6. Occurrence of damage—
   (*a*) Alkalization,
   (*b*) Salinity,
   (*c*) Water-logging.

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7. Sub-soil water—

(*a*) Percolation from a canal, distributary and irrigated areas leading to sub-soil water.

(*b*) Factors helping control to sub-soil water.

(*c*) General knowledge of drainage scheme and its early drainage.

8. Preliminary survey for land drainage—

(*a*) Survey of damage and other miscellaneous details in topography and sub-survey.

(*b*) Survey of H.I.S., N.I.S. 45 cm., 1.2 m. and 2.4 m.

(*c*) Observation of recuperation and its co-efficient.

(*d*) Pit work, soil survey and nala survey, etc.

9. Preparation of plans and estimates and submission of projects of drainage schemes—

(*a*) Design of drains and branch drains.

(*b*) Alignment of drains and sub-drains.

(*c*) Open trenches and pipe-line.

(*d*) Masonry structures such as slab drains, ramps, causeway, S.W.F. inlets, head walls, etc.

10. Preliminaries, such as—

(*a*) Land acquisition proposals and their proceedings for acquiring land,

(*b*) Land valuations.

11. Construction of drainage scheme. Various methods and equipment required therefor.

12. General knowledge of drainage schemes constructed and their present behaviour.

13. Cost data of drainage schemes at various stages.

14. Maintenance of constructed drainage schemes.

15. Observation of sub-soil water levels and reduction in damage after construction of drainage scheme results.

16. Possibilities of utilisation of drainage waters for irrigation.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF JUNIOR ENGINEERS

PAPER II

Special subject.—Design and construction of earthen dams.

1. Preliminary investigations comprising surface and sub-surface exploration. Testing of soils for utilisation in embankment as hearting and casing. Preparation of pervious and impervious foundation by cut-off trenches, pressure grouting, etc. Selection of borrow areas.

2. *Storage capacity.*—Precipitation—its extent and distribution, types of catchments, rainfall and run-off relationship. Losses—quantity of water available, gauging flow of streams and rainfall—descriptions of various types of rain-gauges and their use.

3. *Planning of crops.*—Soil survey for various crops—duty and delta, fixing irrigable command.

4. *Design of waste weir.*—Selection of site, computation of maximum flood discharges, various formulae, types for waste weirs and designs—design of the tail channel—flood-absorptive capacity, emergency spillway.

5. *Embankments.*—Laboratory tests for co-efficients of fraction and cohesion—permeability, saturation gradients—Proctors density, plasticity index, optimum moisture, specific gravity, moisture contents, selection of soils for core and casing. Types of fill, their relative uses. Design of the cross-section—free board, wave height, pitching, slope protection filters—filtering materials, their selection and use.

6. *Stuctural design.*—Shearing stresses in foundations seepage phenomenon, different types of cut-off arrangements, conditions of stability, stability analysis by slip circle, wedge and other methods—core walls of masonry and their uses, specifications, consolidation including uses of various types of rollers.

7. Selection of earth-moving machinery.—Planning of construction equipment operating cost.

8. *Field control.*—Field tests and their significance in regard to specification, e.g., consolidation, etc.

9. *Failure of dams.*—Their causes and precautionary measures, e.g., sliding, washing, settlement.

10. *Maintenance and repairs.*—Including major repairs.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF JUNIOR ENGINEERS

PAPER II

Special subject.—Construction and maintenance of lift irrigation schemes.

1. Preliminary investigation for site, gauging discharges, collection of hydraulic data, fixing H.F.L. analysis of water for suitability, various salts and their permissibility for seasonal or perennial irrigation, location for infiltration galleries.

2. Lifting devices, e.g., pumps, oil or electric, their relative use and economy, calculations for B.H.P., approximate costing materials required for running and running cost.

3. Crop-planning—distribution of water, construction channels, and water courses including design.

4. Auxiliary structures like engine-house, pump well, delivery chamber, etc., —their design and construction.

5. Measurement of supply—various devices—their description and use.

6. Determination of water-rates, and considerations for economic use of water.

7. Maintenance of the schemes.

8. Procedure to be followed in admitting such schemes and declaring the feasibility thereof.

SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF JUNIOR ENGINEERS

PAPER II

Special subject.—Water supply and Sanitary Engineering

Water-supply—

A. *Sources of water-supply.*—(*a*) *Ground water.*—Springs development of springs, wells, capacities of wells, construction of wells, infiltration wells and galleries.

(*b*) *Surface water.—Rainfall.*—measurement of run-off, relation of rainfal and run-off gauging of rivers and stream-intake works in perennial rivers

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Dams and impounding reservoirs—Types and materials used for foundations, spillways, design of dams, intakes in wells—protection of catchment area.

B. *Treatment of water.*—Sanitary survey of the water-supply source—sampling of water for analysis—chemical and bacteriological, care of.

(*a*) *Aeration of water.*—Types of aerators.

(*b*) *Sedimentation of water.*—Detention period, inlets and out-lets velocity of flow, sludge removal, different types of settling tanks.

(*c*) *Coagulation of water.*—Necessity, coagulants used for normal doses, method of application, care for storage, costs of coagulants. Flocculation, detention period.

(*d*) *Filtration of water.*—Type of filters and comparison, capacity and rate of filtration. Arrangement of filter bed and underdrainage system. Loss of heads in filters operation of filters cleaning, washing, etc.

(*e*) *Hardness of water and method of softening.*

(*f*) *Disinfections.*—Methods of disinfection, chemicals used, normal doses and cost of chemicals disinfection of new and old mains.

C. *Distribution of water.*—Types of supply—continuous and intermittent—materials for pipes and classification, design formulae for flow in pipes—accessories on distribution system—weights of pipes and quantity of materials for jointing and materials of jointing. Testing of pipe lines. Maintenance of pipe lines.

Balancing and service reservoirs, location.

D. *Pumps and pumping stations.*—Types of pumps efficiencies, choice of prime movers. Maintenance of pumping machinery.

Managements of water works—

Public health engineering, importance of protected piped water-supply, Metering and maintenance of meters.

Preparation of water-supply projects, survey projects, survey investigations.

Sewerage—

Combined, partial and separate system of sewers. Surface drainage. Layout of sewers.

Materials for sewer pipes. Self cleansing velocities, sewer appurtenances, manholes, catch basins, flushing, devices, etc.

Sewer construction, testing of sewers, cleaning and maintenance of sewers. Weights of pipes and materials required for jointing.

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Treatment of sewage—

Primary treatment.

Screens and racks, disposal of rackings, grit chambers, quantity and disposal of grit settlement of sewage. Settling tanks and clariflocculators ; collection and disposal of sludge.

Secondary treatment.

Activated sludge process.

Filters, tricking filter.

Disposal of sewage effluent—

Dilution in sea and rivers,

Disposal on land, sewage effluent irrigation,

Selection of site, etc.

Maintenance of sewers and sewage disposal works.

Individual house sewage disposals—

Septic tanks, design of aqua privies,

Sanitary latrines,

Collection and disposal of sewage in unsewared areas,

Sanitation of slaughter-houses and schools.

Plumbing.

Syllabus for the Propessional Examination of Junior Engineers

Paper II

Special subject—Roads, Buildings and Bridges

Part I

Buildings

(*a*) *Masonry.—Stone-masonry.*—materials, dressing, laying and jointing. Tools used. Classes of masonry ; coursed and uncoursed rubble, random rubble, ashler and block-in-course, boundig of stones. Dry stones masonry, safe leads on masonry.

Brick-masonry.—Materials, brick laying and bounding, brick-nogging. Brick-laying in footings, isolated columns, piers, fire-places and arches. Hollow walls. Reinforced brick work. Partition walls. Wall tiles. Damp proof courses. Terms used in brickwork—Scaffolding, strength of brick-masonry safe loads on brick-work.

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(*b*) *Reinforced concrete constrction.*—(i) Concrete. Various mixes and their uses.

(*ii*) Reinforcement : Round bars, fabrics laying;

(*iii*) Curing of concrete : Form work, renioval of form work and after treatment. Water-proofing concrete.

Precast-concrete work. Laying concrete in water. Use of plain and reinforced concerte in structures. Vibrated concrete. Strength of various types of concrete works. Prestressed concrete methods and principles in geneal.

(*c*) *Masonry structures.*—Bearing walls. Proportion of heights, lengths and thicknesses. Opening in walls, lintels and arches. Centering false work. Retaining walls, buttresses and counter-forts-Dry masonry walls. Breast walls and revetments. Framed structures. Method of construction.

(*d*) *Doors and windows.*—Timber frames and shutters of various types joint in jointing work. Fastenings and fixtres, steel doors, windows and casements, ventilators and skylights.

Proporation of openings to wall surfaces and floor areas, size and location of doors and windows.

(*e*) *Floors* : *Single.*—Single, double and framed timber floors, flag stone floors—jack arches. Filled—Joint floors—hollow tile fioors. Reinforced concrete and reinforced brick floors. Valuted floors.

Floor-finishes : murum concrete and tiles floorings, terrazo concrete floors. basements floors, factory floors.

(*f*) *Roof.*—Pitched roofs, slopes, types of roof frames of timber and steel for different spans. Purlins, hips, rafters, valleys, ridges, and caves. Boardings-ceilings. Various types of roof coverings. Detached roofs. Rain water gutters.

Flat roofs : Drainage of roofs. Water proofing compounds and materials used—structural plumbings flashings. Use of milled and cast sheet leads.

(*g*) *Staircases.*—Size, location and layout of staircases, types of staircases, doglegged, open newel, geometrical and spiral. Stone rick metal, timber, R. C. staircases, fireproof staircases.

(*h*) *Timber constructions.*—Timber fastenings, nails-screws, bolts, pins, washers, etc., designs of timber joints for compression tension, bearing and shear, working stresses. Design of beams and columns. Timber spires and complicated roof strusses.

(*i*) *Fire-proof-construction.*—Heat and sound insulating properties of masonry and concrete walls, plasters and insulating boards.

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(*j*) *Plastering and pointing.*—Treatment of internal and external brick, stone and concrete wall surfaces. Plain plaster. Cement rendering, rough cast plaster, stucco, fibrous plaster, lathe in plaster, water-proof, plaster, gunniting, pointing. Painting, varnishing and polishing, glazing, papering, colour washes and distemper. Waterproof cement washers.

(*k*) *Foundations.*—(*i*) Soils, structural properties or soil.

Examination of soils, probing and sounding and boring (wash boring, percussion boring), boring tools trial pits, test soils for bearing pressure. Direct and indirect tests. Test piles.

(*ii*) Bearing capacity of soils : Rock, clay and sandy soils, alluvium. Quicksand. Black cotton soil. Reclaimed soil. Improving bearing capacity of soils by various methods. Transmission of load to foundations, dead load. Live load and wind loads. Impact factor. Ratio of live load to dead load.

(*iii*) Shallow foundations : Area of foundation, spread footings. Timber and steel grillage foundations, R.C.C. raft, inverted arches. Foundations under eccentric loads boundary footings. Depth of foundations.

(*iv*) Preparation of bel, demolition, underpinning, excavation, shoring and timbering of trenches, bailing out water.

PART II

Roads and the Bombay Highways Act

(1) Bombay Highways Act and Rules thereunder.

(2) Alignment of roads.—Relative importance of length of road, height of bank, depth of cutting, road-grades, C.D. works, value of lands, nearness of quarries, and courses of water-supply in alignment.

Traffic arteries and bye-pass roads.

Special types of roads. Road tunnels sub-grade and road foundations. Underdrainage, camber, gradients, minor masonry, cross-drainage work. Waterways calculations, masonry arched culverts and piped drains. Construction details.

(3) Curves.—Simple, compound, parabolic, spiral, lemniscate, widening of road and superelevation on roads, vertical curves, slight distance, road-intersections and crossings.

(4) Road surfaces.—Earth roads and their stabilisation.

Sand clay of gravel, kankar, laterite and broken stone roads, waterbound macadam and telford roads, testing road metal. Effects of grading metal. Consolidation with power driven and bullock rollers, bindage and blindage.

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Modernisation of roads : Surface painting, semi-grounting, grounting with tar and bituminous compounds. Peremix tar and bituminous carpets ; seal coats.

Cold treatment with bituminous emulsions, asphalt. Tar and asphalt mixtures. Testing of tar and tar products.

Cement concrete roads : All concrete slabs. Section and reinforcements cement macadam, collodial concrete, bounded concrete roads, joints and dowels.

(5) Arboriculture.

(6) Masonry registers.

(7) Road-charts A and B.

(8) Paving with stone-sets, bricks and wood blocks, special roads, cycle tracks, road-repairs, waves, corrugations, creeps use of road-plant ; graders drags, scarifiers, scrapers, rollers, tar and asphalt boilers, sprinklers, mixers, vibrators, road drills.

(9) Traffic problems : Traffic census, cross-traffic, inadequate road, space waiting vehicles, slow-moving vehicles, vehicles of large size, pedestrians, peak load-period segregation of traffic.

(10) Foot-paths, guard-rails, foot crossings, sub-ways and bridges for pedestrians.

(11) Traffic signs, standard warning signs, prohibitory sign, mandatory signs, informative signs, white lines.

(12) Road planning of a district and the whole State, interestate communications.

(13) Indian Roads Congress, specifications.

PART III

Bridges

(*a*) Deep foundations. –Friction and bearing piles; timber, steel and cast iron piles. Screw piles. Precast and cast-*in-situ* (Vibro Franki) concrete piles. Bored piles. Pile driving. Safe load on piles ; Hileys' formula.

(*b*) Methods of foundations in deep water; Diversion of streams, Coffer dams. Simple coffer dams ; sand bag, puddle sheet pile coffer dams. Design of coffer damp. Pumping and sealing.

Well sinking : well curbs, cutting edge ; masonry and R.C.C. well steinings, dredging, pumping and sinking. Frictional resistance. Plugging and filling. Well caps. Single and multiple wells.

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Sinking cylinders, and concrete monoliths for bridge foundations. Details of construction and design.

Use of compressed air in sinking foundations. Diving.

(*c*) Deep excavations : Excavation for deep trenches in water-logged soils for pipes and sewers. Shoring and strutting.

Sub-structure and super-structure—

(*a*) General principle of design.—Alignment. Number of spans, Economic spans. Water-way calculations. Depth of foundations. Scour depths. Afflux. Clearance.

(*b*) Loading.—Dead load, live load. Impact factors. B.S.S. recommendations and Indian Road Congress recommendations for loadings on road bridges. Loadings on railway bridges.

(*c*) Sub-structures.—Abutments, wing-walls and piers ; conditions of stability types design and constructions. Foundations.

(*d*) Super-structure.—Different types of road and railway bridges, choice material and type. Bridges floors. Wearings surfaces on bridges. Methods of erection. Maintenance and preservation.

(*e*) Culverts.—Box pipe and Irish culverts; causeways and sub-mersible bridges. General principle of construction.

(*f*) Approaches.—Influence of conditions of approaches on the selection of the type of bridges. Construction of approaches.

(*g*) Modern methods of designing super-structures.

(*h*) Bearing.

Syllabus for the Professional Examination of Junior Engineers

Paper II

Special subject.—Construction of masonry and concrete dams

Hydrology—catchment—rainfall—run-off—gauging—annual yield maximum flood—capacities of reservoirs—losses in reservoirs—silt data—topography selection of sites—foundation exploration—choice of type of dam—

Water requirements : Gross command—culturable command—soil surveys for various crops—proposed crop plan—duty and delta fixing irrigable command—total requirements of water including transit losses—carry over—

Design of gravity dam.—Types of foundation—foundation treatement—cut off—materials of construction and their characteristics—tests—design criteria—forces acting on gravity dams—silt pressure, earthquake forces—uplift, wind pressure—wave pressure, temperature stresses—stability requirements—analysis of forces—design of profile for low and high dams—econom

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profiles—free board wave height—drainage—construction details of masonry dams—construction details of concrete dams—temperature control—planning of construction—field control, field test and their significance in regard to specification—construction organisation set up—construction equipment—cost and rates—failure of gravity dams.

Design of waste weirs.—Selection of sites, computation of maximum flood discharges—various formulae, types of waste weirs and their design-rates—design of tail channel—flood absorption capacity—emergency spillway reservoir flood routing.

Design of sluices.—Capacity—type—stresses in and around sluices—velocities cavitation—entry and exist condition dissipation energy—gates, types—penstocks, cost.

Other types of dams.—Conditions suitable for adopting rock fill dams—R.C.C. dams—arch dams.

Syllabus for the Professional Examination of Mechanical Junior Engineers

Paper II

Special subject.—Boring

(1) Fundamental principles of boring.

(2) Types of boring machines and their application.

(3) Types of bores.

(4) Geological strata.

(5) How to obtain and record the underground strata.

(6) What are the methods to test the yield of bore.

(7) How to test the verticalate of the bore.

(8) How to prepare the estimate.

(9) Selection of boring plant.

(10) Developing a bore.

(11) Sand pumps.

(12) Bore-hole pumps.

(13) Air lift pumping.

(14) Reciprocating pumps.

(15) Methods used for cleaning the bores, etc.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF MECHANICAL JUNIOR ENGINEERS

PAPER II

Special subject.—Use of machinery

(A) **Workshop**—

(1) Selection of site.

(2) Layout of various shops like foundry, machine tools, smithy, general repairs and overhaul, automobile.

(3) Selection of machinery and its application.

(4) Foundry practice.

(5) Methods of cost finding.

(6) Estimation of the works.

(7) Different rate systems.

(8) Factory rules.

(9) Payment and Wages Act.

(10) Stores accounts and ledger system.

(11) Stock-taking of stores and spares.

(12) Labour Problem.

(13) Commercial correspondence.

(B) *Earth moving machinery*—

(1) Selection of machinery for earthen dam, clearing site, foundation excavation.

(2) Machinery required for construction of canals.

(3) Repairs and maintenance of earth moving machinery.

(4) Use of excavators, draglines, shovels.

(5) Types of tractors and their applications.

(6) Applications of scrapers, loader.

(7) Overhaul and repairs.

(8) Tools required for overhauls.

(9) Defects (general).

(10) Field servicing.

(11) Cost accounting of the work done.

(C) *Mechanically propelled vehicles*—

(1) General administration of mechanically propelled vehicles —

(*a*) Selection for particular use.

(*b*) Equipment for field servicing.

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(2) Principles of two and four stroke cycles, ignition system—
  (*a*) Permissible fits and tolerances.
  (*b*) Lubrication and lubricants.
  (*c*) Schedules of servicing.
  (*d*) Instructions for running new and overhauled vehicles.
  (*e*) Transport rules and regulations.

(3) Instructions for care and maintenance of 1,000 type steam boilers —
  (*a*) Points to be observed during the inspection.
  (*b*) Estimation of repairs.
  (*c*) Valuations and life.
  (*d*) Special machinery for repairs and its applications.

(D) *Stationery plants* —
  (1) Layout of pumping plants.
  (2) Selection of pumping units.
  (3) General maintenance.
  (4) Erection.
  (5) Points to be observed during inspection.
  (6) Different types of pumps and their applications.
  (7) Application of pneumatic machines and tools.
  (8) Their maintenance and repairs.
  (9) Air lift pumping.

(E) *General* —
  (1) Fundamental principles of engineering.
  (2) Type of various drives and their application.
  (3) Lifting equipment like tackle and carnes, etc.
  (4) Welding, brazing.
  (5) Tool room and application of tools.
  (6) Design of simple instruments and machinery like D. T. crane, asphalt boilers, boiler test pumps, sluice valves, gates, etc.
  (7) Use of precision instruments.
  (8) Batteries repairs and charges.
  (9) Screw cutting, gear cutting.
  (10) Standard weights and measurements of the engineering materials with the mechanical properties.
  (11) Heat treatment.
  (12) Stress and strain.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF JUNIOR ENGINEERS (CIVIL) IN THE PORTS ORGANISATION

Special Subject.—Harbour Engineering

PART I

(*a*) *Port admininstration.*—General knowledge of the existing Port Organisation in Maharashtra State.

(*b*) *Wind, waves, and tides.*—

(*i*) Wind—Effects of wind on marine construction works.

(*ii*) Waves—Formation height, period and amptitude of waves. Effect of waves on harbours and shores.

(*iii*) Tides—Formation of tides, flood and ebb tides, range of tides (maximum and minimum), spring and neap tides, tidal bores; velocity of tides; tidal variations, tidal and littoral currents, tidal obsesvations and tidal graphs.

(*c*) *Erosion and siltation.*—Causes and remedial protection work.

(*d*) *Hydrographic survey.*

(*e*) *Dredger—dredging.*

PART II

Harbour structures

(*a*) *Harbour layout.*—General principles of design and layout of harbour.

(*b*) *Foundations of harbour structures*—

(i) Soils—Bearing capacities of soils and structural properties of soils.

(ii) Loading—Dead and live load, impact loads.

(iii) Shallow foundations—Area of foundations; spreadings; R.C.C raft; foundations under eccentric loadings; Depth of foundation.

(iv) Pile foundations—Friction and bearing piles; timber, steel and cast iron piles, screw piles, precast and *cast-in-situ* contcrete piles, bored piles. pile driving, safe load on piles, Hiley's formula, load test on piles, design of pile structures, vertical and raking piles.

(v) Well foundations—Well sinking, well curbs; cutting edge, masonry and R.C.C. well stennings; Dredging, pumping and sinking, fricteonal resistance, plugging and filling, well caps, single and multiple wells, Sinking cylinders and concrete monoliths, caissons for foundations.

(vi) General principles of designs of wells, cylinders and monoliths.

(*c*) *Jetties.*—Definitions, classifications and general principles of layout and design—Design of R.C.C. super-structure types of fenders and their functions.

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(*d*) *Designs and construction of dock walls.*—R. C. C. and masonry dock walls, R. C. C. and steel sheet pile walls, R.C.C. conterforts, cantilever walls, stability of dock walls.

(*e*) *Docks and locks.*—Elementary principles of design and layout of wet and dry docks—slipway, floating docks, lock and lock gates, Dock bridgest.

(*f*) *Break water.*—Classification of break waters ; Elementary principles of designs and construction of break waters, causes of failure of break waters.

(*g*) *Portyards, warehouses and transit sheds.*—Layout of portyards including roads, stacking platforms, railway and crane rails, layout of godowns and open sheds. Their types and construction details.

(*h*) *Port and workshop machinery.*—General knowledge of port and workshop machinery.

(*i*) *Inland water transport.*—Development of creeks and rivers.

YLLABUS FOR THE PROFESSIONAL EXAMINATION OF JUNIOR ENGINEERS

PAPER III

Accounts—Sub-divisional and work accounts

1. Initial records of accounts—

(*i*) Muster rolls.

(*ii*) Recruitment of labour and its employment on daily rates.

(*iii*) Employment of daily labour.

(*iv*) Advances to labourers and their recoveries.

(*v*) Arrears of wages.

(*vi*) Measurement books, taking of measurements, use and maintenance of measurement books.

(*vii*) Different kinds of bills, chéque and receipt books, cash books, imprest cash book, temporary advances, remittances into treasury, works abstracts, requisitions, vouchers, hand receipts.

(*viii*) Schedule of rates.

2. Stores—

(*i*) Initial records, receipts and issues including issues to contractors.

(*ii*) Stores forms Nos. 22 to 26, 29 and 30, 33, 34 and 35.

(*iii*) Road materials.

(*iv*) Material at site accounts.

(*v*) Omnibus—transferes entry orders.

(*vi*) Tools and plant.

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3. Contractors—

(*i*) Rules regarding contracts as embodied in the different forms of agreements.

(*ii*) Contractor's bills.

(*iii*) Piece-work and contract work.

(*iv*) Aid and advances to contractors.

4. Labour Laws—

(*i*) The Industrial Disputes Act, 1947 and the Rules framed thereunder.

(*ii*) The Minimum Wages Act, 1948 and the Rules framed thereunder.

(*iii*) The Workman's Compensation Act, 1923 and the Rules framed thereunder.

Note 1.—The relevant chapters or paragraphs of the Maharashtra Public Works Manual, Maharashtra Public Works Account Code should be studied.

Note 2.—20 marks shall be earmarked for questions on Acts and Rules concerning Labour Laws mentioned above.

Syllabus For the Professional Examination of Junior Engineers

(Civil)

Paper IV

Practical test—One paper

1. Parctical and oral test in surveying and setting out—

(*i*) Care and adjustment of levels and theodolite and other survey instruments, such as, compass, ghat-tracer, abeny level, etc., surveying by chain or chain compass.

(*ii*) Levelling and reduction of levels.

(*iii*) Setting out angles and curves.

(*iv*) Setting out a plan on the ground.

2. Practical drawing—

A pencil drawing to be made from data, e.g., section or foundation plan from plan and elevation ; or a drawing of any simple structure from given dimensions or a drawing connected with either : (i) road and building, (ii) irrigation works inluding masonry, concrete and/or earthen dams, (iii) drainage problem, (iv) lift irrigation, (v) sanitary engineering and water-supply.

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SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF JUNIOR ENGINEERS (MECHANICAL)

Practical test—One paper

1. Explaining the function of precision machine tools and using micrometers surface gauges, depth gauges, etc.

2. Marking the jobs.

3. Fixing a job in a 4 jaw chuck and turning to size on a lathe.

4. Explaining the various ways in which jobs are fixed on various machine tools and how the machines operate.

5. Naming various important parts of machines and stating use of each.
6. Checking up the crankshaft alignment of an oil engine.

7. Tracing various circuits on oil engines, e.g., fuel circuit, lubricating oil circuit, cooling water circuit, air circuit, battery system, etc.

8. Explaining in brief, function of following with small neat sketches drawn on the spot.

Fuel pump, automiser, governor, battery oil filters, etc.

9. Explaining how machines like tractors, road rollers, dumpers, air compressors, generators, will be tested for a trial running test and actually starting of one of them.

SYLLABUS FOR THE PROFESSIONAL EXAMINATION OF JUNIOR ENGINEERS (CIVIL) IN THE PORTS ORGANISATION

Practical test—One paper

1. Practical and oral test in surveying and setting out :—
   (*i*) Levelling and reduction of levels.
   (*ii*) Setting out angles and curves.
   (*iii*) Setting out plan on the ground.

2. Practical drawing :—

A pencil drawing to be made from data, e. g., section or foundation plan from and elevation or a drawing of any simple structure from given dimension or a drawing connected with marine works.

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APPENDIX 2

(*See* paragraph 55)

PROCEDURE AND RULES REGARDING THE PROFESSIONAL EXAMINATION OF STORE-KEEPERS

Rule 1.—The store-keepers will become eligible to appear for the examination, after they complete 2 year's service in the posts of store-keepers or in equivalent posts and will be required to pass the examination within 3 years from the date they complete 2 years' service. The existing superintendents of stores are not required to pass the examination. If any of the assistant store-keepers so desire, they will be allowed to appear for the examination provided they have put in not less than two years service as assistant store-keepers in the department.

Rule 2.—Store-keepers who do not pass the examination within the time-limit stipulated in rule 1 above will be liable to be discharged or reverted, if temporary or officiating. Permanent store-keepers, who do not pass the examination according to these rules will be liable to have their increments withheld till they pass the examination.

Rule 3.—The Superintending Engineers or other Heads of Departments under the Public Works Department and Irrigation Department may grant, in deserving individual cases, a reasonable extension of time for a period not exceeding two years beyond the period normally permissible, to store-keepers who are not able to appear for the examination owing to exigencies of public service, illness, want of time or opportunity to convene a committee or other valid reasons. Every order granting such extension should state clearly the circumstances justifying it and a copy of the same should be endorsed to Government for information. The penalty prescribed in rule 2 above shall become operative only in the case of those who do not pass the examination even within the extended period.

Rule 4.—The examination shall be held annually on the last Monday of the month of May, or if it is a public holiday, the next working day, at (*i*) Bombay, (*ii*) Amravati, (*iii*) Aurangabad and (*iv*) Poona, under the over-all charge of the co-ordinating Superintending Engineers mentioned below :—

1. Superintending Engineer, Bombay Circle, Bombay, for store-keepers in Bombay Revenue Division.

2. Superintending Engineer, Nagpur (P. W.) Circle, Nagpur, for store-keepers in Nagpur Revenue Division.

3. Superintending Engineer, Marathawada Irrigation Projects Circle II, Aurangabad, for store-keepers in Aurangabad Revenue Division.

4. Superintending Engineer, Poona Circle, Poona, for store-keepers in Poona Revenue Division.

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Each co-ordinating Superintending Engineer shall nominate a senior Executive Engineer stationed at the place of the examination to be in actual charge of the arrangements for holding the examination, etc. The Executive Engineer so nominated will take practical and oral examinations of store-keepers also.

Rule 5.—The question papers shall be the same for all centres. The Chief Engineer (Public Works Department) shall entrust the work of drawing up question papers to any one Executive Engineer selected by him. He shall also nominate an Executive Engineer for valuation of the answer books of the examinees of all the centres. No remuneration will be paid to the Officers nominated for setting the question papers or for assessing the answer books of the examinees.

Rule 6.—The syllabus for the examination shall be as shown in the annexure. In addition the candidates should study the Store-keeper's Manual and acquaint themselves with the standing orders. There shall be two written papers—one for section I and the other for section II.—and practical and oral examination as per section III as under :—

Written for section I (3 hours)	..	..	100 marks.
Written for section II (3 hours)	..	..	100 marks.
Practical and oral for section III	..	..	50 marks.

Rule 7.—To pass the examination, candidates must get 40 per cent of marks in each paper and practical test and 45 per cent in the total. Those who get 67 per cent marks or more in the total will be considered to have passed with credit.

Rule 8.—The result of the examination will be declared and published by the Co-ordinating Superintending Engineer, who will also submit a copy of the result sheet to Government in the Public Works Department/Irrigation Department, for information.

Marks in each subject should be communicated to all examinees simultaneously with the results of the examination irrespective of the fact whether or not a candidate is declared successful and whether or not a candidate makes specific request for communication of marks. Copies of the result (aloulg with the marks secured by each examinee successful or unsuccessful) should also be forwarded to all concerned officers, who will take necessary action, if any regarding entry in confidential records as per M. C. S. R., 1981.

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ANNEXURE

Section I

1. Tools and plant--
   (1) General.
   (2) Purchase and manufacture of stores.
   (3) Tools and plant.
      (I) Numerical account.
         (*a*) Receipts.
         (*b*) Issues.
         (*c*) Register of tools and plant.
      (II) Payment for supplies.
      (III) Sale or transfer.
      (IV) Verification.
      (V) Rectification of accounts.
   (4) Rates of depreciation.
   (5) Tools lent to contractors, etc.
   (6) Disposal of stores.

Bibliography—

(1) M. P. W. Manual paragraphs 387 to 390 and 431.
M. P. W. A. Code paragraphs 9.1.1 to 9.1.5 and 9. 3. 1 to 9.3.3.

(2) M. P. W. Manual paragraphs 391 to 398 and appendix 19 Maharashtra Contingent Expenditure Rules, Appendix VI.

Government Memorandum, Public Works Department, No. STR-1157/ 1832211 of 26-9-1957.

(3) (I) M. P. W. A. Code paragraphs 9.3.4 to 9.3.9.
(II) M. P. W. A. Code paragraphs 9.3.10 and 9.3.17.
(III) M. P. W. Manual paragraph 407.
M. P. W. A. Code paragraphs 9.3.14 to 9.3.16.
(IV) M. P. W. Manual paragraphs 408 and 409.
M. P. W. A. Code paragraph 9.3.18.
(V) M. P. W. A. Code paragraph 9.3.19.

(4) M. P. W. Manual paragraph 415.

(5) M. P. W. Manual appendices 36 and 37.
M. P. W. A. Code paragraph 9.3.12.

(6) M. P. W. Manual paragraphs 417 to 423.
M. P. W. A. Code paragraphs 9.3.11 to 9.3.19.

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2. Stationery and forms—

Bibliography—M. P. W. Manual paragraphs 118 to 120.

Maharashtra Contingent Expenditure Rules 77 to 83.

3. Furniture, locks, bicycles, clothing, medicine boxes, etc.:—

Bibliography.—Maharashtra Contingent Expenditure Rules 84 to 110 and 112 and 114.

B. C. S. R. Manual rule 860.

4. Recording of measurement by the store-keeper and maintenance of measurement book.

Bibliography.—M. P. W. Manul, appendix 24 and item (e) of schedule of powers therein in particular.

1. P. W. A. Code paragraph 10.2.8.

5. Muster rolls.—Maintenance of for labour employed in divisional work shop.

Bibliography.—M. P. W. Account Code paragraphs 10.2.3. to 10.2.5.

Section II

1. Suspense accounts—

(*a*) Introductory.

(*b*) Stock-General procedure.

(*i*) Quantity account : Receipts and issues.

(*ii*) Value accounts : Payment for stock received.

(*iii*) Monthly summaries of stock receipts and issues.

(*iv*) Recoveries for stock issued.

(*v*) Stock taking.

(*vi*) Ledger.

(*c*) Purchase account.

(*d*) Miscellaneous P. W. Advances.

(*e*) Workshop suspense and workshop account.

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Bibliography—

(*a*) M. P. W. Manual paragraphs 387 to 398.

M. P. W. A. Code paragraphs 9.1.1 to 9.2.2.

(*b*) (*i*) M. P. W. A. Code paragraphs 9.2.4 to 9.2.12, 10.3.1 to 10.3.4 10.3.6 to 10.3.8, 10.3.11 and 12.3.1 to 13.3.5.

(*ii*) M. P. W. A. Code paragraphs 9.2.17 to 9.2.19 and 9.2.26 to 9.2.29.

(*iii*) M. P. W. A. Code paragraphs 9.2.30 and 9.2.31.

(*iv*) M. P. W. Manual paragraph 399.

M. P. W. A. Code paragraphs 9.2.20 to 9.2.25.

(*v*) M. P. W. Manual paragraphs 401 to 405.

M. P. W. A. Code paragraphs 9.2.36 to 9.2.41.

(*vi*) M. P. W. A. Code paragraphs 9.2.32 to 9.2.35.

(*c*) M. P. W. A. Code paragraphs 12.2.1 to 12.2.6.

(*d*) M. P. W. A. Code paragraphs 12.4.1 to 12.4.7.

(*e*) M. P. W. A. Code paragraphs 12.5.1 to 12.5.4 and 14.1.1 to 14.3.2.

2. Inspection of steam and diesel rollers and portable engines.—

Bibliography—M. P. W. Manual paragraph 428.

Indian Boiler Act, 1923, and Boiler Rules, 1924.

3. *Pro forma* accounts and profit and loss account of vehicles—General knowledge.—

(1) Maintenance of log books for jeeps, motor lorries, etc.

(2) Monthly *pro forma* account and profit and loss account.

(3) Log book register for machinery (record of work done with expenditure

(As introduced, vide Government Memorandum, Public Works Department, No. MCN-1055-N of 16-7-1956).

Bibliography—

G. C. M. P. W. D. No. 4038/36 of 16-4-1945.

G. C. M. P. W. D. No. HRC-1051 of 9-8-1951.

G. C. M. P. W. D. No. HRC-10 of 2-2-1954.

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4. Tenders—Forms D and E.—

Bibliography—Maharashtra P. W. Manual paragraphs 211 and 212 in particular and 188 to 234 in general.

5. Correspondence—Drafting

Two letters or notes on subjects dealth with in store section, i. e.—

(1) Placing order to a firm.

(2) Moving Superintending Engineer for increase in stock limit.

(3) For early supply of forms and stationery, etc., etc.

Section III

PRACTICAL

1. Arranging of store material (some 25 to 30 articles) kept in a heap and preparing a list thereof according to form No. 35.

2. Arranging of forms (kept in bundle) and preparing a list thereof.

3. Arranging of stationery articles and preparing a list thereof. Some articles to be kept in a gunny bag.

4. Oral questions on the syllabus.

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APPENDIX 3

POST RECRUITMENT EXAMINATION FOR LOWER GRADE CLERKS IN THE PUBLIC WORKS DEPARTMENT AND IRRIGATION DEPARTMENT

1. These rules shall be called the Post Recruitment Examination for Lower Grade Clerks in the Public Works Department and Irrigation Department.

2. These rules shall come into force on 1st January 1972. The previous rules in this respect issued under Government Resolution, Public Works Department No. TSE-1058-41002-G, dated the 2nd February 1960, as amended from time to time shall cease to be operative on the day these rules come into force.

3. Every person recruited as Clerk (including Clerk-typist and other equivalent categories of posts) in the Public Works Department and Irrigation Department after the date on which those rules come into force shall be required to pass the Post-recruitment Examination for Lower Grade Clerks before he can be confirmed.

4. Every clerk should pass the Examination within 4 years of his joining the service and within 3 chances. A candidate who fails in all the 3 chances, shall be discharged from service. Clerks who have qualified themselves for appointment as Divisional Accountants by passing the Initial Recruitment Examination and the Divisional Accountants Test are exempted from passing the Examination for Lower Grade Clerks prescribed under these Rules.

5. Persons recruited as Clerks before the date on which these rules Come into force, are exempted from appearing for the examination,—

(*i*) if they have completed 3 years continuous service as Clerks, etc. on the day on which these rules come into force, or

(*ii*) if they are already confirmed as Clerks etc.,

Or

(*iii*) if they have already passed a departmental examination under the rules previously in force, or have been exempted from passing that examination in accordance with the provisions of those rules.

Persons recruited before the date on which these rules come into force but with less than 3 years service on that day, who are not entitled to exemption under clauses (ii) and (iii) above shall be required to pass the Post-recruitment Examination before they complete 4 years service.

6. If, for any reason, the examination is not held in a particular year that period shall be excluded for computing the years of service under these Rules.

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7. In exceptional circumstances, the Head of the Department may, in his discretion, allow one extra chance to a candidate to appear for the examination and, if necessary, correspondingly extend the period of 4 years to 5 years. If a candidate fails even in this extra chance, he shall be discharged from service:

Provided that Government may, in exceptional circumstances, either grant further extension of time to a candidate on merit or condone his failure.

8. The examination shall be in two parts, namely,—
(*i*) General subjects, and
(*ii*) Departmental subjects.
The syllabus for the subjects shall be as per the Annexure.

9. Normally, the examination shall be held twice a year in the months of January and July.

10. Each paper shall be of 100 marks and of three hours' duration.

11. Paper numbers 1 and 2 shall be without books. Paper numbers 3, 4 and 5 shall be with books for which the books mentioned against them in the Annexure shall be supplied.

12. The standard for passing the examination shall be 35 per cent marks in each paper and 40 per cent marks in the aggregate.

13. In the case of a marginal failure, grace marks upto one per cent of the total marks, to be distributed as may be most beneficial to a candidate, will be given if he is thereby able to pass the examination.

14. A candidate who fails in the examination but secures 50 per cent marks in any paper, shall be exampted from appearing for that paper in his subsequent attempts.

If a candidate secures 50 per cent marks in the aggregate but fails in any paper, he will not be required to appear for the entire examination again. He should appear again only for that paper in which he has failed. For the purpose of rule 4 above, he shall be treated as having passed the examination. but he shall not be confirmed or promoted unless he passes in the paper in which he had failed.

15. Failure in the first and second attempt shall not result in stoppage of increment or loss of seniority ; but a person who has not passed the examination shall not be promoted to any higher post till he passes the examination. If a person fails in all the three chances and is allowed a fourth or subsequent chance, then he shall not be allowed to draw the increment after his failure in the third attempt until he passes the examination or is exemtped from passing it by Government by condoning his failure :

Provided that on passing the examination in the fourth or subsequent attempt or on being exempted, he will draw the increments which were withheld and all subsequent increments will accrue to him as if no increments were withheld. He will not, however, be entitled to arrears of pay.

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ANNEXURE

SYLLABUS FOR THE POST RECRUITMENT (MINISTERIAL) EXAMINATION FOR LOWER GRADE CLERKS IN THE PUBLIC WORKS DEPARTMENT AND IRRIGATION DEPARTMENT

PART I—General Subjects

Paper No. I.—Office Organisation, Noting and Drafting

(Without Books) *Marks* 100

Subjects included in the Paper (1)	Books prescribed (2)
I. (1) Office Organisation:	
(*a*) At headquarter of State Governments	Hand Book for training of Ministerial Staff (Clerical) Part I.
(*b*) Regional—Circle Office, Divisional Office and Sub-Divisional Office, their powers. Depiction of Organisation by means of charts and diagrams.	
(2) Important Organisational concepts	
(*a*) Levels of authority and Delegation of powers	Do.
(*b*) Channels of communication and why they are necessary.	Do.
(*c*) *Control Mechanisms* Muster roll, work-sheet, various registers, periodical returns and keeping watch on due dates.	Do.
(*d*) *Inspections* Inspection of Offices at all levels, why they are necessary (printed form of Inspection Report to be explained in the Class).	Do.
(*e*) *Office Discipline* Attendance, Punctuality, promptness, Rules relating to Government servants Conduct, Discipline and manners.	Bombay Civil Services Conduct, Discipline and Appeal Rules. Hand Book for training of M. Staff (Clerical) Part I.
II. Noting and Drafting :	
(3) Notes on different types of cases. How to draft letters to higher officers and other official communications. How to call for information.	Part III of the Hand-Book for Training of Ministerial Staff (Clerical).
(4) Papers for meetings	Part III-A.
(5) Handling of periodical returns, special instructions regarding applications to Government.	Do.
(6) Drafting of simple letters to Contractors/Suppliers of Business nature.	Part III.
(7) Different forms of communications from Superintending Engineer, Executive Engineer, Deputy Engineer to their superiors or sub ordinate officers and to other Departments. Modes of letter-writing viz., letter, Memo, D.O. Circular, etc.	Do.
(8) Drafting tender notices/auction sale notices etc., letters to non-officials in connection with land acquisition, auction sales, etc.	Do.

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Paper No. II— Office Procedure with particular reference to working of Public works Department and Irrigation Department.

Marks 100

Subjects included in the Paper (1)	Books prescribed (2)
I. (1) Working of Register	
Procedure for inwarding and outwarding of letters, acknowledgements, procurement and maintenance of stamp account in forms A and B.	Part II of Hand-Book for training of Ministerial staff (clerical).
(2) Receipt, registration, perusal marking and distribution of Tapal, entry in work-sheets and in Branch Diary.	Do.
(3) Preparation of cases for submission, Linking of papers and paging, Referencing in current files and other files, Submission of linked cases, Use of flags and indicators such as P. U. C., D. F. A., urgency flags, alphabetical indicators.	Do.
(4) Maintenance of six bundle system and its importance ..	Do.
(5) Confidential papers, their receipts, safe custody and despatch, Movement within the office, typing, comparing, etc., of Confidential communications, use of slips.	Do.
(6) (*a*) Record-filing of completed cases. How to send records and get records from the record-keeper, Preservation of record, period of preservation as per Appendix VI of Mah. Public Works Manual, filing system as per wright System.	Do.
(*b*) Submission of weekly arrears lists.	
(*c*) Submission of periodical returns by Sub-Divisional Officer and Executive Engineer, keeping watch on the due date of submission.	Part II of Hand-Book for training of ministerial staff (clerical).
(7) Typing and comparing, how to type and compare a letter.	Do.
(8) Powers of the heads of branches	Do.
(9) What is a hand file and its importance	Part II-A.
(10) Library books—how they are procured and how their account is maintained. Register of issue and receipt, their annual verification, and method of carrying out corrections.	Do.
(11) Economy in Stationery	Do.
(12) Departmental and Language Examination Rules ..	Part IV, Chapter IV.
(13) Rules regarding reservation of Inspection Bungalow. Maintenance of Reservation Register and issue of reservation slips. Method of charging fees for occupation of such bungalow (general principles to be explained) and procedure for recovery of such fees.	Book of Inspection Bungalow.
(14) Rules regarding Land Acquisition Proceedings.— Notices under sections 4, 6, 9 and 17 of Land Acquisition Acts Procedure regarding acquisition of land by private negotiation and acquisition of Land for temporary use.	
(15) Rules regarding holding of auction sale of Government surplus materials or produce such as fruits from road side trees etc., fishing rights, disposal of produce in the compounds of Government Bungalows (residential and non-residential). General conditions for sale and sanction thereof.	Land Acquisition.

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Paper No. II— Office Procedure with Particular refference to working to Public works Department and Irrigaton Department.

Subjects included in the Paper (1)	Books prescribed (2)
(16) (1) For Public Works Department—	
(i) Ribbon Development of road side	Ribbon Development Rules
(ii) Fitness certificate to be issued for cinemas, etc. ..	Cinema Rules.
(2) For Irrigation Department—	
(a) Various forms of water applications and their use. Procedure from receipt to disposal.	
(b) Panchanama and procedure for drawal thereof.	
(c) Preparation of demand statements and important canal returns.	
(d) Rules regarding sanction to remission or refund of water rates.	
(e) Rules in sanitary codes and Municipal Acts (General Principles to be explained for Public Health Circle Trainees only).	
(3) For Clerks in the Electrical Organisation (Executive Wing).	
I. Indian Electricity Act, 1910.	
Part I .. .. Whole.	
Part II .. .. Sections 3, 4, 4-A and 5 (regarding Grant, amendment and revocation of Licences).	
Section 12 to 19 (Re. works).	
Section 24 (Discontinuance of supply to consumers neglecting to pay charge).	
Section 26 (Meters).	
Section 27 (Supply of energy outside the area of supply)	
part III .. .. Section 28 (Sanction required by non-licensees in certain cases). Section 30 (control of transmission and use of energy).	
Part IV .. .. Section 33(Notice of accidents and enquiries).	
Section 36 (Appointment of Electrical Inspectors).	
Section 53 (Service of notices, orders or documents).	
Schedule—	
Clause IV .. (Execution of work after commencement of licence).	
Clause V .. Provisions as to laying down of further distributing mains	
Clause VI .. Requistion for supply to owners or occupiers in vicinity	
Clause VIII .. Supply for public lamps	
Clause XII .. (Charge for suppy for public lamps	
II. Indian Electricity Rules, 1956.	
Chapter I .. Preliminary.	
Chapter II .. Inspection.	
Chapter III .. License.	
Chapter V .. General conditions ralating to supply and use of energy.	

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Paper No. III.—Rules and manuals of General Application with Books

(with Books) *Marks* 100

Subjects included in the paper (1)	Books prescribed (2)
Bombay Civil Services Rules, Volumes I and II–	
(a) Definitions in Chapter II.	
(b) Rules regarding various forms of Travelling Allowance i. e. Travelling Allowance on tour and transfer.	Bombay Civil Services Rules Volumes I and II.
(c) Rules regarding admissibility of joining time and pay and allowances during the same.	Do.
(d) Leave Rules ; (Simple Examples on calculation of leave due and leave salary admissible under Revised Leave Rules may be asked). Special disability leave, Hospital leave, etc. to be explained in the class.	
(e) Service Books ; their maintenance, certificate of date of birth, medical examinations, oath of allegiance.	
II. Definitions of important P. W. D. terms as given in the M. P. W. Manual.	M. P. W. Manual.
III. Bombay Budget Manual.	
Bombay Budget Manual with special reference to Chapter III-(ii), IV, VI, IX and X so far as they are applicable to P. W. D./I. D.	Bombay Budget Manual.
IV. General Provident Fund Rules.	
with special reference to rate of recovery, General Provident Fund, payment of advances under Rule 14, their recovery and interest thereon.	General Provident Funds Rules.
V. Bombay Financial Rules.	
With special reference to rules regarding payment of advances of pay on transfer, Travelling Allowance on transfer and tour, and advances for the purchase of motor cars/cycles and bicycles. (Rules 136, 137, 139 and 142).	Bombay Financial Rules.
VI. Bombay Civil Services, Classification and recruitment Rules.	Bombay Civil Services, C and R. Rules.
So far as fulfilment of conditions for appointment to the non-Gazetted posts of the Department are concerned.	
VII. Maharashtra Contingent Expenditure Rules, 1965..	
Only general introduction to the subject is to be given with special reference to Part I and to Sections II to V, IX, XII, XVIII of Part II of the Maharashtra Contingent Expenditure Rules, 1965.	The Maharashtra Contingent Expenditure Rules, 1965.

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Part II.—Departmental Subjects

Paper No. IV.—Accounts (Works and Cash)

(With Books) *Marks 100*

Subjects included in the paper (1)	Books prescribed (2)
Section A (Cash)	
(i) Simple examples on cash book	M. P. W. A. Code, Chapter 6.
(ii) Imprest account, temporary advance.	
(iii) Cheque Books, general knowledge, indent receipt, register of cheques, Memo of cheques, care of cheques drawn but remaining undelivered record of completed books, certification of pages.	
(*iv*) Duplicate and triplicate receipt books, indent receipt certification of pages, completion and record, etc.	
(*v*) Treasury remittance book.	
(*vi*) Separate register for pay and allowances of temporary and permanent establishment, balances and monthly certificate.	M. P. W. Manual, rule 114.
Section B (Works)	
(i) Muster roll-register of muster roll, receipt and issues, care of blank forms, inner and outer sheets, Part I, II and III and standard symbols used in N. M. roll.	M.P.W.A.C., Chapter 10-2, 3 and 4.
(ii) Posting of work abstracts from simple bills and preparation of R. A. Bill (A. B. C. forms) (No. catch question should be asked.).	M. P. W. A. Code, 10-2 (1 to 22) 10.5 (1 to 25).
(iii) Daily report care and subsequent comparison during audit of N. M. Roll.	
(*iv*) Register of unclaimed wages, payment of unclaimed wages.	
(*v*) Register of M. Books, Large and small size purpose of each-receipt, issues, assignation books, Sub-Divisional Officer's and Section Officer's periodical review. Movement register and its importances. Arithmetical check, passing endorsement and cancellation of measurements after passing.	
(*vi*) Tenders	
Different forms of tenders and their use, Advertisements to newspapers, notice period, register of issue, receipt of tender fees, Earnest money by challan, solvency certificate care and custody of tenders till opening and after opening.	M. P. W. Manual, rules 186 to 227 and appendices 11, 12, 13 and 15.
A comparative statement, acceptance of tender, order to start work, notes of actual payment, extension granted, final disposal, Refund of security deposit.	M. P. W. Account Code, Chapter 15.
(*vii*) *Miscellaneous* :	
Usual accounts heads of works, sanctions to estimate and lapse of sanctions.	M. P. W. A. Code, Appendix 1.
Posting of works, abstract from simple bills.	
Allotment and expenditure, progress register in sub-Division	
Completion certificate and completion reports—work slips, revised estimate, reduced estimate supplementary estimate.	

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Paper No. V.—Accounts (Stores)

(With Books) *Marks 100*

Subjects included in the paper (1)	Books prescribed (2)
(1) Stationery, rules regarding indent, model indent, register of stationery account. Need for economy in use.	Bombay Printing and Stationery Manual and catalogue of standard forms.
(2) Book of forms, indent of forms, maintenance of forms, account and their verification.	
(3) Tools and Plant, S. and M. instruments, office furniture, machinery, etc. Maintenance of accounts and their annual verification. (*vide* para 9.3.4. to 9.3.9 of M. P. W. Account Code.)	Mah. P. W. A. Code, Chapter 9.
The Accounts of Tools and Plant in Form No. 33 (Receipts) and Form No. 34 (Indent for T. and P.)	
The numerical accounts in Form Numbers 35, 36, 37 and 38.	
Form No. 35 .. Register of T. and P. to be maintained in the Sub-Division.	
Form No. 36 .. Statements of T. and P. to be maintained by the Subordinates in the Sub-Division.	
Form No. 37 .. Ledger for T. and P. to be maintained in the Divisional Office, Verification of T. and P. Annually.	
(4) General Suspense heads and their purpose. (*vide*) Para, 12.1.1 to 12.5.4).	
The posting of all the above Forms and Registers should be explained in the Class.	
Suspenses Register in Form No. 70. This should be explained in the Class.	
(5) Stock Accounts (*vide* paragraphs 9.2.1 to 9.2.42).	
Form No. 22 .. The record of the detailed account of materials in Form No. 22 with its valuation.	
Form No. 23 .. Register of statements of receipts to be maintained in Divisional Office.	
Form No. 24 .. For issue of material on receipt.	
Form No. 25 .. Register of indents for stores.	
Form No. 26 .. Bin Card Quantity Accounts.	
Form No. 27 .. Register of Bin Card.	
Form No. 29 .. Monthly summaries of stock receipts called value accounts.	
Form No. 30 .. Monthly summaries of stock issues called value account.	
Form No. 31 .. Stock ledger, stocktaking. The above .. various forms should be explained. .. As regards value accounts, it should be restricted to the principles of stock issue rate including storage and handling charges. (Simple examples thereon may be asked.)	

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Paper No. V.—Accounts (Stores) — contd.

Subjects included in the paper (1)	Books prescribed (2)
(6) Material at site account. (*vide* Para. 10.3.9 to 10.3.16). Maintenance of Regiser of material at site accounts in Form No. 54 and Register showing the clearance of Suspense Head "Materials" in Form No. 55.	
Procedure regarding letting Government Tools and Plant articles on hire and Principles of calculating hire charges therefor.	
Care of tents.	
Road Metal returns, maintenance of the quantity accounts and verification, etc.	
Acquisition of materials for works and stock. Detailed procedure to be followed therefor for purchase through Director-General, Supplies and Disposals, Central Stores Purchasing Officer and petty suppliers. Form of requisition from indent to sanction till payment and record and powers of sanction. (Tender 'D' Form for petty supply to be explained only). Limitations on local purchases.	
Materials to be issued to contractors, circumstances and conditions, Rates to be charged and modes of recovery of cost thereof. Return of surplus materials by the contractor. Disposal of surplus materials, etc.	
(7) Register of surplus and dismantled materials and procedure for their disposal.	

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Appendix 4

RULES FOR QUALIFYING EXAMINATION FOR PROMOTION TO THE POST OF ASSISTANT DRAFTSMAN IN THE PUBLIC WORKS, IRRIGATION AND PUBLIC HEALTH, ENGINEERING DEPARTMENT OF THE GOVERNMENT OF MAHARASHTRA, NAMELY—

Rules

1. *Short title and application.*—(1) These rules may be called the Public Works Department (Qualifying Examination for Promotion of Tracers) Rules.

(2) These rules shall apply to every person working as a Tracer in the Public Works, Irrigation and Public Health Engineering Department of the Government.

2. *Definitions.*—In these rules, unless the context otherwise requires—

(a) " Examination " means the qualifying examination prescribed under these rules ;

(b) " Department " means a Department of the Government of Maharashtra.

(c) " Government " means the Government of Maharashtra.

(d) " Tracer " means a tracer working in the Public Works, Irrigation or Public Health Engineering Departments of Government.

3. *Necessity of passing examination, etc.*—(1) Every person recruited as a Tracer unless he has passed an examination prescribed under the rules previously in force or is exempted from passing the examination shall have to pass qualifying examination in accordance with these rules before he is promoted to the post of Assistant Draftsman in the Department.

(2) For being eligible to appear for the examination a candidate must have completed two years continuous service as a Tracer in the Department.

4. *Period and number of chances for passing examination.*—(1) Every person appointed as Tracer after the commencement of these rules shall have to pass the examination within three chances and within six years from the date of his appointment as such.

(2) Every person appointed as a tracer before the date of commencement of these rules and who has completed two years of service, but has not passed the examination shall be required to pass the examination within three chances and within four years, from the date of such commencement unless he is exempted from passing such examination. Any chance availed of by such person under the rules previously in force shall be deemed to have been availed of under these rules.

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5. *Consequences of failure to pass.*—A Tracer who fails to fulfil the requirements of sub-rule (*1*) or (*2*) of rule 4 shall loose his seniority to all those persons who have passed the examination before him.

6. *Examination when to be held.*—The examination shall ordinarily be held either in Marathi or in English or in both languages once in a year in the month of September or October.

7. *Consequences when examination not held.*—If for any reason, the examination is not held in a particular year, that year shall be excluded in computing the period mentioned in rule 4.

8. *Exemptions.*—Persons appointed as Tracers before the date of commencement of these rules shall be exempted from passing the examination only,—

(a) if they have already passed a similar examination under the rules previously in force, or

(b) if they were exempted from passing the examination under such rules, or

(c) if they possess the educational qualifications prescribed by the Government of Maharashtra for recruitment to the post of Assistant Draftsman in the Department or,

(d) if they have attained the age of forty-five years on the 1st day of November 1977 or on their attaining that age after the said date : provided that, the seniority lost by them in accordance with the provisions of rule 5 shall not be restored to them on account of such exemption.

9. *No limit on chances after loss of seniority.*—Subject to the loss of seniority metioned in rule 5 a tracer shall be allowed to avail of any number of chances at an examination.

10. (1) *Extra chance.*—In exceptional circumstances for reasons to be recorded in writing the Superintending Engineer of a Circle may in his discretion, allow one extra chance to a candidate to appear for the examination and if necessary correspondingly extend the period of 6 years to 7 years.

(2) In exceptional circumstances, for reasons to be recorded in writing, the Chief Engineer of a Region may in his discretion, allow one more extra chance to a candidate to appear for the examination and if necessary correspondingly extend the period of 7 years to 8 years and in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Denotified Tribes and Nomadic Tribes from 8 years to 9 years.

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11. *Syllabus.*—The examination shall consist of three written papers and oral examination in the subjects in the Annexure to these rules or such other subjects as the State Government may by order from time to time direct.

12. *Percentage of marks for passing.*—The standard for passing the examination shall be 40 per cent, in each paper and 45 per cent in the aggregate.

13. *Grace Marks.*—In case of a marginal failure, in one written paper, grace marks not exceeding 5 shall be given if the candidate is thereby able to pass the examination. The grace marks shall not be given if the candidate claims exemption under rule 14.

14. *Exemptions in certain cases.*—A candidate who fails in the examination but secures 50 per cent of the marks in any paper, shall be exempted from appearing for that paper in his subsequent attempts :

Provided that the candidate who has secured an exemption in any subject shall have specifically to claim it before reappearing at subsequent examination by applying for the same and in case it is not claimed, it shall be presumed that he does not wish to avail of the same.

15. *Superintending Engineer, Pune, (PW) Circle Pune, to be in overall charge of examination.*—The Superintending Engineer, Pune (PW) Circle Pune, shall be in overall charge of the examination. He shall be responsible for fixing the date for holding of the examination, getting the question papers to be set and answer books examined by Officers of the rank of Executive Engineers and for the declaration of the result of the examination of all the centres.

16. *Training facility.*—The Superintending Engineer, Pune (PW) Circle Pune, shall also be responsible for providing pre-examination training facility to all Tracers, who request for such facility at such places as may be fixed by him from time to time.

17. *Verification of marks.*—(1) A candidate who has appeared at the examination may apply for verification of marks in any one or more answer papers, but not for revaluation of answers. Such application shall be made by the candidate within thirty days from the date of declaration of results.

(2) On receipt of the application under sub-rule (1), the answer paper or papers for which the application is made shall be verified so as to ensure that no question has remained to be assessed and that there is no error in totalling of marks.

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ANNEXURE

[Rule 11]

SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR TRACERS FOR PROMOTION TO THE POST OF ASSISTANT DRAFTSMAN

serial No	Subject	Nature of Examination i.e. number of written papers, oral, etc.	Duration	Marks
(1)	(2)	(3)	(4)	(5)
1	Theory	Written	2 Hours	..50
2	Tracing	Written	4 Hours (with break of 15 minutes).	100
3	Use and maintenance of Mathematical and Scientific instruments.	oral	..	50
4	Drawing	One paper	3 Hours	50
			Total ..	250

Details of Syllabus subjetwise

1. *Theory—*

(1) Elementary arithmetic involving addition, subtraction, multiplication and division of decimals, conversion of decimals into (vulgar) fractions and *vice versa*, metric system.

(2) Drawing instruments and equipment used by tracers, their use, maintenance and care, sharpening of pencils.

(3) Common simple geometrical figures and their areas.

(4) Solids and their classification areas and volumes.

(5) Representation on plane surfaces of three dimension objects 1st angle and 3rd angle projections.

(6) Constructions and reading of plain and diage scales, projection of solids, lines and their meaning, lettering—single stroke and block, commercial and gothic (vertical and slant) dimensioning technique, sections and section line conversions for metals.

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(7) Isometric scale and drawing.

(8) Introduction to common engineering metals, ferrous and non-ferrous.

(9) Engineering fastening screw-threads and locking arrangements.

(10) Patterns, types of patterns, use of fillets and pattern allowances.

(11) Sketching of simple machine parts.

(12) Tracings, their use and care.

(13) Order of inking of drawings.

(14) Colouring of the drawings and tracings.

(15) Colour conventions.

(16) Printing, preparation of sensitized solution a ferro prussiate ferro-galic, application of solution and care.

(17) Machining marks and symbols, printing and washing the blue prints, storing of sensitized paper and blue prints and photographic method of copying and preparation of prints.

2. *Drawing—*

(1) Line work—light, medium, heavy.

(2) Lettering—single stroke and block (vertical and slant).

(3) Conventions for metals (section and section line).

(4) Drawings of simple plain geometrical figures and dimensioning.

(5) Isometric drawing of simple solids.

(6) Projections of regular solids.

(7) Projections of solids of revolution and pyramids.

(8) Sketching and drawing of simple machine parts.

(9) Conventions for screw-threads.

(10) Conventions for sections.

(11) Making details and assembled drawings of simple machine parts.

(12) Enlarging and reducing the drawings.

(13) Colouring of drawings.

3. *Oral—*

Use and maintenance of surveying, mathematical scientific instruments according to Appendix 35 and 39, para 427 of Maharashtra Public Works Manual.

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4. *Tracings*—

(1) Line works.

(2) Lettering.

(3) Plan geometrical figures.

(4) Isometric drawings.

(5) Projection of simple solids.

(6) Conventions of sections and screw-threads.

(7) Tracing of irregular curves and the use of French curves.

(8) Tracing of simple drawings.

(9) Tracing of detailed and assembled drawings.

(10) Preparation and application of sensitized solutions, ferro prussiate and galic.

(11) Tracing of charts and visual aids.

(12) Preparation and application of sensitized solutions, ferro prussiate and galic.

(13) Blue prints.

(*N. B.*—The question papers shall contain sufficient optional question for tracers working in different branches of engineering viz. Civil, Mechanical, Public Health, etc.)

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APPENDIX 5

[*See* paragraph 114]

RULES REGARDING THE RECOVERY AND GRANT OF FEES AND HONORARIA FOR WORK DONE BY OFFICERS OF THE DEPARTMENT ON BEHALF OF PRIVATE BODY.

Note.—These rules do not apply to private works undertaken at the Government workshop for which separate rules have been laid down.

1. The services of officers and subordinates of the department may be made available for work on behalf of private body or institution on the following terms :—

(i) An amount equal to one-tenth of the monthly pay of the officer permitted to undertake outside work shall be recovered from the private body or institution concerned for every day spent in connection with the work, from the day on which the officer leaves his Government duty to the day on which he returns to it, plus the travelling allowance for both journeys and halting allowance admissible under the rules in force, provided that the private body or institution, as the case may be, shall be held liable for the charges on account of the salary of an officer lent to them for any Sunday or other isolated public holiday, including a single public holiday immediately preceding or following a Sunday, but not including a series of two or more public holidays otherwise occuring consecutively during the course of the officer's visit.

Note 1.—The "monthly pay" referred in this clause means "pay" as defined in rule 9 (39) of the B. C. S. Rs., i.e., pay proper, overseas pay, if any, and any other emoluments of which the officer may be in receipt and which are classed as "pay" for all purposes.

Note 2.—Day means a calendar day, beginning and ending at midnight. Any fraction of a day spent on the work, however, should be treated as one full day.

(ii) In the case of works involving absence from Government duty for a period or periods not exceeding fifteen days in all, the officer concerned shall be paid one-half of the amount recovered from the private body or institution, as the case may be, plus travelling and halting allowances ; the remaining half of the amount so recovered shall be credited to Government to cover the officer's pay, pension or provident fund and leave allowances.

Note.—The Chief and Superintending Engineers are authorised to sanction the payment of fees on the above basis to the officers concerned provided that the fees charged do not exceed Rs. 200.

(iii) Ordinarily, no officer shall be permitted to undertake such out side work if it is likely to involve his absence from Government duty for more than 15 days in all.

(iv) In exceptional cases an officer may be allowed by Government to undertake a work involving his absence from Government duty for more than fifteen days in all, and in such special circumstances the re[illegible] payable to him shall be one-half of the daily fees for the first [illegible] of the daily fee for each extra day

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In exceptional cases, where the fee as calculated above would obviously be inadequate, Government reserve the right of determining, on the merits of the case, what they consider to be an adequate fee.

(v) Government also reserve the right of recovering a minimum fee of Rs. 500 for each such outside engagement.

(vi) If an officer takes any Government establishment with him for employment on the work the fees and travelling allowance for all such additional Government establishment should be charged to the outside body which should be informed of the liability and its consent obtained in advance.

(vii) If the officer takes any clerical or class IV establishment to assist him in dealing with his ordinary Government work while he is on deputation, the cost of the travelling allowance of such establishment should be debit against the fees received by the officer.

2. The above orders will be applicable to cases in which an officer's services are required for inspection of and/or advising and reporting on a project already framed, or on a work completed or in progress.

3. Requests are sometimes received for the services of an officer for the preparation of detailed plans and estimates, or for the scrutiny of plans and estimates, or the framing of a project, or for supervision of the execution of an important work. An officer should not, however, be permitted to undertake outside work of this nature except in very exceptional circumstances.

4. (i) When such special permission is granted under rule 3 above, the fees to be charged to the private body or institution concerned as the case may be, shall be calculated on a percentage basis, which shall be fixed by Government in each case.

(ii) The distribution of the fees between Government and the Officer concerned shall be on the following scale :—

One-third of the fees recovered, if the total of such fees does not exceed Rs. 30,000.

One-fourth of the fees recovered if the total exceeds Rs. 30,000 provided that no officer shall receive less than Rs. 10,000 under the one-fourth scale.

(iii) Out of the fees paid to the officer as above he will be responsible for the remuneration of his staff for extra work done by them, subject to the approval of Government having been obtained to the amount and distribution of such remuneration.

(iv) The travelling and halting allowances of the officer and his staff, as may be admissible under the rules in force, should be paid separately to the officer and staff by the party utilising their services. If the officer is in receipt of permanent travelling allowance, the travelling allowance on account of the work carried out for the party concerned, if payable to him should be reduced by the amount of the proportionate permanent travelling allowance that would be due to the officer in respect of the period occupied by the duties performed by him on behalf of the party concerned. The travelling allowance recoverable

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from the party concerned should, however, be calculated as if the officer is not in receipt of permanent travelling allowance, subject to the condition that the amount so calculated should not be less than the amount of proportionate permanent travelling allowance that would be due to the officer in respect of the period covered by the duty performed on behalf of the private body.

5. The above orders do not apply to works carried out or supervised by Government on behalf of local bodies. Nor do they supersede any orders regarding fees for specific work. As regards charges to be recovered from local bodies for work done on their behalf see rules 10, 17 and 18 below and Note 1 under rule 5 (3) and rules 9 to 11 of the rules for the recovery and the distribution of establishment and tools and plant charges in Appendix 7.

6. Periodical inspection of works or development schemes and technical guidance or assistance to be given to Zilla Parishads, Panchayat Samitis and Village Panchayats under section 127 of the Maharashtra Zilla Parishads and Panchayat Samitis Act, 1961, will be free of charge.

7. No fees should be paid to officers for issuing a certificate regarding the fitness of a structure as a place of public amusement required by rules for licensing and controlling theatres and other places of public amusement as such work should be considered as part of their ordinary duties.

The fees recovered for the grant of renewal of licences for theatres and other places of public amusement are inclusive of the fees and travelling allowance on inspection by the officers—vide rules mentioned above and are wholly credited to the head 2 " 065 Other Administrative Services ".

8. For inspections carried out by the electrical inspectors, the fees recovered in accordance with scales laid down by Government should be credited in full to Government.

9. The services of officers may be made available for work in connection with the valuation of private buildings on behalf of non-official bodies and individuals provided that such work can be undertaken without detriment to the officer's legitimate duties, on the terms mentioned below :—

(i) In cases where the valuation of a private building is required on basis of a detailed survey of the buildings, the following scale of fees should be charged, based on the valuation arrived at by the officer concerned :—

	Percentage to be charged
Up to the first Rs. 5,000	4 per cent.
From Rs. 5,001 to Rs. 20,000	3 per cent.
From Rs. 20,001 to Rs. 1,00,000	2 per cent.
Above one lakh of rupees	1½ per cent.

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(ii) In cases where valuation based on the net annual value is sufficient the following scale of fees should be charged :—

1 per cent on the first Rs. 15,000 of the valuation.

½ per cent on the next Rs. 1,35,000 of the valuation.

¼ per cent on the residue of the valuation.

(iii) Travelling and halting allowances admissible to the officer concerned under the rules in force should be allowed.

(iv) It should be clearly explained to the party requiring the valuation that Government will not be responsible for, or in any way bound by, the valuation arrived at, or the opinions expressed by the officer permitted to carry out the valuation.

The fees recovered for such valuations should be credited wholly to Government in the first instance and the officers concerned should be paid one-third thereof in respect of cases mentioned in clause (i) above and one-half in respect of those mentioned in clause (ii) above for his work.

In certain cases the officers carry out valuation work based on a rate per cubic foot of the contents of the buildings or on a plinth area rate basis. In such cases the scale of fees laid down in clause (ii) above should be followed and the officer concerned should be paid one-half of the fees recovered for his work.

Note 1.—The Chief and Superintending Engineers are authorised to sanction the payment of fees on the above basis to the officers concerned provided that such work is undertaken with out detriment to the officer's legitimate duties and provided further that the total fees chargeable in accordance with the prescribed rates do not exceed Rs. 200.

Note 2.—The services rendered by the officers in assessing the rent of a school building issuing completion certificates or in evaluating educational, hospital or charitable dispensary buildings shall be free except that if an officer is required to make a special journey for the purposes of inspection, etc., of any perricular building the travelling allowance of the office coucerned in respect of such special journey shall be recovered from the local authority or private institution concerned and credited to Government.

When the valuation of a private building is required to be carried out at the instance of a Civil Court, the attention of the Judge concerned should be drawn to the above orders and he should be informed that the valuation will be undertaken but only on the conditions laid down by Government.

When the valuation of a private building is required to be carried out at the instance of a Criminal Court the services of the officers should be made available free of cost for the purposes of this work.

10. A daily fee of Rs. 20 with the usual travelling allowance should be charged for the inspection of pumping plant undertaken at the instance of local bodies.

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11. The following (all inclusive) remuneration for calibration of oil storage thank of various capacities of private concerns including Government undertakings should be charged at the rates given below :—

(a) Where calibration is done under British System of calculation

		Rs.
1.	For tanks of less than 5,000 gallons capacity	150
2.	For tanks of less than 5,000 to 60,000 gallons capacity ..	300
3.	For tanks of less than 60,000 to 2,00,000 gallons capacity ..	900
4.	For tanks of less than 2,00,000 to 10,00,000 gallons capacity ..	1,000
5.	For tanks of less than 10,00,000 to 18,00,000 gallons capacity	1,000
6.	For tanks of less than 18,00,000 to 26,00,000 gallons capacity	1,200
7.	For tanks of less than 26,00,000 to 34,00,000 gallons capacity	1,300

(b) Where calibration is done under Metric System of calculation

		Rs.
1.	For tanks of less than 22.75 Kilo Litres capacity	150
2.	For tanks of less than between 22.75 to 273 Kilo Litres capacity	300
3.	For tanks of less than between 273 to 910 Kilo Litres capacity	900
4.	For tanks of less than between 910 to 4,550 Kilo Litres capacity	1,000
5.	For tanks of less than between 4,550 to 8,190 Kilo Litres capacity	1,100
6.	For tanks of less than between 8,190 to 11,830 Kilo Litres capacity.	1,200
7.	For tanks of less than between 11,830 to 15,470 Kilo Litres capacity.	1,300

(c) Where the calibration is done both in British as well as Metric System

An extra amount of 50 per cent of the rates prescribed for calibration work done in Metric System may be charged from the companies concerned.

Half of the fee so levied shall be credited to Government and half shall be awarded to the officer who carried out work, provided, that the work is carried out without detriment to the officer's normal duties and for that permission of Superintending Engineer should be obtained. If the officer is assisted in the work by any members of his staff, such staff shall be remunerated by the officer from his share of the fee in such proportion as may be determined by Government.

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12. Whenever tests of lighting-conductors attached to explosive magazines are carried out which are of an obligatory nature, no part of the fees recovered should be allowed to the officers carrying out the tests. Where a test is not obligatory, but is carried out at the request of a private person, the Superintending Engineer of the circle concerned may pay, out of the fees recovered, a sum not exceeding one-half to the officer conducting the test.

13. Whenever officers are deputed to carry out the periodical inspections and the testing of lightning-conductors attached to explosive magazines, travelling allowance at the usual rates should be charged for such inspections or tests in addition to the fees recoverable on account of such inspections or tests. The following procedure should be followed in the payment of the amount of the travelling allowance recovered :—

(*a*) For tests which are treated as obligatory, travelling allowance at the usual rates should be charged to the bodies on whose behalf the tests are carried out but the amount so recovered should be credited to Government in full.

(*b*) If the tests are non-obligatory the officer carrying out the tests should be allowed to retain the amount of the travelling allowance for himself.

(*c*) If, however, the officer is in receipt of permanent travelling allowance and is also allowed to retain travelling allowance for carrying out tests, the amount of permanent travelling allowance should be proportionately reduced.

Note.—The periodical inspection or testing of lightning-conductors attached to municipal buildings is not obligatory under the Municipal Acts.

14. In cases where the services of officers requisitioned by private bodies for carrying out tests of lightning-conductors connected to petroleum installtions, a fee of twenty rupees should be charged to the private body for each such test. In the event of the test proving unsatisfactory a fee of fifteen rupees should be charged for each subsequent test until the lightining-conductor is passed as satisfactory; provided that not more than twenty rupees shall be charged for all tests made on a conductor during any one day.

15. When the testing or re-testing of a lightning-conductor is done on behalf of a local body, the fee to be charged for the electrical test should be fixed at Rs. 20 for the first and Rs. 15 for the second and each subsequent test when the previous test or tests has or have been unsatisfactory. The fees so charged should be credited to Government and sum of not exceeding one-half thereof should be paid to the subordinate or officer conducting such test.

These orders apply to the testing of lightning-conductors attached to private residential buildings.

Note.—The work of testing lightning-conductors attached to private residential buildings should be undertaken only when an officer or a subordinate can be conveniently spared to do this work.

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16. The following scale of charges shall be levied on local or outside bodies for publhic health work done on their behalf :—

(1) For preliminary investigation and report—

(*a*) For a local body—No charge.

(*b*) For an outside body—The daily pay of the officer making the investigation, and such of his staff as accompany him, from the date of leaving his head quarters until the date of his return, plus 50 per cent, for a period not exceeding 7 days. For periods in excess of 7 days the charge shall be as given above for the first 7 days, and thereafter the daily pay of the officer making the investigation and such of his staff as accompany him, plus 100 per cent.

In all cases the usual travelling allowance and halting allowance of the officer and such of his staff as accompany him shall be charged to the local or outside body concerned.

(2) For carrying out the detailed surveys in connection with a project.

The estimated cost of the survey required including the cost of the establishment to be engaged.

(3) For the preparation of a project, complete with all necessary drawings and estimates : 2½ per cent of the estimated cost less the amounts paid under (1) and (2) above.

(4) For the scrutiny of a project prepared by an agency other than this department : 1¼ per cent on the estimated cost of the project.

(5) For inspection of public health works, under construction (other than those being constructed by this department) : 1¼ per cent on the actual works outlay (exclusive of land compensation) of the project.

(6) For valuation of all public health works of local bodies ; A uniform rate of 1 per cent of the cost of works subject to a minimum of Rs. 100.

If the officer is asked to act continuously as consultant for any work, and has, accordingly, to visit that work periodically during construction, the charges shall be one and a quarter per cent on the actual works outlay (exclusive of land compensation) of the project.

If at the request of a local body, the officer pays only an occasional visit, his charge per visit shall be reduced to Rs. 100, plus the actual expenses to Government, i. e., travelling allowance under the ordinary rules, but no charge shall be made for visits made by him on his own initiative or for advice offered or such visits or for consultations with him in office by the engineers of local bodies.

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Exception.—The inspection of public health works constructed independeutly of this department by a local body wholly or partially by raising money in the open market or by taking a loan from Government (which is obligatory on the part of the officer of this department under Maharashtra Local Authorities Loan Rules, 1923) should be free, but travelling and halting allowances of the officer and his staff calculated in accordance with the rules in force shouldbe recovered from the local body concerned.

17. A claim arising out of above work, should be preferred in the same financial year. In any circumstances, the claims must be preferred within 2 years. In case where the claims are not preferred within 2 years for some reasons or the other, a report of special circumstances, which made the delay inevitable, should accompany the claims.

18. Rules for the accounting of fees received by Government officers for work done for private bodies are contained in Appendix 18 to the Bombay Financial Rules.

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APPENDIX 6

(*See* paragraph 121)

LIST SHOWING THE PERIODS UP TO WHICH RECORDS SHOULD BE PRESEVRED

Serial No. (1)	Name of file, book, return or papers (2)	Period of preservation (Years) (3)
1	Abstract of applications for supply of water	10
2	Abstracts of daily labourers employed on works	1
3	Abstract of imprest account	5
4	Accident reports received from electric supply companies and others under section 33 of the Indian Electricity Act, 1910.	5
5	Accidents to life and property by injury, fire, etc.	20
6	Accommodation for touring officers and travelling public ..	30
7	Account correspondence regarding refund of deposit, etc. ..	30
8	Account correspondence with other than Sub-Divisional Officers	10
9	Account of daily receipts and issues of materials	3
10	Account of materials at site	5
11	Account of toll books	5
12	Account of toll realisation	10
13	Account returns and miscellaneous	5
14	Accountant-General's inspection notes	3
15	Accountant-General's objection statements on salary and travelling allowance.	5
16	Accountant-General's reports of dates of despatch and receipt of monthly accounts, etc., of Executive Engineer.	1
17	Acquittance rolls (scarcity)	10
18	Adjustment books	10
19	Adjustment memoranda	10
20	Administration reports, irrigation.—	
	(*a*) Correspondence relating to	5
	(b) Printed copies of	50
21	Administration reports with a detailed review of the civil and military works.	5
22	Advances	6
23	Advice of transfer credits or acceptance of transfer	10
24	Advice of transfer debit	10
25	Agreements for occupation by Government of bungalow residence built on Government land.	P
26	Agreements to construct a bungalow on Government land ..	P
27	Agreements to construct a bungalow on lessor's land ..	P
28	Agreement with contractors	30

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Serial No. (1)	Name of file, book, return or papers (2)	Period of preservation (Years) (3)
29	Agricultural returns	30
30	Allocation sheet of daily labour	2
31	Allotment papers for residential buildings	2
32	Allotment of half-yearly irrigation forecast of water supply and irrigation.	20
33	Allowances—charge, conveyance and local	5
34	Annual inspection of H. T. line and sub-stations	10
35	Annual inspection reports of treasuries by Executive Engineers	1
36	Annual inspection report of supply undertaking generation station and distribution system.	3
37	Annual list of tools and plant available for transfer	1
38	Annual results of the test of lighting conductors ..	10
39	Annual returns of public buildings	P
40	Annual returns of tools and plant	5
41	Annual revenue estimates	5
42	Annual statement of expenditure on stores	2
43	Annual statements of expenditure on works establishments	5
44	Application for remittance transfer receipts	2
45	Application for water for irrigation (annual)	5
46	Application for water for irrigation (long lease)	Lease to be kept for a period equal to three times the lease period.
47	Application for appointments	2
48	Application for leave by gazetted officers	2
49	Application for leave by non-gazetted officers	2
50	Applications for re-appropriation of budget grant	22
51	Application for tenders	1
52	Application to erect monuments	P
53	Applications to treasuries by officers for funds on sub-treasuries ..	2
54	Applications for and sanction to the closing of canals	2
55	Appropriation returns	5
56	Arboriculture—quinquennial reports and plantation operation statement	20
57	Arboriculture (tree plantation etc.)	5
58	Arrears of inspection fees	5
59	Arrears of wages, etc.	5

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Serial No. (1)	Name of file, book, return or papers (2)	period of preservation (Years) (3)
60	Assessment files	20
61	Auction lists with correspondence	30
62	Audit memoranda	2
63	Audit remarks on accounts and objection items statements by Accountant-General.	2
64	Audit remarks on sub-divisional accounts by Executive Engineers.	2
65	Award statements	P
66	Bills correspondence with sub-Divisional Officers	10
67	Bombay daily weather reports	10
68	Books for tools lent to contractors	3
		After the completion of work.
69	Bridges and causeways (state)	30
70	Budget estimate of irrigation revenue	5
71	Budget estimates (printed)	10
72	Buildings—Demolition, sale, transfer	50
73	Buildings—Ordinary state buildings work—original and repairs	5
74	Canal assistant's form No. 2	2
75	Canal returns	50
76	Canal telegram books	5
77	Cash abstract books	5
78	Cash balance statements	5
79	Cash books, sub-divisional and divisional	20
80	Cash books on public works (scarcity)	5
81	Cattle-pound receipts	5
82	Certificate for treasury with correspondence	2
83	Certificates of camp equipage	3
84	Certificates of leave	2
85	Certificates and receipts for office rent	10
86	Charges register	10
87	Clearance register	10
88	Commencement notice	5
89	Comparative statement of irrigation and rainfall	20
90	Comparative statements of tenders	2
91	Completion reports and completion certificates for original works costing over Rs. 500 and up to Rs. 10,000.	10
92	Completion reports and completion certificates for works and repairs costing not more than Rs. 500.	5

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Serial No. (1)	Name of file, book, return or papers (2)	Period of preservation (Years) (3)
93	Completion reports and completion certificates for repairs costing over Rs. 500.	5
94	Conference—Canal	10
95	Conference—Engineering	10
96	Contract papers, etc.	5
97	Contract and departmental work account	After payment of final bills.
98	Contractor's certificates for works and materials	30
99	Contractor's ledger	30
100	Contractor's ledger—Extract from	30
101	Copies of history of services, Maharashtra State	5
102	Copies of Maharashtra Public Works Manual, copies of Civil Service Regulations, form, books, etc.	30
103	Copies of seniority list of supervisors and overseers	P At least one copy of each edition except in the Executive Engineer's office where copies of the editions other than the current ones need not be preserved. 35 In administrative offices, i.e., in the offices of the Chief and Superintending Engineers, May be destroyed in other offices.
104	Correspondence for deciding life of an asset under the Electricity (Supply) Act, 1958.	5
105	Correspondence in connection with penal cases and action for stoppage of unauthorised speeches.	2
106	Correspondence in connection with permission or fees for occupation of Government rest-houses and irrigation bungalows.	1
107	Correspondence pertaining to the licence of the supply undertaking.	30
108	Correspondence pertaining to the method of construction of supply undertaking.	P
109	Correspondence regarding award statements	10
110	Correspondence regarding bills for electric energy consumed	1

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Serial No.	Name of file, book, return or papers	Period of preservation (Years)
(1)	(2)	(3)
111	Correspondence regarding electricity duty	1
112	Correspondence regarding electric supervisor's and wiremen's examination.	15
113	Correspondence regarding explosives	2
114	Correspondence regarding form books and envelopes ..	3
115	Correspondence regarding prosecution by Electric Inspector under section 50 of the Indian Electricity Act, 1910.	5
116	Correspondence regarding surplus stores	5
117	Correspondence regarding issue of fees notice to consumers ..	P
118	Correspondence sanctioning tenders of works, extension of time, etc.	30
119	Correspondence with contractors	5 After payment of final bills.
120	Correspondence with dealers	2
121	Correspondence with licensing board	5
122	Correspondence with Sub-Divisional Officers and subordinates	20
123	Counterfoils of advice of transfer credits..	2
124	Counterfoils of advice of transfer debit	2
125	Counterfoils of cash balance statements	5
126	Counterfoils of cheque books	5
127	Counterfoils of credit note form	2
128	Counterfoils of daily reports	2
129	Counterfoils of fine notices (receipts of fine notices)	2
130	Counterfoils of land receipt books	5
131	Counterfoil of in prest cash books	5
132	Counterfoils of indents for cash (scarcity)	5
133	Counterfoils of indents for service lables	2
134	Counterfoils of order for a write back	1
135	Counterfoils of pass for water	3
136	Counterforils of pass books for reservation of Government rest houses and irrigation bungalows.	2
137	Counterfoils of receipts for payment to Government	3
138	Counterfoils of tickets for admission to protected ancient monuments and places.	3
139	Counterfoils of toll tickets	1
140	Counterfoils and files of requisitions for materials	3
141	Crop experiments and value of "N"	5

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Serial No.	Name of file, book, return or papers	Period of preservation (Years)
(1)	(2)	(3)
142	Customs and salt	30
143	Declaration from members of temporary establishment ..	P
144	Declaration of change in property	P
145	Declaration of loyalty taken from temporary employees ..	30
146	Defalcation and dismissals	30
147	Defaulter's registers	30
148	Delivery notes of articles	2
149	Departmental character sheets	2
150	Details of cultivation, etc., for revision of water rates	5
151	Diet register (scarcity)	3
152	Disconnection reports from electric supply companies ..	2
153	Disputes	10
154	Divisional cash balance statements	5
155	Duty report of canal assistants	2
156	Educational	30
157	Electric meter readings	1
158	Erosion reports	5
159	Estimates of tools and plants	5
160	Estimates and workslips for repair work	5
161	Examination of engineers.—	
	(*a*) Answer papers of candidates	Up to one year after declaration of result of examination.
	(b) Correspondence	5
	(*c*) Original question papers	Upto the time question paper are printed.
	(d) Printed question papers	5
162	Examination of overseers, clerks, store-keepers and sub-overseers—	
	(*a*) Answer papers of candidates	Up to one year after declaration of result of Examinations.
	(b) Correspondence	3
	(*c*) Original question papers	Up to the time question paper are printed.
	(d) Printed question papers	5

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Serial No.	Name of file, book, return or papers	Period of preservation (Years)
(1)	(2)	(3)
163	Excess over estimates and allotments, etc	5
164	Excise	30
165	Executive Engineer's applications for the grant of sub-divisional allowance to subordinates in charge of sub-divisions.	3
166	Executive Engineer's circulars	5
167	Executive Engineer's circulars (accounts branch)	10
168	Extra items list not provided for in the tender	30
169	Ferries	10
170	Field books	Not to be destroyed without the Superintending Engineer's written orders.
171	Field books of measurement of irrigated area	10
172	Files of appeals to Collectors	2
173	File of appeals to D.L.A.	2
174	Files of circulars by Government, Superintending Engineers and the Accountant-General.	P
175	Files of correspondence regarding grants of land for cultivation on canals.	10
176	Files of correspondence regarding purchase of acquisition of land	10
177	Files of distribution of stores	3
178	Files of petitions	5
179	Files of standing orders	P
180	Files of treasury accounts	10
181	Files of water courses and wells on canal banks	10
182	Fire appliances	10
183	Forest	30
184	Forwarding memoranda for cheques	2
185	Forwarding memoranda and important papers regarding stationery, indents, registers, etc.	2
186	Fund subscription	30
187	Gang books	3
188	Gardens	5
189	Generators (private premises) report	2
190	Grain compensation	5
191	Half-yearly returns of character and qualifications of civil and military subordinates.	30
192	Indents for books and forms	2

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Serial No. (1)	Name of file, book, return or papers (2)	Period of preservation (Years) (3)
193	Indents for official publications	2
194	Indents for service lables	2
195	Indents for stationery	2
196	Indents for table woollens	10
197	Indents of official publications	2
198	Indents on firms	5
199	Index to register of tanks	P
200	Inspecting Officer's reports of public works	2
201	Inspection notes of the sub-divisional office by the Executive Engineer (Part I—Administrative and Part II—Accounts).	5
202	Inspection reports by Superintending Engineers	10
203	Inspection reports of drains and buildings	3
204	Inspection reports on cinemas, theatres, mills, factories, etc. ..	20
205	Inspection reports on low and medium pressure installations	2
206	Inspection reports on telephone crossing and trolley wire fractures.	2
207	Intimation to Government of leave granted by Superintending Engineers.	10
208	Inundation reports	5
209	Invoices of Inter-departmental charges	5
210	Jails and convicts (including Criminal Tribes Settlement) ..	30
211	Journals, ledgers, stock ledger, stock journals, etc.	30
212	Journals of the occupation and duties of officers	20
213	Judicials	30
214	Judicial police files	10
215	Judicial return files	5
216	Khasra books	10
217	Lease of a bungalow or dwelling house and premises	P
218	Leave to temporary establishment.—	
	If leave accounts are maintained	2
	If leave accounts are not maintained	30
219	Legal affairs (suits)	50
220	Letters of credit and statements and distribution of funds ..	2
221	Letters to Accountant-General asking for return of promissory-notes.	5
222	Letters to Accountant-General forwarding promissory notes ..	5
		After return of the notes.

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Serial No.	Name of file, book, return or papers	Period of preservation (Years)
(1)	(2)	(3)
223	Level books	Not to be destroyed without permission of the Superintending Engineer in writing.
224	Licence and condition of supply of licences	P
225	List of materials for ordinary repairs	1
226	List of office establishment	1
227	Lists of bandharas	P
228	Lists of irrigation tanks	P
229	List of sub-divisional work establishment	5
230	Lists of works of construction	5
231	Local funds and grant-in-aid works	30
232	Local Self-Government (Municipal)	30
233	Loss or theft of Government cash	3
234	Maharashtra Civil List	5
235	Maharashtra Government Gazette—Part I only	3
236	Maharashtra Government Gazette—Other part	1
237	Manuscript—Annual administration reports of civil, military and irrigation works with administrative accounts.	5
238	Manuscript budget	5
239	Manuscript establishment budget estimate	5
240	Manuscript expenditure book	1
241	Manuscript statement of bills received	1
242	Maps	5
243	Maps—Deh and Canal	10
244	Materials at site abstract statement	5
245	Materials construction (cement, coal, paints, etc.)	5
246	Measurement books	10 After the date of completion of works.
247	Medical (including public health)	30
248	Memoranda circulating books and periodicals	1
249	Memoranda from subordinates to contractors of particulars of works.	3
250	Memoranda intimating sanctions to estimates for repairs ..	5
251	Memoranda to subordinates of contracts entered into	5
252	Memorandum of cheques drawn	1

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Serial No.	Name of file, book, return or papers	Period of preservation (Years)
(1)	(2)	(3)
253	Memorandum to accompany measurement books (while submitting on to divisional office for checks etc.).	1
254	Memorials	5
255	Meteorology	5
256	Miscellaneous accounts returns	5
257	Miscellaneous correspondence	2 In the case of important correspondence according to relative importance.
258	Miscellaneous correspondence of officers of the Maharashtra Service of Engineers.	5
259	Miscellaneous irrigation returns	5
260	Monthly list of all new works and repairs	5
261	Monthly list of completed works	1
262	Monthly progress report of all works	5
263	Monthly return of discharge of canals	20
264	Monthly returns of electricity duty levied under Part II of the Bombay Finance Act, II of 1932.	1
265	Monthly statement of contracts	3
266	Monthly statement of funds required by Sub-Divisional Officers	2
267	Monthly statements of irrigation works	5
268	Monthly statements of subordinate's duties	3
269	Morning reports	5
270	Mustering karkuns' daily abstract	3
271	Mustering karkuns' note-books	3
272	Mustser rolls/Nominal muster rolls/(included E.G.S. works) ..	5
273	Nil form (books)	1
274	Non-recurring inspection register	10
275	Note books	10 After the date of completion of works the note on any part of which have been recorded therein.
276	Notice dealing with important professional of technical subjects whether printed or otherwise.	P
277	Notes on works by Executive Engineers	10
278	Notes on works by Superintending Engineers	10

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Serial No.	Name of file, book, return of papers	period of preservation (Years)
(1)	(2)	(3)
279	Notice to patels for check measurements of irrigated crops ..	5
280	Notices for tenders	5
281	Notice of clossing of canals	5
282	Notices of Superintending Engineers' movements while on tour	1
283	Notices under sub-rules (2) and (4) of rule 60 of the Indian Electricity Rules, 1937.	2
284	Office copies of account current	5
285	Office copies of Divisional Accountant's arrival and departure reports.	1
286	Office copies of capital and revenue accounts of buildings ..	3
287	Office copies of contingent bills	5
288	Office copies of estimates for new works below Rs. 2,500 and for repairs.	5
289	Office copies of estimates for new works costing Rs. 2,500 and upwards.	5
290	Office copies of morning reports kept by sub-Divisional Officers	1
291	Office copies of notices to subordinates	5
292	Office copies of reports of the survey of unserviceable stores ..	2
293	Office copies of salary bills (including those of Divisional Accountants). ..	35
294	Office copies of schedule	5
295	Office copies of statements of distribution of establishment charges.	5
296	Office copies of statements of income-tax	2
297	Office copies of statements of objectionable items	1
298	Office copies of statements of outlay exempt from establishment charges.	5
299	Office copies of statements of receipts and issues of tools and plant.	5
300	Office copies of transfer reports of Divisional Accountants ..	1
301	Office orders and certificates of qualification (office copies) ..	5
		After payments of final bills in case they relate to works.
302	Orders for write back	1
303	Orders to subordinates for execution of petty works	1
304	Panchanama connected with unauthorised watering of crops (Marathi).	5
305	Papers or notes dealing with important professional or technical subjets, whether printed or otherwise.	P

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Serial No.	Name of file, book, return of papers	Period of preservation (Years)
(1)	(2)	(3)
306	Pay-bills and acquittance rolls where they are maintained separately in the case of the non-gazetted temporary establishments (both revenue and regular temporary) in the B. and C. and I. and P. Departments, named in remarks column for whom no service rolls are maintained.	35 Canal chowkidars, regulator chowkidars, weir mukadams tapalis (*i.e.*, men engaged for carrying post-whether they are called train tapa lis, canal tapalis-post runners post sowars, etc.), regulator khalasis, boat tyndals-khalasis, sub-divisional chowkidars tyndals peon khalasis, peons whose services are not likely to last for more than three years. Coolies employed in the electrical division for carrying instruments in connection with inspection of electric installations.
307	Penal forms	2
308	Penal forms rejected	1
309	Pensions and gratuities	P
310	Peons delivery books	2
311	Periodicals—Engineering	2
312	Personal register.—	
	(*a*) Gazetted officers	After retirement or until death whichever is earlier.
	(*b*) Non-gazetted sub-ordinates..	After retirement or until death whichever is earlier.
313	Photographs	10
314	Pocket books for registering discharge of rivers	30
315	Pocket books of weir discharges	30

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Serial No.	Name of file, book, return of papers	Period of preservation (Years)
(1)	(2)	(3)
316	Police	30
317	Post and Telegraphs	30
318	Postal chalans	1
319	Postal guides	1
320	Power house logs	1
321	Preliminary last pay certificate	2
322	Price lists of private firms	2
323	Printed concise reports	P
324	Printing	5
325	Prosecutions	10
326	Provident Fund—General	35
327	Public Works	30
328	Qualification reports of officers of the Maharashtra Service of Engineers.	10
329	Qualification reports of clerks, draftsmen and storekeepers	10
330	Railway guides	1
331	Railways	30
332	Rate forms	30 An extract of rates for each year for a long series of years should be maintained for 30 years. It is not necessary to keep all the forms used for rates but only the one extract for each year.
333	Recapitulation of discharge of rivers	30
334	Recapitulation statements of irrigation works	5
335	Records—Office	10
336	Recovery register	30
337	Register of building with record of inspecttion	5
338	Register of contracts	10
339	Register of deposits	30
340	Register of incumbencies	P
341	Register of land taken up	P
342	Register of leave	30
343	Register of major works	10

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Serial No. (1)	Name of file, book, return of papers (2)	Period of preservation (Years) (3)
344	Register of minor works	10
345	Register of muster rolls	10
346	Register of rainfalls	To be preserved until the returns have been printed and recorded elsewhere.
347	Register of receipts and disposals of sub-divisional cash accounts	1
348	Register of receipts and issue of note and measurement books, etc.	10 After the date of completion of works the measurements of or notes on, which are recorded therein.
349	Register of sanctions to estimates (standard form No. P. W. 579).	30
350	Register of securities	P
351	Register of service books	P
352	Register of stationery with vouchers	3
353	Register of suspense transactions	5
354	Register of appropriations	3
355	Register of arrival and departure of travellers	5
356	Registers of despatcher's stamps	2
357	Registers of discharge of rivers	30
358	Registers of electric installations	P
359	Registers of landed property	P
360	Registers of letters, inward and outward	10
361	Registers of liabilities	2
362	Registers of revenues	30
363	Registers of sanctions	30
364	Registers of tanks	P
365	Registers of unclaimed wages	5
366	Regular (permanent and temporary) establishment files ..	P
367	Rejected tenders	3 From the date of rejection or until the audit objections pertaining to that work are finally answered and settled whichever is later.

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Serial No.	Name of file, book, return of papers	Period of preservation (Years)
(1)	(2)	(3)
368	Remissions	5
369	Remittance books	5
370	Repairs to bridges and sluices	1
371	Reports of arrival and departure	3
372	Reports of check measurements of clearances	5
373	Reports of contracts	3
374	Reports of Indian newspapers	1
375	Reports of sub-divisional transfers	3
376	Reports of transfer by Superintending Engineers	3
377	Reports of transfers of Executive Engineers	3
378	Requisitions for blank cheque and receipt books	2
379	Requisitions paid by Executive Engineers	3
380	Resource estimates and estimates of approximate Figures	1
381	Returns	5
382	Returns of gauge readings	P Or until printed in some permanent record.
383	Returns of rentable buildings	5
384	Returns of store in regional languages	3
385	Returns of surplus stores	5
386	Revenue	30
387	Revenue and expenditure. Approximate Figures of	5
388	Rewards and Afrinamas awarded for helping the department	3
389	River bounds	P
390	Road metal books	5
391	Roads, buildings and causeways (local fund and municipal)	30
392	Roads—Demarcation, encroachments, provicialization	50
393	Roads—General correspondence	30
394	Roads passing through municipal limits	50
395	Rules for occupations of residence	P
396	Salary bills—Correspondence	6
397	Sale of fisheries and other miscellaneous produce	30
398	Sanctioned estimates for original works costing not more than Rs. 10,000 and for all repairs.	5
399	Sanctioned estimates for new works costing more than Rs. 10,000.	30
400	Sanctioned estimates of outdoor works establishment	5

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Serial No.	Name of file, book, return of papers	Periods of preservation (Years)
(1)	(2)	(3)
401	Sanitary works	30
402	Scarcity programme—printed copies	30
403	Scarcity—weekly registers	3
404	Scarcity works	30
405	Schedules of establishment bills	2
406	Schedules of rates	10
407	Scientific publications	15
408	Security correspondence	30
409	Spare copies of Government resolutions	30
410	Standard estimates and type designs	P
411	Statements of compensation for inferior, and non-provisions of quarters.	10
412	Statement of contributions	5
413	Statements of crops irrigated	5
414	Statements of expenditure on materials compared with estimated requirements.	5
415	Statements of fines for unauthorised speech and wastage sent to Mukhatiarkars for recovery and correspondence in connection therewith.	10 Or as long as the recoveries are not made.
416	Statements of receipts from sale of occupancy right	30
417	Statements of receipts, issues and balances of road metals	5
418	Statements of saving and excesses	After date. 1
419	Statements of sums deposited and accounts of interest	10
420	Statements of temporary office establishment	5
421	Statements of works in progress not provided in the budget	1
422	Statements of works establishments	5
423	Statements showing rent calculated	30
424	Statements showing state of water in wells along the line of canals	30
425	Stock registers	3
426	Storekeeper's files	5
427	Store ledgers of mathematical instruments	30
428	Steam measures files	5
429	Sub-divisional cash balance statements	5
430	Sub-divisional cash book—copies of	5
431	Sub-divisional monthly list of materials at site	2
432	Sub-Divisional returns of tools and plant	3
433	Summons (Jurors)	2

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Serial No.	Name of file, book, return of papers	Period of preservation (Years)
(1)	(2)	(3)
434	Superintending Engineers' sanction to the grant of sub-divisional allowance to sub-ordinates in charge of sub-divisions.	3
435	Supplement to balance return of tools and plant	5
436	Survey and bench marks	P
437	Survey reports of all works	5
438	Surveyors' file	5
439	Task files	1
440	Technical papers	P
441	Telegraph guides	1
442	Tenders in A-1 or A-2 forms	5
443	Thefts or loss of Goverment cash	30
444	Toll bars	30
445	Tour programmes of officers	2
446	Travelling allowance bills and acquittance rolls relating thereto.	3
447	Treasury balance certificates	5
448	Treasury pass-books	5
449	Treasury remittance books	2
450	Type designs—Standard	P
451	Typewriters and duplicators	10
452	Vouchers for unclaimed wages	5
453	Water power	30
454	Water-supply and drainages	30
455	Weekly abstracts of progress of canal clearances	3
456	Weekly charge progress return on public works (scarcity) ..	2
457	Weekly direct progress return on public works (scarcity) ..	2
458	Weekly progress reports of levelling	1
459	Weekly progress reports of measurements	1
460	Weekly report of duties performed by Sub-Divisional Officers	1
461	Weekly reports of consumer's connections received from electric supply companies.	2
462	Weekly reports guage reading	P Or until some permanent record. period in

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Serial No.	Name of file, book. return of papers	Period of preservation (Years)
(1)	(2)	(3)
463	Weekly returns of depths of water and discharge	20
464	Weekly returns of guage reading and discharge of rivers ..	P Or until printed in some permanent record.
465	Weekly returns of irrigation for each crop separately (canal assistant's Form No. 1).	2
466	Weekly returns of levels and expenditure of water tanks ..	30
467	Weekly tables of rainfall	3
468	Weekly vouchers for wages and cash allowances on public works	10
469	Works slips	5
470	Work abstracts	5
471	Work audit registers	15 These registers in which the expenditure on irrigation projects is booked should, however, be preserved till the completion report of the project has been made out and approved by Government.
472	BIN cards	(After review in Executive Engineer's Office).

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APPENDIX 7

(*See* Paragraph 147)

RULES FOR THE DISTRIBUTION OF ESTABLISHMENT AND TOOLS AND PLANT CHARGES

1. The account of establishment and tools and plant charges is kept on the following principles :—

(*i*) The charges of a division or special office are, as a rule, met out of a single major head in the first instance.

(*ii*) Before closing the accounts of the year, the audit office apportions the charges of the whole State amongst the major heads to which the cost of the works was charged.

(*iii*) In certain cases, i. e., in the case of work done on behalf of private individuals, etc., where this annual adjustment is unsuitable, recovery of costs is effected in the accounts of the divisions concerned from time to time by the levy of a percentage charge. *see* rule 5 below.

(*iv*) Otherwise, the shares pertaining to individual work are not determined except for the purposes of certain *pro-forma* accounts.

2. The establishment charges of a division or of a special office should, in the first instance, be classified under the minor head " Establishment " of the major head under which the division or office is classified for the purpose. The same major head should also bear, in the first place, the charges for the ordinary tools and plant of the division, under the minor head " Tools and Plant ".

3. As an exception to the foregoing rule, the undermentioned special establishment should be charged as indicated below :—

(*i*) (*a*) Purely revenue establishment (Deputy Collectors, Zilla Parishad Amins, etc.) employed entirely on the management of irrigation, navigation, or drainage and assessment, etc., of connected revenue : To the sub-division " Working expenses " of the major head. "333-Irrigation, Navigation, Drainage and Flood Control Project-A-Irrigation Projects (Commercial)" or to the major head. " 331-Water and Power Development Service-A-Water Development " as the case may be.

(*b*) Purely revenue establishment, if any, employed on the assessment, etc., of the revenue derived from public health works : To the major head, " 282-Public Health, Sanitation and Water Supply."

(*ii*) Establishment employed on large irrigation surveys for new projects : To the surveys concerned under the head " 331-Water and Power Development Services-A-Water Development."

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(*iii*) Establishment employed on scarcity relief works : To the head "289-Relief on account of Natural Calamities".

(*iv*) Establishment employed in workshops of a commercial character : To the workshop concerned under the major head under which its maintenance charges may be classified.

(*v*) Revenue establishment of the Development Department chawls : To the head "284-Urban Development".

(*vi*) Establishment specially employed in connection with the Back Bay Reclamation Scheme and such percentages of pay and allowances of the Superintending Engineer, Bombay Circle, the Executive Engineer, Presidency Division and other establishment as determined from time to time in proportion to the time spent by them on works connected with the Back Bay Reclamation Scheme : To the head "484-Capital Outlay on Urban Development".

Note.—Secretariat charges should be levied at 0.35 per cent on the cost of work and repairs under this head.

4. The cost of special tools and plant, i. e., tools, plant, machinery, etc, obtained to meet the special requirements of a particular work or project and of a nature not usually to be found in the general stores of the stores, should be treated as a direct charge to the work or project and not classified under the minor head "Tools and Plant". Similarly, tools, plant and machinery required for a workshop of a commercial character should be charged direct to the accounts of it.

Note 1.—In case of doubt, the Chief Engineer will decide whether any item of tool and plant should be classified as ordinary or special.

Note 2.—The cost of tools and plant required for use on scarcity relief should be treated as "Special" and classified in accordance with rule 4 above.

5. (1) Recovery of the cost of establishment and tools and plant should be made at percentage rates in the following cases :—

(*a*) Work done for public works divisions of other States.

(*b*) Work done occasionally for railways, military works services and the Central Government.

(*c*) Work done occasionally for all other departments, when the cost is chargeable to those departments.

Note.—When works of railways, military works services and all other departments of this Government are carried out as standing arrangement the establishment and tools and plant charges are levied *pro rata* in accordance with rule s 20 to 22.

(*d*) Non-Government works.

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The percentage rates will be examined and readjusted, if necessary, at quinquennial intervals in consultation with the Accountant-General. The following rates are in force from 1976-77 :—

Serial No.	Name of work	Establishment charges	Tools and plant charges	Secretariat charges
(1)	(2)	(3)	(4)	(5)
		Per cent	Per cent	Per cent
(*i*)	Major Irrigation Schemes	7.5	1.5	0.35
(*ii*)	Medium Irrigation Schemes costing above Rs. 2 crores.	7.5	1.5	0.35
(*iii*)	Medium Irrigation Schemes costing upto Rs. 2 crores.	10.0	1.5	0.35
(*iv*)	Minor Irrigation Schemes	10.0	1.5	0.35
(*v*)	Public Health and Village Water Supply Schemes	10.0	2.5	0.35
(*vi*)	Electrical Schemes of Irrigation Department ..	7.5	1.5	0.35
(*vii*)	Electrical Works of Public Works Department ..	17.0	1.0	0.50
(*viii*)	Roads and Buildings Works	13.0	1.0	0.9

(2) An additional charge of 1 per cent should be recovered in respect of works of the classes referred to in item (b) excepting the works of civil non-commercial departments of the Central Government and item (d) of sub-rule (1) above to cover the cost of audit and accounts establishment and credited respectively to the heads "20-Aduit" and "LII-Miscellaneous—Fees for Government Audit".

(3) A further recovery should also be made on account of pensionary contribution at the rate fixed by Government from years to year in the case of non-Government works (excepting works of local bodies) and works carried out on behalf of other Governments and commercial department.

Note 1.—In the case of works executed on behalf of the local bodies through the agency of this department, the following reduced rates of percentage charges should be levied :—

	Per cent
(*a*) On the estimatd cost of woks, etc. in all cases where plans and estimates are prepared by this department.	2½
(*b*) On the actual cost of works, etc., for their execution	12½
Total ..	15

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The charges of 12½ per cent and 15 per cent mentioned above cover all charges including pensionary charges.

When the rate of 12½ per cent or 15 per cent, as the case may be is less than the rate for departmental charges that may be fixed by Government from time to time in accordance with sub-rule (1), the different should be accounted for as grant-in-aid to the head concerned e. g., "259-Public Works ". "282, Public Health, Sanitation and Water Supply ".

Note 2.—Establishment and tools and plant charges in respect of works under the head "259 Public Works " carried out by the public health circle should be levied as under and a corresponding credit afforded under the head "282-Public Health, Sanitation and water Supply ".

(*a*) Establishment charges—15 per cent.
(*b*) Tools and plant charges—1.5 per cent.

When the public health circle carries out any work under the head "259 Public Work" not as standing arrangement, the above charges should be accounted for as a part of the works expenditure as required by paragraph 10.1.5 of the Maharashtra Public Works Account Code.

Note 3.—In the case of works of this Government, the centage charge should be rounded off to the nearest rupee.

In the case of works the debits for which are passed on to other Govrnment as well as deposit contribution works, the centage charges should be calculated to the nearest multiple of five paise, fraction of 2.5 P. and below being ignored and fractions of more than 2.5 P. taken as five paise.

Note 4.—When a building for hospital, maternity home, etc., to be constructed from donations and eventually handed over to Government with proprietary rights on completion is proposed to be done through this department centage charges should be levied at 7½ per cent of the total approximate cost as per plans and estimates approved by this department.

6. (a) Charges for preparation of plans and estimates and/or execution of works by the Parks and Gardens section of this department for gardens and parks for private individuals or private institutions, Government department and local bodies should be recovered as indicated in the following two statements :—

Statement I

(*a*) Supervision rates for visits, inspection of sites of garden of private individual Municipal Councils, institutions etc.

Designation (1)	Fees per hour (2)	Fees per day (3)	Remarks (4)
	Rs.	Rs.	
1. Superintendent, Parks and Gardens..	10	50	T A. should be charged in addition as per rules in force.
2. Assistant Superintendent, Parks and Gardens.	8	40	Do.
3. Garden Architect	2	30	Do.
4. Supervisor	8	30	Do.
5. Garden Overseer	8	25	Do.
6. Garden Sub-Overseer	8	20	Do.

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(b)

Name of works	Charges	Remarks
(1)	(2)	(3)
1. Preparation of plans and estimates for garden works.	Rs. 200 or 1¼ of the estimates whichever is more.	T. A. should be charged in addition as per rules in force.
2. Supply of blue-print copies	Rs. 5 per copy ..	Do.
3. Preparation of plans and view for anciliary works such as fountain pergolas, lilypool and trallies etc.	Rs. 50 ..	Do.

Statement II

Fees to be levied for preparation of plans and estimates, execution of works of other departments of Government and local bodies.

Name of work	Fees to be charged	Remarks
(1)	(2)	(3)
(1) Preparation of plan and estimate for local bodies, Government department, etc.	Rs. 50 or 1¼ per cent of the estimate, whichever is more.	Travelling allowance should be charged in addition, as per the rules in force.
(2) Supply of blue-print copies.	Re. 1 per copy.	
(3) Execution of works by the Parks and Gardens Section including preparation of plans and estimated.	Estimated amount plus 10 percentage charges.	Travelling allowance should be charged in addition as per the rules in force.

(b) The collection and distribution of the fees to be recovered as indicated in the two statements in clause (a) above should be governed by clause (b) of rule 360-B of the Bombay Civil Services Rules, Manual, Volume I. The receipts on account of charges levied should be credited to the head "095-Other Social and Community Services" and expenditure on account of half the amount to be paid to the staff of the Parks and Gardens Section should be debited to the head "295—Other Social and Community Services" and met from the sanctioned grants thereunder.

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7. As an exception to rule 5, the establishment charges on new supplies and repairs of barrack furniture of the military works services is fixed at 10 per cent on the outlay.

8. As a further exception to rule 5, the departmental charges at a reciprocal rate of 12 per cent should be levied when a work is carried out by this department on behalf of railways or *vice versa*. These charges should be distributed as under :—

(1) Establishment charges including secretariat charges.	9½ per cent.
(2) Leave and pensionary charges	½ per cent.
(3) Tools and plant	1½ per cent.
(4) Audit	1½ per cent
	12½ per cent.

NOTE.—As a reciprocal measure the establishment charges to be levied for works carried out by Government on behalf of railways should be calculated on the gross amount of the outlay incurred excluding credits for materials released from old works, diversion or other temporary arrangements, but including the cost of dismantelment.

9. (a) (i) Except as provided in rule 10 charges for the preparation and scrutiny of plans and estimates on behalf of local or private bodies or individual should be levied at 2½ per cent and 1¼ per cent, respectively, of the estimated cost subject to the minimum of (i) Rs. 10 for scrutiny of plans and estimates, and (ii) Rs. 15 for preparation and scrutiny of plans and estimates. Charge, for the scrutiny of plans only should be levied at ½ per cent of the estimated cost. Charges for the preparation of plans only or estimate only should be levied at 1¼ per cent of the estimated cost. The charges should also be levied in the case of any department of the Central Government or of the State Government (in the latter case, when the works expenditure is debitable to that department).

(ii) At fee at 1¼ per cent should be charged for the work of preparing R. C. C. calculations and designs in the case of Zilla Parishad buildings, financed from their own funds.

(b) (*i*) Where a building or structure is to be inspected during construction and passed after construction by this department, the charges should not exceed 5 per cent. The Superintending Engineers of Circles are empowered to fix the exact percentage to be charged according to the amount of supervision and inspection necessary.

(*ii*) If the plans of the buildings have been sanctioned prior to the commencement of construction, the 5 per cent should include 1¼ per cent for scrutiny of plans and estimates. The maximum percentage to be recovered for both scrutiny and supervision is 5 per cent.

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(*iii*) When both preparation of plans and estimates and supervision are undertaken by this department the maximum percentage charges should, however, be 6¼ per cent.

NOTE 1.—In the case of works connected with educational institutions, recovery of the charges mentioned in rule 9 (a) and (b) above should be made only at half the rates specified therein provided such works are certified by the concerned Educational Inspector to be necessary and going to be definitely carried out.

Note 2.—In the case of educational institutions, the recovery of scrutiny charges for plans and estimates in respect of buildings constructed out of Government loans should be waived.

(c) Charges at 2½ per cent should be recovered from co-operative societies for the preparation of plans and estimates for the godowns to be constructed under the Bombay Co-operative Multi-purpose Societies and Sale and Supply Societies Loans Rules, 1940.

(d) When a donor agrees to construct a building for hospital, materinty home etc. (which is eventually to be handed over to Government with pro prietary rights on completion) at his own cost and through his own agency as per the plans, estimates and specifications approved by this department, no charges on account of scrutiny of the plans and estimates or for supervision of the work by this department should be levied.

10. The charges for the preparation of plans and estimates for public health schemes (i. e., water-supply and drainage schemes) of local bodies (*viz*, Municipal Corporations, Municipalities and Zilla Parishads) shall be levied by the Irrigation Department, at 2 per cent of the estimated cost of the schemes. These charges along with those for survey should be recovered from the municipalities in advance on the basis of the estimated cost based on the preliminary note on the scheme as approved subject to adjustment after the detailed plans and estimates are prepared.

The charges for the scrutiny by the Irrigation Department of the plans and estimates prepared by the non-Government agency shall be 25 per cent of the preparation charges.

11. The prescribed percentages should not be levied in the case of irrigation contribution works and repairs provided that the works outlay in each individual case is less than Rs. 1,000. In the case of other non-Government works costing less than Rs. 1,000 applications for the remission of the prescribed percentages should be submitted for the sanction of Government. Remission of the charge is not permissible in the remaining cases as such aid as it may be desired to give to a local body in the construction of a work in which it is interested in usually given separately in the form of a cash grant-in-aid.

NOTE 1.—Establishment and tools and plant charges should not be waived in the case of hospital fund schemes and other non-Government work assisted by contribution, which are eventually to become the property of Government, even if their cost is Rs.1,000 or less. No charge for audit and account should be leviedin such cases. The contribution should for accounts purposes, be divided into two parts the one representing a share of works expenditure and the other the usual percentages on that share to cover charges for establishment and tools and plant and the expenditure as actually incurred, together with the percentage, should be charged against it.

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NOTE 2.—Remission of the charges should not be granted in cases in which the local bodies send any plans and estimates for scrutiny by a Government engineer of their own accord or when they are under a statutory obligation to do so. But such charges should be remitted in cases in which Government compel local bodies to submit plans and estimates to a Government engineer for scrutiny because they desire to satisfy themselves that grant-in aid is properly used. This concession is also extended to school buildings pertaining to individual institutions.

NOTE 3.—In cases where it is proposed to give financial assistance to a local body for work to be executed on its behalf, the procedure indicated in paragraph 16.1.2 of the Maharashtra Public Works Account Code should be adopted instead of giving cash grant-in-aid.

NOTE 4.—The recovery of scrutiny charges for plans and estimates for godowns to be constructed under the Bombay Co-operative Multipurpose Societies and Sale and Supply Societies Loans Rules, 1940, should be waived, in the case of Co-operative Societies applying for loans for construction of godowns under these rules.

NOTE 5.—When plans specifications and estimates for the construction of houses under the Low-Income Group Housing Scheme are scrutinised by Executive Engineers of divisions in accordance with rule 9 of the rules or the grant of loans to individuals under the Low-Income Group Housing Scheme, 1955, scrutiny charges therefor should not be levied.

12. For work done in workshops, which are of a commercial character percentage charges are leviable in all cases, i. e., even when work is done for public works divisions of the State. The rates will be fixed by Government (*vide* para 14.2.5 of the Maharashtra Public Works Account Code) and regulated as to include 1 per cent for audit and accounts establishment even in the case of jobs for other divisions or departments both of the same state and of other states, but such recoveries should not be credited to " 20-Audit " or " LII-Miscellaneous—Fees for Government Audit " except in the cases referred to in sub-rule (2) of rule 5 above.

13. The percentages referred to above are leviable on the actual outlay booked in the accounts, i. e., on the net outlay in case there are any refunds or writes back. In the case of works carried out on behalf of railways, however, the gross outlay is taken into account in accordance with the note below rule 8 above. No item of expenditure should be excluded from the levy on the plea that it involved little or no departmental supervision, etc., but the prescribed percentage charges for tools and plant should not be levied in the case of non-Government works on which tools and plant of the department are not used.

Note 1.—Under this rule, even the cost of land acquired through the civil department is not exempt when it is adjusted in the divisional accounts as part of the cost of a non Government work; but if the estimate for the work does not include the cost of the acquisition of the land and this cost is not Passed through the Public work accounts, no Percentage charge is leviable on a account of it

Note 2.—Where land has to be acquired for a non-Government work, separate estimates should be prepared of the cost of acquisition and of the cost of the work and the cost of each should be separately recovered so that the expenditure on the acquistion of land should not pass through the books of the department. If this Procedure is adopted, no establishment charges will be raised against the Party concerned on account of the cost of acquring land and it will merely be required to Pay the charges incidental to the acquistion by the Collector.

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14. For testing the soil samples for contractors and private parties by Government laboratory actual cost of conducting the soil test *plus* 30.5 per cent extra over the actual cost of conducting the soil tests should be charged.

15. When requests from local bodies, etc., and private individuals for supply of plans estimates, calculations, etc., of Government buildings, bridges water and other works constructed by this Government are received, a fee calculated at one-half per cent of the estimated cost of the project should be fixed and levied for the supply of such copies. If copies of plans only are to be supplied, the fee to be charged for such supply, which may be either in blue or white prints, should be calculated at one-third or one-half per cent of the estimated cost of the project.

Charges for the supply of type plans estimates, calculations, etc., of the structures other than latrines should be levied at the rate of one-third per cent of the estimated cost of the structures, Supply of type plans of the latrines should be charged at nominal rates of Rs. 3 for each type plan or estimate.

Tracings should never be supplied.

Exception.—When blue prints of plans of Government buildings are requisitioned for by the Executive Engineer, Electrical Division, they should be supplied free of cost to that officer irrespective of whether the plans are required in connection with the provisions of electrical installations at the cost of Government or at the cost of supply companies. Copies of type designs necessary for a Model Rural Health Centre may also be supplied free of cost to such centres if asked for.

16. Special cases not recovered by the above rules should be considered on their own merits.

17. Recoveries made in accordance with the above rules should be classified as indicated in the Account Code Volume III, the adjustment being made in the accounts of the Executive Engineer whenever the cost of work done is adjusted by charge to the deposit, remittance or other account concerned.

18. Recoveries on account of services rendered by special officers, other than Chief and Superintending Engineers, do not appear in the accounts of the Executive Engineer in cases in which there is no works expenditure, e. g., fees for advisory work. Such fees should be paid direct into the treasury to be credited to the head of account which bears the cost of the establishment of the special Officer concerned, when the fees have been recovered from outside bodies or departments of the same Government, and to the corresponding receipt or capital head of expenditure in other cases, as indiacted in Account Code, Volume III.

19. In the case of large surveys for new projects of irrigation, navigation, embankment and drainage works, for which special establishment is entertained, an addition of 5 per cent to the cost of this establishment should be made in the audit office to cover the supervision charges thereon.

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Note.—This rule applies also to workshops of a commercial character and to scarcity relief works, but the rate of charge will be even less than 5 per cent in consideration of the special features of each case and will be decided by Government.

20. Thus, when the accounts of the year are about to be closed, the charges detailed below will represent the residual charges to be apportioned to the several classes of works executed in the year, other than those for which either percentage charges were levied in accordance with the above rules or special establishment was employed. This apportionment will then be made in the audit office as indicated in rules 21 to 25.

(*i*) Net charges booked under the minor head "Establishment".	
(*ii*) Net charges booked under the minor head "Tools and Plant".	
(*iii*) Minus the recoveries (on account of establishment and tools and plant charges) referred to in rule 13 whether credited to "recoveries of expenditure" or "receipts and recoveries on capital accounts".	Under several major heads.

Note 1.—In the accounts of the Central Government the adjustment of establishment and ols and plant charges in respect of the works of that Government executed through the ency of the department as a standing arrangement should be made on the basis of the ures adopted in the revised estimates of the year, the difference between these and the arges arrived at on the basis of the actuals of the year being adjusted in the account of the llowing year.

Note 2.—(*i*) As the rules are applicable only to Public Works Department and Irrigation partment such charges pertaining to other departments of the Government as have been luded in the charges of those departments should be excluded for the purpose of apportnment.

(*ii*) This rule is not applicable to the public health major heads or other head pertaining to ier department of the Government operated by these two departments.

21. (a) The establishment charges to be distributed *pro rata* will be :—

The sum of residual establishment charges (vide rule 20) in each circle of superintendence *plus* the share of the marginally noted overhead charges equally distributed over all the circles *minus* the special charges for establishment adjusted separately under rule 3 in each circle.

1. Irrigation and Public Works Department Secretariat charges (including Architect.)
2. Govt. workshop charges
3. Electrical branch charges
4. Charges in England

ter excluding—

i) 12½ per cent of the Irrigation Department and P. W. Department cretariat charges (including the Architect) which will remain under the subad "I-chief Engineer, Secretariat", and

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(ii) Direct and overhead charges pertaining to collection of fees under the Indian Electricity Rules and fees for the electrical inspection of cinemas which will be debited to "245—Other Taxes and Duties on Commodities and Services".

(b) The tools and plant charges to be distributed. *pro rata* will be the sum of the residual charges (vide rule 20) in each circle excluding the charges booked under the major head "289—Relief on account of Natural Calamities".

22. The *pro rata* distribution of establishment or tools and plant charges determined under rule 21 should be made thus :—

I. For purely irrigation or mixed irrigation and Public Works circles of superintendence.

(a) The divisible establishment or tools and plant charges of each circle should be divided among the several major heads operated on (rule 20) in proportion to the works expenditure under each head.

(b) No item of works expenditure recorded finally under the major head concerned should be excluded.

Exception.—Expenditure on scarcity works in excess of normal rates, which is debitable to the head "289—Relief on account of Natural Calamities", is, however, exempt from the levy of establishment and tools and plant charges.

(c) In order to allow for the cost of supervising the work of the purely revenue establishment mentioned in rule 3, the works expenditure under the major head "333 , 331 and 282, Public Health, Sanitation and Water Supply ", should, for the purpose of *pro rata* distribution of establishment charges be doubled, and the extra establishment charges to these heads on this account should be debited as revenue establishment charges under "333 , 331 and 282, Public Health, Sanitation and Water Supply". This procedure assumes that the work of the executive branch is equally divided between maintenance and revenue.

II. For purely public works circles of superintendence

(a) The divisible establishment or tools and plant charges in all the circles combined should be distributed *pro rata* over the various major heads concerned (rule 20) on the basis of the works expenditure in all the circles combined.

(b) No items of works expenditure recorded finally under the major head concerned should be excluded.

Exception.—Expenditure on scarcity works in excess of normal rates, which is debitable to the head "289—Relief on account of Natural Calamities", is however, exempt from the levy of the establishment and tools and plant charges.

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Note.—The classification of the *pro rata* share of establishement and tools and plan charges in the account of the Central Government on account of central work carried out by this department, as a standing arrangement, as voted or charged should follow the classification of the works expenditure on which such charges will be levied. Provision in the central budget should be made accordingly. This does not affect the method followed at persent in the distribution of the establishment charge of this Government.

23. The "joint revenue establishment", under "333", "331" of a circle or other unit of distribution should also be distributed between the major heads "333" and "331" *pro rata* on the works outlay under the two heads,

24. In the case of irrigation major heads, the pensionary charges mentioned in item XI of statement C in appendix I to the Maharashtra Public Works Account Code should be added to the establishment charges allocated on a *pro rata* basis in accordance with the above rules. The amount of pensionary charges calculated in the manner described below should be debited to each major head concerned by giving credit of a corresponding amount to the major head "266—Pension and other Retirement benefits".

The pensionary charges should ordinarily be calculated at a percentage of the total pay and leave-salary of the pensionable establishment including such portion of the temporary staff as may be estimated by Government to have the likelihood of ultimately being made permanent. However, as the allocation of ordinary establishment charges to the irrigation major heads is made on *pro rata* basis the pensionary charges should be calculated on the gross establishment charges finally allocated to each head at the percentage prescribed every year by Government with reference to the rates worked out by the actually of the Central Government on the basis of rates of interest prevailing during the year concerned.

25. Similarly, in the case of works executed by this department on behalf of the Central Governmert, a proportionate share of the pensionary charges of the staff employed on those works should be added to the establishment charges allocated to the central heads concerned by giving credit of a corresponding amount to the major head "066—Contribution and Recoveries towards Pension and other Retirement benefits". Ths procedure laid down above in rule 24 should *mutatis mutandis* be adopted for calculating these charges.

Note.—This rule does not apply to cases where a percentage charge, including pensionary liability has been levied.

26. Finally, an additional charge of 1 per cent to cover the cost of audit and accounts establishment should be levied on work done for railways and military works services when works of these departments are entrusted to this department as a standing arrangement.

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27. The appointment should not be carried further in the regular account but in the *pro forma* (administrative) accounts of individual productive or unproductive projects of irrigation, navigation, embankment and drainage works, prepared annually by the Accountant General, suitable additions to the outlay on the projects should be made to cover the cost of establishment and ordinary tools and plant. On the basis of the figure of the establishment (or tools and plant) charges in each circle, or other unit of distribution, as finally booked under the major head concerned should be determined the percentage to (four places of decimals) which that figure bears to the total works outlay finally booked under that head in the unit concerned. The establishment (or tools and plant) charges on account of each project under that head should then be calculated by multiplying the works outlay on the project by this percentage.

Note.—In the administrative accounts of irrigation, navigation, embankments and drainage works, an indirect charge of 1 per cent on account of audit and accounts establishment should be levied on the works expenditure of the year.

28. For purposes of audit, or of allotment of funds, it is not necessary to include in the estimates for individual works, any provision on account of establishment and tools and plant charges unless percentage charges are leviable, under the rules on actual works expenditure. For administrative purpose such provision is, however, made in the project estimate of irrigation works for which capital and revenue accounts are kept and of any other of which it is desirable to forecast the ultimate financial results, such as works classified under the head "459—Capital Outlay on Public Works and Other Functional Capital Heads of Accounts".

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APPENDIX 8

(*See* paragraph 162)

RULES IN CONNECTION WITH THE WORKS TO BE FINANCED FROM THE CENTRAL ROAD FUND

1. There shall continue to be set apart an amount not less than 3.5 paise per litre out of the duty of customs and of excise levied on motor spirit and the proceeds thereof shall be applied for the purposes of road development.

2. (1) The proceeds of such an amount so set apart in any financial year, reduced by duty attributable to taxed motor spirit used in aviation during the same period, shall be credited as a block grant to a separate road fund to be maintained in the Public Account of India.

(2) For the purpose of this Rule taxed motor spirit shall mean motor spirit upon which the duty of customs or excise shall have been paid and in respect of which no rebate of such duty shall have been given.

3. (1) The Road Fund shall be allocated as follows :—

(*a*) a portion equal to twenty per cent shall be retained by the Central Government as a Central Reserve, this percentage being applicable with effect from the allocation due for the financial year 1948-49.

(*b*) out of the reminder these shall be allocated by the Central Government a portion for expenditure in each State and Union Territory specified in the first Schedule to the Constitution as near as may being the ratio which the consumption of taxed motor spirit other than motor spirit use in aviation, in each area for which an allocation is to be made shall bear to the total consumption in the territory of India of taxed motor spirit other than motor spirit used in aviation during the financial year concerned.

(2) The portion allocated for expenditure in the various States and Union Territories shall be retained by the Cnetral Government until they are actually required for expenditure in the manner hereinafter.

(3) If in the opinion of the Central Government, the Government/Administration of any State/Union territory has at any time,—

(*a*) failed to take such steps as the Central Government may recommend for the regulation and control of motor vehicles within the State or Union Territory ; or

(*b*) delayed without reasonable cause the application of any portions of the Road Fund allocated or reallocated, as the case may be, for expenditure within the State or Union Territory the Central Government may resume the whole or part of any sums which it may at that time held for expenditure in that State or Union Territory.

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(4) All sums resumed by the Central Government from the account of any State Government/Union Territory Administration as aforesaid shall be re-allocated between the credit accounts of State Government/Union Terrtitory Administration and the reserve with the Central Government in the ratio of the main allocation for the financial year preceding the year in which the re-allocation is made provided that the same so calculated as the share of the State/Union Territory from whose account the resumption has been made shall be credited to the reserve with the Cnetral Government.

(5) Special additions to Road Fund for financing particular projects may be accepted from source other than mentioned in para 2 (1) which shall be kept in a special Reserve and utilised for such projects.

4. The balance to the credit of the Road Fund of any allocation thereof shall not lapse at the end of the financial year.

5. No expenditure shall be incurred from any portion of the Road Fund save as be hereinafter provided.

6. The Central Reserve with the Central Government shall be applied first to defraying the cost of the administering the Road Fund and thereafter the balance of Central Reserve and Central Road Fund (Allocation) shall be utilised for financing such of the schemes connected with roads as the Cnetral Government may approve and the sums allocated for expenditure in the States/Union Territories from these sources may, subject to the previous approval of the Government of India to each proposal made, be expended upon any of the following objects, namely :—

(*a*) Road Research and Intelligence Schemes ;

(*b*) Traffic Studies and Economic Surveys ;

(*c*) Training arrangments for young Engineers ;

(*d*) Schemes of all India importance such as those leading to the removal of regional imbalance such as helping in the development of tribal areas, backward regions, promoting inter-State communication facilities, helping in combating anti-social and criminal elements etc., promotion of tourism, agricultural marketing areas links etc., part contribution to programme for setting up drivers, conductors' and cleaners' Road side resting places and passengers wayside facilities on State Road etc., road bridge works required for National Projects like Atomic Power Stations, Industrial undertakings etc., likely to be lost sight of by the road authoritics concerned in the midst of other activities :

Provided that the amounts in the Special Reserve shall be applied only to the purposes for which they are earmarked.

7. No expenditure shall be approved by the Government of India to be incurred from the Central Road Fund without the prior approval of the Union Minister of Shipping and Transport.

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APPENDIX 9

(*See* paragraph 169)

LIST OF DOCUMENTS AND OTHER INFORMATION REQUIRED TO BE FURNISHED IN THE CASE OF IRRIGATION PROJECTS

(1) Index map showing the main channels proposed and position of the most important works. The engraved maps published by the Surveyor General's Department on 1 : 15625 and 1 : 3900 as may be most convenient, may be utilised for this purpose.

(2) Contoured map, or protractions of level, cross and longitudinal, on which the projected channels and the natural drainage lines should be shown on scale of 1 : 62500 or 1 : 31750.

(3) Profiles of cross-section : Horizontal scale same as contoured map : vertical usually 100 times horizontal.

(4) Longitudinal sections of channels, showing bed and banks, ground-surface, level of water at full supply surface of springs, and top of substratum of sand if extensive, as it is in many parts of India ; same scales as in previous sub-paragraph.

(5) Cross sections of channels, including banks and land up to side boundaries on any convenient scale such as 1/10th, 1/20th, 1/100th, etc., of actual size ; dimensions to be written in cms and decimals of cms.

(6) Plans of works, usually 1/50th or 1/100th. Details of iron-work to be shown in cms and eighths.

(7) Arrangements of banks and roads at bridges, etc., to be shown on separate plans of small scale. A separate index plan on small scale, showing the general alignment of the works when several are combined, such as at head works, branch heads, etc., details of portions of the above to be shown on large scales. Dimensions in cms and decimals of cms.

(8) The reduced levels of floorings, crest and foot of falls, and surface of springs to be entered.

(9) Geological section at site of work, showing the several strata to some depth below the foundations as far as actually ascertained.

(10) No maps or plans to be on paper of larger size than double elephan.

(11) Meridian line to be shown on every map and scale and representative fractions on every map or plan.

(12) The width of the roadway of bridges to be measured between the parapets including wheel-guards.

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(13) Headway under bridge for passage of boats should in general be clear rectangle, 3.5 M high by × 6 M wide, exclusive of two paths. For steamer traffic greater height would probably be required.

(14) Colours to be used on drawings :—

Maps

Water	Indigo.
Roads, unmetalled	Burnt sienna.
Roads, metalled	Burnt sienna, between two parallel lines.
Rail-roads	Thick black line (barred).
Dry nullahs or drainages	Burnt umber.
Canals	Thick blue line.
Distributaries	Thin blue line.
Brick-houses	Lake or carmine.
Mud-houses	Light ink.

Plans of works

Boulders without mortars	Light burnt umber dotted with ink.
Boulders in mortars	Light shade lake dotted with dark lake.
Stone work	Burnt umber.
Concrete	Burnt umber with fine dots.
Brick work in mortar	Lake.
Brick work in mud	Light red.
Unburnt bricks in mud	Light ink.

Earth work

Natural	Burnt sienna.
Artificial	Light burnt sienna and ink.
Iron work	Indigo and ink.
Cast-iron	Indigo.
Wrought iron	Purssian blue.

Wood work

Fire	Yellow ochre.
Hardwood	Burnt sienna and burnt umber.
Elevation	Light burnt umber.

(15) Estimates to be drawn out in standard forms and under the prescribed headings of classification. Lineal measurements in metre and contents in cubic metre, areas of land in acres and decimals of hectares. Calculations of cost in rupees and decimals.

(16) For reservoir projects of which channels do not form a part or when the channels are small or of the nature of distributaries, less detail is required.

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APPENDIX 10

(*See* paragraph 181)

RULES FOR RECORDING STANDARD MEASUREMENTS AND THE UPKEEP OF STANDARD MEASUREMENT BOOKS

1. Standard measurements may be maintained for work repeatedly carried out in the repairs of buildings such as white-washing, colour-washing, painting, varnishing and distempering.

2. The entries of measurements and abstracts thereof should be recorded legibly in ink and certified by an officer of at least the standing of a Sub-Divisional Officer. Any corrections necessary should be attested by a Sub-Divisional Officer or an Executive Engineer.

3. The books should be numbered in an alphabetical series so as to be readily distinguished for ordinary measurement books and should be entered in separate pages in the divisional register of measurement books.

4. Certified copies of measurement books relating to works in charge of Sub-Divisional Officers should be sent to them to be kept in their personal custody and noted on separate pages of the sub-divisional register of measurement books.

Note.—Duplicate copies may be dispensed with, when sectional, sub-divisional and divisional offices are all in the same place.

5. For the use of Sectional Officers, standard measurements of each work copied in loose sheets and signed by the Executive Engineer should be sent to the Sub-Divisional Officers who will issue them to the Secctional Officers concerned.

6. When corrections have to be made owing to additions or alterations in buildings, the Sub-Divisional Officers concerned should make the correction in their copies of the measurement books. At the same time they should be intimated to the Executive Engineers who will have the books in their office corrected under their initials. The copies with the Sectional Officers, in which corrections have to be made, should be called for by the Sub-Divisional Officers corrected under their initials and returned.

7. On the 30th April each year Executive Engineers should send certificates to the Superintending Engineer that all the standard measurement books in their divisions have been inspected by them, that the entries therein have not been tampered with, and that all corrections due to additions or alterations in the buildings have been made in the books and that the latter are reliable and up-to-date records.

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8. When a payment has to be based on standard measurements, the gazetted officer or subordinate preparing the bill for payment should certify in the ordinary measurement books and the bill that the whole of the work (or work since previous running bill, as the case may be) as per standard measurements in a book (the number of which should be quoted) has been done and that it has not previously been billed for in any shape.

9. Separate measurement books should be set apart for noting the details of such bills so as to facilitate the review of payments based on standard measurements.

10. All bills so paid should be specially checked in the divisional office with reference to standard measurements on record in that office.

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APPENDIX 11

(*See* paragraph 197)

RULES FOR REGISTRATION OF CONTRACTORS

The Contractors are classed according to their financial status and technical capability. The classification, solvency required, registration fees, and other pre-requisites for registration and authorities competent to sanction registration etc., are governed by the following rules of registration with effect from 6th September 1982.

The existing categories of registered contractors in pursuance of Rules of Registration of Contractors laid down in Appendix 9 of M. P. W. Manual (Ed. 1970) shall be converted into new categories and the fresh registration/ renewal/upgradation in appropriate category will be considered by competent authority according to the following rules :—

Existing Category		New Category	
Class	Limit for tendering up to Rs.	Class	Limit for tendering up to Rs.
	(I) General —works		
A1	Without limit	I	Without limit.
		II	Up to Rs. 300 lakhs.
A	Up to Rs. 100 lakhs	III	Up to Rs. 100 lakhs.
B†	Up to Rs. 60 lakhs	IV	Up to Rs. 50 lakhs.
B	Up to Rs. 30 lakhs		
B1	Up to Rs. 15 lakhs	V	Up to Rs. 15 lakhs.
C	Up to Rs. 5 lakhs	VI	Up to Rs. 5 lakhs.
D	Up to Rs. 2 lakhs	VII	Up to Rs. 2 lakhs.
E	Up to Rs. 0.5 lakhs		
	(II) Electrical —works		
A	Without limit	A	Without limit.
B	Up to Rs. 5 lakhs	B	Up to Rs. 7.5 lakhs.
C	Up to Rs. 2 lakhs	C	Up to Rs. 4 lakhs.
D	Up to Rs. 1 lakh	D	Up to Rs. 2 lakhs.
E	Up to Rs. 0.25 lakhs	E	Up to Rs. 0.50 lakhs.

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1. The contractors are classed according to their financial status and technical capability. The classification solvency required, registration fees, annual turnover and cost of works in hand. Officers competent to sanction registration etc. are shown in the following table ;—

Class	Minimum solvency (Rs. in lakhs)	Capable of executing the work of value upto (Rs. in lakhs)	Average Annual turnover (Rs. in lakhs)	Estimated cost of work in hand (Rs. in lakhs)	Registration fee in Rs.	Registration sanctioning authority	Registering Authority Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
A— General Works							
I	30	Without limit	75	150	300	Secy. (PW)	E.E., PWD.
II	15	300	50	100	300	Secy. (PW)	E.E., PWD.
III	5	100	25	50	150	C.E. of P.W. Region.	E.E., PWD.
IV	2.50	50	15	30	150		
V	0.75	15	5	10	100	S.E. of P.W, Circles.	E.E., PWD.
VI	0.50	5	2	4	100		
VII	0.20	2	0.50	1	50	Ex. Engr. of P.W.Dns.	E.E., PWD.
B— Electrical Works							
A	3.00	Without limit	7.50	15.00	150	C.E. (Elec.). P.W.Deptt.	E.E. of Elecl. Dns.
B	1.50	7.50	4.00	8.00	100	Do.	Do.
C	1.00	4.00	1.50	3.00	40	S. E. of Elec. Circle.	Do.
D	0.50	2.00	0.75	1.50	30	S.E. of Elec. Circle.	Do.
E	0.10	0.50	0.25	0.50	20	E.E. of Elec. Dns.	Do.

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2. No contractor may be registered without full inquiry as to his stability in regard to, —

(a) Financial status supported by a certificate of solvency obtained from the Collector of the district/S. D. O. of concerned district or a banker's certificate. Banker's Solvency Certificate should be obtained in the following form ;—

"This is to certify that to the best of our knowledge and information M/s./Shri ..... a Customer of our bank is respectable and can be treated as good for any engagement up to limit of Rs. .....(Rupees in words) .....
.....

This certificate is issued without any guarantee or responsibility on the Bank or any of its Officer."

(*i*) A solvency certificate shall not be accepted for the purpose of registration more than twelve months after the date on which it was granted.

(*ii*) A banker's certificate which brings out the financial soundness of the Contractor to the extent required for the relevant category shall be accepted.

(*iii*) Solvency certificate in the name of a firm need not be insisted upon if such a certificate for the required amount in the name of one or more partners is forthcoming and it is made clear in the partnership deed that all the partners are jointly and severally responsible to meet all liabilities over and above the business of firm.

(*iv*) A solvency/banker's certificate produced by the contractor from outside Maharashtra State can be accepted for the above purpose.

(*d*) Professional capacity and reliability supported by certificates or recommendations of Officers who have had personal knowledge of the applicant and his work.

The local officers should ask the contractors to produce the list of works together with the information in the *proforma* given below, supported by the original or attested copies of certificate from the concerned departmental authorities in respect of works carried out and works in progress in similar *proforma* along with performance certificate;

Serial No.	Name of work	Amount of work put to tender	Date and year of commencement	Amount spent during each of last 3 years (preceding year of application)	Amount of work still remaining to be executed	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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(*i*) The experience gained by an individual partner in the execution of works in the past may be taken into consideration while deciding the category of the contractors if the partner concerned has to his credit, execution of such works by virtues of monetary share and other interest. Experience gained merely as a servant may not count as proof of the capability of the firm as a whole.

(*ii*) The Officers concerned shall ensure that the Contractors have the required experience and that they have undertaken/exected works of sufficient magnituce justifying their competency to take up the works in the class in which they seek enrolment . If the criteria given in rule I above is not fulfilled there would be no necessity of forwarding applications to the registration sanctioning authority.

(*iii*) The contractor's registration in Government/Semi-Government organisation such as public Works Department, Railways, port Trust Bombay Municipal Corporation and type of work he is doing in those organisation should also be taken into consideration while granting registration in particular category.

(*iv*) The cost of works in hand should be taken as total estimated cost of works in hand. Emphasis should be more on the average annual turnover of the last 3 years.

(*v*) In case of private works executed by contractor, while working out annual turnover and value of works in hand, 50 per cent of the estimated cost of these private works should only be considered, if certified by the licensed Architect.

3. *Registration ;—(a)* For registration the contractor shall submit an application in the form given in Annexure A to the authority competent to sanction it. The application shall be accompanied by necessary documents referred to in rule 2 (a) and 2 (b) above. In addition, the contractor shall produce the following documents along with the application ;—

(*i*) Up-to-date income tax clearance certificate.

(*ii*) List of technical personnel employed by the contractors with their qualifications and experience.

(*iii*) List of machinery owned by contractor with its present condition and location.

(*iv*) Attested copy of partnership-deed of the firm in case of partnership firm.

(*v*) Attested copy of power of attorney.

(*b*) The registration sanctioning authority should preserve all the above documents produced by the contractor and these should not be returned to the contractors under any circumstances.

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(*c*) The contractor applying for registration shall pay 50 per cent of registration fees, which will be non-refundable, along with his appliction form fore the class in wich he intends to get himself registerd. If his appliction is accepted he shall pay the remaining 50 per cent registration fees. The registration fee so received shall be cradited to the head "095—Public Works-Other Receipts".

(*d*) If as a result of the scrutiny of the application, a particular contractor is not found suitable for the class for which he has applied for registration, the concerned authority may recommend his application for registration for a lower class in which case a separate application, or application fee will not be required.

(*e*) When registration is to be effected at the Superintending Engineer's/ Chief Engineer/Mantralaya level, application for registration should be routed through the Executive Engineer as it would not be feasible to entertain application initially in the office of the Superintending Engineer/Chief Engineer Mantralaya.

(*f*) In order to avoid delay in registration the Executive Engineer shall fix a day in the week on which he will personally examine the applications and if the applications do not contain complete information, call the applicants and explain to them what is required and return the application for re-submission. The applications received for registration should be processed and finalised by the initial sponsoring authority as well as the sanctioning authority within a period of 30 days each. Where the case is beyond the competence of any authority the same should be forwarded to the concerned authority with requied documents and remarks within a period 15 days. In any case, registration cases should be finalised within a total period of three months,

(*g*) Executive Engineers of different territorial Public Works Divisions at one place may also process the cases of registration of contractors through the Superintending Engineers of Public Works Circles in order to avoid delays.

(*h*) The registration once granted will be valid for a period of 5 years from the date of order of sanctioning the registration unless there are adverse circumstances.

(*i*) Every change in partners and leading technical employees or disposal of machinery should be intimated by the contractors to the registering authority forthwith.

(*j*) The partnership-deed executed in other States can be accepted for the purpose of registration.

4. If any of the contractors who apply for registration in Class I or Clas II, are specialised in one or more distinct types of works mentioned below, the fact should be brought to the notice of Government, while forwarding registration cases for making a note against their names in register of approved contractors :-

(*i*) General Engineering (which includes building and other works which do not require specialisation).

(*ii*) Water supply (including construction of water purification plants).

(*iii*) Drainage and sewage disposal.

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(*iv*) Pile foundations for buildings.

(*v*) Major Bridges and Canal structures.

(*vi*) Tunnelling.

(*vii*) Earthen and concrete dams.

Similarly on electrical side :—

(*i*) Air-conditioning, and

(*ii*) Fire-fighting will constitute as special field for Class 'A' contractor Such specialisation shall be treated as an additional qualification.

5. *Upgradation.*—(*a*) The contractors who desire for upgradation to higher class should submit their applications in proper form along with fresh solvency certificate and all other documents as mentioned in rule 3 (a) above, through concerned Executive Engineer and pay fresh registration fee as per rule 3 (c) above. The Executive Engineers, should submit these proposals along with C. Rs. of contractors to the competent authority through proper channel, with their recommendations.

(*b*) Promotion from one class to another should be made on merits by the Competent Authority taking into account the cost of works in hand and the annual average turnover, the approximate limits for which are fixed as follows :

Particulars of Upgradation	Minimum cost of works in hand at the time of application	Minimum annual average turnover
(1)	(2)	(3)
A—General works		
From Class VII to VI	Rs. 4 lakhs	Rs. 2 lakhs
Class VI to V	Rs. 10 lakhs	Rs. 5 lakhs
Class V to IV	Rs. 30 lakhs	Rs. 15 lakhs
Class IV to III	Rs. 50 lakhs	Rs. 25 lakhs
Class III to II	Rs. 100 lakhs	Rs. 50 lakhs
Class II to I	Rs. 150 lakhs	Rs. 75 lakhs
B—Electrical works		
From Class E to D	Rs. 1.50 lakhs ..	Rs. 0.75 lakhs
From Class D to C	Rs. 3 lakhs	Rs. 1.50 lakhs
From Class C to B	Rs. 8 lakhs	Rs. 4.00 lakhs
From Class B to A	Rs. 15 lakhs	Rs. 7.50 lakhs

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(*c*) Subsequent to the initial registration in a particular category, applications for upgradation to a higher category should be considered only if the contractor had carried out at least two sizeable works of this Government or of Semi-Government bodies, such as M. H. A. D. A., M. S. E. B., M. I. D. C., CIDCO etc. where the value of each work is more than the maximum limit of the next lower category in which the contractor is already registered.

(*d*) The contractors upgradation to higher category should not be normally considered within first two years of his registration. The contractor should prove his capacity by executing few sizeable works as mentioned above in his existing category during this period before applying for upgradation.

(*e*) Upgradation given on merit as above will be valid for a period of 5 years from the date of order sanctioning the upgradation unless there are adverse circumstances.

(*f*) The application for upgradation should be processed and finalised as quickly as possible as laid down in rule 3 (f) above.

6. (*a*) At the stage of initial registration, contractors who desire to be registered in Class I and Class II shall employ three engineers who have passed the qualifying examination from Maharashtra State from 1967 onwards within a period of 6 months from their registration. If they fail to appoint such engineers and fail to produce the certificate to that effect, they should not be allowed for tendering for future works.

Contractors seeking upgradation to Class II and Class I should employ 3 such engineers and produce certificate to that effect. If they fail to produce such certificate their upgradation should not be considered. The electrical contractors registered in Class A and Class B category should employ one qualified engineer who has passed the qualifying examination from the Maharashtra State.

(*b*) While applying for renewal of registration in Class I and Class II, the contractor should satisfy the registering authority that he has continuously employed 3 engineers since he is registered in that category.

7. A retired member of the Armed Forces desirous of starting business as an approved contractor may be registered in Class VII, on obtaining from him a simple application supported by a certificate of his having served in the Armed Forces and Solvency Certificate along with registration fees.

8. The graduates and diploma-holders in Civil/Electrical Engineering who have passed the qualifying examination and have obtained respectively the degree and diploma from Universities and Institutions within the Maharashtra State as are recognised by the Director of Technical Education, Maharashtra State, may get themselves directly registered in Class VII as civil contractors and in Class E as electrical contractors by applying in the prescribed form to be accompanied by a certificate from the Director of Technical Education of

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having passed the qualifying examination on a particular date and Solvency Certificate, on payment of necessary registration fees. This concession will be available for a period of five years from date of passing the respective degree or diploma examinations.

The engineers registered as above shall be exempted from the payment of—

(*i*) earnest money, and

(*ii*) Security Deposit to the extent of 50 per cent of what is normally due in each case.

In respect of 50 per cent of the security deposit (which he is required to pay) a nominal amount of 1 per cent of the estimated cost subject to a minimum of Rs. 100 shall be recovered initially and the rest by a *pro rata* deduction from bills.

9. A Labourers' Co-operative Society shall be given registration in Class VI or Class V on its applying in the prescribed form accompanied by a certificate from the Registrar of Co-operative Societies/District Deputy Registrar or District Federation regarding its capacity and financial resources in lieu of solvency or Banker's Certificates, a certificate of professional capacity from the Executive Engineer in whose Division it has carried out works and necessary registration fees. Such registration will be valid for a period of 5 years from the date of issue of orders provided the society remains registered with the Registrar during that period and shall be renewed on production of fresh certificate from the Registrar/District Deputy Registrar or District Federation regarding its capacity and financial resources and a certificate of professional capacity from concerned Executive Engineer, before expiry of the validity period.

10. (*a*) A register of approved contractors shall be maintained in the respective territorial circle in the form prescribed in Annexure B. The Superintending Engineer shall maintain an up-to-date consolidated list showing the names and addresses of all the contractors registered in his territorial circle in Class V to Class VII. This consolidated list shall be circulated by Superintending Engineer to all officers of the rank of Executive Engineer and above under Public Works and Irrigation Department. Similar consolidated list of contractors, registered in Class I to Class IV shall be maintained at Mantralaya level and circulated annually amongst all the offices of Public Works/Irrigation Department. Similarly, Chief Engineer, Electrical will circulate the list of approved contractors in Class A to Class E to all officers of Electrical Wing of Public Works Department/Irrigation Department, of the rank of Executive Engineers and above.

The register shall be examined by the registering authority on the 1st July of each year and at other times, if found necessary on report of specific failure or default by a contractor, while submitting tender or during execution of work or that the financial circumstances or technical capacity of a contractor have so deteriorated that he ought to be removed from register or placed in a lower

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class, he may proceed to do so after calling on the contractor to state within a stated time, as to why the action as proposed should not be taken against him. The Authority sanctioning the initial registration should take action against the contractors for their removal or downgrading. Action as taken should be intimated to all concerned. Whenever a contractor is either removed from the approved list or downgraded to a lower class, he will not be entitled to any refund of registration fees.

(*b*) The annual confidential report on the performance of contractors should be maintained in respect of all contractors registered in all categories. Such report should be initially written by the Executive Engineers in the form prescribed in annexure 'C' and same except for class VII should be submitted to the Superintending Engineers of respective Circles by, prescribed date, each year. The Superintending Engineers should maintain these C. Rs. in their office for these contractors whose registration is sanctioned at their level and other C. Rs. pertaining to contractors of higher category should be submitted to the Regional Chief Engineer along wih their remarks on the quality of performance, workmanship and speed of progress of works duly countersigned by them. The Regional Chief Engineers should submit the Confidential Report of those contractors registered in Class I and Class II to the Public Works Department, Mantralaya along with their remarks on the performance of the contractors duly countersigned by them and retain other Confidential Reports in their offices. The local officers of the Irrigation Department and other Semi-Government bodies, under whom the contractors have worked during the year should forward their Confidential Reports duly filled in to their Superintending Engineers for their comments and for onward transmission to the Superintending Engineers of concerned Public Works Circles for taking further action as above.

The cases of contractors who are habitual bad workers and create obstruction in the working of the project shall be specifically brought out in their confidential reports by the concerned Executive Engineers and Superintending Engineers. Similarly whenever the performance of a contractor on a certain work is found to be poor, it should be intimated by the concerned Executive Engineer to the Registering authority for taking it into account.

The Confidential Reports of the contractors should be scrutinised carefully by each authority sanctioning the registration of contractors at their level and considered at the time of granting upgradation or renewal of registration to the contractors. Different opinions on the performance of the same contractor by two different officers need close scrutiny before any adverse action is taken.

In order to ensure that the Confidential Reports of Contractors are written and submitted in time the Executive Engineer in charge of the work should keep on record a certificate by 1st July of each year stating that he has written and submitted Confidential Reports of all contractors working under them, and submit copy of such certificate to the Superintending Engineer who will keep a watch that all such certificates are issued.

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The timetable for submission of Confidential Reports to higher authorities should be as follows :—

(1) By Executive Engineer	30th April
(2) By Superintending Engineer ..	31st May
(3) By Chief Engineer	30th June

11. *Renewal.*—(*i*) For renewal of registration the contractors shall submit their application in proper form along with fresh solvency certificate and all other documents mentioned in rule 3 (a) above to the Executive Engineer three months prior to expiry of its validity and shall pay required registration fees. The Executive Engineers should submit the proposals of renewal of registration to the Competent Authority sanctioning the initial registration through proper channel, for approval along with their recommendations. It should be ensured that all the necessary documents and confidential report are submitted along with the proposals.

(*ii*) While recommending the proposal it should be examined that the contractors have executed few works of this Government or Semi-Government bodies and fulfilled the requirement of annual turnover and cost of works in hand.

(*iii*) Contractor's confidential reports should be considered before granting sanction to renewal of registration.

(*iv*) The proposals of renewal of registration should be processed and finalised quickly as laid down in rule 3 (f) above.

(*v*) The renewal of registration if granted by Competent Authority will be valid for a further period of 5 years and the concerned Executive Engineer should issue renewal certificate to the Contractor on payment of balance of registration fees.

(*vi*) In order to avoid delays, the contractors shall apply for upgradation and renewal of their registration separately and both issues shall not be mixed up together.

(*vii*) If the contractors have applied for renewal of their registration 3 months prior to expiry of their registration and in case the renewal is delayed in processing, then the already eligible contractors may be allowed to tender for works by extending validity of the registration by another 90 days by the Executive Engineer issuing registration.

(*viii*) If any contractor fails to apply for renewal of their registration in time, his registration should be treated as cancelled and he shall have to apply *denove* for registration.

(*ix*) The Executive Engineer should also send 4 months advance notice to contractors about the expiry of validity period of their registration, as an additional precautionary measure.

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12. Special requirements such as electrical licences, plumbing licences, etc. which may be required for particular categories of works like electrical installation etc. will have to be fulfilled by the contractors whenever such special works are involved.

13. (*a*) The names of contractors who have not tendered for any works for a period of three years and those who have tendered but failed to secure any contract of this Government or Semi-Government bodies during the period of five years should be removed from the register of approved contractors. The registering authority shall review of registration effected by him every year for taking action for removal or reduction of contractors.

(*b*) In order to facilitate scrutiny by the registering authority as above the contractors shall be asked to submit by 30th April every year to the registering authority as well as to the Superintending Engineer concerned, an annual return ending March every year in the form prescribed in Annexure D with remarks regarding performance from the Executive Engineer in whose divisions the contractors undertook the works shown in the return. The Superintending Engineers shall ensure that all the contractors submit the necessary return without fail on due date and transmit the returns to the registering authority after proper scrutiny.

(*c*) It is likely that the contractors may omit from the annual return, works where their performance is not satisfactory. The local officers should ensure that whenever it is observed that the performance of a contractor is not satisfactory some action toward his downgrading or removal from a particular category is necessary, the concerned Executive Engineer shall report in detail the matter directly to the authority sanctioning the initial registration for taking neccessary action against the contractor.

14. If a contractor whose name has been removed, desires to take up contracts subsequently he should apply for re-enrolment alongwith all necessary documents on payment of the prescribed fees. Such application shall be considered on its merits.

15. The contractors, may if they so desire, deposit amount as per scale prescribed below, with Government and secure exemption from the payment of earnest money after executing the necessary bond in the form given in Annexure E which should be submitted to Government for record. After executing necessary bond, the Executive Engineer shall issue necessary exemption certificate to the contractor registered in a particular category for the

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period up to which his registration is valid. This will exempt the contractor from payment of earnest money with each individual tender if he produces a copy of bond and certificate before the local officer whenever he tenders for works and seeks exemption :—

Category	Capable of executing works of value up to	Earnest money deposit for obtaining exemption	Remarks
(1)	(2)	(3)	(4)
A—General Works			
Class I	Without limit	Rs. 2 lakhs	
Class II	Rs. 300 lakhs	Rs. 1 lakh	
Class III	Rs. 100 lakhs	Rs. 75,000	
Class IV	Rs. 50 lakhs	Rs. 50,000	
Class V	Rs. 15 lakhs	Rs. 30,000	
Class VI	Rs. 5 lakhs	Rs. 20,000	
Class VII	Rs. 2 lakhs	..	
E—Electrical Works			
Class A	Without limit	Rs. 50,000	
Class B	Rs. 7.50 lakhs	Rs. 30,000	
Class C	Rs. 4.00 lakhs	Rs. 20,000	
Class D	Rs. 2.00 lakhs	Rs. 15,000	
Class E	Rs. 0.50 lakhs	..	

This deposit may be in the form of National Savings Certificate or interest bearing securities, postal savings/bank pass-book etc. duly pledged for part of whole and will not be convertable to security deposit.

The Executive Engineer incharge of work shall report telegraphically to the Executive Engineer who has issued exemption certificate when any earnest money is forfeited and the contractor shall make up that amount whithin ten days from the notice. In case of failure to do so, his registration shall stand cancelled and this fact shall be circulated to all officers of Public Works Department,Irrigati on Department and Public Health Department.

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The exemption certificate once issued to the contractor, registered in a particular class will be valid up to the validity period of that registration. If the registration is renewed, fresh exemption certificate from payment of earnest money with each tender may be issued to the contractor for renewed period of registration. The refund of lump sum amount of F. M. Deposit if applied for by the contractor shall not be made prior to its validity period.

The contractors, upgraded to higher category are not entilted to avail the concession of payment of earnest money unless they made payment of balance amount of deposit required for the new category and obtain fiesh exemption certificate.

The amount of deposit when received in cash is creditable to the Head " 843-Civil Deposit—P. W. Deposit. "

16. The work of registration of contractors or their removal or reduction will be in charge of territorial Public Works Divisions at Executive Engineer's level, Public Works Circle at Superintending Engineer's level Public Works, Region at Chief Engineer's level and Public Works Department, Mantralaya at Secretary's level.

17. Any contractor whose registration is rejected, cancelled or reduced by an officer who is competent to do so, may appeal against the orders to the next higher Competent Authority whose decision in the matter will be final.

18. A contractor approved in one division will be above to tender for other divisions provided he produces a certificate of registration or renewal thereof from the originating division that he is an approved contractor in that division for a particular category and such certificate is valid at the time of issue of tender form.

19. Two or more contractors of any class may combine and tender for a work costing to the amounts up to which each individual contractor or the higher of the two limits if they are of different categories, are empowered to tender as per the original registration provided,—

(*i*) The combination is of the contractors as a whole and not individual partners, and

(*ii*) they draw a registered partnership-deed and submit a copy thereof to the authority at the time of purchasing of tender form.

20. If some of the partners of any registered firm desire to float a new firm and apply for registration by seeking benefit of experience gained and annual turn over by virtue of their being the partners in that firm having some per cent share to their credit, such benefit equivalent to their share can be granted to the newly floated firm for registration in appropriate class provided they retire from the old firm and produce retirement-deed along with other required documents to the registering authority. It should further be verified that the classification of original firm does not get adversely affected as a result or withdrawal of a major partner.

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Annexure A

(Referred to in rule 3)

Application for enrolment as Contractor

1. Name of applicant and full address ..

2. Whether the firm is a joint stock company, undivided Hindu family, individual or a registered partnership firm. (Attested copy of deeds or articles of association to be enclosed).

3. Name of person holding the power of attorney (attested copy of power of attorney to be enclosed).

4. Name of sole proprietors/partners with particulars/liabilities. (Attested copy of partnership deed to be enclosed).

5. Name of bankers and full address ..

6. Place of business .. .. ..

7. Class in which enrolment is sought ..

8. Whether the contractor desires to deposit lump sum for securing exemption from payment of earnest money or will pay earnest money along with each tender.

9. List of works undertaken/executed during a period of 3 years preceding the date of application—

(*a*) Name of work .. ..
(*b*) Amount of work put to tender ..
(*c*) Date and year of commencement ..
(*d*) Amount spent during each of last 3 years.
(*e*) Amount of work still remaining to be executed.

} To be shown in separate statement.

N. B.—Original or attested copies of certificates of verification of above details by the officers under whom works are carried out to be enclosed. (Photostat should also be attested by the gazetted officer in the Division where the application is made.)

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10. List of tools and plants in possession of the contractor (attach separate list).

11. Technical qualification and experience of the proprietor or partners and dealing technical employees in the firm (attach separate list).

12. Workshop, machineries, tools and plant owned by the applicant (Location and site of workshop and also full details regarding machine, tools etc. to be given).

13. Whether enlisted in any other Department/Organisation/Other State. If so, in which category, showing the amount qualified to tender.

14. (*a*) Has the applicant or his partners or Directors been blacklisted in the past by any Government Department/Organisation/Other State.

(*b*) Has the applicant applied for registration elsewhere in his name or others name. If so, whether the application is rejected. Give particulars.

15. Whether the applicant has produced up-to-date income tax clearance certificate.

16. Amount of the solvency certificate which the applicant has held or has produced.

17. I/We certify that I/we have been not and will not get my self/ourselves registered as contractor in the Department under more than one name.

(Signature of applicant and full address).

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LIST OF REGISTRATION

Serial No.	Class	Amount up to which works can be taken	Minimum Solvency	Regi. Fee	Annual turnover (Average of last 3 years)	Estimated cost of works in hand during the current year	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		Rs. (in lakhs)	Rs. (in lakhs)	Rs.	Rs. (in lakhs)	Rs.	
1	I	Without limit	30.00	300.00	75.00	1.50 crore	
2	II	300.00	15.00	300.00	50.00	100.00	lakhs
3	III	100.00	5.00	150.00	25.00	50.00	lakhs
4	IV	50.00	2.50	150.00	15.00	30.00	lakhs
5	V	15.00	0.75	100.00	5.00	10.00	lakhs
6	VI	5.00	0.50	100.00	2.00	4.00	lakhs
7	VII ..	2.00	0.20	50.00	0.50	1.00	lakh

List of Documents to be enclosed

1. Solvency Certificate for an appropriate amount (It is valid for one year only from the date of its issue).

2. Attested copy of deed of partnership and power of attorney/Articles and Memorandum of Association/Affidavit on stamp paper in case the individual is sole proprietor of the firm.

3. Current Income Tax Clearance Certificate.

4. Works certificates for all works done during last 3 years and which are in progress.

5. Undertaking (in case of application for class I and Class II) for employment of three unemployed Engineers who have passed from the State of Maharashtra from 1967 onwards.

6. Application in duplicate with all required documents.

7. Attested photos of all the partners should be given.

Note.—Copies of documents submitted should be attested by gazetted officer. Half registration fee for the class applied for which is not refundable if the application is rejected.

Certificates should indicate date of start of works, date of completion if completed, actual cost of work done during each year and performance.

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ANNEXURE B

(Referred to in rule 10.2)

Register of Approved Contractors

Name of Division :

Serial No.	Name of contractor and address	Authority for registration	Date on which the amount of fees was credited in the cash book	Solvency certificate		Class of Contractor	Remarks
				Date	Amount		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

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ANNEXURE C

(Referred to in rule 10.b)

Form of Confidential Report on Contractors

1. Name of contractor/firm and full address

2. Class of registration and Number and date of registration order.

3. Date of expiry of registration .. ..

4. Particulars of work—

   (*i*) Name of work .. ..

   (*ii*) Estimated cost and tendered amount.

   (*iii*) Date of starting and completion (If number of works are more, separate list should be enclosed).

5. Performance factor—

   (*a*) Does he start the work promptly after the issue of orders ?

   (*b*) Does he maintain the progress of work as per agreement/as per the programme mutually agreed ?

   (*c*) Does he pay proper attention to maintain the quality of work and materials ?

   (*d*) Does he work in co-operation with departmental staff and does he carry out instructions of site officers promptly and properly ?

   (*e*) Does he have the technical staff or equipment considered necessary ?

   (*f*) Does he use, materials issued in Schedule 'A' properly ?

   (*g*) Is he submitting annual returns regularly ?

(*Note*.—If answer to any of above from (a) to (g) is negative, supporting details should be given).

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6. (*i*) Does he show any tendency to create extra items and claims which are unrealistic or unreasonable ?

(*ii*) Has he tendency to quote unbalanced or unworkable rates in the tender ? (That is very high rates for some items and low rates for others).

(*iii*) Is there strong justification for believing that he or his employee or representative has been guilty of malpractices such as bribery, corruption, fraud, substitution/ tempering of tender documents etc. ?

(*Note.*—If answer to any of above from (i) to (iii) is affirmative supporting details should be given).

7. *General Assessment*—

His capacity/General Organisation of work and resources.

Signature of Executive Engineer,
Public Works Division .....

Remarks by Superintending Engineer
(for appropriate class)

8. Quality/Performance of contractor (speed and progress).

9. Quality of workmanship.

10. Tendencies of the contractors in adopting fradulent practices or cheating in their dealings with the Department.

Signature of Superintending Engineer,
Public Works Circle, ...

Remarks by Chief Engineer (for appropriate class)

11. (*i*) Does he agree with above assessment ?
(*ii*) Further remarks, if any.

Signature of Chief Engineer,
Public Works Region .....

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ANNEXURE D

(Referred to in Rule 13.b)

Annual return for period ending March to be submitted before 30th April by a registered contractor to the registering authority showing works in hand and works tendered for during the year

Name of Contractor : Authority for registration ....

Class .....

Name of work	Name of Division	Amount put to tender	Tendered amount	Date of award of contract if awarded	Present stage of work	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Rs.	Rs.			

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ANNEXURE E

(Referred to in Rule 15)

Form of bond to secure exemption from payment of earnest money

KNOW ALL MEN BY these presents that we, the undersigned (note the name of the contractor/firm executing this bond) carrying on business as Civil Engineers and Contractors and being Registered Contractors (hereinafter referred to as " the Bounden ") are held firmly bound unto the Governor of Maharashtra (hereinafter referred to as " the Government " which expression shall unless the context does not so admit include his successors and assigns) in the sum of Rs. .....to be paid to the Government for which payment will and truely to be made we bind ourselves and our successors executors, administrators and representative firmly by these presents duly signed by us this .....day of .....19.

WHEREAS, the abovenamed Bounden is bound as per the terms and conditions of tenders issued by or on behalf of the Public Works Department/Irrigation Department of the Government of Maharashtra for the work/s that has/have to be executed for the said Department/s to pay to the Government earnest money for all work/s tendered or to be tendered, in future by the Bounden during the period of .... years from the ..... day of ..... 19 ..... to-day of .....19 . (hereinafter referred to as " the said period ").

AND WHEREAS, as per rule .....of ..... the Bounden will be exempted from the payment of earnest money along with the tender/s that may be submitted by them if the Bounden deposit with/deliver to the Executive Engineer ..... Division, (hereinafter referred to as the Executive Engineer) for and on behalf of the Government in cash and sum of Rs. .....Government securities of the market value of Rs. ..... and executes a bond in favour of Government in the form prescribed therefor being these present ;

AND WHEREAS, the Bounden have delivered to/deposited with the Executive Engineer, in the account of the Government standing in the name of the Executive Engineer, a sum of Rs. .....in cash or in Government securities, specified in the List hereunder written of market value of Rs. ....for the purpose of securing exemption from the payment of such earnest money to the Government in respect of work/s, tendered or to be tendered by them.

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NOW THE CONDITION of the above written bond is such that if during the said period the Bounden shall be given the work or works tendered for by them and if the security required for the proper execution of all the said work or works according to the agreement or agreements entered into with the Government in that behalf during the continuance of the aforesid exemption is duly paid by them separately to the Government according to the terms of the said agreement or agreements, then this obligation shall be void and of no effect. Otherwise it shall remain in full force and virtue PROVIDED ALWAYS and it is hereby declared and agreed to by the Bounden with the Government that the deposit of Rs.....so made as aforesaid shall be and remain in the said account of the Government as earnest money for the purpose aforesaid with full powers to the Government or the officers, Officers and servants of the Government duly authorised in that behalf from time to time as occasion shall require to forfeit the same along with the interest thereon or part thereof as is equal to the amount of earnest money payable along with the submission of that particular tender, on the happening of any of the events ont account of which under the terms and or conditions of the said tender the earnes money is liable to be forfeited and to appropriate the same and in the event of any such forfeiture being so made the Bounden shall within.....days of the date of any such forfeiture deposit in the said account a sum sufficient to make up the said deposit of Rs..... either in cash or Government securities of the market value of Rs.....

It is hereby further agreed and declared by and between the Bounden and the Government that in the event of the Bounden claiming for the refund of the above lump sum deposit, the said deposit or such part thereof as has not been forfeited as aforesaid shall be refunded to the Bounden provided that necessary certificate from the Executive Engineer has been duly obtained to the effect that no amounts are outstanding against the said Bounden in connection with any work done or tendered for by the said Bounden in the.....
.....Division of the Public Works Department/Irrigation Department PROVIDED ALWAYS that the return at any time of the said deposit or any part thereof shall not be deemed to effect the right of the Government to take proceedings against the Bounden in case any breach of the conditions of the aforesaid agreement or agreements shall be discovered after the return of the said deposit or a part thereof PROVIDED FURTHER that if the Bounden do not duly pay the security deposit as required to be deposited by them for the proper execution of all the said work or works as per the agreement entered into with the Government during the continuance of the aforesaid exemption as aforesaid or if the aforesaid deposit of Rs. .....is less than

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the amount of earnest money deposit to be paid with a particular tender, the Government or the officers and servants of the Government duly authorised in that behalf from time to time, shall be entitled to effect the balance of the recovery towards earnest money deposit from any other dues payable to the Bounden by the Government.

IN WITNESS WHEREOF the abovenamed Bounden have hereto set their respective hands and the Executive Engineer..... Division has for and on behalf of the Governor of Maharashtra set his hand and affixed his official seal hereto the day and year hereinabove written.

SIGNED AND DELIVERED BY
the abovenamed Bounden
in the presence of—

1

Address

2

Address

SIGNED SEALED AND DELIVERED
by Shri ,
Executive Engineer,
....., Division in the presence of—

1

Address

2

Address

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APPENDIX 12

(*See* paragraph 205)

RULES FOR THE GUIDANCE OF OFFICERS PREPARING, RICEIVING AND OPENING THE TENDER DOCUMENTS.

1. Before tender documents are prepared, the estimates should be carefully examined by the Executive Engineer to see if any items are likely to be changed and to have them change then only.

2. The description of the items should be clear, concise and complete. No ambiguity regarding size, quality, proportion of mixture, etc., should be left. It should not be capable of two different interpretations.

3. Units as are being commonly used in the market should be carefully shown in words and not in figures in all cases and examined by the officer himself. The words " do " or other signs should be avoided.

4. Only such additional items as are necessarily required to be carried out should be included in schedule B of the tender after obtaining approval of the authority sanctioning the estimate. Additional items likely to crop up should not be included.

5. Alternative places of delivery should not ordinarily be specified in schedule A. In cases where it is absolutely necessary to do so, the quantity to be delivered at each place with rate should be shown separately.

6. The standard specifications should be invariably followed. If any additional specifications become necessary these should be properly drawn after taking into account the location and importance of the particular job and the types of construction and the standard and quality of materials and workmanship that is required. Cross reference should be avoided as far as possible. The words should be used in their exact meaning. Harsh and impossible conditions should not be imposed on the contractor.

7. Schedules A and B and specifications should be typed on good paper as ink usually spreads on cyclostyled papers. They should be carefully compared before issue.

The abbreviations adopted in respect of units should be such as would not lead to any ambiguity e. g., " CMT. " be expressed as per cubic metre/per square metre, as per square metre and R. M. T. per Running metre etc.

8. All blank portions should be so cancelled as not to be used again.

9. The tender documents before issue to a contractor should be carefully compared and mistakes and corrections, if any, should be initialled by a gazetted officer. A copy of the detailed tender notice should be attached at the beginning of the tender to form part of it.

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10. The pages of the tender documents to be issued should be serially numbered and initialled by a gazetted officer. An index sheet showing the number of pages allotted to each part, viz. notice printed form, schedules **A** and **B**, specifications, drawing, etc., with provision for contractor's signature thereon should be prepared and attached to the tender at the face of it.

11. The tender documents should be neatly tied or bound depending upon its bulk before issue.

12. The endorsement regarding issue of tender with name of the contractor should be made on the index sheet under the dated signature either of the Executive Engineer or the Divisional Accountant.

13. Normally only one copy of the tender documents shall be issued to each contractor on payment of the prescribed charges. However, in respect of works costing more than **Rs. 20 lakhs** (as to put tender), if the contractor asks for additional copies he may be supplied with such copies up to a limit of two in the case of foreign firms and one in respect of others. The additional copies shall be duly marked " duplicate " and " triplicate " as the case may be on the front page and schedule B thereof and shall be charged for at the same rate as applicable to the first copy. In such cases the contractor shall invariably be informed in writing that he is eligible to submit one bid only.

14. The tenders should be received by the Deputy Engineer in the case of sub-divisional office, Divisional Accountant in divisional office and Head Clerk in circle office or other authorised person who should keep on record clear acknowledgement in the subjoined form duly signed by him.

Acknowledgment of receipt of sender

Counterfoil for office	Counterfoil for contractor
Received from.....one sealed cover said to contain tender for the work of .... at (time) ..... hours on (date) ..... Name and designation of receiver.....	Received from.....one sealed cover said to contain tender for the work of..... ..... at (time) ..... hours on (date) ..... Name and designation of receiver ....

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15. The officer opening the tenders shall initial the entry in the column provided in the register of tender forms issued, against the names of contractors.

16. The officer shall prepare a list of contractors or their representatives who remain present at the time of opening the tenders and obtain their signatures thereon in token of their attendance.

17. Apart from the tender opening officer and the intending contractors one more officer or a senior-most member of the office should be present and all the documents, corrections, etc., which are required to be initialled by the tender opening officer should also be got initialled by him at that time.

18. The tenders should then be opened in alphabetical order. First page of every tender should be marked, under the dated initials of the officer opening the tenders, by a fraction, the denominator of which will show the order in which tenders are opened and numerator will show the total number of tenders received.

The letter, statement of special conditions, etc., if any, submitted by the contractor with the tender and the list of documents accompanying the tender should be checked up and initialled by the officer opening the tenders. If there is no such list attached to the tender, the officer should attach a list signed by himself.

19. The officer opening the tenders should satisfy himself that all the requirements, laid down under general rules and directions for the guidance of tenderers are attended to by the contractors while filling in the tender form.

20. All the corrections and overwritings shall be attested as many times as they are made on each page in the tender with dated initials of the officer opening the tenders and a note made at the foot of each page showing the number of corrections or overwritings so noticed. In case there are no corrections or overwritings, the fact shall likewise be certified by him on the concerned page. These corrections should invariably be got attested by the tenderer before acceptance of the tender.

21. If rates are not written in words, the officer opening the tenders should, after announcing them to the contractors present write them himself in words then and there only, and furnish necessary certificate under this signature in schedule B, in the case of item rate tender and page 2 in the case of percentage rate tender to the effect that the particular entries were made by him. Whenever there is any omission in putting the rate in the tender, the fact should clearly be brought out in written remarks at the relevant place in the tender by that officer. He shall also insert dashes in the blank space left over if any after the rate in words is expressed.

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22. In case of difference between the rates written in figures and words, the rate adopted by the contractor for working out the total amount of the item should be taken as correct. In other cases the correct rate would be that which is lower.

23. The officer opening the tenders should enter his remarks regarding legibility, scoring out, etc., of a particular item in the margin or at the foot of the sheet concerned. If the rate entered by the contractor is doubtful or illegible, the officer opening the tender has the right to treat the tender as invalid without giving an opportunity for the tender to wriggle out of the acceptance after tenders are opened.

24. The officer shall read out the rates to the contractors or their representatives who may be present. A statement to the effect that the tenders were opened in their presence and that the rates as well as any conditions putforth by the tenders were read out to them should be recorded on the list mentioned above in rule 16.

25. The amount shown in schedule B of item rate tender should be checked carefully by the person entrusted with the work of preparing the comparative statement. He should put his dated signature in token of his having done so. The corrections made by him, if any, should be got checked by some other person who should also be made to certify of having done so under his dated signature. Thereafter the work of preparation of the comparative statement should be taken in hand and completed within a period of 3 days including the day of opening of tenders. The comparative statement should then be exhibited publicly to the tenders or their authorised representatives after the Divisional Accountant conducts a test check personally. Sufficient number of copies of the comparative statement should be prepared and the officer while forwarding the tenders to the higher authority should retain with him a certified copy of the comparative statement. A spare copy of the comparative statement should also be forwarded for record in the office of the officer accepting the tender.

26. In the comparative statement of percentage rate tenders the percentage quoted by the contractors should be witten by the officer opening the tenders himself.

27. The person referred to in rule 14 will be responsible for the safe custody of tenders till the comparative statement is prepared.

28. The tenders, if beyond the powers of acceptance of the officer inviting them, should be forwarded to the higher officer with necessary recommendations under confidential envelope for further disposal. All the documents referred to in rule 18 above should also be submitted along with the tenders duly commented upon from financial and other aspects.

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29. The rates quoted by the contractor should be scrutinised thoroughly and a definite opinion as to the workability of the rates quoted should be expressed while accepting tenders or forwarding them to the higher authorities.

30. The officer accepting the tender should satisfy himself that all the above requirements are attended to. He should also see that there is no departure from rules governing acceptance of tender.

31. The tender will thereafter be signed by the officer authorised to do so with date on page 2 in token of acceptance.

32. The dates of payment of security deposit and order to start work should be indicated on page 2

33. A certified copy should be forwarded to the respective officer within a month from the date of acceptance of tender.

34. The approved original tender documents or master copy should remain in the personal charge of the Divisional Accountant who will be responsible for its safe custody. It should be inaccessible for day to day use, so that no other official would have an opportunity of tempering with the entries, or making unauthorised and unattested corrections/entries etc. They should be referred to in the presence of the Divisional Accountant only when absolutely necessary and when expressly so authorised by the Executive Engineer. One set of the certified true copies duly attested both by the Divisional Accountant and the Executive Engineer should also be available with the Divisional Accountant for day to day reference.

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APPENDIX 13

(*See* paragraph 208)

COMMITTEE FOR DEALING WITH CASES OF NEGOTIATED OR OTHER THAN THE LOWEST TENDER;

The committee shall consist of the following officers :—

I. At the level of Executive Engineer : The Executive Engineer and the Collector concerned.

II. At the level of Superintending Engineer : The Superintending Engineer and the Commissioner of the division concerned.

III. At the level of Chief Engineer : Secretary, Public Works Department, Secretary, Irrigation Department and the Chief Engineer and Jt. Secretary, concerned. Chief Engineer/Additional Chief Engineer of the Region concerned will be invited when considered necessary.

Note :—During the period when one Secretary holds charge of Irrigation and Power Department and Public Works Department, the tender committee shall consist of —

(1) Special Secretary, General Administration Department.

(2) Secretary, jointly in charge of Irrigation Department and Public Works Department.

(3) The concerned Chief Engineer.

(a) The convenor of the meeting of the committee at level I shall be the Executive Engineer, at level II, the Superintending Engineer, at level III, the Chief Engineer concerned.

(b) The committees should record the reasons for accepting such tenders.

(c) The decisions of the committees shall not be by voting. If no unanimity can be achieved in the committee, the matter should be referred through the next higher officer to the committee at that higher level. If no unanimity can be achieved in the committee at the Chief Engineer's level, the matter shall be put up by the committee to Government for final decision.

(d) Though the decisions in the case of acceptance of tenders other than the lowest will be with the committees, tender agreement forms will be signed by the appropriate officers of this department as at present.

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APPENDIX 14

(*See* Paragraph 209)

RULES FOR CLASSIFICATION OF LABOUR CO-OPERATIVE SOCIETY

The authorities competent to classify the labour co-opertive societies in 'A', 'B' and 'C' Classes and conditions governing classifications.

Name of Class	Authority Competent to Classify
(I) 'A'	Superintending Engineer of the regular circle of the Public Works Department in whose jurisdiction the Society is registered with the District Deputy Registrar of Co-operative societies.
'B' and 'C'	Executive Engineer of the regular division of the Public Works Department in whose jurisdiction the society is registered with the District Deputy Registrar of Co-operative Societies.

(II) Conditions governing the classifications of the labour co-operative societies.

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Classification of societies	For unskilled works, value of works	Classification of societies	For skilled works, value of works
(1)	(2)	(3)	(4)
'A' CONDITIONS	*Value of works from Rs.* 50,000 *to Rs.* 1,00,000 1. The society should have minimum owned funds of Rs 2,500 2. Audit classification should be 'A' Class or 'B' Class. 3. The society should have a standing of 3 years. 4. It should have carried out the contract works satisfactorily in the past. 5. It should be affiliated to the District Federation where it exists.	'A' CONDITIONS	*Value of works from Rs.* 50,000 *to Rs.* 1,00,000 1. The society should have minimum owned of Rs 10,000 2. It should be in 'A' or 'B' classification. 3. It should have standing of 3 years. 4. It should have carried out the contract work satisfactorily in the past. 5. It should have a technical man holding at least Diploma in Civil Engineering to guide the execution of works or the society should have affiliated to a District Federation which should be in a position to provide full technical guidance. 6. It should possess or be in a position to procure maximum equipments considered essential for execution of works.
'B' CONDITIONS	*Value of works from Rs.* 20,000 *to Rs.* 50,000 1. The society should have minimum owned funds of Rs. 1,250. 2. It should at least be in 'C' Class audit classification. 3. It should have standing of 2 years ..	'B' CONDITIONS	*Value of works from Rs.* 20,000 *Rs.* 50,000 1. The society should have minimum owned funds of Rs. 5,000. 2. It should be 'B' or 'C' Class audit classification. 3. It should have standing of 2 years.

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'C'

CONDITIONS

Value of works up to Rs. 20,000

1. The society should have minimum owned funds from Rs. 250 to Rs. 500.
2. It should at least be in 'C' Class Audit Classification.
3. It should have carried out the works satisfactorily in the past, if it is not a newly registered society. In the case of new societies, audit classification would not be available and, therefore, it should have satisfactory financial and organisational resources.
4. It should be affiliated to the District Federation where it exists.

'C'

CONDITIONS

Value of the works up to Rs. 20,000

1. It should have minimum owned funds of Rs. 20,000.
2. It should at least be in 'C' Class Audit Classification.
3. It should have organisational and technical efficiency to undertake works.
4. In the case of newly registered societies in which case audit classification is not available, it should have satisfactory financial and organisational resources.
5. It should have affiliation to the District Federation which should be in a position to provide full technical guidance.
4. It should have carried out the works satisfactorily in the past.
5. It should have on its staff a technical man to guide the execution of works or the society should have affiliation to a District Federation which should be in a position to provide technical guidance.
6. It should possess or be in a position to procure minimum equipments considered essential for execution of works.

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APPENDIX 15

(*See* note below paragraph 211)

MODEL FORM OF WARRANTY CLAUSE

The contractor/seller hereby declares that the goods/stores/articles sold to the buyer under this contract shall be of the best quality and workmanship, and shall be strictly in accordance with the specifications and particulars contained/mentioned in the clause hereof and the contractor/seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of.....days/months from the date of delivery of the said goods/stores/articles to the purchaser and that notwithstanding the fact that the purchaser/inspector may have inspected approved and/or the said goods/stores/articles, if during the aforesaid period of days/months the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or have deteriorated (and the decision of the purchaser in that behalf will be final and conclusive) and purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality. On such rejection the goods/stores/articles will be at the seller/s risk and all the provisions herein contained relating to rejection of goods, etc., shall apply. The contractor/seller shall, if so called upon to do, replace the goods, etc., or such portion thereof as is rejected by the purchaser; otherwise the contractor/seller shall pay to the purchaser such damages as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the purchaser in that behalf under this contract or otherwise.

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APPENDIX 16

[*See* paragraph 242 (5)]

FORM OF AGREEMENT TO BE EXECUTED IN THE CASE OF LAND TAKEN OVER BY PRIVATE NIGOTIATIONS

मे. एक्झिक्युटिव्ह इंजिनीयर साहेब,
डिव्हीजन,

यांचेतर्फे विचारलेवरून आम्ही खाली सहया करणार कबजेदार लोक ....., राहणार ....., तालुका ....., लिहून देतो की, आमचे खालील सर्व्हे नंबरमधून ..... जाणार आहे व त्यासाठी सदरचे आमचे सर्व्हे नंबरपैकी जे क्षेत्र पाटाकरिता लागेल ते देण्यास आमची संमती आहे.

(१) आज तारखेस जमिनीत उभे असलेल्या पिकांस पाणी देणे, त्यांची मेहेनत, मशागत करणे, पिके काढून नेणे वगैरे शेतीची कामे करण्यास पूर्ण मुभा आहे हयाची समज मिळाली. तसेच त्यानंतर नवीन पिके किंवा जमिनीत कोणतीही सुधारणा करणेची नाही हयाची समज मिळाली. मात्र पीक काढलेनंतर जमिनीचा लगेच कब्जा घ्यावा (अशी विनंती आहे). पीक उभे असता कब्जा घेण्याची जरूरी भासल्यास पिकांची रीतसर किंमत सरकारी अधिकारी ठरवतील ती मला मिळावी.

(२) प्रत्यक्ष कब्जा घेतल्यापासून जमिनींची भरपाईची किंमत मिळेपर्यंतच्या मुदतीचा जमिनीचा खंड मे. कलेक्टर साहेब अगर त्यांनी नेमलेले योग्य अधिकारी जो ठरवतील तो आम्हास कबूल आहे.

(३) सदरप्रमाणे कब्जा घेतांना जमिनीचा इमारत, झाडे वगैरेचा प्रत्यक्ष परिस्थितीचा पंचनामा करणेत यावा.

(४) संमती देताना किंवा कब्जा घेताना नोंदवलेले क्षेत्र अंदाजे आहे, हे मला मान्य आहे. मोजणीनंतर जे क्षेत्र कायम होईल तेच क्षेत्र कायम होईल. तेच क्षेत्र खंड अगर नुकसान-भरपाईकरिता विचारात घ्यावे हे लिहून दिले.

सर्व्हे नंबर ..... अंदाजे क्षेत्र .....

ता. .....

जमीन मालकाची सही अगर अंगठा.

समक्ष

डेप्युटी इंजिनीयर;

..... सब-

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APPENDIX 17

(*See* paragraph 248)

RULES FOR THE DISPOSAL OF TANK-BED LANDS

1. In disposing of tank-bed lands situated in a village or group of villages preference should be given in the following order :—

(*i*) Person or persons whose lands have been acquired for constructing new tanks, waste-weirs, dams, etc.

(*ii*) Co-operative societies of local landless backward class and other people mixed provided the backward class members are in majority.

(*iii*) Co-operative societies of local landless backward class people.

(*iv*) Co-operative societies of other local landless people.

(*v*) Local landless backward class people.

(*vi*) Local landless people of other communities.

(*vii*) Outside landless people.

(*viii*) Local landholders.

Note 1.—Allotment to category (v) to (viii) should be made after referring the matter to the Commissioner of the division concerned.

Note 2.—Co-opreative Societies, where some of the members may have small pieces ands, should also be granted the gllaer lands. Lands owned by the members of the ocieties should, however, be taken into cosideration while granting such lands.

2. (*i*) Maximum 1 : 2 hectare of such land may be given to one family, but a maximum of 1.6 hectare of land may be given to the head of a family, if he is a member of a co-operative society subject to the limit of economic holding as laid down in section 6 of the Bombay Tenancy and Agriculture Lands Act, 1948.

(*ii*) The land which generally becomes available for cultivation every year should be leased out for a maximum period of 12 years and minimum period of 5 years.

(*iii*) The land which is not generally available but which is exposed and becomes available only in scarcity times should be given *prorata* to co-operative societies or persons who have taken tank-bed land on lease and they should be charged rent equal to 5 times the assessment of the land in the vicinity of the tank in the village. If societies or individuals do not accept these lands they should be disposed of by auction after reference to the Commissioner of the division concerned.

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(*iv*) The lease of the land which is exposed every year and becomes available for cultivation may be up to a maximum period of 12 years and the rent would be charged as indicated in (iii) above. If societies or individuals do not accept these lands at the above rents they should be disposed of by auction after reference to the Commissioner of the division concerned.

(*v*) The lands will not be allowed to be sublet or transferred nor to be kept follow. If this is detected Government may take back such lands and dispose them of in the manner it thinks fit and no claim shall be entertained for compensation.

(*vi*) In case of demand for the same lands by more than one co-operatives society, the land should be allotted on the basis of preference on relative merit of the co-operative societies. This discretionary preference being vested in the Collectors of the respective districts.

(*vii*) In case of demand for the same lands by more than one landless individual this land should be allotted by drawing lots.

3. (*i*) The lands should be disposed of by the Collectors of the districts concerned

(*ii*) In cases where lands have already been leased for long periods and where the lease period is not yet over, the proposed orders should be made applicable after the expiry of the current lease period.

(*iii*) In case of the lands which are specially meant for grazing they should be leased to the farmers owning cattle from the same village or group of villages, to which the grazing lands forming part of the tank pertain in proportion to the number of cattle they own. The lease period should be for one year. Excess land not required for such grazing in accordance with the grazing area scale may be utilised for cultivation and disposed of in the order set out in rule 1 above.

4. Recovery of rent should be effected in the following manner :—

(*a*) In case of lands given to landless people and societies, the entire rent should be recoverable after the harvesting season but in any case not later than the 15th of April.

(b) In case of auction of 1/4th of the rental value should be recovered in advance and the balance after the harvesting season but in any case not later than the 15th of April.

(*c*) Rent should be recovered as arrears of land revenue through Collectors. If a lessee is found to be in arrears of rent for 2 years in succession, the lease should be treated as terminated; this should form a condition of the lease.

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Tank-bed lands should be permanently demarcated in appropriate :els.

. The following additional conditions should be incorporated in the lease:

(*a*) All standing trees in tank-beds should be protected and should not be ıt or damaged.

(*b*) Boundary markings should be protected and if they are damaged ɔmpensation should be payable to Government.

(*c*) The lands should not be damaged.

(*d*) If the lands are required by Government for Government work during he lease period, the lessee at a short notice should relinquish possession ithout claiming any compensation.

(*e*) If in any yeai of the lease period any portion of leased lands remain ubmerged so long as to make it impossible to grow any crops on them. ıoportionate remission of rent should be granted to the lessee.

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APPENDIX 18

(*See* paragraph 292)

RULES REGARDING MEDICAL AND SANITARY ARRANGEMENTS TO BE PROVIDED IN LABOUR CAMPS

1. An adequate supply of pure and wholesome water for the use of labourers shall be provided. This provision shall be at the rate of not less than 45 litres per head per day ; no provision need be made where there is a suitable nalla, river or well within 800 metres of the camp.

2. Trench or semi-permanent latrines for the use of the labourers shall be constructed. Such latrines shall be on the scale of not less than 5 per 100 persons in the camp ; separate latrines shall be provided for men and women. The labourers may at their option be allowed to use either the trench system or the latrine system.

3. A sufficient number of huts on a suitable plot of land shall be built for the use of the labourers according to the following specifications :—

(*i*) Huts of bamboos and grass may be constructed.

(*ii*) A good site shall be selected. High ground removed from jungle but well provided with trees shall be chosen wherever it is available. The neighbourhood of rank jungle, grass or weeds should be particularly avoided ; camps should not be established close to large cuttings or earth work.

(*iii*) The lines of huts shall have open spaces of at least 9 metres between rows. When a good natural site cannot be procured particular attention should be given to the drainage.

(*iv*) There should be no overcrowding. Floor space at the rate of 3 sq. metres per head shall be provided. Care should be taken to see that the huts are kept clean and in good order.

Note.—When the work is done through a contractor, he must find his own land and if wants Government land he should apply for it and pay assessment for it.

4. A sufficient number of bathing places shall be constructed and every unit of 20 persons shall be provided with a separate bathing place. Such bathing places should be suitably screened and separate places provided for men and women.

Washing places should also be provided for the purpose of washing clothes. Every unit of 30 persons shall have at least one washing place.

5. Efficient arrangements for draining away the sullage water as well as water from the bathing and washing places shall be made. The waste water shall be disposed of in such a way as not to cause nuisance.

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6. A medical officer with a travelling dispensary for a camp containing 500 or more persons shall be engaged if there is no Government or other private dispensary situated within 8 kilometres from the camp.

7. Necessary staff for effecting the satisfactory conservancy and cleanliness of the camp shall be provided. At least one sweeper per 200 persons should be engaged.

8. The Assistant Director of Public Health shall be consulted before opening a labour camp and his instructions on matters such as the water-supply, sanitary conveniences, the camp site, accommodation and food supply shall be followed.

9. (*a*) The labourers should be got inoculated against cholera and plague and vaccinated against small-pox at the time of recruitment if they are not inoculated or vaccinated within 6 months or 3 years, respectively, prior to the date of recruitment.

(*b*) When in any labour camp there is an outbreak of an epidemic disease or is threatened with such an outbreak, it should be ensured that all the inmates of the labour colonies are inoculated or vaccinated, as the case may be, depending on the diseases, within 72 hours after the outbreak.

(*c*) The outbreak of the epidemic diseases should be communicated by wire by the departmental officer-in-charge of the work on the very day of the outbreak to the Tahsildar of the taluka, the District Health Officer, the Deputy Director of Public Health Services incharge of the division and the Director of Public Health. Thereafter daily reports should continue to be sent to the above officers in the prescribed village form XIV-C regarding the progress of the epidemic disease.

(*d*) When there is reason to believe that any inmate of the labour colony is suffering from the infections or contagious disease, arrangements should be made for the segregation of such persons in isolation huts to be specifically provided for the purpose and also for their treatment.

(*e*) As regional malaria epidemic outbreaks are likely to occur in such project areas, the occurrence of unusual incidence of cases of malaria and also fever should be reported promptly by the departmental officer-in-charge of the work to the District Health Officer of the district, Deputy Director, Public Health Services, Malaria and Filaria, Pune and the Director of Public Health and arrangements to institute all necessary anti-malaria measures as may be advised by the official of the Public Health Department should be made.

(*f*) Arrangements to carry out any other measures that may be recommended by the officials of the Public Health Department necessary to prevent or control the spread of disease should also be made.

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APPENDIX 19

(*See* paragraph 307)

RULES REGARDING WORKS TO BE UNDERTAKEN BY AND ENTRUSTED TO THE GOVERNMENT WORKSHOPS

There are, at present, four Government workshops under the Irrigation Department—

(1) Regional workshop at Aurangabad.

(2) Regional workshop at Dapuri.

(3) Regional workshop at Nagpur.

(4) Old workshop at Dapuri.

They are controlled by the Superintending Engineer, Mechanical Circle, Pune.

2. All major repairs to the machinery owned by Government is carried out in these workshops.

3. Requirement of C. I. Specials, pipes, weights and measures, agricultural implements, cash boxes, cast iron castings, etc., of the various departments of the Government are attended to by the workshops at Nagpur and Dapuri. All the departments of the Government should therefore communicate their requirements of the above materials well in advance to these workshops.

4. The Dapuri workshop will continue to assist the students of the Engineering College, Pune, for practical training during vacations and after they have left the college.

5. Private jobs will only be taken in these workshops at the rates fixed by the competent authority whenever possible to do so without detriment to Government work. The Collectors of districts should, therefore, advise local bodies to place their orders with the workshops after ascertaining the possibility of taking up such works.

6. The contractors of this department should be informed of the facilities at the workshops while inviting tenders for works involving use of materials manufactured by these workshops.

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APPENDIX 20

(*See* paragraph 321)

RULES FOR THE PREPARATION, SCRUTINY, ETC. OF RECORD PLANS

1. There shall be a record plan or plans for each completed work and for any additions and alterations to an existing work.

2. The record plans should show the design as sanctioned. Deviations, if any, should be shown in some distinctive colour, on the same plan, where the deviations are slight ; but in cases where the changes are considerable and the record plan is likely to be rendered confusing and indistinct, the deviations should be shown separately in some distinctive colour alongside the sanctioned design, headings, " As designed " and " As constructed " being entered at the proper places, or a separate drawing prepared showing the actual construction.

3. All record plans should be on tracing cloth, as it is essential that they should be lasting.

4. To avoid loss of time and labour and risk of errors in making copies the original sanctioned plans shall, whenever possible, be used as record plans, deviations, if any, being shown on them in the manner indicated in the preceding rule 2. The word " proposed " is unnecessary in the heading of any record drawing and should be deleted if it has been entered on the original plan. In cases where copies are prepared for record plans, They should bear the names of those who signed the original plans.

5. Record plans should also include plans of foundation as executed.

6. The record plans, including foundation plans, should bear the record stamp in the form shown below, on each sheet :—

Record Plan

Sanction.....

Work commenced in.....

Work completed in.....

Estimated amount of project Rs.....

Actual cost of project Rs.....

Completion report submitted under No.....
dated.....

This plan shows the work as designed and in.....colour all deviations in construction.

Executive Engineer.

Date..... .....Div

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7. The stamp entries should be identical in all the plans pertaining to a project, i. e., they should refer to the project as a whole and not to the individual part of it shown on the drawing concerned. Particular care should be taken to have the stamp very clearly impressed (below or near the title of the drawing) in ink of a permanent (non-fugitive) colour.

8. There should also be noted on the record plans information regarding the cost per unit, as indicated below :—

(*a*) In the case of buildings both a plinth area rate and cube rate should be given. Servants' quarters, out-houses, etc., should be given separate rates.

(*b*) A square metre of waterway rate for regulators, falls, road bridges, etc., on canals should be adopted.

(*c*) For cross drainage works a rate per square metre of flood waterway should be given. The bed width and depth of water in the canal at the site of the work should be noted in the case of canals ; and the width between parapets in the case of roads.

9. In the case of works borne on registers, such as buildings and masonry works on roads and canals, each record plan should bear, below the title on the back of the sheets, the register number of the work.

10. Foundation plans should show the depths at which the various parts of the foundations are laid below plinth or some such wellmarked features of the superstructure, a note explaining the point of reference selected being made on the drawings.

11. They should also show in section, strata passed through and the nature of the material on which the foundations rest.

12. (*a*) Foundation plans of dams and weirs in the case of storage reservoirs for irrigation or water-supply or hydropower flood centre etc., should be submitted to the Chief Engineer in section of 60 m. as each length is dealt with. These will be signed by him, if approved, and returned to the local officers who will combine all sheets, in book form, for record with the complete record plans of the project. The plans should be on mounted sectional paper—scale 1-120.

(*b*) These plans should show numerous levels, reduced to a given known datum, and lines to indicate offsets, steps, holes and mounds, joints or fissures in the rock, springs, etc., and there should be detailed notes giving the nature of the material in the foundation depth below ground level, and other items of interest.

(*c*) It will often be useful to give cross sections at certain places and extra leaves may be added for the purpose.

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(*d*) A note should be added on each leaf stating the name and rank of the officer who passed the foundations in each case, and also at intervals along the plan, the dates of laying the first masonry.

(*e*) Each plan should be headed in plain block letters with a title giving the sanctioned nomenclature of the work and the chainage for the portion dealt with, and should be signed and dated by the officer who prepared it.

13. Foundation plans should be prepared as soon as the foundations are passed and ordered to be filled in. Their preparation should not be deferred till the record plans of the completed work are taken in hand.

14. To obviate any oversight and to ensure accuracy of the record plans any deviations from sanctioned designs should be shown on working drawings as soon as carried out and reproduced with equal promptness, in the sanctioned plans.

15. When any additions and alterations to existing works are sanctioned on fresh plans, these additions and alterations should be reproduced on the original record plans with a suitable reference to the fresh plans, which latter will be converted into record plans for the new work.

16. Record plans of each definite part of a project should be prepared as soon as that part is completed, e. g., one block out of several included in a police lines project, or an aquaduct in a canal project.

17. All the record plans pertaining to a project should be finally completed not later than one month after the closing of the accounts of the work.

18. Record plans will, irrespective of the cost of work, be sanctioned and recorded by the Executive Engineer after scrutiny to see that all orders on the subject are complied with. One complete set of tracings should be maintained in the divisional office. One complete duplicate set of white prints should be sent to the Superintending Engineer for record. In the case of important structures copies of record plans may be submitted to the Chief Engineer on receipt of instructions in regard to individual projects.

19. All record plans should be securely kept in a suitable fireproof case or cupboard.

20. In order to ensure that the record plans are prepared and finalised expeditiously and the above rules are observed properly a certificate in the subjoined form, should be furnished by the Executive Engineer to the Superintending Engineer quarterly within 1 month of the expiry of the quarter.

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Certified that the foundation and record plans, as the case may be, of the works mentioned below, have been completed during the quarter ending.....

Under rules 12 and 13	Uuder rule 15	Under rule 16	Uuder rule 17	Remarks (quote here number and date under which plans were sent to the Superintending Engineer under rule 18
(1)	(2)	(3)	(4)	(5)

21. The Superintending Engineers, while inspecting the divisional offices should make it a point to verify if the procedure is being properly followed by the Executive Engineer.

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APPENDIX 21

(*See* paragraph 323)

RULES RELATING TO EXPENDITURE IN CONNECTION WITH THE OFFICIAL RESIDENCE OF THE GOVERNOR OF MAHARASHTRA

1. There are three official residences of the Governor of Maharashtra—

(1) Rajbhavan, Malbar Point, Bombay.

(2) Rajbhavan, Ganeshkhind, Pune.

(3) Rajbhavan, Nagpur.

2. The President has prescribed the following maximum amounts that can be spent by the Governor annually on the maintenance and improvement of his official residences :—

	Rs.
(*i*) Improvements	60,000
(*ii*) Maintenance and repairs :—	
(*a*) Gardens	50,000
(*b*) Electricity	68,000
(*c*) Water	50,000
(*d*) Taxes	45,000
(*e*) Repairs	3,77,000
Total ..	6,50,000

Except with the special prior order of the President, the amount of expenditure shall not, in any one year, exceed the amounts respectively specified above :

Provided that the Governor may, reappropriate, amounts whenever necessary, from one sub-head to the other without exceeding the maximum limit of Rs. 6,50,000.

3. The Executive Engineer, in charge of the residence concerned should prepare plans and estimates for such works as may be required by the Comptroller of the household to the Governor and submit them to that officer. Similar action should be taken by the Executive Engineer, of the concerned electrical division in respect of electrical installations in the residences at the respective places.

4. All original work will have the general approval of the Governor. Current and special repairs will however, be approved by the Comptroller.

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5. The plans and estimates will be technically sanctioned by the Executive Engineer or Superintending Engineer under the powers vested in them.

6. The Comptroller will then issue necessary orders regarding allotment of funds on receipt of application from the Executive Engineer.

7. In order to preclude any possibility of the original works grant being exceeded, all works about which there is any doubt as to the proper classification should be considered as original works pending advice by the Accountant General.

8. The Comptroller will be the co-ordinating authority in regard to the expenditure and will be responsible to the Audit Department for keeping the aggregate expenditure within the limit mentioned in rule 2 above.

9. The execution of works will be governed by the provisions of the Maharashtra Public Works Manual. The rules regarding the lapses of administrative approval to a work or technical sanction to an estimate therefor will be the same as the ordinary ones contained in paragraph 262 *ibid*.

10. No authority giving technical sanction to a detailed estimate should permit an excess over the amount of the administrative approval either in the first instance while sanctioning the detailed estimate or subsequently while sanctioning the revised estimate. No disbursing officer should incur even the ordinary permissible excess over the amount of a technical sanction.

11. A completion report should be prepared in respect of each original work as soon as it is completed and should be transmitted through the Accountant General for record in the office of the Comptroller.

12. All disbursing officers should give the earliest intimation to the Comptroller of any anticipated savings if they are in a position to surrender them definitely so that, if necessary, they may be utilised on other works.

13. In order to ensure that the annual grants for "Improvements", "Maintenance and repairs" and "Electricity" are not exceeded the Executive Engineer concerned should submit at the end of every month a statement for original works, repairs and electricity to the Comptroller of the household to the Governor and the Accountant General, Bombay, showing the total allotments sanctioned during the year up to the end of the previous month and the works and amounts sanctioned during that month.

14. Cases dealing with the work that requires the sanction of the President should be shown to the Finance Department of the Government of Maharashtra before submission to the Government of India.

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APPENDIX 22

(*See* paragraph 327)

FORM OF AGREEMENT IN CONNECTION WITH PERMISSION TO CONSTRUCT PRIVATE IRRIGATION DRAINS ACROSS ROADS IN CHARGE OF THE PUBLIC WORKS DEPARTMENT

(Agreement to construct private irrigation drains across road ; in mile furlong in survey No. of the Village of the Taluks of the District).

An agreement made the day of one thousand nine hundred and between the Governor of Maharashtra (hereinafter referred to as " the Government " which expression shall, unless excluded by or repugnant to the context, include the successor in office and assigns) of the one part and

Shri ( )* inhabitant of in Mahal/Taluka of the District (hereinafter called " Licensee(s) " which expression shall, unless it is excluded by or repugnant to the context include his/their heirs, executors, administrators and assigns) of the other part.

Whereas, the licensee(s), on or about the day of applies to the Executive Engineer, Division (hereinafter referred to as " the Executive Engineer "), for permission to construct an irrigation drain across road belonging to the Government in mile furlong , in the Taluka of the District more particularly delineated on the site plan attached hereto and signed by the executing parties (hereinafter referred to as " the said drain ").

And whereas, the Executive Engineer has agreed to grant such permission on the conditions hereinafter mentioned.

Now this Indenture Witnesseth that in consideration of the conditions hereinafter contained and on the part of the licensee(s) to be performed the Executive Engineer hereby grants to the licensee(s) permission to construct the said drain, subject to the following conditions, namely :—

(1) The licensee(s) shall pay to the Executive Engineer, in advance, sum of Rs. for the construction of the said drain and the work of constructing the same shall be carried out by the Government at the entire cost of the licensee(s) and any balance left out of the sum so advanced by the licensee(s) will be refunded to him/them when the work of constructing the

*Caste to be mentioned.

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same is completed. If the actual expenditure is in excess of the sum so advanced by the licensee(s) such excess shall be payable by him/them to the Government. The decision of the Executive Engineer, as to the amount of the cost incurred in respect of the construction of the said drain shall be final and binding on the licensee(s).

(2) On the completion of the said drain it shall become the absolute property of the Government subject to the right of the licensee(s) to use the same. The said drain shall from time to time be kept in a proper state of repair and condition by Government and the cost thereof shall be recovered from the licensee(s).

(3) (a) In the event of its being at any time found necessary to carry out any work or to do anything in or upon the said drain, the cost of removing, reconstructing and altering the said drain shall be borne by the licensee(s).

(b) In the event of its being at any time found necessary to carry out any alterations to the Government road or any other land which may necessitate the removal, alteration and reconstruction of the said drain, the cost of such removal, alteration and reconstruction shall be borne by the Government and the licensee(s) shall not be entitled to any compensation for such removal, alteration and reconstruction.

(4) The licensee(s) shall not without the previous permission in writing of the Executive Engineer, extend to alter the said drain.

(5) The licensee(s) shall at all times permit any duly authorised officer or servant of the Government to inspect the said drain.

(6) The licensee (s) shall indemnify Government against all claims, or demands, actions, suits or proceedings made or brought by any person or corporation against them, and against all costs charges and expenses which they may have to incur by reason of or due to the exercise by the licensee (s) of any of the privileges arising from the permission hereby given or due to the existence of the said drain across the Government road. The licensee (s) shall also be liable for any loss or damage caused to the Government by flood, obstruction or any other like cause to the said drain.

(7) The permission granted shall not in any way be deemed to convey to the licensee (s) any right to or over, or any interest in Government land other than that herein expressly conveyed.

(8) In case the said drain is destroyed, this licence shall determine and the licensee (s) shall not be entitled to claim any right to construct for him/them by the Government another drain in lieu of that so destroyed, free of cost.

(9) (a) The licensee(s) shall pay to the Executive Engineer a nominal sum of Re. 1 per annum, in advance, every year on or about the 1st April for the use of the road.

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(b) The licensee(s) shall pay to the Executive Engineer deposit of Rs. which shall be forfeited to Government in whole or in part if in the opinion of the Executive Engineer any of the conditions of the licence are not duly complied with to the satisfaction of the Executive Engineer or his representative.

(c) If and whenever any part of the sum payable by the licensee (s) under this agreement shall be in arrears the same shall be recoverable from the licensee(s) as an arrear of land revenue without prejudice to any other remedies which may be open to Government in this behalf.

(10) The licensee(s) shall not sell, transfer or otherwise dispose of the right to use the said drain without obtaining from the transferee a duly executed agreement with the Government embodying the terms and conditions mentioned in his licence.

(11) This licence may be cancelled at any time by the Executive Engineer for a breach of any of the conditions of the licence and the licensee(s) shall not be entitled to any compensation for any loss caused to him/them by such cancellation nor shall he/they be absolved from any liability already incurred by him/them under this agreement. The licensee(s) shall remove the said drain lying across Government road and restore the Government road to its original condition to the satisfaction of the Executive Engineer in the event of the licence being cancelled failing which the Executive Engineer shall be at liberty to remove the same on the expiry of one month's notice and the licensee (s) shall be held liable for the expenses so incurred by the Executive Engineer.

(12) Any notice or other document to be given to or served upon the licensee(s) may be given or served on behalf of the Government by the Executive Engineer and any such notice or document shall be deemed to have been duly given to or served on, the licensee (s) if it is delivered at the last known address of the licensee(s) or sent by registered post to his/their address.

(13) The licensee(s) shall bear the cost of preparation, stamping and execution of this agreement.

In witness whereof the Executive Engineer for and on behalf of the Governor of Maharashtra, hath set his hand and the seal of his office hereto and Shri hath hereunto set his hand the day and year first above written,

Signed and delivered by the Executive Engineer
in the presence of—

(1)
(2)

Signed, sealed and delivered by Mr.....
in the presence of—

(1)
(2)

Seal

Annexure—Plan.

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APPENDIX 23

(*See* paragraph 329)

FORM OF AGREEMENT IN CONNECTION WITH PERMISSION TO LAY UNDERGROUND CABLES.

This Indenture made the day of one thousand nine hundered and between the Governor of Maharashtra (hereinafter referred to as "the Government") of the one part and a company incorporated under the provisions of the Indian Companies Act, 1913 (VII of 1913), and having its registered office at (hereinafter referred to as "the Company", which expression shall, unless excluded by or repugnant to the context, include its successors and assigns) of the other part.

Whereas the Company applied to the Executive Engineer, P. W. Department (hereinafter referred to as "the Executive Engineer"), for permission to lay an underground cable along* road/roadside land in charge of the P. W. D. and within the Company's licensed area as shown on plan No. hereunto annexed and therein coloured.

And whereas the said permission has been granted by the Executive Engineer subject to the following terms and conditions.

Now this Indenture Witnesseth as follows :—

(1) The underground cables shall be laid by the Company at a depth of feet at least below the ground level in the road berm at the extreme edge of the road/roadside land boundary where possible the exact alignment boundary being settled in consultation with the Executive Engineer before starting the work.

(2) The portion of the road dug up for the purpose of the underground cables shall be restored to its original condition at the Company's expense to the entire satisfaction of the Executive Engineer or his representative.

(3) Where the underground cable crosses the road, the work of laying/repairing/finally removing the same shall be done in half widths of the road, with suitable precautions for the convenience and safety of the traffic. One-half of the road shall not be opened up until the other half is made passable for traffic. All necessary precautions shall be taken to prevent accidents by providing suitable fencing by day and fencing and lights at night.

*To be struck off as the case may be.

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(4) The Company shall pay to Executive Engineer in advance a sum of Rs. for restoring asphalt macadam or any higher type of work such as tar, cement concrete, etc. per every crossing of the road and the work shall be carried out by Government at the entire cost of the Company and any balance left out of the sum so advanced by the Company will be refunded to it when the work is completed. The decision of the Executive Engineer as to the amount of the cost incurred, shall be final. Where the surface is other than the higher type, as aforesaid, the work shall be carried out by the Company at its cost to the entire satisfaction of the Executive Engineer or his representative.

(5) The Company shall pay to the Executive Engineer a road opening fee of Rs. whenever the underground cable is first laid and also a nominal fee of Rs. in advance every year on the first day of April for the use of the road/roadside land.

(6) The Company shall have no right or interest whether in or over the said road/roadside land save merely the licence to enter upon the same for the purpose of carrying out necessary operations on its plant during the continuance of this agreement.

(7) The Government does not guarantee the preservation of the Company's property from injury.

(8) The Company shall be solely liable for any loss or injury which any person may sustain by reason of any defect in or want of any repairs to any of its plants, or as a result of any carelessness or negligence or misconduct of its employees in the erection, setting up or use of the plant, and the Company shall indemnify and keep indemnified the Government against claims, demands and all liabilities and expenses to which Government may be put on account of any claim made in this behalf.

(9) The Company shall at its own expense maintain underground cables in a proper state of repairs and make good immediately any damage which might be caused to the surface of the road/roadside land or to other Government property to the entire satisfaction of the Executive Engineer or his representative.

(10) The Company shall remove the underground cable at its own cost without ony claim for compensation if and when so required by the Executive Engineer on three months' notice.

(11) In the event of its being at any time, found necessary to carry out any alterations to the road or any other land which may necessitate the removal and relaying of the underground cable the cost of removal and relaying of the same shall be borne by the Company.

(12) Government shall at all times be at liberty to terminate this agreement by giving three months' notice to that effect in which case the Company shall not be entitled to any compensation on account of the termination of this agreement.

(13) On the Company's failure to observe any of the conditions of this agreement the Executive Engineer shall be at liberty to remove the underground

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cable on the expiry of three months' notice and the Company shall be liable for the expenses incurred by the Executive Engineer.

(14) If and whenever any part of the sum payable by the Company under this agreement shall be in arrears, the same shall be recoverable from the Company as an arrear of land revenue without prejudice to any other remedies which may be open to Government.

(15) The Company shall bear the cost of the preparation, stamping and execution of this agreement.

(16) Any difference of opinion between the Company and the Executive Engineer, shall be referred to the Superintending Engineer, Electrical Circle and his decision shall be final and binding on the Company.

(17) Any notice or, other document to be given to or served upon the Company may be given or served on behalf of Government by the Executive Engineer ; and any such notice or document shall be deemed to have been duly given to or served on the Company if it is delivered at the registered office of the Company or sent by registered post to the registered address for the time being of the Company.

(18) Government may in special circumstances if they deem fit extend the period of notice referred to in clauses 10,12 and 13 up to six months.

In witness whereof the Executive Engineer, Public Works Department for and on behalf of the Governor of Maharashtra hath set his hand and the seal of his office hereto and (1) and (2) for and on behalf of the Company in pursuance of the resolution of the Board dated have set their hands and the seal of the Company hath been affixed the day and year first above written.

Signed, sealed and delivered by Executive Engineer, Public Works Department, for and on behalf of the Governor of Maharashtra in the presence of—

Official Seal

1.
2.

Signed, sealed and delivered by and on behalf of the Company and the common seal of the Company has been affixed in the presence of—

Seal of the Company

1.
2.

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FORM OF AGREEMENT IN CONNECTION WITH PERMISSION TO ERECT POLES, STAY RODS, STAY RAILS FOR OVERHEAD CABLES, ETC.

This Indenture made the day of one thousand nine hundred and between the Governor of Maharashtra (hereinafter referred to as "the Government") of the one part and a Company incorporated under the provisions of the Indian Companies Act, 1913 (VII of 1913), and having its registered office in (hereinafter referred to as "the Company", which expression shall, unless excluded by or repugnant to the context include its successors and assigns) of the other part.

Whereas the Company applied to the Executive Engineer, Public Works Department (hereinafter referred to as "the Executive Engineer") for permission to erect poles, stay rods, and stay rails for overhead cables along road which is in charge of the Public Works Department and within the Company's licensed area in the Division, as shown on plan No. hereto annexed and therein coloured;

And whereas, the said permission has been granted by the Executive Engineer subject to the following terms and conditions :—

Now this Indenture Witnesseth as follows :—

(1) The poles shall be erected by the Company either on the right or the left side of the road whichever is convenient, and in such places as would neither be within the formation width nor the kerbing of the road but as may be approved by the Executive Engineer. The said poles and the aerial wire shall be maintained in good condition in accordance with the provisions of the Indian Electricity Act, 1910/Law applicable for the time being in force and the rules thereunder and to the entire satisfaction in all respects of the Executive Engineers.

(2) All poles, erected close to the road kerbing, shall be printed with white or aluminium paint up to a height of at least 3 M. from the ground level, such painting being renewed as may be necessary to keep it in good condition so as to be clearly visible to drivers of vehicles at all times.

(3) Where the surface of the road dug up for holes made for the poles is of a higher type such as asphalt, tar, cement concrete, etc., the work of property filling the holes shall be carried out by Government at the entire cost of the Company and the berms, if any kerbing or any other part of the road which may be dug up or disturbed while erecting the poles or carrying out repairs to or removing the same shall be restored by the Executive Engineer to their original condition at the entire cost of the Company which shall pay the same forthwith on demand and which if unpaid can be recovered as arrears of land revenue. The decision of the Executive Engineer, as to the amount of the cost incurred, shall be final. Where the surface is other than the higher types as aforesaid, the work shall be carried out by the Company as its cost to the entire satisfaction of the Executive Engineer or his representative.

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(4) The Company shall pay to the Executive Engineer annually in advance a nominal sum of 6 paise per pole on the first day of April for the use of the road.

(5) The Company shall have no right or interest whatever in or over the said road merely the licence to enter upon if for the purpose of carrying out necessary operations on its plant during the continuance of this agreement.

(6) The Government does not guarantee the preservation of the Company's property from injury.

(7) The Company shall be solely liable for any loss or injury which any person may sustain by reason of any defect or want of any repairs in any of its plants, or as a result of any carelessness or negligence or misconduct of its employees in the erection, setting up or use of the plant, and the Company shall indemnify and keep indemnified the Government against all claims, demands and liabilities and expenses to which Government may be put on account of any claim made in this behalf.

(8) The Company shall at its own expense maintain poles, stay rods and stay rails for overhead cables in a proper state of repairs and make good immediately and damage which might be caused to the surface of the road/ roadside land or to other property of Government to the entire satisfaction of the Executive Engineer or his representative.

(9) Subject to the provisions of sub-section (3) and (4) of section 18 of the Indian Electricity Act, 1910, no tree on the roadside shall be cut or mutilated in any way by the Company without obtaining the previous permission in writing of the Executive Engineer and without paying to Government such compensation as may be fixed by the Executive Engineer for so doing, the lopped off wood or branches in all cases being handed over by the Company to the Executive Engineer. The ends of the lopped off branches shall be neatly sawn off and coated with tar by the Company. The said work shall be done by the Company in a manner approved by the Executive Engineer or his representative.

(10) All overhead and straining wires, which may be put up across a road provide a clear headway of not less than 26 M. from the level of the road, But where in the opinion of the Executive Engineer it is found at any time after construction of the work that the clearance is insufficient for any reasons, the company shall, at its own cost and without any claim for compensation, raise the height of the overhead lines whenever called upon to do so.

(11) The Company shall, at its own cost and without any claim for compensation remove the poles if and when so required by the Executive Engineer on three months' notice.

(12) In the event of its being at any time found necessary to carry out any alterations to the roads or any other land which may necessitate the removal and re-erection of the poles, the stay rods or the stay rails, the cost of removal and re-erection of the same shall be borne by the Company.

(13) Government shall, at all times be at liberty to terminate this agreement by giving three month's notice to that effect in which case the Company shall not be entitled to any compensation on account of the termination of thi

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(14) On the Company's failure to observe any of the conditions of his agreement the Executive Engineer shall be at liberty to remove the poles, the stay rods or the stay rails on the expiry of three months, and the Company shall be liable for the expenses so incurred by the Executive Engineer.

(15) If and whenever any part of the sum payable by the Company under this agreement shall be in arrears the same shall be recoverable from the Company as an arrear of land revenue, without prejudice to any other remedies which may be open to Government.

(16) The Company shall bear the cost of the preparation, stamping and execution of this agreement.

(17) Any difference of opinion between the Company and the Executive Engineer shall be referred to the Superintending Engineer, Electrical Circle and his decision shall be final and binding on the Company.

(18) Any notice or other document to be given to or served upon the Company may be given or served on behalf of Government by the Executive Engineer, and any such notice or document shall be deemed to have been duly given to served on the Company, if it is delivered at the registered office of the Company or sent by registered post to the registered address for the time being of the Company.

(19) Government may, if they think fit in special circumstances, extend the period of notice referred to in clauses 11, 13 and 14 up to six months. In witness whereof the Executive Engineer, Public Works Department, for and on behalf of the Governor of Maharashtra hath set his hand and the seal of his office hereto and (1) and (2) for and on behalf of the company in pursuance of the resolution of the Board of have set their hands and the seal of the Company hath been affixed hereto the day and year first above written.

Signed, sealed and delivered by Executive Engineer, Public Works Department,..... Division, for and on behalf of the Governor of Maharashtra in presence of :—

Official Seal

1.
2.

Signed, sealed and delivered by and on behalf of the Company in pursuance of a resolution of the Board dated and the common seal of the Company has been affixed in the presence of:—

Seal of the Company

1.
2.

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FORM OF AGREEMENT IN CONNECTION WITH PERMISSION LAY UNDERGROUND WATER MAINS PIPES

This agreement made the day of one thousand nine hundred and between the Governor of Maharashtra (hereinafter referred to as "the Government") of the one part and of in the district of

Company incorporated under the Indian Companies Act, 1913, inhabitant

and having its registered office at (hereinafter called the "licensee" which expression shall unless is be-repugnant to the meaning or context thereof include heirs, executors, administrators his and permitted assigns) of the other part. its successors

Whereas the licensee applied to the Executive Engineer, Division P. W. Department (hereinafter referred to as "the Executive Engineer") for permission to lay underground water mains underneath the Government pipes along road in charge of the roadside land P. W. Department in the as shown on the plan No. hereto annexed and therein coloured hereinafter referred to as "the-said water Mains pipes".

And whereas the said permission has been granted by the Executive Engineer, subject to the terms and conditions hereinafter mentioned :—

Now this Indenture Witnesseth as follows :—

(1) The said underground water mains shall be laid at a depth pipes of at least 1 metre for mains* road below the level of the $\frac{1}{2}$ metre for pipes* roadside land the exact alignment being settled on consultation with the Executive Engineer before starting the work.

*To be struck off as the case may be.

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(2) Where the said underground water mains / pipe cross the road, the work of laying / repairing / finally removing the same shall be carried out in half widths of the road with suitable precautions of the convenience and safety of the traffic. One-half of the road shall not be opened until the other half is made passable for traffic. All necessary precautions shall be taken to prevent accidents by providing suitable fencing by day and fencing and lights at night.

(3) The portion of the road / roadside land which may be dug up for the purpose of laying or removing the water mains / pipes or carrying out repairs thereto shall be restored to its original condition at the expense of the licensee.

(4) Where the surface of the road / roadside land to be opened up is of a higher type such as asphalt, tar, cement concrete, etc., the work of opening and restoring it to its original condition shall be carried out by Government at the entire cost of the licensee who shall pay the same forthwith on demand and which, if unpaid, can be recovered as arrears of land revenue. The decision of the Executive Engineer, as to the amount of cost incurred, shall be final. Where the surface is other than the higher type as aforesaid, the work shall be carried out by the licensee at his cost to the entire satisfaction of the Executive Engineer or his representative.

(5) The licensee shall have no right or interest whatever in or over the said road / roadside land save merely the licence to enter upon the same for the purpose of carrying out necessary operations on the underground water mains / pipes during continuance of this agreement.

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(6) The Government does not guarantee the preservation on the licensees' property from injury.

(7) The licensee shall be solely liable for any loss or injury which any person may sustain by reason of any defect or want of repairs in any of the said water mains/pipes or as a result of any carelessness or negligence, or misconduct of his/its employees in laying, repairing or finally removing the said water mains/pipes and the licensee shall indemnify and keep indemnified the Government against all claims, demands, and liabilities and expenses which Government may be put to on account of any claim made in this behalf.

(8) The licensee shall at his/its own expense maintain the said water mains/pipes in a proper state of repairs and make good immediately any damage which might be caused to the surface of the road/roadside land or to other Government property through leakage or any other cause whatsoever to the entire satisfaction of the Executive Engineer or his representative.

(9) In the event of its being found necessary at any time to carry out any alterations to the road or other land which shall necessitate the removal and relaying of the mains/pipes the cost of such removal and relaying shall be borne by the licensee.

(10) On the failure of the licensee to observe any of the conditions of this agreement the Executive Engineer shall be at liberty to cancel this agreement and, if necessary, to remove the said water mains on the expiry of one month's notice and the licensee shall be held liable for the expenses so incurred by the Executive Engineer.

(11) The Government shall at all times be at liberty to terminate this agreement by giving three months' notice to that effect in which case the licensee shall not be entitled to any compensation on account of the termination of this agreement.

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(12) The licensee shall not commence the work of laying the water mains/pipes or do any other act subsequent thereto without having previously obtained the permission in writing of the Executive Engineer.

(13) The licensee shall pay a fee of Rs. 10 for opening the road whenever the water mains/pipes is first laid underneath the road/roadside land and also a nominal sum of Re. 1 per annum in advance every year on or about the 1st April for the use of the road/roadside land.

(14) The licensee shall before the commencement of the work of laying the water mains/pipes pay to the Executive Engineer deposit which shall be forfeited to Government in whole or in part if in the opinion of the Executive Engineer any of the above conditions are not duly complied with to the satisfaction of the Executive Engineer or his representative.

(15) If and whenever any part of the sum payable by the licensee under this agreement shall be in arrears the same shall be recoverable from the licensee as an arrear of land revenue without prejudice to any other remedies which may be open to Government in this behalf.

(16) The licensee shall bear the cost of preparation, stamping and execution of this agreement.

(17) Any difference of opinion between the licensee and the Executive Engineer, in connection with this agreement, shall be referred to the Chief Engineer and his decision shall be final and binding on the licensee.

(18) Any notice or other document to be given to or served upon the licensee may be given or served on behalf of Government by the Executive Engineer and any such notice or document shall be deemed to have been duly given to, or served on, the licensee if it is delivered at the last known address of the licensee or sent by registered post to his address.

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In witness whereof the Executive Engineer, P. W. Department for and on behalf of the Governor of Maharashtra has set his hand and the seal of his office and

(1)

and (2) , respectively

for and on behalf of the Company in pursuance of the resolution of the Board dated have set their hands and the seal of the Company has been affixed hereto

SIGNED, SEALED AND DELIVERED

by Executive Engineer, P. W. Department, for and on behalf of the Governor of Maharashtra, in the presence of—

1.

2.

SIGNED, SEALED AND DELIVERED

by and on behalf of the Company and the common seal of the Company has been affixed

Seal of the company

in the presence of—

1.

2.

*SIGNED, SEALED AND DELIVERED
by the within-named in the

presence of—

1.

2.

*To be struck off as the case may be,

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APPENDIX 24

RULE FOR TAKING MEASUREMENTS AND KEEPING MEASUREMENT BOOK

1. Payments to contractors, pieceworkers, suppliers, departmental labour, etc., are made on ascertaining :—

(*a*) the quantity of work done (including supplies made) and

(*b*) the quality of the work done, i. e., whether the work has been done according to the specifications laid down.

These details are recorded in an authorised book called measurement book. In other words these recorded details are termed as " Measurements ".

2. The person recording the measurements must satisfy himself by personal verification on the spot that each dimension that he is writing down in the measurement book does actually measure that much. Measurements are not to be recorded on the basis of information given by others or copied from estimates, or other documents such as ' contractors '/' suppliers ' bills, etc.

3. For the purposes of these rules—

(*a*) An authorised member of the Maharashtra Subordinate Service of Engineers means a permanent or temporary member with at least two years' experience at his credit.

Note.—The Exective Engineer may authorise any member of Maharashtra Subordinates Service of Engineer with less than two year's experience to record measurements if he consider him fit for the purpose.

(*b*) the term " final measurements " includes—

(*i*) measurements for final bills;

(*ii*) final measurements of a sub-head of a work or any defined portion of a work paid under running bills;

(*iii*) in the case of road works, whether original or repairs, measurements of materials paid on running bills such as metal, murum, etc., which are to be spread or covered up and thus not available for detailed check on completion of the work;

(*iv*) in case of buildings, masonry works on canals, roads, bridges, etc., measurements of excavation for foundation and concrete in the foundation, etc., which will be covered up and will not be subsequently availa for detailed measurements:

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4. Detailed measurements need not be recorded—

(*i*) in the case of periodical repairs when the quantities are recorded in standard measurement books which must be maintained up-to-date ;

(*ii*) in cases in which advance payments on account of work actually executed are made on the certificate of a responsible officer (not below the rank of Sub-Divisional Officer) to the effect that not less than the quantity of work paid for has actually been done vide para. 10.2.22 of the Maharashtra Public Works Account Code ;

(*iii*) in respect of the works done on lump sum contract except additions and alterations vide paras. 11.1.2 and 11.1.3 of the Maharashtra Public Works Account Code ;

(*iv*) in the case of purchases or work done chargeable to the contingent grant ;

(*v*) in the case of cartage of materials which is paid on the basis of sanctioned schedule of rates without entering into contract in Form E.

5. The measurement book in standard forms P. W. 9 and 10 is thus the basis of all account of quantities whether of work done by daily labour or piecework or by contract or of materials received which have to be counted or measured and should be so kept that the transactions may be readily traceable in the accounts of the department. The description of the work must be lucid so as to admit of easy identification and check. Each measurement book should be provided with an index which should be kept up-to-date.

Measurement books should be considered as very important account records and maintained very carefully, neatly and accurately as they may have to be produced as evidence in a Court of Law.

6. The books and their pages should be machine numbered and a register should be maintained in the divisional office in standard form P. W. 572 showing their receipt, issue and eventual return to the divisional office.

A similar register should be maintained in the sub-divisional office showing the names of the Sub-Divisional and Sectional Officers, to whom the measurement books have been issued. Books no longer in use should be withdrawn promptly even though not completely written up.

The Sub-Divisional Officer shall take count of all the measurement books in their charge on the 1st of July each year and record a certificate to that effect in the register of measurement books maintained in his office. He shall then submit a copy thereof with a list of measurement books to the Executive Engineer who should verify the list with the register of measurement books maintained in his office.

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7. When an officer or a subordinate in executive charge of a work or stores is transferred, he should make over to his successor all the measurement books issued to him and the fact of having made over and received recorded in the list of measurement books (which should form part of the transfer documents) by the relieved and relieving officers, respectively, under their dated signatures,

8. Each set of measurements should commence with entries stating :—

(1) In the case of bills for work done :—

(*a*) full name of work as given in the estimate,

(*b*) situation of work,

(*c*) name of contractor,

(*d*) number and date of his agreement,

(*e*) date of written order to commence work,

(*f*) date of completion of work,

(*g*) date of actual completion (when completed),

(*h*) date of measurement, and

(*i*) reference to previous measurements.

(2) In the case of bills for supply of materials :—

(*a*) name of supplier,

(*b*) number and date of his agreement or order,

(*c*) purpose of supply in one of the following forms applicable to the case :—

(*i*) " stock " (for all supplies for stock purposes).

(*ii*) " purchases " for direct issue to work (here enter full name of work as given in the estimate).

(*iii*) " purchases " for issue to contractor (here enter full name of work as given in the estimate and the name of the contractor),

(*d*) date of written order to commerce supplies,

(*e*) date of actual completion of supplies, and

(*f*) date of measurements,

and should end with the dated signature of the person making measurement.

Note.—The entries (*c*) to (*g*) under (1) and (*d*) and (*e*) under (A) are not required in the Case of work done and supplies made under a piece-work agreement.

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9. Measurements should be recorded in English as far as possible. When they are recorded in a regional language they should be translated into English over the signature of the Sub-Divisional Officer.

10. All work done and materials supplied shall be measured, counted or weighed as the case may be and recorded in the authorised measurement book at once and on the spot and a certificate to this effect furnished thereon under the dated signature of the officer recording them, The measurements in respect of items where levels are required to be taken may be computed from cross sections based on details recorded in ink in the field book on site of work. Officers empowered and required to take mesurements should provide themselves with fountain-pens. The measurements should never be recorded in the measurement books in pencil. The entries in the " contents or area " column should also be made in ink by the officer recording the measurements who should certify under dated signature at the foot that the calculations have been made and entered by him.

No erasures of any kind should be permited; mistake should be corrected by drawing the pen through the incorrect entry, and inserting the correct figures or words between the lines under the dated initials of the persons recording the measurements or the Sub-Divisional Offieer or Executive Engineer as the case may be. Except the correction referred to above no entires should be made between the lines. When any entry in a measurement book is cancelled, the reason for doing so should be recorded in the book over the dated signature of the officer cancelling the measurements whose designation should be clearly given.

No page should be removed from a measurement book and all blank pages should be cancelled if no longer required under dated signature before the book is recorded.

Exception.—The necessity of recording the certificate " measured and recorded by me on spot " is waived in the case of measurements of survey works which are entered in office on the basis of field books as there is no tangible work to be seen on the site and the survey work itself is detailed measurement which is recorded from day-to-day in the field book.

11. Measurements shall be recorded only by Executive, Assistant or Deputy Engineers or authorised members of Maharashtra Subordinate Service of Engineers or other persons specially empowered to do so, *vide* schedule of powers appended.

For all works, the Sub-Divisional Officer should himself record the measurements of important items such as foundations of structures which owing to heir situation cannot subsequently be checked.

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In the case of other items of works which are likely to be covered up and not available for detailed measurements at the time of finalisation, the final measurements should be recorded by the person competent to do so before the works are covered up. The Executive Engineer should see that further measurements are not accepted for payment unless final measurements of such items are recorded.

12. The officers recording measurements should write in words the total quantities on which the payments are based so that there may be no possibility of tampering with figures. This need not however, be done in cases of items costing less than Rs. 5,000.

A suitable abstract should then be prepared which should show, in the case of measurements for work done the total quantities of each distinct item of work relating to each sanctioned sub-head, rate which should be written by the Sub-Divisional Officer himself, unit and amount.

It is desirable to obtain the signature of the contractor, pieceworker or supplier, etc., in token of his acceptanee of the recorded measurements. In the case of final measurements, the contractor should be notified in writing to remain present on the date fixed for recording of such measurements and his signature obtained at that time. The dated signature of the clerk who checked the calculations of quantities and abstract should also be affixed (with his designation).

13. On completion of the abstract, the book should be submitted to the Sub-Divisional Officer, who after carrying out his test check would return the book to his office for peparing the bill. The sub-divisional clerk should then prepare the bill and place the measurement book and the bill before the Sub-Divisional Officer who, after comparing the two, will sign the bill and the measurement book at the end of the abstract. From the measurement book all quantities should be clearly traceable into the bills on which payments are made. When a bill is prepared for a work or supplies measured, every page containing the measurements must invariably be scored out by a single diagonal red ink line on each page.

The Sub-Divisional Officer preparing a bill must satisfy himself that work has actually been done in accordance with the claim preferred. He should personally inspect all works of any magnitude before authorising payments in connection therewith.

14. Measurement books should invariably accompany the bill and in no case should measurement sheets or extracts from measurement books be accepted as a substitute for the book itself. The bills should be scrutinised and checked in the executive Engineer's office by a clerk under the supervision of the Divisional Accountant. Any corrections in calculations rates etc., made in the sub-divisional or divisional office should be made in red ink

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attested by the Sub-Divisional Officer/Executive Engineer under dated initials and brought to the notice of the person taking the original measurements. In the case of final bills, payment should be deferred until the corrections have been accepted by him and attested.

All measurements on which the final bills for works are based should be completely checked in the divisional office and at least 5 per cent thereof should be rechecked personally by the Divisional Accountant or the senior accounts clerk in the case of works costing over Rs. 50,000.

Note.—All measurements referred to above mean the final measurements of each item whether taken at the time of making intermediate or paying the final bill.

15. No sooner a bill is passed whether in the sub-divisional office or divisional office the entries in the measurement books should be scored out by a second diagonal red ink line and an enfacement should be made in red ink immediately below the relevant set of measurements or abstract of measurements giving both gross and net amounts for which the bill is passed and the voucher number and date under which it is paid.

The enfacement should invariably bear the dated initials of both, the Executive Engineer and the Divisional Accountant when the bill is paid in the divisional office or of the Sub-Divisional Officer and the sub-divisional clerk when the bill is paid in the sub-divisional office.

16. When an officer checks the measurements of a work recorded by another person, he should initial against each item checked to indicate the check made by him. He should also record the certificate "items initialled on pages (to be specified) have been checked and found correct " at the end of each set of measurements above his dated signature, if the measurements agree with the original ones. Should any serious difference be found, a note of explanation should be made in the measurement books. Whenever it is not possible to record measurements directly without the help of field book, check measurements recorded in the field books in ink on site of work should be taken as sufficient as these form the original and initial record. Reference to such checks should, however, be noted in the measurement books.

Note.—The field books referred to above should be seprate from survey field books and given the same importance as is bestowed on measurement books. They shall, therefore be maintained neatly and accurately.

17. On large works the measurements of the different units should be recorded in separate measurement books.

For works located at a distance from the divisional headquarters, two measurement books should be used for recording intermediate measurements so that measurements may be made in one book whilst the other is in the

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Engineer's office. For large works, two or more sets of measurement books may be used, if considered necessary.

18. The Superintending Engineer is required to see during his inspection that measurement books are carefully kept and measurements properly recorded and that they are complete records, of the actual measurements of each kind of work done for which certificates have been granted.

19. When no longer required in the sub-divisional office, completed measurement books should be promptly returned to the divisional office for record. On receipt they should be reviewed in the accounts branch under the supervision of the Divisional Accountant who after satisfying that all the requirements of rules laid down in this as well as Appendix 22 have been complied with should record a certificate to that effect at the end of each measurement book over his signature and date it. The Executive Engineer should then satisfy himself generally that the said rules have been complied with and order the book to be recorded under his dated signature. These measurement books should be preserved with the same care as is bestowed on cash books and other important account papers.

Schedule of Powers Referred to in Rule No. 11

Item No. (a) (i)—Final measurements of works done under contract, piece-works Tender or Rate List.—"These measurements shall be taken and recorded by an authorised member of Maharashtra Subordinate Service of Engineers in charge of the work when the cost of the work as a whole does not exceed Rs. 1 lakh subject to 25 per cent check when cost of work as a whole does not exceed Rs. 50,000 and 50 per cent check when cost of work as a whole exceeds Rs. 20,000 but does not exceed Rs. 1 lakh by officers of the rank of Assistant Engineer (I)/Assistant Engineer (II) Deputy Engineer/Sub-Divisional Officer/Sub-Divisional Engineer except, however, that the hidden measurements should be checked cent per cent. In case of work costing over Rs. 1,00,000 the final measurement should be recorded by the officer of the rank of Assistant Engineer (I)/Assistant Engineer (II)/Dy. Engineer/Sub-Divisional Officers/Sub-Divisional Engineer himself, or he should exercise 100 per cent check on such measurements recorded by Junior Engineer. In case of works carried out on piece-work tender, or rate list, the Executive Engineer should check 5 per cent of the number of final bills paid during the month and in each bill he should excercise 5 per cent check on the amount of value of work done. In addition he should also exercise the minimum 5 per cent check on each item of work costing more than Rs. 50,000 as per estimated cost. In all other cases when the total amount of final bill exceeds Rs. 1 lakh, the Executive Engineer must check at least 5 per cent (or such higher percentage as may in special cases be ordered by the Superintending Engineer) of the final measurements.

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Note.—Final measurments should be checked by the Executive Engineer to the extent specified, before final payments are made, even though a substantial part of the work might have been check-measured by him at intermediate stages.

Exception.—(1) In so far as the item of carting of materials in respect of public health works division is concerned, the measurements recorded by an authorised member of the Maharashtra Subordinate Service of Engineers may be accepted as final, provided that they are checked to the extent of 5 per cent from the materials conveyed and remaining unused in balance by the Sub-Divisional Officer during the course of his inspection and supervision of works.

(2) In the case of silt clearance of canals and other earth work authorised members of Maharashtra Subordinate Service of Engineers may take final measurements subject to cent per cent check by the Sub-Divisional Officer in the case of non-perennial sections of canals and 25 per cent in the case of perennial sections and a further 5 per cent check by the Executive Engineer in both cases when necessary, i. e., when the cost of the whole work (as distinct from the value of the individual contract) exceeds Rs. 50,000.

(b) Scarcity works carried out on daily wages.—The measurements will be recorded by the sub-over seers engaged on scarcity works in respect of works carried out on daily wages up to Rs. 25,000 (as against the full power delegated to Junior Engineer) only for items succeptible to measurements at any time, subject to 10 per cent check by the Sub-Divisional Officer before passing of the bills for payment.

(ii) *Intermediate measurements of works done under contract, piece-work tender or rate list.* —These measurements shall be taken by an authorised member of the Maharashtra Subordinate Service of Engineers when the amount of the bill does not exceed Rs. 2,000 and subject to 10 per cent check by the Sub-Divisional Officer when it exceeds Rs. 2,000. A Junior Engineer on work-charged establishment with a minimum experience of two years if authorised for the purpose by the Executive Engineer may record these measurements up to a limit of Rs. 5,000 subject to 10 per cent check by the Sub-Divisional Officer, in each case. The sub-overseers and surveyors who have adequate experience and who are considered reliable by the Executive Engineer may record these measurements up to Rs. 1,000 and 500, respectively subject to 10 per cent check by the Sub-Divisional Officer. The measurements of items which are likely to be covered up during execution as mentioned in rule 3 (b) shall, however, be checked cent per cent by the Sub-Divisional Officer in all the above cases.

The Executive Engineer shall determine the extent or percentage of check to be applied by him to such measurements which will in no case, be less than 5 per cent. The Executive Engineer can, however dispense with the check measurements in cases where he considers this course harmless, up to a limit of Rs. 50,000 which applies to the total value of work done as shown in the current bill, since last ceritficate (i. e., the certificate of last check measurement

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The following illustration will show when the check is required to be exercised by the Executive Engineer :—

Serial No. of bill	Net of amount of the bill in rupees	Whether checking necessary	Remarks
(1)	(2)	(3)	(4)
1	48,000	No.	Check not obligatory.
2	2,100	Yes	Exceeds Rs. 50,000 and no check was exercised in bill No. 1.
3	50,800	Yes	Exceeds Rs. 50,000 since last certificate in bill No. 2.
4	36,800	No.	Check not obligatory.
5	11,400	No.	Check not obligatory.
6	2,600	Yes	Exceeds Rs. 50,000 since last certificate in bill No. 3.

(*iii*) *Works carried out by daily labour.*—The measurements will be recorded by a Junior Engineer on work-charged establishment with a minimum experince of two years if selected by the Executive Engineer for the purpose when the cost of work does not exceed Rs. 10,000 and by an authorised member of Maharashtra Subordinate Service of Engineers in other cases subject to cent per cent check in respect of items which are likely to be covered up during execution as mentioned in rule 3 (b) and 10 per cent check of other items by the Sub-Divisional Officer. When the estimated cost of work exceeds Rs. 10,000 the Executive Engineer shall satisfy himself from time to time and certify once a year at least with check measurements when possible (*e. g.*, in the case of masonry works or excavation) or without check measurements when such are not possible e. g., in the case of dewatering foundations), that the work done is commensurate with the quantities executed and expenditure incurred. For this purpose, a register in the form appended should be maintained.

Register of check exercised by the Executive Engineer on works carried out by daily labour

Date	Name of work	whether the work done is commensurate with quantities executed and expenditure incurred	Basis for the certificate in column (3) *i. e.* check measurements or otherwise	Reference to measurement book and page in case check of measurements	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

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(*iv*) *Intermediate and final measurements of materials supplied against orders or under contract.*—These measurements shall be taken by an authorised member of the Maharashtra Subordinate Service of Engineers when the cost of supplies does not exceed Rs. 2,000 and subject to 10 per cent check by the sub-divisional officer when it exceeds Rs. 2,000.

(b) The following officers in the Parks and Gardens Section may record measurements in respect of works done and supplies made up to the limits shown against each :—

	Rs.
(*i*) Assistant Superintendent Parks and Gardens ..	5,000
(*ii*) Garden Supervisor	2,000
(*iii*) Horticultural Officer	1,500
(*iv*) Agricultural Junior Engineer	1,500
(*v*) Garden Junior Engineer	1,500
(*vi*) Garden Sub-Overseer	750
(*vii*) Agricultural Assistant	750

(c) Work-charged subordinates in charge of pumping stations or water supply distribution system may record measurements of materials, etc., in connection with the maintenance and repairs and daily running of pumping plans, subject to 10 per cent check by a member of Maharashtra Subordinate Service of Engineers.

(d) The Mechanical Engineer incharge of the Matheran water-supply is authorised to record final measurements either of work done or supply of materials made up to a maximum of Rs. 1,000 in each case and to accept them for final payment provided that the officer incharge of the Pune Water Works Sub-division checks the work or supply of materials whenever possible.

(e) The store-keepers (vide paragraph 429) is authorised to record measurements of petty supplies of stores as well as petty repairs to the machinery up to an amount of Rs. 350 without any check and above Rs. 750 to Rs. 2,000 subject to 10 per cent check by a member of the Maharashtra Service of Engineers either Executive Engineer or Deputy Engineer. In the case of Superintendent, Public Works Stores and Workshop, Bombay, the measurements entered by him may be accepted without check for payment of bills up to Rs. 1,000 in each case.

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(f) The Executive Engineers of divisions are authorised to select competent work-charged mechanics and authorise them to record measurements of works done departmentally or materials supplied, subject to the conditions that :—

(1) the amount of work done or the cost of the materials purchased does not exceed Rs. 200, and

(2) such measurements are subjected to a check of not less than 10 per cent by the Sub-Divisional Officer or by a member of Maharashtra Subordinate Service of Engineers under that officer.

(g) Technical assistant attached to circles are authorised to record measurements of survey works up to Rs. 100 in each case.

(h) The draftsmen of the divisional offices and head draftsmen of the circle offices are authorised to record measurements of scientific and mathematical instruments, drawing materials, printing materials, photographs and technical books up to a limit of Rs. 200 at a time.

(i) A register in the sub-joined form should be maintained in the divisional office to show the checking done by the Executive Engineer as per items a (i) and (ii) above.

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Form of register showing works costing more than Rs. 50,000 checked by the Executive Engineer

Date of measurements	Reference to page of measurement book	Name of work	Extent of check applied	Reference to any other documents if any wherein measurements have been recorded	Initials of Divisional Accountant with date	Initials of the Executive Engineer with date	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

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APPENDIX 25

RULES IN CONNECTION WITH THE REVIEW OF MEASUREMENT BOOKS

1. For the purpose of this rule "measurement book" means a book in which measurements have been recorded in the half-year under review. During each half-year the Divisional Accountant himself shall review the measurements recorded in the previous half-year in 6 measurement books of 6 per cent of the total number of books, whichever is greater, and the senior accounts clerk shall review an equal number. If there be an additional Divisional Accountant, he shall do the review herein allotted to the senior accounts clerk. This review work should be distributed equally over the successive months of the next half-year and not left to accumulate. Any reviewer who fails to complete his due share in time shall be held to be in arrears and dealt with suitably. In the review it should be seen that the requirements of appendix 24 have been complied with.

2. As regards standard measurement books, the Divisional Accountant should review each half-year 25 per cent of the books from cover to cover and the senior accounts clerk or additional Divisional Accountant should review another 25 per cent. In particular it should be seen that the precautions laid down in appendix 8 have been complied with.

3. It will be seen that measurements recorded from April-September will be reviewed during October-March and those from October-March during the next April-September. Hence no objection can be more than 12 months old and on an average will not exceed 6 months. The Executive Engineer should call in for a day or two all measurement books towards the beginning of April and October and cause the number of pages of each measurement book used during the previous half-year to be posted in the register to be kept in the following form :—

Register of review of measurement books

Measurement book No.	Pages used during the half-year ended 30th September/ 31st March	Designation of the person to whom review is allotted by the Executive Engineer	Dated initials of the Executive Engineer in token of selection of Measurement book for review	Dated initials of Divisional Accountant or Senior Accounts Clerk in token of completion of review	Number and date under which the review remarks are issued
(1)	(2)	(3)	(4)	(5)	(6)

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In allotting the books for review the Executive Engineer should see that no book is left unreviewed for an undue length of time.

4. The Inspecting Officer from the audit office will scrutinise the register of review of the measurement books at the time of his inspection of the accounts of the division and insert a suitable paragraph on it in his report.

5. The following instructions should be observed in connection with the review of measurement books :—

(*i*) after the selection of the measurement books is made, all the measurement books received should be returned except those which the Divisional Accountant and the senior accounts clerk can finish in a month's time so that the other books may not be unnecessarily detained in the divisional office. Similarly, other books may be called for every month in suitable batches so that all the measurement books selected are reviewed within the prescribed time.

(*ii*) Over-payments detected during the review should be dealt with by the Executive Engineer under the powers delegated to him under S. No. 57 in appendix 42. All other cases should be referred to Government for orders, if the recovery is not possible.

Cases of under-payments should be left over untouched unless they are claimed in which case the works account should be debited with the actual payment when made.

Note.—Review should be confined to arithmeitical checking to the extent of not less than ten percent of the measurements, the payments for which are made direct by the sub-divisional office.

(iii) To maintain a continuous record of review, a review slip in the following form should be pasted on the flyleaf of each measurement book.

Review Notes

Pages reviewed	Dates of review	Dated initials of	
		Senior Accounts Clerk	Divisional Accountants
(1)	(2)	(3)	(4)

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APPENDIX 26

(*See* Note 1 below paragraph 363)

STANDARD SCALES OF FURNITURE TO BE PROVIDED IN THE SUB-DIVISIONAL, DIVISIONAL AND CIRCLE OFFICES

A. Standard Scale for supply of furniture to be provided in a Sub-Division with the normal complement of staff of 1 Deputy Engineer, 3 Junior Engineers, 1 Senior Clerk, 3 Junior Clerks, 3 Peons and 1 Chowkidar.

Item No.	Name of Article	Numbers required for normal strength	Add (or deduct) for one man above (or below) the normal strength	Remarks
(1)	(2)	(3)	(4)	(5)
1	Table writing teakwood 180×90×75 cm. with drawers on one side, and shelves on the other side with handles, locking arrangements, movable top etc., complete.	1	..	
2	Table writing teakwood 150×90×75 cm. with three drawers on right side and left hand side, handles, locking arrangements, etc., complete.	3	1	
3	Table writing teakwood 135×75×75 cm. with the two pigeonholes and two drawers, locking arrangements, etc., complete.	7	1	
4	Table camp pieces teakwood 135×75×75 cm. folding.	4	..	
5	Chairs teakwood with arms	11*	1	
6	Cupboards steel 180×120×45 cm. handles, locks, etc., complete.	2	..	
7	Cupboards steel 120×90×45 cm. with shelves, lock, etc., complete.	1	..	
8	Record stand teakwood 210×180×45 cm. with four plank shelves.	2	..	
9	Record stand teakwood 120×90×45 cm. with two shelves.	1	..	
10	Steels 65×40×40 cm.	3	..	
11	Boxes teakwood, record, 120×75×60 cm. side handles, locking arrangements, etc., complete.	4	..	
12	Boxes teakwood, record 75×45×45 cm. with side handles, locking arrangements, etc., complete.	2	For use in the district.	
13	Bench teakwood without back 180×30×45 cm.	1	..	

*This allows 1 extra chair for Deputy Engineer and 2 extra chairs amongst the staff.

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Item No.	Name of Article	Numbers required for normal strength	Add (or deduct) for one man above (or below) the normal strength	Remarks
(1)	(2)	(3)	(4)	(5)
14	Office name-board 75×60 cm., including letering, painting, etc., complete.	1	..	
15	Notice-board 90×75 cm., with black painting and white lettering.	1	..	
16	Teakwood cabinet stationery	1	..	
17	Safe, Godrej or other approved quality with double lock.	1	..	
18	Cash-box 35×25×15 cm.	1	..	
19	Scale small letter weighing with weights ..	1	..	
20	Scale large with weights for weighing parcles	1	..	

A-1. Standard scale for supply of furniture to the staff members working in various types of Irrigation Management sections under Irrigation Department.

Sectional Officers

1.	Table Teakwood or Iron 150×90×75 cm. ..	1	..	
2.	Teakwood Chairs with arms	3	..	

For Section Karkoon

1.	Table Teakwood or Iron 135×75×75 cm. ..	1	..	
2.	Teakwood chair with arms	1	..	
3.	Teakwood/steel Record Rack with 4 shelves 210×180×45 cm.	1	..	

For Dafter Karkoon

Same as for Section Karkoon :

For Measures and Patkaries

1	Ground Desk Teakwood 60×60×30 cm. ..	1	..	
2	Carpet cotton l large size	1	..	
3	Teakwood/steel Record Rack with 4 shelves 210×180×45 cm.	1	..	

Common for the Section

1	Steel cupboard large size 180×120×45 cm.	1	..	
2	Steel cupboard small size 90×75×45 cm ..	1	..	
3	Bench Teakwood without Back 180×30×45 cm.	2	..	
4	Carpet cotton large size	1	..	
5	Teakwood steel 40×40×60 cm.	2	..	
6	Iron Safe	1	..	

Notes.—A. Exact requirements of furniture shall be worked out on the basis of above scale for the sanctioned staff of the section.

B. In order to achieve utmost economy in purchases, the furniture, available/surplus In other offices in the zone (due to closure of charges etc.), should be obtained and used first

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B. Standard scale for supply of furniture to be provided in a division with the normal complement of staff of—1 Executive Engineer, 1 Divisional Accountant, 1 Senior Accounts clerk, 1 Head clerk, 4 Senior Clerks, 7 Junior Clerks, 2 Typists, 1 Store Keeper, 3 Junior Engineers, 1 Draftsman, 1 Assistant Draftsman, 3 tracers, 1 computor, 1 Naik, 5 peons and 1 Chowkidar.

Item No.	Name of article	Numbers required for normal strength	Add (or deduct) for one man above (or below) the normal strength	Remarks
(1)	(2)	(3)	(4)	(5)
1	Table writing teakwood 180×90×75 cm. with three drawers on one side and shelves on other side with handles, locking arrangements etc., complete with removable top.	1	..	
2	Table writing teakwood 150×90×75 cm. with three drawers on right hand and left hand side in the front with handles, locking arrangements, etc., complete.	10	..	
3	Table writing teakwood 135×75×75 cm. with two pigeon-holes and two drawers with handles, locking arrangements, etc., complete.	16	1	
4	Table camp pieces folding 135×75×75 cm.	5	..	
5	Table drawing large size	1	..	
6	Chair teakwood with arms	37*	1	
7	Chair teakwood high for drawing table ..	1	..	
8	Cupboards steel 80×120×45 cm. with four shelves handles, locks, etc., complete (for keeping personal registers and confidential papers).	6	..	
9	Cupboards Steel 120×90×45 cm. for service books.	5	..	
10	Record stand teakwood 210×180×45 cm, with four plank shelves.	4	..	
11	Record stand teakwood 120×105×45 cm., four shelves.	6	..	

*This allows extra chairs for Executive Engineer, Divisional Accountant, Head Clerk and other staff including inspecting staff of Accountant General and Superintending Engineer.

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Item No.	Name of article	Numbers required for normal strength	Add (or deduct) for one man above (or below) the normal strength	Remarks
(1)	(2)	(3)	(4)	(5)
12	Steels wooden 60 high 40×40 cm.	5	..	
13	Benches wooden without back 180×30×45 cm.	1	..	
14	Pigeon-holes teakwood	2	..	
15	Stand for keeping plans	2	..	
16	Chest of drawers for keeping plans, ferro prints, etc.	1	..	
17	Boxes teakwood 120×75×60 cm. with handles on two sides, looking arrangements etc., complete.	6	..	
18	Boxes teakwood 120×75×60 cm. with handles on two sides, locking arrangements, etc., complete.	3	..	
19	Teakwood cabinet stationery for keeping papers, etc.	2	..	
20	Office name-board teakwood with lettering etc., complete.	2	..	
21	Notice-board with glass cover and locking arrangements, etc., complete.	1	..	
22	Safe, Godrej or other approved make with double locking arrangements.	1	..	
23	Teapoy teakwood	2	..	
24	Cash Box 35×25×15 cm.	1	..	
25	Padlocks	4	..	
26	Scales large for weighing parcels etc., with weights.	1		
27	Scales brass small for weighing letters with weights.	1	..	
28	Despatch box 48×33×18 cm.	1	..	

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C. Standard scale for supply of furniture to be provided in a Circle office with the normal complement of staff of—1 Superintending Engineer, 1 Deputy Engineer, 1 Head Clerk, 1 first Clerk, 1 Senior Accounts Clerk, 4 Junior Clerks, 2 Typists, 1 Stenographer, 2 Junior Engineers, 1 Draftsman, 1 Assistant Draftsman, 1 Tracer, 7 Computor, 1 Naik and 6 peons.

Item Nos	Name of article	Numbers required for normal strength	Add (or deduct) for one man above (or below) the normal strength	Remarks
(1)	(2)	(3)	(4)	(5)
1	Table writing teakwood 180×90×75 cm. with three drawers on one side and shelves on the other side with handles locking arrangements with removable top, etc., complete.	1	..	
2	Table writing teakwood 150×90×75 cm. with three drawers on right and left hand side in the front with handles locking arrangements, etc.. complete.	1	..	
3	Tables writing teakwood 135×75×75 cm. with two pigeon-holes and two drawers with handles. locking arrangements, etc., complete.	14	1	
4	Table camp pieces folding teakwood 135×75×75 cm.	6	..	
5	Table drawing large	1	..	
6	Chairs revolving for Superintending Engineer	1	..	
7	Chairs teakwood with arms	30*	1	
8	Cupboard steel 180×120×45 cm. with four Shelves, handles, lockinng arragements, etc. complete (for keeping personal registers and confidential papers)	4	..	
9	Cupboard steel 120×105×45 cm. with four shelves handles, locking arrangements, etc., complete for service books.	4	..	
10	Record stand teakwood 210×180×45 cm. four shelves.	6	..	
11	Record stand teakwood 120×105×45 cm. four shelves.	6	..	

*This allows extra charsi for the Superintending Engineer, Deputy Engineer, Head Clerk and other Staff.

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Item No.	Name of article	Numbers required for normal strength	Add (or deduct) for one man above (or below) the normal strength	Remarks
(1)	(2)	(3)	(4)	(5)
12	Steels wooden 60×40×40 cm.	3	..	
13	Chairs high for tracer.	1	..	
14	Benches teakwood 180×30×45 cm. ..	2	..	
15	Book-case revolving for S. E.	1	..	
16	Pigeon-holes teakwood	2	..	
17	Stand for keeping plans	2	..	
18	Chest of drawers for keeping plans ferro prints, etc.	1	..	
19	Boxes teakwood 135×75×60 cm. with side handles, locking arrangements, etc., complete.	6	..	
20	Boxes takwood 75×45×45 cm. with side handles, locking arrangements, etc. complete.	2	..	
21	Teakwood cabinet stationery for keeping papers etc.	3	..	
22	Office name-board teakwood	1	..	
23	Notice-board teakwood with glass cover locking arrangements, etc., complete.	1	..	
24	Safe, Godrej or other approved make with double lock.	1	..	
25	Teapoy wooden	3	..	
26	Cash box 35×25×15 cm.	1	..	
27	Despatch box 48×33×18 cm.	1	..	
28	Padlocks, galvanised iron and brass.. ..	4	..	
29	Scales large with weights for weighing parcels	1	..	
30	Scales brass small with weights for letters ..	1	..	

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APPENDIX 27

(*See* note 1 below paragraph 363)

STANDARD SCALE OF WALL-CLOCK, ETC., FOR CIRCLE, DIVISIONAL AND SUB-DIVISIONAL OFFICES

Serial No.	Name of article	Number to be supplied			Subject to the conditions
		Circle office	Division	Sub-division	
(1)	(2)	(3)	(4)	(5)	(6)
1	Wall-clocks	2	1	..	(*i*) Average number of miles to be caused by a peon during a working day should be more than 5 miles.
2	Timepieces	2	1	2	
3	*Bicycles	1	1	1	
4	Safe	1	1	1	(*ii*) The feasibility of using cycle of a neighbouring Govt. office should be ascertained.
5	Cash-box	1	1	1	
6	Typewriter English policy size	1	1	1	
7	Typewriter English brief size	..	..	1	(*iii*) Wether cheap mode transports is available.

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APPENDIX 28

(*See* note 1 below paragraph 363)

SCALE OF FURNITURE, CROCKERY AND CUTTERY ETC., IN EACH SUITE OF GOVERNMENT REST-HOUSE AND IRRIGATION BUNGALOWS:—

	Number of articles per suite.	
I. Main Suite Room.—		
1. Chair with Arms	1	
2. Low Chairs	2	
3. Office Table	1	
4. Dressing Table with Mirror and seat ..	1	
5. Teapoy	1	
6. Durry of Carpets according to Room size ..	1	Carpet may be provided in the room when the flooring is of rough shahabad stone or that type. If the flooring is of Marble, Mosaic Tiling, the carpet may be deleted.
7. Bed with Dunplo-pillow Mattresses, bed sheet bed spread.	2	Sets subject to size of room permitting.
8. Mosquito Curtains	2	
9. Pillows with pillow cover	4	
10. Table Lamp	1	
11. Pad-Lock	1	
12. Blanket	1	
13. Sholapur Chaddar	1	
14. Door and Window curtains	As per necessity.	
15. Wooden or iron rack for keeping Luggage ..	1	
16. Door mattresses	1	
17. Ash-pot	1	
18. Flower pot	1	
19. Waste-paper basket	1	
II. Bathroom and Lavatory Block per Suite.—		
1. Towel rack	1	
2. Peg rail	1	
3. Bath stool	1	
4. Brass or plastic Buckets	2	
5. Lotas	2	
6. Soap Case	1	
7. Door Mat	1	
8. Towel	1	
9. Napkin	1	
10. Aluminium Mug	1	

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III. Dining Hall.–

1.	Dining table with 6 chairs	1 set	for two suited Rest-House.
2.	Dining table with 2 chairs	1 set	for more than 2 suite Rest House.
3.	Napkin	1	
4.	Soap Case	1	
5.	Side table	1	
6.	Flower pot	1	
7.	Door mat	1	
8.	Curtain for doors and Windows	1	
9.	Water Filter	1	

IV. Common Hall.–

1.	Sofa set with two chairs and Central piece ..	1 set	
2.	Chairs without arms	18	Depending on size some chairs in hall and some chairs as reserve.
3.	Carpet according to Hall size	1	
2.	Teapoys	2	
5.	Ash pots		
6.	Flower pots		
7.	Door mat		
8.	Curtain for doors and windows		

V. Kitchen and Services.–

1.	Galvanised iron buckets	2	
2.	Brass buckets	2	
3.	Drum for water..	1	
4.	Stoves or	2	
5.	Gas Cylinder and Shegadi	1	
6.	Iron Shegadi	2	
7.	Morning sets .. .. (Tea pot for two and other accessories).	1	for each suite.
8.	Tea sets complete (for six persons)	2 sets of 23 pieces as detailed below : –	(*i*) Tea pot ; (*ii*) Milk pot ; (*iii*) Sugar pot ; (*iv*) 6 cups and saucers ; (*v*) 6 dishes ; (*vi*) 8 spoons.
9.	Trays	6	
10.	Dinner set	1 Set	(for eight persons).
11.	Table spoons	12	
12.	Table knives	12	
13.	Table Forks	12	

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14.	Tea spoons	24
15.	Stainless steel strainers..	6
16.	Cruet stand	2
17.	Glass Tumblers	24
18.	Glass Jugs for Water	4 plus 1 per suite.
19.	Stainless steel plates (Tatas)	12
20.	Stainless steel watis	24
21.	Stainless steel tambyas	2 (per suite)
22.	Stainless steel Fulpatras	2 (per suite)
23.	Frying pans	2
24.	Iron Tawas	2
25.	Drum (Stainless steel) for storing drinking water.	1
26.	Copper Boiler	1
27.	Brass Tapeli	2
28.	Stainless steel parat	2
29.	Set of stainless steel patelis with cover ..	12
30.	Stainless steel palyas	12
31.	Panch Patas	1
32.	Stainless steel pots with handles for servicing	2
33.	Stainless steel Kadhai (10" to 14" diameter)	2
34.	Ulathanas	2
35.	Zaras	2
36.	Stainless steel Tongs	2
37.	Bread Box Plastic	2
38.	Vegetable cutter (vili)	1
39.	Vegetable cutter, knives	2
40.	Pata and Varavanta	1
41.	Khalbatta	2
42.	Tatale, (Iron Frames for keeping tatas, etc.)	2
43.	Ravi	2
44.	Pol-pat Latne	2
45.	Brass Pateli with cover of sizes	12
46.	Electric Toaster	1
47.	Hindalium Dabas for storage of	12
48.	Egg Beater	2
49.	Bread Knife	2
50.	Wooden pats or sitting Boards	4
51.	Salt dispenser	2

VI. Miscellaneous.—

1.	Refrigerator	1
2.	Cupboard for crockery	1
3.	Cupboard for Linen	1
4.	Spare steel cots with cotton mattresses, pillows, mosquito curtains.	6
5.	Petromax	2
6.	Lanterns	2
7.	Padlocks for cupboards	4
8.	Reservation Board	1

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APPENDIX 29

(*See* note below paragraph 366)

SCALES OF FURNITURE TO BE SUPPLIED TO THE CHIEF MINISTER, MINISTER OR CHAIRMAN, LEGISLATIVE COUNCIL OR SPEAKER, LEGISLATIVE ASSEMBLY AND DEPUTY MINISTER AT THE GOVERNMENT BUNGALOWS IN BOMBAY OCCUPIED BY THEM.

Serial No.	Name of articles	Quantity to be supplied to the		
		Chief Minister	Minister	Deputy Minister
(1)	(2)	(3)	(4)	(5)
1	Cots	15	8	6
2	Mattresses	16	10	6
3	Dining tables	2	1	1
4	Chairs	45	36	18
5	Easy chairs	12	6	4
6	Teapoys	30	20	8
7	Cupboards	11	7	4
8	Dressing tables with mirror	7	5	2
9	Stands with shelfes	4	4	2
10	Book shelves	7	4	2
11	Office table (big)	2	1	1
12	(*i*) Carpets (durries)	14	6	2
	(*ii*) Pile carpets	4	1	..
13	Side boards	4	2	1
14	Wardrobes	5	3	1
15	Ratstand with mirror	1	1	1
16	Sofa sets in 3 pieces	14 sets	5 sets	3 sets
17	Commode	1	1	1
18	Alluminium pot	1	1	..
19	Small office tables	4	3	1
20	Small fruit safes or meat safes	3	3	1
21	Foot mats	12	12	4
22	Rugs	2	2	2
23	Mirrors	8	5	2
24	Small stools for bathrooms	4	4	2
25	Triangular wooden stand for water pots	3	3	2
26	Cover for sofa sets	14 sets	5 sets	3 sets
27	Show-case	1	1	1
28	Chicks (bamboo)	10	10	..

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Serial No.	Name of articles	Quantity to be supplied to the Chief Minister	Minister	Deputy Minister
(1)	(2)	(3)	(4)	(5)
29	Benches for visitors	2	2	1
30	Stools for peons	2	2	2
31	Revolving chairs	1	1	1
32	Curtains for doors	45	40	20
33	Curtains for windows	45	40	20
34	Pats (squatting boards)	24	24	12
35	Table camp-piece	2	..	..
36	Screens	2	2	..
37	Towel horse	2	2	..
38	Dirty linen box	4	1	..
39	Garden cane chairs with central tables	6	4	..
40	Centre table with glass top	2	1	..
41	Easy chair upholstered	3	..	..
42	Side tables	8	..	..
43	Stool for electric fan	2	..	..
44	Dressing stool upholstered	3	..	..
45	Takhat wooden	1	1	..
46	Small tables for coffee, breakfast, etc.	8	..	..
47	Lampstand wooden with shed	3	..	..
48	Small chairs occasional upholstered	17	..	..
49	Cylinder cushions	6	..	..
50	Plant holders	6	2	..
51	Raised baithak, lods and takiyas	1	1	..
52	Zula	2	1	..
53	Chest of drawers	5	2	..
54	Sofa chairs with rubber and khadi cloth	27	..	..
55	Khadi covers loose	54	..	..
56	Coffee table (big) (90 cm × 45 cm)	13	..	..
57	Coffee table small (45 cm × 45 cm)	2	..	..
58	Stool for phone	1	1	1
59	Letter box	1	1	1
60	Dumb waiter	1	1	1

Note.—The supply of furniture as above is subject to the following maximum financial limits :—

(1) Chief Minister	1,25,000
(2) Minister, Chairman, Member of Legislative Council or Speaker, Maharashtra Legislative Assembly.	50,000
(3) Deputy Minister	20,000

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APPENDIX 30

(*See* note under paragraphs 369 and 380)

SECTION 1

RULES FOR LEASING OF PRIVATE BUILDING FOR PROVIDING OFFICE AND RESIDENTIAL ACCOMMODATION

1. (*i*) It is necessary that there should be close co-operation between the officer for whom a private building is proposed to be leased for providing office or residential accommodation and the Executive Engineer and that their responsibility in the matter should be definitely allocated. The officers concerned shall, therefore, note.—

(*a*) that the selection and renting of private building required for such purpose should be done by the officer who requires the office accommodation ;

(*b*) that the Executive Engineer shall not be held responsible for the renting of such accommodation but shall furnish the certificate prescribed in clause (3) below :

Note.—In cases where owing to any reason, the certificates of reasonableness of rent are not received in time, an amount up to 75 per cent of the rent demanded by the landlord may be paid by the officers hiring the accommodation provisionally as a payment "no account" pending the receipt of the certificate and necessary adjustment carried out later.

In order, however, to obviate the necessity of making payment "on account" the Executive Engineers of divisions should furnish the certificates of reasonableness of rent and non-availability of Government buildings, within a month from the date of application for the same from the hiring department which should furnish all the relevant *data* to the Executive Engineer when applying for the certificate in order to enable the Executive Engineer to determine without delay whether the rent demanded by the landlord is reasonable. Disciplinary action will be taken against those officers who delay the submission of the application or issue of such certificates.

(*c*) that no private building should be hired without first ascertaining from the Collector and the Executive Engineer concerned, whether any suitable private or Government building is available. In order to avoid delay personal contacts should be made, if necessary. In case of failure to consult the abovementioned officers, the Executive Engineer concerned may refuse to furnish the requisite certificate of reasonableness of rent and non-availability of Government accommodation.

(*ii*) No Government officer should enter into negotiation for the renting of a buildjng which is already occupied by another Government officer or department.

(2) (*i*) Proposals for the leasing of private building for providing office or residential accommodation in places where the rents of buildings are high, should be submitted to the Secretary of the committee appointed at the respective

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places to deal with the question of acquisition and allotment of such accommodation consisting of the members noted below :--

For Bombay :

(1) Chief Secretary to Government (Chairman).
(2) Chief Engineer, Public Works Department (Secretary).
(3) Collector of Bombay.
(4) Superintending Engineer, Bombay Circle (in respect of office accommodation only).

For Poona, Aurangabad and Nagpur :

(1) Commissioner (Chairman).
(2) Superintending Engineer, Public Works (Member).
(3) Collector of district at divisional headquarters (Member).
(4) Executive Engineer, Public Works (Secretary).
(5) The Sub-Area Commander or representative (for buildings required by the millitary only).
(6) The Garrison Engineer or representative (for buildings required by millitary only).

Note.—This Committee should work under the general supervision of the Allotment Committee, Bombay. A copy of the minutes of the meeting should be sent to the General Administration Department and the Secretary, Public Works Department.

For Nasik and Sholapur :

(1) Superintending Engineer, Public Works (Chairman).
(2) Collector of the district concerned (Member).
(3) Seniormost officer in the station of the department requiring accommodation (Member).
(4) District Judge of the respective district (Member).
(5) Executive Engineer, Public Works (Secretary).

Thereafter, the sanction of Government in the administrative department concerned should be obtained to the proposal.

This committee should also deal with any case where accommodation becomes available in a Government building on account of transfer or closure of an office, etc. In case of disagreement, the proposals should be forwarded to Government in the Public Works Department for orders.

(*ii*) Similar proposals relating to places other than those mentioned in sub-clause (i) above should be submitted direct to the administrative department concerned, for sanction, accompanied by a certificate issued by the Executive Engineer of the division (and countersigned by the District Magistrate concerned) to the effect that the rent asked for is reasonable and that no suitable accommodation is available in Government Buildings.

(*iii*) The Executive Engineers of divisions should issue similar certificate, also in the case of each godown accommodation to be hired for any department of this Government.

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Note 1.—The certificates of reasonableness of rent required to be issued by the Executive Engineer of divisions under rules 2 (ii) and 2 (iii) above shall be issued by the heads of offices concerned at district level under the various departments and Regional Publicity Officers in the Directorate of Information and Public Relations, up to a limit of Rs. 35 p. m. only with the exception of District Judges. In the case of buildings hired by the judicial officers the Executive Engineers of respective divisions should issue, on request, certificates about reasonableness of rent.

Note.—The Sub-Divisional Officer is authorised to issue certificate about reasonableness of rent and non-availability of Government accommodation up to a rent of Rs. 100 p. m. in respect of private accommodation hired by Government departments without reference to the Executive Engineer. The certificate issued by the Sub-Divisional Officer need not also be countersigned by the Executive Engineer.

3. The committee mentioned in clause (2) (i) above should examine whether the local Executive Engineer has certified.—

(*i*) that a suitable Government building is not available for providing the required accommodation ;

(*ii*) that the extent of accommodation in the building to be leased is not in excess of that required according to the scale laid down by Government or the standard approved by the Housing Committee for the various grade of officers, and also (in the case of a building proposed to be leased for office purpose) that it provides accommodation suitable to the requirements of the personnel for whom it is intended to be leased ;

(*iii*) that the rent proposed is not excessive and that no other suitable building at a lower rental is available ;

Note.—The certificate of reasonableness of rent should be issued by the Executive Engineer only when the building is first hired. The occupying department should watch the fluctuation in rent in the locality or changes in area or size of the accommodation and consult the Executive Engineers only if a revised rent certificate is considered necessary. The certificate of non-availability of Government buildings should, however, be furnished by the Executive Engineers every year.

(*iv*) that the building is not situated in an expensive business quarter ;

(*v*) that he has inspected the building and is of the opinion that it is structurally sound and is likely to remain in such condition for the period of the lease ;

(*vi*) that he considers, in consultation with the officer for whom office accommodation is required, that repairs, additions, alterations, etc., thereto are/are not necessary in order to render it suitable for occupation.

4. All such proposals should be submitted in good time so that they may receive careful consideration of the authorities concerned.

Note 1.—The leasing of private building in the districts by the Director of Industries for short periods, in connection with peripatetic weaving schools and various demonstration in weaving, dyeing, tanning and experimental research works, as well as for offices of Inspectors of Weight and Measures are exempt from the operation of the above rules.

Note 2.—Rules 2 (ii) and (3) above should also be held operative in cases where powers of renting of ordinary office accommodation are exercised by the Heads of Departments and other offices.

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SECTION 2

RULES RELATING TO THE GRANT OF HOUSE RENT ALLOWANCE

1. Proposals for the grant of house rent allowance either on account of rents being high in the locality or in lieu of free quarters should invariably be accompanied by certificates from the Executive Engineer concerned, furnishing information on the following points :—

(*i*) whether any Government residential building is available in the locality;
(*ii*) whether the house rent demanded is reasonable ;
(*iii*) whether the accommodation hired approximates to that allowed in quarters of the standard pattern built by Government.

The instructions contained in section 1 above should be made applicable to all such proposals as far as possible, particularly in respect of the certificate to be furnished by the Executive Engineer.

2. In cases where officers are required to hire bungalows at Government cost in places which are not visited by officers of the Public Works Department in ordinary course of their duties, the officer concerned should forward to the Executive Engineer of the division a sketch-plan showing the dimensions of the rooms of the buildings which it is proposed to hire and a certificate from nearest revenue officer to the effect that the rent asked for the builings is not more than that asked for similar buildings at the place. The Executive Engineer will then furnish the necessary certificate.

3. (*i*) In the case of bungalows at Bombay an application for house rent allowance should be forwarded to the Secretary, House allotment Committee (i. e., Chief Engineer, Public Works Department) through the Executive Engineer of the division, and a copy of it submitted to the administrative department concerned or other authority competent to sanction house rent allowance.

(*ii*) The Executive Engineer should certify whether Government accommodation suitable to the officer's standing is available or not.

(*ii*) The Secretary of the committee, should if he agrees with the Executive Engineer, endorse the application accordingly and forward it to the administrative department concerned or other competent authority for the issue of orders.

(*iv*) The orders granting house rent allowance in lieu of free quarters should specify that Government accommodation suitable to the status of the officer concerned, is not available.

4. In the case of residences at places other than those in Bombay, applications from officers entitled to rent-free quarters or house rent allowance in lieu thereof should be submitted direct to the administrative department or other competent authority with the required certificate from the Executive Engineer of the division.

5. In the case of posts to which the concession of free quarters or house rent allowance in lieu thereof is attached, the officers concerned should themselves apply for the concession in good time before joining such posts in order to facilitate the issue of orders before they take over charge.

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APPENDIX 31

(*See* paragraph 370)

FORM OF LEASE AGREEMENT TO BE EXECUTED WHENEVER A GOVERNMENT BUILDING IS TO BE TRANSFERRED TO A PRIVATE BODY OR LOCAL AUTHORITY FOR EDUCATIONAL PURPOSES

This Indenture made the day of one thousand nine hundred and between the Governor of Maharashtra (hereinafter referred to as " the transferor " which expression shall, unless excluded by or repugnant to the context include his successors in office and assigns) of the one part and the Society/Mandal, a society registered under the Societies Registration Act, 1860, and having its registered office at (hereinafter referred to as " the Transferee " which expression shall unless excluded by or repugnant to the context include its successors and assigns) of the other part.

Whereas the Transferor is seized and possessed of the piece of land situated at in the registration sub-districtt of in district and more particularly firstly described in the schedule hereunder written together with the buildings and structures standing thereon and all the fixtures fittings, equipment, furniture, articles and things a list whereof is set out in the second schedule hereunder written.

And whereas the Transferee has requested the Transferor to demise the said and buildings, fixtures, fittings, equipment, furniture and other articles and things for a period of .....years which the Transferor has agreed to do.

Now this Indenture witnesseth as follows :—

1. In consideration of the rent hereby reserved and of the covenants and agreements on the part of the Transferee hereinafter contained the Transferor doth hereby demise unto the Transferee, all that piece of land situate at within the Registration Sub-district of District and more particularly described in the first schedule hereunder written and delineated on the plan annexed to these presents being thereon verged red together with the buildings and erections standing and being thereon and the yards and playgrounds thereto belonging and together also with all rights easements and appurtenances thereof and together also with all the fixtures, fittings, equipment, furniture, articles and things a list whereof is set out in the second schedule hereunder written except, and reserving unto the Transferor all mines and minerals in and under the said land or any part thereof to hold the land, buildings, fixtures benefit of the endowments and premises hereinbefore expressed to be hereby demised (hereinafter refer

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to as "the demised premises") unto the Transferee for the term of years computed from the day of 19 paying therefor yearly during the said term unto the Transferor at the office of the Executive Engineer Division, hereinafter called "the Executive Engineer" or as otherwise required the nominal yearly rent of Rs. for the said land and buildings and of Rs. for the fixtures, fittings, equipment, articles and things making together an aggregate sum of Rs. the said rent to be paid without any deductions whatsoever on or before the day of in each and every year and also paying unto the Transferor in the event of and immediately upon the said term being determined by re-entry under the proviso hereinafter contained a proportionate part of the said rent for the fraction of the current quarter year up to the day of such re-entry.

2. The Transferee for itself and its successor and permitted assigns with intent to bind all persons into whosoever hand the demised premises may come doth hereby covenant with the Transferor as follows :—

(*a*) During the said term hereby created to pay unto the transferor the said rent at the time, on the days and in the manner herein before appointed for payment thereof clear of all deductions.

(*b*) To pay all existing and future taxes, rates , assessments and outgoings of every description for the time being payable either by landlord or tenant or by the occupier in respect of the school premises and anything for the time being therein.

(*c*) Not to make any excavation upon any part of the said land hereby demised nor remove any stone, sand, gravel, clay or earth therefrom except for the purpose of forming the foundations of buildings or for the purpose of executing any work pursuant to the teems hereof.

(*d*) To pay for the electric energy consumed on the demised premises.

(*e*) At the Transferee's expense to provide all electric bulbs required for use on the electric installation provided in the demised premises and to replace such of the electric bulbs as may fail, fuse or be broken and to keep the electric installation in a clean condition by properly dusting the fans and fittings.

(*f*) Not to erect any building erection or structure on any portion of the said land hereby demised without the previous consent in writing of the Executive Engineer.

(*g*) Not to commence erection of any building or structure unless and until specification plans, elevations, sections and details thereof shall have been previously submitted by the Transferee in triplicate for scrutiny of and be approved in writing by the Executive Engineer or the office of the Government for the time being performing the functions or carrying out the duties of the Executive Engineer.

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(*h*) Not to make any alteration or addition to the facade or elevation of any building or erection erected and standing on the demised land or an architectural features thereof except with the previous approval in writing of the Executive Engineer.

(*i*) Throughout the said term at the transferree's expense well and substantially to repair, pave, cleanse and keep in good and substantial repair and condition (including all usual and necessary internal and external painting, colour and white washing) to the satisfaction of the Executive Engineer, the demised premises and drains, compound walls and fences thereupto belonging and all fixtures and additions thereto.

(*j*) To keep the demised premises in a clean and sanitary condition and not allow any refuse to collect in the compound and to abide by all bye laws, rules and regulations of the Municipality or Cantonment.

(*k*) To use the said fixtures, fittings, equipment, furniture, articles, and things with utmost care and caution and not to remove the same or any part thereof from the demised premises.

(*l*) To replace such fixtures, fittings, furniture articles and things specified in the second schedule hereunder written as may be worn out or lost by substituting others or other of a like nature and equal value.

(*m*) To permit the Executive Engineer and the officers, surveyors, workmen or others employed by them or by the Government from time to time and at all reasonable times of the day during the term hereby granted to enter into and upon the demised premises and to inspect the state of repairs and condition thereof and also of the fixtures, fitting, equipment, articles and things and to make an inventory thereof and if upon such inspection it shall appear that any repairs or replacement are necessary, they or any of them may by notice to the Transferee call upon the Transferee to execute the repairs or replacements and upon his failure to do so within a reasonable time the Transferor may execute them at the expense in all respect of the Transferee.

(*n*) To allow the Transferor or his agents or servants to view the demised premises at any time during the day time on receipt of twenty-four hours' previous notice.

(*o*) To use the demised premises only for academic purposes and not to use or permit the same or any part thereof to be used for holding public meetings of a political nature or for carrying on any communal propaganda or for any purpose not connected with the activities of the school.

(*p*) At the Transferee's expense to maintain the garden attached to the demised premises in good condition and the Transferee shall have the right to the produce thereof.

(*q*) The Transferee shall not cut down, lop or injure trees or large shrubs without the written permission of the Executive Engineer and the proceeds of the sale of all trees cut down or lopped of shall belong to the Transfe

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(*r*) To conduct the school to be maintained in the demised premises in a proper and orderly manner to the satisfaction of the Director of Education, Maharashtra State, and so manage and conduct the same that nothing shall be done, permitted, suffered or omitted contrary to the regulations for the time being in force of Educational Department of the Govenment.

(*s*) The Transferee shall accept as final the Executive Engineer's decision on any question which may arise concerning any alleged breach of clauses referred to above.

(*t*) To keep the demised premises excluding foundations and plinth insured in the joint names of the Transferor and the Transferee against loss or damage by fire to its full immovable value (excluding foundation and plinth) in some well established insurance company to be approved by the Executive Engineer and on demand to produce to the Executive Engineer the policy of such insurance and the current years' receipt for the premium and whenever during the said term the said building or any part thereof, respectively, shall be destroyed or damaged whether by fire or hurricane or otherwise the Trasferor alone will be entitled to receive moneys and Transferee will have no claim or interest therein.

(*u*) At the expiration or sooner determination of the said term quitely to deliver up to the Transferor the demised premises and everything for the time being comprised therein in the same good condition in which they were on the date of the commencement of the said term (reasonable wear and tear excepted) without claiming any compensation in respect of any sums expended for the repairs thereof or anything otherwise done in connection therewith.

(*v*) Not to assign underlet or part with the possession of the demised premises or any part thereof or anything for the time being comprised therein without the consent in writing of the Executive Engineer who may grant or withhold his consent in his absolute discretion or imposed such conditions as he may deem fit.

3. The transferor doth hereby convenant with the Transferee as follows :—

(*a*) The Transferee paying the rent hereby reserved and performing the covenants hereinbefore on the Transferees' part contained shall and may peaceably enjoy the demised premises for the said term hereby granted without any interruption or disturbance from or by the Transferor or any person or persons lawfully claiming by from or under the Transferor.

(*b*) That the Transferee shall have duly performed and observed the covenants and conditions on the part of the Transferee herein before contained and shall at the end of the said term hereby granted apply to the Transferor for the renewal of the said term the Transferor may grant such renewal at such rent and upon such terms and conditions as the Transferor may in its absolute discretion think proper.

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4. It is hereby agreed between the parties as follows :—

(*a*) If and whenever any part of the rent hereby reserved shall be in arrear the same may be recoverable from the Transferee as an arrear of land revenue.

(*b*) If the said rent hereby reserved shall be in arrear for the space of thirty days whether the same shall have been legally demanded or not or if and whenever there shall be a breach of any of the convenants by the Transferee hereinbefore contained the Transferor may re-enter upon any part of the school premises in the name of the whole and thereupon the term hereby granted and right to any renewal thereof shall absolutely cease and determine. Provided always that the power of re-entry hereinbefore contained shall not be exercised unless and until the Transferor or the Executive Engineer on behalf of the Transferor shall have given to the Transferee or left on some part of the school premises a 14 days' notice in writing of his intention to enter and of the specific breach or breaches of convenant in respect of which the re-entry is intended to be made and default shall have been made by the Transferee in remedying such breach or breaches with the time specified in such notice.

In witness whereof the Governor of Maharashtra hath caused the Executive Engineer, Division to set his hand and affix his official seal hereto on his behalf and has/have on behalf of the Transferee set his/their respective hand/s hereto the day and year first above written.

The first schedule above referred to

(Description of land)

All that piece of land situate at within the taluka and registration sub-district of district containing by admeasurement square metres or thereabouts and bounded as follows that is to say on or towards the North by on or towards the South by on or towards the East by and on or towards the West by and which said piece of land bear survey No. of the and is delineated on the plan annexed to these presents being therein verged red.

The second schedule above referred to (*List of fittings, fixtures, equipment, etc.*)

Signed, sealed and delivered by the Executive Engineer in the presence of—

(1)

(2)

Signed, sealed and delivered by on behalf of the abovenamed Transferee in the presence of—

(1)

(2)

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APPENDIX 32

(*See* note under paragraph 371)

RULES FOR THE LETTING AND OCCUPATION OF GOVERNMENT RESIDENCES

SECTION 1

Letting of Government residences in Bombay and Nagpur during off-season.

1. In order to facilitate the letting of Government residences to private persons in Bombay and Nagpur when not required as residences for Government officials, the following procedure should be observed.

2. The Executive Engineers concerned should endeavour, as laid down in paragraph 370, to find tenants for all vacant flats and bungalows. The publication of advertisements in the press, the employment of house agents, and the posting of notices in clubs should be freely resorted to for obtaining tenants. Copies of all advertisements, notices, etc., should be sent to the Collector concerned who should co-operative with the Executive Engineer as far as possible in finding tenants. The flats and bungalows should, however, be let only for *bona fide* residential purposes to respectable persons. The Executive Engineers should see that these restrictions are strictly observed while leasing the residences.

3. The employment of house agents the period of lease during the off-season and the rent to be charged in each case are left to the discretion of the Executive Engineer, who is authorised to sanction a rent lower than the standard rent of the residence in question as fixed by Government. Each case in which a tenant is secured for a residence should be reported to Government by the Executive Engineer with particulars as to the rent fixed as early as possible for information, a copy being sent to the Superintending Engineer concerned and the Accountant-General, Bombay. The Executive Engineer should in each case arrange for the tenant to execute an agreement in the standard form P. W. 618 before the latter enters into occupation of the bungalow or flat

4. As far as possible it should be arranged that house agents shall obtain their fees or commission in respect of bungalows let through their agency form the tenants direct. In cases in which this may not be feasible, the fees or commission paid to house agents in respect of residences let should be debited against the rents obtained for the respective residences.

5. The expenditure incurred on advertising and printing of notices should be debited to the Executive Engineer's grant for office contingencies,

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6. In the usual orders allotting residences, tenants are required to give a full months notice to the Executive Engineer concerned before vacating the residences. In the case of bungalows, allotted to Ministers and Secretaries to Government in Bombay and Nagpur the Executive Engineer concerned should ascertain every year from these officers, at least a month before the close of the season whether they propose to surrender their residences when Government leave the station or retain them during the off-season.

SECTION 2

Occupation of Government residences by the Minister, the Chairman, Legislative Council and the Speaker, Legislative Assembly.

(1) Government residences in Bombay and Nagpur are allotted to the Ministers, the Chairman, Legislative Council and the Speaker, Legislative Assembly, without payment of rent or any assessment, tax rate or cess due to local authority, the residences being furnished. These conditions also hold good when they retain residences in Bombay in addition to those allotted to them in Nagpur.

(2) The occupants are required to give intimation regarding connection or dis-connection of the electric supply to the supply undertaking or the company and to the Executive Engineer incharge of the residences as they are held responsible for the consumption of any energy between the date of their vacating the residences and the date of dis-connection of the installation.

(3) All bulbs required for these residences either for the first installation of electric wiring, or for replacement due to breakage, or wear and tear, should be supplied by Government at the rate of one bulb per socket. When the residences remain vacant, the electric staff should keep the bulbs in safe custody till such time as they are required again.

(4) The storage of grass or of other inflammable materials in any portion of the residence or its out-houses, excepting such portions as may be specially set apart for the purpose, is prohibited.

(5) Charges for sweepers engaged for cleaning the water closets, bath-rooms and compounds of these residences as well as charge for electric energy consumed, have to be borne by the occupants concerned during the period the residences are in their occupation.

(6) The gardens attached to these bungalows should be maintained by Government including pay of the malis, charges for water, etc.

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APPENDIX 33

(*See* paragraph 379)

RULES FOR THE ALLOTMENT OF GOVERNMENT BUILDINGS

The allotment of office accommodation in Bombay city area and of Government residences mentioned in Annexure 'A' will be made by a committee consisting of the following members :—

(1) Chief Secretary to Government (Chairman).
(2) Secretary to Government, Public Works Department.
(3) Secretary to Government, Revenue Department.
(4) Secretary to Government, Finance Department.
(5) Special Secretary to Government, General Administration Department.

This committee will also consider the principles relating to priority, etc., of allotment of residential accommodation amongst different categories of Government personnel out of the accommodation becoming available either due to vacancies or as a result of construction of new buildings.

2. The allotment of Government residences in Pune as shown in Annexure 'B' should be made by a committee consisting of.—

(1) The Commissioner, Pune Division.
(2) The Superintending Engineer, Pune Circle, Pune.
(3) The Collector of Pune.
(4) The Executive Engineer, Pune Division.

3. The following residences in Bombay and Pune are at present reserved for particular officers and are not normally available for being allotted by the Allotment Committee :—

(a) Bombay :

Bombay residences ordinarily occupied by High Court Judges

(1) " Chief Justice's House ", Harkness Road, Malbar Hill,
(2) " Shivneri ", Malbar Hill.
(3) " Fintona ", Narayan Dabholkar Road, Malbar Hill.
(4) " Two Cables ", Mount Pleasant Road, Malbar Hill.
(5) Flat No. 2, ground floor, Lands End House, Harkness Road, Malbar Hill.
(6) Flat No. 8, ground floor, Rocky Hill, Malbar Hill.
(7) Flat No. 10 first floor, Rocky Hill, Malbar Hill.

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(8) Flat No. 1, ground floor, Rocky Hill, Malbar Hill.

(9) Flat No. 32, Yashodhan.

Note.—Any other bungalow may however; be allotted in exchange for any of the bungalow, ilisted above, in consultation with the Chief Justice.

(b) Pune :

Pune residences allotted to specific posts

(1) Bungalow No. 1, Bund Road, Queen's Gardens ; Collector of Pune.

(2) Flat 'G' in Bungalow No. 1, Arsenal Road : Civil Surgeon, Pune.

(3) South Field, Jail Road, Yeravda ; Inspector General of Prisons.

(4) Eastern Bungalow Bhamburda, Aundh, Road No. 1 : District Superintendent of Police, Pune.

(5) Bungalow Sangam 47, Wellesley Road : District Judge, Pune.

Note.—In respect of the above residence which are not normally available for allotment by the House Allotment Committee the orders of Government are required in the case of all changes of tenancy of the residences shown at (a) and in respect of any changes in the residences shown at (b).

4. As it is difficult to find accommodation at short notices and/or for short or undetermined period, priority in allotment of residences should be given as follows :—

(*a*) Officers moving with Government.

(*b*) Officers liable to transfer at short notice, and

(*c*) Other officers.

5. Among officers of any one category preference should be given to those officers whose wives or families are with them. An officer whose wife or family is no longer with him may be called upon to vacate a residence if required for an officer with wife or family.

6. Between officers equally qualified under rules 3 and 4, priority should be given to officers on higher pay.

7. An officer of an All-India Service should be given priority over an officer of a State Service.

8. All allotments are subject to the tenancy whereby any person occupying a Government residence as a tenant whether a Government officer or not, is liable to vacate that residence on one month's or shorter notice without any reason being assigned therefor. The tenancy term as to vacation will not, however, be made applicable to the residences for High Court Judges unless exceptional circumstances prevail, and then only after consultation with the Chief Justice. In particular, except for the residences reserve

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rule 3, any officers, whose tenure of appointment in Bombay or Pune is five years or more, may be allotted residences only on condition that they shall vacate them if the residences are required for other officers serving under the Government of Maharashtra irrespective of these officer's pay and seniority.

9. The Chairman of the Public Service Commission and Members thereof may be allotted residences only on condition that they shall be vacated whenever such residences are required for any officers of the Government of Maharashtra.

10. In allotting bungalows on Malbar Hill priority should be given to the Ministers, the Chairman of the Legislative Council and the Speaker of the Legislative Assembly.

11. Bungalows on Malbar Hill and flats in Land's End House should not ordinarily be allotted to officers drawing less than Rs. 3,000 per mensem, preference being given to the Chief Secretary and Secretaries to Government.

12. Flats in Land's End House are intended ordinarily for Secretaries to Government and should be allotted to them by seniority in preference to others.

13. Allotments shall ordinarily be made to officers in relation to the scale of accommodation and their pay provided that where the scale of accommodation does not differ materially, officers drawing higher pay may be required to occupy accommodation carrying higher rent.

Annexure A

Residences in Bombay

1. "Chitrakut" (Eyrie), Mount Pleasant Road, Malbar Hill.
2. "Puratan" (Druminore), Ridge Road, Malbar Hill.
3. "Ramtek" (Sea View), Narayan Dabholkar Road, Malbar Hill.
4. "Varsha" (Dunvegan), Mount Pleasant Road, Malbar Hill.
5. "Devgiri" (Crismill), Narayan Dabholkar Road, Malbar Hill.
6. "West Lodge" Narayan Dabholkar Road, Malbar Hill.
7. "Belhaven" (Northern portion), Marine Lines.
8. "Belhaven" (Southern Portion), Marine Lines.
9. "Meghdut" (Costabele), Narayan Dabholkar Road, Malbar Hill.
10. "Pratishtan", Narayan Dabholkar Road, Malbar Hill.
11. "High Mount", Narayan Dabholkar Road, Malbar Hill.
12. "Sahyadri" (Corsely), Ridge Road, Malbar Hill.
13. "Udayan" (Ridge House), Ridge Road, Malbar Hill.
14. "Parnakuti" (Bungalow) in C. S. No. 249. Winter Road, Malbar Hill.

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15. " Sevasadan " (Murray Field), Narayan Dabholkar Road, Malbar Hill.
16. " Agradoot " (Bungalow No. 4, Commandant Side), Little Gibbs Road, Malbar Hill.
17. " Nandanvan " (Bungalow No. 4, Adjutant Side), Little Gibbs Road, Malbar Hill.
18. " Satpuda " (Bungalow No. 20) Nepean Road, Malbar Hill.
19. " Beau Lieu ", Mount Pleasant Road, Malbar Hill.
20. Flat No. 1, ground floor, Rocky Hill, Malbar Hill.
21. Flat No. 2, ground floor, Rocky Hill, Malbar Hill.
22. Flat No. 3, first floor, Rocky Hill, Malbar Hill.
23. Flat No. 4, first floor, Rocky Hill, Malbar Hill.
24. Flat No. 5, 2nd floor, Rocky Hill, Malbar Hill.
25. Flat No. 6, 2nd floor, Rocky Hill, Malbar Hill.
26. Flat No. 7, ground floor, Rocky Hill, Malbar Hill.
27. Flat No. 9, ground floor, Rocky Hill, Malbar Hill.
28. Flat No. 11, 2nd floor, Rocky Hill, Malbar Hill.
29. Flat No. 12, 2nd floor, Rocky Hill, Malbar Hill.
30. Flat No. 1, ground floor, Land's End House, Harkness Road, Malbar Hill.
31. Flat No. 2, ground floor, Land's End House, Harkness Road, Malbar Hill
32. Flat No. 3, first floor, Land's End House, Harkness Road, Malbar Hill.
33. Flat No. 4, first floor, Land's End House, Harkness Road, Malbar Hill.
34. A. D. C.'s Bungalow, Government House compound, Walkeshwar Road, Malbar Hill.
35. Assistant Surgeon's Quarters (South-side block) Government House compound, Walkeshwar Road, Malbar Hill.
36. Assistant Surgeon's Quarters (North-side block) Government House compound, Walkeshwar Road, Malbar Hill.
37. Single Bandmen's Quarters at Malbar Hill.
38. Married Bandmen's Quarters at Malbar Hill.
39. Bungalow No. A/1, Foreshore Road, Backbay Reclamation Scheme.
40. Bungalow No. A/2, Foreshore Road, Backbay Reclamation Scheme.
41. Bungalow No. A/3, Foreshore Road, Backbay Reclamation Scheme.
42. Bungalow No. A/4, Foreshore Road, Backbay Reclamation Scheme.
43. Bungalow No. A/5, Foreshore Road, Backbay Reclamation Scheme.
44. Bungalow No. A/6, Foreshore Road, Backbay Reclamation Scheme.
45. Bungalow No. A/7, Foreshore Road, Backbay Reclamation Scheme.
46. Bungalow No. A/8, Foreshore Road, Backbay Reclamation Scheme.
47. Bungalow No. A/9, Foreshore Road, Backbay Reclamation Scheme.

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48. Bungalow No. A/10, Foreshore Road, Backbay Reclamation Scheme.
49. Bungalow No. B/1, Foreshore Road, Backbay Reclamation Scheme.
50. Bungalow No. B/2, Foreshore Road, Backbay Reclamation Scheme.
51. Bungalow No. B/3, Foreshore Road, Backbay Reclamation Scheme.
52. Bungalow No. B/4, Foreshore Road, Backbay Reclamation Scheme.
53. Bungalow No. B/5, Foreshore Road, Backbay Reclamation Scheme.
54. Bungalow No. B/6, Foreshore Road, Backbay Reclamation Scheme.
55. Bungalow No. B/7, Foreshore Road, Backbay Reclamation Scheme.
56. Bungalow No. B/8, Foreshore Road, Backbay Reclamation Scheme.
57. Bungalow No. B/9, Foreshore Road, Backbay Reclamation Scheme.
58. Bungalow No. 10, Foreshore Road, Backbay Reclamation Scheme.
59. Bungalow No. C/1, Foreshore Road, Backbay Reclamation Scheme.
60. Bungalow No. C/2, Foreshore Road, Backbay Reclamation Scheme.
61. Bungalow No. C/3, Foreshore Road, Backbay Reclamation Scheme.
62. Bungalow No. C/4, Foreshore Road, Backbay Reclamation Scheme
63. Bungalow No. C/5, Foreshore Road, Backbay Reclamation Scheme.
64. Bungalow No. C/6, Foreshore Road, Backbay Reclamation Scheme.
65. Bungalow No. C/7, Foreshore Road, Backbay Reclamation Scheme.
66. Bungalow No. C/8, Foreshore Road, Backbay Reclamation Scheme.
67. "Shelter" at Churchgate.
68. 42 Flats for class I officers on plot numbers 212 and 213 in Backbay Reclamation Scheme.
69. 35 flats at Majestic, Fort, Bombay.
70. 190 quarters at Haji Ali Park.
71. 35 flats at Majestic, Fort, Bombay.

Annexure B

Residences in Pune

1. Bungalow No. 2, Bund Road, Queen's Gardens (used as an Inspection Bungalow).
2. Bungalow No. 7, Council Hall Road, Queen's Gardens.
3. Bungalow No. 8, Council Hall Road, Queen's Gardens.
4. Bungalow No. 9, Council Hall Road, Queen's Gardens.
5. Bungalow No. 11, Council Hall Road, Queen's Gardens.
6. Bungalow No. 12, Council Hall Road, Queen's Gardens.
7. Bungalow No. 15, Council Hall Road, Queen's Gardens.
8. Bungalow No. 17, Pottinger Road, Queen's Gardens.

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9. Bungalow No. 18, Pottinger Road, Queen's Gardens.
10. Bungalow No. 24, Richardson Road, Queen's Gardens.
11. Bungalow No. 26, Richardson Road, Queen's Gardens.
12. Bungalow No. 27, Richardson Road, Queen's Gardens.
13. Bungalow No. 28, Richardson Road, Queen's Gardens.

(used as circuit house off-season)

14. "Sans Souci", Jail Road, Yeravda.
15. "The Shelter", Jail Road, Yeravda.
16. "Baron's Court", Jail Road, Yeravda.
17. "The Craft", Jail Road, Yeravda.
18. "Brandon", Jail Road, Yeravda.
19. "Ryecotes", Jail Road, Yeravda.
20. "Sunning Dale", Jail Road, Yeravda.
21. "Beau Solic", Jail Road, Yeravda.
22. "Hill View", Jail Road, Yeravda.
23. "Downside", Jail Road, Yeravda.
24. "Grainger", Jail Road, Yeravda.
25. "Bijou Lodge", Jail Road, Yeravda.
26. Bungalow No. 4, Sasoon Road (at present being used as the office of the Educational Inspector, Central Division).
27. Western Bungalow, Bhamburda, Aundh Road, No. 1.
28. Koregaon Lodge, 42, South Main Road, Koregaon Park.
29. Assistant Curator's Quarters at the College of Engineering, Aundh Road No. 1.
30. Manor House Dapuri.
31. Block III (Works Manager's Bungalow), Dapuri.
32. Flat A (upper) in Bungalow No. 1, Arsenal Road.
33. Flat B (upper) in Bungalow No. 1, Arsenal Road.
34. Flat C (lower) in Bungalow No. 1, Arsenal Road.
35. Flat D (lower) in Bungalow No. 1, Arsenal Road.
36. Flat E (upper) in Bungalow No. 1, Arsenal Road.
37. Flat F (upper) in Bungalow No. 1, Arsenal Road.
38. Flat G (lower) in Bungalow No. 1, Arsenal Road.
39. Flat H (lower) in Bungalow No. 1, Aresnal Road.
40. The Club of Western India.

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APPENDIX 34

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APPENDIX

(See

THE SCALE OF ELECTRIC FITTINGS IN GOVERNMENT

Statement

(i) Scale of Electric Fittings in Govern-

Room reference	Average for estimating purpose	High Officers of Government Type V	I Class Officers quarters Type IV
(1)	(2)	(3)	(4)
Lighting and Geysers			
Drawing Room	1 watt. per sq. ft. or 10.8 watts. per sq. metre. for indirect lighting. 0.06 watt. per sq. ft. Or 6.5 watt. per sq. metre for direct lighting.	6 Lt. points ..	4 Lt. points ..
Sitting or	Do. ..	Do. ..	Do. ..
Living Room	Do. ..	Do. ..	Do. ..
Dining Room	0.6 watt. per sq. ft. or 6.5 watt. per sq. m.	5 Lt. points ..	2 Lt. points ..
Office Room	Do. ..	Do. ..	Do. ..
Bed Room	0.3 watt. per sq. ft. or 3.3 watt. per sq.mtr.	2 Lt. points ..	2 Lt. points ..
Dressing Room	Do. ..	Do. ..	Do. ..
Bath Room	0.3 watt. per	1 Lp 2 plug points for Geyser.	1 LP 2 plug points for Geyser.
Store Room	Do. ..	1 Lt. point ..	1 Lt. point ..
Verandha and passage (front) or back, open or (closed) including stair-case.	0.15 watts. per sq. ft. or watt. per sq. mts.	1 Lt. point each 20 ft. or 6 mtrs. length if necessary, or one light point at each landing.	1 Lt. point at each 20 ft. or 6 mtrs. length if necessary or one light point at each landing.

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Paragraph 382)

RESIDENTIAL AND NON-RESIDENTIAL BUILDINGS

I

ment Residential Buildings

II Class Officers quarters Type III	III Class Type II	IV Class and others Type I	Remarks
(5)	(6)	(7)	(8)
2 Lt. point ..	1 Lt. point ..	..	..
Do. ..	Do. ..	..	..
Do. ..	Do. ..	1 Lt. point per room.	The provision proposed in Col. 7 for Class IV servent is minimum.
2 Lt. points ..	1 Lt. point ..	..	..
..	..	..	..
1 Lt. point ..	1 Lt. point ..	..	..
..	..	..	..
1 LP 1 plug point for Geyser.	1 LP 1 plug point for Geyser.	1 Lt. point ..	1 plug point for Geyser per Bath Room not exceeding 2 in class I and High officers quarters. Only one point for geyser in one of the Bath Rooms in Class II Officers quarters (Type III).
1 Lt. point ..	1 Lt. point ..	..	..
1 Lt. point or one Lt point at each landing.	1 Lt. point ..	..	1 Lt. point for each landing, passage if necy., even in Class III or IV quarters when the Building is Multi-Storied.

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Room reference	Average for estimating purpose	High Officers of Government Type V	I Class Officers quarters Type IV
(1)	(2)	(3)	(4)
Ground (Compound or surrounding of buildings).	..	0.5 watts. per sq. ft. or 0.55 watts. per sq. metre fitting to be of W. T. Construction.	0.05 watt. per sq. ft. or 0.55 watts. per sq. metre fitting to be of W. T. Construction.
Pump Room	1 light point per Pump room.	..	..
Meter Room	1 Light point per metre room.	..	..
Gate lights		2 Lt. pts. of 100 watts.each W.T. fitting or one M. V. lamp of 50 watts. or one flu. tube fitting.	2 Lt. pts. of 100 watts. each with W.T. fitting or one flu. tube fitting.
Garage	0.15 watt. per sq. ft. or 1.6 watt. per sq. metre.	1 LP	1 LP
Kitchen	0.6 watt. per sq. ft. or 6.5 per sq. metre.	2 LP	2 LP
W. Cs. Latrines and Lavatories.	..	1 Lt. point ..	1 Lt. point ..
Ceiling Fans			
Drawing Room	1 per 200 sq. ft. or 18.6 sq. mtr.	2 fans pts. ..	1 fan pts. ..
Sitting Room or Living Room.	Do. ..	1 fan pt. ..	1 fan pt. ..
Dining Room	Do. ..	Do. ..	D o. ..
Bed Room	Do. ..	Do. ..	D o. ..
Office Room	Do. ..	Do. ..	Do. ..
Hand Lamps			
Garage	1 for each garage ..	..	..
Pump Room ..	....1 for each Pump room	..	..

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II Class Officers quarters Type III	III Class Type II	IV Class and others Type I	Remarks
(5)	(6)	(7)	(8)
0.05 watt. sq. ft. or 0.55 watt. per sq. metre, fitting to be of W. T. Construction.	0.5 watt. sq. ft. or 0.55 watt. per sq. metre fitting to be of W. T. Construction.	0.05 watt.sq.ft. or 0.55 watt. per sq. mtr. fitting to be of W. T. Construction.	Considered necy. to put stop to the entry of unauthorised persons in the compound. Also to ensure detection of intruders by watchmen.
..	..	..	..
..	..	..	..
2 Lt. pts. of 100 watts. each with W. T. fitting or one flu.tube fitting.	1 Lt. point (if required).	..	..
1 LP	..	..	..
LP	1 Lt. point ..	1 Lt. point	..
1 Lt. point ..	1 Lt. point ..	1 Lt. point	..
1 fan pt. ..	1 fan pt. ..	..	Reduced floor area per fan to have free-circulation of air.
Do.	Do. ..	..	..
Do. ..	Do. ..	..	..
Do. ..	Do. ..	..	..
.. ..	.. ..	..	..
.. ..	.. ..	..	..
.. ..	.. ..	..	..

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Room reference	Average for estimating purpose	High Officers of Government Type V	I Class Officers quarters Type IV
(1)	(2)	(3)	(4)
Table Lamp			
Office room	1 for each room ..	I. T. L. ..	I. T. L. .. ..
Call Bell			
	1 for each	2 Bell point ..	2 Bell point ..
Wall Plugs			
Drawing room	..	4 plug points ..	2 plug points. ..
Sitting or Living	..	2 plug points ..	2 plug points ..
Dinning room	..	2 plug points ..	2 plug points ..
Bed room	..	2 plug points ..	2 plug points ..
Verandah front	..	1 plug point ..	2 plug points ..
Kitchen	..	1 plug point ..	1 plug point ..
Porch or Balcony ..	1 plug per porch ..	1 plug	1 plug .. ..
Office room	1 plug point	Do.	Do.
Pump room	1 plug point per pump room.	..	..
Meter room	1 plug point per meter room.	..	..
Power Plugs	..	4 or less whenever required.	4 or less whenever required.

Notes—(1) Power plugs to be provided in case where the occupants desire to install an articles classified under "Heating apparatus" at their own expense.

(2) Provision of fluorescent tubelight fitting shall be made in the Drawing Hall of High Officers quarters, if required.

(3) For Student Hostels, Nurses quarters etc. electric installation will be provided as per scale admissible to Class III Officers Quarters, including power plug. Geysers, storage type geysers will be provided in the common bath-room, if required. In case where more than one student occupies the same room additional light points, independent plug per writing table shall be provided.

(4) Circuit Houses, Rest Houses, Guest Houses, Inspection Bungalows and Dak Bungalows in the District Head quarters may be treated as Class I Officers quarters and at other places as Class II Officers quarters for the purpose of providing E. L. therein. Geysers, water heaters, including storage type shall be provided in C. H.'s U. B.'s and at places of importance where overhead water reservior provision is available. Fittings of superior quality fluorsent fittings, shall be provided at important places.

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II Class Officers quarters Type III	III Class Type II	IV Class and others Type I	Remarks
(5)	(6)	(7)	(8)
2 Bell points	..	..	
2 Bell points ..	..	..	
1 plug point	1 plug point ..	..	
1 plug point	..	1 plug point	
1 plug point	..	..	
1 plug point	1 plug point ..	..	
1 plug point	..	..	
1 plug point	..	..	
..	..	..	
..	..	..	
..	..	..	
..	..	..	
2 or less whenever required.	1 of required ..		

(5) Provision of adequate capacity pump with stand by arrangement shall be made both for Residential and Non-residential Buildings, wherever necessary.

(6) This scale does not include the requirement of lifts which shall be provided as per requirement.

(7) Provision of ceiling fans shall be made on the basis of the capret area of the room, as below :—

36" Sweep ceiling fans for a room of 9' × 9' (size approxly) or 2.743 Mtrs. × 2.743 Mtrs.

48" Sweep ceiling fan for a room of 12' × 12' (size approxly) or 3.567 × 3.567 Mtrs.

56" Sweep ceiling fan for a room of 14' × 14' (size approxly) or 4.267 × 4.267 Mtrs.

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Statement

(ii) Scale of Electric Fittings in Government

General Public Officers	Lights	Ceiling fans	Table lamps
(1)	(2)	(3)	(4)
(*a*) Officer's Office rooms, High Officers of Govt.	2 Pendents or 0.5 watt. per sq. ft. or 5.4 watts. sq. metre.	1 ceiling fan for 200 sq. ft. or 18.6 sq. metres.	1 table lamp ..
Officer's room Retiring High Officers of Govt.	0.5 watt. per sq. ft. or 5.4 watts. per sq. metre.	Do. ..	Do. ..
Officer's waiting rooms, High Officers of Govt.	Do. ..	Do. ..	Do. ..
(*b*) Officer's Office Room 1 Class Officer.	Do. ..	1 ceiling fan for 200 sq. ft. or 18.60 sq. metres.	1 table lamp
Officer's Retiring Rooms 1 Class Officer.	Do. ..	1 ceiling fan ..	Do. ..
(*c*) Officer's Office Rooms II Class Officer.	Do. ..	1 ceiling fan ..	1 table lamp ..
Officer's office Room Non-Gazetted.	0.5 watt. per sq.ft. or 5.4 watts. persq.metre.	1 ceiling fan ..	1 T. L. if necessary.
(*d*) Office Superintendent, Accountant, Head of Section etc.	0.5 watt. per sq. ft. for 5.4 watts. per sq. metre.	Do. ..	Do. ..
Steno-Typist, Typist and Clerk.	Do. ..	1 ceiling fan 150 sq. ft. or 14 sq. metre.	Do. ..
(*e*) Record Room ..	0.3 watt. per sq. ft. or 3.3 watts. per sq. metre and 1 H. L.	..	..
(f) Tent and Store rooms (Magazine godowns and Water Rooms).	Do. ..	..	..
(*g*) Large Halls for staff in Administrative Officer	0.5 watt. per sq. ft. or 5.4 watts. per sq. metre.	Do. ..	..

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II

Non-Residenitial Buildings

Table fans (5)	Wall plug (6)	Call bells (7)	Remarks (8)
table fan	2 wall plug ..	1 call bell ..	
Do. ..	Do. ..	..	
.. ..	..	..	
1 T. F. in exchange of ceiling fan.	1 wall plug for T L. and 1 for T. F. if required	1 call bell.	
Do. ..	1 for T. F. and one for T. L. if required.	..	
1 T. F. in exchange of C. F.	1 for T. L. and 1 for T. F. if required.	1 call bell ..	*Note.*—If a separate cabin with temporary partition is provided for Class II Officers in one big room with ceiling fan, one additional T. F. or ceiling fan may be allowed.
1 T. F. in exchange of C. F.	1 for T. L. and 1 for T. F. if required.	..	
Do. ..	2 plugs	1 call bell, if required.	
..	1 plug	..	
1 T. F. if R. K.'s office is located in the same room.	1 plug for each 300 sq. ft. or 28.00 sq. metres.	..	
.. ..	1 plug point ..	..	
..	1 plug point for 300 sq. ft. or 28.00 sq. metres.	..	

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General Public Officers	Lights	Ceiling fans	Table lamps
(1)	(2)	(3)	(4)
(*h*) Porches	0.2 per sq. ft. or 2.2. watt. sq. metre.	..	..
(*i*) Lobby and Landing ..	1 light of 40 watt. ..	..	..
(*j*) Stairs	1 light at each landing	..	..
(*k*) Varandahs	1 light of 40 watt. for 30 ft. to 50 ft. length or 9.00 to 15.00 metres, if required.	..	..
(l) Tiffin Rooms	1 light of 40 watt. ..	1 ceiling fan for every 200 sq. ft. or 18.60 sq. metres.	..
(*m*) Latrines and W.C.S.	1 light of 25 watt. ..	..	..
(*n*) Entrance Gate ..	1 light per gate if required.	..	..
(*o*) Garage	1 light inside, 1 light outside.	..	..
Special Office and Non-Residential Buildings.			
(*a*) Public and Cash Counters.	1 light of 40 watt. for each counter of 6 ft. run each or 2.00 mt.	1 ceiling fan if required.	..
(b) Public Halls	0.2 watt. sq. ft. or 5.4 watt. sq. metres.	1 ceiling fan for 150 sq. ft. or 14 sq. metres.	..
(*c*) Judge's and Sessions Court room.	Do.	1 ceiling fan for 200 sq. ft. or 18.6 sq. mt.	1 table lamp.
(*d*) Subordinate Court Rooms.	0.5 watt. per sq. ft. or 5.4 watt. sq. metre.	Do.	Do.
(*e*) Jail Cells	1 light of 40 watt. for cell if required.	..	..
(*f*) Kitchen	0.2 watt. per sq. ft. or 2.2 watt. per sq. met.	..	..
(*g*) Jail main entrance ..	1 light of 200 watt. on each side or 80 watt. M. V. lamp or 4.40' waits. flu. tube fitting on each side.	..	

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Table fans	Wall plug	Call bells	Remarks
(5)	(6)	(7)	(8)
..	..	..	
..	..	..	
..	..	..	
..	..	..	
..	..	..	
..	..	..	
..	1 point with H.L.	..	
..	..	..	
..	1 point ..	..	
1 table fan ..	.. 2 plugs ..	.. 1 call bell	
Do. ..	Do. ..	Do.	
..	1 plug ..	..	
..	..	..	
..	..	..	

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General Public Officers	Lights	Ceiling fans	Table lamps
(1)	(2)	(3)	(4)
(*h*) Jail main body ..	1 light of 80 watts. at 50 ft. length or 12.0 to 15.0 metres.	..	..
(*i*) Jail main walls ..	1 light of 300 watts. paravery 100 ft. or 30.5 metres on wall or as required sufficient to alluminate the wall.	..	..
(*j*) Jail barracks	0.1 watt. per sq. ft. or 1 watt. per sq. metre.	..	..
(*ja*) Jail ground	3 watts. for 200 to 300 sq. ft. or 18.10 to 28.00 sq. metre for sufficient illumination.	..	..
(*jb*) Engineering Drawing Office.	1 watt. per sq. ft. or 11.00 watt. per sq. metre.	1 C. F. for 150 sq. ft or 14 sq. metres.	..
(*k*) Workshop and press.	1 watt. per sq. ft. or 11.00 watts. per sq. metre 1 light of 60— watts. at each machine or composing table	1 C. F. or 150 sq. ft. or 14 sq. metres.	..
(*l*) District and Taluka Treasury.	0.05 watt per sq ft. or 5.4 watts. per sq. metre and H. L.	1 C. F. for 150 sq. ft. or 14.00 sq. metres.	..
(*m*) Library and Reading Rooms, Museum etc.	1 watt. per sq. ft. or 11 watts. per sq. metre.	1 C. F. for 150 sq. ft. or 14.00 sq. metres.	..
(*n*) Police Chowkies ..	2 lights of 400 watts. or as required in accordance with accommodation.	..	..
(*o*) Gymnasium and Recreation Rooms, Canteens etc.	0.6 watt. per sq. ft. or 6.5 watts. per sq. metre.	1 C. F. wherever required.	..
(*p*) Schools and colleges	1 watt. per sq. ft. or 11.0 watts. per sq. metre.	1 C. F. wherever required or where more than 1 C. F. is necessary; one C. F. for 200 sq. ft. or 18.6 sq. metres.	..

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Table fans	Wall plug	Call bells	Remarks
(5)	(6)	(7)	(8)
..	..	..	
..	..	..	
..	..	..	
..	..	..	
1 T. F if required	1 plug point for 100 sq ft. or 10.00 sq. metres.	..	Plug point for using table lamps if required for special works.
..	..	..	
1 T. F. if required	1 plug point ..	Alarm call bell on mains controlled from 6 push bottons at conspicuous places.	Additional security measures suggested in book security arrangement for Banks (P 116).
1 T. F. if required	1 plug point for every 200 sq. ft. or 18.6 met.	..	
1 T. F. if required	1 plug point ..	..	
..	1 plug point 1 P.P. for canteen.	..	
..	Plugs as required by the authority	..	

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General Public Officers	Lights	Ceiling fans	Table lamps
(1)	(2)	(3)	(4)
(*q*) Road light and compound.	One 100 watts. light/ fluorescent tube fitting (single) for every 100 ft. or 30.5 metres of road as required for efficient illumination of road or 80 watts. M. VI lamp for every 150 ft. or 40 metres.	..	..
(*r*) Hospital Ward General.	0.5 watt. per sq. ft. or 5.4 watts. per sq. mt.	1 C. F. for 200 sq. ft. or 18.6 sq. mts.	Night Lamp.
(*s*) Hospital Ward Paying.	Do.	Do. ..	Do. ..
(*t*) Hospital Operation Room (District Hospital) Room used for storage of serum or other perishable medicine.	0.5 watt. per sq. ft. or 5.4 watts. per sq. mt. or fluorescent light flush with the ceiling as per requirement 0.3 watt. per sq. ft. or 3.3 watts. per sq. metre.	Do. ..	Do. ..
(*u*) Operation table ..	1 light point for shadowless fittings.	..	..

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Table fans	Wall plug	Call bells	Remarks
(5)	(6)	(7)	(8)
..	..	..	
..	1 plug point for 2 beds (power plug as required).	..	
..	2 plugs	1 Call bell per bed	
1 T. F. (on pedstal)	4 plugs and power plugs as required.	..	
..	Plug and power plugs as required.	..	Additional requirement for operation theatre and allied rooms. (*i*) Central Air Conditioning with 100 per cent fresh air shall be provided in Teaching Hospital or in Hospital where specialised operations are done. (*ii*) 1 plug for diathermy unit. (*iii*) 1 plug for occilocope. (*iv*) 1 plug for ansesthetist. (v) Plugs for suction machine (1/4 h. p.). (*vi*) One point in the right hand top corner of the operation-room capable of taking load of 6 plugs point. A switch-board with sunmica top and flush type 6 plugs and 6 switches.

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General Public Officers	Lights	Ceiling fans	Table lamps
(1)	(2)	(3)	(4)
(v) Sterilisation Room.	0.3 watt. per sq ft. or 3.3 watts. per sq. metre.	..	..
(w) Dispensaries	0.5 watt. sq. Ft or 5.4 watts. per sq. metre.	1 C. F. ..	..

Note.—(P. P. S.=Power Plug and Switch : T. L=Table Lamp : T. F=Table Fan : C. F=Ceiling Fan : Pl =Plug HL =Hand Lamp : W. L =Water Light).

Notes— (*i*) One table lamp and one table fan may be allowed to the members of the Legislature during the period of Sessions if required.

(*ii*) Plugs and power plugs in colleges, hospitals, workshops and Laboratories may be allowed as per requirements of the Authorities.

(*iii*) Table fans may be provided in lieu of ceiling fan in case the height of the ceiling is less than 9 ft. or 2.74 metres.

(*iv*) A ceiling fan of suitable size shall be provided in the Varandah/Lot by/passagel corridor of a non-residential building when the same is used as Visitor's Room/Lobby.

(*v*) In respect of fl urescent lighting the scale should be one light of 40 watts. for an area of 100/150 sq. ft. or 10/14.00 sq. metres.

(*vi*) 10 Nos. of brackets to be provided on the exterior side of the type design treasury buildings and also 2 lights on poles if open space is available.

(*vii*) One sq. ft.—0.09290 sq. metres and 1 sq. metre—10.764 sq. ft.

Exhaust fans may be provided in Canteen, Kitchen, Laboratories, Hospitals, Printing Press, Workshop, Foundries etc. in any enclosed space where air is required to be circulated artificially for proper ventilation.

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Table fans	Wall plug	Call bells	Remarks
(5)	(6)	(7)	(8)
1 T. F. and one exhaust Fan.	..	..	(2) Sterilization Room. (*i*) Special points for syring 1500 w. (*ii*) Special point for Bowy and Instrument 5000 w. (*iii*) Special point for Water (Hot and Cold) sterlizer 4000 watts. (*iv*) Special point for High pressure, High speed ottoclave 3000 w. (*v*) Special High pressure, high speed big ottoclave 5000 w. (for Central Sterilization room). (3) Fracture Room—Extra plug for X-Ray apparatus. (4) Branchos-copy Room 2 Extra points. (5) Recovery Room 2 Extra points.
..	1 plug point	.. ..	

Note.—(1) Provision of ceiling fans shall be made on the basis of the carpet area of the room as below :—

36″ sweep ceiling fan for a room of size approx. (2.743 × 2.743 metres).	9′ × 9′
48″ Sweep ceiling fan for a room of size approx. (3.657 × 3.657 metres).	12′ × 12′
56″ Sweep ceiling fan for a room of size approx. (4.267 × 4.267 metres).	14′ × 14′

These scales are however intended only as models for the guidance of the officers concerned. Each case of an Electric Installation should be treated on its own merits. Provision should be made in accordance with the above scale. In no case however expect for special reasons should the scales be exceeded. If exceeded detailed justification for all provisions, which are outside or in excess of the sanctioned scale should invariably be furnished.

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APPENDIX 35

(*See* note below paragraph 392)

STANDARD SCALE OF CAMP EQUIPMENT AND TOOLS AND PLANT FOR ROAD PROJECT SUB-DIVISION

Standard scale for a Sub-division comprising of 1 Deputy Engineer and 13 technical subordinates.

Serial No.	Name of articles with specification	Total requirement
(1)	(2)	(3)
	A—Camp equipment	
1	Swiss Cottage double fly tents with all accessories for overseers and inspecting officers (size 5 × 5 × 3.3 M.).	4 Nos.
2	Tarpaulin 2.5 M × 2.5 M.	4 Nos.
3	Camp cots steel folding size 180 × 90 × 45 CM.	10 Nos.
4	Camp steel folding table size 70 × 70 CM.	6 Nos.
5	Torches Eveready with three cells	6 Nos.
6	Prabhakar lanterns	10 Nos.
7	Utensil box with utensils for cooking aluminium dekchi set and other utensils as follows :—	5 Nos.
	Utensils :	
	1. Plate size 35 CM made of stainless steel	2 Nos.
	2. Wati 7.5 CM size made of stainless steel	2 Nos.
	3. Glasses 7.5 CM dia. 7.20 CM long made of brass	2 Nos.
	4. LotalBrass	2 Nos.
	5. Parat Brass	1 No.
	6. Patelis of aluminium of various sizes	4 Nos.
	7. Zaknis of aluminium for above	4 Nos.
	8. Ulthana of stainless steel	1 No.
	9. Table spoon of various sizes	4 Nos.
	10. Teaspoons	6 Nos.
	11. Knife—Big size made of steel	1 No.
	12. Bread-butter knife of stainless steel	2 Nos.
	13. Tawa made of iron size 25 CM.	1 No.

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Serial No.	Name of articles with specification	Total requirement
(1)	(2)	(3)
	Utensils —*contd.*	
	14. Polpat wooden with latna size 25 CM	1 No.
	15. Tea pot for preparing tea with capacity of 6 cups made of brass.	1 No.
	16. Milk pot made of stainless steel with capacity of 3/4 litre ..	1 No.
	17. Tea stainer made of stainless steel	1 No.
	18. Tea tray ordinary coloured	1 No.
	19. Set of 6 cups and saucers made of China clay	6 Nos.
	20. Kettle for screening tea made of brass	1 No.
	21. Chimta made of iron	1 No.
	22. Kothi made of brass for storing drinking water having capacity of 20 litres.	1 No.
	23. Tiffin-carriers made of brass with 3 compartments	1 No.
8	Camp steel folding chair of any standard made	11 Nos.
9	Camp steel stool	5 Nos.
10	Stoves with Primus Burner with accessories	5 Nos.
11	First-aid medical-box with required medicine	5 Nos.
12	Iron-buckets with 30 CM diameter	10 Nos.
13	Locks "Godrej" 45 mm.	10 Nos.
	B—Tools and plant	
14	Pick axes No. 12	10 Nos.
15	Phawras No. 6	10 Nos.
16	Axes Country	10 Nos.
17	Iron Ghamelas	10 Nos.
18	Crow bar size 150 CM long with 2.5 CM dia.	10 Nos.
19	Sledge hammer 1 to 1.50 Kg.	10 Nos.
20	Tin container for keeping drawings size 150 CM long with 8 CM dia. ..	5 Nos.
21	Tin container for keeping muster roll size 90 CM long 5 CM dia. ..	5 Nos.
22	Waterr bottles—Police pattern	11 Nos.

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APPENDIX 36

RULES FOR DETERMINING THE RENT TO BE LEVIED AND THE SECURITY DEPOSIT TO BE TAKEN WHEN ARTICLES OF TOOLS AND PLANT ARE LEND TO CONTRACTORS, PIECE-WORKERS, LOCAL BODIES AND PRIVATE PERSONS.

Contractors

1. Security deposit should be taken and rents charged according to the kind of tools and plant lent to contractors who enter into contracts on form B-1 and B-2.

2. Tools and plant may be classed into two kinds, viz., "class I" and "class II".

3. Such articles as are mentioned below and any other small tools, should be treated as "class I" tools and plants :—

1. Baskets iron (ghamelas, pans mortar, etc.) hand-made (weight under 1.5 Kg. each).
2. Baskets steel (ghamelas, pans mortar, etc.). machine-made (weight approximately 2 Kg. each).
3. Phawras.
4. Pickaxes average weight 3 Kg.
5. Bars, mining, steel.
6. Bars (iron).
7. Bars (hand).
8. Bars tamping, copper.
9. Hammers, small (metal breaking).
10. Hammers (large).
11. Sutkies.
12. Buckets.
13. Ghadas, iron.
14. Handas.
15. Kudals (iron, with handle small).
16. Kudals (large).

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4. Rent for all articles of tools and plant which can be included under class I (vide rule 3 above) should be fixed by Superintending Engineers in accordance with the principles indicated below :—

(*a*) Depreciation charges should be taken as $\frac{\text{cost of a new article.}}{\text{length of its probable life.}}$

(*b*) Interest charges should be taken at 6 per cent per annum on the market price of the article.

(*c*) Supervision charges should be taken at 10 per cent per annum on the market price of the article.

(*d*) In assessing rent for articles of comparatively little value, the rent should be calculated per 100 articles.

(*e*) The rent should be fixed, as arrived at above, to the nearest whole rupee in the case of 100 articles and to the nearest multiple of five paise (fractions of 2.5 P. and below being ignored and fractions of more than 2.5 P. taken as 5 P.) in the case of single article.

(*f*) The rate of rent per diem for broken periods of any calendar month should be assessed at a fixed proportion of 1/30th of the fixed monthly rent for all months in the year and should be calculated to the nearest multiple of 5 P. fractions of 2.5 P. and below being ignored and fractions of more than 2.5 P. taken as 5 P.

5. The security deposit to be taken for class I tools and plant should be the full market value of the articles.

6. The articles shown in the schedule appended below and any others which are heavy and valuable should be treated as class II tools and plant.

Note.—The mathematical instruments are class II tools and plant and may be lent to contractors, private persons, etc., by the Executive Engineer incharge of the instruments in exceptional cases with prior approval of the Superintending Engineer concerned.

7. (*i*) The machinery belonging to Public Health Engineering Organisation such as compressors, de-watering pumping sets, vibrators, concrete Mixers Mortar Mills etc., be charged at the rate of 3.5 per cent per month of the market value of the machines " as a special case ". The above rate is charged when machinery is lent to contractor without facility of fuel, crew repairs etc.,

(*ii*) Rent for class II tools and plant mentioned in the schedule will be charged at the rate shown therein. In respect of other articles the rent should be 2 per cent per mensem of their market value.

8. The security deposit for the loan of articles of class II tools and plant should be recovered at 25 per cent of the value of the articles loaned whether the same are issued with or without Government operators.

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9. As a safeguard, the tools lent should be reviewed periodically (i.e., annually, at the end of each working season, or at short intervals according to circumstances). It should be seen that the articles lent are returned without unnecessary delay and in good condition. This will prevent any unnecessary deterioration beyond usual wear and tear.

10. Due recovery should be made for losses of tools and for damage due to rough use or careless handling (fair wear and tear should not be charged for). Only tools bearing the Government stamp should be accepted when returned. Such recoveries should be made from any amount due to the hirer or from his security deposit lodged with Government.

Note.—So far loans are concerned, "due recovery" should be taken to mean "replacement value" of the tools lost, i.e., the current market value of the new article purchased, or required to be purchased to replace the lost one.

11. In the event of any tools and plant being lent to contractors as per the provision in their agreement without rent being charged therefor, in the interest of the work, it should be stipulated that they should undertake to maintain them to the satisfaction of the Government officer concerned, and to pay for damages not caused by ordinary wear and tear and for all losses. In such cases also security deposit should be recovered as in rule 8 above.

Piece workers

12. All piece workers should be exempt from payment of rent for articles of tools and plant lent to them.

13. Adequate security deposit at current market value should, however, be taken from them. Is cases where the prior recovery of such deposit would entail great hardship on a piece worker, the amount of the deposit may be recovered from the first bill payable to him.

14. The safeguards, etc., prescribed in the case of contractors (vide rules 9 and 10 above) should also be adopted in the case of piece workers.

Note.—Rules 12 to 14 are applicable to the class I tools and plant only.

Local bodies

15. Tools and plant should be lent to local bodies only if they can be spared without inconvenience to Government works.

16. When tools and plant are so lent, rent should be recovered at half the rates charged to contractors in accordance with rules 4 and 7 above. No security deposit should be recovered from the local bodies for "class II" tools and plant lent to them, provided the machines are operated by the departmental staff and the local bodies give an undertaking to bear the cost of breakage and damage done to the machines during the working or so long as they remain incharge of those bodies.

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Note 1.—The local bodies should give an undertaking that they will be responsible for any claim for compensation for loss of life, injury or damage to property etc., arising during the period of the loan of the plant, and pay the prescribed rent in all cases as usual.

Note 2.—The officers of the department should ascertain in writing from the local bodies, whether tools and machinery are required for departmental use by the body or by a contractor working under the body. In case they are required by the latter full hire should be charged.

17. The safeguards, etc., required to be adopted in the case of tools and plant lent to contractors (vide rules 9 and 10 above) should also be adopted in the case of local bodies.

Private persons

18. As in the case of local bodies tools and plant should be lent to private persons only if they can be spared without inconvenience to Government works.

19. The rent to be recovered and the security deposit to be taken from private persons for the loan of tools and plant should be similar to that prescribed in the case of contractors (vide rules 1 to 8 above).

20. Similar safeguards, etc., prescribed in the case of contractor (vide rules 9 and 10 above) should be followed in the case of private persons.

Other Departments of Government

21. When tools and plant are lent to other departments of Government rent should be charged as shown below :—

(1) For department of Central Government	Same rate as is levied in the case of contractors.
(2) For department of State Government—	
(*a*) If the tools are required to be utilised, by their contractors undertaking some works.	Same rate as is levied in the case of contractors.
(*b*) If the tools are to be utilised departmentally.	No rent should be charged if the articles are required for less than one month or if the rent is less than Rs. 10. Otherwise same rate should be charged as is levied on local bodies. In the case of tools and plant lent to the Revenue Department for irrigation tank works to be carried out departmentally, half of the rent to be determined by Superintending Engineers in accordance with rule 4 above after ignoring the supervision charges mentioned therein, should be recovered from that department if the articles are required for a period exceeding one week.

No Security deposit† should be taken in such cases. The department concerned is, however, responsible in case of loss of or damage to tools to make good the value as assessed by the Executive Engineer.

Note.—The Revenue Department is exempted from the operation of this rule so far as scarcity works are concerned. Recovery of rent for the articles of tools and plant lent to that department in connection with these works should not accordingly be made.

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22. When hiring out heavy plant and machinery (class II) the contractors, piece workers, local bodies and private persons should be made to sign the agreement in standard form P. W. 587.

23. These rules should also be followed by the officers of the department in the case of tents lent to contractors, piece workers, local bodies or private persons subject to the condition that the rent to be charged should not be less than Rs. 10 per mensem for a tent 3.50 M × 3.50 M and over, and not less Rs. 5 per mensem for a tent of a smaller size. If Government tents are lent to Government officers, the latter rates should be charged.

Schedule showing rent to be charged for loan of certain "class II" tools and plant to contractors etc.

(*See* rules 6 and 7)

Serial Nos.	Description of article	Rent	Remarks
(1)	(2)	(3)	(4)
1	Iron bullock roller (excluding bullocks).	2 per cent of the market value per month.	
2	Stone bullock roller (excluding bullocks).	Do.	
3	Water cart	Do.	
4	Oil roller of weight less than 6 M. tons.	2 per cent of its market cost per month.	The rate is exlusive of the cost of supply by Government of all labour and materials for operating the roller.
5	Diesel road rollers 6 M. tons and above up to and including 12 M. tons.	Rs. 108 per roller per day of 9 hours (inclusive of one hour recess for the crew).	The rate is inclusive of the cost of fuel, oils, etc. which should be supplied by Government. The operating crew should also be provided by Government along with the road roller. When the road roller is worked overtime beyond 8 actual working hours, the hire charge at Rs. 14.50 per hours should be recovered.
6	Steam road rollers weighing less than 6 M. tons.	Rs. 40 when the fuel used is coal.	Per day excluding charge for pair of bullocks but including the supply by Government of all labour (except the night watchmen), fuel and other materials required for operating the roller for an eight hour working day.
7	Do. ..	Rs. 50 when the fuel used is firewood.	
8	Steam road roller 6 M. tons and above up to and including 10 M. tons.	Rs. 50 when the fuel used is coal.	
9	Do. ..	Rs. 62 when the fuel used is firewood.	
10	Steam road roller above 10 M. tons up to 15 M. tons.	Rs. 60 when the fuel used is coal.	
11	Do. ..	Rs. 80 when the fuel used is firewood.	

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Note 1.—When arrangement for labour and watchman (excluding roller driver, fireman and flagboy), fuel and other materials are made by the party hiring the rollers, the rate for hire of diesel road rollers, at S. No. 5 above, should be as follows :—

	Rs.
Labour (driver, fireman and flagboy)	14.00
Other items such as depreciation, repairs, etc.	64.00
	78.00

Note 2.—When diesel road rollers are lent to local bodies or other departments under Government, they should be charged the same rate as that given at S. No. 5 but they should be given rebate of half the cost of depreciation, repairs, etc., mentioned in Note. 1.

Note 3.—When the arrangements for labour, and watchman (excluding roller driver, firemen and flagboy), fuel and other materials required for operating the rollers are made by the party hiring the rollers, the rates of hire for items 6 to 11 above shall be as under :—

	Rs.
(i) Below 6 M. tons—	
Labour	10
Other items such as depreciation repairs, etc.	10
	20
(ii) 6 M. tons and above upto and including 10 M. tons—	
Labour	10
Other items such as depreciation, repairs, etc.	15
	25
(iii) Above 10 M. tons upto 15 M. tons—	
Labour	10
Other items such as depreciation, repairs, etc., ...	20
	30

Note 4.—When steam road rollers are lent to local bodies or other departments under Government, they should be charged the same rates as those given against Sr. Nos. 6 to 11 above but they should be given rebate of half the cost of depreciation, etc., mentioned in Note 3.

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APPENDIX 37

RULES FOR THE HIRE OF BORING TOOLS AND PLANT

(I) When the plant is worked by this department—

(1) The machines and boring tools will be given on hire at a rental of 2 per cent per month of their market value.

(2) A security deposit at 5 per cent of the market value of the tools and plant will have to be deposited.

(3) Packing and freight charges to and from the site of work will be charged at cost.

(4) The plant will be worked by the staff appointed by the Superintending Engineer of the public health circle concerned. The actual cost of working the plant *plus* ten per cent will be charged.

(5) Charges for deputation and travelling allowances of the Superintending Engineer of the public health circle concerned and/or any other officer deputed by him for the work undertaken for such visits to any place in the interior as may be found necessary, should be recovered in accordance with rule 1 in Appendix 3. Full travelling allowance should be paid to the Government servants concerned, but as Government tools and plant are used the full deputation charges should be credited to Government. These charges can be ascertained from the Superintending Engineer of the public health circle concerned.

Note.—All the above payments will have to be made in advance.

(6) If a boiler forms part of the plant it must have a current boiler certificate. Fees for this certificate will be borne by Government.

(7) No responsibility for the output in quantity or quality can be undertaken.

(8) Inspection of sites only with a view to the practicability of using a boring machine and not for the purpose of divining water, will be made. Fees for these inspections will be intimated by the Superintending Engineer of the public health circle concerned on application.

(9) Any breakage or damage not due to fair wear and tear will have to be paid for by the party fixing the plant.

(10) All plant, if required by Government before the period of hire, if any expires, must be returned to Government after due notice of three months.

(11) Applications for plant should be made to the Superintending Engineer of the public health circle concerned who will hire out the plant at his discretion.

Note.—Borning tools and plant may be lent free of charge to any municipality or local body, which requires them provided it agrees to pay all the charges for transport, damage and working of the plant by the establishment of this department. Enquiries in this connection should be directed to the Superintending Engineer of the public health circle concerned woth will furnish full detailed information.

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(II) When the plant is worked out by the client's own staff—

(1) The machines and boring tools will be given on hire at a rental of 2 per cent per month of their market value.

(2) A security deposit of 25 per cent of the market value of the machine and tools will have to be deposited.

(3) Packing and freight charges to and from the site of work will be charged, at cost.

Note.—All the above payments will have to be made in advance.

(4) The plant will be worked out by the client's own staff.

(5) No responsibility for the output of the plant in quantity or quality can be undertaken.

(6) Any breakage or damage will have to be paid for by the client.

(7) Inspection of plant will be made every six months by the Superintending Engineer of the public health circle concerned or his assistant with a view to stopping the machine, if it is not in good working order and if it is considered that the estimate for repairs will not be covered by the security deposit. Fees for such inspections will be charged at cost according to the rules in force and deducted from the security deposit.

(8) All plant must be returned if required by Government before the expiry of the period of hire, if any, after due notice of three months.

(9) Applications for plant should be made to the Superintending Engineer of the public health circle concerned who will hire the plant out at his discretion.

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APPENDIX 38

[*See* paragraph 407 (ii)]

RULES FOR THE TRANSFER AND UTILIZATION OF SURPLUS TOOLS AND PLANT

(i) There are three regional mechanical divisions situated at Dapuri, Nanded and Nagpur. Surplus tools and plant of class II whether ordinary or special are taken over by these divisions from both Public Works Department and Irrigation Department works free of charge, repaired and kept ready for use in any of the divisions. Fullest possible use should therefore be made of these surplus items. Accounts of these surplus articles are maintained under the head "533-Capital Outlay on Irrigation, etc." as the mechanical divisions are under the Irrigation Department. All such plant and machinery are borne on special stock list in charge of each of the Regional Mechanical Executive Engineers. The machinery is examined by him and repairs carried out if necessary. The valuation fixed by him and certified by the Superintending Engineer, Mechanical Circle, should be considered as final. Cost of repairs, railway freight, etc., should be met from the specific sum to be provided in the State budget and debited to the book value of the repaired plant. The Superintending Engineer, Mechanical Circle, should report his yearly requirement under this head. An annual lump sum provision for storage charges based on actual cost will be made by the Irrigation Department and placed at the disposal of the Superintending Engineer, Mechanical Circle, who will distribute the amount between the three regional mechanical divisions.

(ii) The Superintending Engineer, Mechanical Circle, should arrange to circulate the list of stock of machinery held at the three places in April every year. Before applying for sanction to purchase new machinery, the Executive Engineers of Divisions should invariably enquire whether the article required or one which will be equivalent can be had from this surplus stock. Should the article be available it should be taken over. While submitting indent for machinery, etc., certificate that the article is not available at these stores must be attached.

(iii) The officers of the department when sending plant and machinery to these surplus stores should observe the following instructions :—

(1) Before sending plant and machinery, the Mechanical Executive Engineer of the region should be informed of the nature of machinery, its condition, date of purchase, etc.

(2) When the machinery is large, the Mechanical Executive Engineer should be given an opportunity of inspecting it before it is sent.

(3) Executive Engineers should send all articles of plant and machinery as soon as they become surplus both to secure their proper up kee prevent needless purchases by other divisions.

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(iv) Any article issued to the Executive Engineers free of cost should be again returned to the Regional Mechanical Executive Engineer when no longer required. Whenever an article of tools and plant is, however, transferred for use, temporarily or otherwise on any work for which capital and revenue accounts are kept, that work should be debited with the hire charges or cost of the article as the case may be. Hire charges or the cost to be debited will be as fixed by the Superintending Engineer, Mechanical Circle, and such recoveries should be credited to " 133—Irrigation, etc." In those cases in which it is definitely known that the original cost of the article has been previously debited to a capital major head, the recoveries should be taken in reduction of expenditure under that head and accounted for. The same procedure should apply in cases involving the sale of tools and plant to private parties.

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APPENDIX 39

(*See* paragraph 427)

RULES REGARDING THE STOCKING OF SCIENTIFIC AND MATHEMATICAL INSTRUMENTS

1. The stock of scientific and mathematical instruments and drawing materials should be in accordance with the attached scale. It is not intended that every division should work up to this maximum without the need for it. The scale should, however, not be exceeded without cogent reasons and specific sanction thereto of the Superintending Engineer.

2. Superintending Engineers shall have power to vary the scale to suit the particular requirements of any division under their control.

3. The accounts relating to scientific and mathematical instruments shall be kept in ledger form by the head draftsman of the division. The ledger should be posted daily and should show all transactions, issues, receipts, etc., made by the draftsman under the orders of the Executive Engineer.

Note.—In the case of the Presidency Division all tools and plant including scientific and mathematical instruments should be accounted for in the ledgers maintained by the Superintendent, Public Works Stores and Workshop, Bombay.

4. The account shall be checked at the end of every month by the Divisional Accountant of the division who should put his dated initials on the fly-leaf of the ledger book in token of this check having been performed by him.

5. Once every year, preferably in September the Executive Engineer will carefully examine all the instruments in his charge, including those with his Sub-Divisional Officers to see that they are in good order, and have been properly cared for. The Executive Engineer may delegate this task to any of his officers not below the rank of an officer of the Maharashtra Service of Engineers, Instruments found damaged should be returned to the depot at Bombay after receipt of the Superintending Engineer's orders, vide rule 8.

6. Instruments that have been damaged owing to accident and requiring immediate attention may be sent to the depot at Bombay any time for the necessary repairs.

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7. Once every year the Executive Engineer should scrutinize his stock of instruments and submit to his Superintending Engineer on 1st April—

(*a*) A complete list of scientific and mathematical instruments in his charge showing the difference with the standard for his division and the reasons therefor ;

(*b*) Additional instruments required, if any, with the reasons.

8. Superintending Engineers on receipt of these lists will examine them carefully and issue such orders as may be necessary for transferring surplus stock between divisions or for returning them to the mathematical instrument depot as quickly as possible.

9. If an Executive Engineer considers that the freight for any unserviceable instruments which cannot be repaired will equal or exceed their actual value, he should report all details to the officer in charge of the depot at Bombay who will issue instructions as to which instruments should be forwarded. The others should be sold by auction or destroyed locally.

Statement showing the standard scale of instruments for an average division

Serial No.	Name of instrument	Number of each	Add (or deduct) requirement for one man above (or below) the average strength	Remarks
(1)	(2)	(3)	(4)	(5)
	DIVISIONAL OFFICE			
	Average strength			
	1. Executive Engineers ..	1		
	2. Personal Assistant to Executive Engineer.	1		
	3. Junior Engineer	3		
	4. Draftsman	1		
	5. Assistant Draftsman ..	1		
	6. Tracers	3		
	7. Computors	2		

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Serial No.	Name of instrument	Number of each	Add (or deduct) requirement for one man above (or below) the average strength	Remarks
(1)	(2)	(3)	(4)	(5)
1	Apparatus ferro print with stands ..	2	..	
2	Boards drawing anti quarian size 135×80 CM.	4	..	
3	Boards drawing double elephant 105×75 CM.	8	1	For Junior Engineer or draftsman or assistant draftsman or tracer.
4	Boards drawing imperial 80×60 CM.	4	..	
5	Colour boxes 1st size	4	..	
6	Compass prismatic with stand ..	3	..	
7	Curves french boxess	4	..	
8	Cross staves wooden country.. ..	4	..	
9	Chair iron 30 M feet with arrows ..	4	..	
10	Instrument box 1st size	6	..	
11	Instrument box 2nd size	3	1	For junior Engineer.
12	Instrument for testing lightning conductors. ..	one for every two divisions.	..	
13	Dumpy level with stand	5	..	
14	Level spirit mason 30 CM. long ..	6	..	
15	Magnifying glass	2	..	
16	Glass tracing (copying)	1	..	
17	Pentagraph 90 CM. long brass	1	..	
18	Planimeter electrum	1	..	
19	Pens drawing dotting with ivory handles.	4	..	

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Serial No.	Name of instrument.	Number of each	Add (or deduct) requirement for one man above (or below) the average strength	Remarks
(1)	(2)	(3)	(4)	(5)
20	Pens drawing electrum turned up nibs.	6	..	
21	Protractor circular electrum 9″ diameter.	3	..	
22	Pins drawing brass	16 dozs.	1 doz.	For assistant draftsman ro tracer.
23	Ruler foot box wood 60 CM. four fold with spirit level and degrees.	6	..	
24	Rules slide flat	1	..	
25	Ruler brass parallel 60 CM. long ..	3	..	
26	Ruler brass parallel 45 CM. long ..	3	..	
27	Ruler brass electrum parallel 40 CM. long.	2	1	For assistant draftsman or tracer.
28	Rotameter	1	..	
29	Square T. mahogony	..	..	For Junior Engineer or draftsman or assistant draftsman or tracer.
30	Stencil plate box plain Romans ..	2 sets.	..	
31	Stencil plate block with letters and figures.	2 sets.	..	
32	Stencil interlocking with corners ..	6	..	
33	Stencil interlocking with H. P. ..	4	..	
34	Saucers for colouring, round sets of six.	9 sets.	1 set.	For assistant draftsman or tracer.
35	Tiles of 5 divisions for colouring ..	11	1	For assistant draftsman or tracer.
36	Scale architect 30 CM. long	4	..	

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Serial No.	Name of instrument	Number of each	Add (or deduct) requirement for one man above (or below the average strength	Remarks
(1)	(2)	(3)	(4)	(5)
37	Scale boxes with off sets	9	1	For Junior Engineer
38	Set square 45° and 60°	9	1	For Junior Engineer draftsman or assistan draftsman.
39	Straight edge steel 120 CM long ..	1	..	
40	Squares optical	2	..	
41	Staves levelling	6 pairs.	..	
42	Tape steel 30 M. long	3	..	
43	Tape steel 15 M. long	3	..	
44	Tape metallic 30 M. long	3	..	
45	Tape metallic 15 M. long ..	6	..	
46	Theodolite with stand	2	..	
47	Tape metallic 7.50 M. long	4	..	
48	Pen for border lines	3	..	
49	Ruler parallel electrum 23 CM long	2	..	
50	Rotator	1	..	
51	Railway curve box	1	..	
52	Circular stand with loose cap and basin 18 CM. diameter.	2	..	
53	Rods ranging 3 M. long	4	..	

SUB-DIVISIONAL OFFICE

Average strength

1.	Sub-divisional Officer ..	1
2.	Junior Engineers	3
3.	Maistrics	3
4.	Karkuns	6
5.	Technical assistants ..	2

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Serial No.	Name of instrument	Number of each	Add (or deduct) requirement for one man above (or below) the average strength	Remarks
(1)	(2)	(3)	(4)	(5)
1	Boards drawing double elephant 105×75 CM.	3	..	
2	Boards drawing imperial	2	1	For Junior Engineer.
3	Colour boxes 1st size	2	..	
4	Compass prismatic with stand .. .	1	..	
5	Chain iron 30 M. with arrows ..	2	..	
6	Instrument box 1st size	2	..	
7	Instrument box 2nd size	3	1	For Junior Engineer.
8	Dumpy level with stand	2	..	
9	Level spirit mason 30 CM. long ..	3	..	
10	Pins drawing brass	4 Doz.	1 Doz.	For Junior Engineer
11	Ruler foot box wood 60 CM. four-fold with spirit level and degrees.	6	..	
12	Ruler brass parallel 60 CM. long ..	2	..	
13	Ruler brass parallel 45 CM. long ..	2	1	For Junior Engineer.
14	Ruler brass electrum parallel 40 CM. long.	1	..	
15	Square T. mahogony	2	1	For Junior Engineer.
16	Saucers for colouring set of six ..	2 sets.	1 set.	For technical assistant.
17	Tiles of 5 divisions for colouring ..	3	..	
18	Scale architect 30 M. long ..	2	..	
19	Scale boxes with off sets	4	1	For Junior Engineer.
20	Set squares 450 and 60°	4	1	For Junior Engineer.

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Serial No.	Name of instrument	Number of each	Add (or deduct) requirement for one man above (or below) the average strength	Remarks
(1)	(2)	(3)	(4)	(5)
21	Staves levelling	6 pairs.	..	
22	Tape steel 15 M. long	2	..	
23	Tape metallic 30 M. long.	2	..	
24	Tape metallic 15 M. long	12	1	For Junior Engineer. technical assistant or mistry or karkun,
25	Cross staff wooden with stand ..	3	..	
26	Tape metallic 7.50 M. long	3	..	
27	Apparatus ferro print with stand ..	1	..	
28	Curves french boxes evonite	1	..	
29	Magnifying glass	1	..	
30	Pens drawing dotting with ivory handle.	2	..	
31	Protractor circular plastic 23 CM. diameter.	1	..	
32	Tape steel 30 M. long	1	..	
33	Theodolite with stand	1	..	
34	Pen for border lines	1	..	
35	Ruler parallel electrum 23 CM long	1	..	
36	Rods ranging 3 M. with 30 CM. iron shoe.	6	..	
37	Planimeter electrum	1	..	
38	Squares optical	1	..	

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APPENDIX 40

(*See* paragraph 427)

RULES AND REGULATIONS FOR MATHEMATICAL INSTRUMENT DEPOT AT BOMBAY

1. This depot is meant for the supply, repair and adjustment of the scientific, mathematical and other instruments used in various Government departments and offices. The instruments issued may be new or second hand at the discretion of the officer-in-charge. As a rule, new instruments are not supplied if serviceable second hand ones of the class required are available. Instruments, when no longer required, are also taken into store from Government departments and authorised offices at a valuation to be determined by the officer-in-charge.

2. All transactions between the depot and other Government departments and offices are adjusted by " book transfer ". Loans or exchanges of instruments are not permissible.

3. Instruments, etc., when they can be conveniently spared, may be issued on " cash payment " to local bodies and individual officers of Government for their official use. With the approval of the officer-in-charge, instruments may also be sent to the depot " for repairs " on similar terms. Instruments, etc. cannot be issued to, nor repaired for private firms or individuals.

4. Instruments will be supplied at book value to all the divisions of this State. In all other cases, an addition of 10 per cent will be made to cover the cost of storage and supervision, vide paragraph 399. As regards repairs, actual cost will be debited to all divisions of this State, while an addition of 27 or 28 per cent will be made to the actual cost in the cases referred to in rules 5 and 12 of appendix 5.

5. This depot cannot undertake the supply or repair of any description of electrical or telegraphic instruments.

6. All correspondence regarding instruments sent to or required from the depot should be addressed to the Executive Engineers, Presidency Division, Bombay.

7. All indents for instruments, etc., should be submitted in form D through the Superintending Engineer concerned, before the indent can be complied with. An indent sent by telegram should be subsequently confirmed by the submission by post of the usual countersigned indent, with a note on the form intimating that the instruments have already been indented for by telegram.

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8. The nomenclature of the different instruments, etc., generally kept in stock are given in the printed list. In order to prevent misunderstanding, indenting officers should invariably state on their indents the item number of the printed list in column 1 and names of instruments, etc., in column 2.

9. All instruments sent to this depot for repair or adjustment should be despatched freight prepaid, and at the same time under separate cover, a requisition for " repairs " should be sent on form " E ". No instrument will be repaired unless the officer-in-charge considers it worth the cost of repairs.

10. Except in urgent cases, indents should be submitted half yearly on 1st January and 1st July of each year.

11. When issuing instruments, etc., which are required on " book transfer " or despatching them after repairs, the Officer-in-charge sends " invoices " showing the amount due, which should be returned duly signed without delay for necessary adjustment. In the case of instruments, etc., issued or repaired on " cash payment ", the payment should be made immediately on receipt of the invoice.

12. All Government instruments, when no longer required, should at once be despatched to the depot, freight prepaid, and at the same time, under separate cover, a list of the instruments as " no longer required " should be sent in. The surplus instruments may not be retained in any Government office, as they only deteriorate and become obsolete, while, if despatched, when no longer required, they can be overhauled, put into serviceable condition and made available for issue to other officers requiring them.

Note.—To protect the depot from becoming overcrowded with surplus instruments offices before returning instruments, should send a list of surplus articles, giving brief description, maker's name, date of manufacture, etc. to the depot and enquire whether it would be convenient for that office to receive th m Instruments over 15 years old or known to be obsolute are seldom worth returning to the depot. The depot is, as a rule, unable to receive, even from are Government departments, instruments no longer required, unless the instruments were originally issued by that office, nor is it permitted to receive instruments on peqosit from departments or officers who are not entitled to deal by means of book transfer.

13. When the Government instruments are received by the depot as " no longer required " they are valued according to their condition and valuation statement is then sent to the officer depositing them and the amount adjusted by " book-transfer ".

14. Except as provided in rule 9 of appendix 36, instruments considered nuserviceable should be returned to the depot, which will deal with them as may be necessary.

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The following instruments, when unserviceable (i.e., unrepairable), should be disposed of locally. No report on these should be sent to the depot :—

Boards drawing wooden.

Chains.

Curves cardboard, wooden or ebonite.

Foot-rules carpenters.

Plantables and stands (but *see* note 1 below).

Protractor, cardboard or wooden.

Rods measuring.

Scale, cardboard, wooden or ebonite.

Ferrotype printing frames.

Masons squares wooden.

Umbrellas, surveying wooden.

Set squares (but *see* note 2 below).

Slide rules (but *see* note 1 below).

Slopes and batters (but *see* note 2 below).

Staves.

Stencil plates.

Tapes.

Thermometers.

Brass staves, wooden country.

Level spirit masons.

Pens drawing.

Pen dotting and border, etc.

Road pens or double.

T. Squares.

Saucers for colour round set.

China tiles for colours.

Colour boxes.

Raingauge apparatus.

Note 1.—The brass parts of slide rules, plan tables and plan table stands should however be returned to the depot on from 'C'.

Note 2.—If set squares, slopes and batters are slightly damaged or if only corners are broken these could be utilised in the depot and should be sent to it on from '

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15. Indents, requisitions " for repairs " and lists of instruments " no longer required" should be kept quite distinct and should not be mixed up on the same form. In all cases references should be made to any previous correspondence on the subject dealt with, and when instruments are forwarded to the depot it should be clearly stated whether they are "for repairs" or "no longer required ". The forms are not required in duplicate and should not be accompanied by forwarding letters unless more explanation is necessary than can be given on the face of the form.

16. Owing to the very rough treatment, which boxes, etc., often received in transit, particular attention is drawn to the importance of packing all instruments with great care ; delicate instruments should, if possible, be despatched insured. Each package of a consignment of instruments despatched to the depot should bear the address of the consignor with a distinctive mark and also a serial number, which should be given to each package of such consignment ; this information, should be recorded on railway receipts or bills of lading Every package should contain a packing note giving full list of contents and the address of the consignor.

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INSTRUCTIONS TO BE FOLLOWED IN HOLDING AUCTION SALES

(A) Before holding the auction :

If the auction is of fruits or such other seasonal produce, the date of auction should be so selected that the bidders are in a position to judge the yield they may expect to get. If it is for cultivation of land in any compound of an inspection bungalow, it should be sufficiently in advance to permit prepairing the land, sowing, etc., in time.

The hour of holding the auction should be such as to permit, as far as possible villagers coming from other villages to attend conveniently, i.e., train or bus timings should be taken into consideration to the extent it is practicable. Having fixed a suitable date and hour, it is necessary to give auction notice sufficiently in advance. It should be ensured that fullest publicity is given to the auction notice. It is necessary to send such notices to—

(*i*) Each village in the neighbourhood of the place where the item to be auctioned is situated.

(*ii*) Those villages from where the bidders came in the previous years.

(*iii*) Any important place, such as the taluka or district place, sub-divisional or sectional head quarters, etc., for putting up on notice boards.

The notices should be sent to the village officers concerned with instructions to announce the auction by the beat of drum and also to display the notice in the village chavdi. When possible acknowledgment of the village officers should be obtained.

(B) During the course of auction :

The conditions of the auction should be read out and the signatures or thumb-impressions of the intending bidders taken thereon. No one should be allowed to bid without his having read (or heard) and signed (or having given his thumb-impression) the conditions. The conditions should be written in plain and unambiguous language and the bidder should be asked to get their doubts if any, clarified, before the bidding begins, the officer holding auction should remember (in the case of an auction being held in a village) that he has to deal with villagers and hence the mode of conducting the auction has to suit their habits and their ways of thinking. The villagers take a fairly long time to raise their bids ; they may consult each other, etc. Hence ample time should be allowed to them to raise bids and no attempt should be made to rush through the auction, as is done in the case of auctions held in towns. Otherwise low bids will result.

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(C) After the auction is held :

The officer authorised to sanction the auction may reject the highest bid if he considers it low ; and if he expects higher bids, he may hold another one. However, if the bid is reasonable, and if the auction has been held after sufficient publicity and is otherwise valid, he will not be ordinarily justified in not sanctioning it, simply because another person applies in writing or verbally that he is prepared to offer a higher bid, probably on the plea that he could not attend the auction. Sanctity of auctions has to be preserved.

Such offers are occasionally made by competitors of the highest bidder to harass him or to put him to loss by delaying the sanction. Sometimes, they are pseud onymous or bogus. In any case, great circumspection must be exercised before acting upon them and setting aside a duly held auction which has realised a reasonable amount.

Before acting on such offers, therefore, the officer concerned should satisfy himself that the offer is *bona fide*, that the applicant had sufficient reasons for not attending the auction (the reasons being not personal, but connected with the procedure of publicity to the auction, etc.) that the offer is backed, where necessary, by a deposit (which offer is to be considered as the starting bid for the fresh auction) and finally that another auction would be unobjectionable from seasonal and other view-points (e.g., mango, tamarind and other fruits have to be auctioned in time).

Lastly, there should be no undue lapse of time between the date of holding the auction and the date of its sanction by the competent authority.

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APPENDIX

(*See* paragraph

Statement showing the Administrative and the Financial Powers delegated

Serial No.	Number of paragraph of M.P.W. Manual	Nature of Power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
		Note.—The following Officers should be treated as of the status	
		Designation of the Officer	
		1. Architect to Government ..	
		2. Chief Ports Officer, Maharashtra State, Bombay.	
		3. Chief Engineer and Director, Maharashtra Engineering Research Institute.	
		4. Deputy Director, Maharashtra Engineering Research Institute.	
		5. Reserach Officer, Maharashtra Engineering Research Institute.	
		6. Director, Irrigation Research and Development, Pune.	
		7. Director, Engineering Staff College, Nasik.	
		8. Administrator, Commond Area Development Authorities.	
		9. Soil Survey Officer, Maharashtra Engineering Research Institute.	
		10. Superintendent, Parks and Gardens.	
	6	Power to make recruitment to the Office and outdoor establishment whether permanent, temporary or work-charged.	Executive Engineer ..
	Note below para 45.	Fixing of head quarters of sub-divisions..	Superintending Engineer
3	Do.	Change of headquarters and nomenclature of temporary sections.	Superintending Engineer

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to various officers of the public works Department and Irrigation Department.

Extent of power delegated	Remarks
(5)	(6)
of the officers shown against each for the purpose of these powers	
Status	
Chief Engineer.	
Superintending Engineer.	
Executive Engineer.	
Executive Engineer except where expressly provided other wise.	
Full power in respect of establishment not borne on a consolidated circle list subject to the provisions of Bombay Civil Services Classification and Recruitment Rules and under the general control by Government.	
Full power in the case of temporary sub-divisions under intimation to Chief Engineer.	
Full power subject to the conditions that.— (1) the change is intimated to the Chief Engineers. and. (2) no additional expenditure is involved due to the change.	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
4	78	.. Power to vary the details of temporary establishment.	Chief Engineer, Superintending Engineer. Executive Engineer.
5	78	.. Power to appoint temporary clerks for copying tender forms for contractors or writing applications for water-supply for cultivators.	Chief Engineer, Superintending Engineer, Executive Engineer.
6	Note 3 below para-83.	Power to waive the ruling which requires the work-charged establishment should be employed on specific work.	Chief Engineer, Superintending Engineer.
7	86	.. Power to sanction work-charged posts	Superintending Engineer. Executive Engineer.
8	89	.. Power to grant leave to work-charged establishment.	Assistant Engineer or Deputy Engineer,

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Extent of power delegated	Remarks
(5)	(6)
Full power in respect of establishment in their own offices and those of subordinate offices within the total sanctioned strength.	These powers are not applicable in respect of Variations of National Highway establishment from Non-tribal areas to tribal areas.
Full powers to vary details of temporary establishment (including that covered by Kalelkar Award) in his own office and Sub-Divisional offices under his control.	
Authorised to create temporary posts of clerks for short periods in cases in which they are satisfied (1) that it is impossible for the work to be done by the regular establishment (who will not be entitled to any remuneration even though they are engaged on the work during extra hours) and (2) that the fees realised from the contractors or cultivators are likely to be more than to cover the remuneration of the clerks. The pay of these clerks should be charged to "Establishment contingencies."	
Full power subject to the condition that the Chief Engineer and Superintending Engineer should determine the proportion in which cost of the establishment should be allocated between the works concerned in consultation with the Audit Officer.	
Up to Rs. 540 per mensem in each individual case.	*Notes.*—(1) These powers are subject to the proviso that (i) orders are received from the competent authority for the commencement of work and provision exists in the sanctioned estimate to cover the cost of establishments (ii) any time scale prescribed for the corresponding class of temporary or permanent establishment is not exceeded.
Up to Rs. 495 per mensem in each individual case.	(2) The limits mentioned in column (5) relate to the maximum of the time scale if there be any of the post proposed to be created.
	(3) All relevant rules and procedures for recruitment of work-charged establishment should be strictly followed.
Extraordinary leave up to a maximum period of 3 months.	

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Serial No.	Number of paragraph M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
9	95 ..	Payment of bills of work-charged establishment.	(i) Assistant Engr. or Deputy Engineer.
			(ii) Member of the Maharashtra subordinate service of Engineers.
10	110 ..	Power to fix the amount of security ..	Chief Engineer, Superintending Engineer.
			Executive Engineer.
11	121 ..	Power to sanction the write-off of the measurement books, field books, note books and log books of Government vehicles.	Superintending Engineer
12	Note 2 below para 134.	Power to accord administrative approval in respect of state works.	
		(I) Roads and buildings, public health and minor and intermediate ports.	
		(1) State Civil works in connection with residential building (Other than irrigation buildings and Government Houses) and subsidiary services such as sanitary and water-supply installations provided therein.	Chief Engineer .. ..

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Extent of power delegated	Remarks
(5)	(6)
Full power provided there is sanction to the entertainment of the establishment from competent authority.	
Full power in respect of persons under him provided the bills are passed by the sub-divisional or Divisional Officers for payment.	
Full power in regard to cashiers. Full power in regard to store-keepers, members of the Maharashtra subordinate service of engineers, their own head clerks, surveyors, signallers in-charge of Government stores, water rate collectors and draftsmen having in their charge scientific and mathematical instruments and drawing materials, supervisors and pay clerks dealing with cash.	*Note.*—The amount of security should be regulated according to the circumtances and local conditions in each case vide Financial Rule 51. In the case of store-keepers and certain other establishments, however, it should be regulated according to the provisins of paragraph 110.
Full power in reagrd to karkuns, mistries and members of petty, plantation and revenue establishment entrusted with the custody of cash or stores.	
Full power.	
(1) Rs. 5,00,000 in respect of works where norms stated in Note (4) are fulfilled and subject to the proviso that the scale of accommodation supplied shall not exceed the standard scale which is approximate to the status of the occupant and that the standard rent calculated according to Rule 846 of the B.C.S.R. Manual Vol. I does not exceed 10 per cent of the average monthly emoluments of the class of tenant for whom the residence is intended. Where the average pay of the post held by the tenant has not been fixed by Government administrative approval of Government may be obtained.	*Notes.*—(1) The power of according administrative approval should be considered as being exclusive of the centage charges. (2) The money limits specified in the previous column apply to estimates for new construction or additions and alterations to existing buildings sanctioned at one time irrespective of the individual capital cost of the building concerned. These limits do not however apply to works which follow strictly the type designs approved by Government for the particular class of officers or subordinates concerned. (3) Police lines are not treated as residential buildings for the purpose.
(2) Rs. 10,000 in other cases other than mentioned in (1) above subject to above proviso.	(4) The powers delegeted to the various officers as shown at Sr. No. (1) in column (5) are delegated in respect of works where the following norms are fulfilled:— (*i*) In case of Building works the estimate should be based on either type plan or plan approved by the Scrutinising Committee.

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
12—*contd.*			Superintending Engineer
			Executive Engineer ..
		(2) State Civil works (other than those in connection with residential buildings and Government Houses) excluding those referred to below :	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer ..
			Superintendent, Parks and Gardens.
		(3) State Civil works (Other than those in connection with residential buildings and Government Houses) which follow without material deviation the type plans approved by Government.	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer
		(II) Irrigation and hydro-electric works under all major heads.	

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Extent of power delegated	Remarks
(5)	(6)
(1) Rs. 2,00,000 in respect of works where norms stated in Note (4) are fulfilled subject to above proviso. (2) Rs. 5,000 in cases other than mentioned in (1) above subject to above proviso. Rs. 50,000 in respect of works where norms stated in note (4) are fulfilled subject to aove proviso.	(*ii*) In case of Road, Bridge and C. D. works the standards fixed by the Department as regard the thickness of crust, road width, formation width etc., are followed for various categories of Roads. (*iii*) The specifications for various buildings and Roads are as per specification in the standard specifications Book, (*iv*) The estimates are prepared as per sanctioned C. S. R.
(1) Rs. 5,00,000 in respect of works where norms stated in Note (4) are fulfilled. (2) Rs. 10,000 in cases other than mentioned at (1) above.	*Notes.*—(1) The Chief Engineer in his capacity as Joint Secretary to Government is authorised to sanction without reference to Finance Department the commencement of new irrigation work which is not budgeted for but the cost which does not exceed Rs. 5,000 provided he can finance it from savings on other works under the same major and minor heads of account.
(1) Rs. 2,00,000 in respect of works where norms stated in note (4) are fulfilled. (2) Rs. 5,000 in cases other than mentioned at (1) above.	
(1) Rs. 50,000 in respect of works where norms stated in Note (4) are fulfilled. (2) Rs. 10,000 in cases other than mentioned at (1) above. Rs. 5,000 for horticultural works.	
(1) Rs. 5,00,000 in respect of works where norms stated in Note (4) are fulfilled. (2) Rs. 1,00,000 in cases other than mentioned at (1) above.	
Rs. 50,000. Rs. 10,000	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
12—*contd.*		(1) Other than residential buildings ..	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer ..
		(2) Residential buildings	Chief Engineer .. ..
	Paras 132, 133 and 134(Paragraphs 165 to 170 may also be referred to).	(3) Plans and Estimates for A-Preliminary for Major and Medium Projects.	Chief Engineer ..
		(III) Electrical Installations	Chief Engineer .. ..
			Superintending Engineer.
			Executive Engineer.
		(IV) (a) Horticultural works	Superintendent, Parks and Gardens.
		(b) Civil Engineering works connected with horticultural.	Superintendent, Parks and Gardens.

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Extent of power delegated	Remarks
(5)	(6)
Rs. 5,00,000 in respect of works where norms stated in Note 2 are fulfilled. Rs. 50,000 .. .. Rs. 10,000	(2) Power delegated to the Chief Engineer, at Sr. No. (1), Superintending Engineer, Chief Engineer in column No. 5 are subject to fulfilment of the following norms :—
Rs. 5,00,000 in respect of works where norms stated in Note 2 are fulfiled.	(*i*) In case of Building Works the estimated, should be based on either type plan or plan approved by Government. (*ii*) In case of other irrigation works (including canals and C.D. works) the standards fixed by Irrigation Department should be followed. In case of Roads and Bridges for various categories of roads the standard fixed by Public Works Department should be followed.
Rs. 5,00,000 subject to condition that the amount of estimates for the investigation works i. e. A-Preliminary should be within 1 % of the probable cost of the projects (Major and medium).	(*iii*) The specifications for various buildings and roads works should be as per specifications laid down in the standard specifications Book. In respect of Irrigation works, the specifications approved by Irrigation Department should be followed. (*iv*) The estimates should be prepared as per current schedule of Rates sanctioned for the year in which the estimates are prepared.
Rs. 50,000. Rs. 20,000. Rs. 10,000	Subject to the conditions that.— (*i*) the scale of fitting does not exceed that laid down in appendix 34. (*ii*) in case of residential building the standard rent calculated according to rule 846 of the B. S. C. R. Manual Vol. I does not exceed 10 % of the average monthly emoluments of the officer for whom the residence is intended. (*iii*) the contingent grant of the officer concerned does not as a result require to be increased.
Rs. 10,000	(3) The Chief Engineer in his capacity as Joint Secretary to Government exercises powers up to Rs. 5,000 only in respect of these works (Residential Buildings).
Rs. 10,000	..

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
12—*Contd.*			
13	135	Power to accord technical sanction to original and revised estimates.	
		(1) Roads and buildings (State, Central and Military) Public Health, electrical installations and deposit and contribution works.	
		(1) Original works	For Civil Works Chief Engineer. .. ..
			Superintending Engi

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Extent of power delegated	Remarks
(5)	(6)
Rs. 10,000	*Note.*—The Engineering works referred to include Civil Works of approved type and designs such as water cisterns, short pipe lines, small over-head tanks, ornamental pillsterns, wire fencing, small structures like canteens, etc. In respect of other works, the Executive Engineer of the division in whose jurisdiction the work lies will be the appropriate authority for dealing with and getting sanction of competent Public Works Department Officer. *Note.*—(1) Power to accord technical sanction should be considered being exclusive of centage charges. (2) The Superintending Engineer may accord technical sanction to estimates up to any amount where these are according to approved type plans provided the general layout of the project costing over Rs. 5 lakhs has been approved by Architect to Government and Chief Engineer at the time of administrative approval. (3) The Superintending Engineer and Executive Engineer may also accord technical sanction to detailed estimates for component parts of an administratively approved project to the extent of the limit mentioned in column (5) against the respective items subject to the conditions laid down in paragraph 256. Such component part should be a unit itself in a scheme.
Full power	*Note.*—(1) In the matter of major bridges the Superintending Engineer, Executive Engineer should obtain the aproval of Superintending Engineer (Designs Circle) befofe according technical sanction.
Rs. 25 lakhs	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
13—*Contd.*			Executive Engineer ..
			Superintendent, Parks and Gardens.
			Assistant Superintendent Parks and Gardens.
			Assistant Engineer (I) ..
			Assistant Engineer (II)
			Deputy Engineer ..
			Sub-Divisional Engineer
			Sub-Divisional Officer ..
			For Electrical Installations.
			Executive Engineer ..
			Deputy Engineer ..
		(2) Ordinary Repairs	Superintending Engineer, Executive Engineer ..
			Assistant Engineer I ..
			Assistant Engineer(II) } Deputy Engineer }
			Sub-Divisional Engineer.
			Sub-Divisional Officer

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Extent of power delegated	Remarks
(5)	(6)
Rs. 10 lakhs	..
Rs. 1 lakh for horticultural works .. Rs. 50,000 for engineering works provided the Deputy Engineer attached to the Parks and Gardens section scrutinises the plans and estimates from the technical point of view and signs the plans in token thereof and the Superintending Engineer satisfies himself regarding the correctness of the proposals *vis-a-vis* horticultural works connected with the project.	(2) The engineering works referred to in column (5) include Civil works of approved type and design such as water cisterns, short pipe lines, small over-head tanks, ornamental pillsterns, wire fencing, small structures like canteens etc. In respect of other works the Executive Engineer of the division in whose jurisdiction the work lies will be the appropriate authority for dealing with and getting sanction of competent Public Works Department Officer.
Rs. 5,000 subject to conditions as above ..	..
Upto Rs. 50,000	
Upto Rs. 40,000	
Upto Rs. 30,000	
Upto Rs. 20,000	
Upto Rs. 20,000	
Rs. 1,50,000	
Rs. 5,000	
Full power within the budget allotment for the circle.	Note.—(1) Superintending Engineer may also prescribe lump sum provisions for annual repairs to buildings as laid down in paragraph 185 and authorise the commencement of urgent periodical repairs in anticipation of formal sanction to estimates, *vide* paragraph 180.
Full power within the budget allotment for the division.	
Rs. 10,000 Subject to Budget allotment for the sub-division.	
Rs. 5,000	(2) The Officers mentioned in column (4) may also sanction emergent repairs to all works in charge of the department to any necessary and reasonable amount in the case of imminent danger to the structure.
Rs. 2,500	
Rs. 1,000	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
13—*Contd.*		(3) Special Repairs	Superintending Engineer
			Executive Engineer ..
			Assistant Engineer I ..
			Assistant Engineer II Deputy Engineer Sub-divisional Engineer
			Sub-divisional Officer ..
		(4) Special tools and plant	Chief Engineer .. .. Superintending Engineer Executive Engineer ..
		(5) Excess over estimates..	Chief Engineer .. .. Superintending Engineer
			Executive Engineer ..
		(6) Excess over sub-heads of estimates in the case of State civil works.	Chief Engineer .. ..

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Extent of power delegated	Remarks
(5)	(6)
Full power, within the budget allotment for the Circle.	
Rs. 1,00,000 in each case subject to the budget allotment for the division.	
Rs. 10,000	
Rs. 5,000 subject to Budget allotment for the sub-division.	
Rs. 2,500 Subject to Budget allotment for the sub-division.	
Rs. 1,000 Subject to Budget allotment for the sub-division.	
Full power	
Rs. 5,00,000	
Rs. 1,00,000	
Full power	
Full power if the total expenditure against the estimate is not greater than that for which he can sanction a revised estimate. In other cases up to 5 per cent of the sanctioned estimate.	Note.—(1) The powers of passing excess over estimates is subject to the proviso that revised administrative approval is obtained from competent authority before hand wherever necessary. (2) No officer can sanction any excess over a revised estimate sanctioned by a higher authority. In the case of works relating to the official residence of the Governor, no disbursing officer should incur even the ordinary permissible excess over the amount of a technical sanction *vide* rule 10 of Appendix 21. (3) These powers also apply to cases of reduced estimates. In the case of such estimate, the excess requiring sanction should be worked out on the amount of the reduced estimate.
Up to 5 per cent of the sanctioned estimate provided the total amount of excess is within his power of technical sanction. Also up to Rs. 300 in each case irrespective of the total of sanctioned estimate except in the case of lump sum fixed by Superintending Engineer for annual repairs to buildings.	
Full power	Note—The powers of passing excess over sub-heads of estimates is subject to the proviso that revised administrative approval is obtained from the competent authority before hand wherever necessary.

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
13—*Contd.*			Superintending Engineer
			Executive Engineer ..
		(II) Irrigation and hydro-electric works	
		(1) Original works classified under all major heads.	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer ..
		(2) Original works classified under 533 chargeable to the open capital accounts of the projects, the construction estimates of which have been closed.	Chief Engineer .. .. Superintending Engineer
		(3) Ordinary repairs	Superintending Engineer
			Executive Engineer ..
		(4) Special repairs	Superintending Engineer
			Executive Engineer ..
		(5) Repairs to second class irrigation work.	Superintending Engineer
			Executive Engineer ..

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Extent of power	Remarks
(5)	(6)
Full power provided the total expenditure on the work is within the amount up to which he can sanction a revised estimate, or the sanctioned estimate as a whole is not exceeded by more than 5 per cent.	
Full power provided the estimate as a whole is not exceeded by more than 5 per cent or Rs. 300 whichever is more.	
Full power	
Rs. 25,00,000	
Rs. 10,00,000	
Full power	
Rs. 25,00,000	
	Same as for roads and buildings.
	Same as for roads and buildings.
	Same as for roads and buildings.
Rs. 25,000 in each case subject to the budget allotment for the division.	
Full power subject to the conditions that the previous concurrence of the revenue authorities concerned is obtained and that the expenditure can be met from the budget grants for repairs available with him.	
Up to Rs. 2,500 in each case provided that (1) the work is approved by the Collector when the cost of repairs is within twenty times the irrigation share of the revenue derived from the work and by the Commissioner when the cost exceeds that limit and (2) the Executive Engineer is satisfied that the actual capacity of the work is adequate to irrigate the area assessed to Haisyyat or irrigation cess.	

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Serial No.	Number of paragraph of M. P. W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
13—Contd.		(6) Special tools and plant	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer
		(7) Excess over estimates	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer ..
		(8) Excess over sub-head of esitmates	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer ..
		(III) Minor and Intermediate Ports—	
		(1) Original works	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer ..
		(2) Ordinary repairs	Superintending Engineer
			Executive Engineer ..
		(3) Special repairs	Superintending Engineer
			Executive Engineer ..
		(4) Special tools and plant	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer ..
		(5) Excess over estimates	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer ..
		(6) Excess over sub-heads of estimates	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer ..

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Extent of power delegated	Remarks
(5)	(6)
Same as for roads and buildings.	
Do.	
Do.	
Do.	
Do.	
Do.	
Do.	
Do.	
Do.	
Full power	
Rs. 5 lakhs	
Rs. 1 lakh	
Same as for roads and buildings.	
Do.	
Do.	
Do.	
Do.	
Do.	
Do.	
Do.	
Do.	
Do.	
Do.	
Do.	
Do.	
Do.	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
14	145	Power to divert the provision for contingencies in the estimate for a work to new items not provided for in the estimate.	Superintending Engineer Executive Engineer ..
15	185 and 186 read with rule 148 in Maharashtra Contingent Expenditure Rule 65.	Power to incur the expenditure for repairs to Building and Road works without detailed estimate be prepared.	Superintending Engineer
16	189	Power to carry out the work Departmently.	Executive Engineer ..
17	214	Condonation of irregularity due to late acceptance of security deposits.	Chief Engineer .. .. Superintending Engineer Executive Engineer

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Extent of power delegated	Remarks
(5)	(6)
Full power Rs. 10,000 for each item	Note.— Superintendent, Parks and Gardens is allowed to exercise the same power as is delegated to an Executive Engineer subject to prior approval of the Executive Engineer of the division in whose jurisdiction the work lies.
Upto Rs. 5,000 Excluding Municipal Taxes, if any.	Subject to provision in para 185 for building and para 186 for roads.
Rs. 25,000 for work on rate list .. .. Rs. 20,000 for work on piece rate system.	Subject to condition laid down in para 189
(1) Subject to the condition (1) for every work estimated to cost over Rs. 50,000 the Executive Engineer should obtain prior permission from the Superintending Engineer to carry-out the work Departmently. (2) Item rate quotations in sealed cover shall be invited from piece workers by Executive Engineer for items of works to be let out Identical items of different component parts of a works may be covered by one set-of quotations. The lowest acceptable item rates shall be approved by Executive Engineer if the rate is within the sanctioned divisional schedule of rates of the year and by the Superintending Engineer if in all other cases provided further that the excess, if any, over the estimated amount is within their respective powers of sanction. Such rates shall be notified to all the Piece-workers and shall remain in force for a period of six months only at a time. The work shall be entrusted to such of piece-workers who are willing to do the work at these approved rates irrespective of whether ; they have submitted a quotation or not, and (3) If more than one piece-work is given to piece-worker than in that case No. of works should at any time, not exceed three and the aggregate cost should not exceed Rs. two lakhs.	
Up to three months on the merit of each case Up to two months on merit of each case Up to one month on merit of each case	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
18	..	Power to invite tender by short notice ..	Chief Engineer .. ..
19	..	Powers for calling for tenders from the selected contractors after keeping reasons thereof on record.	Chief Engineer .. ..
20	217	Power to accept tender	Chief Engineer .. .. Superintending Engineer Executive Engineer .. Superintendent, Parks and Gardens. Assistant Engineer (I) .. Assistant Engineer (II) Deputy Engineer Sub-Divisional Engineer Sub-Divisional Officer.

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Extent of power delegated	Remarks
(5)	(6)
For works costing up to Rs. 5,00,000 subject to condition that the shortening of notice shall not be less than for the second or subsequent calls as per Maharashtra Public Works Manual.	
Full power	
Rs. 50,00,000	
Rs. 10,00,000	
Rs. 20,000 for Engineering works	
Rs. 1 lakh for Horticultural works.	
Rs. 50,000	
Rs. 40,000	
Rs. 30,000	
Rs. 20,000	
Subject to the condition that the amount of tender does not exceed the amount of sanctioned estimate plus the excess, if any, sanctioned by competent authority and to the provisions of para 208.	

Notes—(1) When sanctions to contract agreements are accorded by officers highter than the Executive Engineer copy of the contract agreement should be prepared in the divisional office and sent by that office to Aduit Officer through the sanctioning authority for endorsement by the latter. Copies of extra-items rate lists sanctioned in connection with such agreements shall also be sent to the audit officer by the sanctioning authorities.

(2) The deciding factor as regards the acceptance of a tender is the tendered amount for the work and not the estimated cost.

(3) When advertising for tenders, the authority competent to sanction the tender must be stated with reference to the estimated amount of the work concerned.

(4) The procedure to be followed in the acceptance of tenders when the tendered amount is greater than the sanctioned estimated amount plus the excess the officer is competent to sanction it, then the officer otherwise competent to accept the tender should obtain sanction of the competent authority to the excess over the sanctioned estimate involved in the acceptance of the tender and he should then accept the tender and sign the contract documents on behalf of Government as usual.

(5) While scrutinising tenders submitted in A-1 or A-2 form for a piece work Executive Engineer occassionally finds it necessary to allow rate for a sub-head of the work far in excess of the estimated rates. In such cases he may accept

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
20—*Contd.*			
21	Note below para 220.	Power in respect of granting claims for increased rates in excess of the sanctioned tender rates.	Superintending Engineer.

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	Extend of power delegated	Remarks
	(5)	(6)
21—*Contd.*		tenders if otherwise within his power, but if the estimate as a whole is thereby likely to be exceeded by more than 5 per cent, he should submit revised abstracts of the estimates in workslip form for sanction of competent authority so as to regulate the excess on sub-heads. When the estimate as a whole is likely to be exceeded by 5 per cent or less the workslip need not be submitted but the sanction of the Superintending Engineer should be obtained for passing any individual rate which is more than 10 per cent above the estimated rate. In cases, however, where the total cost of the work based on tendered rates does not exceed the amount of the sanctioned estimate, sanction of the Superintending Engineer for increased tendered rates for individual items of the sanctioned estimate is not necessary. (6) When accepting tenders for a sub-work of an estimate or a portion of a sanctioned estimate, the amount of the sanctioned estimate, for the portion relating to the tender and not that for the whole work, should be taken when applying the above rules. (7) In the case of engineering works of Parks and Garden Sections any tender amounting to over Rs. 20,000 would be dealt with by the Executive Engineer of the division in whose jurisdiction the work lies and got accepted by the competent Public Works Department Officer.
Up to the limit of 10 per cent for any one item of work provided that— (*i*) The power hould be to increase the rate of only onesitem in the tender; the extent of increase being not more than 10 per cent of the tendered rate of the item in question or Rs. 50,000 whichever amounts is less. Provided further that with such increase, the increased amount of the tender should be within the power of the acceptance of the competent authority concerned. (*ii*) If any ceiling on escalation is provided in the tender in respect of that item, the aggregate increase on account of upward revision should not exceed the stipulated ceiling		*Note.*—This power can be used in granting claims in respect of unforeseen items like increasein dewatering, sudden rise in prices of some materials (escalation for specific local cases) etc.

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
22	Note below para 220.	Power in respect of granting in excess of the sanctioned tendered rates to piece workers whose agreements are taken on A-1 or A-2 forms.	Executive Engineer
23	222 ..	Power to grant levy of compensation to contract.	Superintending Engineer.
24	227 ..	Execution of extra item	Executive Engineer

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Extent of power delegated	Remarks
(5)	(6)
(*iii*) The authority mentioned in column (4) should report all such cases to his next superior authority as well as Government for information and record.	
(*iv*) If the amount of the excess exceeds Rs. 50,000 the authority mentioned in column (4) should approach Government to seek approval.	
Up to a limit of 5 per cent of the sanctioned tendered rates for any one item of work entered in any tender accepted by him provided detailed justification for granting such enhanced rates is recorded.	*Note.*—Superintendent, Parks and Gardens is allowed to exercise the same power as is delegated to an Executive Engineer subject to prior approval of the Executive Engineer of the division in whose jurisdiction the work lies.
Full power in respect of tender accepted by Chief Engineers/Superintending Engineer/Executive Engineers/Assistant Engineers/Deputy Engineers	
Rs. 10,000 for individual Extra items	Executive Engineers are authorised to sanction the execution of and the rates to be paid for extra items of work, not provided for in regular tenders accepted by higher authorities by their subordinate officers, subject to the following conditions :—
	(1) The amount of an individual extra item does not exceed Rs. 10,000 and the total cost of the extra items is within the amount up to which the Executive Engineer is himself competent to accept a tender.
	(2) (*a*) Where the extra item is comparable with a similar item already included in the accepted tender, the rate to be fixed and mutually agreed upon between the Engineer-in-charge and the contractor should be based, as far as possible, on the tendered rate for the similar item modified to the extent necessitated by the change in specification provided that, if a rate is provided for the extra item in the schedule of rates of the division, the rate to be fixed shall not exceed such schedule rate.

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
24—*Contd.*			
25	227	.. Power to grant extension of time limit to the contractor.	Executive Engineer
26	235	.. Power to relinquish direct to the revenue authorities such land in charge of the officer mentioned in the next column as is not situated in Bombay and as is not permanently required for use by the department.	Executive Engineer

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Extent of power delegated	Remarks
(5)	(6)
	(b) Where the extra item does not correspond to, or is not comparable with, an item in the accepted tender, it shall be paid for at the rate mutually agreed upon between the Engineer-in-charge and the contractor provided that, if a rate is provided for that class of work in the schedule of rates of the division, the rate to be agreed upon shall not exceed such schedule rate.
	(3) (*a*) The extra cost of the extra item or items is already covered by savings effected, or clearly anticipated, on other items (including contigencies) of the work in such a case, the savings in question should be specified in the extra item rate list.
	(*b*) If the amount of an individual extra item exceeds Rs. 10,000 or the rate proposed therefor is not one already sanctioned in the divisional schedule, or is in excess of a rate therein sanctioned prior sanction of the Superintending Engineer to such rates should be obtained.
	If the contractor is to be supplied with materials (other than those provided in schedule 'A' of the tender) for the extra items, the rate, quantity, and place to delivery should be specified in the extra item rate list. While fixing the rates for extra items, the fact of supply of materials whether within or outside Schedule A, should be taken into account.
Full power	Subject to condition that the Executive Engineer should obtain prior approval of the officer accepting the tender i.e., Chief Engineer/Superintending Engineer before intimating the contractor, the decision in respect of grant of extension
Full power. The Executive Engineer should however, submit to Government through the Superintending Engineer concerned a report giving particulars of the land so relinquished in respect of classification, area, location of cost etc. together with the reasons why it is no longer required by the department.	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
27	244 ..	(1) Power to sanction rentals	Chief Engineer, Superintending Engineer.
		(2) Power to authories payment of rental in cash.	Executive Engineer, Superintending Engineer.
		(3) Power to sanction compensation for standing crops.	Chief Engineer, Superintending Engineer.
		(4) Power to authorise payment of crop compensation in cash.	Executive Engineer Superintending Engineer.
28	247 ..	Powers to lease out for cultivation purposes only lands which are not situated in Bombay and which are in charge of the officer mentioned in the next column but which cannot be used immediately for the purpose for which they are acquired and which can be let with advantage.	Executive Engineer
29	247 ..	Power to lease portion of lands in the compounds of Government buildings to private person for erection of temporary structures, tea shops, restaurants etc.	Superintending Engineer, Executive Engineer.

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Extent of power delegated	Remarks
(5)	(6)
Full powers Rs. 1,000 in each individual case per annum. Rs. 100 in each individual case per annum. Upto Rs. 250 in each individual case per annum Full power. Upto Rs. 3,000 in each individual case. Upto Rs. 1,000 in each individual case. Upto Rs. 100 in each individual case.	Note 1.—The powers are subject to the condition that a certificate of a revenue officer of a rank not lower than that of a Tahasildar is obtained in each case in respect of the reasonableness of the rental or compensation for standing crops that is to be paid. (2) The powers regarding sanctioning compensation should be made applicable also to huts, field houses, wells and fruits bearing trees that come in the alignments of canals and which are required to be acquired alongwith the land. (3) The amount of compensation for damage to crops shall be paid within 2 to 3 months on receipt of Certificate from the Tahsildar.
Full power subject to the following conditions : (*i*) that the lease should not be for more than five years at a time and (*ii*) that Collectors are consulted.	Note (1).—If in any year crops cannot be grown on the lands for any reason or if the crops do not thrive, the question of total or partial remission of the rent, if such be necessary, should be decided by the Superintending Engineer in consultation with the Collector. (2) In cases where no auctions are held, the rates should be fixed in consultation with the Collectors with reference to those obtainable in the locality for similar or other lands.
Full power When the rent does not exceed Rs. 25 per mensem in each case. Subject to the following conditions:— (1) that the site for the erection of the temporary restaurant or tea shop shall be leased to a person approved of by the occupying officer. (2) that the lease shall be annual (3) that the leases shall relinquish the lands when required by Government at a month's notice without claiming any compensation and restore the site to its original condition. (4) that the lessee shall lodge with Government a deposit at the following rate to ensure observance of the conditions and this deposit may be utilised by Government in recovering arrears of rent, and/or restoring the site if this is not done by the lessee:—	Note—These powers should be sparingly used as nothing detracts more from the appearance of public buildings of some architectural pretensions that the erection of katchasheds in their immediate vicinity.

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
29—*contd.*			
30	Note below para 255.	Power to allot funds for minor works under the head "259-Public Works or 283-Housing" from the discretionery grants after the work is administratively approved and plans and estimates, therefore, are technically sanctioned by competent authority.	Superintending Engineer
31	Note below paragraph 255.	Power to allot funds for irrigation works from discretionery grants held by Superintending Engineer under the heads "333", "306".	
		(*i*) for unforseen urgent new works of extensions and improvements.	Superintending Engineer
		(*ii*) for all petty new works	Superintending Engineer
32	Note below para 263.	Power to sanction deviation from sanctioned working plans not amounting to an alteration of the prescribed scheme of management.	Superintending Engineer
			Executive Engineer

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Extent of power delegated	Remarks
(5)	(6)
Amount of security deposit Rs. Small plots of land the rent of which is Re. 1 per mensum or under. 5 Plots of land the monthly rent of which is above Re. 1 but not above Rs. 5. 20 Plots of land the monthly rent of which is above Rs. 5 but below Rs. 10. 30 Plots of land the monthly rent of which is Rs. 10 and over. 50 (5) that the lessee shall keep the premises clean and tidy to the satisfaction of the Executive Engineer and shall not encroach on any land beyond that allocated to him. (6) that the lessee shall pay the prescribed monthly rent in advance on the 1st of each month, and (7) that the rent levied in each case shall be reported to the Accountant General.	
Rs. 50,000 in each case from the discretionary grant placed at his disposal by the Public Works Department.	
Full powers provided— (*i*) the works are estimated to cost not more than Rs. 20,000 in each case and (*ii*) the works have been administratively approved and technically sanctioned by the competent authority.	
Full power provided the works in question do not cost more than Rs. 5,000 in each case.	
Full power provided such alterations do not cause an increase of charge beyond the limit of their powers to deal finally with excesses over estimates.	
Full power provided he reports his action to the Superintending Engineer concerned in cases of necessity.	Note.—Superintendent, Parks and Gardens is allowed to exercise the same power as is delegated to an Executive Engineer subject to prior approval of the Executive Engineer of the division in whose jurisdiction the work lies.

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
33	300 ..	Power to undertake deposit and contribution works.	Chief Engineer Superintending Engineer Executive Engineer
34	328 ..	Power to grant remissions to contractors for ferries on State roads and Government canals.	Executive Engineer
35	329 ..	Power to accord sanction to applications received from electric supply and telephone companies, private individuals, municipalities, local bodies, etc. for permission to lay water-mains, under ground cables, over-head distribution, wires, drainage lines etc. through, on or over Government land, including roads, in charge of the Public Works Department.	Executive Engineer

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Extent of power delegated	Remarks
(5)	(6)
Full power	Note.—The powers are exclusive of centage charges. No relaxation regarding the payment of centage charges should be made without the special sanction of Government.
Rs. 2,00,000	
Rs. 50,000	Note.—Superintendent, Parks and Gardens is allowed to exercise the same power as is delegated to an Executive Engineer subject to prior approval of the Executive Engineer of the division in whose jurisdiction the work lies.
May grant remission up to one-fourth of the lease money or interest in part of full or both and subject to a limit of Rs. 1,000 in each case. In cases where these limits are exceeded the approval of the Superintending Engineer concerned should be obtained.	
Authorised to accord sanction in consultation with the Collectors concerned on the conditions laid down in the forms of agreements prescribed in appendix 23 and those given below :— (*i*) in the case of open drains, the Director of Public Health should be consulted before permission is granted ; and (*ii*) copies of the sanction accorded, together with any plans connected therewith, should be sent to the Superintending Engineer concerned.	Notes.—(1) The agreements should be drafted in terms of the forms prescribed, in appendix 23 and submitted to Government for obtaining the opinion of the Remem brancer of Legal Affairs or the Solicitor to Government as the case may be as these officers are required to be consulted before many document imposing or involving a legal liability on Government is executed. The Executive Engineer concerned should then execute the agreement.
Executive Engineers should also decide the Following points in their discretion or if necessary, inconsultation with the Collectors concerned : (*a*) Minimum depth below which cable may not be permitted to be laid, vide clause (1) of the form of agreement prescribed for granting permission to lay underground cables in appendix 23. (b) The amount of the advance to be mentioned in clause (4) of the form of agreement prescribed for granting permission to lay underground cables in appendix 23. (c) The amounts of a road opening fee and a nominal fee to be mentioned in caluse (5)	(2) Under the provisions of sub-section (1) of section 12 of the Indian Electricity Act, 1910, a licensee has a right to open and break up the soil and pavement of any street, railway or tramway and lay down and place electric supply lines and other works, and by virtue of a section 12 (2) of the Act, no consent of Government is necessary if the land affected is the land dedicated to public use. The licensee has merely to follow the procedure laid down in section 13 of the Act. Accordingly a regular agreement with a lincensee for lying underground cables or overhead distribution lines along or

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
35—*contd.*			

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Extent of power	Remarks
(5)	(6)

of the form of agreement prescribed for granting permission to lay underground cables in appendix 23.

(d) Minimum height up to which poles may be required to be painted with white or alluminium paint vide clause (2) of the form of agreement prescribed for granting permission of erect poles, stay roads, stay rails for overhead cables, etc., in appendix 23.

(e) Minimum height below which overhead and straining wires may not be permitted to be put up along or across any road, vide clause (10) of the form of agreement prescribed for granting permission to erect poles, stay roads, stay rails for overhead cables, etc. in appendix 23.

(f) The amount of deposit to be mentioned in clause (14) of the form of agreement prescribed for granting permission to lay underground water mains, pipes, etc. in appendix 23.

across any road in charge of the department which is dedicated to public use is not necessary. In special case where the electric supply companies fix poles on Government land solely for the purpose of supplying electric energy to Government buildings, no rent should be charged therefor, but a formal acknowledgement in the following form should be obtained from the party concerned in order to preserve the right of Government in the said land :—

Draft acknowledgement

I.....the holder..... (s) of the electric licence, hereby acknowledge that the poles erected upon Government land at ..... for carrying overhead wires for the supply of electric energy to the Government buildings at..... .....have been erected upon the requisition and by permission of Government and that I/We have no right to or interest in the said land or that portion of it on which the poles stand except in so far as any right of access there to may be necessary to enable me/us to carry out my/our obligations as licensee under the India Electricity Act, 1910 and the rules made thereunder. Particulars of the said land, the number of poles erected and the name of each building to which electric energy is to be supplied are more specifically set out in the schedule hereunder written.

Schedule

Particulars of Land	Number of poles erected thereof	Name of Government building supplied with electric energy
(1)	(2)	(3)

Date :—
Signature of licensee (s)

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
36	..	Preparation of muster rolls	Member of work-charged, temporary or permanent establishment in class III service in immediate charge of a work.
37	..	Payment of (i) muster roll	(1) Assistant or Deputy Engineer. (2) Member of Maharashtra Subordinate Service of Engineers who is an imprest holder.

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Extent of power delegated	Remarks
(5)	(6)
	(3) Requests of Railway Administration for laying water mains etc. through, on or over Government land including roads should be dealt with on the lines of the orders issued in Government-Resolution No. 6268, dated the 23rd February 1926.
Full power subject to frequent check and over-all control both by the subordinate incharge/ and the sub-divisional Officer.	
Full power.	
Full power provided the muster roll is passed by the Sub-divisional officer for payment.	Note.—The Executive Engineer may authorise Junior Engineers and surveyors who are imprest holders, and who have furnished security as per rules, to examine and pass muster rolls for payment without submitting them for being checked by the Sub-divisional Officers in exceptional cases when work is being done in remote places where prompt payment is necessary. These payments should, however, be limited to Rs. 500 per muster roll with a monthly limit of Rs. 1,000 for each subordinate in the case of permanent or temporary Junior Engineers and Rs. 100 per muster roll with a monthly limit of Rs. 300 for each sub-ordinate in the case of work-charged Junior Engineers/surveyors. The Executive Engineer should record the reason for such authorisation and the sub-divisional officer should at the time of recoupment of the imprest scrutinise the charges carefully as required by articles 86 and 87 of Account Code, Volume III and record his *ex-post facto* sanction on the muster rolls concerned. The subordinate will primarily responsible for the outturn of work with regard to expenditure incurred and they should be required to submit daily reports promptly and punctually to that the sub-divisional Officer concerned will be in a position to see that no overpayments are made.

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
37—*contd.*		(ii) Abstract of unpaid wages	(1) Assistant or Deputy Engineer. (2) Member of Maharashtra Subordinate Service of Engineers.
38	..	Authorise local officer to make payment in respect of lost nominal muster rolls in anticipation of Government sanction.	Chief Engineer Superintending Engineer.
39	..	Preparation of bills of suppliers piece-workers and contractors.	(1) Executive Engineer (2) Assistant Engineer (3) Deputy Engineer (4) Superintendent, P. W. Stores and Workshop, Bombay.
40	..	Payment of— (*i*) bills of suppliers, piece-workers and contractors.	(1) Executive Engineer (2) Assistant Engineer or Deputy Engineer.

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Extent of power delegated	Remarks
(5)	(6)
Full power subject to the condition that the wages remaining unpaid for more than 3 months should be paid only with the prior approval of Executive Engineer.	
Full power in respect of persons under him provided the abstract is passed by the Sub-divisional Officer or Executive Engineer for payment.	
Rs. 5,000	A detailed report in the matter should be submitted to Government for obtaining *ex-post facto* sanction and to condone the irregularity.
Rs. 1,000 subject to the condition that— (i) Chief Engineer/S. E. is satisfied about the genuineness of the loss of the muster roll and (ii) suitable action is taken against the defaulter.	
Full power.	
Rs. 1,000.	
Rs. 100 in cash and to any extent by cheque ..	Note.—Superintendent, Parks and Gardens exercises the same power as is delegated to the Executive Engineer, subject to the condition that measurements in respect of engineering works are recorded by a competent officer and are got checked to the extent shown below by the Executive Engineer of the division in whose jurisdiction the work lies :— (*i*) At least 5 per cent of the final measurements when the cost of a work is over Rs. 20,000. (*ii*) 5 per cent of intermediate measurement if the value since the certificate of last check measurements is over Rs. 20,000.
Intermediate bills of contract, piece-work or rate list may be paid up to a limit of Rs. 5,000 in each case by Assistant Engineer or Deputy Engineer without pre-audit by the divisional office subject to the condition that subsequent bills should not be paid until the previous bill is post audited by the divisional office. Such bills should be sent to the divisional office for audit immediately after payment. Final bills should be	

Nature of bills	Payment in cash	Payment by cheque
(1)	(2)	(3)
(*a*) Bills for materials supplied as per requisitions passed by Executive Engineer, Assistant Engineer or Deputy Engineer.	Rs. 100	To any extent.
(*b*) First and final bills or intermediate running account bills for work done by piece-work in A-1 or A-2 form or on rate lists	Rs. 50.	
(*c*) Intermidiate running account bills for work done by regular contract—Nil.		

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
40—*contd.*			
		(*ii*) Other charges (paid on hand receipts etc.) based on sanctioned schedule of rates.	(1) Assistant Engineer or Deputy Engineer.
			(2) Member of the Maharashtra Subordinate Service of Engineers who is an imprest holder.
		(*iii*) Railway freight	(1) Assistant or Deputy Engineer.
			(2) Member of Maharashtra Subordinate Service of Engineers in charge of sections who is an imprest holder.
		(*iv*) First and Final bill (of other charges not based on sanctioned schedule of rates).	(*i*) Officer In-charge of Sub-Division. (*ii*) Imprest holder.
			R. A. Bills
	(V)		Executive Engineer Assistant Engineer-I Assistant Engineer-II Deputy Engineer. Sub-Divisional Engineer Sub-Divisional Officer

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Extent of power delegated	Remarks
(5)	(6)
	paid only after they are passed by the divisional office to ensure proper check. First and final bill for amount not exceeding Rs. 1,000 may be paid without pre-audit but when it exceeds Rs. 1,000 it should be paid only after audit by the divisional office.
Rs. 100 in cash in each case and to any extent by cheque.	Note.—An Assistant Engineer or Deputy Engineer is also authorised to make cash payment up to Rs. 250 for purchase of itmes like petrol, oil and spare parts provided the measurements of such purchases are made on spot before payment is made.
Rs. 50 in cash in each case	Note.—A member of the Maharashtra Subordinate Service of Engineers is also authorised to make cash payment upto Rs. 50 for purchase of items like petrol, oil and spare parts provided the measurements of such purchases are made on the spot before payment is made.
In cash when the amount is less than Rs. 500 and by civil credit notes when the amount is Rs. 500 or more.	
In cash when the amount is less than Rs. 500.	
Rs. 250	Note.—It is clarified that the item relates
Rs. 150	to first and final bills of other charges not based on sanctioned schedule of rates. The item should be worked out accordingly.
Full powers	
Rs. 10,000	
Rs. 7,500	
Rs. 5,000	
Rs. 4,000	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
40--*contd.*			*Rate list*
			Assistant Engineer/ Deputy Engineer. Sub-Divisional Officer }
			First and Final Bill
			Executive Engineer Assistant Engineer-I Assistant Engineer-II/ Deputy Engineer. Sub-Divisional Engineer Sub-Divisional Officer
41	..	Power to make more than one payment in a month.	Superintending Engineer
			Executive Engineer ..
42	356 (i) ..	To direct removal to the best advantage of Government of trees, alive, dead fallen in the compound of residental as well as non-residential buildings.	Superintending Engineer Executive Engineer ..
43	362	Power to sanction rent statements for residential and non-residential building and furniture lent to Government officers for personal use.	Superintending Engineer
			Executive Engineer ..
44	362	Power to sanction nominal rent for portions of buildings let to private person for opening a tea shop.	(1) Superintending Engineer.

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Extent of power delegated	Remarks
(5)	(6)
	Subject to
Rs. 5,000	(1) Santioned estimated Rate. (2) Budget provision.
Full power Rs. 5,000 Rs. 4,000	
Rs. 2,500 Rs. 1,000	
Can authorise Executive Engineer to make more than two payments in a month if the progress of work justifies.	
Can make two payments in a month	
Full power. Full power.	
Full power subject to the following conditions— (*i*) that the rent is calculated in accordance with the relevant rules in chapter XVII of the Bombay Civil Services Rules Manual. (*ii*) that the rent is recovered provisionally and the rent statements got verified by the audit at the time of local inspection.	
Full power except in cases in which the cost of the residence (including furniture etc. if any) cannot be verified by audit independently from the accounts for instance (*i*) where the cost is not known and a valuation has to be made or (*ii*) where a portion of the building occupied as a residence is set apart for office accommodation subject to the same conditions as mentioned above.	
Full power provided the difference between the market rent or the standard rent (whichever is more) and the concessional rent does not exceed Rs. 25 per month.	Copies of orders sanctioning the lease should be sent to the Accountant General, Bombay as usual.

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
	44—*contd.*		(2) Executive Engineer
45	Note-1 below para 363.	Power to sanction estimates for supply of furniture to the newly created offices.	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer ..
46	368	Power to sell or demolish state Civil or irrigation buildings or structures.	

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Extent of power delegated	Remarks
(5)	(6)
Full power provided the difference between the market rent or the standard rent (whichever is more) and the concessional rent does not exceed Rs. 15 per month.	When auctions are held by the Executive Engineer for letting out on rent Government building or parts thereof, to private persons for this purpose he may accept the highest bids. Cases in which the highest bids are not accepted by the Executive Engineer should be reported to the Superintending Engineer who should report to Government together with reason for not accepting the same.
	(1) The Secretary of the Department is authorised to sanction refund of revenue up to Rs. 2,000 in each case.
	(2) The Department is authorised to saction refunds up to Rs. 2,000 in each case relating to the following items :— rent on account of electric installation and also energy charges where energy is supplied from a Government power house.
	(3) The Department is authorised to sanction refunds up to Rs. 1,000 in each case relating to— (*i*) fees levied from applications for electric licenses ; (*ii*) fees received in connection with examinations for the licensing of electrical wiremen and contractors.
(*i*) Rs. 30,000 for Regional Office. (*ii*) Rs. 30,000 for Circle Office. (*iii*) Rs. 35,000 for Divisional Office (*iv*) Rs. 15,000 for Sub-Divisional Office.	Subject to the following conditions :— (*i*) the articles of furniture are provided as per actual requirements subject to the maximum limit as per the scales laid down in Appendix 26.
(*i*) Rs. 30,000 for Circle Office. (*ii*) Rs. 35,000 for Divisional office. (*iii*) Rs. 15,000 for Sub-Divisional Office.	(*ii*) the funds required for the purchase are available.
(*i*) Rs. 35,000 for Divisional Office. (*ii*) Rs. 15,000 for Sub-Divisional Office.	(*iii*) the purchase of furniture is made locally or through central stores purchase organisation as per orders issued by Industries and labour Department from time to time.
	Note—(1) No building should ordinarily be demolished unless it is in a dangerous

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
46—*contd.*			

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Extent of power delegated	Remarks
(5)	(6)
	condition or past repair. Sale or dismantlement for any other reason is subject to the condition that the building is not required for any public purpose. A report should, in either case be submitted for information to the next higher authority, stating the classification and the cost of the building and the reasons for the sale or dismantlement.
	As land can be sold only through the agency of the Revenue Department (vide paragraph 235) whenever the sale of a public building is sanctioned, the orders should be communicated to the revenue authorities concerned. The powers may also be exercised in cases in which the book value of individual building, proportionate or otherwise, is estimated only and is not definitely known. The above note also applies to structure.
	The term "building" connotes a self-contained unit with roof, walls, etc. whereas the word "structure" signifies any erection other than a building such as a platform for prayers, compound wall, etc.
	(2) In the case of buildings which a Chief Engineer is competent to sell, as also in the case of those of greater book value for the sale of which the orders of Government are required, the reserve price for their disposal may be fixed by the Chief Engineer. Where the auction results in a final bid, less than the reserve price, the Chief Engineer should obtain the orders of Government which would be issued in consultation with the Finance Department.
	In the case of buildings which a Superintending Engineer or an Executive Engineer is competent to sell the reserve price may be fixed by the Chief Engineer or Superintending Engineer, respectively; whose orders may also be obtained in case the final bid received in the auction is less than the reserve price.

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Serial No.	Numher of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
46—*contd.*			
		(*a*) Due to their being in a dangerous condition or past repair.	Chief Engineer .. ..
			Superintending Engineer
			Executive Engineer ..
		(*b*) For other reasons	Chief Engineer ..
			Superintending Engineer
47	368	Power to dismantle and re-erect removeable types of buildings.	Executive Engineer ..
			Assistant Engineer or Deputy Engineer.
48	368	Power to change the nomenclature of buildings.	Superintending Engineer
49	368 ..	Power in connection with alternative utilisation of State buildings which are not required for the purpose for which they were originally constructed.	
		(1) Utilisation of State residences for non-residential purposes.	Chief Engineer
			Superintending Engineer.

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Extent of power	Remarks
(5)	(6)
	In the case of buildings which are in dilapidated or dangerous condition or past repairs, the above powers will be exercisable subject to the minimum of 6 per cent of the book value of the building plus 25 per cent of the cost of electrical and water-supply installation. As regards the building the reserve price should be fixed on the merit of each case.
Book Value— Rs. 50,000	(3) Separate sanction to write a building or structure off the return of buildings is not necessary when once demolition or dismentlement thereof has been sanctioned.
Rs. 50,000	
Rs. 10,000	Note.—Superintendent, Parks and Gardens, is allowed to exercise the same powers as are delegated to an Executive Engineer subject to prior approval of the Executive Engineer of the division in whose jurisdiction the work lies.
Rs. 15,000	
Rs. 2,000	
Full powers	
Full power	A report should be made to the Executive Engineer.
Full power	Note.—Any changes sanctioned should be communicated forthwith to the Audit Officer.
	Notes (1) These questions should be settled in consultation with the Audit Officer and the head of the department concerned and copies of the final orders issued should be sent to these officers. (2) Before residential buildings are used for non-residential purposes, the officers concerned should certify that no other department of Government requires the buildings for residential purposes.
Book value Rs. 50,000 Rs. 25,000	

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(1)	(2)	(3)	(4)
		(2) Alternative utilisation of other State buildings.	Chief Engineer Superintending Engineer.
50	369 (b) ..	Power to sanction rent of ordinary office accommodation.	
		(*i*) When accommodation is provided in a separate buildings.	Chief Engineer Superintending Engineer. Executive Engineer.
		(*ii*) When accommodation is provided in building partly used as office and partly as residence.	Chief Engineer. Superintending Engineer. Executive Engineer.
		(2) Land and building leased by Government.	Chief Engineer. Superintending Engineer. Executive Engineer.

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Extent of power delegated	Remarks
(5)	(6)
Rs. 75,000	
Rs. 50,000	
Rs. 2,500 per mensem Rs. 1,500 per mensem Rs. 500 per mensem	Note (1) The powers are delegated to the Chief Engineer subject to the condition that the rent per month is certified as reasonable by the Executive Engineer of P. W. D. Where the rent is in excess, the powers will not be exercised. The powers are delegated to the Superintending Engineer subject to (i) certificate of Executive Engineer or G. A. D. as the case may be regarding rent being reasonable and (ii) the provision being available in the budget. (2) Superintending Engineer may authorise Executive Engineer and Sub-Divisional Officer to sanction rents of divisional and sub-divisional offices up to a maximum of Rs. 45 and Rs. 20 per month, respectively. (3) Powers at item (i) will operate when a private building or part thereof is hired exclusively for accommodating Government office and those at item (ii) will operate when such a building or part thereof is hired for use partly as office and partly as residence of Government officers. (4) Proposals for hiring private accommodation should invariably be accompanied by a certificate regarding resonableness of rent and non-availability of Government accommodation.
½ of the total rent subject to the maximum of Rs. 2,000 per mensem. Rs. 400 per mensem Rs. 250 per mensem.	(5) The powers at Sr. No. 43 (ii) are given subject to (i) certificate of Executive Engineer or G. A. D. as the case may be regarding rent being reasonable and (ii) the provision being available in the budget.
Rs. 500 per mensem Rs. 500 per mensem Rs. 10 per mensem	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
51	370 ..	Leasing of Government bungalow ..	Chief Engineer Superintending Engineer Executive Engineer
52	379 ..	To approve changes in office accommodation.	Superintending Engineer
53	Note below para 380.	To sanction the leasing of private building for residential purposes, subject to the condition that the rent payable to the landlord is within 10 per cent of the officer's emoluments.	Chief Engineer Superintending Engineer
54	Note below para 383.	To transfer building in the capital and revenue account from Class I to Class II and vice versa.	Do.
55	Note 2 below 389.	Power to sanction expenditure on demurrage.	Chief Engineer Superintending Engineer Executive Engineer
56	392 ..	Power to sanction estimate in connection with ordinary tools and plant including livestock and office furniture repaired for execution of works.	Chief Engineer Superintending Engineer Executive Engineer

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Extent of power delegated	Remarks
(5)	(6)
Full power .. .. Rs. 200 per mensem Rs. 50 per mensem	The powers mentioned in column (5) are subject to the conditions that— (*i*) The accommodation to be let is not required by any department of Government for allowing to Government servants. (*ii*) The rent statements are got approved by Accountant General. (*iii*) The rent recovered is in accordance with the provisions in rule 856 of the B. C. S. R. Manual, Volume-I. (*iv*) The provisions in section II of chapter XVII of the B. C. S. R. Manual, Volume I are observed.
Full power	
Full power	
Subject to a maximum rent of Rs. 100 per mensem.	
Full power	
Rs. 5,000	
Rs. 2,000 or equal to the value of the article whichever is less in a single case provided that there is no negligence connected with the case and the delivery is taken immediately.	
Rs. 1,000 or equal to the value of the article whichever is less in a single case subject to the same provisions as above.	
Full power subject to the condition that in respect of office furniture the requirement of the furniture is as per the standard scale prescribed by Government. Rs. 50,000 (may include provision not exceeding Rs. 500 for office furniture). Rs. 10,000 (not to include any provision for livestock or office furniture).	Note.—Expenditure on tools and plant should be limited to one and half per cent of the total expenditure on works and repairs in the circle as a whole, the Superintending Engineer being authorised to regulate the expenditure on tools and plant in each division by transferring savings from one division to another. The provision for the mathematical instruments depot at Bombay and running charges for motor lorries should be excluded for the purposes of calculating $1\frac{1}{2}$ per cent limit for tools and plants.

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
			Superintendent, Parks and Gardens.
57	392	.. Power to sanction repairs to tools and plant.	Superintending Engineer
			Executive Engineer
			Superintendent, Parks and Garden.
58	392	.. Power to purchase or manufacture of stores (tools and plant without estimate).	Executive Engineer
59	396	.. Power to fix stock limit	Chief Engineer
			Superintending Engineer, P. W. Department.
			Superintending Engineer, Irrigation Department.
			Superintending Engineer, P. H. and ELEC. Divisions.
60	400	.. Power to issue stock article to contractor on hire	Chief Engineer

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Extent of power delegated	Remarks
(5)	(6)
Rs. 10,000	
Full power within the budget allotment for the Circle.	
Rs. 10,000 subject to the budget allotment for the Division.	
Rs. 5,000	
Rs. 2,000	Articles comprised under Tools and Plants can only be purchased or manufactured against estimates sanctioned by competent authority vide Sr. No. 56 in appendix 42 with the exceptions of purchase or manufacture at a cost not exceeding Rs. 2,000 for which estimates are not required.
Full Power	
7½ per cent of Budget grants under works	
10 per cent of Budget grants under works	
15 per cent of Budget grants under works	
Full power	The security deposits and the rate for charging hire charges should be worked out on the following formula. **Formula** (*i*) Depreciation charges which should be worked out on the market cost or issue rate whichever is more (hereinafter referred to as Capital cost) divided by the length of its probable life plus. (*ii*) Interest charges at 6 per cent per annum on the Capital cost of material referred to in (i) above, plus. (*iii*) Store charges at the rate prevailing at the time of issue of material on the cost of material taken in (i) above, plus

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)

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(5)	(6)
	(*iv*) Supervision charges at 10 per cent per annum on the cost of material taken in (i) above.
	The rent to be charged should be worked out as a rent for a month and recovery for broken periods should be worked out for blocks of half-months. A further charges of 10 per cent of the rent (inspection surcharge) should be made for materials given on hire which are required to be inspected at regular intervals to see that they are in good condition and are being properly used. In addition actual cost of transportation (including loading and un-loading) of the material from the place of delivery till it is returned at the place specified by the Engineer should be borne by the hirer.
	The recovery of the rent and inspection charges to be effected from the day of issue of article to the day of return (both inclusive) including all holidays and Sundays.
	Full cost of the material that is market cost or issue rate whichever is more plus an amount to recover rent for the expected period of hire should be recovered and kept in deposit.
	The deposit is to be returned after the material is received in good condition and liabilities are met. The hirer also should agree to keep the materials in proper maintenance at his cost till they are returned to the specified.
	The hirer should be asked to sign an agreement as is required to be executed in case of T and P given on hire.
	As a safeguard against misuse, the material lent should be inspected periodically. It should further be seen that material issued is returned without unnecessary delay.

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
61	Note below para 417.	Power to write off (i) Irrecoverable value of stores, losses of Public money, etc.	Chief Engineer Superintending Engineer Executive Engineer
		(ii) Irrecoverable small amounts of Government dues relating to water rates levied on owners or tenants of houses for water supplied for purpose other than irrigation and miscellaneous receipts other than water rates for irrigation.	Chief Engineer Superintending Engineer.

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Extent of power delegated	Remarks
(5)	(6)
	Recovery should be effected for the loss of material and for damage due to rough use or careless handling i. e. damage beyond fair wear and tear. Further the Engineer shall be at liberty to levy a penalty upto the full value of the material in case of deliberate misuse or damage of the materials while in the possession of the hirer.
Rs. 10,000 in each case Rs. 5,000 in each case Rs. 1,000 in each case } subject to the following conditions :—	Note (1).—For Rules for exhibition of losses in Government accounts and in the appropriation accounts for the guidance of Executive Officers and those for the guidance of the accounting and the audit officers, see appendix 19 to the Bombay Financial Rules, 1959.
(*i*) That the exercise of powers does not disclose a defect of system the amendment of which require the Government orders.	(2) The amount stated in column (5) represent the "book value" where price accounts are maintained and "replacement value" in other cases.
(*ii*) that there has not been any serious negligence on the part of some individual officer or officers which might possibly call for disciplinery action.	(3) When a number of items of stores are to be written off the powers of sanctioning authority should be exercised with reference to the total value of stores intended to be written off on each particular occasion and not with reference to individual articles constituting a lot.
(*iii*) that the loss is not due to theft (excluding petty losses upto Rs. 250 in value in each case in which the police recommended classification as undetected "A" summary) or embezzlement or fraud, and	(4) Losses due to one specific cause like fire theft, flood, etc. should be written off at the time only. There is however, no objection to losses arising from more than one case being written off at one time. The competence of the authority writing of the loss will depend on the amount written off.
(*iv*) That the write off is within the powers of the Government of Maharashtra.	Heads of Department may redelegate these powers to their subordinate gazetted officers in charge of adm. accounts in their own officers.
Rs. 40 in each case provided before writing off the amount the officer concerned shall ascertain from the Collector that it is irrecoverable.	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
61—*contd.*		(iii) Live-stock (a) on account of death (b) on account of incapacity for further work on the certificate of a Veterinary Surgeon.	Chief Engineer Superintending Engineer
		(iv) Losses on account of the collapse of buildings or structures owing to natural causes (i. e. old age) and their removal from the return of Buildings.	Superintending Engineer
		(v) Irrecoverable fees for the occupation of rest houses and irrigation bungalow.	Executive Engineer
		(vi) Irrecoverable amount of rent ..	Chief Engineer Director, Development Department Chawls. Superintending Engineer Executive Engincer
62	Note below para 429.	Power to give imprest advance to the store-keepers for making petty payments, for only freight cartage, mazdoor, hire, packing, etc.	Chief Engineer Superintending Engineer Executive Engineer
63	429 ..	Power of Recording measurement in respect of petty supplies of store as well as petty repairs to machinery.	Store keepers

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(5)	(6)
Full power	Note.—In the case of (a) the certificate of a Veterinary Surgeon as to the cause of death should be recorded whenever possible. If this is not done, the reason why it was not possible to do so should be recorded in writing.
Full power	
Full power	Note.—The term 'Building' connotes a self contained unit with roof, wall etc. whereas the word 'structure' signifies any erection other than a building such as a platform for prayers, compound wall, etc.
Rs. 10 in each case	
Rs. 500 in each case	
Rs. 50 in each case	
Rs. 200 in each case	
Rs. 100 in each case.	
Rs. 5,000 Rs. 2,000 Rs. 500 } Subject to the conditions that :—	
(*i*) The amount of the advance should not be more than what is actually necessary.	
(*ii*) The store keeper should submit the accounts to the Executive Engineer concerned twice a month or often if necessary.	
(*iii*) That the amount of the advance should be examined every six months with a view to reduce it to the minimum according to needs.	
(A) Up to Rs. 750 without any check.	
(B) Up to Rs. 2,000 subject to 10 per cent check by the member of M.S.E.i. e. either Executive Engineer or Deputy Engineer.	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
64	430 ..	Power to sanction rent for Store Houses and godown accommodation.	Chief Engineer Superintending Engineer Executive Engineer Officer I/c of Sub-Division.
65	430 ..	Power to hire open spaces for storing materials.	Chief Engineer Superintending Engineer Executive Engineer Officer I/c of Sub-Division.
66	432 ..	Stores—	
		(*i*) Power to order the purchase or manufacture of any stores (other than tools and plant) required for the execution of sanctioned work.	Chief Engineer Superintending Engineer Executive Engineer Officer I/c of Sub-Division. Superintendent, Parks and Gardens.
		(*ii*) Power to purchase materials, stores or manufactured articles from a Government workshop for which due provision has been made in a sanctioned estimate.	Chief Engineer Executive Engineer Superintendent, Parks and Gardens.
		(*iii*) Power to purchase articles of petty stores required for sanctioned works in accordance with schedule of rates approved by Executive Engineer.	Chief Engineer Superintending Engineer Executive Engineer Officers I/c of Sub-Divisions.
		(*a*) Power to purchase machinery spare parts.	Executive Engineer

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Extent of power delegated	Remarks
(5)	(6)
Rs. 1,000 per mensem	NOTE (1).—Proposals for hiring of private accommodation should invariably be accompanied by a certificate regarding reasonableness of rent and non-availability of Government accommodation.
Rs. 500 per mensem	
Rs. 200 per mensem	
Rs. 100 per mensem	(2) Sanction once given would hold good for 3 years or till the necessity of private accommodation lasts which ever is earlier.
Rs. 200 per mensem	
Rs. 200 per mensem	
Rs. 50 per mensem	
Rs. 25 per mensem	
Full Power.	
Full power subject to the provisions of paragraphs 391 and 394.	NOTE.—Superintending Engineers are empowered to forward indents for Europen stores direct to the Indian Store Department, London, for works within their powers of sanction subject to rule for the supply of articles other than printing and stationery required to be purchased for the public service.
Up to a limit of Rs. 250 at any one time	
Full Powers subject to the provisions of paras 391 and 394.	
Full power	
Full power up to the limit of the provision in the sanctioned estimate.	
Full power up to the limit of provision in the sanctioned estimate.	
Full Power	
Up to a limit of Rs. 250 at any one time for each class of articles subject to the condition that the purchase is made after inviting quotations from suppliers publicly provided in the case of purchase of an article of foreign manufacture, it is recorded each time that it was not possible to obtain an article of Indian manufacture at a reasonable rate and of good quality.	
Rs. 1,00,000 or 10 per cent of capital cost of machinery whichever is less in a year but at a time not exceeding Rs. 25,000.	NOTE (1).—These powers are to be exercised in respect of item of spare part for which rate contracts are fixed but spare parts are not readily available from the rate contract holders.

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
			Officer incharge of Sub-Division.
		(*b*) Sanction to requisition and purchase articles of stores require for sanctioned works.	Assistant Engineer Class I and Class II.
			Deputy Engineer / Sub-Divisional Engineer/ Sub-Divisional Officer.
		(*iv*) Power to make purchase locally of electrical materials required for public service.	Chief Engineer
			Executive Engineer Electrical Division.
		(*v*) Power to purchase or manufacture stock sufficient to keep the stock of the division up to the reserve limit.	Chief Engineer Executive Engineers Sueprintendent, Parks and Gardens.
		(*vi*) Power to issue orders for the disposal by sale or otherwise of unserviceable surplus stores.	Chief Engineer Superintending Engineer

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Extent of power delegated	Remarks
(5)	(6)
Rs. 10,000 or 10 per cent of capital cost of machinery whichever is less in a year but at a time not exceeding Rs. 1,000.	(2) The direct purchase should be made by following the usual purchase procedure of accepting the lowest tender to the specification. These purchases are to be made for immediate consumption and not for stock.
Rs. 1,000 per year	
Rs. 800 per year	
Full Power	
Up to a limit of Rs. 10,000 in the case of each purchase provided the Executive Engineer keeps in touch with the Indian Stores Department in order to ensure that the cost by local purchase of materials of approved quality is in no case higher than that at which similar supply could be obtained from that agency.	
Full power	
Full power subject to the approval or sanction to estimates, vide paragraph 393.	
Full Power	
Full power to issue orders for disposal of all unserviceable or surplus stores including stock, tools and plant, materials at site of works and materials received from works dismantled or undergoing repair and to sanction their write-off where necessary.	
In the case of surplus tools, plant and stores pertaining to Ex-Development Department the powers of the Superintending Engineer, Bombay Circle, to issue orders by sale or otherwise for their disposal are restricted to surplus tools, plant and stores the book value of which does not exceed Rs. 20,000.	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
		(*vii*) Power to make purchase in India of stores for Public Service.	Chief Engineer Superintending Engineer of Public Health Circle.
		(*viii*) Power to sanction the issue of any material from store yard to private persons for full value plus the usual charges of 10 per cent except when this charge is specially remitted under the provisions of paragraph 399.	Chief Engineer Superintending Engineer
		(*ix*) Power to sanction estimates for losses due to depreciation of stock.	Chief Engineer Superintending Engineer
		(*x*) Power to sanction the sale of surplus articles at site of work at their full value	Chief Engineer Executive Engineer Assistant or Deputy Engineer.
		(*xi*) Power to issue order for the disposal by sale or otherwise of	
		(*a*) Surplus stores (other than tools and Plant)at their full book value.	Chief Engineer Executive Engineer
		(*b*) Materials received from works dismantled or undergoing repairs at their estimated value.	Chief Engineer Executive Engineer
		(*c*) Unserviceable stores (other than tools and plant) at less than their full value when the original purchase value of the article does not exceed the limits of powers laid down.	Chief Engineer Superintending Engineer Executive Engineer
		(*d*) Unserviceable articles of tools and plant.	Chief Engineer Executive Engineer Superintendent, Parks and Gardens.

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Extent of power delegated	Remarks
(5)	(6)
Full power Rs. 30,000 subject to rules regarding purchase through the Central Stores Purchase organisation.	
Full power Full power when it can be done without inconvenience to the public service.	
Full Power Up to a limit of Rs. 10,000 or 1 per cent of the total value of stock whichever is less.	
Full Power .. .. Rs. 5,000 Rs. 100	NOTE.—The monetary limits in column (5) against item (x) (xi) refer to total values of articles that can be sold or disposed of in any one financial year.
Full Power .. .. Rs. 5,000	NOTE.—Superindending Engineer should take steps to see that whenever materials are required to be transferred from one work to another they are so transferred only at an approved rate.
Full Power Rs. 5,000	
Full Power .. .. Rs. 1,00,000 Rs. 50,000	NOTE.—The powers are delegated subject to the condition that disposal should be done as per normal procedure laid down, except in the case of scrap, while disposing the scrap, the principles laid down by Scrap Trading Corporation should be followed.
Full power Rs. 5,000 Full power	

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of power	Authority to which the power is delegated
(1)	(2)	(3)	(4)
		(*xii*) Power to write-off from the return of tools and plant :—	
		(*a*) all tools and plant the full value of which has been recovered.	Chief Engineer Executive Engineer Superintendent, Parks and Gardens. Assistant or Deputy Engineer.
		(*b*) tools and plant in these cases where only part value has been recovered for causes which the officer to whom power has been delegated (vide next column) considers necessary.	Chief Engineer Executive Engineer Superintendent, Parks and Gardens.
		(*xiii*) Power to sanction the sales of articles on the stock accounts for full value plus the usual charge of 10 per cent.	Chief Engineer Executive Engineer Superintendent, Parks and Gardens.
		(*xiv*) Power to adjust losses on manufacturers accounts.	Chief Engineer Executive Engineer Superintendent, Parks and Gardens.
		(*xv*) Power to purchase tents	Chief Engineer Superintending Engineer.
67	432 ..	Power to waive the recovery of small amounts from firms, private persons or other Government departments or divisions and also the power to debit charges on account of work done for other divisions or departments to their own grants instead of raising the debit against those divisions of departments.	Chief Engineer Superintending Engineer Executive Engineer

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Extent of power delegated	Remarks
(5)	(6)
Full power Full power Full power Rs. 2,500	
Full power Full power Full power	
Full power Rs. 2,000	NOTE.—The powers are delegated to the Executive Engineer and the Superintendent, Parks and Gardens subject to the conditions that when the stock rate of surplus stores at any site is appreciably less than the prevailing Market rate or the probable cost of manufacture at the site within the next five years, the stock shall not be sold for less than the market rate or the probable manufacture rate plus 10 per cent without the previous sanction of the Superintending Engineer.
Full power Full power provided the rates of out-turn are not increased by more than 10 per cent over the estimated or current stock rates.	
Full power Rs. 2,000 in each case.	
Up to Rs. 100 in each case but not exceeding Rs. 3,000 per year.	
Up to Rs. 75 in each case but not exceeding Rs. 2,000 per year.	The Officer should be fully satisfied that the expenditure on postage and clerical labour involved in effecting the recoveries would be more than the amount to be recovered.
Up to Rs. 50 in each case but not exceeding Rs. 1,000 per year.	These powers should be exercised subject to the conditions in rule 146 of the Bombay Financial Rules, 1959. The Executive Engineer should maintain a register in which complete details about

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which the power is delegated
(1)	(2)	(3)	(4)
68	..	Refunds	
		(*i*) Refund of house rent	Superintending Engineer
			Executive Engineer
		(*ii*) Refund of :—	
		(1) Water rates in towns where the supply of water is in the hands of the department which runs and maintains the water works.	Superintending Engineer
		(2) Rent on account of electric installation and also energy charges where energy is supplied from a Government power house.	Do.
		(3) Fees levied from applicants for electric licences.	Do.
		(4) Fees received in connection with examination for the licensing of electrical wiremen and contractors.	Do.
		(*iii*) Refund of irrigation revenue (direct receipts) other than rents of buildings under the heads "133" "106".	Superintending Engineer
		(*iv*) Refunds of other revenue	Superintending Engineer
			Executive Engineer

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Extent of power delegated	Remarks
(5)	(6)
	these amounts should be entered and the following certificates should be given by them for each amount separately :— Certified that I am satisfied that the expenditure on postage and clerical labour involved in effecting the recoveries would be more than the amount to be recovered.
	Note.—In the case of residential building Superintending Engineer should submit copies of the sanctioned rent statement, for information of Government.
Full power provided the payments of such refunds are got verified by Audit officer at the time of local inspection.	
Up to Rs. 500 in each case provided the payment of such refunds are got verified by Audit Officer at the time of local inspection.	
Rs. 500 in each case provided claims for such refunds of Rs. 200 and over are reported to the Audit Officer for verification before payment.	
Full power provided the claims for such refunds are in all cases reported to the Audit Officer for verification before payment.	*Note.*—Assistant Engineer or Deputy Engineer is authorised to make cash payment for refund of irrigation revenue up to the limit of Rs. 200 in each case.
Rs. 5,000 in each case	(1) Fine credited to receipt head refund to be sanctioned under "Deduct Refund".
Rs. 500 in each case	(2) Fine credited to deposit head refund under the head "Deposit Head".

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Serial No.	Number of paragraph of M.P.W. Manual	Nature of powers	Authority to which th power is delegated
(1)	(2)	(3)	(4)
		(v) Refunds of fines	Chief Engineer
			Superintending Engineer
69	..	Power to fix prices of different plants, produces which are produced at Government nurseries and gardens.	Superintendent, Parks and Gardens.
		Power to record measurements	(1) Asstt. Suptd, Parks and Gardens.
			(2) Supervisor, Govt. Gardens.
			(3) Garden Overseer.
			(4) Garden Sub-Overseer
70	..	Power of checking final measurement works done, under contract piece works rate list.	Executive Engineer
			Deputy Engineer.
71	..	Approval to the alignment of Roads ..	(1) Chief Engineer
			(2) Superintending Engineer (P. W. territorial Circles).

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Extent of power	Remarks
(5)	(6)
Above Rs. 1,001 but up to Rs. 5,000 in each case	
Rs. 1,000 in each case,	
Full Power	
Rs. 5,000	
Rs. 2,000	
Rs. 1,500	
Rs. 750	
5 per cent only when the cost of work exceeds Rs. 1,00,000 subject to the condition that when the final amount of the final bill exceed Rs. 1,00,000 the Executive Engineer must check 5 per cent (or such higher percentage as may be in special case, be ordered by the Superintending Engineer) of the final measurement.	
50 per cent check by Deputy Engineer for work costing above Rs. 50,000 but below Rs. 1,00,000 on measurements recorded by Jr. Engineer. For work above Rs. 1,00,000 final measurements should be taken by Deputy Engineer/Assistant Engineer (I)/ Assistant Engineer (II) Sub-Divisional Engineer/Sub-Divisional Officer or he should check 100 per cent on measurement recorded by Jr. Engineer.	
State Highways.	
Major District Roads.	
Other District Roads.	
Village Roads and Minor changes in the approved alignments of State/Highways during execution.	

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EXPLANATORY MEMORANDUM

Note.—This memorandum has been compiled solely for the purpose of assisting reference and no expression used here should be considered as in any way interpreting the rules.

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