

CHAPTER 1
GENERAL ADMINISTRATION DEPARTMENTAL ORGANISATION

1.1 The administration of the department is under the charge of the Administration. two Chief Engineers, Public Works Department, Buildings and Roads Branch who are the professional heads of the Department and are responsible to Government for its efficient working. In the discharge of their duties and functions they are assisted by the Superintending Engineers and Executive Engineers in the field work while in the office work they are assisted by the Superintending Engineers/Executive Engineers in charge of different Branches in the headquarters office and Registrar in addition to the other ministerial and technical establishment.

1.2 The department is composed of the following administrative Composition. units as existing on 1st January, 1961: -

- (a) Direction office under the direct control of the Chief Engineers.
- (b) Circles: -
 - (i) Ambala Circle.
 - (ii) Jullundur Circle.
 - (iii) Patiala Circle.
 - (iv) Hissar Circle.
 - (v) Amritsar Circle.
 - (vi) Kangra Hill Circle.
- (c) Other Offices:-
 - (i) Office of the Executive Electrical Engineer (South).
 - (ii) Office of the Executive Electrical Engineer (North).
 - (iii) Office of the Consulting Architect of Government, Punjab.
 - (iv) Office of the Provincial Town Planner, Punjab.
 - (v) Office of the Director, Research Laboratory.

1.3] B&R MANUAL OF ORDERS [Chap. 1

No. (ii) constitutes a separate Organisation under the Chief Town Planner and Chief Architect, Punjab, Chandigarh, but assist the Department in its working.

1.3 The Department is manned by the following services and specialist officers: -

- 1 – Services
- Provincial services
- Class I
- Punjab Service of Engineers Class I
- Class II
- Punjab Service of Engineers Class II

Class III

- (1) Punjab, P.W.D., B&R Chief Engineer's Office, Ministerial Establishment.
- (2) Sectional Officer's Engineering Service.
- (3) Draftsmen and Tracers' Service.
- (4) Circle Clerical Service Class III.
- (5) Punjab Electrical Service Class III.
- (6) Punjab Town Planning Service Class III.
- (7) Road Inspectors' Service.
- (8) Research Laboratory Service Class III.

II – Specialist offices/officers

- (1) Electrical Unit – Executive Electrical Engineer and Assistant Electrical Engineers.+
- (2) Architectural Unit – Consulting Architect to Government, Punjab, Junior and Assistant Architects.
- (3) Town Planning Unit – Provincial Town Planner, Punjab and Assistant Town Planners.
- (4) Director, Research Laboratory.

III – CLASS IV GOVERNMENT SERVANTS

IV – WORK CHARGED ESTABLISHMENT

1.4 Additional temporary charges are created by the Government as and when warranted by work-load from time to time.

1.5 The department comprises the following units: -

Temporary Charges. Formation of Units.

- (1) Section.-The smallest unit in the organizational structure on the engineering side is known as 'Section' under the charge of class III officer of sectional officer rank. (who may be permanent temporary). The Sectional Officer who is responsible for his work to the Sub-Divisional Officer, is assisted by Road Inspector, in addition to work- charged establishment whose strength varies in accordance with the magnitude of work to be handled and the nature of the section.
- (2) Sub-Division.- Three or more section constitute a Sub-Division, which, as its name implies, is a sub unit of the 'Division charge' and is manned by a Sub-Division Officer, who may either be an Assistant Executive Engineer (P.S.E. Class I), Assistant Engineer (P.S.E. Class II), Temporary Engineer or a member of Subordinate Engineering Service Class III. The Sub-Division Officer is responsible for the management and execution of work and upkeep and maintenance of public works within the Sub-Division.
- (3) Division.- Normally a complement of three or four Sub-Division forms a Division, which is the executive unit of the Department and is in the charge of a Division Officer, commonly known as Executive Engineer, who shall be an officer of P.S.E. Class I. The Division Officer is responsible

to the Superintending Engineer, for the execution and management of all works and upkeep and maintenance of public works within the Division.

- (4) Circle.- The Circle is the administrative unit of the Department , generally consisting of three or four Division in-charge of a Superintending Engineer who is responsible to the Chief Engineer for the administration and general professional control of public works within the Circle. Sometime, project and planning Circles are also formed for carrying out surveys and preparation of schemes for major projects.

The administrative and professional head of the Department is the Chief Engineer. He is responsible for the efficient working of the Department and is also the technical professional adviser of Government in all matters relating to his charge or on which his advise may be desired.

FUNCTIONS IN RELATION TO OTHER DEPARTMENTS ETC.

1.6 Functions in relation to other Departments, etc.- (1) Famine administration in the Punjab is governed by the provisions of the Punjab Famine Code, and the Punjab Famine Accounts Manual. The Handbook of famine administration in the Punjab explains the general principles underlying famine administration and is intended to supplement and explain the more formal exposition of the rules found in the Famine Code.

Famine
Administration

(2) The Buildings and Roads Branch is responsible for the maintenance and revision of programmes of relief works and officers are expected to make themselves familiar with the provisions of the Code, Manual and Handbook mentioned in sub-para (1) above.

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[1.7-1.8

GENERAL ADMINISTRATION DEPARTMENTAL ORGANIZATION

1.7 (i) No structure should to be erected by local bodies on land in the charge of the Public Works Department except with the approval of the Government.

Local Bodies

(ii) When funds are provided by a Local Body for a work to be constructed upon land in charge of the Public Works Department, the Department will decide the agency by which the work should be carried out.

(iii) When any immovable public property is made over to a local body for public, religious, educational or any other purpose, the grant should be made expressly on the conditions, in addition to any other that may be settled, that the property shall be liable to be resumed by Government if used for other than the specific purpose for which it is granted and that, should the property be at any time resumed by Government, the compensation payable therefore, shall in no case exceed the amount, if any, paid or agreed to be paid to Government to earn the grant, together with the cost of their present value whichever may be

less, of any buildings erected or other works executed on the land by the local body.

(iv) If an encroachment on land belonging to P.W.D. is made by a local body, which is not considered necessary to be removed, the land should, with the approval of the Government, be made over to the local body concerned on the condition inter alia that it is liable to be resumed by Government in the event of its being required for a public purpose ; such resumption shall be free of charge save as provided in the terms of grant.

(v) A register of lands liable to be resumed by Government shall be maintained in Divisional offices.

1.8 State properties made over to local bodies for public purposes should not be removed from the registers of provincial properties, but a note should be made of the fact in the remarks column of the register.

1.9 Timely intimation should be given to Public Works Department Officers of intended meetings of District Boards and Municipal committees, of which they are ex officio members.

1.10 The Public Works Department shall give service as and when sought, as to the suitability of the Engineering personnel employed or proposed to be employed by local bodies.

1.11 (i) A statement of the principles which govern the relations between Audit and Punjab State Government is given in Appendix I-A. These principles should be strictly adhered to. Audit

(ii) The main principles of the Division of financial responsibility between executive authorities on the one hand and accounts and audit authorities on the other are given below: -

- (a) Financial responsibility, whether of the executive or the Accounts and Audit Department relates both to receipts and to expenditure.
- (b) In the assessment and collection of amounts due to Government, the primary responsibility is that of the executive. An Audit and Accounts office cannot be held responsible for the assessment or collection of Government revenue. Even when the Auditor General is required under paragraph 13(2) of the Government of India (Audit and Accounts) Order, 1936, to audit receipts, this responsibility of the executive is not effected or transferred. The ordinary function of the Accounts and Audit Department in relation to Government receipts is confined to seeing that the Amounts collected are properly brought to account in the Government books.
- (c) In the matter of expenditure of Government money, the Audit and Accounts Department is responsible for seeing that expenditure is regular and proper and that the system of

accounts is such that, provided the facts recorded in original documents are true, there can be no loss of Government money. The Administrative and executive officers, however, always remain responsible for the correctness of facts in the original documents.

Note – The terms ‘Government’ whenever occurring in this Manual shall be interpreted to mean Government in the P.W.D., Buildings and Roads Branch.

1.12 (i) The Government in the Public Works Department Buildings and Roads Branch deals with Railway matters as per schedule given in Appendix I-B. Railway Subjects

(ii) Proposals by officers of the Public works Department should be submitted to the Government in the Buildings and Roads Branch and those by Civil Officers through the Financial Commissioner. Development.

(iii) The Regional Railway Users’ Consultative Committee and Zonal Railway Users’ Consultative Committee at the headquarters of each Railway and the National Railways Users Consultative Council at the Centre have been constituted by Railway Administration for establishing a closer liaison with the general public opinion and gauging requirements of the traveling public and the trade. The State Government is represented on the zonal Railway Users Consultative Committee at the headquarters of the Northern Railway by the Director of Industries, Punjab.

1.13 The list showing Railway subjects, on which State Governments are consulted by the Railway Board, is reproduced in Appendix I-B.

APPENDIX 1-A
(REFERRED IN PARA 1.11(i))

Statement of the relations of Audit with the Punjab Government under the
Constitution.

1. The functions of the Comptroller and Auditor-General are derived in the main from the provisions of articles 149 to 151 of the Constitution of India. Article 149 of the Constitution envisages an Act of Parliament to regulate the duties and Powers of the Comptroller and Auditor-General and until such a provision is made it lays down that the Comptroller and Auditor-General shall perform such duties and exercise such powers in relation to the accounts of the Union and of the States as were conferred to the accounts of the Union and of the States as were conferred on or exercisable by the Auditor-General of India immediately before the commencement of the Constitution in relation to the accounts of the Dominion of India and of the Provinces respectively. As Auditor, the Comptroller and Auditor-General is solely a critical and quasi-judicial authority. He exercises his duties according to his knowledge and judgment by the sanction of the Constitution. His oath of office under the Constitution requires him to uphold the Constitution and the laws and discharge his duties without fear or favour affection or ill will. In the discharge of his duties it is the business of the Comptroller and Auditor-General subject to the provisions of article 149 of the Constitution to watch that the various authorities of the State set up by or under the Constitution Act. in regard to all financial matters in accordance with the Constitution and the laws of Parliament and appropriate Legislature and rules and orders issued thereunder. He has complete liberty in reporting of relating relevant facts and of expressing opinions upon the conduct of Departments in regard to the financial transactions and accounts and upon decisions of the Finance Department affecting them. Nothing can fetter his discretion or judgment in any manner as to the matters which he may bring to the notice of State Legislature in the discharge of his duties. In fact it is his duty to call attention of the State Legislature to every matter to which he thins their attention should be directed. On the efficiency of audit conducted by him or by officers of his Department authorized by him depends to a large extent the financial integrity of the administration and the Security of Public Funds and the vigilance of audit secures the tax-payer against wasteful expenditure and loss of Public Funds and its zeal and vigour to a large extent determines the measure of financial control which the State-Legislature will be enabled to exercise over the Executive.

The Comptroller and Auditor-General is statutorily the sole authority regarding the nature and extent of audit (save in regard to secret service expenditure) to be conducted by him or on his behalf in the due discharge of his responsibilities.

2. The Punjab Government – For the purposes of this memorandum the Punjab Government may be regarded as consisting of the Finance Department and other Departments.

1. Other Departments. – Departments other than the Finance

Department continue to have 'delegated' to them certain financial powers. In the course of audit the Comptroller and Auditor-General will bring to the notice of those Departments, any cases in which such Departments have exceeded their powers, or have exercised their powers in a manner which the Comptroller and Auditor-General may consider open to objection.

2. Finance Department. – At a risk of over-simplification it maybe stated that all residual financial powers of the Punjab Government vest in its Finance Department. The relation of Audit with the Finance Department in the exercise of the latter's original or (vide sub paragraph (1) above appellate powers) as follows: -

- (a) The Finance Department will welcome the views and advice of the Comptroller and Auditor-General on any Financial matter whether it falls strictly within the scope of audit or not.
- (b) On a mater which falls within the scope of audit, the Comptroller and Auditor-General, having given expression to his views, will not openly and formally question the action which the Finance Department may take unless such action is -
 - (i) Illegal that is to say, contrary to law, to rules having the force of law or to an authoritative formula of constitutional or financial principle, or to a valid condition or restriction imposed by Legislature;
 - (ii) In the judgment of the Comptroller and Auditor-General, evidently mala fides (isolated cases of suspected mala fides would not ordinarily fall within this conditions);
 - (iii) Contrary to the vital interest of the State and in circumstances where the matter is question is, in the judgment of the comptroller and Auditor-General of such importance that he will consider himself justified in deliberately incurring the risk of bringing down the Government by exposing it.
- (c) The Comptroller and Auditor-General will be at liberty to record either in the Appropriation Accounts or in an Audit Report cases of losses, writes off, or nugatory expenditure with, subject to the terms of part (b) of this paragraph, any comments he thinks fit to make on them.

3. In matters covered by sub-paragraph (2), (b) (i), (ii) and (iii) above, the Comptroller and Auditor-General would consider it his duty to make a report of the circumstances to the Legislature through the Public Accounts Committee. Otherwise, the matter which the Comptroller and Auditor-General will put before the Committee through his Report on the Appropriation

Accounts will subject to what is stated in paragraph 6 below, be solely matters within the strict purview of the Committee as prescribed in the Punjab Legislative Assembly Rules defining its functions.

4. In the past there has been a tendency for the Finance Department to condone the financial misdeeds of other Departments either-

- (a) by automatically according ex. post facto sanction to obvious irregular charges or action, or
- (b) by supporting or condoning or at least by refraining from opposing, other Departments before the Public Accounts Committee;

thus leaving the Comptroller and Auditor-General unsupported in his public attempts at remedying defects or at bringing offending Departments to book.

5. In future a much closer community of aims should exist between the Finance Department and the Comptroller and Auditor-General whereby both may join forces in publicly opposing and condemning serious financial errors of other Departments. This Finance Department in future should not, as a matter of course, accord ex post facto sanction in circumstances where it would not have been prepared to accord an original sanction. A charge thus unsanctioned would, of necessity, be brought to notice by the Comptroller and Auditor-General in his Appropriation Report under paragraph 2(b) (i) above, and the Department concerned would, as in England, be left to defend itself before the Public Accounts Committee against the combined opposition of the Comptroller and Auditor-General and the Finance Department.

6. But the Comptroller and Auditor-General will in his Appropriation Reports restrict his references to individual matters to cases of real importance. Where a Department, either through the intervention of the Audit Department or otherwise, has to the reasonable satisfaction of the Audit Department, rectified an irregularity such a case will ordinarily not appear in the Appropriation Report at all. It will, therefore, be to the advantage of the Departments to expedite the disposal of audit queries. The same principle will apply in regard to cases of irregularities referred to the Finance Department. Unless the action taken by the Finance Department falls into one or other of the categories specified in paragraph 2(2) (b) above, the requisite sanction of the Finance Department will ordinarily mean that the case is omitted from the Appropriation Report.

7. At present Appropriation Accounts and Reports contain a fair amount of financial material and financial comment not within the strict scope of the Public Accounts Committee. The documents presented to the Committee will in future deal only with matters strictly within its jurisdiction as laid down in the Punjab Legislative Assembly Rules.

8. But as the Comptroller and Auditor-General is required to submit to the Punjab Government for presentation to the Legislature his 'Report relating to the Accounts' of that Government something more will be required of him that what will be presented to the Public Accounts Committee. Also much of the extra material is of considerable value to the Finance Department. This gap will be repaired by the preparation of something on the lines of ht

English Finance Accounts. These will be submitted by the Comptroller and Auditor-General to the Punjab Government for presentation to the Legislature – but not in stated terms to the Punjab Accounts Committee.

9. It is recognized that the Finance Accounts, including as they will, accounts of review will not be fully audited accounts, but they will at least bear the imprimature of the Comptroller and Auditor-General as being a correct statement of sums brought to account. It may be thought advisable in due course to extend the Comptroller and Auditor-General's functions in the matter of the audit of receipt.

APPENDIX I-‘B’

(Referred to in para 1.12 & 1.13)

List of showing railway subjects in connection with which the State Governments are consulted by the Railway Board.

Serial No.	Subject	Procedure and general orders governing the procedure
1.	Acquisition of Land for railway purposes.	All proceedings for the acquisition of land required for railway purposes are to be undertaken through the State government concerned in terms of para 611 of Indian Government Railway Code for the Engineering Department.
2.	Transfer and exchange of land and buildings from a railway to a Department of Government or vice versa.	All proceedings in this connection are to be undertaken through the State Government concerned in terms of para 611 of Indian Government Railway Code for Engineering Department.
3.	Relinquishment and sale of railway land and buildings.	All relinquishment of Railway land is to be carried out through the State Government concerned in accordance with the procedure laid down in para 827 of the Indian Government Railway Code for Engineering Department.
4.	Custody of railway land and buildings temporarily relinquished.	This is to be governed by para 810 of Indian Government Railway Code for Engineering Department.
5.	Leasing of railway lands and buildings for purposes unconnected with the working of a railway whether the land or building is required in the near future or is so situated that it would be inconvenient to relinquish it.	The State Government concerned is consulted only in the case of land leased or licensed for purposes other than those connected with the working of railway in accordance, with the provision made in para 813 of the Indian Government Railway Code for Engineering Department.
6.	Application of the Railway Act to private Railways.	State Governments are consulted by the Railway Board as to whether the application of the Act to a private is in the administrative interests of the State or not.
7.	Municipal taxation of railway property.	When local authority seeks to impose any new tax on a railway, application has to be made through the State Government or Administration concerned to the Central Government in the Ministry of Railway on the lines of the procedure explained in the Government of India late Public Works Department resolution No.34/RT, dated 17 th .
8.	(a) Tolls on railway bridges.	As a matter of policy and convenience, State Governments and Administration should be consulted by Railway administrations in the matter of tolls on bridges provided or intended to be provided with footpaths or

		cart-ways. The State Government eventually approves and notifies the tolls on bridges.
	(b) Traffics regulations for railway bridges.	State Government should be consulted before a railway frames traffic regulations for bridges provided with footpaths or cart-ways.
9.	Names of Stations	The general practice hitherto has been for Railway Administrations to consult the local authorities in this matter, but this should be the invariable rule.
10.	Opening and closing of Stations	In the case of a new line State Governments or usually consulted as to the stations to be opened, they are also consulted in regard to the alignment to be followed, and it is then open to a State Government to make any remarks respecting the position or opening of a station.
11.	Strikes on Railways	Railways Administration are required to supply the fullest information regarding a strike to the State Government concerned and to the Police authorities and to cooperates as much as possible in regard to the measures taken by the authorities.
12.	Police districts	All matters in this respect are settled by the Government of India in the Home Department with the State Governments. The Railways Board are only kept informed of the arrangements made.
13.	Application of the Railways Act to Tr m- ways	All requests for the application of the Railways Act to tramways are required to be submitted the through the State Government. The Railways Board will consider the recommendation of the State Government before taking any action.
14.	(a) Alignment (b) Waterways both in connection with existing channels and possible extensions of irrigation. (c) Roadways of bridges over navigable rivers, if any. (d) Roadways over important bridges with spans of 100 (i.e. 100 feet and over and having a total length of waterway of not less than 1, 200 lineal ft. or 600 feet in case the bridge is closed to an important trunk road or high-way). (e) Level crossing	In accordance with para 240 of the Indian Government Railways Code for Engineering Department the State Government or Administrations concerned should be supplied direct by the Railways Administration with a copy of t-*he project report and construction estimate, together with an index plan and section on a scale of one inch to the mile, on which should be shown the size and position of all waterways and level crossing to be provide. The State Government or Administration concerned should, at the same time, be asked to express their views on these points or items s other non-technical observations they may desire to make, which, on receipt should be forwarded to the Railways Board.

15.	(f) Sites of stations Irrigation or drainage channel proposed in connection with new railways	This is to be governed by para 232 of the Indian Government Railway Code for Engineering Department.
16.	(a) Crossing for road traffic	Road-rail level crossings, and over bridges are provided on the recommendations of the State Government in terms of para 1117-1122 of State Railway General Code.
	(b) Foot bridges	Railway administration usually discuss proposed changes in train services and train services and train timings at the Regional Railway Users Consultative Committee and Zonal Railway Users'. Consultative Committee at the headquarters of each Railway. The State Government is represented on the Zonal Railway Users Consultative Committee at the headquarter of the Northern Railway through the Director of Industries, Punjab.
17.	Timings of Trains	

CHAPTER II
OFFICE MANAGEMENT AND PROCEDURE
GENERAL

2.1 Normally, the hours of attendance are those which are fixed by the Punjab Government from time to time for the departments of Punjab Government. However, any employee may be required to work for extra hours if and when the office work so demands without any claim for extra remunerations. Attendance

Punctuality must be strictly observed. In the absence of the head of office the officer next to him should ensure that members of the staff attend office punctually.

The peons and daftries should be required to attend office at least half an hour before office opens in the morning to dust the office furniture and to arrange for the supply of pens, ink and paper for the officers and staff.

No member of the staff is permitted to leave office within office hours, except with the specific permission of the head of the section concerned.

2.2 (a) An attendance register in U.F. 30 will be kept in all subordinate offices and in each section in the office of Chief Engineer, in which names of all Government servants, except those of the heads of sections in the case of Chief Engineer's office and Superintendents/Head Clerks in the case of Circle Divisional Offices borne on the office establishment will be included therein. The Superintendent or the Head of section concerned will have the charge of the attendance register and after marking the letter 'P' opposite the name of each person present and himself initialing at the foot of the day's entries shall ensure submission of the same for inspection to the head of office concerned within five minutes of the opening time of the office at the latest and anyone arriving time of the office at the latest and anyone arriving thereafter shall be required to note the actual time of arrival. Due notice shall be taken of the members coming late and the habitual defaulters in this respect shall be suitably dealt with. Attendance Register

Normally, every three late attendances shall entail forfeiture of one day's casual leave.

(b) The Superintendents/ Heads of Section who are not able to reach office in time should be treated like other officials and should be considered late when their initials are not in the attendance register in token of their having marked the roll of the section in time. Such a Superintendent /Head of Section should also on reaching the office, having his time of arrival noted in the attendance register by the Head of Office/ Branch Officer concerned.

2.3. A Government servant who, when summoned, either in official capacity or as a private citizen attend a court to give evidence will be considered on duty for the period of his absence from office and shall be entitled to full allowances as admissible according to rules but he shall credit to Government any sums received by him as subsistence allowance or compensation. Court Attendance

Travelling Allowance is permissible in a Government servant is required to answer a civil or a criminal case brought against him in respect of acts done in the discharge of his official duties only if Government have decided to undertake his defence at the public cost, in which case he shall be considered on duty for the period of absence.

In the case of a Government servant who is involved in a case as a result of acts done by him not in his official capacity but as an ordinary citizen the matter should be treated as a purely private affair of the Government servant concerned and the period of absence should be treated as leave (See Rules 2.80 and 2.81 of C.S.R., Volume III).

2.4 Save in case of sudden illness, leave must be obtained before it is availed of. Absence without leave is an infringement of discipline and will render the absentee liable to disciplinary action unless any satisfactory explanation is furnished of such absence. Unauthorised
Absence

2.5 Every person absent on the plea of illness must when called upon, produce a medical certificate of his ability to attend and as a rule such a certificate should invariably be submitted when the absence on casual leave extends to 2 days or more. The authorized Medical Officer of the station be obtained from a medical practitioner whose name appears on the Punjab Medical Register. Medical
Certificate

The grant of a medical certificate for purpose of leave other than casual leave, dose not in itself confer upon the Government servant concerned any right to avail of leave; the certificate should be forwarded to the authority concerned for orders. Serious notice will be taken of any unauthorized absence.

2.6. The offices will remain closed on gazetted holidays unless otherwise ordered by the head of the office, who may stop a holiday in the case of any individual guilty of idleness or inattention to duty except when the day in question is deemed specially sacred by the members of the religion which the offender professes. Permission to leave the station during holiday must be obtained before departure. Gazetted and
other holidays

2.7. Expeditious disposal of official business is imperative Every member o the office is responsible for the work entrusted to him and should ensure that it is disposed of speedily, diligently and honestly, with due regard to rules and regulation and in a manner uninfluenced from any quarters or extraneous consideration. Disposal of
work.

Note.- No Government servant shall, except in accordance with any special or general orders of the Government communicate directly or indirectly any official document or information to a Government servant unauthorized to receive the same, to a non-official person, or to the press.

2.8. Members of the public approaching Government Servants for help or redress of their grievances should be given a patient hearing and due courtesy be shown to them. In official contacts, the handling of the general public should be sympathetic cautions, straight and honest. Attitude
towards non-
official.

2.9. Maintenance of general cleanliness of the office is incumbent Cleanliness

upon all members of the staff. The senior-most official in the room shall be responsible to ensure compliance. offices

2.10. The duties and responsibilities of the various officers have been detailed in chapter v. Generally speaking, the responsibility for the efficient and smooth working of the office, as a whole, will rest on the Head of the office concerned. The heads of sections will in turn be responsible for maintenance of general discipline and order in their respective sections. Responsibility for the smooth working of the office.

2.11. Ordinarily, peons who are class IV Government servant and wear Government livery, should not be used for private work nor burdened with Begar of any kind. However, if an individual class IV employee applies for permission to engage in or undertake other work outside office hours on receipt of remuneration and the head of the Department/ Office concerned is satisfied that engagement on such duties will not interfere with applicant's duties in office such an application may be considered on merits on the analogy of the rule 13 of the Government Servant's Conduct Rules, 1955, under which it is permissible for higher classes of Government servants to undertake such work and to supplement their income. At the same time it should be noted that these employees should not under the guise of permission secured for working outside office hours, be employed on menial household duties such sweeping of rooms cleaning of utensils, cooking of meals, etc. Employment of peons on private works.

Office Requirements

Stationery

2.12. (i) Articles of stationery required for use in all Government offices are obtained from the State Stationery office through indents, wherein the requirements are de-purpose. On its receipt from the stationery office, the stationery should be placed in charge of the Stationery Assistant / Clerk, he will keep the same under lock and key and also maintain a proper account of receipts and issues there-of. The account should be balanced monthly and the balance also checked half yearly by the Superintendent or other responsible official of the office concerned.

(ii) Stationery must only be regular requisitions of the office and on no account for other than public purpose. Normally, supplies should be made to each Gazetted Officer and the various members of the office staff during the first week of each month in accordance with the scale laid down in Appendix F of the Punjab Printing and Stationery Manual (1958 Edition) reproduced in Appendix 2-A.

2.13. (1) The detailed rules for the supply and purchase of typewriters and duplicating machines to Government offices are contained in chapter 12 of the Punjab Printing and Stationery Manual and should be carefully observed when any such purchases are to be made. Typewriters and duplicating machines.

(2) Provision for the purchase, inspection and repairs of typewriters and duplicators should be made in the departmental budget estimates under the head " Establish-ment – Office Contingencies". Allocations of charges of typewriters.

(3) Where the exigencies of the work so demand the typewriters of approved pattern may be obtained on hire by the disbursing officer under serial No. 30 of rule 19.6 of the Punjab Financial Rules, Volume I. Charge for Hiring of typewriters

the hiring of typewriters should be classified under “ Other Contingencies “.

(4) An officer not below the rank of Superintendent / Deputy Superintendent or Head Clerk should be made responsible for the efficient maintenance of all typewriters, copying and similar machines in use in the office to which they belong. He should inspect all machines occasionally, and see that they are kept clean and are regularly oiled and maintained in good condition by the operators.

Care of typewriters.

Each Stenographer or typist to whom a machine is issued will be in charge of the machine and will be primarily responsible for its upkeep and safe custody. He should lock the cover of the machine every day before leaving office and will be held personally responsible for any damage caused by carelessness or neglect while the machine in his charge. In fact he is expected to bestow the same care upon the machine as he would bestow upon his personal belongings.

2.14. (1) Articles, such as towels, soap, vim, phenyle, etc., for use in the lavatories attached to Government offices, shall as and when necessary, be provided at the expense of the state as a contingent charge. Similarly articles of common use, such as pitchers, surahies, glass tumblers, electric bulbs, etc., shall be provided by debit to the contingent grant of the office concerned.

Supply of towels, soap and umbrellas.

(2) The supply of umbrellas to class IV Government servants may be sanctioned under serial No.2 or serial No.3 of rule 19.6 of Punjab, Financial Rules, Volume I, and may be renewed after an interval of two years, except in hill station where, if necessary, they may be supplied annually.

Notes.- Umbrellas should be given to those peons who are required to carry papers exposed to sun and rain. These are not to be considered as their personal property of the Government.

2.15. The supply of liveries, summer and warm clothing, belts, etc., at public expense to class IV Government servant shall be made strictly in accordance with the Livery and Clothing Rules contained in Appendix 16 Punjab Financial Rules, Volume II. The supply in any case is subject to the ordinary rules of budget provision.

Supply of liveries to class IV Government Servants.

2.16. (1) Subject to provision of funds, purchase / replacement of bicycles is permissible under serial Nos. 33 and 144 of rule 19.6 of Punjab Financial Rules, Volume I, and may be made by the competent authority when requirement of public business so warrant it. Their initial cost and subsequent maintenance charges are debitable to “Established Contingencies “.

Bicycles purchase and maintenance.

(2) In Divisional and Sub-Divisional Offices bicycles should be brought on to the Tools and plant return under the sub-head “Office furniture” maintained in Sub-Divisional Offices and in the (Chief Engineer’s Office) and Circle offices on the relevant stock registers.

(3) To ensure the “ safe custody of bicycles, the machines should have a serial number engraved on them. A lock and chain should be provided for each bicycle. The person to whom the bicycle has been allotted will be personally responsible for its loss and he will also see to its general cleaning and use it only for Government work.

2.17. Before the commencement of hot and cold weather necessary arrangement for engaging any additional class IV Established or for procuring fuel, etc., should be made well in time. Expenditure incurred on this account is chargeable to ‘ Office Contingencies,.

Hot and cold weather charges.

2.18. (i) Subject to budget provisions, books, periodicals and newspapers required, for official use may be obtained under serial No. 24 of rule 19.6 of the Punjab Financial Rules, Volume I. The library Committee may, however, be consulted where it is necessary to do so according to the instructions issued from time to time by the Chief Secretary.

Books and periodicals.

(ii) A register of all the books and periodicals etc., purchased or subscribed for, as also various books of references should be maintained and it should be scrutinized at regular intervals. The Superintending Engineers should, at their annual inspections, examine the registers maintained by the Divisional Officers.

(iii) On the abolition of a Division or Sub-Division, all reference books existing there should be retained in the Circle Office till they are required in the Chief Engineer’s Office. In the event of abolition of a Circle, the obsolete books of reference should be disposed of as waste paper and the balance sent to the Chief Engineer’s office.

2.19 (i) Expenditure incurred from the State Revenues on the decoration of Government buildings, etc. on ceremonial occasions and the like, as for instance on the visit of a distinguished personage, may be charged to the contingent grant of the office incurring it.

Expenditure on ceremonial occasions.

(ii) The expenditure on celebrations on the occasion of opening ceremonies should, as far as possible, be avoided. In no case should any expenditure be incurred, without obtaining the prior approval of the Finance Department, if for any reasons (which should be communicated to the Finance Department) it becomes necessary to do so.

F.D. letter No. 6242-FR-52 9865, dated 9th October, 1952.

2.20 Other contingent articles required for the proper functioning of an office, not specifically mentioned herein, may be obtained in accordance with the instructions contained in Appendix 15 to the Punjab Financial Rules, Volume II. In making purchases, the source prescribed by the Government should invariably be adhered to.

Other contingent articles.

Dak-Receipts and Despatch

2.21. (i) In the Chief Engineer’s office delivery of all dak, except the confidential or secret letters as also the demi-official letters addressed to the officers by name, will be taken by Deputy Superintendent, Routine Section, and it will be opened by him, if necessary with the help of another official in the Routine Section. The demi-official and other important communications shall be sent to officers directly they are received in the office and all other letters, memos, etc., will be stamped by him and marked

Opening of Dak

with initials letter of the section which has to deal with it. These letters shall then be double-punched and the holes reinforced with tracing cloth or other thick paper by the daftri and then sent to the sections concerned after entering them in a register whereon acknowledgement of the respective sections will be obtained.

(ii) In the Circle Offices the dak will be opened by the office Superintendents who will distribute it to the various section for disposal. The Chief Engineer's Office dak shall , however, be submitted to the Superintendent Engineers for perusal before submission with file except when they are on tour.

(iii) As for the Divisional and Sub-Divisional Offices, it is the duty of the officers concerned to have their official dak brought to them daily and to open it themselves. When a Divisional Officer is in Camp, his Head Clerk may open the dak and dispose of the ordinary cases and a diary chalan or the same with necessary remarks showing how the cases have been disposed of should be put up to him on his re-absence. In the event of the Divisional Officer's tour being long, important cases may be sent to him in Camp.

When a Sub Divisional Officer is in camp, his Sub-Divisional Clerk may open the dak, dispose of urgent cases and put them up along with the undisposed of dak to the S.D.O. on his return to headquarters. However, important cases requiring immediate personal attention may be received by him in camp when necessary.

(iv) Transmission of dak through special messengers should be avoided, as far as possible.

2.22 For maintenance of proper record, all letters received and dispatched should be entered in Receipt (or Diary) and Dispatch Registers, respectively. In the Circle and Divisional Offices, these registers will be maintained in the following separate divisions or categories: -

Dak-receipt and dispatch

In Superintending Engineer's Office

- (1) Secretary to Government, Punjab, P.W.D. Buildings and Roads Branch.
- (2) Chief Engineer, Punjab, P.W.D., B. & R. Branch.
- (3) Accountant-General, Punjab.
- (4) Each Divisional Officer in the Circle, separately.
- (5) Miscellaneous.

In Divisional Offices

- (1) Chief and Superintending Engineers.
- (2) Accountant General, Punjab.
- (3) Sub-Divisional Officers in the Division.
- (4) Miscellaneous.

Note.- A camp diary and dispatch register should be kept up, when necessary, by an officer on tour, or his camp clerk, if any.

2. Each division of the diary, etc., should have its own succession of numbers for the calendar year and if considered necessary, may have a distinguishing letter.

Office Correspondence

2.23 General rules prescribing the procedure for dealing with official correspondence, as well as with demi-official and unofficial correspondence are contained in Punjab Government Consolidated Circular 'No.5-A-Correspondence' and should be carefully observed.

Procedure for dealing with correspondence

2.24 On receipt of letters, the Record Keeper will put them up with their respective file and other connected records, or precedents etc., which are relevant to the question under consideration or are likely to be required for the disposal of the case. Beyond the quotation of references, no notes should ordinarily be written in ink on letters under submission. On receipt of the file from the Record Keeper, the Assistant or the other dealing clerk, as the case may be, will bring the receipt letter on to the notes. The notes, which are primarily written to assist the officers to pass orders in a case, should be as short as possible and legibly written in ink or typed on note sheets. They should bring out in brief the previous history of the case, relevant precedents and policy so as to enable the officer or officers to have a correct understanding of the matter under consideration. The notes should point out the various issues involved giving arguments for and against each issue and finally suggest the action required.

Noting

Notes should be written in paragraphs which should be numbered. They should be properly referenced and should as far as possible be self-contained. They should be temperately written and should be free from personal remarks. If an apparent error in a note of an officer of higher authority has to be pointed out or if the opinion expressed by any officer has to be criticized, special care must be taken to ensure that observations made are couched in respectful language. In obvious cases, draft replies should also be invariably added.

Note.- In order to prevent delays in the submission of cases the Calendar (U.F.-4-B) meant for use in the Heads of Departments and District Offices showing the dates of disposal by the officials/officers should invariably be used/attached with the letters under disposal.

2.25 When a case comes back from officers with orders passed on notes, the next step is to convert them into the form of an official communication. Ordinarily, not more than two days should be allowed to elapse between the passing of orders and the submission of drafts but in urgent cases one day should suffice and in immediate cases drafts should be put up at once.

Drafting.

2.26 Correspondence is conducted in any of the forms, names and definitions of which are given below. The specimen forms except of telegrams and savingrams, are given in Appendix 2-B, for guidance.

Forms Drafts.

Letter.-The letter form should be employed when detailed instructions are sent. It is generally written in the first person. This form should invariably be employed in addressing Government of India, other State Governments, etc., as also private individuals, firms, public bodies, Chambers of Commerce and Associations.

Memorandum.- This is primarily used in communicating orders, passed on petitions, sanctions in ordinary case and in replying to unimportant

letter.

Circulars.- Circulars may be in letter, office memorandum or endorsement form according to the requirements of the case; they differ from ordinary communication of the same kind only in being addressed to several departments or persons simultaneously.

Telegrams.- Where the orders are to be communicated at once or information is called for immediately, telegrams should be used. State telegrams except when precision is of utmost importance, should be expressed in as few words as possible and mere auxiliary or connective words, which can obviously be filled in by the receiver should be omitted. Telegrams should invariably be confirmed by copies sent by post.

Savingsrams.- To obtain the effect of a telegram while still economizing on expense, savingsrams, are resorted to when messages can brook delayed transmission by post. For all purposes they are telegraphic messages though transmitted by post.

Notifications.- Notifications are employed in publishing gazetted appointments, postings, transfers etc. and also in publishing statutory rules and orders etc.

Endorsement.- An endorsement in third person is used when sending, for information, or with very brief instructions, copies of orders received in or issued from the office.

Memo Call. – Memo call is a device for obtaining information on minor points with minimum of correspondence.

Express Letters. – This form, so headed, is an original message, sent by post to save telegraphic expenses and undue use of the wires, but intended to be treated, on receipt, with the same expedition as if it had been telegraphed. To save time and formalities, it is worded as if it were a telegram.

Office Memorandum. – The office Memorandum (in the third person) is primarily used in official and interdepartmental communications and in replying to petitions. In writing in the third person care should be taken to see that pronouns are not liable to be misinterpreted.

Demi-official. – Demi-official is a letter addressed by one officer to another in the same department or in other departments, by name. This form is made use of to supplement or explain matter which has been referred to as such. It is also used in place of official correspondence in cases of extreme secrecy where it is desirable not to run any such risk. This form is also employed in certain cases of personal matters and sometimes in cases of great urgency to save time.

Unofficial. – Unofficial form is generally used in inter-departmental correspondence when it is desired to obtain expression of opinion or advice or supplementary information unofficially. Such references may be self-contained, but sometimes when reference are made to officers, who form a part of the secretariat/or the department 'correspondence and note files' are also transmitted to save labour and routine of official references.

2.27 Lengthy notes and reports are to be avoided wherever possible Mode of

and endeavour should be made to reduce official correspondence to the lowest limit compatible with efficiency, official courtesy and business principles. Lengthy communications on trifling matters or furnishing details of little or no consequence should be avoided but specific points on which orders are required and other material facts should only be submitted when it is absolutely necessary to do so for the disposal of a reference. The introduction, and judicious use of suitable forms etc., for correspondence of routine or recurring nature, will help materially in minimizing the clerical work in office.

When replies from all or several Divisional Offices, etc., in a Circle require to be forwarded by Superintending Engineers to Head Office in compliance with a general call or specific orders, the several statements or returns should, unless there be special reasons to the contrary, be forwarded to the Chief Engineer's Office collectively under one forwarding letter and not separately. Generally all the letters should be self-contained and express the views of the officers issuing thereto.

2.28 In view of the confidential character of un-official references, when the Chief Engineer's 'office notes' and 'correspondence files' are sent in original to Superintending Engineers and Divisional Officers for note, comments or reports etc, they should not be passed on to any other department or office but returned in due course to the Chief Engineer's Office direct. Unofficial correspondence should not be quoted in official correspondence.

2.29 Demi-official correspondence should on no account be quoted or referred to in official communications and unless such correspondence has been brought on record with the approval of the Chief Engineer, orders conveyed in it cannot be regarded as being the official orders of the authority concerned. It is, therefore, necessary that all instructions which have, in the first instance, been conveyed demi-officially, should be confirmed in official communications.

2.30 All events or matters in the official career of a Gazetted Government servant which have bearing on his appointment, pay, promotion, posting, transfer, pension etc. as also statutory rules and regulations and orders pertaining to the acquisition of land etc. are notified in the Government Gazette. Simultaneously with the issue of such a notification, a copy is sent to the Controller, Printing and Stationary Department, Punjab, for publication in the relevant part of the Government Gazette.

2.31 All orders or instruments made or executed by order or on behalf of the Government of the Punjab shall be expressed to be made by or by order of the Governor of the Punjab.

Save in cases where an officer has been specially empowered to sign an order or instrument of the Government of the Punjab every such order or instrument shall be signed by either the Secretary, Deputy Secretary, or the Under-Secretary/Assistant Secretary to Government Punjab, Public Works Department, Buildings and Roads Branch, and such signatures should be deemed the proper authentication of such order or instruments.

Letter issuing from the office of Chief Engineer may be signed on behalf of Chief Engineer, by Superintending Engineers/Executive Engineers/Registrar or any other officer working in the Head Office. However, important communications to Government or letters conveying sanctions which are within the power of Chief Engineers, must be signed by the Chief Engineer himself. Letters of very routine nature or reminders may be signed by the Registrar /Superintendent/Heads of Sections.

In Circle/Divisional offices letters of routine nature or reminders should be signed by the Superintendent, Head Clerk, who may also sign urgent letter or communications when the Officer Incharge is away on tour. Other letters may be signed by the Superintending Engineer/Executive Engineers themselves or by their Personal Assistants wherever sanctioned. Letters conveying sanctions of estimates, tenders, rates, claims etc. or those letters recommending such cases to the next higher authority must be signed by the Superintending Engineers/Executive Engineers themselves.

In Sub-Divisional Offices all letters should be issued under the signatures of Sub-Divisional Officer himself except letters of routine nature which may be signed by the Sub-Divisional Clerk, when Sub-Divisional Officer is away on tour.

2.32 (i) No officer should correspond on any matter direct with an authority superior to the officer under whom he is immediately serving, or with the Punjab Government or the Union Government, out of the regular channel, except in case of extreme urgency, in which case he must send copies of his communications to his immediate superior. All Gazetted officers may write direct to the Under-Secretary or to the Officers dealing with Establishment cases in Chief Engineer's Office about personal matters when no reply is required.

Channel of correspondence.

(ii) The Government of India and the other State Government should only be addressed by a Secretary unless direct reference (by Heads of Departments) are specially permitted by an enactment or by the order of the State Government. There is, however, no objections to the Heads of Departments, etc., addressing their opposite members in other State on routine matters.

(iii) Correspondence with foreign Governments, except through the Indian representative in the country concerned, is strictly prohibited. There is, however, no objection to direct correspondence between the State Governments on the one hand and Indian Missions abroad on the other, on purely routine matters. In each case copies of the correspondence should be endorsed to the Ministry of External Affairs and other Ministries concerned. Correspondence on important subjects and on questions involving policy should invariably be routed through the Ministry of External Affairs.

2.23 Directions in regard to the method of dealing with secret and confidential papers are contained in the memorandum of instructions embodied in the Appendix 2-C and para 1.163 of the Punjab P.W.D. Code which should be strictly observed. In the treatment of 'confidential' papers the essential points to be borne in mind are that they should pass through as

Instructions for dealing with confidential correspondence.

few hands as possible in the office, that they should be dealt with only by selected and responsible officials and that special arrangements should be made for their typing and custody after disposal.

2.34 The interpretation of rules rests with the competent authority as defined in various reference books. The Superintending Engineers and Executive Engineers should avoid making enquiries regarding the interpretation of rules from the Accountant General, Punjab, unless it is really necessary to do so. The Accountants should be required to interpret the rules to avoid unnecessary references to the audit office.

Interpretation of Rules

Gazetted officers can be address the Accountant General, Punjab, direct on personal cases but such reference should be reduced to the minimum.

Heads of offices should submit their requests for the interpretation of rules (other than those regarding the correct classification of rates and charges) through the Head of their department. The details of the concrete case which may give rise to the reference in question should invariably be given in such cases.

2.35 (i) All letters received and replies issued thereto should be restored in covers in a chronological order duly page numbered, except in the case of notes in the noting part of the Chief Engineer's office files (which have two parts) which are restored in the order in which they are written. Care should be taken that each file contains letters bearing on one and the same subject.

Filing.

The files should be handed carefully so as to reduce to the minimum any possible damage to them.

(ii) Government of India Circulars, Punjab Government Circulars should be kept in separate files, and bound in annual volumes. In Circle offices and the offices subordinate thereto, separate files should also be maintained for the circulars issued by (1) Superintending Engineers and (2) Divisional Officers.

Circular files.

2.36 (1) A list or lists showing the reports and returns periodically required to be submitted under the orders of the Government or any other authority to or by the Chief Engineer's office, Buildings and Roads Branch and other authorities subordinate to it, in respect of matters relating to Budget, Establishment, Works and General etc. is prepared and supplied to Superintending Engineers from time to time.

Periodical reports and returns.

(2) If necessary, similar lists may be prepared by Superintending Engineers/Divisional Officers and

Divisional Officers

supplied by them to their ----- for

Sub Divisional Officer

guidance.

(3) No new returns are to be introduced without the previous permission of Government. As soon as it becomes apparent that any return or report is no longer necessary or can with advantage be curtailed or submitted at longer intervals than the period prescribed in the list concerned, proposals

in this behalf should be submitted for consideration to the Chief Engineer's office, P.W.D. Buildings and Roads Branch, through proper channel.

Office Record

2.37 Rules for the maintenance of records, which primarily apply to Circle and Divisional Offices, will be found in Appendix 2-D and should invariably be followed. Rules for maintenance of records.

2.38 In addition to the plans required to be maintained under para 2.126 of Punjab P.W.D. Code, the following records should be kept in all Circle and Divisional Offices: Plans.

- I. (i) Maps of Districts and Civil stations in the Punjab.
(ii) Linear maps of the Principal lines of roads in the Punjab.

II. Lithographs. – Maps of the following Civil Stations in the Punjab have been issued: -

Hissar, Rohtak, Gurgaon, Karnal, Ambala, Simla, Dharamsala, Hoshiarpur, Jullundur, Ludhiana, Ferozepur, Amritsar, Gurdaspur, Dalhousie, Sirsa, Patiala, Sangrur, Bhatinda, Kapurthala and Mohindergarh.

III Circle and Divisional Officers should keep the maps, especially those which refer to their respective charges, posted correctly to date.

2.39 Detailed instructions regarding destruction of records, will be found in Appendix 6 of Punjab Financial Rules, Volume II and para 1.159 of the Punjab P.W.D. Code. The minimum periods for which various kinds of record in Divisional and Sub Divisional Offices are required to be preserved are however, given in appendix III of the Punjab P.W.D. Code. Divisional Officers are empowered to destroy, without reference to higher authority, the documents specified in the aforesaid Appendix after the expiry of the periods of preservation mentioned for each class. Destruction of old records.

(ii) Contract certificates, bills, agreements and kindred documents should not be destroyed until five years after all claims to which they relate have been finally settled.

(iii) Sanctioned estimates and connected correspondence for major works of importance should be preserved in perpetuity.

(iv) Sanctioned estimates and connected correspondence for minor works, with plans, if any, involving acquisition of land should be preserved for ever and in other cases be destroyed after 40 years.

(v) Correspondence relating to major works of importance should be preserved for at least 40 years or more if considered necessary.

(vi) Records connected with claims to service and personal matters of Government servants should not be destroyed until 10 years after the date of their retirement or removal from service in this Branch or before five years from the date of their demise.

(vii) The specific concurrence of the Accountant General, Punjab, is necessary to the destruction of accounts records in Divisional Offices unless the existing rules framed by the State Government in consultation with the Accountant General, Punjab or the late Examiner of Accounts cover such

cases. In each Divisional Office full details should be maintained prominently of all records destroyed from time to time.

(viii) The following details of expenditure should be kept by Divisional Officers in respect of Buildings, Roads, Works, etc. in a separate register which should be completed before the register of works, mentioned against item 40 of Appendix III to the Punjab P.W.D. Code, 2nd Edition, is destroyed: -

- (a) Serial number.
- (b) Name of work.
- (c) Sanctioning authority.
- (d) Amount of estimate.
- (e) Total expenditure.
- (f) Date of commencement.
- (g) Date of completion.

In the case of road works the under mentioned information should also be recorded:-

- (h) Number of notification or other particulars relating to acquisition or transfer of land, if, in any project, such acquisition or transfer is involved, with record of payment.

2.40 The following instructions as contained in Punjab government, Printing and Stationary Department, Circular letter No. 20(4)-P&S-61/14790, dated 27th May, 1961, may be followed carefully for the disposal of waste paper from Government offices:-

1. All Heads of Departments and Heads of offices in the State excepting.

- (i) those stationed at Chandigarh, and
- (ii) the Government Printing Presses at Patiala and Chandigarh, are authorized to dispose of waste paper of all categories [e.g., old newspapers, old publications, old record (torn), paper sweepings, ream wrappers etc. etc.] by inviting tenders or by open auction, as may be advantageous, and for this purpose they will exercise the following powers:-
 - (a) Heads of offices may dispose of waste paper upto the extent of Rs.250 in a year. After the Head of office has disposed of waste paper to that extent, he will refer the case for the disposal of extra waste paper to the Head of his department, who may either himself or through the Head of the office, get the extra waste paper disposed of, either by inviting tenders or by public auction, in the prescribed manner, as may be more advantageous.
 - (b) Head of Departments will have full powers to dispose of waste paper to any extent in regard to all offices under their control.

2. The Heads of Departments should also send half yearly statements to the Printing and Stationary Department showing the quantity of waste paper disposed of together with the amount, realized. The half yearly statement should also show the total amount realized during the year on his account.

3. According to the instruction contained in Punjab Government, Stationary Department, letter No. 3131-SPS-58 /36750, dated 14th May, 1958, the disposal of old official records (weeded out files, etc.,) is distinct from the disposal of waste paper. The useless and unwanted confidential papers (both notes and correspondence) should be burnt. The remaining record shall be torn into pieces (not collectable for reading) and disposed of as cuttings or sweepings, as the case may be. Care should be taken to collect waste paper regularly and it should not be allowed to be disposed of in an unauthorized manner.

4. So far as the offices stationed at Chandigarh and Government Printing Presses are concerned, a rate contract will be entered into as heretofore, Necessary information with regard to the rate contract for the particular financial year will be sent as soon as finalized by the Printing and Stationary Department.

2.41. A vigilant control should be exercised over the use of Service postage stamps. The rules framed by the Government for the audit and better control of expenditure on service postage stamps, which are contained in Appendix 2-E should be carefully observed..

Service postage stamps.

2.42 Generally, where proof of posting, but no proof of delivery is necessary “acknowledgement of posting” should be obtained in lieu of registration. In the following cases correspondence should, however, be invariably sent by registered post:-

Registration of letters etc.

(i) When original documents, copies of which are not kept, are sent out;

(ii) When important documents, such as, deeds, plans, estimates and confidential letters are transmitted.

In this connection, rule 10 of the rules of the audit and better control of expenditure on service postage labels, reproduced in appendix 2-E may be seen.

2.43. (a) Government servants are not entitled to send communication on personal matters, such as, leave, leave salary, pay, increments, funds subscriptions, house rent, posting, etc. and analogous matters at the expense of the State as such communications are private and not official. When, however, references on these matters are forwarded officially by a superior officer, these should be treated like any other official communication.

Communication regarding personal matters

(b) The telegraphic messages regarding personal matters referred to in sub-para (a) above or other cognate matters must be paid for by the persons sending them, when a telegraphic reply is required on any such matter, the reply should always be pre-paid.

(c) The same restrictions apply mutates mutandis to the use of

telephone for trunk-calls.

2.44. (a) State messages sent telegraphically, may be classed “Express” or “Ordinary” at the discretion of the sender, and the following general principles are prescribed for the guidance of Government servants, who should also bear in mind the necessity for keeping expenditure as low as possible.

Telegrams

(1) A telegram should not be sent where a letter would serve the same purpose equally well;

(2) State telegrams should, as a rule, be sent in the “Ordinary” class;

(3) Messages should be classed as “Express” only:-

(i) in cases of real emergency; and

(ii) in cases where the dispatching officer knows that the line is blocked and considers his message sufficiently important to take precedence over ordinary traffic;

(b) (i) Service postage stamps only shall be used in payment of telegrams dispatched on public service, whether sent from Government or railway telegraph office.

Note – Telegraphs offices are required to show in the receipt for a State Telegram the amount paid for it in service stamps and also to write prominently on this receipt the word “State”.

(ii) If, however, any Government servant is compelled to send a telegram at a time when he is temporarily without service stamps, he should pay for it in cash and the receipt granted to him will state the value of the telegram, but not bear on it the word “State”. The value of such telegrams as are paid for in cash may subsequently be recovered from Government, a certificate signed by the head of the office that the telegram was sent on State Service, and that cash payment was unavoidable, being attached to voucher concerned. Except in very emergent this practice should not be resorted to

(c) Separate late fee will not be charged on each one of a batch of official telegrams presented simultaneously at a telegraph office for dispatch during closed hours, but a single fee will be payable in respect of such cases. Officers are required to bring to the notice of the postal authorities cases which entail infringement of this rule.

(See Article 370 of the Indian Post and Telegraph Guide).

(d) The dispatch of State telegrams from offices should be so regulated that none but really important telegrams are issued during the hours when a telegraph office is closed. Every endeavour should, however, be made to send important telegrams to telegraph offices during the hours they are open for business. A careful account of expenditure on late fees for State Telegram should be maintained and submitted periodically for the information of the head of the office.

(e) Every telegram should be authenticated by the head of the office or in his absence by some other responsible officer of the office from which it emanates.

(f) Post copies of telegrams should invariably be sent as soon as

possible after the message has been sent telegraphically.

(g) If the dispatch of a large number of very important telegrams outside the working hours of the local telegraph office becomes unavoidable and the conditions necessitating this are expected to last for some time, the officer concerned should ask the Post Master General, Punjab (by wire, if necessary) to release the working hours of the telegraph office in explaining briefly the reasons and saying hours will meet his requirements.

Authority entitled to send foreign telegraph.

2.45 When an officer, not entitled to foreign State telegram, finds it necessary in the of the Public service to do so he should message through the authority who is so the Punjab State the Chief Secretary to. Punjab is empowered to dispatch Telegram to all places and persons.

2.46 Abbreviated telegraphic addresses registered should invariably be used in address telegrams. A detailed list of such addresses of comment officials is published as Appendix C Civil list. Some of the important telegram addresses are, however, given in Appendix 2F.

2.47 With a view to economise expenditure stage, it is considered necessary that telegram should be used very sparingly and only in . instead “Savingrams”, which should be if telegrams but dispatched by post delivery, if necessary, should be used. Telegram superscribed “Savingrams” and attended officers with same promtiegrams

2.48 The use of canal Telegraph System Punjab by officials of all departments free has been sanctioned subject to the following conditions:-

- (a) All messages to be strictly on Government Services.
- (b) No message to be sent to any place is served by other wires, e.g., Government telegraph or railway wires;
- (c) Messages sent on canal service to have cedence over all others;
- (d) No guarantee can be given as to of message or against delay.

When a telegram is sent on behalf of son Government Department by the Canal Telegram System, and the addressee is at a distance from receiving office, the message will be forwarded who will be given a letter by the signaler stating what fee has been agreed upon will be paid to the coolie on delivery of the and will vary according to conditions of dis time and weather.

Miscellaneous

2.49 (1) No official advertisement or notices be published in any newspaper without sanction of the Chief Engineer, Superintending Engineer, or Divisional Officer, as the case.

(2) When an office wishes an advertisement to one or more newspapers, it should inste an order direct to a newspaper, send Director, Public Relations, Punjab, herewith the draft advertisement, in and indicating the number of the new which the advertisement is to be insert the manner and frequency of publication, Public Relations, will arrange for the advertisement in one or more the case may be, to be selected by him the bills of the newspapers and himself about their correctness, and forward then for

payment to the officer concerned.

2.50 (a) Leases for commercial advertisement board notices on land in charge of the Buildings Branch should not be sanctioned without the Chief Engineer. Sanction should be given as such advertisements ten

(b) When the signature on a voucher is given by a mark, seal or thumb impression, it should be attested by some known person. The name of the person whose mark, seal or thumb impression is taken should be inserted below the mark, seal or impression.

2.51 Government tents may be supplied for use on tour of officers according to the scale prescribed by the competent authority under rule 2.39 of the Traveling Allowance Rules. Full complement of the sanctioned scale of tents should not, however be purchased until the necessity actually arises and Superintending Engineers are required to satisfy themselves on this point before making or recommending purchases according to the scale authorized.

Tents

2.52 The following rules govern the preparation publication and revision of polymetrical table of distances of each civil District in the Punjab:

Polymetrical tables of distances.

(1) The tables will be compiled and checked by the Deputy Commissioner and Divisional Officer jointly, but the final approval thereto will be given by the Commissioner. After countersignature by the Commissioner, the distances shown in the tables shall be considered absolutely authoritative. The Commissioner will have the tables printed and will distributed them as they are required from time to time.

(2) The tables will be revised at the most three years and corrections will be incorporated at this revision. Meanwhile the distances shown in the table will be accepted by the Audit as correction calculating traveling allowances. An exception to three years revision may be made in the case of districts which comprise any part of a colony where revision may be necessitated once a year.

(4) Advertisement charges on the notices calling for tenders for works to be done on contract should be debited to the estimate of the work concerned and got to the head. "Establishment – Contingencies". Expenditure incurred in this connection should be met out of the provision for contingencies made in the estimates concerned.

2.50 (a) Thumb and finger impressions should be taken in the following manner: -

Thumb and finger impressions.

The ball of the thumb or finger, after being properly wiped, should carefully be laid on the inked stamp pad and rolled from side to side (not rubbed) until sufficiently inked (This can be learned from experience) and then lightly and carefully rolled on the paper on which the print is to be taken in such a way that the pattern of the whole of the ball of the thumb or finger from side to side is clearly impressed on it. Any side movement either at the time of applying or removing the thumb or finger, will cause a smudge and spoil the impression.

(b) Impression of the balls of the thumb and all the fingers of the left hand should be taken before the Head of the office on pension

applications in the place provided for the purpose. Thumb and finger impressions should also be taken of Class III and Class IV Government servants in the Service Books and Service Rolls respectively.

(c) Except Government title holders, Gazetted Officers and persons specially exempted by Government (these exceptions being made on the ground that there can be no difficulty in future identifications) all other persons in Government service shall be liable to the operation of the above rule;

(3) Distances between places connected by Railway should be omitted from the tables.

Note : - Polymetrical tables showing -

(1) Distances between the headquarters of district and

(2) Distances from Railway Stations to Chief Public Offices in headquarter stations in the Punjab are compiled in the Public Works Department Chief Engineer's Office from information supplied by Divisional Officers and Superintending Engineers, and after approval by the Civil Department, are issued by the Public Works Department. These tables are revised every three years (if necessary).

2.53 (i) Superintending Engineers are requested to inspect Divisional Offices within their Circle of Superintendence at least once a year and record their observations in the Report of Inspection in the form prescribed for the purpose (Stereo B&R No. 61) with such augmentations therein as may be considered necessary in view of the particular circumstances of the Division concerned. If the inspection discloses any serious irregularities or other matters of importance, which the Superintending Engineer considers should be brought to the notice of Chief Engineer or on which orders are required a separate reference should be made to the Chief Engineer as soon as possible after the inspection of the Divisional Office has been completed.

Inspection of
Divisional and
Sub Divisional
Offices.

(ii) The Superintending Engineers should occasionally inspect the Sub Divisional Offices in their circles in order to satisfy themselves that all is order. The frequency of such inspections is left .

(iii) responsibilities and duties of Superintending Engineers in regard to the inspection of Sub Divisional Offices apply mutatis /mutandis to the Divisional Officers in respect of their inspection of the Sub Divisional offices. The Divisional Officer should inspect each Sub Divisional office in his Division at least once a year.

(iv) nothing in these orders is to be taken to mean that Sub Divisional offices may not be more frequently inspected, if considered desirable; in fact an annual inspection is the minimum that is considered necessary.

Frequent inspections should be made of those Sub Divisions in which the Superintending Engineer or the Divisional Officer notices laxity of supervision on the part of the Sub Divisional Officer concerned or other serious irregularities.

APPENDIX 2 –A

Model Scale of annual requirements of stationary articles in general use.

(This scale should serve only as a model and would in no case be binding either on the Controller of Printing & Stationary or on the Indenting Officer, as the consumption varies with each Department according to the nature of work. The main limiting factor would be the allotment of stationery with each Indenting Officer).

	PER OFFICER		PER ASSISTANT /CLERK
1.	Demi-official note paper	1 ream	
2.	D.O. envelopes	500	
3.	Blotting paper	36 sheets	12 sheets
4.	Carbon paper		2 quires per ream of type-writing paper.
5.	Easers	1	2
6.	Ink, blue, black	4 packets	4 packets
7.	Ink, red	2 packets	2 packets
8.	Desk-knives	1	2 per section
9.	Pocket knives or paper cutters	1	1 “ “
10.	Nibs	36	36
11.	Pencils, red and blue	3	
12.	Pencils, lead	3	4
13.	Paste	2 bottles	..
14.	Gum Arabic	..	2 chhataks
15.	Typewriter ribbons	..	6 per machine
16.	Typewriter eraser, oil and brushes.	..	1 per machine
17.	Fountain pen ink	6 bottles	
18.	Pen-holders	6	4
19.	Pin-cushion	1	
20.	Pin-packets	3	12
21.	Ink glasses and stands, pen holders, paper-weight, rulers, gum-bottles, hones, straps, etc, one quarter, of number in use to cover loss and breakages.		

Appendix 2-B
(Referred to in rule 2.26)
SPECIMEN FORMS OF CORRESPONDENCE

(1) Letter

No. _____

From

Shri _____.
Chief Engineer, Punjab,
P.W.D., Buildings and Roads Branch.

To

The Secretary to Government, Punjab,
P.W.D., Buildings and Roads Branch,
Chandigarh.

Dated _____

Subject: _____

Sir,

Yours faithfully,

(2) Memorandum

From

Shri _____.
Chief Engineer, Punjab,
P.W.D., Buildings and Roads Branch.

To

The Director of Education, Punjab,
Chandigarh.

Memorandum No. _____

Dated _____

Subject: _____

Chief Engineer, Punjab,
P.W.D., Buildings and Roads Branch.

From (3) Circular
Shri _____.
Chief Engineer, Punjab,
P.W.D., Buildings and Roads Branch.

To All Heads of Department, High Court, Commissioner,
of Divisions, District and Session Judges, and Deputy,
Commissioner in the Punjab.

Dated _____
Subject: _____
Sir, _____

Yours faithfully,
Secretary to Government, Punjab,
P.W.D., B and R Branch.

(4) Notification

(i) PUBLIC WORKS DEPARTMENT
BUILDINGS AND ROADS BRANCH

The _____ 19

No. The Governor of Punjab is pleased to _____

Secretary to Government, Punjab,
P.W.D., B and R Branch.

(ii) PUBLIC WORKS DEPARTMENT
BUILDINGS AND ROADS BRANCH

The _____ 19

No. _____ On his transfer Shri _____ relinquished
his charge at _____

Secretary to Government, Punjab,
P.W.D., B and R Branch.

(5) Endorsement

No. _____ dated _____

A copy, with a copy of _____, is forwarded to _____ for information and necessary action.

SUPRINTENDENT,
for Chief Engineer, Punjab,
P.W.D., Buildings and Roads Branch.

(6) Memo-Call

Subject _____

No. _____, dated _____

Would the Superintending Engineer, Patiala, please _____

Chief Engineer, Punjab,
P.W.D., Buildings and Roads Branch.

(7) Express letter

No. _____, dated _____

From

Shri _____
Chief Engineer, Punjab,
P.W.D., Buildings and Roads Branch.

To

The Superintending Engineer,
Hissar Circle, Hissar.

Subject: _____

(Matter of the letter).

Chief Engineer, Punjab,
P.W.D., Buildings and Roads Branch.

(8) Office Memorandum

No. _____

To

Dated _____

With reference to his representation, dated _____, Shri _____

_____ is hereby informed _____.

Chief Engineer, Punjab,
P.W.D., Buildings and Roads Branch.

(9) Demi-official letter

1. D. O. letter begins with : -

“My dear _____

I am desired to say _____” and should end “ yours sincerely”.
If it is a reply of D.O. letter, it should begin like this ---. “Please refer to your D.O. letter no. _____ Dated _____, regarding _____. I am desired to say that _____”.

Note: - The phrase “ I am desired” should only be used if the writer has in actual fact been desired by some superior to write the letter.

(10) Un-official letters.

“Will the _____ kindly refer to his U.O. No. _____, dated _____ on the subject noted above ?”.

2. The undersigned considers that the delegation of powers as proposed would be suitable.

Chief Engineer, Punjab,
P.W.D., Buildings and Roads Branch.

To

The Secretary to Government, Punjab,
_____, Chandigarh.

U.O. No. _____, Dated _____.

APPENDIX 2-C
(Referred to in paragraph 2.33)
**MEMORANDUM OF INSTRUCTIONS REGARDING THE TREATMENT OF
SECRET AND CONFIDENTIAL PAPERS**

1. The general obligations incumbent on Government servants in respect of not publishing or divulging the contents of official papers are defined in the following orders : -

Official in the service of Government are prohibited from making public, without the previous sanction of Government, any documents, papers or information of which they may become possessed in their official capacity.

“The Government desires to remind all officers that information received by them in their official capacity, whether from official sources or otherwise, which is not from its nature obviously intended to be made public cannot be treated as if it were at their personal disposal”.

“The Government do not think it necessary to issue any general order entirely prohibiting the disclosure, without special authority, of any information received officially. In such matters much must necessarily be left to the discretion and intelligence of officers holding places of trust, and incharge of duties more or less important. But Government would impress upon all officers the serious responsibility involved in the exercise of this discretion. Whenever there is any room for doubt as to the right course to pursue, the orders of superior authority should be obtained is communicated to any one not officially entitled to receive it.”

The official information of which the unauthorized communication to the Public Press is prohibited includes not only matter still under discussion but also matter finally decided on, in regard to which the manner and the time of its publication might be not less important than the matter itself.

“It must be clearly understood that no officer of Government, not specially authorized in that behalf, is at liberty to communicate to the Press, either directly or indirectly, information of which he may become possessed in the course of his official duty. A similar professional reticence should be exercised by all officers of Government in their private and unofficial intercourse with non-official persons, and even with officers of Government belonging to other Departments. The Government do not for a moment intend to debar their officers in private life, from the same freedom in the discussion of public events which is enjoyed by all nationals of Indian Republic ; but when an officer has in the course of his duty

become possessed of special information not yet made public, he should always be strictly on his guard against the temptation of divulging it, even to other servants of Government, when these are not officially entitled to his confidence. Irresponsible persons hearing facts of interest mentioned without reserve in the course of general conversation can scarcely be expected to refrain from repeating them to others, and thus giving them a premature and too often a garbled currency – Officers of Government are bound to be as reserved in respect to all matters that may come within their cognizance during the discharge of their public duties as lawyers, bankers or other professional men in regard to the affairs of their clients.

“A Government servant may not, unless generally or specially empowered by the State Government in this behalf, communicate directly or indirectly to Government servants belonging to other departments, or to non-official persons or to the Press, any documents or information which has come into his possession in the course of his public duties, or has been prepared or collected by him in the course of these duties, whether from official sources or otherwise.

“The disclosure of the confidential information of Government to unauthorized persons is also a penal offence under section 39(1)(c) and (3) and 4 of the Indian Official Secrets Act, 1889, and Section 2 of the Official Secrets Act, 1911 (1 and 2 Geo. 5 Cap. 28), all of which provisions are in force in the Indian Union.”

2. The above instructions apply generally to all documents and information in the possession of Government. Documents (including letters or other communications official or demi-official, maps, books, pamphlets, etc.) which require additional precautions to prevent the disclosure of their contents, may be classed and marked as “Secret” or “Confidential” and should then be treated in the manner explained in the two following paragraphs. In all offices care should be exercised in deciding whether a particular document is to be classified as “Secret” or “Confidential” or not, and the decision should invariably be made by a responsible authority. While it is essential that all papers, the contents of which are in reality secret or confidential, should be so treated in every office to which they are sent, it is also very desirable that the same treatment should not be extended, as is often the case to papers the contents of which are neither secret nor confidential. An indiscriminate use of these designations produces much unnecessary trouble and waste of time and has its danger in tending to lessen the attention which is paid to them. Papers may sometimes be secret or confidential only until the occurrence of some particular event or announcement and in such cases it is useless to continue to treat them in this way afterwards.

3. The contents of papers marked “Confidential” [including all the

documents, etc. mentioned in paragraph (2) should be disclosed only to authorized persons or in the interest of the public service. They should not pass in the ordinary course through an office, but be dealt with only by the head of the office, and if necessary, certain trustworthy assistants, who should be specially authorized for the purpose. If not passed by hand from one authorized person to another they should be sent in sealed cover or, as the practice is in some Secretariat offices in boxes provided with special locks. They should not be brought into ordinary proceedings, but should be separately recorded, and kept in custody of an officer who is authorized to deal with them. If printed, the spare copies and the proceedings volumes should be treated with the same attention as the originals. As few copies of confidential papers as possible should be printed and a record of these should be kept in a register showing how each copy has been disposed of.

4. Papers marked "Secret" are intended only for the personal information of the Government or individual to whom they are issued and of those officers whose duties they affect. The officers to whom they are addressed are personally responsible that they are kept in safe custody, and that their contents are disclosed to the officers mentioned above and to those only. They should be kept in the personal custody of the officer to whom they are issued, except in the case of Government Secretariats, in which special arrangements may be made under due authority for their safe custody. When not in actual use they should be kept securely locked up in a receptacle of which the key or keys are not accessible to anybody except the officers responsible for them, and when in use they should be taken that access to them is not obtained by any unauthorized persons. A list of such papers should be kept by the officer responsible for them (or in the case of Government Secretariats under his orders) and, when relieved in his appointment, he will hand over both the list and the papers to his successor from whom a receipt or a charge certificate should be taken.

5. When sent by post confidential or secret papers should be enclosed in double covers of which the inner one should be marked "Confidential" or "Secret" and superscribed with only the name of the officer by whom it is to be opened. The outer cover should bear the usual official address. Letters or packets containing confidential or secret papers sent by post should invariably be registered, and those containing secret papers should also be sent "acknowledgement due".

6. Certain secret and confidential books, reports, maps, etc., are issued by Army Headquarters direct to State Government and Administrations and certain offices, which are responsible to the Chief of the General Staff for their safe custody, etc. Instructions have been issued by the Chief of the General Staff for the custody and disposal of such papers, and these instructions should be observed by all officers in respect of secret or confidential papers received by them direct from Army Headquarters.

7. Officers on giving charge of an office are prohibited from taking with them public documents without leave previously obtained from their immediate superior or from Government.

8. No paper of an important, political or strictly secret character, should be copied in the office at all, but should be copied, if copying is necessary, by the officers by whom it is being submitted or by their Stenographers or confidential typists.

APPENDIX 2 – D
(Referred to in Paragraph 2.37)
RULES FOR THE MAINTENANCE OF RECORDS

1. Record racks can most conveniently and economically be made with a clear space of 10” between the shelves and a depth of 15” from front to back. The battens should run longitudinally, so as to admit of the files being placed on edge.

2. In a Circle office the available record space will be primarily divided up between the various divisions, with a separate rack for miscellaneous cases, such as those dealing with establishment and budget matters, etc., and another for pending cases; while in a Divisional office a separate rack or portion of a rack should be allocated to each Sub-Division or District, with a separate rack for general account cases and miscellaneous files as in the Circle Office, and a small rack for pending cases.

3. A definite number of sections or portions of a section in each rack should be allocated to each of the main heads of classification given in the attached Schedule, so far as they concern or are likely to concern the office; a large number of sections being set aside where there likely to be many files, and the fewer where the files will not be numerous. Similarly, a number of shelves in each section will, according to requirement, be allocated to each of the sub-heads mentioned in the Schedule.

4. Each rack will be marked in large capitals with the name of the Division or District to which it relates, while each section is to have the name of the main head in printed in bold block capitals on top. The name of the sub-head will be similarly printed, but in smaller type, over each shelf containing files re-lating to the sub-head. The main and sub-heads will be taken in the order given in the schedule and the sub-heads will be numbered consecutively, working along each rack from top to bottom and from left to right.

5. That rack for pending cases should preferably be the one nearest the Record-Keeper’s table and will be similarly labeled and numbered.

6. The Record-Keeper’s index (or case) Register will be sub-divided to correspond with the rack, and the name of every case will be entered in this register and given a distinctive letter and two numbers. The distinctive letter will correspond to the rack; for instance “A” standing for “Ambala Division” and ‘G’ for the ‘General’ or ‘Miscellaneous’ rack. The first number will be the number of the sub-head, and the second that of the case. Thus A-27-11 would mean, file number 11, in Sub Section number, 27, in the Ambala rack. The register must be neatly maintained in loose covers so that additional papers can be inserted anywhere as required with each sub-section starting on a new page, and sufficient space left for the addition of fresh files under any subhead.

Index Register
numbering file.

7. In addition to the Index Register, which will be merely a record of all files in the office, a card Index will also be maintained for

Card index.

ordinary everyday use.

8. Where there is more than one volume of a case, the case number on the first volume will be repeated on the successive volumes, and all filed together. The number of the volume should also be noted on the cover.

9. Every subject must have a file of its own, with the title clearly printed in the briefest possible form on the cover. In the case of extensive additions being contemplated in connection with an existing building once, or, if necessary, more new files should be opened for the work; and instructions to the contractor, orders to firms, and inspection notes on the new work, etc., should not be mixed up with correspondence relating to annual repairs, recoveries of rent, etc., connected with the original building.

Composition and names of files.

10. Every page of a file on which there is a writing should be numbered as in a book and no file should contain more than a hundred pages. When necessary a case will be continued in a second and successive volumes, the first volume being paged from 1 to 100 the second from 101 to 200 and so on. The object to be kept in view, however, is to have a large number of small files, each dealing with one well-defined section of a subject, rather than a smaller number of more comprehensive files, running into numerous volumes.

Size and pages of file.

11. A letter when received in office should be immediately registered by the Receipt Clerk stamping it with the office receipt stamp, and entering the date and receipt number according to the consecutive number in the appropriate receipt register. If the letter is an answer to a previous letter issued from his office, the clerk will at the same time enter the receipt number and date in the column provided for the purpose opposite the original letter in his dispatch register.

Registering letters on receipt in office.

12. The letter will then be handed over to the Record Keeper for inclusion in the case bearing on the subject. The Record-Keeper will place the letter at the end of the file, and enter in ink in a small circle on top of each page of the letter its consecutive page, number in the file. The file will then be submitted folded back so that the letter under disposal is on top. Enclosures received with a letter should not, however, be numbered if they are to be passed on in original. Where a letter is in reply to one already on the file the Record-Keeper is responsible for noting in a small circle at the foot of the original letter the page number of the answer, to facilitate following a chain of reference throughout a file or series of files. He will similarly enter the number of the page of each reference quoted in the letter in the margin opposite the reference. The page number in a small circle is all that is required when the reference is in the same file. Where the reference is in another file the number of files should be added below the page number, thus 27-A-27-11, and the file linked to the original file before passing on the case to the correspondence Branch for disposal. Any letter received, of which the relevant connected file is not immediately available, should be kept by the Record-Keeper pending the return of the file for a day. If the file has not then been received back, the letter will again be submitted for orders with a slip

saying why the file is not forthcoming.

13. The Record-Keeper or the Circulating Clerk in the absence of definite orders to the contrary must systematically keep a memorandum of all files leaving the Record Room canceling the entries as the files are received back. The Superintendent or the Head Clerk's attention should be called for any file not returned within a week. Issue of file from record room.

14. In the case of a letter requiring no reply or further action the file will, after initial by whoever is competent to pass orders, be returned to the Record Keeper for being put back in its place in the record rack.

15. When orders have been passed on a letter, the officer or clerk drafting the reply or calling for information from another office, will be careful always to quote a reference to the previous correspondence, and will also note in the margin in page number of all references quoted. If the draft has many corrections, or is not clearly written, the typists will type it in duplicate marking one copy O/C in which he will enter any marginal references, and this will be initialed for record by whoever signs the fair letter, the original manuscript being destroyed. Drafting letters.

16. The file will then go to the Dispatcher to register and number both the drafts and fair letter, when the letter with its enclosures will be removed for issue, while the file will be returned to the Record-Keeper to replace in the rack after entering on the drafts its page number and placing it in the file. Where there is a single draft addressed to a number of different people all the fair copies will issue under the same issue, number instead of each being given a distinctive number with a series of entries in the dispatch register.

17. All drafts, no matter by whom prepared, should be scrutinized by the Superintendent or the Head Clerk to satisfy himself that all references have been correctly quoted, and to see that where there has been previous correspondence on a subject a reference to that correspondence is invariably given. Superintendent's or head Clerk's scrutiny.

18. The Superintendent or the Head Clerk will also mark all letters calling for a reply near the top left hand corner with a red 'R' and the date on which he considers the first reminder should be issued. It will then be the duty of the Dispatcher to note such letters in his register, and of the Record Keeper to put up the first reminder for the Superintendent's or the Head Clerk's orders on the date indicated, and before dispatch to enter the date of issue of the reminder in the place provided in the original draft. Reminders

19. The Superintendent or the Head Clerk must use his own judgment as to how soon a reply may reasonably be expected to a reference. Thus it would be waste of time reminding in a month for the submission of big estimate calling for much investigation, while ten days should more than suffice for the reply to any letter calling for information which can reasonably be supposed to be on record in the office to which the call is issued. Second and succeeding reminders will usually follow at fortnightly intervals till a reply is received. Should the third reminder fail to bring a definite reply a special letter should be put up for signature by the Head of

the Office.

20. Reminders must invariably be replied to without undue delay by a note briefly indicating the state of the case at the time of writing, so far as it is known to the person addressed who will also take necessary action in his own office to hurry up matters. These reminders on receipt back will be kept with the file till a final reply is received when, together with any rough notes other than original calculations of which no fair copy has been made, they will be destroyed by the Superintendent or the Head Clerk, who must however use his discretion in the matter, bearing in mind that the file should only contain documents having a permanent value and that therefore, not only reminders of no value in themselves but also such matter as a letter calling for an estimate, with the one returning the estimate may be destroyed once the Superintendent or Head Clerk is satisfied that the borrowed documents has been safety received back. Disposal reminders.

21. The Superintendent or the Head Clerk is responsible that all necessary enclosures are noted at the foot of a letter there entries should be specific.

Thus: -

- D.A. Measurement books No. 21, 27 and 20
- Agreement of Gopal Das, Contractor
(15 pages)
- Drawings Nos. R-20-17-5, 6 and 7
- and not merely –
- D.A. 3 Measurement Books.
- 1 Agreement.
- 3 Drawings.

The Dispatcher will then be responsible that all the documents in question issue with the letter.

22. The drawings will be maintained by the Draftsman in exactly the same way as the records are maintained by the Record-Keeper, except that each drawing will have three numbers instead of two. Thus a tracing marked A-20-17-5 would mean drawing number 5 relating to building or group of buildings No.17 in sub head 20 of the "A" Almirah containing the drawings relating to the Ambala Division. Drawing.

The Head Draftsman will be responsible that every drawing issuing from the office bears a distinct number corresponding to the number in his register, which will describe the drawing adequately for purposes of future identification; thus -

- A-20-17-5 Proposal for extending Mubarkpur Rest House.
Main building tracing 20" x 15" signed by X.Y.Z. on
20th December, 1948.
- A-20-17-6 -do- Cook house pencil drawing 16" x 12" signed by
X.Y.Z. on 20th December, 1948.

and so on.

If ferro copies of record drawings only are issued the letter "F" should be added after the last figure; thus A-20-17-5-F.

23. The Head Draftsman (in the absence of specific orders to the contrary) is also responsible for the up-keep of the library of professional books of reference and trade catalogues together with the library catalogues. All new books, catalogues and price lists, as received, will be handed over to the Head Draftsman, who will include the book or pamphlet in his library catalogues or in case he has already got an order edition of the same publication on record, he will remove the earlier edition, replacing it by the newer. Library.

Books of reference and trade catalogues, should, however be kept separate both in the library cupboard and in the library catalogue.

24. The following points should be borne in mind by all: - General

- (a) Correspondence is a necessary evil, and should be reduced to the minimum, compatible with efficiency. Language used should be generally courteous and impersonal. Communications couched in unnecessarily strong, pungent, and derogatory tone when made with indiscriminate frequency inhibits growth of self-confidence and initiative in the officer below and only tends to produce demoralization thereby impairing efficiency.
- (b) Avoid writing a letter in a form that requires a reply unless some information is needed.
- (c) Never write a letter or make a reference until you are satisfied that the information is not available in your own office.
- (d) When information is needed, take care, that your letter refers to the whole that is needed; and when drafting a reply to a letter received be sure to cover all points raised in that letter and using commonsens add any other information that seems desirable.
- (e) If a letter contains instructions concerning others than the person addressed, take care that they are put in possession of all the facts and instructions necessary to enable them to act correctly and promptly.

SCHEDULE REFERRED TO IN PARAGRAPH 3 OF
APPENDIX 2-D

Budget Heads of Classification.

1. Land Revenue.
2. Excise.
3. Stamps.
4. Forests.
5. Registrations.
6. General Administration.
 1. Heads of States -
 - (a) Residences for Heads of States.
 - (b) Residences for Ministers.

- II. Legislative Bodies -
 - (a) (i) State Legislative Assembly.
 - (ii) State Legislative Council.
 - (b) Residences.
- III Secretariat and Headquarters Establishments.
- IV Commissioners' and District Officers-
 - (a) Residences for Commissioner, Deputy Commissioner, Assistant Commissioners and Superintendents of offices of Commissioners and Deputy Commissioners.
 - (b) District Courts.
 - (c) Tehsils and Tehsildars and Naib Tehsildars quarters.
- 7. Administration of Justice -
 - (a) High Courts.
 - (b) District and Session Judges' Courts.
 - (c) Munsiffs' Courts.
 - (d) Miscellaneous.
- 8. Jails and Convict Settlements -
 - (a) Central Jails.
 - (b) District Jails.
 - (c) Lock-ups.
 - (d) Miscellaneous.
- 9. Police -
 - (a) Police Stations.
 - (b) Miscellaneous.
- 10. Scientific Departments.
- 11. Education -
 - (a) University.
 - (b) Secondary.
 - (c) Primary.
 - (d) Special.
 - (e) Miscellaneous.
- 12. Medical -
 - (a) Hospitals and Dispensaries.
 - (b) Medical Colleges and Schools.
 - (c) Lunatic Asylums.
 - (d) Miscellaneous.
- 13. Public Health.
- 14. Agriculture.
- 15. Veterinary.
- 16. Co-operative.
- 17. Industries.
- 18. Civil Works.
- 19. Stationary and Printing.
- 20. Miscellaneous Departments.
- 21. Miscellaneous.
- 22. Communications -

- (a) Metalled Roads.
 - (b) Unmetalled roads.
 - (c) Boat Bridges and ferries.
 - (d) Accommodation for travelers.
 - (e) Arboriculture.
 - (f) Tram.
 - (g) Development of quarries.
 - (h) Miscellaneous.
23. Tools and Plant.
24. Grants-in-aid.
25. Suspense.
26. Famine Relief Works.
27. Contribution Works-
- (a) Improvements to towns.
 - (b) Water supply.
 - (c) Markets.
 - (d) Paving and streets.
 - (e) Miscellaneous.
 - (f) Sewage and drainage.
28. Military works.
29. Accounts.
- (a) Completion reports.
 - (b) Annual repair estimate.
 - (c) Cash and Stores.
 - (d) Budgets.
30. Establishment -
- (1) Engineers.
 - (2) Sectional Officers.
 - (3) Office.
 - (4) Accounts.
 - (5) Petty and menials.
 - (6) Transfers.
 - (7) Promotions.
 - (8) Salaries.
 - (9) Traveling allowance.
 - (10) Contingencies.
 - (11) Security deposits and bonds.
31. Periodical returns.
32. General -
- (a) Office record.
 - (b) Books and periodicals.
 - (c) Forms.
 - (d) Type drawings and standard plans.
 - (e) Law suits.
 - (f) Contracts and Tenders.
 - (g) Sale of lease of land.

- (h) Purchase, sale, hire and rent of buildings.
- (i) Inspection of works.
- (j) Inspection of offices.
- (k) Circulars of all departments.
- (l) Tour porgrammes.
- (m) Miscellaneous.

APPENDIX 2-E

Ferred to in paragraphs 2.41 and 2.42

The audit and better control of expenditure on Service Postage Labels

1. Every controlling or disbursing officer shall maintain an account of service stamps purchased from the treasury and of all issued made there from to officials entrusted with the posting and dispatch of official communications. The account shall be kept in the form attached and the responsibility for its proper maintenance and custody of stamps shall be entrusted to an official specially detailed for the purpose by the controlling or disbursing officer.

Note. – The headings of the form of account should be written by hand or type written.

2. All issues of stamps made by the official in whose custody they remain shall be shown as received in the outstation dak book or dispatch register by the dispatcher or other official who is responsible for dispatch and posting of official communications.

3. No issues of stamps shall be made under rule-2 to any official except on a written requisition and after the official responsible for the custody of stamps has satisfied himself by reference to the outstation dak book or dispatch register that the last supply requires to be supplemented. The official responsible for the issue of stamps shall take a receipt for all issues made by him in column 4 of the form of account prescribed in rule 1, or by a separate receipt which should be pasted in his stamp account register.

4. Originally, official entrusted with the dispatch of official letters will be entitled to draw stamps from the official custodian, but the head of an office may authorize any other official to draw stamps for official use and require him to render an account to the official issuing them.

5. The value of stamps with a dispatcher shall be shown in the out station dak book or dispatch register at the commencement of each day and the balance carried forward from day to day after deducting the total value of stamps used as shown against each cover or telegram dispatched in the course of a single day.

6. No custodian of stamps or dispatcher may loan stamps for the use of an other office.

Part II – Domestic Audit.

7. The stamps accounts shall be audited at the quarter in each financial year by a gazetted officer or possible official nominated by the controlling or disbursing officer.

8. Such audit shall be carried out in the following order -

- (a) Trace all purchases of stamps in the contingent register of the office for the period under audit.
- (b) See that all such purchases have been brought to account in the register prescribed by rule 1 and that the

- balance with the custodian is correct by actual count.
- (c) See that issues of stamps made by the custodian to the dispatcher or other authorized official have been issued under proper receipt.
 - (d) See that such issues have been brought to account in the out-station dak book or dispatch register.
 - (e) Then see that all issues entered in the out-station dak book or dispatch register have been duly consumed from time to time and that the balance of stamps in hand with the dispatcher is correct.
 - (f) Further make a 10 percent check of daily dispatches from the out-station dak book or dispatch register to see that rules 10, 12(2) and 13 are being complied with and that the rules in part IV are not being disregarded by subordinates.
 - (g) If the accounts of the custodian and dispatcher are correct and no irregularity has been committed by the dispatcher or other official, - vide clause (f) above – a certificate of correctness should be recorded at the end of the accounts maintained by the custodian and dispatcher. Should any irregularity or discrepancy be discovered, the matter should be reported separately to the controlling or disbursing officer.

PART III - Weighment of parcels and letters and use of the registered post.

- 9. the dispatcher should weight every parcel and letter and then affix stamps to the required value.
- 10. The registered post should be used for the transmission of -
 - (a) Original documents of which copies cannot be obtained.
 - (b) Confidential and secret documents.
 - (c) Documents which are required under rule or law to be sent by registered post.
 - (d) Such other documents which the head of an office or other gazetted officer may require to be so sent.
- 11. When registration cannot be effected under the foregoing rule and some measure of precaution is needed, the practice of obtaining certificates of posting should be followed.

PART IV – DISPATCH.

- 12. (1) Urgent letters and parcels should be dispatched on every working day.
- (2) Other letters and parcels, the posting of which is not a matter of urgency should be dispatched on alternate days, except when the last working day is followed by two close holidays in which case dispatch should take place on the last working day.

Note. (1) – Nothing in the latter part of this rule is intended to delay the posting of communications to the Government of India and other Governments or of reports etc., which are required under rule or special orders

to be sent daily.

Note. (2) – The selection of the letters and parcels for the dispatch on alternate days will not rest with a dispatcher. Letters, etc., should be so distinguished before they reach the dispatcher as to leave him no discretion in the matter of the dispatch of urgent communications.

13. No two or more covers should be addressed to the same officer on the same day.

14. Any disregard of rules 10, 12(2) and 13 should be viewed as a waste of public funds and the official responsible should be dealt with accordingly.

PART V – TELEGRAMS

15. Except as provided in the following rule every telegram should be authenticated by the head of the office from whom it emanates.

16. The head of an office may authorize another officer or other responsible official to authenticate telegrams on his behalf when the issue of such telegrams has been approved.

17. In the absence of the head of an office the next senior officer or official may authenticate the telegram on behalf of his superior officer when a telegraphic communication is necessary.

“EXPRESS” telegram should on no account be sent except in a real emergency.

PART VI – Additional Duty of Dispatcher

18. All registered letters, parcel and telegrams shall be entered by the dispatcher in red ink in his outstation dak book or dispatch register.

* Stamp Account of Custodian Office of the

Date of the receipt of stamps from treasury	Value of stamps received	Value of stamps issued and to whom issued	Receipt for receiving official
	Total in hand on quarter ending	Total issues during quarter ending	

Appendix 2-F
(Referred to in paragraph 2.46)
Abbreviated telegraphic addresses

Full address	Abbreviated address
1. Secretary to the Governor, Punjab.	“Govsec Punjab”
2. Military Secretary to the Governor, Punjab.	“Milsec Punjab”
3. Chief Secretary to Government, Punjab.	“Chief SEC”
4. Secretary, Punjab Vidhan Sabha Secretariat, Chandigarh.	“Assembly”
5. Secretary, Punjab Legislative Council Secretariat, Chandigarh.	“Council”
6. Secretary to Government, Punjab, Planning Department.	“Vikas”
7. Secretary to Government, Punjab, P.W.D., B and R/Public Health Branches.	“SECBRE”
8. Legal Remembrancer and Secretary to Government, Punjab, Legislative Department.	“Legal Rememberancer”
9. Accountant General, Punjab.	“Accounts”
10. Chief Engineer, Punjab P.W.D., Buildings and Roads Branch.	“Works Patiala”
11. Chief Engineer, Punjab, P.W.D. Irrigation Branch.	“Irrigation”
12. Secretary, Communication Board.	“Comboard”
13. Superintending Engineer, P.W.D. Buildings and Roads Branch.	“Supenger”
14. Executive Electrical Engineer, Patiala.	“Electrical”
15. Executive Engineer, P.W.D. Buildings and Roads Branch.	“Exenger”
16. Controller, Printing and Stationary, Punjab, Chandigarh.	“East-Print” Chandigarh

Note: - Where there are more than one officer of the same designation the abbreviated address will be followed by number or letter concerned thus ;
EXENGER ONE OR TWO as the case may be.

**CHAPTER III
ESTABLISHMENT**

**INSTRUCTIONS IN REGARD TO RECRUITMENT AND PARTICULARS OF
GOVERNMENT SERVANTS.**

3.1 (1) Appointment to public services should invariably be made strictly in accordance with the requirements of the Service Rules concerned, merit and on principles of equity and fair play to ensure maintenance of high standard of administration. Principles recruitment.

(2) Recruitment to all posts carrying initial pay of Rs.160 per mensem or over, other than the Work Charged posts, shall be made through the agency of the Punjab Public, Service Commission. Punjab Government letter No.2563-ACC-50/1112, dated 21st September, 1960.

(3) Recruitment to post other than Work Charged, which do not fall within the purview of the Punjab Public Service Commission, shall be made through the agency of the Subordinate Services Selection Board if the post carries an initial pay of Rs.50 per mensem or above. In case of posts carrying an initial pay below Rs.50 per mensem, the recruitment shall be made by the authority empowered to fill the post under the relevant Service Rules.

3.2 The following policy/procedure should be adopted for the verification of the character and antecedents of candidates before their first appointment to Government service. Verification of character and antecedents of persons before their first appointment Government service.

(i) Determination of suitability of a person for appointment to Government Services. – Every candidate for appointment to a post in this Department should, before he is appointed whether in a permanent or temporary capacity – satisfy the appointing authority that his character is such as to render him, in all respects, suitable for appointment to the service or post to which he is to be appointed. It will be the responsibility of the appointed authority to satisfy itself on this point before making an appointment. Every case has to be decided on merit, but the following principles are of general application and should be observed in determining a person's suitability for appointment: Punjab Government letter No.2502-G-51/3389, dated 11th June, 1951.

(a) Persons convicted of offences involving moral turpitude or persons, who have been dismissed by the Central or State Government should be deemed ineligible for appointment.

(b) While no person should be considered unfit for appointment solely because of his political opinions,

care should be taken not to employ persons, who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Ordinarily persons, who are actively engaged in subversive activities including members of any organization, the avowed object of which is to change the existing order of society by violent means, should be considered unfit for appointment under Government. Participation in such activities at anytime after attaining the age of 21 years and within 3 years of the date of enquiry should be considered as evidence that the person is still actively engaged in such activities, unless in the interval there is positive evidence of a change of attitude.

(ii) Method of verification. – (a) Before a person is appointed in Government service, whether against a gazetted or a non-gazetted appointment, his character and antecedents must be verified by the appointing authority through District Magistrate of the district or locality of which he is a permanent resident. If within five years of the date of enquiry he has resided for more than a year in any other district or locality, a report should also be obtained from the District Magistrate concerned. Cases of complicated nature may, if considered necessary, be referred to the Deputy Inspector-General, Criminal Investigation Department, Punjab for the verification of the antecedents of persons concerned. If any candidate for employment is already serving in any Department, the Department where he is working should also be consulted as to whether there is anything against him in the Department which would render him unsuitable for the post applied for.

(b) As regards the verification of class IV Government servants it has been decided to leave the matter to the discretion of the appointing authority. The latter may either dispense with the verification of antecedents of these persons or have them verified as in the case of other Government servants or require the persons concerned to produced below from a gazetted officer or a Magistrate. The appointing authority should, however, ensure that no person of an undesirable or questionable character is recruited to a class IV post, (e.g peon, etc.) in a Government office.

(iii) In order, however, to ensure that the policy regarding disqualification of persons for purposes of entry into Government service may be uniform, all cases in which it is proposed to debar a person from appointment under Government should be referred to the Administrative Secretary may, however, be assumed in respect of persons coming under clause (i) (a) above and cases of such persons should not be referred to the Secretariat unless it is proposed to treat the person concerned as eligible for appointment.

(iv) Steps to ensure that a person debarred from employment does not secure employment under the State Government. – (a) The particulars of person belonging to Punjab who have been dismissed/removed from service and proscribed from further employment under the State Government should

Chief Secretary
letter
No.10296-AS-
II/(60)/43909
dated 8th
December,
1960.

Punjab
Government
letter No.1042-
P-52-I dated

be forwarded in Form No.2 to the Deputy Inspector-General of Police, Punjab C.I.D. and the Superintendent of Police of the District of which the person concerned is a permanent resident. Similarly, if a person happens to be a resident of another state the aforementioned officers of that State should be informed accordingly.

(b) As regards identity every candidate for appointment in the Department should be required to furnish particulars listed in the Attestation Form (reproduced) as Form No.3 and a certificate from a Gazetted Officer of the Central or a State Government or a member of the Central or a State Legislature or other similar trustworthy source, who can certify from personal knowledge to the identity of the applicant and the correctness of the particulars furnished by him.

18th April,
1952.

Ministry of
Home Affairs
memo No.56/
56/54-ES(B),
dated 25th
September,
1954.

ESTABLISHMENT

FORM No. 1

Character Certificate.

Certified that I know Shri _____ son of Shri _____
_____ for the last _____ years and _____ months and that to
the best of y knowledge and belief he bears a reputable character and has good antecedents and I
consider him suitable in all respects for Government service.

is
2. Shri _____ related to me
is not

Place _____

(Signature)

Dated the _____

Designation _____

FORM No. 2

Statement showing the names and particulars of persons discharged
Dismissed from Government service

Serial No.	Name, Father's Name, caste religion & residence	Age and date of birth	Description	Post held under Government	Reasons for discharge/ dismissal with date	Whether debarred from further employment under Government	Remarks

Form No. 3

Attestation Form

1. Name in full (in block capitals with aliases, if any) Surname Name
(Please indicate if you have added or dropped at any stage, any part of your name or surname)
2. Present address in full (i.e. village, Thana and District or House Number, Lane/Street and Road).
- 3.(a) Home address in full (i.e. Village, Thana and District or House Number, Lane/Street and Road).
- (b) If originally a resident of Pakistan the address in the Dominion and the date of migration to Indian Union.
4. Particulars of places where you have resided for more than one year during the preceding five years.

From	To	Residential addresses in full (i.e. village, Thana and District or House Number, Lane/Street and Road)
------	----	--

5. (a) Father's name in full with aliases, if any (a)
(b) Present postal address (if dead, give last address) (b)
(c) Permanent home address (c)
(d) Profession (d)
(e) If in service, give designation and official address (e)
6. (i) Nationality: -
(a) Father (a)
(b) Mother (b)
(c) Husband (c)
(d) Wide (d)
- ii) Place of birth of: -
(a) Husband (a)
(b) Wife (b)
7. (a) Exact date of birth (a)
(b) Present age (b)
(c) Age at Matriculation (c)
8. (a) Place of birth, district and State in which it is situated (a)
(b) District and State to which you belong (b)
9. (a) State your Religion (a)
(b) Are you a member of a Scheduled Caste/
Scheduled Tribe? Answer 'Yes' or 'No'
And if the answer is 'Yes' State the Name thereof (b)

10. Educational qualifications showing places of education with years in schools and colleges since 15th year of age.

Name of School/ College with full address	Date of entering	Date of leaving	Examination passed
--	---------------------	--------------------	-----------------------

11. If you have, at any time, been employed, give details.

PERIOD

Designation of post held _____ Full address of the
or description work From To office, firm or
institution.

12. Have you ever been convicted by a court of any offence.

* If the answer is 'Yes' the full particulars of the conviction and the sentences should be given.

13. Name of two responsible persons of your (1)
locality or two reference to whom you are known (2)

I certify that the foregoing information is correct and completed to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate _____

Date _____

Place _____

(Certified to be signed by a Gazetted Officer or Member of Legislature or other authority prescribed by the Appointing Authority).

Certified that I have known Shri/Shrimati, son/daughter of
Shri _____ for the last _____ years
_____ months and that to the best of my knowledge and
belief the particulars furnished by him/her are correct.

Signature _____

Designation or
Status and address.

Place _____

Date _____.

3.3 Pre-verification of character and antecedents is not necessary in the case of permanent vacancies relating to technical personnel and in case of temporary vacancies on non-technical personnel in this department. In all such reference to the authorities concerned regarding verification of character and antecedents of the candidates appointed. In case, the report about a particular candidate is unfavourable, his services can be dispensed with. Actually, before appointment the candidate should be informed that his employment is subject to the condition that his character and antecedents are certified by the C.I.D. to be good. Pre-verification of character and antecedents not unnecessary.

3.4 All candidates disqualified permanently by the Union and Check against

State Public Service Commissions from appearing at any Examinations/ Selection are debarred from entry into the Central and State Government Services. All the appointing authorities in the Department may, therefore, maintain a list of such persons as may be debarred from entry into Government service by the Union and State Public Service Commissions. The list can be obtained from the Punjab Public Service Commission/ Subordinate Services Selection Board, who will also circulate lists of such persons periodically.

the recruitment of disqualified candidates of Union and State Public Service Commission. Chief Secretary letter No.6430-GH-59/9162 dated 31st July 1952. Employment Exchange

3.5 (a) (i) All vacancies recruitment to which does not fall within the purview of the Punjab Public Service Commission and the Subordinate Services Selection Board should be notified to the nearest Employment Exchange serving the area of the appointing authority, for submission of names of suitable candidates. The authority concerned is also required to inform the appropriate Exchange of the number of vacancies available and the qualifications required of the candidates, to enable the Exchange to bring these vacancies to the notice of the qualified persons registered with it. These vacancies should be filled from the persons recommended by the nearest Employment Exchange after due consideration of all names.

(ii) No vacancy other than those which are to be filled on the recommendations of the Public Service Commission and the Subordinate Services Selection Board, or by promotion, should be filled direct from the open market unless the Employment Exchange serving the area certify that they are unable to recommend any suitable candidates. These instructions hold good in case of short-term vacancies as well.

(iii) In order to provide Government of India, with correct reliable statistics, the Staff Strength Return in form S.S.R.I., should continue to be sent to the Employment Exchanges in their respective areas with a copy to the Director of National Employment Services, Punjab, Ambala Cantt.

(b) With the coming into force of the Employment Exchanges (compulsory Notification of vacancies) Act, 1959, it is obligatory for the employer to notify the vacancies only to the local Employment Exchange in order to have correct statistics of Employment. As such, all vacancies should be notified to the Local Employment Exchange and recruitment should be made only through that Exchange. However, if the Appointing Authority wants to recruit persons from a locality other than its own headquarters, it may at the time of notifying the vacancies, indicate the particular localities from which persons are required. In such cases it will be for the Employment Exchange concerned to procure from the appropriate Employment Exchanges particulars of persons from those areas for reference to the Employing Authority.

Secretary, Labour and Employment Department letter No.342-V-Lab-II-61/14013, dated 13th January, 1961.

(c) Government Servants, who are appointed through the Employment Exchanges against 'short-term' or temporary vacancies may be

allowed to get themselves registered with the Employment Exchanges, subject to the condition that the 'no objection certificate' to such Government servants, who are eligible to such concession allowed to get themselves registered should be in the pro forma reproduced below: -

OFFICE /DEPARTMENT

Ref. No.-----

Dated

No objection certificate for registration of temporary Punjab Government Servants with Employment Exchanges. – It is certified that Shri - ----- son of Shri -----, has been employed temporarily/ against a short-term vacancy in this office/ department, as ----- in the scale of Rs. ----- . * He was appointed through the Employment Exchange ----- (Location to be given). – vide their reference ** No. ----- - dated ----- in this office/ office *** of the -----, on ----- (dated). He is permitted to register his name with the Employment Exchange to seek an alternative appointment.

His services are likely to be needed in this office Department up to _____. He would be relieved according to terms of his present appointment immediately *** after giving a notice of _____ days/or forfeiture of his emoluments for the same period in lieu of the notice.

His work and conduct during the above period were satisfactory/fairly satisfactory/fair.

Signature,
Designation of the Officer,
with office seal

* In terms of Punjab Government orders official appointed temporarily /against short terms vacancies otherwise than through Employment Exchange are not entitled to register with Employment Exchange.

** Reference of the Employment Exchange concerned, relating to sponsoring of the Government servants leading to his present appointment should be quoted.

*** Delete if inapplicable.

3.6 In addition to certificate of character ness as required under Service Rule following information and documents also be furnished by a person before he is appointed to any post: -

Information and documents required of a candidate

(a) A certificate or certificates that he possesses the educational and other qualification prescribed for appointment to the post concerned.

(b) A declaration in writing that he: -

(i) has not been proscribed from the service of Government.

(ii) has not been dismissed from any situation

under Government.

- (iii) has, if serving in another department/ state obtained the full consent of the Head of his office or Department/State Government to apply for the appointment he seeks. In fact, applications of persons already employed elsewhere should only be considered if they are received through proper channel.
- (iv) and has not more than one wife living or, in the case of a woman, is not married to a person already having a wife living.

3.7 Medical certificates should ordinarily be required from candidates on first appointment to Government service particularly in case where the tenure of appointment is likely to exceed three months (Para 3.3 C.S.R. Volume I, Part I).

Medical Certificate of fitness.

3.8 Although certain authorities are empowered in individual cases, to dispense with the production of medical certificate of fitness yet once a person is asked to produce a certificate of fitness for entry into Government service, whether in a permanent or temporary capacity, and has been actually examined and declared unfit, it is not open to the authorities exercising these powers to use their discretion and ignore the certificate that has been produced (Para 3.3 C.S.R. Volume I, Part I).

Exemption from production of Medical Certificate of fitness.

3.9 The question of relaxing the age-limit for entry into Government service laid down in the Punjab Civil Services Rules or in the particular Service Rules should be considered at the time of first appointment to a post whether such appointment is of an officiating, temporary or permanent nature (see paragraph 3.6, 3.7 and 3.8 of C.S.R. Vol. I, Part I).

Relaxation of age limit.

3.10 The scheduled caste candidates as also Tibetans of Spiti and Lahaul in Kangra District have been granted concession of five years both for Non-Gazetted and Gazetted posts in the matter of age limit for entry into the services under the State Government.

Concessions in respect of age limit Punjab government letter's No.6522-G-52/1-3434, dated 7th August, 1952 No. 6716-G/55/32031, dated 4th June, 1955

3.11 In regard to the reservation of a certain percentage of appointments to services under the control of the Punjab Government for the members of the scheduled castes and Scheduled tribes, the following policy has been laid down: -

Representation of members of the Scheduled Castes/ Tribes in service.

- (i) The scheduled castes/Tribes and Backward Classes in the Appendix 3-A (i) & (ii) should be given

Chief Secretary letter No.1495-

representation in services according to their population.

(ii) 19 and 2 percent vacancies in all services should be earmarked for Scheduled Caste/Tribes and Backward Classes respectively, provided suitable 'material' for filling such appointments is available out of the Scheduled case candidates.

(iii) The appointments are to be made on the basis of block system of recruitment based on a formula. According to this formula out of 100 vacancies those occurring at the following numbers are to be treated as reserved: -

1-6-11-16-21-26-27-31-36-41-46-51-56-61-66-71-76-81-86-91-96.

Out of the above 21 vacancies to be filled out of the Scheduled castes, Scheduled Tribes and Backward Classes candidates, vacancies at serial Nos.26 and 76 should be filled from amongst the Backward Classes candidates whereas the remaining 19 vacancies should be filled from amongst the Scheduled Castes and Scheduled Tribes candidates. The reservation should be carried on from vacancy to vacancy in the same block and even to the second block, until it is possible to fill them. Not more than once reserved vacancy will, however, be carried over from one block to the next in any case.

Appointments by transfer are not exempt from the operation of this rule. As a matter of fact, before the vacancies reserved for Backward Classes are thrown open to others, they should first be offered to candidates of Scheduled Castes/Tribes, if available. In the same way, before vacancies meant for Scheduled Castes/Tribes are thrown open to others owing to non-availability of suitable candidates, they shall be offered first to the Backward Classes.

(iv) The minimum qualifications prescribed for any post, are, however, not to be lowered in any case with a view to accommodating any Scheduled Caste candidate.

(v) The reservation of percentage of appointment for scheduled castes/tribes is to be brought into force only while making new appointments; it will not apply to promotions which are to be governed by considerations of seniority and merits alone.

(vi) Scheduled castes/ Tribes Government servants, who are suitable and qualified should not ordinarily be brought under reduction or retrenchment so long as their total strength in the Department or the office concerned does not exceed the limit prescribed in this behalf.

Note. – The general instructions contained in para 3.10 and 3.11 and

WG-54/17246
dated 17th
March, 1954.

Chief Secretary
letter
No.6028/WGII-
58/2146 dated
29th /31st
January 1959.

Chief Secretary
memo no.1649-
WG-54/23802
dated 28th April
1954.

Chief Secretary
letter No.9525-
WG-53/94449
dated 8th
December
1953.

Chief Secretary
letter no.4276-
WG-52/2521
dated 19th
August 1952
and

bid governing the recruitment of Scheduled Castes and Tribes also apply mutates mutandis to the vacancies reserved for Backward Classes.

3.12 All whole time government Servants are required to take immediately on their appointment, an oath of allegiance to India and to the Constitution of India as by law established in the following form:

Oath of allegiance
Chief Secretary
letter No.4170-
P-I/25296 dated
27th August
1959 addressed
to all Heads of
Departments
etc.

(i) I _____ do swear _____ that I will be faithful and bear true allegiance to India and to the Constitution of India as by-law established and that I will carry out the duties of my office loyally, honestly and with impartiality.

(So help me God)

Conscientious objectors to oath-taking may make a solemn affirmation in the prescribed form indicated above.

PRACTICAL TRAINING

3.13 Such newly recruited engineers and sectional officers as have no prior experience of working of the department, are required to undergo practical training for a period specified in the relevant Service Rules or such period as may be fixed by the appointing authority, before they are entrusted with an independent charge of a Sub-Division or a Section. During the training period they shall be allowed salary as fixed by the competent authority or as mentioned in the terms of their appointment. In regard to their initial training, the following instructions are laid down and they may be taken as a general guide and implemented according to individual requirements and opportunities available: -

Initial training
of new
engineers and
Sectional
Officers.

- (i) The executive engineer and the S.D.O. in whose charge an engineer or S.O. is posted for training should take keen & personal interest in training the new officer. In fixing the bent of mind of an officer towards the work much depends on the early training which should be as intensive as possible;
- (ii) Keeping in view the works in progress on which it might be considered desirable to put a new officer for some time the training should be judiciously arranged in such a way that the officer gets a fair knowledge and insight of

the working of the department, execution of works and management of outdoor and office work.

- (iii) Each officer on training should maintain a note book in which he should enter such particulars with regard to the work on which he is employed as cannot be found in ordinary text books e.g. memoranda as to labour employed on all types of works, amount of work that can be turned out by different kinds of labour and other information on which the working rates of a Division are based. These note books should be inspected periodically by the Executive Engineers and in case of engineering officers even by the Superintending Engineers.
- (iv) Officer under training should maintain daily diary of the work done by him on training or instructions received or studies made. At the end of each fortnight, the daily diary should be submitted for the perusal of the Executive Engineer in case of Sectional Officers and for the Executive Engineer and Superintending Engineer in case of engineer officers. These diaries should be maintained in two separate note books so that when one of these is with the Executive Engineer/Superintending Engineer, the other is available with the trainee officer for maintaining his daily record.
- (v) The Executive Engineer and the Superintending Engineers are required to study the daily diaries submitted to them very carefully to see if the training of the officer is proceeding on the proper lines and if they are taking sufficient interest in learning the working of the Department.

3.14 The syllabus and time-table in regard to the training of engineer officers is given in Appendix 3-B which may be followed broadly in training up an engineer officer. The officer should be posted with the most experienced S.D.O. in the Divisional preferably at the Divisional Headquarters or in such Sub Division where important works are under execution.

Syllabus for training of new engineers.

3.15 The syllabus and time-table for the training of newly recruited Sectional Officers is given in Appendix 3-C which may be followed broadly for the training of these officers Like new engineers, these sectional officers should also be posted under the most experienced S.D.O.

Syllabus for training of Sectional Officers.

3.16 the time-table and syllabus as given in Appendices 3-B and 3-C give only the general outlines on which the training should proceed, but this may be varied in individual cases and according to individual requirements.

Syllabus and time-table not rigid.

3.17 The syllables and time-table given in Appendices 3-B and 3-C can also be followed with advantage for the initial training of newly recruited Assistant Electrical Engineers and Electrical Sectional Officers, who have no prior experience of the working of the Department. However, in technical

Training of Assistant Electrical Engineers and

matters and technical detail, the training will be on the execution, designing and estimating of electrical works instead of civil works. Electrical Sectional officers.

TEMPORARY AND WORK-CHARGED ESTABLISHMENT

3.18 The conditions of temporary employment (other than as temporary Engineer/Officers) are laid down in stereo Buildings and Roads Form No.62 (Revised) which is reproduced in Appendix 3-D. All persons entertained on temporary basis other than those holding gazetted rank or borne on petty work charged establishment are required to acquaint themselves with these conditions and to sign the declaration annexed to this form. In addition, the temporary officials are also required to take oath of allegiance to India and the Constitution of India as by law established. Conditions temporary employment.

3.19 A register of sanctions, accorded from time to time to temporary establishment by various authorities should be maintained in each office and it should be reviewed periodically with a view to seeing that no establishment is retained in excess of the sanctions or beyond the period stipulated therein. Register of sanction of temporary establishment.

3.20 Establishment engaged for the execution /maintenance of a specific work or a sub-work of a specific project or upon the supervision of departmental labour, stores and machinery the pay and allowances of which are debitable to the estimate of the work concerned, is treated as work charged establishment. Conditions of employment.

Detailed rules regarding classification and entertainment of such establishment as also for grant of casual leave traveling allowance, etc., thereto are contained in paragraphs 1.129 to 1.132 of the Punjab P.W.D. Code. For the entertainment of work charged establishment, prior sanction of the competent authority is necessary in all cases. The sanction should specify in respect of each appointment -

- (i) Time scale or consolidated rates of pay;
- (ii) The period of sanction; and
- (iii) The full name of the work (as given in the estimate of the work) and the nature of duties on which the person engaged would be employed.

3.21 The powers of the various officers of the P.W.D. to sanction entertainment of establishment on work charged basis are given in rule 10.8 of the Departmental Financial Rules, reproduced in para 5.37 of this Manual. Power to sanction entertainment of work charged establishment.

3.22 The time-scales of pay of different classes of work-charged establishment are sanctioned or revised by the Chief Engineer from time to time with the concurrence of F.D. The present time-scales for various categories are contained in the Common Schedule of Rates. Scales of pay of work charged establishment.

3.23 In case of such categories of work-charged establishment where a time scale of pay is prescribed by a competent authority and the maximum of such a time scale does not exceed Rs.400/Rs.200 per mensem, a Power to appoint work charged

Superintending Engineer/Executive Engineer is competent to make an appointment on a pay equal to any stage of the time scale. Where a Superintending or Executive Engineer makes an appointment on a pay higher than the initial pay of the time scale, it should be subject to confirmation by the Chief Engineer, who has full powers for the employment of work-charged establishment. The Executive Engineer and the Superintending Engineer can also grant advance increments to a member of work charged establishment during the course of his service subject to confirmation by the Chief Engineer. (Note under paragraph 10.8 of D.F.R.).

establishment and to give increments.

3.24 No person should be employed as Steam Road roller Driver unless he possesses either a second class Drivers Certificate under the Punjab Steam Boilers and Prime Movers Act, 1902 or a third class Certificate under the Indian Boilers' Act, V of 1923. Drivers possessing first class Certificate under the 1902 Act, or a 2nd or first Class Certificate under the Indian Boilers Act, 1923, may be given, on first appointment, a few advance increments in the time scale subject to the confirmation of the Chief Engineer.

Employment of drivers Steam Road Rollers.

3.25 No person shall be appointed as a Driver for Diesel Road unless he possesses a license to drive heavy motor vehicles. Preference should be given to such persons, who have some experience on the working or maintenance of diesel engines.

Employment of Drivers for Diesel Road Rollers.

3.26 Wages of members of the work charged establishment should be drawn and paid on form D.F.R. (P.W. 29) "Pay bill of Work Charged Establishment" which is a combined pay bill and acquittance rill form. A consolidated bill in this form should be prepared monthly either for the whole Sub Division or for one or more sections of it, as may be convenient; but the names and claims of the entire establishment concerned, including absentees should be shown in each bill. Names should be grouped in the bill for works on which the men are employed, sanction to the entertainment of the establishment should be quoted in each case and the Sub Divisional Officer should certify in the space provided for the purpose, that the men were on duty during the period shown against their name, each man being employed on the work and on the duties for which his appointment was sanctioned.

Procedure in regard to the pay bills of work charged establishment.

When the services of an individual are dispensed with on the termination of the work for which he was engaged, his account should be settled up at once after ascertaining from the Divisional office any outstanding against him.

(Para 7.39 of D.F.R.)

3.27 Final authority to discharge members of work charged establishment vests in the appointing authority as detailed in para 3.23, but no person guilty of misconduct, should actually be dismissed without being given an opportunity to explain his conduct.

Discharging of work charged establishment.

Class IV establishment

3.28 (a) All Class IV Government servants, other than those employed before the 1st February, 1950, shall be required to produce a medical certificate of health of entry into Government service, provided the duration of vacancy is for more than six months.

Conditions of service of Class IV Government servants. FD letter No.330-

Class IV Government servants employed in temporary Departments when they have put in more than six month's service should be required to produce the requisite medical certificate of fitness.

FL-50/384
dated 1st
February 1950.
Punjab
Government
letter No.5238-
PG-50/3409
dated 19th April
1950.

(b) The normal restriction as to the appointment of persons exceeding 25 years of age does not apply in the case of recruitment of ex-soldiers, military pensioners and reservists to class IV, posts, (Note under Rule 3.6 of C.S.R. Volume 1, Part 1).

(c) The minimum age after which service counts for pension has been raised from 16 to 18 years in the case of a Class IV Government Servant (i), who entered service under the Punjab Government after the 10th June, 1951, or (ii) who, having entered such service on or before that date did not hold a lien or a suspended lien on a permanent pensionable post under the Punjab Government on that date.

F.D. letter
no.3022/FR-
51/3116 dated
4th July, 1951.

(d) In so far as it is feasible, persons appointed to class IV posts should not be posted at places very far off from their native places.

(e) In support of an application for leave, or for an extension of leave, on medical certificate, from a class IV Government servant the authority competent to grant the leave may accept such certificate as it may deem sufficient.

(f) The age of superannuation in the case of class IV Government servants is 60 years.

(g) Class IV Government servants are governed by the Punjab Civil Services (Punishment and Appeal) Rules 1952 published in the Punjab C.S.R. Volume I, Part II. No fine can, however, be levied on these employees as it is not provided for as a recognized punishment in the said rules.

Penalties.
Punjab
Government
letter no.4821-
G-48/48585
dated 13th
September,
1948.

(h) The grant of gratuities and pensions to Class IV Government servants is regulated in accordance with rules laid down in Punjab C.S.R. Volume II.

Pensions and
gratuities etc.

3.29 (1) The following categories of Government employees hitherto paid from contingencies have been brought on to the regular establishment with effect from 1st April, 1953, but the other contingencies paid staff shall continue on the existing basis and be treated as casual employees, as they do not generally stick to their appointments: -

Staff paid from
contingencies
brought on to
regular
establishment

Sweepers, Chowkidars (including sweepers-cum-Chowkidars) Bhishties, Malies (including garden coolies) Khalasis (including Ferro Khalasis), Frashes, Drivers, Motor Cleaners, Masalchis, Gatemen (or Gate

Punjab
Government
letter No.1873-

Keepers) Beldars, Firemen and Store Mistries.

FR-52/10186
dated 5th
November,
1952.

This establishment will be entitled to the same concessions regarding leave, pay, traveling allowance, etc., as are admissible to other regular class IV Government servants.

(ii) In respect of medical examination, age limit, employment of substitute during absence on casual leave emoluments of part time employees and overtime, such staff shall be governed by the following provision: -

Punjab
Government
letter No.8072-
FR-52/11141
dated 4th
December,
1952.

(a) Medical Examination before entering Government Service. – Any employee paid from contingencies when brought on to regular establishment governed by Civil Services Rules, or any other establishment not governed by these rules, viz., a work charged establishment, should be treated as a fresh recruit to that establishment and he should undergo a medical examination in accordance with the rules applicable in the particular establishment.

(b) Age Limit. – The maximum age limit for appointment to a pensionable establishment laid down in rules 3.6 to 3.8 of the Punjab C.S.R. volume I, Part I, need not be enforced in the case of persons paid out of contingencies before the 1st April, 1953, and who have since been brought on to a pensionable establishment.

(c) Employment of substitute during absence on casual leave of a sweeper. – In offices having only one sweeper, part time arrangements may be made when the sweeper is absent on casual leave and the part time employee may be paid out of contingencies.

(d) Employment of part time employees. – Part time employees are not to be brought on to regular establishment. They are entitled to pay and dearness allowance in proportion to the quantum of work performed by them as compared to whole time staff of the same category. No compensatory or house-rent, allowance is admissible to them. They are, however, entitled to allowance granted to compensate for higher cost of living in hill stations in the same proportion as pay and dearness allowances.

(e) Over time. – No overtime allowance is to be granted to contingencies paid staff brought on to regular establishment. The restriction does not debar the grant of overtime under the Factories Act, in the case of employees Governed by that Act.

INCREMENTS AND EFFICIENCY BARS

3.30 Annual Increments, which are allowed for approved service, shall ordinarily be drawn as a matter of course unless they are withheld. Once an increment is drawn or due to be drawn it cannot be withheld (Rule 4.7 of Punjab C.S.R. volume I, Part I).

Annual
increments.

3.31 To ensure correct drawal of annual increments to the staff on due dates, a register, inter alia, showing the dates when increments are actually due to the various members of the establishment should be maintained for the purpose in each office. All cases for grant of increments, unless withheld under specific orders, should be put up for consideration and orders well ahead of the date of accrual of increments.

Register of increments.

3.32 (a) An increment of a Government servant may be withheld by a competent authority if his conduct has not been good or his work has not been satisfactory (Rule 4.7 of Punjab C.S.R. Volume I, Part I).

Withholding of increments.

(b) It is the duty of superior officers to warn the official as required by paragraph 1.18 of the Punjab Public Works Department Code when his work or conduct is such that an increment may have to be withheld if he fails to show a definite improvement. Such a warning should be issued when needed and should not await the submission of an annual report.

(c) Normally an increment should not be withheld on account of a bad annual report, unless the official concerned has had reasonable time to correct his faults mentioned in the warning issued on the basis of his last report.

(d) Withholding of increment is a recognized penalty and before it is imposed on any servant, he shall be given an adequate opportunity of making any representation that he may desire to make and such representation, if any, shall be duly taken into consideration before passing the final orders provided that the requirements of this rule, may, for sufficient reasons to be recorded in writing, be waived where there is difficulty in observing them and where they can be waived without injustice to the person concerned.

(e) In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increment. Unless stoppage of increment is specifically stated to be with future effect, it must be assumed to be otherwise.

(f) Stoppage of increment with future effect is a very serious matter, and before imposing this penalty, the competent authority should consider the effect of the order on the Government Servant's pay when and if promoted to the next grade on his pension.

3.33 An Officer against whom an enquiry has been instituted shall not be allowed to draw his increment automatically during its pendency and orders to this effect should be passed sufficiently in advance of the date on which it becomes due. Such action does not, however, amount to withholding of an increment and it is not necessary to comply, in this respect, with the requirements of sub-para (d) para 3.32 supra.

Increment not to be allowed automatically in cases of enquiry.

3.34 Advance increment to a Government Servant on a time-scale of pay can be given by an authority, who has the power to create a post in that cadre and in that scale of pay. Therefore, except, in case of work-charged establishment up to a maximum pay-scale of Rs. 750 per mensem all cases of advance increment shall be referred to Government in the Finance

Advance increments.

Department. Such a grant should not be made or recommended except in very rare circumstances which would justify such a grant (Para 4.10 of Punjab C.S.R. Volume I, Part I).

3.35 Where an efficiency bar is prescribed in a time scale, the increment next above the bar shall not be given to a Government servant without the specific sanction of the authority empowered to withhold increments (Rule 4.8, C.S.R. Volume I, Part I).

Crossing of efficiency bar.

3.36 In the matter of stoppage of Government servants at efficiency bars, the following general principles have been laid down by State Government for the guidance of all concerned: -

Stoppage at efficiency bar Punjab

(i) Crossing of an efficiency bar amounts to promotion; stoppage at one is a form of punishment under rule 4 of the Punjab Civil Services (Punishment and Appeal Rules, 1952) and as amended from time to time. Before an officer is stopped at a bar, it is ordinarily necessary that he is afforded an opportunity to make a representation and such representation, if any, should be taken into consideration before passing final orders. The order, is however, appealable accordingly as the officer concerned is a member of the all-India or Provincial and Subordinate Service and it is desirable that every case should be scrutinized carefully by the head of the Department or the authority competent under the rules and good reasons given in support of an order of stoppage.

Government letter No.3574-G-48/35863 and 1055-G-51/1308 dated 23rd February 1951.

(ii) While heads of Departments or the authorities competent under the rules are required to exercise their judgment and discretion in each case the following instructions will be of help and should be kept in view: -

- (1) The efficiency bars must be real, and recommendations for passing them should not be given as a matter of course to those Government servants, who just manage to avoid getting into trouble.
- (2) For the purpose of crossing the efficiency bars, Government servants will broadly fall into three divisions as below and their cases will be dealt with as explained against each: -
 - (a) Good – Are those, who consistently earn good reports and who will in the ordinary course be permitted by competent authority to cross the efficiency bars.
 - (b) Fair – Are those, who secure at least 50 percent good reports. They should not be permitted to cross the bar unless the Head of Department is satisfied, on a careful study of the record, that they merit promotion and give promise of satisfactorily filling the heavier charges in the grade.
 - (c) Poor – Are the remainder, and they will not be permitted to cross the bar.

(iii) Heads of Departments, or the authorities competent under the rules while considering each case on the basis of the above classification should take into account the severity or leniency of the officers whose reports

are under consideration and the nature of the work on which the Government servant was employed.

(iv) Stoppage at an efficiency bar should be for general bad work and inefficiency continued over several years and not for one or two lapses for which ordinary stoppage of increment (with or without future effect) should be the punishment.

(v) The cases of stoppage of efficiency bars should be reviewed at the expiration of the period of one year from the date of the order and if necessary at the same interval thereafter. In the case of an officer who is stopped at the bar by the State Government or the competent authority the most convenient procedure would be at the time of the passing of the order, to ask for a special report on his work at the end of one year or to require his superior officer to deal with the matter in the annual confidential report on him.

3.37 (i) In case, the question of allowing a Government servant to cross the efficiency bar has not been decided before the due date and in the meantime he has become subject to an enquiry or some other departmental proceedings the decision on the crossing of efficiency bar should be based on consideration of the officer/officials record and conduct up to the date on which the crossing of the efficiency bar became due and without taking into account allowing the officer to cross the efficiency bar with effect from the due date notwithstanding his subsequent conduct, will not have an effect on the punishment which may have to be awarded to him for any misconduct after the date from which he is allowed to cross the bar. It would, however, be advisable to inform the officer at the time when he is allowed to cross the efficiency bar, should this be the decision, that the fact that he has been allowed to cross the bar is independent of the action which may be taken against him on the basis of disciplinary proceedings.

Crossing of efficiency bars when a Government Servant is subject to an enquiry or departmental proceedings. Chief Secretary letter No.4091-ASII-60/20836, dated 8th June, 1960.

(ii) The analogy of sub-para (i) above will not ipso facto apply to cases of confirmations or promotions. In such a case, where an officer/official is due for confirmation or promotion from a particular date, his work and conduct subsequent to that date and prior to the date of decision may also for good reasons, constitute an important relevant factor in deciding or deferring the matter.

INSTRUCTIONS IN REGARD TO TRAVELING ALLOWANCES

3.38 No officer of Government should proceed on any tour, the necessity for which has not been first accepted by the next senior authority. It has been decided that the controlling officers before signing or countersigning a traveling allowance bill should exercise a very rigid control on scrutinizing the necessity, frequency and duration of journeys and halts, etc.

Control over touring.

3.39 Preferring by Government servants of false T.A. Claims is strictly deprecated. In the following categories of cases relating to false drawl of traveling allowance, the normal punishment shall be dismissal: -

Preferring of false T.A. claims. Punjab Government letter No.2053-

- (i) Charging traveling allowance for a journey not actually performed.
- (ii) Charging by a higher class to which one is entitled according to

- status for a journey performed in a lower class. ACD-55/758,
 (iii) Charging T.A. on transfer by submitted false certificates and dated 22nd
 bogus receipts in respect of transportation of luggage. August, 1955.
- (iv) Charging T.A. for the carriage of camp equipment when actually it is not carried.

SERVICE BOOKS

3.40 The service record is a contemporary record in minute details of a Government servants official career. Such record is maintained in the form of history of service by the Accountant General in the case of Gazetted Officers and in the form of a Service Book by the officer concerned in case of non-gazetted Government servants. Service Books will be maintained and opened within one month of the appointment of -

Record of service (Paragraphs 12.1, 12.2 and 12.11, C.S.R. Vol. I, Part I).

- (a) All non-gazetted members of the permanent establishment.
- (b) Temporary overseers, clerks, draftsmen, tracer, etc., appointed for more than six months. As these are important and essential records for disposal of pension and other claims, they must be carefully maintained and kept in safe custody by the head of the office concerned.

Similarly services rolls should be maintained for all class IV Government servants.

3.41 A service book is supplied for each person at his own cost on his first appointment. It is kept in the custody of the head of the office in which he is serving and is transferred with him from office to office. When a non-gazetted Government servant is appointed to officiate in a gazetted post the Service Book should continue to be kept by the head of the office concerned, but on his confirmation in such a post the Service Book should be forwarded to the Accountant General, Punjab, for record. It may be given to the officer concerned if he resigns or is discharged without fault, an entry being first made there in to this effect (Para 12.3, C.S.R., Volume I, Part I).

Supply and custody of service books.

3.42 It is the duty of every officer to see that his service book is properly maintained. If the books is not properly kept up, difficulties may arise as to verification of service when the officer applies for pension. The head of office will, therefore, allow the officer to examine the Service Book, should the officer at any time desire to do so. Ordinarily, there should be no occasion for this as the examination could be made whenever the officer is required to sign against an entry in his service books (Para 12.8, C.S.R. Volume I, Part I).

Up keep of service books.

3.43 The following points should be borne in mind and attended to in the preparation and up-keep of service books and service rolls: -

Instructions regarding preparation of service book

1. All entries in the service books and service rolls should be made by a responsible official well conversant with rules and regulations and the entries so made must be attested in the proper columns by the Head of the Office.
2. Reference to security deposits should be made in the service

books and service rolls of the employees concerned in accordance with the instructions contained in chapter IV.

3. All the signatures and initials of the attesting officer should be dated.
4. The entries on the first page of the service book and service roll should be renewed or re-attested at least once every five years.
5. In addition to the marks of identification, impressions of the balls of the left hand thumb and fingers should be taken on the page provided for the purpose in the service books and service rolls.
6. Sufficient space should be left between each entry in order to keep it separate and distinct from the one next to it.
7. No over writing or erasure both of which are strictly forbidden by rules should be permitted on any account and all alterations should be initiated by the head of the office.
8. An up-to-date leave account should be attached to every service book. The leave taken should be recorded both in the body of the service book as well as in the leave account; every entry of leave taken being duly attested by the Head of the Office.
9. Extracts of departmental orders showing the nature of the temporary or officiating vacancy in which, or in the chain of which the Government servant is appointed should invariably be recorded in the service book against the entry in all cases in which, in the opinion of the Head of the office concerned, the temporary or officiating service qualifies for pension.
10. The name of the station, office and establishment to which the Government servant belongs should invariably be noted in column 1 of the service book.
11. A reference to records of punishment, censure, reward or praise of an officer should be made in the last column of the service book as briefly as possible.
12. Every period of suspension from employment and every other interruption of service must be noted, with full details of its duration, by an entry made across the page of the service book, and it must be attested by the head of the office. The attesting officers should see that such entries are promptly made (Rule 12.6, C.S.R. Volume I, Part I).
13. Personal certificates of character must not, unless the head of the department so directs, be entered in a service book, but, if a government servant is reduced to a lower substantive post, the reason of the reduction must be briefly given (Rule 12.7, C.S.R., Volume I, Part I)
14. When the year of a Government servant's birth is known but not the month, the date of his birth will be assumed to have

been the 1st July. Similarly when the month is known, but not the exact date, the 16th of that month will be treated as the date of birth.

15. Service Books and service rolls received from other offices, incomplete in the above respects, should be returned to them for completion.

3.44 A 'Memorandum' of defects noticed during the examination of the service books and service rolls is given in Appendix 3-E. This is intended to serve as a guide towards correct upkeep of the Service Book.

Defects to be guarded against.
Upkeep of service books.

3.45 (i) A declaration of age made at the time of or for the purpose of, entry into Government service, shall as against the Government servant in question, be deemed to be conclusive unless he applies for correction of his age as recorded within two years from the date of his entry into Government Service. Government, however, reserves the right to make a correction in the recorded age of a Government servant when it is satisfied that the age recorded in his service when or in the history of services of a Gazetted Officer is incorrectly recorded with the object that the Government servant may derive some unfair advantage therefrom.

(ii) When a service book is opened the appointing authority shall verify the date of birth of the person concerned and note in his service book the mode of verification adopted in each case. Only the following documents shall be accepted for purposes of verification: -

- (a) certified extracts from birth registers, provided the name of the child is specifically mentioned, therein.
- (b) Certified copies of entries made in School and College registers.
- (c) Certified copies of extracts from Gazette notification containing the results of examinations, if the age or date of birth is given therein.
- (d) The Matriculation certificate or a certified copy of the notification publishing the result of the Matriculation examination.

(iii) When the Government servant within the period mentioned in sub-para (i), makes an application for the correction of his date of birth as recorded, a special enquiry should be held to ascertain his correct age and reference should be made to all available sources of information, such as certified copies of entries in the municipal birth registers, university or school age certificates, janam patries or horoscopes. It should, however, be remembered that it is entirely discretionary on the part of the sanctioning authority, i.e. Chief Engineer in the case of non-gazetted Officers, and the State Government in the case of Gazetted Officers, to refuse or grant such applications and no alternations should be allowed unless it has satisfactorily been proved that the date of birth as originally given by the applicant was bona fide mistake and that he has derived no unfair advantage, therefrom.

(iv) The result of every such enquiry should, in the case of non-gazetted servants, be briefly stated in their service books and if a correction is

sanctioned, the fact should be reported to the A.G. Care should be taken to see that the annual establishment lists are brought into agreement with the service books.

3.46 The periods of temporary and officiating service should be verified by the offices from the pay bills and acquittance rolls of the Government servants concerned before they are destroyed and the fact of verification recorded under proper authentication in the service book. The heads of offices should invariably give necessary particulars with reference to rule 3.19 and 3.20 of the Punjab Civil Services Rules, Volume II, in order to enable the audit office to decide later on, by reference merely to such particulars, whether the temporary or officiating service will qualify for pension or not, for example in the case of officiating service the nature of the vacancy in which the Government servant officiated and in the case of temporary service, whether the temporary post as subsequently made permanent should be stated. In cases where a person is officiating in a 'deputation' vacancy, the complete chain of arrangements along with the nature of original vacancy should also be given.

Verification of service recorded in service books.

2. The service books in each office should be taken up for verification at a fixed time in the year, say in January, by the head of the office who, after satisfying himself that the service of the Government servant concerned is correctly recorded in his service book, should record in it a certificate in the following form over his signature: -

“Service verified to _____ (date) from _____ (the record from which the verification is made).

Note: - The verification of service referred to above should be in respect of all service qualifying for pension whether permanent provisional, temporary or officiating.

The head of office in recording the annual certificate of verification should in the case of any portion of service that cannot be verified from office records, distinctly state that for the excepted periods (naming them) a statement in writing by the Government servant as well as a record of the evidence of his contemporaries is attached to the book (Para 7.18, P.F.R. Volume I).

3. When a non-gazetted officer is transferred from one office to another, the head of the office under whom he was originally employed should record in the service book under his signature the result of the verification of service, with reference to the pay bills and acquittance rolls, in respect of the whole period during which the officer was employed under him before forwarding the service book to the office to which the services are transferred. Special attention should be paid to the verification of service in respect of transit period and necessary entries be recorded in the service book forthwith to obviate any complications subsequently arising.

4. As the head of the offices, who maintain the service rolls of class IV Government servants are themselves responsible for verification of the services at the time of their retirement, - vide rule 9.10(b) Punjab Civil Services Rules, Volume II, it is convenient in actual practice to have this

verification conducted annually when the details of the service rendered by every Government servant are fresh in the mind of the verifying staff rather than at the time of each class IV employees retirement. Accordingly the service of this class of Government servants should also be verified annually in the same manner as in the case of superior servants and a certificate of such verification recorded under proper attestation in the service rolls of the Class IV Government servants (Para 7.19 P.F.R.).

3.47 In addition to service books, history sheets (in stereo B & R no.25) should also be prepared and maintained in the Circle office concerned, for all Sectional Officers, Clerks, Draftsmen, Tracers, Cashiers and Store-Keepers, both on the permanent and temporary establishment. Entries to credit or default should, in the case of Sectional Officers be made in their personal register (Stereo B & R 123) while those concerning Clerks, Draftsmen, Tracers, Cashiers and Store-keepers in their history sheets. Entries once made in these records by officers entitled to make them should not be amended, cancelled, or removed even by officers, who made them. Should an officer have reasons to modify an opinion previously expressed he should make a separate entry.

History-sheets.

POSTING AND TRANSFERS

3.48 Save under exigencies of special circumstances transfer of officers in various services will normally be effected with a view to improving the efficiency of the department on the whole and minimizing the chances of vested interests, which the continued posting of an Officer on the same duty or at the same place tend to create being established. The transfer of the ministerial establishment from one seat to another in the same office or from one office to another in the same Department should be so regulated that they pick up the entire working of the Office/Department and be all round useful hands.

Transfer in the interest of public service.

Since, it is a matter which affects Governments servants personally through care and consideration should be exercised in ordering transfers which must not be left in the hands of junior/staff who may be swayed by other considerations. Whereas it is very important that the right man should be put in the right place from considerations of work, yet it is desirable that no one in particular should be allowed to stay on in a particularly congenial place to the exclusion of others. Normally no Government servant should be allowed to stick to any particular place beyond a period of three years unless there are some strong reasons for making an exception to it in the interest of work.

3.49 (i) It will be for the Chief Engineer to recommended to the Government transfers and posting of Superintending Engineers and Divisional Officers.

Powers of transfer.

(ii) The transfer and posting of Assistant Engineers will be made by the Chief Engineer. Superintending Engineers may transfer and post all members of establishment within their circles except Divisional Officers, Sub Divisional Officers and Accountants. Similarly the Divisional Officers may transfer establishment other than Sub Divisional Officers and Accountants

within their respective jurisdiction; such transfers will be reported in the ordinary course to the Superintending Engineer.

3.50. To avoid delay in giving effect to the transfer ordered by the State Government in the P.W.D., Superintending Engineers should fix dates by which such transfers should be carried out. Giving effect in transfer orders.

3.51 The Divisional Officers should promptly intimate to the Chief Engineer through their Superintending Engineers, the actual dates of transfer of Gazetted Officers to enable him to get the Gazette Notification issued to complete other relevant record in Head Office as well as in the Secretariat. Intimation of transfer.

Note. – No office, copies of the report (Stereo B&R Form no. 79) need be kept in divisional offices.

3.52 In order that a complete and careful check of all documents in their charge be exercised on transfer, Head Draftsman, Record Keepers in Circles and Divisional Offices, Divisional Head Clerks and Sub-Divisional Clerks are allowed the periods as shown below for making and taking over charges. Period for making and taking over charges on transfer.

- | | | |
|-----|--|---------------|
| (1) | Head Draftsmen in Circle | |
| (2) | Sub Divisional Clerks | Not exceeding |
| (3) | Record Keepers in Circle and Divisional Offices. | two days |
| (4) | Divisional Head Clerks. | |

One Day

In the case of transfer of Divisional Head Clerks, a transfer report in stereo B and R Form No. 82 should be prepared and submitted to the Superintending Engineer, as soon as the transfer is completed.

RESIGNATION AND DISCHARGE OF GOVERNMENT SERVANTS

3.53 The rules in regard to selection for discharge of Government servants and Notice of discharge to Government servants are laid down in rules 5.7 to 5.10 of Punjab C.S.R. Volume II. Instructions regarding discharge of Government servants from service.

3.54 Save with the sanction of the competent authority no person in permanent employment shall be allowed to resign his situation or be transferred from the State or Branch in which he is serving, while his conduct is under investigation. In forwarding to superior authority any application to resign departmental employment or for transfer, it should be stated whether anything has occurred to affect the character of the applicant. Where no special rule is laid down, the authority by which a person was appointed is alone competent to accept his resignation. As a matter of fact no permanent Government servant can quit service till his resignation is accepted (Para 1.33 of P.W.D. Code). Resignation by a Government Servant while his conduct is under enquiry.

PUNISHMENT AND APPEALS

3.55 The rules regulating the conduct and discipline affecting persons serving in a civil capacity in connection. Punishment and appeal rules.

- (2) A government servant must submit his application for such an

appointment through the appointing authority of his own post or service, which shall decide whether he shall be permitted to apply. Such permission shall ordinarily be granted, unless such authority considers that the application should not be allowed on the ground that the transfer would not be consistent with the interests of the Public service. Applications submitted direct to the authority making the appointment shall be rejected, if the authority is a department of, or subordinate to, the Government of the Punjab.

(3) No canvassing shall be allowed in the case of applications referred to in this rule.

Exceptional. – A Government servant, who wishes his name to be considered for an appointment for which applications are not ordinarily invited, may inform the authority which makes the appointment by a letter submitted through the appointing by a letter submitted through the appointing authority of his own post or service.

PART III

3. A Government servant, who wishes to appear at a competitive examination for another service or post shall obtain the previous permission of Government.

Appearance at examination for the recruitment to service or post.

PART IV

No application for service under the Government of the Punjab by a person serving under another Government in India shall be entertained nor shall such a person be accepted as a candidate at any examination for admission to service under this Government, save with the permission of Government under which he is serving.

Admission of employee of other Government in the Punjab.

3.64 Government servants can, under the provisions of the East Punjab Essential Services (Maintenance) Act, 1947 reproduced Appendix 3-G be compelled to continue to remain in service in the interest of public safety, maintenance of public order, health and sanitation or for maintaining supplies or services necessary for the life of the community.

Maintenance of essential services.

(2) This act applies to all employment under the State Government and employment or class of employment which may by notification in the official gazette be declared to be an employment essential for securing the services mentioned in section 3 thereof.

(3) In exercise of the powers conferred by sub-section 3 of section 7 of the above mentioned Act, all police officers of and above the rank of Deputy Superintendent of Police and the Heads of the various Government Department are authorized to make complaints in writing to a court against persons of their respective departments, who are alleged to have committed offences against the said act.

Home Department notification No.H-Camp-48/2075, dated 20th January, 1948.

3.65 (a) Government servants seeking redress of their grievances arising out of their employment or conditions of service should in their own interest and also consistently with official propriety and discipline, first exhaust the normal official channels of redress before they take the issue to a

Seeking redress in courts of Law by Government

court of law.

servants of grievances arising out of their employment or conditions of service.

(b) Where, however, permission to sue Government in a court of law for the redress of such grievances is asked for by any Government servant either before exhausting the normal official channels of redress or after exhausting them, he may be informed that such a permission is not necessary and that if he decides to have recourse to a court of law, he may do so on his own responsibility.

Chief Secretary letter No.4189-GII-59/5323, dated 20th June, 1959.

3.66 Government have, from time to time, issued detailed instructions regarding the maintenance of confidential reports in the personal files (Recommendation Roll files) of Government servants. All these instructions have been consolidated in Chief Secretary to Government, Punjab letter No.2334-ASI-60/15708, dated 3rd May, 1960 extract from which is reproduced as Appendix 3-H.

Confidential reports (recommendation Rolls).

3.67 In respect of leave of various kinds, its admissibility, the authorities competent to sanction and all other cognate matters of various State services, or holders of special posts under the rule making control of the Punjab Government shall be governed by the provisions of the Punjab Civil Services Rules and all other rules and regulations from time to time issued by the competent authority.

Rules regulating the grant of leave.

3.58 It is irregular to levy fines on members of the Class III and IV (including work charged establishment) services as the powers delegated to the authorities competent to make appointments exclude the imposition of fines as it is not a recognized penalty under rule 4 of Punjab Civil Services (Punishment and Appeal) Rules 1952; as amended from time to time.

Imposition of fines on non-gazetted Government servants.

3.59 Entry of a warning in the character roll is not to be treated as a punishment under rule 8 of the Punjab Services (Punishment and Appeal) Rules, 1952 and, therefore, a show-cause notice is not necessary before warning is entered in the character roll of official concerned.

Entry of a warning in the Deputy Secretary-General Administration and reorganisation U.O. No.4581-GII-57- dated 8th /12th July, 1957.

MISCELLANEOUS

3.60 The submission by the Subordinate Officers of requests, petitions, memorials, etc., direct to the Governor, Ministers or Chief Engineer is prohibited. All such matters should be submitted through the usual channel.

Channel for submission of appeals,

The rights of the members of establishment to submit appeals etc., are laid down in the Punjab Civil Services (Punishment and Appeal) Rule, 1952. memorials etc.

3.61 Forwarding a duplicate copy of a memorial direct to the authority addressed simultaneously with the presentation of the original to the office, who has to forward it through the usual official channel, should normally be deprecated. Advance copies of the memorials, if and when submitted to the Governor or Government shall not, however, be acknowledged. Forwarding of advance copies of memorials.

3.62 Detailed instructions for the submission, receipt and transmission of memorials and petitions to the Governor or Government of the Punjab State is so far as they relate to memorials or petition from persons, who are, or have been in the Civil Service of Punjab State are contained in Appendix 3-F which should be strictly followed by all officers. Instructions for submission receipt transmission of memorials to the Governor of Government. Government servants seeking private employment or employment in other department.

3.63 The rules regarding Government servants seeking private employment or employment in other Departments of the Punjab Government or any other Governments in India are given in para 41 of Secretariat Instructions, essential portions of which are reproduced below: -

Nothing in these rules shall affect the terms of contract of any Government servant to the contrary.

PART I

1. (1) A Government servant shall not apply for private employment nor shall he signify his willingness to accept such employment without the previous permission of the appointing authority of his post or service. Private employment.

(2) An application for permission to apply for private employment shall not be entertained unless such authority is satisfied what the premature resignation of the applicant may be accepted without detriment to the public service.

(3) If a Government servant, who is refused permission to apply for private employment, wishes to resign his appointment under Government, such resignation shall ordinarily be accepted.

(4) A Government servant, who is permitted to apply for private employment, must on accepting it, resign his appointment under Government. After such acceptance he shall not be allowed any leave nor shall he be permitted to retain a lien on his appointment under Government.

Note. – Nothing in these rules shall be deemed to over-ride the provision of rules 5.55, 5.56 and 8.4 of Punjab Civil Services Rules Volume I, Part I.

PART II

2. (1) A Government servant shall not apply for an appointment in Employment in

another office or department of Government, unless the head of such office or Department or such other Government or the Union or Punjab Public Service Commission and S.S.S. Board has invited applications for the post. With the affairs of the State of Punjab are laid down in the Punjab Civil Services (Punishment and Appeal) Rules, 1952 as amended from time to time.

3.56 The provisions of Articles 311 of the Constitution of India that no person, who is a member of an All India Service or of a civil Services of the Union or a State shall be dismissed or removed or reduced in rank until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him, are mandatory and must be strictly followed in all cases.

3.57 Removal from an office for such a case as unfitness for his duties need not usually entail any further consequences. It ought not to bar-re-appointment to another office for the duties of which the person may be suited, and it should not be accompanied by any subsidiary orders which would affect him adversely. Removal should be the penalty when it is not thought necessary to bar future re-employment under Government. Dismissal should preclude the dismissed officer from being re-employed. In this connection, paragraphs 1.28 to 1.39 of the Punjab P.W.D. Code should also be seen.

(2) Dismissal from employment should be recommended in clearly proved cases of fraudulent or corrupt conduct (in which cases the question of instituting criminal proceedings should also be considered), but it may also be recommended in other cases of serious misconduct (such as for instance habitual drunkenness) at the discretion of the Superintending Engineer, in the case of non-gazetted staff under him and the Chief Engineer in the case of gazetted Government servants.

(3) Proscription follows dismissal, as a matter of course, and it can only be cured by the special sanction of the Punjab Government to the re-employment of such officials. When a Government servant, permanent or temporary, is proposed to be dismissed for serious misconduct, the papers connected with the case accompanied by a descriptive roll in the following form (column I, being left blank) should be forwarded with the recommendation to the authority competent to dismiss the Government servant: -

Column	Form of Description Roll
1.	Serial No.
2.	Name of individual.
3.	Father's name
4.	Residence
5.	Date of birth, if known.

other
Departments of
Government or
under other
Government.
Procedure to be
following in
department
enquiries
Secretary
Vigilance
Department
No.4960-V(2)-
60/11109 dated
22nd September
1960.
Removal
dismissal and
proscription of
employees.

6. Height.
7. Personal mark of identification.
8. Education or college certificate, if any , and date of the same.
9. Capacity in which serving at the time of dismissal, and name of Division.
10. Offence for which dismissed.
11. Name and Rank of Officer ordering the dismissal.
12. Remarks.

If the authority competent to dismiss him orders dismissal, a copy of the descriptive roll should be forwarded to the Chief Engineer, who will forward it to D.I.G., C.I.D.

(4) In the case of Sectional Officers and Draftsmen who possess certificates granted by the Government School of Engineering or were appointed on the recommendation of the Principal, copies of the descriptive roll will also be forwarded by the Chief Engineer, to the Principal of the said School for information. Where a dismissed employee was appointed on the recommendation of the Principal, the fact should invariably be noted in the column of remarks in the original descriptive roll.

(5) In the connection provisions of sub para 4 of paragraph 3.2 may also be kept in view and strictly adhered.

APPENDIX 3-A(I)

(Referred to in paragraph 3.11)

(LIST OF SCHEDULED CASTES IN THE PUNJAB STATE)

- (1) Ad. Dharmi.
- (2) Bangali.
- (3) Barar.
- (4) Batwal.
- (5) Bawaria.
- (6) Bazigar.
- (7) Balmiki or Chura.
- (8) Bhanjra.
- (9) Chamar.
- (10) Chanal.
- (11) Dagi.
- (12) Dhanak.
- (13) Dumna or Mahasha.
- (14) Gagra.
- (15) Gandhila.
- (16) Kabirpanthi.
- (17) Khatik.
- (18) Kori or Koli.
- (19) Marija or Marecha.
- (20) Mazhabi.
- (21) Megh.
- (22) Nat.

Chief Secretary
letter No.3068-
WC-II-
60/15879,
dated 21st June,
1960.

- (23) Od.
- (24) Pasi.
- (25) Perna.
- (26) Pherera.
- (27) Ramdasi or Ravidasi.
- (28) Sanhai.
- (29) Sanhal.
- (30) Sansi.
- (31) Sapela.
- (32) Sarera.
- (33) Sikligar.
- (34) Sirkiband.

Note. – No person who professes a religion different from Hinduism shall be deemed to be member of a Scheduled Caste.

Provided that every member of the Ramdasi, Kabirpanthi, Mazhabi or Sikligar caste resident in Punjab or the Patiala and East Punjab State Union shall in relation to that state be deemed to be member of the Scheduled Castes, whether he professes the Hindu or the Sikh religion.

Schedules tribes in the Punjab state
TIBETANS OF LAHAUL AND SPITI

APPENDIX 3-A(II)

(Referred to in paragraph 3.11)

The following Castes, races or tribes or part of or group with in Castes or tribes resident in the state of Punjab irrespective of their religion, have been declared “Backward Classes”:-

- (1) Aheria, Aheri, Heri, Nail, Thori or Turi.
- (2) Barra.
- (3) Beta, Hensi or Hesi.
- (4) Changar.
- (5) Chirimar.
- (6) Daiya.
- (7) Gwaria, Gauria or Gwar.
- (8) Kanjar or Kanchan.
- (9) Kurmi.
- (10) Nar.
- (11) Rehar, Rehara or Rer.
- (12) Ghirath including Chahng and Bahti.
- (13) Darain

of Kangra District only.

- (14) Ghai.
- (15) Kamboj community for a period of 5 years.
- (16) Rai Sikhs.
- (17) Barwar.
- (18) Barai, Bamboli.
- (19) Baragi, Bairagi.

Chief Secretary
letter No.6921-
WG-53/62307
dated 21st
August 1953.

Chief Secretary
letter No.393-
WG-54/15692
dated 10th
March 1954.

Chief Secretary
letter No.9139-
WGII-59/
38353 dated 9th
/23rd December
1959.

- (20) Bhattherha.
- (21) Bharbunja, Bhabhuja.
- (22) Bhat, Bhatra, Darpi, Ramiya.
- (23) Dhuhalia, Lohar.
- (24) Chang.
- (25) Chimba, Chhipi, Chimpa, Darzi.
- (26) Dakaut.
- (27) Dhimar, Mallah, Kashyap, Rajputs.
- (28) Dhosali, Dosali.
- (29) Faqir.
- (30) Gadaria.
- (31) Gwala, Gowala.
- (32) Hajjan, Nai.
- (33) Jhangra Brahman.
- (34) Khati.
- (35) Jogi Nath.
- (36) Kangehra.
- (37) Rachband.
- (38) Thathera, Tamera.
- (39) Kuchband.
- (40) Vanzara.
- (41) Lakhera, Manihar.
- (42) Lohar.
- (43) Madari.
- (44) Mirasi.
- (45) Mochi.
- (46) Nalaband.
- (47) Noongarh.
- (48) Pinja, Penja.
- (49) Shogir.
- (50) Singhikant, Singhiwala.
- (51) Soi.
- (52) Teli.

Chief Secretary
letter No.9589-
WGII-59/ 4049
dated 10th
February 1960.

Chief Secretary
letter No.6669-
WGII-60/
24953 dated
14th September
1960.

APPENDIX 3-B

(Referred to in paragraph 3.14)

Initial training of new engineers in Punjab Public Works, Buildings and Roads Branch.

The training period shall be divided into three phases and training in these three phases is imparted as detailed below: -

First Phase. – (i) In the first phase the officer under training should devote most of his time to learning office procedure in the Sub Divisional Office. He should carry detailed study of Manual of Orders and should become conversant with accounts matters. He may go out occasionally with the Sub Divisional matters. He may go out occasionally with the Sub Divisional Officer on the inspection of works to get a general idea of the execution of works, but most of his time may be devoted to learning office procedure and accounts.

(ii) The trainee officer should be made to write cash-book cheque book and receipt book for full one month and at the end of the month he should prepare monthly account of the Sub Division with his own hand and with the help of the S.D.C. After account has been compiled and submitted to the Divisional Office, he should be made to spend 10 days in the Accounts Branch of the Divisional office to see how the Accounts received from Sub Division are dealt with and compiled for submission to the Accountant General. During this period, he may also discuss various matters regarding accounts etc. with the Divisional Accountant to gain first hand and clear knowledge of such matters. The Divisional Accountant should be specially instructed by the Executive Engineer to take interest in the training of the officer and to guide him in gaining knowledge in accounting matters.

(iii) The trainee officer should familiarize himself with the preparation of stock and material at site account, road metal, Tools and Plant and other returns, manufacture estimates of machinery etc. He should make himself conversant with the use of measurement books, preparation of muster rolls, bills, acquittance rolls, hand receipts and accounting of temporary and permanent imprest issued to a Sectional Officer and checking of road metal stock and T & P returns.

(iv) During first phase the trainee officer should help the S.D.O. in making payments to the staff and labour and to accompany him on tour when the S.D.O. goes out for making payment to the labour and the staff at various places in the Sub Division.

Second Phase. – In the second phase the trainee officer should spend most of his time on estimating and design. He should carry out detailed study of the Schedule of Rates, and Analysis of Rates. He should also study the sanctioned estimates for buildings and roads, standard measurement books, stereotyped estimates for the maintenance of buildings and roads and rental statement for residential buildings. He should also study detailed estimates on road projects and building construction. During this period, he should be given the assignment to prepare one estimate each of the following categories: -

- (a) Estimate for the construction of new road;
- (b) Estimate for the construction of a new building, especially the structural detail; and
- (c) Estimate for the construction of a bridge alongwith structural calculations.

The trainee officer should also study the preparation of road tables, surface diagrams and road progress charts. During the 2nd phase, the trainee officer should also do the preliminary reading of the book on P.W.D. Specifications.

Third Phase. – During the third final phase of training, the trainee officer should spend most of his time on out-door works. He should become familiar with various local technical terms used by workmen in building construction and to become familiar with various building materials, like bricks, lime, cement, timber, paints, varnishes, distempers, bitumen, tar, bajri etc. their availability source of supplies, process of manufacture and costs.

He should also learn how to lay out a new building or a new bridge from plans. In fact, he should be given this assignment if there is any such opportunity in the Sub Division. He should learn how to supervise the execution of works like excavation of foundations, laying and consolidation of concrete, erection of scaffolding, masonry, preparation of form work and reinforcement of R.C.C. works, laying of roofs etc.

He should also learn to discriminate between good and bad workmanship and to obtain in general a sound knowledge of all details of construction. He should study in detail, the book of P.W.D. specifications and should see how these are enforced in the actual execution of works. He should familiarize himself with recording of measurements and preparing the completion plans and other routine work connected with closing of accounts of an estimate.

He should learn to supervise and control road gangs, repairs of berms, patch work, consolidation and renewal coats, surface painting with tar or bitumen. He should familiarize himself with the various types of plants and machinery in use and to study their mechanism and working.

He should learn how to lay out transition curves and how to provide super-elevations on roads. He should also study the Chief Engineers Technical Memoranda Nos. 1, 2, 3, 4, 5 and 6. In fact, during this last phase the trainee officer should prepare himself fully to take over charge of a Sub Division independent.

APPENDIX – C

(Referred to in paragraph 3.15)

Instructions regarding initial training of Sectional Officers in the Public Works Department, Building and Roads Branch.

The training period of a Sectional Officer will also be divided into three phases as follows: -

First phase. – The Sectional Officer should devote most of his time to learning office procedure and estimating. For this purpose, he should be

attached to a Sub Division, at the Divisional Headquarters so that he can gain knowledge from the Divisional Drawing Branch.

The Sectional Officer should study manual of Orders and should learn the preparation of stock & material at site accounts, road metal, Tools & Plant and other returns. He should also learn how to fill in the log books of vehicles, machinery and how to prepare and close their manufacture accounts.

The Sectional Officer should make himself conversant with the use of measurement books, standard measurement books, preparation of muster rolls, bills, acquittance rolls, hand receipts, cash book entries and the preparation of accounts for temporary and permanent imprest issued to a Sectional Officer.

The Sectional Officer should study technically sanctioned estimate for building, roads and bridges & stereotyped estimates for the maintenance of buildings and roads and rental statements of residential buildings.

He should learn the preparation of land plans for roads and for buildings, showing of permanent land marks and boundaries as shown in the revenue records and should familiarize himself with the reading of field books and Shajras. He should spend quite some time in the Divisional Drawing Branch learning preparation of various types of estimates from the Divisional Head Draftsman.

When he has become conversant with the office procedure, he should be deputed entirely to prepare the following estimates: -

- (i) Rough Cost estimate for some building on the plinth area rate, complete with plans, report, specifications and abstract.
- (ii) A detailed estimate for technical sanction for a small building;
- (iii) A rough cost estimate for new road construction; including drainage and culverts and L Section & Cross Sections;
- (iv) A detailed estimate for widening and improving an existing road.

Second Phase. – In the second phase the Sectional Officer should be attached with an experienced Sectional Officer to learn the field work. He should study the P.W.D. Book of Specifications and should become familiar with various building materials viz. lime, bricks cement, timber, paints, varnishes distemper etc. their availability and sources of supply and process of manufacture and costs.

He should become familiar with various local terms used by workmen on the building construction and he should learn how to lay out a new building, a new road or a new bridge from plans. He should also learn how to supervise excavation of foundation, laying & ramming of foundation concrete, constructing masonry, erection of scaffolding, preparation of forms and reinforcement for R.C.C. work. He should also learn how to distinguish between good and bad work and to gain a general sound knowledge of all details of construction pertaining to buildings, road and bridges. He should

learn how to record measurements and to prepare contractors bills how to prepare muster rolls & acquittance rolls and how to prepare the completion plans and other routine work connected with closing of accounts of an estimate.

He should learn how to supervise & control the road gangs and how to repair the berms, to patch work and to supervise consolidation of soling coat, wearing coat & surface painting etc.

He should learn the procedure of acquisition of land, surveying, earthwork, consolidation of earthwork and construction of culverts and bridges and furlong & boundary posts etc.

He should also learn how to lay circular curves, vertical curves and transition curves for roads.

Third Phase. – In the third phase which should be of a month or so, the Sectional Officer can be put independently in charge of the supervision of any building, bridge or road work to get experience and to prepare himself for taking over independent charge of a section.

APPENDIX 3-D

(Referred to in para 3.18)

Stereo B & R No.62

(Revised)

Conditions of temporary employment (other than as temporary Engineers) in the Public Works Department, Punjab Buildings and Roads Branch.

Persons engaged temporarily will be on the footing of monthly servants, and their employment carries with it absolutely no claim to pension or any absentee allowances beyond those conditionally given to temporary employees under rule 8.133 of the Civil Service Rules (Punjab), Volume I, Part I.

II. The services of such employees may be dispensed with at any time after one month's notice or on payment to them of one month's salary in lieu thereof.

III. Should they desire to resign their appointments, they will be required to give one month's notice of their intention to do so, or forfeit salary and allowances for this period or for such period up to this extent as may be due to them in lieu of notice.

IV. Their services may be terminated at any time, in case of misconduct, neglect or failure of duty on their part and in such event the employee shall before termination be given a reasonable opportunity to show cause against the action proposed to be taken in regard to him.

V. With or without notice their employment shall cease connection on the expiry of the period of employment in connection with which their appointment may have been sanctioned.

VI. No appeal shall lie with regard to discharge after notice of one month or on completion of a definite period of engagement. In case of dismissal or removal under condition IV above, one appeal shall be allowed.

This appeal shall be to the authority next superior to that which was competent to pass the order of such dismissal or removal.

VII. Unless specially stated in the letter of appointment no traveling allowance is granted to any person for a journey to join first appointment. Similarly no traveling allowance is granted on termination of service. Traveling Allowance for journey on duty will be governed by the Punjab Civil Service Rules, Volume III (Traveling Allowance Rules) as amended from time to time.

VIII. Temporary employees will be subject to the rules contained in Government servants Conduct rules.

I do hereby declare, that I have been made acquainted with the conditions prescribed for temporary employees in the Buildings and Roads Branch, Punjab Works Department, as above laid down, which are clearly understood by me, and I am willing to accept employment under them.

Signature
Designation

Dated

APPENDIX 3-E

(Referred to in paragraph 3.44)

(Irregularities noticed in Service Books generally)

1. Re-attesting after five years in some cases needed attention.
2. Leave granted, not attested, until the officer's return to duty.
3. Some service books were observed to be in a bad condition and were falling to pieces.
4. Leave granted, not attested at all.
5. Date of termination of appointment, not entered in column 9 on the occasion of grant of increment.
6. Re-joining from leave, not attested.
7. Date of joining new appointment after relief in old appointment not entered.
8. Signature of officer concerned in column 8 not dated.
9. Date wanting to signature of head of office.
10. In some cases leave granted is attested by the head of office, but on return from leave the date of re-joining is inserted by a clerk over the original signature of the head of office. This is wrong. The date of re-joining should be attested by a fresh signature.
11. The authority sanctioning leave should be quoted in the attesting entry. This is not always done.
12. In the case of transfer of non-gazetted officers there is very often a break in service owing to joining time. For instance, a man relieved in A Division on the 5th afternoon of a month and joins B Division on the 8th. The date of new appointment is put in the service books as 8th instead of sixth forenoon. In many cases the break is explained by a red ink remark referring

to joining time, but the proper procedure is to preserve the continuity of service in the column of the book provided for the purpose. Very often such breaks in service are not explained by red ink remarks, and much trouble has now had to be taken to get matters put right.

13. Date of termination of temporary probationary or other service very often omitted from column 10.

14. Cancellation of leave, not entered.

15. Frequently there are unexplained differences between the dates of termination of old and commencement of new appointments, thus causing break in service. The cases referred to are not owing to joining time on transfer, but to erroneous entries. This point should receive careful attention.

16. In many cases, it cannot be told from the Service books whether officers who proceeded on leave ever returned to duty. The following entry in a service book serves as an example: -

“One month and twenty nine days’ privilege leave granted as per Superintending Engineer’s No. 800 dated 19th September, 1953, of which he availed himself on the afternoon of 25th September, 1953”.

17. Corrections in service books are not always initiated. Sometimes alternations are in pencil.

18. Sometimes alternation in service books are initialed by the head clerk instead of by the Head of office.

19. There is evidence that service books received from other Divisions on transfer are not scrutinized in many cases to see that they are complete and upto date.

20. The orders regarding thumb and finger impressions need attestation in some cases.

21. In one case a man’s appointment is shown to have terminated on 22nd July, 1952, and the next appointment commenced on 19th October, 1952. The interval was spent on leave, but the service book should not have shown a break in service.

22. Date of commencement of new appointment omitted.

23. Alternation in recorded age, not verified.

24. Extension of leave granted, not attested.

25. In one case there was a break notice in a man’s service from 27th January, 1956 to 22nd April, 1956. There was no reason given for it in the service book.

26. Reference to agreement and scrutiny deposits wanting in many cases.

27. Sometimes an entry is made setting forth that leave has been granted, but there is nothing to show that the man ever availed himself of the leave or returned to duty therefrom.

28. Unauthorized entries have been noticed clearly forced into the service books after their completion. These entries are, of course, not attested. For instance, in the case of a telegraph peon his service in that capacity appears to have been correctly entered. But as an after-thought, his previous service as a Khalasi was forced in as the first entry on the book without being

attested.

29. Leaves granted in at different periods are attested at one time.
30. Erasure in date.
31. Authority not mentioned for altering the designation of officials.
32. Personal Certificates of character must not, unless the Head of the Department so direct, be entered in the last column (column 15) of the Service Book; but if a Government servant is reduced to a lower substantive post, the reason of the reduction must be briefly shown.
33. Leave granted and take, but not entered in service book.
34. Increment granted for approved service are sometimes not entered.
35. The signature of the officer concerned is wanting in very many books in column 7.
36. It is desirable that the declarations obtained from temporary employees should always be passed into their service books.
37. Leave granted and entered in service books is not always entered in absentee statement. These should always be in record.

APPENDIX 3-F
INSTRUCTIONS FOR THE SUBMISSION OF MEMORIALS AND
PETITIONS

(Referred to in paragraph 3.62)

PART I – PRELIMINARY

1. Definitions – In these instructions: -
 - (1) “Head of Department” means the authority shown in column 5 of Appendix D to the Punjab Budget Manual (4th Edition) in respect of the Government servants whose pay is charged to the corresponding head of account in column 2 of that Appendix.
 - (2) “Memorial” includes petitions, letters and applications of the nature of memorials.
 - (3) “Governor” means the Governor of the Punjab State.
 - (4) “Government” means the Punjab Government in the Administrative Department.
2. Scope of Instructions – (1) These instructions shall apply to memorials addressed to the Governor of Punjab or the State Government by persons who are, or have been in the Civil Service of the Punjab State in respect of matters arising out of such employment or in respect of the termination of such employment and who are or were subject to the rule-making power of the Governor.
 - (2) These instructions shall not affect any rules or orders made by competent authority in respect of representations submitted by recognized associations of Government servants and shall be in addition to and not in derogation of the rules governing the conditions of service of the memorialist.

PART II – FORM AND MANNER OF SUBMISSION OF MEMORIALS

3. Form of memorial. – (1) A memorial may be either in

manuscript, typewriter or in print.

(2) Every memorial shall be authenticated by the signatures of the memorialist and submitted by the memorialist on his own behalf, or when the memorialists are numerous, every person preferring the memorial shall do so separately and in his own name unless the subject-matter of the memorial is with respect to or arises out of one and the same order affecting them jointly in which case it may be signed jointly.

(3) Every memorial, and the papers connected therewith shall be accompanied by a rendering of it in the language for the time being authorized for use in the State for official purposes, duly authenticated in the manner aforesaid.

4. Contents of Memorial. – Every memorial shall : -

- (a) contain all material statements and arguments relied upon by the memorialist;
- (b) be complete in itself.
- (c) Contain copies of the orders passed by the original as well as the appellate authority against which the memorial has been preferred together with copies of his applications and/or appeal to such authorities;
- (d) Mention in cases of dismissal, removal or reduction in rank or any other penalty whether a reasonable opportunity was given to show cause against the action taken, as laid down in the Punjab Civil Services (Punishment and Appeal) Rules, or such other Rules which are applicable to the facts of the case in regard to him; and
- (e) End with a specific prayer or relief sought.

5. Method of submission. – (1) Every memorial shall be submitted to the Head of the Department to which the memorialist belongs or last belonged; and through the authority from whose order the appeal or application for revision was preferred and rejected. It shall be accompanied by a letter requesting the Head of the Department; of the authority concerned to transmit the memorial to the Government or the Governor as the case may be.

(2) The Head of the Department, on receipt of any memorial submitted through him in accordance with rule 5(1): -

- (i) shall acknowledge its receipt;
- (ii) shall as soon as may be, forward the memorial through the usual official channel, to the Government and inform the memorialist. The Government shall examine the same and submit to the Governor, through the Minister concerned, if prayed for in the memorial or if considered necessary.

(3) The memorialist may forward an advance copy of the memorial to the Governor or Government. The advance copy shall not be acknowledged.

PART III – WITHHOLDING OF MEMORIALS BY HEADS OF DEPARTMENTS

6. Circumstances in which memorials addressed to the Governor or the Government may be withheld. – If the Head of a Department to whom a memorial is presented or forwarded, decides to withhold it, he shall inform the memorialist giving reasons therefore. A Memorial may be withheld only on any one or more of the following grounds: -

- (i) The memorialist has not complied, in full, with the provisions of Part II of these instructions.
- (ii) the memorial is illegible or unintelligible, or contains language which is, in the opinion of the Head of the Department, disloyal, disrespectful or improper;
- (iii) A previous memorial from the memorialist on the same subject has been disposed of by the Government or Governor, and the memorial, in the opinion of the Head of Department, discloses no new facts or circumstances which afford ground for a reconsideration of the subject.
- (iv) The memorial is :-
 - (a) an application for employment in Government service not made in pursuance of any rule or any advertisement regarding applications for such employment; or
 - (b) a request for exemption from or relaxation of the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government; or
 - (c) the memorial relates to a subject on which the Head of the Department is or was competent to pass orders and no application for redress has or had been made by the memorialist to the Head of the Department, in which case the memorialist will be informed as to his forum for redress.
- (v) The memorial is a representation against an order communicated to the memorialist more than six months before the submission of the memorial, and no satisfactory explanation of the delay is given.
- (vi) The memorial is a representation against the discharge by competent authority of a person: -
 - (a) appointed on probation, during or at the end of the period of probation in accordance with the terms of appointment and rules governing the probationary service; or
 - (b) who as a temporary Government servant is appointed otherwise than under contract, on the expiration of period of the appointment; or
 - (c) engaged under contract in accordance with the terms of such contract.
- (vii) The memorial is a representation against an order from which the memorialist possesses a right of appeal under: -
 - (1) rules or orders regulating his conditions of service; or
 - (2) the terms of his contract or service:

Provided that the memorial withheld on account of failure to comply with the instructions provided in Part II may be resubmitted at any time within once month of the date of the reasons for with holding of the memorial, and if resubmitted in a form which complies with instructions referred to above, shall not be withheld.

7. List of memorials withheld. – The Heads of Departments shall send a quarterly return in the form given at annexure on the 15th day of April, July, October and January to Government specifying all memorials withheld by them under instruction 6, during the preceding quarter and the reasons for withholding the same.

8. Notwithstanding anything contained in the foregoing rules, the Government as the case may be, may of his or its own motion, or on application made, call for the records of any proceeding or order relating to the memorial with held by a subordinate authority, for purpose of satisfying himself or itself as to the legality or propriety of such order and may pass such order in reference thereto as he or it may consider fit.

9. As soon as may be after a decision has been taken on the memorial, the authority making the order thereon shall communicate the same to the memorialist and forward a copy of the same to the subordinate authority for such action as may be considered appropriate in the circumstances of each case.

ANNEXURE

(See Rule 7)

(a) List of memorials withheld during the quarter ending the _____.

(b) Name of Department _____.

Form (See Rule 7)

Serial No.	Name and particulars of Government servant who memorialized	Brief subject of the memorial Date of the submission of the memorial	Date of the submission of the memorial	Head of Department who withheld the memorial	Reasons with dates of order withholding the memorial
1	2	3	4	5	6

APPENDIX 3-G
(Referred to in paragraph 3.64)
THE EAST PUNJAB ESSENTIAL SERVICES
(MAINTENANCE) ACT, 1947.
EAST PUNJAB ACT XIII OF 1947.

An act to make provisions for the maintenance of certain essential services.

It is hereby enacted as follows:-

1. Short title, extent and commencement.- (i) This act may be called the East Punjab Essential Services (Maintenance) Act, 1947.

2. Interpretation.- In this Act, unless there is anything repugnant in the subject or context, “ Employment ” includes employment of any nature and whether paid or unpaid.

3. Employment to which this Act applies.- This Act shall apply to all employment under the provincial Government and to any employment or class of employment which the provincial Government, being of opinion that such employment or class of employment is essential for securing the public safety, the maintenance of public order, health or sanitation, or for maintenance supplies or services necessary for the life of the community, may, by notification in the Official Gazetted, declare to be an employment or class of employment to which this act applies.

4. Power to order persons engaged in certain employment to remain in specified areas.- (1) The Provincial Government or an officers authorized in this behalf by the Provincial Government may, in respect of any employment or class of employment to which section 3 applies, by general or special order, direct that any person or persons engaged in such employment shall not depart out of such area or areas as may be specified in such order.

(2) An order made under sub-section (i) shall be published in such manner as the Government or Officer making the order considers best calculated to bring it to the notice of the persons affected by the order.

5. Officers.- Any person engaged in any employment or class of employment to which this Act applies who.-

(a) disobeys any lawful order given to him in the course of such employment, or

(b) without reasonable excuse abandons such employment or absents himself from work, or

PART III- WITHHOLDING OF MEMORIALS BY HEADS OF
DEPARTMENTS

6. Circumstance in which memorials addressed to the Governor or the Government may be withheld.- If the Head of a Department to whom a memorial is presented or forwarded, decides to withhold it, he shall inform the memorialist giving reasons therefore. A Memorial may be withheld only on any one or more of the following grounds:-

(i) The memorialist has not complied, in full, with the provisions of Part II these instructions.

(ii) The memorial is illegible or unintelligible, or contains language which is, in the opinion of the Head of the Department, disloyal, disrespectful or improper:

(iii) A previous memorial from the memorialist on the same subject has been disposed of by the Government or Governor, and the memorial, in the opinion of the Head of Department, discloses on new facts or circumstances which afford ground for a reconsideration of the subject.

(iv) The memorial is:-

(a) an application for employment in Government service not made in pursuance of any rule or any advertisement regarding application for such employment; or

(b) a request for exemption from or relaxation of the provisions of any law or rule prescribing the qualification to be possessed by persons in the service of Government; or

(c) the memorial relates to a subject on which the Head of the Department is or was competent to pass orders and no application for redress has or had been made by the memorialist to the Head of the Department, in which case the memorialist will be informed as to his forum for redress.

(v) The memorial is a representation against an order communicated to the memorialist more than six months before the submission of the memorial, and no satisfactory explanation of the delay is given.

(vi) The memorial is a representation against the discharge by competent authority of a person:-

(a) appointed on probation, during or at the end of the period of probation in accordance with the terms of appointment and rules governing the probationary service; or

(b) who as a temporary Government servant is appointed otherwise than under contract, on the expiration of period of the appointment ; or

(c) engaged under contract in accordance with the terms of such contract.

(vii) The memorial is a representation against an order from which the memorialist possesses a right of appeal under:-

(1) rules or orders regulating his conditions of service; or

(2) the terms of his contract or service:

provided that the memorial withheld on account of failure to comply with the instructions provided in PART II may be resubmitted at any time within one month of the date on which the memorialist has been informed of the reasons for withholding of the memorial, and if resubmitted in a form which complies with instructions referred to above, shall not be withheld.

7. List of memorials withheld.- The Heads of Departments shall send a quarterly return in the form given at annexure on the 15th day of April, July, October, and January to Government specifying all memorials withheld by them under instruction 6, during the preceding quarter and the reasons for withholding the same.

8. Notwithstanding anything contained in the foregoing rules, the

Governor or the Government as the case may be, may of his or its own motion, or on application made, call for the records of any proceedings or order relating to the memorial with-held by a subordinate authority, for the purpose of satisfying himself or itself as to the legality or propriety of such order and may pass such order in reference thereto as he or it may consider fit.

9. As soon as may be after a decision has been taken on the memorial, the authority making the order thereon shall communicate the same the same to the memorialist and forward a copy of the same to the subordinate authority in the circumstances of each case.

ANNEXURE

(See Rule 7)

(a) List of memorials withheld during the quarter ending the _____.

(b) Name of Department _____.

Form (See Rule 7)

Serial No.	Name and particulars of Government servant who memorialized	Brief subject of the memorial Date of the submission of the memorial	Date of the submission of the memorial	Head of Department who withheld the memorial	Reasons with dates of order withholding the memorial
1	2	3	4	5	6

APPENDIX 3-G
(Referred to in paragraph 3.64)
THE EAST PUNJAB ESSENTIAL SERVICES
(MAINTENANCE) ACT, 1947.
EAST PUNJAB ACT XIII OF 1947.

An act to make provisions for the maintenance of certain essential services

It is hereby enacted as follows:-

1. Short title, extent and commencement.- (i) This act may be called the East Punjab Essential Services (Maintenance) Act, 1947.

2. Interpretation.- In this Act, unless there is anything repugnant in the subject or context, “ Employment” includes employment of any nature and whether paid or unpaid.

3. Employment to which this Act applies.- This Act shall apply to all employment under the provincial Government and to any employment or class of employment which the provincial Government, being of opinion that such employment or class of employment is essential for securing the public safety, the maintenance of public order, health or sanitation, or for maintenance supplies or services necessary for the life of the community, may, by notification in the Official Gazetted, declare to be an employment or class of employment to which this act applies.

4. Power to order persons engaged in certain employment to remain in specified areas.- (1) The Provincial Government or an officers authorized in this behalf by the Provincial Government may, in respect of any employment or class of employment to which section 3 applies, by general or special order, direct that any person or persons engaged in such employment shall not depart out of such area or areas as may be specified in such order.

(2) An order made under sub-section (i) shall be published in such manner as the Government or Officer making the order considers best calculated to bring it to the notice of the persons affected by the order.

5. Officers.- Any person engaged in any employment or class of employment to which this Act applies who.-

(a) disobeys any lawful order given to him in the course of such employment, or

(b) without reasonable excuse abandons such employment or absents himself from work, or

(c) departs from any area specified in an order under subsection (1) of section 4, without the consent of the authority making this order, and any employer of a person engaged in an employment or class of employment declared under section 3 to be an employment to which this Act applies, who without reasonable cause-

(i) discontinues the employment of such persons, or

(ii) by closing an establishment in which such person is engaged, causes the discontinuance of his employment, is guilty of an offence under this Act.

Explanation 1. – The fact that a person apprehends that by continuing in his employment he will be exposed to increasing physical danger is not a reasonable excuse within the meaning of clause (b).

2. A person abandons his employment with in the meaning of clause (b), who, notwithstanding that it is an express or implied term of his contract of employment that he may terminate his employment on giving notice to his employer of his intention to do so, so terminates his employment without the previous consent of his employer.

6. Regulation of Wages and conditions of Service. – (1) The Provincial Government may make rules regulating or empowering a specified authority to regulate the wages and other conditions of service of persons or of any class of persons engaged in any employment declared under section 3 to be an employment or class of employment to which this Act applies.

(2) When any such rules have been made or when any directions regulating wages or conditions of services have been given by an authority empowered by such rules to give them any person failing to comply therewith is guilty of an offence under this Act.

7. Penalties and Procedure. – (1) Any person found guilty of an offence under this Act shall on conviction by a competent criminal court be punishable with imprisonment for a term which may extend to one year and shall also be liable to fine.

(2) Where the person accused of an offence under this Act is a company or other body corporate, every director, manager, Secretary or other officer thereof shall, unless he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of the offence, be liable to the punishment provided for the offence.

(3) No court shall take cognizance of any offence under this Act except upon complaint in writing made by a person authorized in this behalf by the Provincial Government.

(4) Notwithstanding anything contained in the Code of Criminal Procedure, 1898 (V of 1898) an offence under this Act shall be cognizable.

8. Bar of Legal Proceedings. – No suit, prosecution for other legal proceedings shall lie against any person for anything which is in good faith done or intended to be done under this Act, or the rules made thereunder.

9. Effect of Orders, Rules, etc., made under this Act. – Any declaration, order, rule or regulation made and any direction given under this Act shall have effect notwithstanding anything contained in any law other than this Act.

10. Repeal of Ordinance No. VIII of 1947. – The East Punjab Essential Services (maintenance) Ordinance 1947, is hereby repealed.

S.B. CAPOOR,

Secretary to Government, East Punjab,
Legislative Department.

(APPENDIX 3-H)

(Referred to in para 3.66)

(Instruction in regard to confidential reports).

Extract from the copy of letter No.2394-ASI-60/15708, dated 3rd May, 1960, from Shri E.N. Mangat Rai, Chief Secy. to Government, Punjab to all Heads of Departments etc.

I am directed to invite attention to Punjab Government Circular letter No. 15851-GL-56/1643, dated the 28th January, 1957, on the subject of confidential reports and to point out that since its issue a number of further instructions on the subject have been sent to you. It seems suitable, therefore, to issue a consolidated revised circular and this letter embodies all instructions on the subject brought up-to-date.

2. The need for regular and punctual recording of reports in personal files. – It is essential that all officers write their reports in the personal files of their subordinates regularly and punctually. Not only should every official, whether gazetted or non-gazetted, except class IV Government Servants, possess a personal file or character roll, but it should be kept up-to-date and not allowed to remain without remarks for over a period of 12 months, otherwise its utility as a confidential record disappears. When an official is placed under suspension as a result of disciplinary proceedings, the fact should be recorded in the personal file. Similarly the final result of the disciplinary proceedings, should also be duly recorded. As during the period of suspension an officer frequently has no immediate superior there tend to be gaps in Personal Files, and it is the responsibility of the authority which keeps the file to ensure that entries regarding such periods are invariably made. It must be remembered that the personal file of an official is used for various purposes, e.g., promotion, punishment, appeals, memorials or in dealing with the question whether his service is approved for the purpose of full pension. If therefore, it is not carefully maintained, it is robbed of much of its value. Indeed, the very purpose for which it is maintained will be defeated. There are different instructions in different departments regarding the dates on which confidential remarks are to be recorded and the frequency of these remarks. In some cases, confidential reports are written twice a year and in other once a year. Whatever the frequency laid down, it is necessary that this should be adhered to rigidly and the reports recorded on or by the due dates. A certificate should be furnished by all Heads of Departments to the Administrative Secretaries concerned within one month to show that all confidential reports have been recorded in their respective departments by the due date.

3. What the reports should contain. – Forms have been prescribed by different Departments for different officers and it is not possible for Government to prescribe any standard form for all departments on which reports should be submitted. While, therefore, every Department is free to

Punjab
Government
letter No.868-
G-54/4958,

obtain the reports in forms which may have been laid down or which it may consider most suitable, generally speaking, the reporting officer must state whether the officer or official concerned has been able satisfactorily to discharge the duties of his office. It should be stated, whether the person is able, conscientious and hard working and the degree of his qualities in these directions should be indicated. If the officer or official reported on has to control an establishment under him, it should be stated whether he is able to supervise their work and whether his relations with his subordinates are satisfactory. It is important to mention whether the officer or official is punctual in attendance, has maintained discipline and disciplined conduct. It should also be stated (if he comes into contact with the Public) whether he is accessible, hears and deals with their complaints and is good in his behaviors. In the case of touring is systematic and adequate. The reports should specially bring out any defects, remediable or otherwise. For this purpose each form should contain a separate column "Defects, if any" and the reporting authority should be asked to fill up this column carefully. If any particular incident has occurred during the period under report which shows up the officer in good or bad light, this should be mentioned. Letters of appreciation issued by various authorities or persons and any major event of work done or special contribution made by the officer towards implementation of a particular scheme or successful conclusion of a special campaign will naturally be taken into consideration by the reporting authority while recording the annual remarks on the work of the officer if he considers them relevant in an annual assessment of the officer's work.

dated 8th
September,
1954.

Punjab
Government
letter No.6257-
1-59/1537,
dated 13th
January, 1960.

Explanatory Notes. – (i) The provision of the column "Defects, if any" is to bring it to the pointed notice of reporting officers that what is required of them is a considered assessment of an Officer's work, giving both good and bad points. Some reporting officers tend to make mention of very light defects in a subordinate presumably because the column is provided. Government is of the view, that very slight defects are better brought to an officer's notice verbally in the way of advice and guidance regarding their removal and need not find mention in an annual confidential report unless they are of a type which have been more than once brought to the subordinate's attention but which he nevertheless persists in.

Punjab
Government
letter No.4283-
GI-58/11555,
dated 22nd
April, 1958.

(ii) Quite often it is more convenient to get an overall assessment of an officer by pointing out some defects against one of the other columns in relationship to remarks made regarding his work with reference to that column. It is not the intention that all defects should be enumerated against the column 'Defects, if any' if there mention against some other column permits a more rounded and balanced judgment of the office. In these circumstances it is better to mention the defects against the column where they seem relevant and merely state against the column permits "Defects, if any" the fact that these have been pointed out already.

(iii) Generally against the column "Defects, if any" should be mentioned any significant general or particular defect in the subordinate which is part of his method of work or manner, personality or reputation and

minor matters can either be ignored or dealt with as indicated in note (i) above.

(iv) Where a pending enquiry finds mention in the confidential report of an office, it is incumbent upon the authority maintaining the personal file of that officer to ensure that the result of the enquiry is also recorded in the personal file.

Punjab
Government
letter No.121-
36-GI-
57/25649,
dated 19th
December,
1957.

(v) Normally the reporting authorities should give their remarks in the confidential reports on the basis of their personal knowledge or assessment. There can, however, be occasions when a reporting authority receives complaints against an officer, it will not be appropriate for a reporting authority to make mention of such complaints in the confidential reports without trying to sift the truth. In such a case, he should give an indication whether he believes the complaints to be true or false or that it is premature for him to form a definite opinion.

4. Report regarding integrity. – A special mention should invariably be made regarding the integrity of the officer to which Government attach the greatest importance. It should be clearly stated, if the officer is suspected of corruption or is believed to be corrupt and this opinion should generally be forfeited by reasons, which may be in the possession of the reporting officer. Any ill considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officer must be quite honest and frank and discuss an officer's worth from the point of view of his integrity openly and frankly in the column "Defects, if any" or elsewhere, government observe that reporting officers are still following the practice of making non-committal remarks like "no complaints", Government view this with disfavour and desire that the practice of making non-committal entries in the column relating to integrity should cease. Reporting Officers should give a definite opinion on the integrity of their subordinates while writing their confidential reports. Further, instances have come to the notice of government in which even though, officers are being proceeded against for serious forms of corruption, their confidential reports for the same periods certify their integrity to be good. If it is felt that contradictions of this type arise only because reporting officers are failing in their duty to make entries in the column relating to integrity forth rightly and without hesitation. In case an officer has been given a good report for integrity which is later proved to be wrong, the reporting officer will run the risk of earning Government's displeasure. Ordinarily, the inference would be that either he did not exercise proper supervision or he was in dishonest collusion with his subordinate. The intention of Government is that the truth about subordinates should be known to reporting officers and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

Punjab
Government
letter No.8588-
G(C) -56/
11533-CI-(S)-
56/73580,
dated 4th
October, 1956.

5. Minimum period for which a Reporting Officer should have seen the work of a Subordinate before recording remarks on him. – In future no reporting officer should record his remarks in the confidential report of an officer under him unless he has seen his work and conduct for at least three months. If the officer has served under the reporting authority for less than three months, the opinion of the officer under whom he has previously served for at least three months should be obtained.

Punjab
Government
letter
No.4686—
G(C)-56/16804,
dated 21st
April, 1956.

Explanatory Notes. – (i) A reporting officer while recording annual remarks may request his predecessor who has seen the work of the subordinate concerned for a period of more than 3 months to record his recording officer direct to the next higher authority who before adding his own remarks will take both sets of remarks, that is, those recorded by the present reporting officer as well as those recorded by his predecessor, into consideration.

(ii) In the case of a subordinate whose work has been seen by the reporting officer for a period of less than six months in officer who has seen the work for more than six months during the same year, the latter must invariably be called upon to record his remarks and submit them direct to the next higher authority before the present superior records his own remarks.

6. Recording of remarks on the occasion of relinquishment of charge by Reporting Authority. – An officer or Minister may, if he had not done so previously within six months, record remarks for the confidential files of officers subordinate to him within six months of his relinquishing charge of his post or office or portfolio as the case may be.

Punjab
Government
letter No.556-
G-53/2447,
dated 27th
February, 1953.

Explanatory Notes. – If an officer wishes to record his remarks either on account of his own transfer or because of the transfer of the subordinate in the middle of the year, there is no objection to his doing so and he may be supplied blank forms for the purpose if he asks for them but these remarks should not be taken into consideration for any purpose whatsoever, except at the end of the year, or other reporting period prescribed.

7. Time limit for filing representation against the adverse Punjab remarks and the authorities to whom the representations are to be addressed.- (i) As stated above, Government do not encourage representations against adverse remarks. But if a representation is made, it would not be entertained unless it is received within three months from the date of the letter communicating adverse remarks to the officer/official concerned. Government wish to make it clear that this time limit should be rejected. It is dangerous to allow officers to go on putting up representations whenever we think the situation is favour-able to them, post facto attempts to clean up personal files must be resisted.

Punjab
Government
letter No.5238-
GI-58/ 18103,
dated the 16th
June.1958.

(ii) The representation against adverse remarks may be addressed direct to the authority conveying the adverse remarks.

8. Procedure to be followed where a Reporting Authority is related to the officer to be reported on.- (i) When the reporting officer is the first reporting authority, he should be competent to record his remarks, but,

Punjab
Government
letter No.3916-

while doing so, he should clearly mention that he is related to the officer reported on and bring out the exact nature of relationship.

GI-57/9867,
dated 5th June,
1957.

(ii) When the reporting officer is not the original reporting authority he need not normally write any remarks. If, however, he feels that for some reasons he must enter some remarks, he should, while doing so, act as under (i) above.

9. Index to Personal Files. – Government observe that very often annual confidential reports are not written promptly by the recording authorities, nor is due importance attached to the proper maintenance of personal files, which are a valuable service record of Government servants. To remedy this state of affairs, it has been decided that an index in the attached pro forma Annexure (A) should form part of each personal file and entries there in completed before any new documents are filed. To ensure proper upkeep of personal files, it would also be desirable that the appointing authorities/Heads of Departments/Heads of Offices have the personal files in their own custody and those in the custody of their subordinate offices inspected by a responsible officer once every year between the months of July and September.

Punjab
Government
letter No.6257-
GI-59/58, dated
13th January,
1960.

Explanatory Note. – Where the personal file is in the shape of a bound register, it is not necessary to prepare an index to it.

10. I an to urge again that the officers recording confidential reports should realize the value and the importance of such reports in making or adversely affecting the careers of officers reported upon. While superior officers have the fullest freedom and the right to record their opinion about the work and conduct of their subordinates, in doing so they should be guided solely by considerations of merit, justice and fair play. No personal considerations, approaches or safarish of any kind should be allowed to supervene and their conscience alone should be their guide in this matter.

ANNEXURE 'A'

Department of _____.

Index to Annual Confidential Reports and Other Documents placed in the personal life (character roll) of _____.

Serial No.	Date on which placed on personal file	Nature of document placed showing period to which it relates	Page Nos. of the documents filed	Signature, date, and designation of attesting authority of the entry	Remarks
1	2	3	4	5	6

- N.B. – (1) The Index Form should be printed on both side of thick coloured folder.
 (2) Each Index Sheet should have a printed Serial No. embossed in print in the right and top corner.
 (3) Printed Index Sheets are available from the Controller, Printing and Stationery, Punjab, Chandigarh.
 (4) Proper account of Index Sheets should be maintained by each office.

CHAPTER IV

PERSONAL MATTERS AND GENERAL RULES GENERAL

4.1 In regard to the courtesies which should be shown to the Members of Parliament, and the State Legislature the following instructions should be carefully observed: -

Courtesies to be shown to the members of Parliament and State Legislature. Chief Secretary letter No.5149-P-1544, dated 26th, June, 1952.

(i) Seats allotted to them at public or semi-public functions. – The members of Parliament have been assigned a high place in the Warrant of Precedence. In fact, they come above Secretaries to the Government of India, Officers of rank of full General, and practically every State Officer, and just below the judges of the High Court. This should be carefully borne in mind and the seats assigned to the Members of Parliament on public, or semipublic functions should correspond to their place in the Warrant of Precedence. Similarly, the status of the Members of the State Legislature (though the warrant) of Precedence is silent at present with regard to them) is high and they rank as Senior Officers. Prominent seats should also be given to them on these occasions.

(ii) Grant of Interviews. – In view of their position these gentlemen look for a different treatment from that which is given to other members of the public. It is, therefore, considered that it would be better to encourage them to apply for interviews and get the time fixed beforehand. When time has been so fixed the officer concerned should see that there is no deviation from it and that gentleman concerned has not to wait before being seen. Occasionally, due to urgent work, it may not be possible for the officer granting interview to keep the appointment. In that event, as long a notice as is possible, in the circumstances, should be given.

4.2 The paramount necessity of displaying courtesy, tact and good temper in their dealings with the people with whom they are brought into daily contact is impressed upon all officers of the P.W.D. The possession of these qualities has a significant bearing upon the promotion of an officer and the lack of them constitutes a serious disqualification. With this in view, manifestation of grave defects of temper and repeated lose of self control should be regarded as constituting inefficiency.

Dealing Public.

4.3 When inspecting officers propose to visit a district they should invariably give previous intimation of their intention to do so to the Deputy Commissioner in order that the latter may have an opportunity of discussing any pending questions in which verbal discussion might facilitate dispatch.

Deputy Commissioner to be informed of visits of inspecting officers to their districts.

4.4 The conduct of the members of Provincial or Subordinate

Provincial and

Services or of a special post under the rule making control of the Punjab Government is governed by the Government Servants Conduct Rules, 1955, reproduced in Appendix 23 of C.S.R. (Pb.), Volume I, Part II, and every Government servant is required to make himself thoroughly acquainted with the provisions of the said rules.

subordinate services.

4.5 Government servants are prohibited from approaching members of the Legislature either directly or through a friend or relation on personal matters, e.g., for securing or stopping transfers, getting promotion or seeking redress of their individual grievances or having their grievance made the subject of an interpellation in the Assembly or furthering any subject which may embarrass the Government. It is held that apart from the fact that the questions involved are rarely, if ever, of public importance, the practice usually entails the disclosure to non-official persons of information which has been obtained from official sources or has come into the possession of the Government servants in the course of their official duties. Government servants are also prohibited from venting their grievances to the Press. Such disclosures or breaches of the Government Servants' Conduct Rules will be severely dealt with.

Approaching members of Legislature on personal matters. Para 31 of Secretariat Instructions and Appendix 23 of C.S.R. Vol.I Part II.

There is, of course, no bar to the Government servants, having contacts with public men in the ordinary course of social life and this is outside the scope of the above mentioned rules but resort to questionable means by public servants for personal ends is most objectionable and is to be strongly deprecated.

Paragraph 37 Consolidated Circular No.5.

4.6 The irregular practice of approaching Ministers directly, without the knowledge of their superior officers or indirectly through M.L.A.'s and others is to be strongly deprecated. If a subordinate officer wishes to bring a grievance or any other matter to the notice of the Minister-Incharge he may seek interview with him by written request to be addressed through proper channel. Such an application must disclose the object of interview, and the superior officer, while forwarding the application, may express his own views in the matter. Permission for interviews should normally be granted freely, but if in any case it is proposed to refuse it the Minister should invariably be informed along with reasons for such refusal. Suitable action will be taken against an officer disregarding these instructions.

Instruction relating to interview with Ministers. Chief Secretary letter No.4174-P-54/17154, dated 28th July, 1954.

4.7 The Government Servants' Conduct Rules lays down that a Government servant shall not, except with the previous sanction of Government, attend any public meetings or entertainments held in his honour and it has been decided that such sanction of Government will not be given as a matter of practice. This is the general rule, but subject to the provisions of any general or special order of Government, a Government servant may attend a farewell entertainment of a mark of regard to himself on the occasion of his retirement or transfer from a district or station. Requests by servants for permission to attend an entertainment, will however, be made by them to the Head of their Department whose decision in this respect will be final and Government will not interfere.

Public meeting of farewell held in honour of a Government servants. Para 4 of Appendix 23 of C.S.R., Volume I, Part II.

4.8 Subordinate Officers have rarely any cause to address the Government either direct or demi-officially on matters of public importance. In no case should such officers adopt the demi-official form of correspondence in order to make direct representations to Government regarding matters, such as promotions, postings, pay and the like. In all such cases if an officer considers that he has good grounds for making a representation, he should do so through his official superiors, and the Head of the Department to whom the representation is ultimately submitted, will use his own discretion in forwarding it to the Government or in filling it. Officers infringing this rule and either writing to higher authorities out of normal channel or attempting in other ways to bring their wishes to the notice of Government will be liable to disciplinary action.

Submitting application through proper channel.

4.9 (i) A government servant wishing to adopt a new name or to effect any modification in his existing one is required to adopt the change formally by a deed changing his name.

Procedure for a change of name of Government servant.

In order that the execution of the document may not be in doubt it is desirable that it should be attested by two witnesses preferably those known to the Head of the Office in which the Government servant is employed. A sample deed form is reproduced as Appendix 4-A for reference. The execution of deed should be followed by publication of the change in a prominent local newspaper as well as the Punjab Government Gazette, publication being undertaken by the Government servant at his own expense in both cases. For the publication in the official gazette, Government servants intending to change their names should approach the Controller of Printing and Stationary, Punjab who will arrange for necessary publication on payment.

No.60-4/48 Establishments dated 13th November, 1948, from Ministry of Home Affairs Government of India.

(ii) It is only after the formalities described in (i) above have been complied with and satisfactory evidence of identity and execution of the document adduced by the Government servant that the adoption of the new name or the change in the existing name should be recognized officially, entries in Government records, so far as may be necessary, being amended accordingly. True copies of the relevant documents should be retained by the Head of the office concerned.

RETURNS OF MOVABLE AND IMMOVABLE PROPERTY

4.10 Every Government servant is required to submit declaration returns under Rule 10 of Government Servants Conduct Rules, 1956, of movable and immovable property acquired by him or any member of his family as defined in rule 2(2) *ibid*, in the statements reproduced as Appendix B and Appendix C, respectively. The following instructions in this respect may, however, be strictly observed:-

Submission of returns of movable and immovable property
Chief Secretary
letter No.637-

G-56/ 10933,
dated 16th
March, 1956.

(a) The declaration forms submitted by the Government servants should be maintained by the appointing authority. If the Head of Office/Department is the appointing authority, the declaration of the Government servants concerned should be collected by him by the 1st of May each year and should cover the preceding financial year. In case of those Government servants whose appointing authority is Government, the declaration should be collected by Head of Office/ Department by the 7th April, each year and submitted to Government by 1st of May.

(b) These declaration forms should constitute a separate file in respect of each Government servant which should be appended to the personal file of the official concerned.

(c) These returns/statements when received should be scrutinized carefully by the departments concerned and in case of such Government servants, whose assets appear to be prima facie, in excess of their status and emoluments, their statements should be forwarded to the Vigilance Department, on the basis of such information as it has, should have the of such information as it has, should have the right to all for the return of any employee for purpose of scrutiny and enquiry.

Chief Secretary
letter No.1116-
GII-60/6152,
dated 18th
February, 1960.

4.11 Rule 9(2) of the Government Servants Conduct Rules enjoins on all Government servants the securing of previous sanction of the competent authority before purchasing an immovable property. There is a tendency on the part of Government servants to apply for permission after they have actually purchased the property and completed the transaction in contravention of the said rule. When thus confronted with a fait accompli the Government find themselves in an embarrassing position but it should be clearly understood that they are under no obligation to accede to the applicant's request. It is, therefore, necessary for Government servants, in their own interest, to comply with the provisions of the above mentioned rule.

Prior approval
for the
purchase of
immovable
property.

PRIVATE WORK AND HONORARIA

4.12 (i) Unless in any case it be otherwise distinctly provided, the whole time, of a Government servant is at the disposal of the Government, which pays him, and he may be employed in any manner required by proper authority, without claim for additional remuneration, whether the services required of him are such as would ordinarily be remunerated from Union or State Revenues or from the revenues of a local fund.

Conditions for
grant of fees
and honoraria
for work done
by a
Government
servants, Rules
3.10, 5.55, 5.57
and 5.63 of
C.S.R., Volume
I, Part I.

(ii) Government servant may be permitted by the general or special order of a competent authority, if it be satisfied that this can be done without detriment to his official duties or responsibilities to perform a specified service or series of services for a private person or body, or for a public body (including a body administering a local fund), and to receive as remuneration therefore, if the service be material, a non-recurring or recurring fee.

(iii) A government servant may be granted an honorarium as remuneration for work performed for Government which is occasional or

intermittent in character and either so laborious or of such special merit as to justify a special reward. Except when special reasons, which are recorded in writing, exist for a departure from this provision, an honorarium is not granted unless the work has been undertaken with the prior consent of the sanctioning authority and its amount has been settled in advance.

(iv) Any Government servant is eligible to receive without special permission: -

- (a) the premium awarded for any essay or plan in public competition;
- (b) any reward offered for the arrest of a criminal, or for information or special service in connection with the administration of justice;
- (c) any reward sanctioned for service in connection with the administration of the customs and excise laws; and
- (d) any fees payable to a Government servant for duties which he is required to perform in his official capacity under any special or local law or by order of Government.

4.13 Formal application to nominate an Examiner should be made by the University concerned to the Government in the Public Works Department. While Government will be most anxious to meet the wishes of the Syndicate and help when services of P.W.D. Officers are required in conducting University examinations, the selection of an Officer should be left to the Chief Engineer, who is the best judge of any particular officer's fitness for the post of Examiner, and also of whether his services can be spared to conduct the examination, having due regard to the interest of the Government work he is engaged on at the time.

Nomination of officers acting as Examiners in university examination.

4.14 All applications for permission to undertake private work and acceptance of fee should be made in the form given in appendix 4-D. It is important that applications should be accompanied by a brief statement of the work official and private that the officer has in hand, and the officer forwarding the application for sanction of Government or the Chief Engineer as the case may be should, certify: -

Permission for undertaking of private work on acceptance of fee therefore.

- (a) that Government work will not suffer; and
- (b) that a demand will not be made for ext. staff due to the officer's attention being diverted to private work.

4.15 When installations for the storage of petroleum oil in Bulk, in Punjab, are required to be inspected under rule 124 of the Petroleum Rules, 1937, issued under Department of Industries and Labour. Notification No.M-826(6), dated the 23rd March, 1937 such inspections may be carried out by any officer of the Department. The officer making the inspection is permitted to demand and retain a fee of Rs. 16 for so doing, together with traveling allowance for the class to which he is entitled under the rules.

Fee for inspecting Bulk oil installations.

4.16 On the principle that the B & R Branch of the P.W.D. is the Branch responsible for buildings, Government has sanctioned the following procedure for the future. If a private person wants a building designed,

estimated or supervised, and applies to any officer for assistance, the request should be sent to the Secretary to Government, Punjab, Buildings and Roads Branch, who will deal with it. If assistance can more appropriately be given by an officer of the Irrigation Branch, then that Branch will be consulted and order can issue from the Irrigation Branch. But the reference should in every case first go to the Buildings and Roads Branch, which is in the best position to advise on the case.

4.17 (i) Rules regulating the acceptance of employment during leave are given in rule 8.41 of the C.S.R. (Pb.), Volume I, Part I.

Acceptance
employment
during leave
preparatory to
retirement.'

(ii) The employment of Government servants who are on leave preparatory to retirement in trading concerns in India is prima open to grave objection and should be permitted only in very exceptional cases. Accordingly, all applications for such employment should be carefully examined before submission to Government.

(Note 3 of Rule 8.41 of Punjab C.S.R., Volume I, Part I).

(iii) The acceptance of Commercial employment after retirement is governed by the provision of rule 7.26 of the C.S.R., Punjab, Volume II.

4.81 When ever an honorarium is sanctioned for work or translation to be printed or lithographed at Government expense the duty of reading and passing proofs should be imposed on the person so rewarded.

Reading and
passing of
proof of work
done for an
Honorarium.

4.19 The payment of honorarium as remuneration for the by Government of inventions patented by persons in Government employ should be regulated by the provisions of section 17 of the Inventions and Designs Act, 1911, and not by rule 5.55 or 5.64 of the C.S.R. (Pb.), Volume I, Part I . the terms on which an invention may be used for the services of the Government should be settled with the approval of the Central Government before any payment is made to the patentee.

Honoraria for
use by
Government of
patented
inventions.

SECURITY DEPOSITISTS BY GOVERNMENT SERVANTS

HANDLING CASH

4.20 (i) The following members of the establishment both permanent and temporary, must furnish security, the amount (which will be subject, in all cases, to the minimum prescribed against each class) being fixed by the Chief Engineer in the case of Chief Engineer's office and by the Superintending Engineer, in the case of other offices with reference to the amount of cash or value of stores which each individual is to handle from time to time or according to the circumstances and local conditions in each case.

Establishment
liable to furnish
security.

(i) Barkandazes

Rs 50.00

(ii) Temporary Sectional
officers

Rs. 300 (Rs. 100 at the time of
appointment, and a bond with
two sureties for remaining sum of

Rs. 200 to be paid in 20 monthly installments of Rs.10 each. The bond to be cancelled on completion of full security.

- (iii) Cashiers, pay-masters and pay-clerks
 - (iv) Storekeepers and sub storekeepers
 - (v) Other member of the clerical work-charged and petty establishment entrusted with the custody of cash or stores.
 - (vi) Chowkidars when in charge of rest house furniture and stores of tools and plant.
- Rs.100
- Rs. 20

(ii) No security will be taken from permanent clerks and other subordinates when they officiate in appointments in which security is generally taken if the officiating appointment does not extend beyond six months; but temporary clerks and Sectional Officers will be required to furnish security.

(iii) Cashiers, Storekeepers and Sub-Storekeepers must pay securities in a lump sum or in installments of not less than 1/5th of their pay monthly at the discretion of the Superintending Engineer. Pensioned soldiers, pensioned policemen and reservists when appointed to any of the posts mentioned in sub-paragraph (i) supra are exempted from the payment of security.

4.21 The security should be taken either in cash or in one of the forms of interest bearing securities mentioned in paragraph 7.36 of this manual or fidelity guarantee policies involving the payment of a small monthly premium. When the security is taken in cash the competent authority shall determine whether the amount shall be paid in a lump sum or in instalments or by deduction from pay. In the latter case he will determine the amount of instalments which should in no case be less than 1/5th of the pay of the Government servant concerned.

Forms of security.

(Notes.- In regard to bank deposit receipts it is held that as the continuance of a bank in the second Schedule to the Reserve Bank of India Act is no guarantee of its being run on sound lines it is necessary that F.D. be consulted in such cases before accepting these receipts as securities.

F.D. letter No.120-FR-49/4039, dated 20th January, 1949.

4.22 In regard to the question as to whether Fidelity Guarantee Policy will serve the purpose of security to be deposited in cash, it is considered that the security in cash is admittedly better than a fidelity guarantee policy, but whether or not the security in the latter form should be accepted is for the officer concerned to decide. A fidelity guarantee is usually taken for large amounts and not for petty amounts.

Fidelity guarantee in lieu of cash security.

4.23 Security deposits whether made in cash or in one of the form of

Agreement

security referred to in paragraph 4.21 above are covered by security agreement forms prescribed for the purpose. These forms are of two kinds:- Bonds.

(i) Form S.T.R. 7.

(ii) Form S.T.R. 7-A.

Form S.T.R. 7 is to be used when security is paid in lump sum and form S.T.R. 7-A is to be used when security is paid in instalments.

The responsibility for correct filling up of the security agreement forms devolves on the officer having powers to appoint Government servant concerned and he should make the officer-in-charge of the office, i.e. Head Clerk or Superintendent as the case may be, to certify that he has personally checked each agreement before it is ordered to custody.

4.24 In preparing security deposit agreement the notes printed on the face of the forms mentioned in paragraph 4.23 should be carefully studied and instructions contained therein observed. These agreements shall be executed on behalf of Government by (a) the Chief Engineer in the case of Chief Engineer's establishment, (b) the Superintending Engineer in the case of Clerks holding imprests, Storekeepers, Divisional Head Clerks and Sub-Divisional Clerk and (c) the Divisional Officer in all other cases. The date to be entered in the opening lines of the agreement is the date on which the agreement is signed by the Officer. Instruction for filling up the Agreement Forms.

4.25 On receipt from the Divisional Officer the Superintending Engineer will send the Security Deposit Agreement direct to the Legal Remembrancer to Government, Punjab, for examination who will return it to the Superintending Engineer for record. When stereo-typed agreement forms are used, there is no need to send them to the Legal Remembrancer for examination. Any error in these agreements is usually not due to ignorance on legal points but to carelessness. The responsibility for the correctness of these agreements devolves on the Superintending Engineer and the Superintendent of his office should certify that he has personally checked each agreement before it is ordered to custody. Examination of security deposit agreements.

4.26 In order to ensure that the security stated in agreement to have been made over to the Divisional Officer concerned for deposit in the Post Office Savings Banks, shall be forthcoming, the Superintending Engineers should see that, when the agreements are submitted to their offices the Divisional Officer concerned invariably reports that the deposits have been made in his name. Hypothecation of security deposits.

Note. – The pass books shall remain in the custody of Government servant to whom the deposits are pledged.

4.27 Cash deposits of subordinates may be converted, at the cost of the depositor, into one or more of the forms of interest bearing securities provided. -

(i) that the depositor has expressly desired this in writing; and

(ii) that the acceptance of the new form of security is permissible under the rules as well as under the terms of the bond.

Note. – Cash which has actually been received or recovered may be converted even though the full amount of the deposit, which is being paid in installments, has not yet been realized.

4.28 Cash securities will be lodged in the Savings Bank of the Local Post Office, i.e. at the divisional head quarters or at the nearest Post Office which is also a Saving Bank, in the name of the Divisional officer, on behalf of the depositor.

4.29 Signature slips are not to be required from the persons pledging security, but the signature of the divisional officer will have to be filed once for all in the Saving Bank concerned, on account of the various securities lodged in his name, and similarly each succeeding Divisional Officer will have to record his signature once.

4.30 In cases where security is taken by installments the primarily installment will be sent to the Savings Bank as though it were a lump sum security, and subsequent monthly installments will also be sent monthly to the Savings Bank instead of being credited to Public Works Deposits pending realization of full amount of security enjoined by rules.

4.31 (i) When a man, who has paid a lump sum security in one Division, is transferred to another Division, the security will remain in the Savings Bank in which it was originally lodged.

(ii) In the case of the transfer of a man whose security is being realized in installments, but who has not completed the full amount of security, the remaining installments due from him will be recovered in his new Division and credited monthly on transfer to his former Division, the Division Officer of which will forward the sum so transferred to the Savings Bank concerned, as though the depositor was still serving in his Division.

4.32 Security Deposit Accounts with the Post Office Savings Bank can be opened in two ways:-

(i) In the name of the depositor, the security being pledged to an officer of the Government. In this case only the “Principal” is pledged and not the “Interest” thereon which will be allowed to accumulate or be drawn annually by the depositor as he may wish.

(ii) In the name of the Officer to whom the security is pledged; with the consent of the person pledging the whether he desires the interest on his deposit to accumulate or to be realized annually on 15th June, and paid to him. His decision should be recovered in the “Register of Depositors” to be opened and maintained in each Division.

(iii) On the 5th June, each year the Divisional Officer should make a single application to the Postmaster of the Savings Bank concerned for payment of the interest due to all those depositors who desire to draw it annually. The above procedure is intended to minimize the correspondence connected with the realization of interest, but a depositors is allowed at any time to alter the decision recovered in the register, and ask that his interest be

Cash securities to be lodged in Savings Bank of post office. Signature slips of Divisional Officers required.

Deposits of security taken by instalment.

Deposit of security on transfer.

Method of opening accounts and realization of interest.

drawn instead of being allowed to accumulated vise versa.

(iv) When a depositer, who has completed his security in one Division and is serving in another desires to draw interest on his deposit, he will make written application to his Divisional Officer, who will forward it to the Division in which the security is held, with the request that he will draw the interest due and credit it to the depositor, adjusting the amount by Divisional transfer in the usual way. Divisional Officers should on no account draw the interest due to depositors who have left their Divisions, except on such applications.

4.33 A page should be pasted into the Service Book of every depositor, showing the following information: -

Entry of security deposit in the Service Book.

- (i) Amount of security to be taken.
- (ii) Name of the division in which the deposit account was opened.
- (iii) Number and date of letter with which the agreement was forwarded to the Superintending Engineer.
- (iv) Date on which the security, if a lumpsum deposit, was paid into the Saving Bank; or
Dates on which the several installments of a security, realizable by installments, were paid into the Savings Bank.

Note. – In the case of lump sum securities the whole of the entries can be made once for all, while in case of installment, the necessary entry must be made monthly till the whole security is realized.

4.34 (i) The authority empowered to sanction a refund of security is the Superintending Engineer. The divisional Officer will not withdraw any deposit from the Post Office Savings Bank for the purpose of refunding it to the Depositor until the Security Deposit Agreement by which the amount has been secured shall have been returned to him and the requisite sanction accorded by the Superintending Engineer. Application for the return of these agreements should be made by the Divisional officer to the Superintending Engineer on the expiry of the fifth month in the case of chowkidars, cashiers and storekeepers, and second month in the case of clerks holding imprest, from the date of vacation of an appointment and in all such applications it should be distinctly stated whether there are any claims outstanding against the depositor or not.

Refund of security deposits

(ii) Lapsed and confiscated deposits should not be repaid without pre-audit by the Accountant General, Punjab.

Note. – the depositor's acknowledgement be obtained in all cases of security returned. When an interest bearing security is returned or re-transferred, the acknowledgement should set forth the full particulars of the security.

TITLES ETC.

4.35 With the exception of hereditary titles and awards for acts of gallantry conferred upon. Armed Forced personnel, no reference to titles, styles or appellations should be made in official documents against the name

of any person. The word “Shri” may however be prefixed to the names of persons occurring in such correspondence.

The titles need not be surrendered but only their use in official documents should be deprecated. There is, however, no objection to the use of honorary military ranks by ex-commissioned officers of the armed forces when appointed to civil posts under the State Government.

4.36 The rules regulating the grant of advances to Government servants for construction, purchase or repair of houses and for purchase of conveyances and type writers are contained in Chapter 10 of the Punjab Financial Rules and the procedure laid down in this behalf should be clearly followed.

Loans and Advances to Government servants.

4.37 (i) Officers should abstain from giving private or demi-official testimonials to their subordinates whether in the form of what are commonly called chits or in the form of letters addressed to them. As a rule, a superior has ample opportunities of recording his opinion of his subordinates in an official form in the various annual reports when the subordinate is of the lower grade, and in the character books when he is of the lower grade. If on any occasion circumstances should require a special expression of opinion it should always be conveyed in an official letter addressed to the higher authority. Officers when vacating positions of control, can, if they, think it expedient to do so, leave a memorandum for their successors mentioning the principal officials or other subordinates in the Department whom they may desire to be noticed favourably or otherwise.

Grant of certificates to Government servants prohibited.

(ii) These orders do not apply to subordinates who have been holding temporary appointments and whose services are dispensed with. In such cases there is no objection to the grant to them of certificates by the officers passing final orders terminating their appointments.

4.38 Recommendation for rewards, appointments, promotions, increase of pay and the like, when made, should not be mentioned to the parties interested, as such Proceedings give rise to hopes and expectations which may not materialize and also in a measure tend to letter the action of Government.

4.39 If public services are rendered by a non-official person which cannot be acknowledged in annual or other reports of the Department the officer concerned is permitted to give such person a testimonial, if he so thinks fit but he should do so with a due sense of his responsibility to Government and his successors and record only the results of his own experience, carefully avoiding any over statement and making no material omissions.

Grant of testimonials to non-officials in recognition of public service rendered by them.

4.40 (1) From time to time Government has received references enquiring whether it is permissible to grant to officials who are about to retire, copies of their personal files or of extracts therefrom to serve as testimonials for them when in search of employment in civil life. The following general directions have been issued by Government to meet future cases.

Grant of copies of person files or extracts to Government servants.

(2) Personal files are confidential documents maintained by Government for its own purpose. Reporting Officers are entitled to assume

that their remarks will be treated as confidential, i.e. they will be divulged only to Government through, the correct channel and by Government, at the discretion of Government, only to the Officer concerned. There would, therefore, be a breach of confidence, if copies of these reports were given in such a manner that the officer's report might be communicated to other persons.

(3) In future, therefore, the giving of copies of personal file or of extracts therefrom is prohibited. It is, higher authority to given to officers, who have retired or are on the point of retirement, a letter in which their official record is summed up.

4.41 Government servants are strictly prohibited from asking for commendatory notes or certificates. Any document of this nature received by an official should at once be submitted to the head of the office, who will permit the certificate or commendation to be placed in the personal file of the Government servant concerned or not, as he may think fit.

Government servants not to ask for certificates.

MEDICINES AND MEDICAL TREATMENT

4.42 The procedure for procuring medicines required for workmen is as follows: -

Procurement of medicines for workmen.

- (i) Ordinarily the Divisional Officer should after noting thereon the number of men and the time they will probably be on the works send his indent in duplicate to the local Civil Surgeon, who will pass it on to Director, Health Services, Punjab, for signature and transmission to the Medical Stores Depot for compliance. Indents should be prepared on the prescribed form headed "Supplementary Requisition for Medicines and other Expendible Store" printed copies of which can be had from the office of Civil Surgeons. In preparing the indents the instructions printed on face of the form as regards full and clear particulars of the address and the route by which supplies should be forwarded, etc., should be carefully observed.
- (ii) In cases of great urgency the nearest dispensary might supply such medicines as may be required for large bodies of labourers, but the amount of the medicines so obtained should be made good on receipt of medicines from the Medical Store Depot.

4.43 Instructions in regard to the procedure to be followed and the treatment of a Government employee who suspects that he is suffering from leprosy are contained in Appendix 4-E.

Government employee suffering from leprosy.

4.44 Government servants and their dependents are entitled to free medical treatment in government hospitals and in certain cases of specialized treatment they are also entitled to traveling expenses from their place of posting to the place of specialized treatment and back. In this connection the following rules, as amended from time to time may be referred to in case of need: -

Free medical treatment.

- (i) The Punjab Services (Medical Attendance) Rules 1940;
- (ii) The Punjab Civil Service (Treatment) of Government employees from Tuberculosis Rules, 1947;
- (iii) The Punjab Dental Treatment Rules 1952.

4.45 The orders of the Government of India laying down the procedure regulating treatment of employees of State Government in Military Hospitals and that of military personnel in the State Hospitals are reproduced in Appendix 4-F.

Medical treatment of Civilian Officers in Military Hospitals and Military personnel in Civil hospital.

4.46 Under rule 3 of the Punjab Services (Medical Attendance) Rules, 1940 the free treatment shall constitute an ordinary function of the hospital and the charge will be borne by the Medical Department. If a Government Servant is treated at his residence or in a hospital where he has to pay on account of his treatment he should himself make the payment in the first instance and recover the amount from Government afterwards. Before claiming re-imburement, the officer shall obtain from the hospital authority a copy if possible, of the printed tariff of the hospital, a bill in full detail and also a duly signed receipt in token of having made the payment and present them to the head of his office together with the certificate from the authorized medical attendant as required under the rules. The head of the office should check the bill with the tariff and after obtaining the sanction of competent authority draw the amount payable on a contingent bill form for which the hospital bill and the receipt will form the vouchers. The amount should then be disbursed to the office. Such charges are debitable to the primary unit of appropriation "Other Allowances and Honoraria" of the account head appertaining to the department to which the officer belongs.

Reimbursement of expenses incurred by a Government servant on his treatment.

Note. – Claims for reimbursement of expenses incurred by Government Servants on medical treatment should before submission to the competent authority be got verified by the medical Officer or the Civil Surgeon of the District as to which of the medicines or their substitutes for which claim has been submitted are borne on the price vocabulary list.

4.47 When a Government servant or a member of his family falls ill, he is required to consult his authorized medical attendant as prescribed under para 498 of the Punjab Medical Manual, extracted below, instances have come to notice when Government servants purchased medicines in consultation with their private medical practitioners without any authority from their respective authorized medical attendants and thereafter submitted their claim for reimbursement irrespective of the fact whether the medicines in question are available in Medical stores Depot. This is irregular and such bills should on no account be countersigned to enable the Government servant to claim reimbursement from their respective department.

Disbursement of expenses incurred in consultation with a private practitioner not admissible

"498. The following rules are laid down regarding medical

attendance on all Government servants employed under the Punjab Government.

- (1) A sub-Assistant Surgeon shall attend officials drawing salaries up to Rs.149 per mensem inclusive, an assistant surgeon those drawing salaries between Rs.150 per mensem and Rs.499 per mensem inclusive, and a Civil Surgeon all gazetted officers and all Government servants drawing Rs.500 per mensem and upwards.
- (2) A Government servant attending a charitable dispensary or hospital will, in the absence from the dispensary or hospital of the medical officer to whose services he is ordinarily entitled, receive free medical attendance from any medical officer on duty there at the time.

(3) Except in the Simla District an entitled officer may place himself generally or in particular cases under the care of a medical officer of any grade lower than that prescribed.

(4) The Civil Surgeon, Assistant Surgeon, Class I or II as the case may be, shall be authorized medical attendant to the extent permitted by the Medical Attendance Rules in force irrespective of sex, subject, however to the condition that in the treatment of Gynaecological conditions the services of the women medical officers where available, shall also be given as an authorized medical attendance. Free attendance on maternity cases shall not, however, be admissible except in a hospital.

If an officer calls in any medical officer except the one provided by Government, the usual fee may be claimed.

4.48 under the Punjab Civil Services (Medical Attendance) Rules 1940, all Government servants are entitled to claim re-imbusement for the cost of medicines prescribed by their authorized medical attendant which are not available in the hospital/dispensary and have, therefore, to be purchased by them from the market as out-door patients, subject, however, to the following condition that the cost of medicines in the following cases will not be re-imbursed: -

- (1) Where the medical attendant does not certify that treatment as an in-patient in hospital was not necessary;
- (2) Where medicines prescribed do not bear a certificate countersigned by the Civil Surgeon that they have no cheaper effective substitutes;
- (3) Where medicines prescribed are outside the list of P.V.M.S. (Price Vocabularly list of the Medical Stores);
- (4) Where medicines prescribed are in the list of medicines which are in the nature of tonics.
- (5) Where the medical attendance does not certify that the price claimed is reasonable.

Note. – the aforesaid concession will also be admissible to the family members of a Government servant. This concession also includes free services at a Government or local body laboratory.

MEDICAL CERTIFICATES

4.49 The rules regulating the grant and submission of medical

Reimbursement of expenses incurred by Government servant as outdoor patient. S.H.L.C.'s letter No.10003-6-HB/52/10165 dated 7th October, 1952 and U.O. No.13497-6HB-53/ dated 7th December, 1953.

Rules

certificates are given in rules 8.6 to 8.13 of the Civil Service rules (Punjab), Volume I, Part I. The procedure to be followed in this respect is envisaged in Appendix XXVIII of the Punjab Medical Manual which may be referred to for general observance.

regulating the grant of Medical certificates to Government servants.

4.50 Medical certificates from candidates for employment in Government service are demanded in the interest of Government (and not in those of the candidates) to protect, it from “undue liability for invalid pensions”, and accordingly candidates should not be called upon by Civil Surgeons or other medical officers to pay any medical fee. A Civil Surgeon or other medical officer should give medical certificates as part of his ordinary official duties.

Charges for Medical certificates.

4.51 When a candidate for appointment to non-gazetted post is sent for medical examination, the examining medical officer or Board should obtain on the prescribed form of medical certificate the thumb and finger impressions in the case of illiterate persons and signature in the case of literate persons in his or their presence. This thumb impression or signature, as the case may be, should afterwards be verified by the head of the office by comparison with that in the service book.

Signature or thumb impression of candidate.

4.52 Although it is not part of the duty of a Medical Officer voluntarily to report on the nature and cause of the disease from which the patient (a Government servant) under his treatment is suffering, yet he is bound to do so when called upon by the Chief Officer to whom the patient is subordinate in any particular District. This Officer should, for example be the Deputy Commissioner for all officers subordinate to him or the Divisional Engineer for all officers working in a P.W.D. Division.

Medical report in regard to the nature and cause of disease.

4.53 Medical certificate recommending transfer of Government servants on the ground of ill-health or un-suitability of climate is prohibited and should not be accepted or acted upon.

Medical certificates recommending transfer.

CASUAL LEAVE.

4.54 A register of casual leave granted to gazetted and non-gazetted officers should be maintained in each office. In the matter of the grant of casual and Quarantine leave the rules contained in appendix 17 of the Punjab Civil Services Rules Volume I Part II, should be meticulously followed.

Register of casual leave.

5.55 No Government servant has any title or claim to casual leave, much less to any particular length of such leave; for though leave of absence of this kind has the sanction of rules, the grant of it in any particular instance is an act of grace.

Grant of casual leave an act of grace.

5.56 Casual leave is not a recognized kind of leave and an officer absent on such leave is not treated as absent from duty. When a member of the office proceeds on leave the head of the section concerned will take over the work of the absentee and dispose it of with the assistance of the remaining members of the section. The absence of an individual will not be held a sufficient reason for allowing work to accumulate or get into arrears.

Work of the absentee.

RETIREMENT AND EXTENSIONS

4.57 No person whether holding a gazetted or non-gazetted post should be retained in service after he has attained the age of superannuation, viz 55 years, save in cases of exceptional nature and on the overriding grounds of public interest, and with the prior sanction of competent authority as required by rule 3.26 (a) of the Punjab Civil Services Rules, Volume I, Part I.

Retirement and extension in Government services. Compulsory retirement at the age of 55 years.

4.58 (a) Though the Government policy is generally averse to the grant of extensions or reemployment of retired persons, very often the process of selection of a successor to a retiring officer/official (which in most cases is taken up just a few months before his retirement) causes the leave preparatory to retirement applied by the retiring Government servant to be refused in public interest. In accordance with the provisions of rule 8.21 of the Punjab Civil Services Rules, Volume I, Part I, refusal of leave preparatory to retirement entails the grant of leave after the date of superannuation. This leave carries with it the grant of an automatic extension in service for the stipulated period, subject to maximum of six months. In some cases, the services of a retiring officer are utilized by re-employing him pending the selection of his successor. In order to obviate the necessity of granting extensions of service or reemploying officer after the date of superannuation in the circumstances explained above it is laid down that in future every month a list of all officers/officials who are due to retire within the next 12 months should be prepared and the question of appointing their successors taken up well in advance so that all the formalities e.g., (consultation with the Public Service the rules) are completed long before the officer is due to retire or intends to proceed on leave preparatory to retirement.

Selection of successors to retiring officers.

Punjab government letter No.2068-G-50/11251, dated 1st April, 1950.

In order to allow the competent authority adequate time to give the due considerations to the proposals for filling up of vacancies arising out of retirements referred to in sub-para (a) above it is emphasized that all such proposals should, as far as possible, be put up sufficiently in time, say four to five months before the time of actual retirement in each case.

Punjab Government letter no.3963-8-48-33916, dated 24th June 1948.

4.59 As required by rule 5.34 of the Punjab Civil Services Rules, Volume II, the record of all Government servants who have completed /as and when they complete 25 years qualifying service should be carefully examined with particular reference to their integrity or otherwise to see whether they should be retired or not and a report of its having been done so should be submitted to the Chief Engineer, P.W.D. B & R, by the 15th April annually. If it be considered desirable to effect retirement of any of such Government servants, his case should be submitted to the competent authority for consideration as and when it arises during the course of year and not necessarily by the 15th April.

Examination of record of government servants who have completed 25 years qualifying service.

4.60 "Rule 5.32 of the Punjab Civil Services Rules, Volume, II confers an absolute right on Government to retire any Government Servant after he has completed ten years qualifying service without giving any reasons

Compulsory retirement of Government

and no claim to special compensation on this account will be entertained. This right will, however, not be exercised except when it is in the public interest to dispense with the further services of a Government servant such as on account of in-efficiency, dishonesty, corruption or infamous conduct. Thus, the resort to this rule is made against such Government servant whose efficiency is impaired but against whom it is not desirable to make formal charges of inefficiency or who has ceased to be fully efficient (i.e. when a Government Servant's value is clearly incommensurate with the pay which he draws) but not to such a degree as to warrant his retirement on a compassionate allowance. In cases, where reputation for corruption, dishonesty or infamous conduct is clearly established even though no specific instance is likely to be proved under the Punjab Civil Services (Punishment and Appeal) Rules Appendix 24 of Volume I, Part II, or the Public Service (Inquires Act XXXVII of 1850).

servants
reputed
dishonesty.

Note. – A Government servant under suspension on a charge of misconduct shall not be required or permitted to retire on reaching the date of compulsory retirement, but shall be retained in service until the enquiry into charge is concluded and final order is passed thereon by competent authority.

DEPARTMENTAL ACTION AGAINST OFFICERS WITH BAD REPUTATION FOR HONESTY

4.61 It has been decided by Government that earning, during his career of three adverse reports by an officer regarding his honesty should automatically result in the institution of departmental proceedings against him with a view to stoppage of increment etc.

Departmental
action.
Chief Secretary
letter No.ACC-
48/3422, dated
18th June, 1940.

It has further been decided that the administrative Secretary to Government concerned should be furnished by the Head of the Department on the 1st of January and 1st of July each year, with lists of such officers together with his recommendations where departmental action is to be taken on the grounds of bad reputation for honesty.

4.62 All officers must realize the paramount necessity of maintaining reputation for integrity. They should keep a strict watch over their subordinates whose honesty they may have some reasons to doubt and take suitable action to bring them to book. The names of such Government servants who are known or believed to be corrupt should from time to time be brought to the notice of the next superior authority with a brief note giving any specific cases that may have come to the notice of any officer.

Eradication of
corruption.
Punjab Govern-
ment letter
No.1617-G-47/
8388, dated
16th,
November,
1947.

4.63 Where a prima facie case of corruption had been established against a public servant or such servant had been caught re-handed, his superior officer should desist from helping him by going out of way and by harassing the complainants or taking action against the subordinates who were likely to substantiate the allegations made and should bring the case to the notice of next superior officer for instructions. While it is admitted that honest public servants should be fully protected against false or frivolous complaints. It is, however held that all complaints should be considered and investigated

Investigation
into the
conduct of
corrupt
officers.
Punjab govern-
ment letter

in an atmosphere of complete impartiality so that the true facts may be brought to light.

No.1599-ACC-48/61812, dated 20th November, 1948.

4.64 The attention of controlling and disbursing officers is particularly invited to the provision of the rules 7.1, 7.3 and 7.20, of the Punjab Civil Services Rules, Volume II, regarding the necessity of ascertaining whether persons whom it is proposed to employ in Government service, are in receipt of pension or not, and thus, avoid the irregularity under which pensioners on re-employment certificates to the A.G., and would be permitted to draw their full pension in addition to the pay of the new appointment will not hesitate to enforce the responsibility of officers who fail to take the prescribed precautions in this respect and whose omission result in loss of Government money.

Responsibility of officers to ascertain whether ex-Military personnel employed are in receipt of pension or not.

CUSTODY OF GOVERNMENT TREASURE AND CASH AND IT'S CONVEYANCE

4.65 The general principles regulating the provision of police and other guards, their engagements, strength of the guard and the source from which the cost therein is to be met with are given in paragraphs 1.133 to 1.135 of the Punjab P.W.D. Code and should be kept in view.

General principle, etc, governing the engagement etc. of treasure guards.

4.66 (i) Descriptive rolls of treasure guard, night Chowkidars or peons entrusted with the custody or conveyance of treasure should be maintained in Stereo B & R Form No.78, in each of the Circle Division and Sub Divisional Offices, to enable a man being. Traced in the event of his absconding. These rolls should as far as possible, be verified by the local police authorities.

Descriptive rolls of guards establishment.

(ii) As cash security is not, as a rule, taken from peons, columns 17 to 24 inclusive, of the roll which refer to personal securities, should invariably be completed in the case of such men; but in the case of treasure guards and night chowkidars who furnish cash security these columns may be left blank if the Public Works Officer concerned is satisfied that no other security is necessary.

4.67 Any Public Works Officer failing to look after the safe custody of the treasure in his charge, or to take prompt and proper measures in cases of theft or embezzlement, is liable to be held personally responsible for the loss caused to Government.

Officers in charge of Treasure are personally responsible for its safe custody.

4.68 (i) Government accepts no responsibility for any fraud or misappropriation in respect of payment of an officer's salary and traveling allowance bills made over by him to a Government messenger for encashment.

Responsibility of Government in respect of salary and T.A. bills of officers sent through

(ii) In the case of officers of the P.W.D., who are stationed at places where there are no treasuries or sub treasuries. Government have

decided to relax this rule to the extent that Barkandaz guards may be utilized for the encashment of such bills and Government will accept liability for any loss caused by the act of guard if the officer is not at the station where the money is drawn. messangers.

4.69 (i) Leave salary of non-gazetted establishment should not be remitted by money order at Government expense, but there is no objection to absentees receiving their leave salary by money-order if they are willing to pay the money-order commission themselves. Remission of leave salary by M/O.

(ii) The pay and allowances of government servants employed in out of the way places may, however, be remitted to them by Postal Money Order at Government cost, according to serial No.40 of rule 19.6 of P.F.R., Volume I.

MISCELLANEOUS

4.70 Casualties of any persons holding appointments in the department must be reported immediately, through the regular channel, to the authority by which, the appointment was made. Particulars of the death, of, or of a serious accident to, a gazetted officer should be telegraphed immediately to the Chief Engineer for information. The deceased officer's relatives and friends, if none be present on the spot at the time of death, should also be communicated with. Death reports.

4.71 The Chief Engineer is the head of the Public Works Department, (Buildings and Roads Branch) from whom nomination rolls of the fittest candidates in the Buildings and Roads Branch for the post of Extra Assistant Commissioners will be received by the State Government in the Civil Department. Nominations should, however, not be submitted to Government till called for. Nomination rolls for the post of EACs

4.72 (i) A Government servant whose duties involve the carrying out of scientific or technical research shall not apply or obtain, or cause or permit any other person to apply for or obtain, a patent for an invention made by such Government servant save with the permission of the competent authority and in accordance with such conditions as the competent authority may impose. Obtaining patents by Government servants.

(ii) If a question arises whether a Government servant is one whom this rule applies, the decision of the competent authority shall be final.

(iii) Administrative instructions for regulating the grant of permission for the taking out of patents by Government servants are contained in appendix 9, C.S.R. (Pb.) Volume I, Part II.

4.73 The results of test of materials made by an Officer of the P.W.D. in his official capacity, should not be communicated to private parties (firms etc.) or to the press, except in cases when such communication is necessary owing to the materials being below the specification prescribed by the Government. Results of tests of materials.

4.74 Official recognition to Unions of Government servants registered under the Trade Union Act, 1926 has been decided to be considered, initially by Government in the Labour Department and where that Department advises grant of recognition, it should be allowed without further examination on the part of the administrative department concerned except in Recognition of Trade Unions of Government employees. S.H.L.G. letter

case of doubts which must be cleared in consultation with the Labour Department, before finalizing action.

No.10697-LP-51-7726 dated 11th December, 1951.

APPENDIX 4-A
(Referred to in paragraph 4.9)
DEED CHANING A SURNAME

By this DEED I the undersigned A.B.C. (new name), etc, now lately called A.C. (old name) employed as _____(designation of the post held at the time by the Government servant concerned) _____at (place where employed) _____do hereby.

1. For and on behalf of myself and my wife children and remoter issue wholly renounce; relinquish and abandon the use of my former surname of A.B.C. and so that I and my wife and children and remoter issue may hereafter be called known and distinguished not by my former surname of A.C. (only) but my assumed surname of A.B.C.

2. For the purpose of evidencing such my determination declare that I shall ay all proceedings, dealings and transactions as well private as public and upon all occasions whatsoever use and sign the name of A.B.C. as my surname in place of and substitution for my former surname of A.C. (only).

3. Expressly authorize and request all persons at all times hereafter to designate and address me and my wife and children and remoter issue by such assumed surname of A.B.C. accordingly.

In witness whereof I have hereunto subscribed my former and adopted names of A.C. and A.B.C. and affixed my seal this _____day of
A.C.

Signed sealed and delivered
by the above-named A.B.C.
formerly A.C. in the preience
of _____

A.B.C.

APPENDIX 4-C
(Referred to in paragraph 4.10)

Declaration by _____ of the
immovable property held by him and members of his family _____

Notes. – (1) All interests in land of a permanent nature, whether ownership, mortgage, or hereditary occupancy, should be entered ; also dwelling hoses in towns.

(2) Members of a government servant's family are those mentioned in rule 2 (2) of the Government Servants Conduct Rules, 1955 : and in showing the holding of each, if a holding is Benami, the name of the Benamidar should also be mentioned.

(3) Particulars in regard to family holdings should be indicated separately.

In what district, tehsil and village situated	Description of holding with area and assessment	How and when acquired (e.g., by inheritance, regift, purchase, etc.)

APPENDIX 4-D

(Referred to in paragraph 4.14)

Form of application for permission to undertake private work and acceptance of a fee.

To

Sir,

Punjab

I have the honour to request that sanction of the _____
 Government _____ Chief
 _____ may be accorded to my undertaking a private
 Engineer
 work for _____ and the acceptance of a fee for the same.

I 2. The work consists of _____ and
 consider that Rs. _____ will be a fair fee for me to
 charge for the work I have to undertake.

3. I certify that ----

- (1) the work will be done _____ within
 _____ of office hours
 outside
- (2) the work will be done partly within and partly outside
 of office hours in the proportion of _____.
- (3) the work will necessitate absence from Headquarters for

 _____ Days
- (4) the work will take _____ to finish;
 _____ Hours
- (5) No government staff, material or stationary will be used

 _____ Government staff material and stationary will be used

No. of days or
 hours to be
 specified.

The staff,
 materials and
 stationary to be
 used should be
 detailed.

4. A brief statement of the work in hand official and
 private is enclosed herewith.

* Items not required should be scored out.

I have etc.

Signature of applicant.

APPENDIX 4-E

(Referred to in paragraph 4.43)

Instructions in regard to a Government employees who suspects that he is suffering from leprosy:-

1. Any Government employee, who suspects that he has contracted the disease of leprosy, will atonce report himself to his immediate superior, who will arrange to have him examined by the Civil Surgeon of the District. In case the Civil Surgeon suspects the employee to be suffering from leprosy, he will refer the case to the Provincial Leprosy Officer, Punjab, Palampur.

2. If after clinical and bacteriological examination, the case is found to be closed one, i.e., a case from which dissemination of infection seems improbable, the patient should be allowed to continue in service under the following instructions:-

(a) That he remains under suitable medical supervision and treatment.

(b) That at periodical re-examination by the Provincial Leprosy Officer, he is found to remain a closed case.

After each examination, the Provincial Leprosy Officer will inform the patient and his superior officer, when re-examination is necessary.

(c) If, after careful examination, the case is considered one from which dissemination seems probable, the patient should be granted sick leave up to the maximum to which he is entitled. He should not be allowed to resume his employment, unless he is certified by the Provincial Leprosy Officer as having become a closed case. He should then be allowed to resume his employment under the condition laid down for closed cases.

(d) If a Government servant fails to report as required by paragraph I above, he will render himself liable to disciplinary action.

3. Government servants in receipt of pay not exceeding Rs. 100 per mensem, who are suffering from leprosy and are required to undergo medical examination will be allowed traveling and halting allowance for journeys to and from Palampur at the ordinary rates they are entitled to.

APPENDIX 4-F

(Referred to in paragraph 4.45)

Copy of letter No.3056/ DGAFMS/ DG3 (a) (LS and MEM), dated the 27th November, 1951, from the Deputy Secretary to Government of India Ministry of Defence, New Delhi, to all State Governments.

Subject:- Reciprocity between the Civil and Military Medical services.

I am directed to state that the Government of India have had under consideration the question of introducing reciprocity between Civil and Military Medical services as envisaged in this Ministry's letter No. 666/DMS5 (c)/333/M/D-9, dated the 25th January, 1949. The Government of India have noted with satisfaction the concurrence of the State Governments and Administrations in this Ministry's proposal and have, accordingly, decided that reciprocal arrangements for medical treatment, as indicated below, will come into force with immediate effect.

2. The arrangements will consist of attendance on employees of the State Governments by military Medical officers at Stations where facilities from State Medical sources are not available. Similarly in the event of non-availability of medical facilities from military medical sources service personnel of the Armed Forces will be attended to by State Medical Officers of the grade appropriate to the status of the patient. It is desirable that the limited scope of these arrangements as described above should be clearly understood and the arrangements will be subject to the condition that they do not interfere with the normal duties of the respective medical officers. While Government, Central or State, undertake to provide free of charge, the services of a Medical Officer of the grade appropriate to the status of the patient, the fee of any other Medical Officer, who, patient may call in of his own accord, will not be a charge on Government revenue. But the authorized medical attendant may, if he considers it necessary, call in for consultation which shall be free of charge, any other medical officer (including a Specialist) paid by the Government Central or State, who is resident in the same station.

There are no categories amongst medical officers of the Armed Forces corresponding to Civil Surgeons, Assistant Surgeons, Provincial Medical Service Office in charge of District Hospital and the Provincial Subordinate Medical service officers, Employees of the State Government will, therefore, be attended by Medical officers of Armed forces. The officers of the Armed forces, will normally be entitled to the services of a civil Surgeon but in view of the fact that it may not be practicable for the State Government to make available the services of a Civil surgeon at all places, it has been agreed that they may be treated by the next highest Medical Officer available at the station. As regards junior commissioned officers and other ranks of the Armed Forces, the Government of India have no objection to their being attended to by an Assistant Surgeon, or, in his absence by a Sub- Assistant Surgeons.

All patients, State Employees or Service personnel, as the case may be, will attend, if fit to do so, at the hospital, dispensary or medical inspection room, maintained by State Government/ Armed Forces Medical Services for advice and treatment. Medical Attendance in quarters will be available only in cases of serious injury or illness if the Medical Officer considers that the patient is unable to proceed to the hospital or dispensary. The necessity for admission to hospital will similarly be determined by the medical attendant.

3. If the authorized medical attendant considers that treatment of a

patient belonging to the armed Forces in a hospital is necessary, he may arrange for the patient to be admitted into a State Hospital, provided accommodation is available and he cannot be transferred to a military hospital. In similar circumstances, a State Government employee may be admitted into a military hospital. The rates chargeable for such hospital treatment will be Rs. 8 per diem for Gazetted officers and Rs. 4 per diem for non-gazetted officers. These rates should form the basis for adjustments between the Defence Service and the State Government and will be deemed to cover the cost of all facilities (including diet charges, if any), rendered in the hospital and no extra charge of any kind will be claimed.

Service personnel will be admitted into the wards of the State hospitals appropriate to their status while the gazetted and non-gazetted employees of State Government will be treated in officers and Junior Commissioned Officers, other Ranks Wards, respectively.

Treatment charges at the rates specified above are recoverable from the Government under whom the patients are employed through the exchange account current with the Accounts Officer maintaining the pay account of the patients, and no recoveries will be effected direct from the individuals, by the hospitals affording necessary treatment. Charges, if any, normally payable by the individuals, under the regulations governing their entitlement to treatment in the hospitals of the employing Government will be recovered by the respective Government by whom they are paid. In other words these charges will not affect the normal hospital stoppages, if any applicable to them. An advance intimation regarding admission and discharge of an individual should be sent by the Hospital concerned through its Accounts Officer maintaining the pay accounts of the individuals to enable the latter to make the necessary recoveries without waiting for the receipt of the debits through the exchange account.

4. The reciprocal arrangements, detailed above, will not apply to families of military personnel And those of the employees of State Government. They also do not apply to the State of Madras.

5. The arrangements regarding medical treatment of National Cadet Corps personnel as put out in this Ministry's letter No.0010/48/NCC, dated the 4th January, 1949, will remain as they are not affected by this letter.

(1)

DUTIES AND POWERS OF DEPARTMENTAL OFFICERS

DUTIES AND DEPARTMENTAL OFFICERS.

5.1 Complete enumeration of each and every duty, attaching to all the posts in the B. and R. Branch cannot obviously be condensed in this chapter. Effort has been made to enumerate important posts. For the posts not covered in this chapter or the duties and powers not enumerated herein, provision made in various books of reference like P.W.D. Code, D.F.R., P.F.R., C.S.R., etc. etc., holds good. In addition the higher authority can always entrust particular assignments to his subordinate officer in the interest of public service. General.

5.2 The Chief Engineer is the administrative and professional head of the branch of the Department in his charge, and is responsible for the efficient working of his branch. His duties are given in paragraphs 1.43 to 1.48 of the P.W.D. Code. A statement of financial and miscellaneous powers of the Chief Engineer is given in paragraphs 5.30 and 5.31 of P.W.D. Code. Chief Engineers.

- (a) He will transfer and post all members of Establishment within his circle, except Divisional Officers. Assistant Engineers. Circle Officer Superintendent, Circle Head Draftsman and Accountants. Superintending Engineers may, however, arrange among themselves for transfer of non-gazetted establishment not borne on circle cadres, between their respective circles and submit mature proposals to the Chief Engineer for approval. Such proposals may be made in respect of gazetted officers also.
- (b) Superintending Engineer shall close supervision over the works of the officers subordinate to him and shall impart, from time to time, instructions and guidance to them in the discharge of their duties
- (c) Superintending Engineer should ensure that all the periodical reports and returns in due to Chief Engineer are submitted in time.
- (d) Superintending Engineer is required to write annual reports of the Divisional Officers working in his Circle and his own office Establishment and to submit the former along with the R.R. of the Technical staff and his office Superintendent to the Headquarter Office.
- (e) Superintending Engineer shall see that the instructions in regard to matter of general administration issued by him or by the Chief Engineer/ Government from time to time are faithfully complied with by the officers and offices under him.
- (f) During his stay at the headquarters of a Division, the Superintending Engineer should with the Executive Engineer concerned, review the position of the divisional accounts. He should examine whether the Divisional accounts are being kept

in good order, or are being allowed to fall in arrears. He should pay particular attention to the items under various suspense heads like purchases, stock, miscellaneous advances, etc., and should also examine the contractors ledger to see if sufficient effort is being made to clear these items as quickly as possible. In case he notices any serious delay or negligence on the part of the Divisional staff, he should send a report to the Chief Engineer.

- (g) The Superintending Engineer should call a meeting of the representative of the contractors and labour Co-operative Societies, working in a particular Division, at the Divisional Headquarter once in every six months. In this meeting he should ascertain the up to date position of running and final bills of the contractors and Societies and should give patient hearing to their difficulties which he should try to solve. If any serious points come to the notices of the Superintending Engineer during these meetings, he should send a self-contained report to the Chief Engineer.

5.4 (1) The duties of Divisional Officer of B. and R. Branch have been set out in the P.W.D. Code paras 1.59 to 1.77 and are further supplemented as below:-

Divisional
Officers.

- (a) While the Divisional Officer has a right to seek the advice of the Accountant-General in all matters connected with the accounts of his Division or the application of financial rules and orders concerning which there may be any doubt it will usually be desirable that he should first obtain the advice of the Divisional Accountant who is specially trained for this duty, and this should be done in writing in all cases of importance. To enable the Divisional Accountant to discharge his duties efficiently the Divisional Officer should see that the former is allowed access to all relevant records.
- (b) (i) Divisional Officers have responsibilities and duties under the Indian, Boilers Act, 1923,- vide sections 8,22,25 and 33 relevant extracts of which are reproduced in Appendix 5-A It is important that every facility be given to the Chief Boiler Inspector with regard to registration and inspector of boilers in charge of the B. and R. Branch. Intimation of transfer of boilers should be sent to the Chief Boiler Inspector.
- (ii) Whilst the examination of the mechanism of steam Road Rollers is not a duty of the Boiler Inspector under the Act, an arrangement has been made whereby the Boiler Inspector will conduct such examinations simultaneously with the statutory inspection of the Boilers.
- (c) (i) It is the duty of the Divisional Officer to prepare lists showing by civil districts, all the buildings, road, etc., in their maintenance viz., P.W.D. District Boards, etc. These lists need give nothing more than the name of the building or group

of buildings, name of roads etc. For instance, Tehsil and Thana Jagraon; Munsiffs' Count Jagraon, Road from Jagraon to Raikot, etc., and in the remarks column the department, etc., responsible for their upkeep.

- (ii) The lists should be as brief and concise as possible, their sole object to show at a glance in whose charge any building or road is supposed to be. This object is best attained by grouping together all properties maintained by each agency, i.e., all buildings, roads, etc., under the P.W.D. then those under the District Board, etc.
- (iii) The list, which should be kept up to date and reprinted when necessary should be printed and supplied by the Divisional Officers to his Sub-Divisional Officers, and by the latter to their subordinates for guidance. Copies of these lists should also be Supplied to the Deputy Commissioners concerned and hung up, in all the P.W.D. Offices.
 - (a) It is the duty of the Divisional Officer to inspect each Sub-Divisional Office in his Division at least once a year and submit his report to the Superintending Engineer in Stereo B & R form No. 11. This form which is a memorandum to assist the Divisional Officer, is not sufficiently extensive to cater for all possible variations in the circumstances of Sub-Divisions. The inspecting officer should, therefore, expand it when necessary, if convenient inspecting officers remarks may be written on separate sheets of papers instead of the form itself and in such cases a blank space should be reserved in each sheet for the orders of the Superintending Engineer. The inspecting officer should also refer to the previous inspection report and bring prominently to notice items on which instructions have been issued, but not attended to. The inspection report should also, as a rule, show briefly what steps have been taken to remedy the defects previously noticed. A Sub-Division in which laxity of supervision on the part of the S.D.O. comes to his notice should be inspected more frequently.
 - (b) It is the duty of the Divisional Officer to see that the instructions contained in Appendix 10-B in regard to the use and upkeep of measurement books are strictly observed. In the course of his inspection he should himself see that these rules are being strictly followed by the S.D.O. and others.
 - (c) Divisional Officer should make himself quite conversant with the use and working of the Steam and Diesel Road Rollers. Concrete mixers, transport

vehicles and all other machinery likely to be used on the works. (Detailed study of Chief Engineers Technical Memo. No. 6 will be useful in this connection). He should himself develop mechanical mindedness and foster it in his subordinates. All Departmental machinery must be properly manned and adequate arrangements assured for its safe housing, proper upkeep and periodical overhauling on scientific lines.

- (d) The Divisional Officer shall test check a reasonable quantity of work, measured and checked by his subordinates.
- (e) Divisional Officer is responsible that proper arrangements are made throughout his Division for proper custody of public property. He must be careful to keep all the tools and plant in efficient order. Arrange to protect surplus stock from deterioration and must take proper precautions to prevent the loss of public stores.
- (f) The Divisional Officer should exercise close supervision over his Sub-Divisional Officers and should impart, from time to time, instructions and guidance to them in the discharge of their duties.

The Divisional Officer of B & R Branch is responsible to achieve co-ordination with the Executive Electrical Engineer and Executive Engineer, Public Health, concerned in the execution of Building Projects under his charge. While submitting an estimate for sanction to Superintending Engineer, he should endorse one copy of his letter to Executive Electrical Engineer concerned and another to the Executive Engineer, Public Health, in whole jurisdiction the work falls, supplying copies of plans to enable these officers to prepare their estimates and to get them sanctioned in time. While commencing the actual construction the Executive Engineer, B & R should again inform the concerned Executive Engineer, Electrical and Public Health intimating to them the probable date of completion of the building and requesting them to plan their works in such a manner that the electrical and sanitary installations are provided ahead of the scheduled date. When action as detailed above has been taken by the Executive Engineer, B & R., the responsibility for delay of electric or sanitary installation beyond the scheduled date of completion and consequent delay in completion of the building as a whole will be that of the concerned Executive Engineer, Electrical or Public Health, as the case may be.

5.5 The Sub-Divisional Officer is responsible to the Divisional Officer for the management and execution of works within his Sub-Division and he is his Division Officers' assistant. His main functions are summarized below :-

- (a) To arrange and supervise the actual execution of all works in the Sub-Division in accordance with sanctioned estimates.
-

Specifications and drawings. In case of original works, he should invariably check all nishans himself and see that they have been correctly given in accordance with sanctioned plans. He is to check the foundations of all important bridges and buildings and ensure that they are sound and to record the measurements in the measurement book in his own hand. He should also check all the underground work before it is buried.

- (b) To check the property in his charge including buildings and roads and keep them in a proper state of repairs by timely action and wise utilization of Government funds, With the sanction of the competent authority.
- (c) To maintain all initial accounts for expenditure in respect of works in his charge and to submit them every month to the Divisional Office punctually.

To take measurements of works and to check measure works, measured by his Sectional Officers according to provision made in para 10.53 (vii) of this Manual. The Sub-Divisional Officer should remain in constant and close touch with the day to day work of the Sectional Officer and should see that measurements are taken in due time, and got checked. To ensure measurements being checked at the proper time each measurement book should be initialed and dated by the Sub-Divisional Officer at intervals not exceeding 3 months.

- (d) To carefully check the muster-roll in respect of labour employed on works executed departmentally, as per instructions contained in para 10.9 of this Manual and to make payment to the labour in his presence.
- (e) To see that all public buildings in his charge including provincial properties transferred to local bodies for maintenance are duly inspected at least once a year as per instructions contained in paragraph 9.4 of this Manual.

Similar annual inspection of bridges and culverts in his charge should be carried out by him and result of inspection recorded in the Register of Bridges and Culverts and submitted to the Divisional Officer for orders.

-
- (f) It is the duty of the S.D.O.s to see that their subordinates thoroughly understand strictly adhere to the details of the estimates for work on which they are engaged. Detailed instructions issued be freely and patiently imparted on all points regarding which a subordinate has any doubts and he should be encouraged to ask for information on such points.
 - (g) To report immediately to the Divisional Officer any serious accident or unusual occurrence resulting in serious injury to or death of any person or damage to any work or crop in his charge.
-

(h) To keep a vigilant control over expenditure and to report progress of work periodically and may be ordered by Divisional Officer, or higher authorities.

(i) The personally examine all the Standard Measurement books of the Sub Division once a year as laid down in paragraph 5(a) of Appendix 10-C of this manual.

(j) S.D.O. will personally check all the stores in his Sub-Division twice a year and the T&P articles once a year. The provisions under paras 4.31 and 4.35 of PWD code should be carefully borne in mind for compliance. He will also carry out the check of all the materials borne on road metal, return at least once a year and record his check in the Measurement Book.

(k) To exercise proper care over safe custody of Government cash, etc. stored in the government chest or held as a temporary imp rest.

5.6 The smallest working unit in the B&R Branch is known as 'Section' in the charge of a Sectional Officer whose principal functions are as under: -

(i) To prepare petty requisitions and plans and estimates for special repairs and additions and alternations.

(ii) To give nishans for works to be done in this section.

(iii) To carry out survey and leveling work when required to do so.

(iv) To supervise the actual execution of building and road works and repairs in his section done through the contractors or by daily labour and to see that they are executed in accordance with the plans and specifications approved by the competent authority for the said work with sound materials. He shall also maintain the Register of progress and instructions on all major works and present them to all inspecting officers on their visits for recording their orders. If any.

(v) To make arrangements for adequate strength of labour at economical rates within the sanctioned rates when a work is required to be done departmentally.

(vi) to maintain accounts of all the stock and T&P in his charge, their receipts and issues and to maintain register of materials at site.

(vii) To take measurements of works and to assist the Sub Divisional Officer or Executive Engineer in measurements or check measurement of works.

(viii) To record in time the measurements of small works

below foundations. In case of

5.7 Executive Electrical Engineers are incharge of the Electrical Organisation and are responsible to the Chief engineer, Punjab PWD B&R Branch for the efficient smooth and proper working of their Organisations. The principal duties of an Executive Electrical Engineer are as follows: -

(i) In addition to being advisers to the State government in all electrical matters the Executive Electrical Engineers will be in direct and independent charge of execution and maintenance of electrical installation works including maintenance of refrigerators, sterilizers, gysers, incubators and other special heating and cooling appliances under the Buildings and Roads Branch, in the State, except in the case of ordinary maintenance of electrical installation in P.H. Division concerned. The advice of the Electrical Engineer will, however, be taken when required.

(ii) The Executive Electrical Engineers will arrange that -

(a) the lightning conductors on the buildings under the charge of PWD B&R Branch, are tested once a year and a report is submitted to S.E. concerned.

(b) The lightning conductors on Police Magazines are tested once a year and test certificates are issued to Superintendent of Police concerned.

(c) The electrical installations in the Jail Buildings are tested once a year and test certificates are issued to Superintendent, Jail with copy of SE B&R concerned and Chief Engineer, B & R.

(d) The electrical installations in all Administrative Offices are tested quarterly and certificates are issued to the office concerned.

(iii) The Executive Electrical Engineers will also ensure that every electrical work installed by State Government is inspected at least once a year by an officer not below the rank of S.O.

(iv) The duties of S.D.O.s and Sectional Officers working under the Executive Electrical Engineers will be similar to the once laid down for their counterparts in the B & R Branch.

COMPOSITION OF VARIOUS OFFICES IN B & R BRANCH AND DISTRIBUTION OF WORK IN THEM

5.8 The Chief Engineer's office is divided into various sections each under the supervision of a Superintendent or a Deputy Superintendent. The superintendent is normally required to supervise the work of 5 Assistants and the Deputy Superintendent 2 to 3 Assistants. The various Sections are under the Supervisory control of Branch Officers who may have one or more sections under them and may be either Superintending Engineers, Executive Engineers or Registrar. In addition the Registrar is normally the drawing and disbursing officer, incharge of the clerical distribution of work among various sections and the officers is done by the Chief Engineers who may allot any section or any work to any branch officer or section or Registrar as he deems fit and in public interest. However, a clear office order is issued from time to

time giving distribution and defining the duties of various Superintendents, Registrar or Branch Officers.

5.9 Apart from clerical sections in the Chief Engineers office there are separate technical sections under the control of Superintending/Executive /Assistant Engineers to deal with designs and estimating of bridges, roads and buildings and to afford other technical assistance to the chief Engineer. These sections are suitably staffed from the Draftsman Cadre.

5.10 The normal strength of a circle office is: -

Circle Offices.

Superintendent	... One
Head Assistant	... One
Accounts Clerks	... Six
Clerks	... Eleven
Stenographer	... One for S.E.

The Superintendent and the Head Assistant supervise the work of Accounts Clerks who are the dealing Assistants. The various dealing Assistants may be placed under the Superintendent of the S.E. The Head Assistant may normally submit the cases directly to the S.E., but more important cases may be routed through the circle Superintendent. The Assistants dealing with cases of more important nature are normally placed under the Circle Superintendent. The normal distribution of Accounts Clerks and Clerks in the Circle Office is as follows:-

Accounts Clerks (Dealing Assistants) : -

For Establishment	... One
For cases of Budget and Accounts	... One
For general section like purchase of cement, Coal, etc.	... One
For dealing with works and other particular Cases Divisionwise	... Three

Clerks. – Six out of eleven clerks are attached with the Accounts Clerks or Dealing Assistant at the rate of one each to maintain the record and to help the Assistants to put up the cases and the remaining 5 clerks are assigned the following duties: -

- One Clerk for diary work ;
- One clerk for dispatch work ;
- Three clerks for type work ;

The above distribution is a general practice, but the S.E.'s are free to organize their offices in any manner they may deem fit in the public interest.

In addition, each circle office has a drawing branch under a Head Draftsman (class I), which deals with the checking of estimates submitted by the Executive Engineers and for preparation of other original estimates, if required to be prepared in the circle office. The Circle Head Draftsman normally has under him two Assistant Draftsman, two tracers and one ferrokhalasi.

5.11 Each Divisional Office has three branches as follows: -

Divisional Offices.

- (a) Correspondence Branch – The correspondence branch

is assigned the following duties: -

- (i) Receipt, Type and issue;
- (ii) Arranging of office equipment such as forms, stationary, library books, liveries and telephones etc.
- (iii) All establishment matter other than preparation of pay bills, checking and passing of T.A. bills, annual establishment returns, etc.
- (iv) Contingencies excluding passing of bills and maintenance of contingency register;
- (v) Maintenance of register of enlisted and blacklisted contractors.
- (vi) Cases relating to Workmen's Compensation Act;
- (vii) Preparation of returns other than those relating to budget or account works;
- (viii) Correspondence relating to estimates and works.
- (ix) Preparation of Notices inviting tenders and contract Agreements and leases;
- (x) Maintenance of register of Measurement Books;
- (xi) General Correspondence regarding Indents and Materials;
- (xii) Maintenance of record of office and destruction of old record other than that relating to account;
- (xiii) Cases not relating to accounts or financial matters;
- (xiv) Any other work entrusted by the Divisional Officer or higher authorities.

Note: - All cases having financial implications should be submitted by the Correspondence Branch through the Divisional Accountant.

The establishment under the Correspondence Branch is as follows: -

Head Clerk	... One
Second Clerk (Accounts clerk)	... One
Diarist	... One
Dispatcher	... One
Typist	... One
Record-Keeper	... One

(b) Accounts Branch. – The following duties are assigned to the Accounts Branch: -

- (i) Compilation of the accounts work;
- (ii) Audit and Accounts of Divisions, and preparation of budget and accounts returns;
- (iii) Maintenance of Contributory Provident Fund Accounts;
- (iv) Correspondence relating to completed contracts;
- (v) Arbitration and court cases;
- (vi) Disciplinary cases pertaining to accounts or financial irregularities;
- (vii) Any other work assigned by the Executive Engineer, higher

- authorities or the Accountant-General;
- (viii) Checking and passing of T.A. Bills and preparation of Annual Establishment Return and preparation of Pay Bills;
- (ix) Preparation of Returns, pertaining to Budget and Accounts;
- (x) Checking and pre-audit of Contractors and Suppliers bills;

The establishment in Accounts Branch is normally as under: -

Divisional Accountant ... One

Senior Accounts Clerk ... One

Auditor (a clerk) one for each Sub-Division under the Divisional

Officer.

(c) Drawing Branch. – The following duties are assigned to the Drawing Branch in a Divisional Office: -

- (i) Recording of plans and drawing and maintenance of register of buildings, roads and bridges;
- (ii) Preparation and scrutiny of estimates, contracts and documents, etc;

(iii) Maintenance of accounts of survey and Drawing instruments in the Division.

The normal strength in a Drawing Branch is as follows:-

Head Draftsman (Class II) ... One

Assistant Draftsman ... Two

Tracer ... Two

Fero-Khalasi ... One

5.12 The Sub Divisional Office comprises of one Sub Divisional Clerk and one Assistant Sub Divisional Clerk. Sub Divisional Offices.

For field work each Sub Divisional Officer has normally four Sectional Officers and three or four Road Inspector under him.

DUTIES FOR VARIOUS TYPES OF MINISTERIAL AND NON-GAZETTED TECHNICAL ESTABLISHMENT

5.13 Under this heading are included Superintendents, and Deputy Superintendents in Chief Engineer's office. Besides supervision of the work of the staff in his section, the Head of Section is also responsible for the primary handling of important, confidential and intricate cases. His supervisory duties include: - Head of Section.

- (i) Distribution of work among his staff as evenly as possible;
- (ii) Checking and correcting the work of Assistants before passing in on to the Branch Officer;
- (iii) Training, helping and advising the staff;
- (iv) Co-ordination of the work in the Section;
- (v) Prompt and efficient disposal of work in the Section and progressing of cases;
- (vi) Timely submission of arrear statements and other periodical returns.
- (vii) Proper maintenance of Section Diary, File Register, Assistant Case Register and indexing and recording of files;

- (viii) Strict compliance of the instructions regarding treatment and safeguarding of top secret and secret papers;
- (ix) To enforce punctuality in attendance and to himself set an example;
- (x) Maintenance of reference books, office orders, general note-book of section, etc., up-to-date;
- (xi) Maintenance of order and discipline in the Section;
- (xii) Keeping the section neat and tidy;
- (xiii) Disposing of independently certain routine cases and taking routine intermediate action on all cases.

5.14 The Circle Superintendent is overall in charge of the Circle Office and is required to assist the Superintending Engineer in running the office in an efficient manner. The Superintendent is also responsible for the work of such dealing Assistants as are placed directly under him and in this respect his duties are the same as defined for the head of Section in the Chief Engineer's Office. As over all incharge of the office, he has to perform certain additional duties which are listed below: -

Duties of a
Circle
Superintendent

1. To ensure that every member of the office establishment marks his attendance in the Attendance Register. This register will be put up to the Circle Superintendent daily and he will initial the same.
2. To open the Dak promptly on its receipt and distribute it to the various sections for disposal. The chief Engineer's dak should be submitted to the Superintending Engineer for perusal as "Fresh Receipt" except when the S.E. is on tour.
- (2) To ensure the preparation of salary and T.A. bills of the circle establishment and be responsible for the safe custody and disbursement of all cash, and to maintain imprest account and be responsible for the imprest.
- (3) To keep a check on the receipt and consumption of service labels and to check and sign in token of verification the stamp register (B & R Stereo Form No.18) not less than once a month.
- (4) To be responsible for the receipt and issued of stationery, to sign all invoices, forms and stationary, etc. received.
- (5) To be responsible for the furniture in the office and maintenance of its accurate lists; also for the general tidiness of the building and its surroundings.
- (6) To ensure the proper maintenance of service books and recommendation rolls of the circle office establishment.
- (7) In addition to signing unimportant or routine letters the Circle Superintendent should sign, during the absence of S.E. from head quarters the fair copies of drafts of important letters which have been approved by the S.E.,

such drafts being signed as “attested” and not “by order”. The Superintendent is also responsible for promptly acknowledging receipt of letters or documents requiring acknowledgement independent of any other action which may be necessary on them.

Note. – All letters dealing with appointments, promotions, transfers, termination of services, dismissal or leave should issue under the signature of S.E.

- (8) To see that all registers required to be maintained in the Circle Office are kept up to date.
- (9) To dispose of ‘Nil’ periodical returns and to submit routine returns to the Chief Engineer and to the Accountant General, Punjab.
- (10) To accept invoices from the Jail, Telephone and Press Departments and to issue requisitions for jail supplies forms, etc.;
- (11) To distribute correction slips etc. issued in connection with the various codes, manuals, books of references etc., to subordinate offices and to see that the circle office copies are kept up-to-date;
- (12) To go through more important cases of the Head Assistant before submitting the same to the S.E., and to particularly check all records of service in establishment cases before placing them before the S.E. for decision;
- (13) To finally deal with the cases of routine nature as listed below: -
 - (a) Monthly statement of authorized changes in establishment;
 - (b) Arrival and departure reports of any establishment transferred under the S.E.’s orders;
 - (c) To issue reminder and to dispose of reminders received and keep a watch, as far as possible, over all the liabilities against the grants of the Division as the are incurred.
- (d) Register of sanctions for temporary establishment;
- (e) Monthly returns of grant and expenditure on central civil works;
- (f) Addenda and corrigenda to the register of buildings list of returns etc.

5.15 The Divisional Head Clerk is head of the Correspondence Branch of a Divisional Office and is responsible to maintain discipline and to mark the attendance of that Branch. He is responsible for ht efficient performance, by the correspondence branch of duties assigned to it as per list given in paragraph 5.10 supra. In addition, he has to perform the following duties: -

Duties of
Divisional
Head Clerk.

- (1) In the absence of the Divisional Officer on tour/leave, to open all dak promptly on receipt and to cause all letters received and issued to be passed on to the Divisional Accountant to be seen and initiated by him. He will dispose of the urgent cases, in the absence of the Divisional Officer and put up the diary chalan of letters received and disposed of on the letter's return:
- (2) To write the cash book and be responsible for the handling of all cash in the Divisional Office and to keep in his custody the key of one of the locks of the cash chest:
- (3) To issue receipts for money received on behalf of Government and to keep the receipt book in personal custody:
- (4) To keep in his custody tender forms and to issue them to applicants when required, after making the necessary entries in the Tender Forms;
- (5) To personally deal with all confidential work in the Divisional Office and to keep such confidential record with him as is entrusted by the Divisional Officer;
- (6) He is responsible to see that official documents are not removed from the office by any of the staff except under the orders of the Divisional Officer and that office files are not carried home by the clerks except with the previous permission of Head Clerk;
- (7) To get the Notice Inviting Tenders and Contract Agreements prepared and to scrutinize the same personally.
- (8) To examine each Measurement Book on receipt and to see that each page is correctly numbered and the check certificate recorded on inside of the cover. On return of any Measurement Book to the Divisional Office at the time of annual scrutiny by the Divisional Accountant to see if the MB stands in the name of the person to whom it was originally issued and to go into any discrepancy. In case of Measurement Books which are more than 3 years old to take steps for getting the same back for record;
- (9) To deal with the reservation of rest houses and correspondence connected therewith;
- (10) To complete the register of contractors and to promptly make entries in the part II thereof on receipt of attachment or prohibitory orders against the contractors;
- (11) To be responsible for the safe custody of stationary, and forms and for checking the receipts and issues of

stationery and for proper custody of library books in the Divisional Office;

- (12) To be responsible for the overall cleanliness of the office building and its environments.

5.16 Assistants in Chief Engineer's office. Accounts Clerks in Circle Offices and Divisional Offices come under the category of Assistants. They are normally engaged on case work and they work under the order of the Head Ministerial Assistant to whom they are responsible for the work entrusted to them. Each Dealing Assistant in a section is allotted certain number of headings. He notes and drafts on cases relating to these headings and submits the cases through the Head of his Section.

Duties of Assistants.

5.17 The clerks are entrusted with the work of routine and mechanical nature such as maintenance of diary, file register, indexing and recording of files, preparation of arrear statements, supervision of corrections to reference books, proof corrections, typing, comparing and dispatch. The distribution is, however, not rigid and Head of the Office or Head of the Section may assign any duties to the clerks in public interest. However, it is the duty of the head of the office and heads of the sections to see that the distribution of work is even and judicious and that one clerk is not overloaded with work as against other clerks having comparatively lighter work efforts should be made to keep on rotating the clerical establishment on various seats so that every clerk gets an experience of all the seats in the office and gets proper training to be useful in a supervisory post in later life.

Duties of Clerks.

5.18 The stenographers and steno-typists are required to take dictation from the officers with whom they are attached. They are also required to give general assistance to their officers while on tour and also in items like preparation of T.A. Bills, etc. in case of emergency or when they are free from normal duties, the Stenotypists can be asked to deal with the typing work.

Duties of Stenographers typists.

5.19 The Divisional Accountant is the head of the Accounts section of the Divisional Office and is responsible to the Divisional Officer for the work of his section which includes correspondence concerning accounts etc. He should daily see and initial the letters received and issued by the Divisional Office. He should control and allot work to his assistants and exercise a check over their work.

Duties of Divisional Accountants.

1. The functions of the Divisional Accountant are three fold : -
 - (i) As accountant, i.e., as the compiler of the accounts of the Division in accordance with prescribed rules and from the data furnished to him;
 - (ii) As primary Auditor, i.e., as the representative the Audit Department, charged with the responsibility of applying certain preliminary checks to the initial accounts, vouchers etc.;
 - (iii) As financial assistant, i.e. as the general assistant and advisor to the Divisional Officer in all matters relating

to the accounts and budget estimates or to the operations of financial rules generally.

2. In the discharge of the duties enumerated under (I) supra he is to keep himself fully conversant with all sanctions and order, passing through the office and with other proceedings of the Divisional Officer and his subordinates which may affect the estimates or accounts of actual or anticipated receipts and charges. He should advise the Divisional Officer on the financial effect of all proposals for expenditure.

3. It is the duty of the Divisional Officer to ensure that the Divisional Accountant is given the fullest opportunity of becoming conversant with these sanctions, orders and proceedings. To enable him to discharge his duties efficiently the Divisional Accountant is treated as the senior member of the Divisional Office though his position is analogous to Sub Divisional Officer. – Vide para 1.68 of the Punjab P.W.D. Code (See Rule 2.16 of D.F.R.).

4. The Divisional Accountant should see that the rules and orders in force are observed in respect of all the transactions of the Division which come within his sphere of duties. If he considers that any transaction or order affecting receipts or expenditure is such as would be challenged by the Accountant General, it is his duty to bring the fact to the notice of the Divisional Officer with a statement of his reasons, and to obtain the holders of that office. It will then be his duty to comply with the orders of the Divisional Officer, but if he has been over-ruled and is not satisfied with the decision he should at the same time make a brief note of the case in the Register of Divisional Accountant's Audit Objections Form.... and lay the register before the Divisional Officer, so that the latter may have an opportunity either of accepting D.A.'s advice on reconsideration and ordering action accordingly or of recording for the information of the A.G., his reasons for disregarding that advice. An objection entered in this register should not be considered finally disposed of until it has been reviewed by Accountant General for whose inspection the register should be available at all times.

Note. – If no audit inspection takes place in a year and entries have been made in the register during the period since the last inspection, the register or if the entries are few an extract therefrom should be submitted to the Accountant General in the month of April for review.

5. The Divisional Accountant should bring to the Divisional Officer's notice all instances in which subordinate officers exceed the financial limitations on their powers placed by the Divisional Officer or higher authority.

6. He is to see that expenditure which is within the competence of the Divisional Officer to sanction or regularize is not incurred as a matter of course under the orders of subordinate disbursing officers without his knowledge. All such items of expenditure should at once be brought to the notice of the Divisional Officer and his orders obtained and placed on

record.

7. The Divisional Accountant when required by the Divisional Officer should undertake on his behalf, such other scrutiny of the accounts of the receipts and disbursements of subordinate officers falling within the Divisional Officer's own power of sanction, as the latter may consider necessary.

8. The Divisional Accountant should not as a rule be required to receive, or pay out cash, but in cases where the monetary transactions at the headquarters of the Divisional Officer are not large either in number or in amount, the Divisional Officer may, on his own responsibility and with the previous consent of the Accountant General, entrust the receipt and disbursement of cash to the Divisional Accountant. The Divisional Accountant should not, however, be normally authorized to issue final receipts in form S.T.R. 3-A over his own signature.

9. The Divisional Accountant is responsible that every order or sanction affecting expenditure to be accounted for in the monthly accounts, is noted at once in a suitable register (or other account) preferably one wherein the expenditure incurred against it can be watched readily. General sanctions to estimates and appropriations for works should be noted in the Register of Works. Sanctions to fixed charges of a recurring character e.g. those relating to the entertainment of work charged establishment should be entered in the Register of sanctions to Fixed Charges, Form D.F.R. (P.W.) 41. For sanctions to special payments debitable to the accounts of works and other miscellaneous sanctions form D.F.R. (P.W.) 42 Register of Miscellaneous sanction will be found suitable

10. It is the duty of the Divisional Accountant to see that all vouchers are checked and examined before submission with the monthly accounts, and that they are complete with signatures, stamps etc., incomplete and defective vouchers received from Sub Divisional Officers should be immediately returned to them for completion or correction and should not be submitted to the Accountant General until they are complete in every respect. He is to conduct detailed audit of Muster Roll and petty vouchers which are not submitted to Audit office, and of all accounts of stores.

11. The Divisional Accountant is to check the works expenditure with the estimates to ensure that the charges incurred are in pursuance of the objects which the estimate was intended to provide for. In the case of works the expenditure on which is recorded by Sub-heads (that is, items of work such as brick work, etc.) the Divisional Accountant is responsible for checking the expenditure on each sub-head with the estimated quantity of work to be done, the sanctioned rate, and the total sanctioned cost so as to bring to the notice of the Divisional Officer each month all deviations from the sanctioned estimates.

12. The Divisional Accountant is further expected to inspect periodically, under the orders of the Divisional Officer, the accounts records of Sub Divisional Offices, and to check a percentage of the initial accounts. The defects noticed should be reported to the Divisional Officer for orders,

but the Divisional Accountant will be responsible as far as possible, for explaining personally the defects of procedure and imparting necessary instructions thereon to the Sub Divisional Officer and their staff.

13. The Divisional Accountant is to conduct the audit of the accounts of the District Boards falling in the jurisdiction of the Divisional Officer concerned in respect of expenditure incurred by them on the maintenance and improvement of Class II roads against the funds allotted to them by the Communications Board, and submit in duplicate, Audit Report under the signature of the Divisional Officer.

14. To see that the contracts entered into conform to the conditions in the notice inviting tenders and other relevant record as specified in paragraphs 7.6 and 7.7 of this Manual.

15. The Divisional Accountant will also be responsible for: -

- (i) preparation of the increment certificates;
- (ii) preparation of the Annual Statements of establishment as it stood on 1st April;
- (iii) preparation of leave account;
- (iv) maintenance of the Post Office Pass Books and the register of securities and for the correct execution of agreements of security deposits.
- (v) maintenance of the register of Receipts and cheque books and be custodian of counterfoils of old receipts and cheque books.
- (vi) maintenance and up-keep of service book.
- (vii) preparation of application for provision of funds for temporary establishment.
- (viii) scrutiny in tender call notice in general as prepared by the Head Clerk and of the detail of items and rates, etc. as filled in by the Head Draftsman.

16. To maintain a register of destruction of records concerning his branch and take steps for the destruction of records as are due for destruction under the rules.

17. To see that no undue delay takes place in the preparation and completion of pension papers of individuals whose date of retirement has been fixed.

18. He is responsible for preparing and maintaining Capital and Revenue accounts of buildings and to carryout a periodical review of the standard rent as well as the allowances fixed for maintenance and repair where necessary in accordance with prescribed rules and procedure Rules 8.29 D.F.R.

19. He is responsible to lay before the Divisional Officer for review monthly the several registers, books and account as are maintained in the Divisional or Sub Divisional Offices including the following: -

- (1) Register of Miscellaneous advances.
- (2) Register of purchases.
- (3) Register of Deposits.
- (4) Register of Rents.

- (5) Register of Fixed Charges.
- (6) Register of Works (Major).
- (7) Register of Works (Minor).
- (8) Register of Deposit Contribution work.
- (9) Contractor's Ledger.

20. To review the Measurement Books of a Sub Division from time to time and exercise a thorough check the rules at the time of annual check and scrutiny.

5.20 To assist the Divisional Accountant in such work as may be assigned to him by the Divisional Accountant.

Duties of Senior Accountant Clerk in Account Branch.

2. To prepare monthly and periodical returns to be submitted to the Superintending Engineer, Chief Engineer and Accountant General, Punjab and disposal of correspondence connected therewith.

3. To prepare pay bills, salary bills and other bills of drawal of advances.

4. To audit the expenditure chargeable to office contingencies.

5. To audit the T.A. Bills.

6. To post and maintain the register of sanctions and appropriations and to check all details regarding allocation on estimates or provisional of funds.

7. (i) to prepare and revise rental statements.

(ii) to prepare rent schedules.

(iii) to prepare rent rolls.

8. To post and maintain rent registers and to issue rent rolls.

9. He is responsible for the maintenance and accuracy of the entries made in the Service Book.

5.21 To work under the Divisional Head Clerk and assist him in general.

Duties of Second Clerk (Accounts Clerk) in correspondence Branch.

2. He is responsible for the preparation of monthly and periodical returns and disposal of correspondence connected therewith.

3. To deal with correspondence relating to pay and traveling allowances of establishment and to bring cash from the Treasury.

4. To maintain Stationery Accounts.

5. To issue Blank Measurement Books.

6. To prepare preliminary rental statements.

7. To prepare notice inviting tenders, issue tenders and prepare contract agreements, under the guidance and supervision of the Head Clerk.

8. To issue non-accommodation certificate and dispose of correspondence connected therewith.

9. To dispose of cases and to help the Head Clerk in any manner as required.

10. To compare all typed and copied letters.

11. To deal with encroachment and lease cases and prepare lease agreements.

12. To maintain register of contractors and to carry out all correspondence relating to registration of contractors, etc.

13. To maintain register of Measurement Books, Note Books, Field Books or Level-Books.

14. Any other duties entrusted by the Divisional Officer.

5.22 1. To write up and maintain cash book. He should also keep in his custody the key of one of the locks of the chest, the key of the other lock being in the custody of the Sub-Divisional Officer. He should submit fortnightly copy of main cash-book and the cash balance report to the Divisional office.

Duties of Sub-Divisional Clerk.

2. To prepare running and final bills of all running accounts and first and final bills for amounts exceeding Rs.500.

3. to be incharge of the office and to dispose of all dak, audit notes, Executive Engineer's, Superintending Engineer's and Accountant General's Inspection Notes and to render every possible assistance to the S.D.O. in the disposal of office work.

4. To compile the monthly accounts and to see that these are forwarded to the Divisional Office on due dates.

5. To post and complete work abstracts, prepare write back orders and maintain materials at site accounts.

6. To prepare and post stock and T&P returns and submit them to the Divisional Office on due dates.

7. To see that all returns due in Divisional office are put to the S.D.O. in time and to ensure their punctual submission to the Divisional Office.

8. To carry out arithmetical check of all calculations entered in the Measurement Books and to initial each account in the book in token of having so checked it.

9. To scrutinize road metal returns checked, by the Assistant Sub-Divisional Clerk.

10. To prepare and complete the acquittance rolls of regular and contingent establishment attached to the Sub-Division.

11. To check rolls of work charged establishment as received from the sectional officers with the sanctions accorded by the competent authority in respect of each work.

12. To help S.D.O. in disbursement of money.

13. To take steps for the destruction of records as become due for destruction under the rules.

14. To look after library books and keep them in good order.

15. To maintain registers including the followings: -

(2) To maintain of unpaid items.

(3) Register of incumbency.

(4) Register of estimates/requisitions sanctions.

(5) Register of contractors.

- (6) Register of Measurement and Standard Books.
- (7) Register of Work Order Book.
- (8) Register of Check of Measurements.
- (9) Register of Stationary.
- (10) Register of Library Books.
- (11) Register of Casual Leave enjoyed.
- (12) Register of Receipt and Cheque Books.
- (13) Register of level, field and note books.

16. To prepare receipts for S.D.O.'s signature for money received on behalf of Government in cash from any source.

17. When the Sub-Divisional Officer be in camp, to open the dak and dispose of urgent cases and to put them up along with the undisposed of dak to the S.D.O. on his return to headquarters.

18. To attend to the general cleanliness of the office and its environments.

5.23 1. To do diary and dispatch work and maintain necessary registers.

2. To do copying and type work.

3. To maintain records, i.e. to file letters and to put up references.

4. To prepare First and Final Bills of contractors for amounts up to Rs. 500 from measurement books and work orders.

5. To check acquittance rolls of work charged establishment and Muster Rolls of Departmental Labour employed temporarily under the guidance and supervision of the Sub Divisional Clerk.

6. To assist Sub-Divisional clerk in disposal of routine dak.

7. To check and compile Road Metal Returns under the guidance and supervision of the Sub Divisional Clerk.

8. To maintain stamp register and keep an account of the receipt and issue of service stamps and to get the correctness of the balance in hand certified by the Sub Divisional Officer at least once a month and on receipt of fresh supply from the Treasury Office.

Duties of Assistant Sub Divisional Clerks.

DUTIES IN REGARD TO LOCAL BODIES

5.24 The duties and powers of the public works department officers in regard to the preparation of schemes grant of technical sanction, etc., and of various other authorities competent to accord administrative's approval in the case of work undertaken by District Boards (Zila Parishad and Panchayat Samities) and Municipalities are contained respectively, in the District Works Rules, 1926, and the Municipal Works Rules, 1925. These rules are available in Local government Code, Volume I.

Duties of P.W.D. officers in regard to Local bodies.

FEES OF SERVICES RENDERED BY P.W.D.

5.25 The fees on account of services rendered by officers of the Public Works Department which are detailed in the table attached to the rules referred to in paragraph 5.24 should be realized before the service is rendered

Fees for services by P.W.D.

except (i) for visiting a site and giving advice preparatory to design and (ii) for the preparation of preliminary plans and estimates by cubic measurement or otherwise, because it is not possible to collect fees in these two cases in advance. The fees in these two cases are to be realized after the service is rendered, but before any further work is undertaken.

Officers.

TERMS FOR SERVICE OF EXECUTIVE ELECTRICAL ENGINEERS

5.26 The terms on which the services of the Executive Electrical Engineers, may be obtained are as follows: -

Terms on which the services of the Executive Electrical Engineers can be obtained.

LOCAL AUTHORITIES

- (i) In connection with schemes, for public supply of electrical energy, a local authority may obtain the services mentioned in sub-joined schedule on payment of the fees prescribed therein.

Government Department not under the Punjab Government, licensees and prospective licensees.

- (ii) A government department not under the Punjab State Government, a licensee or a prospective licensee.

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May obtain the services mentioned in the sub-joined schedule on payment of the fees prescribed therein, subject to the approval of the Punjab Government.

SCHEDULE

	Service	Fees
(i)	For preliminary advice or consultation.	No fees.
(ii)	For preliminary report sketch or project, etc.	For project estimated to cost one lakh or more Rs.3,000 half to be paid on application and half on completion. For projects estimated to cost less than one lakh Rs.1500, half to be paid on application and half on completion.
(iii)	For examination and report on project prepared by another agency.	One fourth of the estimated capital cost.
(iv)	For preparation of project in detail with	Half of one per cent of the estimated capital

	specifications, drawings and form of tender.	cost, plus the fee payable under (ii) if it has not already been paid; the first moiety to be paid on application and the second moiety on completion.
(v)	For report on tender, supervision of correction, checking and passing of bill, etc., by the Electrical Engineer or his Assistant or a special officer appointed ad hoc.	Half of one percent of the estimated capital cost, the first moiety to be paid on commencement of the work and the second moiety on completion.
(vi)	For drawing up a draft application and form of license for a prospective licensee.	Rs.250 to be paid on application and Rs.250 on completion.

Notes. – 1. The fees prescribed above are subject to reduction or remission in special cases at the direction of the State Government.

2. If a party for whom a project has been prepared does not avail himself of it within a specified time the Government will be at liberty to hand over the project to any other party who may ask for it, on payment of half the cost.

3. In addition to the fees prescribed in the above schedule, traveling allowance will, on demand, be paid in the manner prescribed in note 4 to these rules, by the department, local authority or person engaging the services of the Electrical Engineer under these rules, on account of journeys performed by the Electrical Engineer or by any member of his staff in connection with any project for which his services have been engaged.

4. Fees will be paid into the nearest Government Treasury. The Electrical Engineer will not render any service, nor will he supply any document for which the fee is due in advance until the Treasury receipt is in his hands.

5. Applications for the services of the Electrical Engineer should be addressed to the Executive Electrical Engineer, Patiala.

POWERS OF THE DEPARTMENTAL OFFICERS IN RESPECT OF WORKS, ETC.

5.27 The administrative and executive powers exercised by the various departmental officers are given in the P.F.R., D.F.R. and C.S.R. (Punjab). For facility of reference the powers in respect of administrative approval to works, purchase and manufacture, etc., of stores, technical sanctions to detailed estimates, work-charged establishment, etc., are, however, given hereunder: -

Nothing in these paragraphs shall be deemed to derogate from any rule or order in force not consistent with the provisions hereunder: -

Note: - No Executive Engineer will exercise the powers of a selected officer unless he has completed 12 years of service as a Temporary Engineer, Assistant Engineer, Assistant Executive Engineer, and an Executive Engineer and unless he has completed three years service as Executive Engineer.

5.28 To sanction the purchase of live stock and the purchase,

Powers of the Departmental Officers.

manufacture and repairs of articles included under the minor head 'Tools and Plant' except the purchase of Motor Vehicles. (Rule 9.2 of D.F.R.)

Serial No.	Nature of power	Department	Extent to which as sent is given
1.	To sanction, purely temporary measure increases of the reserve stock limit of a Division.	Secretary, P.W.D., B and R Branch.	Full power provided such increase is absorbed within six months from the date of increase.
2.	Sanction decrease in permanent or temporary limits of a Division one sanctioned by Finance Department.	Chief Engineer, B and R.	Full powers, provided that copies of orders sanctioning the revised limits are endorsed to Finance Department and that they are not raised again except as allowed by Serial No. 1 above.

Departmental officers

5.29 To accord administrative approval (Rule 9.3 D.F.R.)

Serial No.	Nature of power	Department	Extent to which assent is given
1.	Administrative approval to expenditure on minor works in connection with a building intended to be used as the residence of Government servant or a rest-house or Inspection Bungalow and works such as, tube-wells and pumping plants, etc., the sum of cost of which will exceed Rs.1,200 per annum.	Secretary, Public Works, Department.	Full powers subject to the condition that if the total expenditure which it is proposed to incur on a particular building within a single financial year exceed Rs.20,000 the concurrence of the Finance Department must be obtained before incurring any part of it.
2.	Administrative approval to expenditure on minor works in connection with the construction, purchase or conversion of a building intended to be used as the residence of a Government servant.	Ditto	Full powers provided (a) that the standard rent as calculated under Fundamental Rule 45-A or rule 5.23 of the Civil Services rules (Punjab), Volume I, Part I, does not exceed 12 ½ percent of the average pay of the class of Government servant who will usually occupy the building. (b) that assent is not presumed to any such

3. Administrative approval to expenditure or original works in connection with existing residential buildings, and on minor works in connection with Public Works Department, Rest-House and Inspection Bungalow.

Secretary, Public Works, Department, Buildings and Roads.

expenditure which is not expected to bring it an adequate return on the capital cost by reason of either no rent being charged or the rent to be charged being less than that recoverable under rule 45-A of the Fundamental Rules or under the rules in Chapter V of the Civil Service Rules (Punjab). Volume I, Part I and (C) that the building is assigned to the holder of a special post who is bound by the terms to live in it.

Before giving financial consent to expenditure in respect of estimates classified as major works, the Finance Department will require to be satisfied that the conditions specified above, are fulfilled under the substitution of 10 or 12 ½ per cent in provisions (a).

Up to a limit of Rs.3,000 in each case irrespective of the cost of the buildings and subject to any general orders of the competent authority regulating the supply by Government of any special fitting in any particular type of residence and to the provisions that: -

- i) When the residence is classed as major works or a minor works and remains so after the proposed work is carried out the standard rent as calculated under Fundamental Rule 45-A or under the rules in Chapter V of the Civil

Service (Punjab),
Volume I, on the final
capital cost does not
exceed 10 percent or 12
½ percent may be of
average pay of the class
of Government servant.

ii) When the
residence, Public Works
Department Rest House
or Inspection Bungalow
is already is already
classified as a minor work,
after the proposed work
is carried out the consent
of the Finance
Department must be
obtained before any
expenditure is incurred
on it. The power
conferred above may be
exercised in respect of
buildings allowed rent
free provided that the
necessity has been
accepted by the Finance
Department.

5.30 To sanction the purchase manufacture, etc. of stores.

Serial No.	Nature of power	Authority to whom delegated	Extent
1.	To sanction the purchase of live stock and the purchase, manufacture and repair or articles included under the minor head "Tools and Plant" except the purchase of motor vehicles.	Chief Engineer.	Upto Rs.30,000 in any one case
2.	To sanction purely temporary increases of the reserve stock limits of a Division, such increases to be absorbed within six months, from the date of increase.	Superintending Engineers	Upto 25 percent increase over the sanctioned permanent limit of any Division.

		Executive Engineer	Upto 10 percent increase over the sanctioned permanent limit of any Division.
3.	To purchase tents.	Superintending Engineer.	Upto Rs.4,000 for each purchase.
4.	To purchase office furniture	(i) Chief Engineer (ii) Superintending Engineer. (iii) Executive Engineer	Upto Rs.2,500 for each estimate. Upto Rs.1,000 for each estimate
5	To sanction estimates for the purchase and manufacture of Tools and Plant including (Special) Tools and plant excluding livestock, tents excluding livestock, tent, office furniture and motor vehicles.	Selected Officers	Upto a limit of Rs.100 Up to Rs.2,500.
6.	To sanction estimates for repair carriage of tools and plants	Non-selected Officers.	Up to Rs. 1,500
		Executive Engineers - 1) Selected Officers. 2) Non-selected Officers.	Up to Rs.2,500 Up to Rs. 1,500
7.	To purchase mathematical instruments except leveling staves against sanctioned estimates.	Executive Engineer	Full power when details of the instruments to be purchased are specified in the estimate sanctioned by higher authority otherwise to the extent of Rs.2,500 in the case of Selected Officers and Rs.1,000 in the case of non-selected officers.
8.	To obtain rain gauges for Public works Department and measure glasses.	Superintending Engineer.	Can obtain direct, from Instrument Office, Calcutta.
9.	To order from a Government Workshop materials stores or manufactured articles for which due provision has been made in the sanctioned estimates.	Executive Engineer	Selected Officers full powers subject to the limits of a sanctioned estimates or budget allotment which ever is less. Non-selected Officers up to Rs.25,000 subject to the limit of sanctioned estimate or budget allotment

10.	To sanction the carriage and handling charges of stock materials chargeable to stock.	Divisional Officer	whichever is less. Full powers, (Non selected officers up to Rs.2,500).
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5.31 To sanction estimates for purchases or manufacture of materials used on works.

Serial No.	Nature of power	Authority to whom delegated	Extent
1.	To sanction the purchase of manufacture of materials to be used bon works.	Superintending Engineer	Full powers within the limits sanctioned for reserve stock.
2.	To sanction estimate for the purchase and manufacture of Tools and Plant including special Tools and Plant.	Ditto	Full powers within the budget provision for their respective circles.
3.	To sanction estimates for the purchase and manufacture of tools and plant including special tools and plant.	Ditto	Up to Rs.15,000 in each case.
4.	To sanction manufacture estimates for running and maintenance of Trucks, jeeps, concrete mixers, Graders and other machinery in use in PWD division.	Ditto	Full powers within the budget provision for their respective circle.

Serial No.	Nature of power	To whom delegated	Extent
9.	To authorize execution of deposit works subject to the rules laid down in paragraphs 2.110 to 2.113 of Punjab PWD Code.	Chief Engineer Superintending Engineer Executive Engineer (1) Selected Officers (2) Non-selected Officers.	Without limit Up to Rs.1,00,000. Up to Rs. 10,000 Up to Rs. 5,000

5.32. To accord administrative approval to the works (Rule No.10.4 of D.F.R.).

Serial No.	Nature of power	To whom delegated	Extent
1.	To convey administrative approval to proposals for works other than residential buildings.	Chief Engineer	Up to Rs.25,000 for Buildings and communication Works which do not pertain to any particular department falling under the minor head.
2.	To convey administrative approval to proposals for works other than residential buildings.	Superintending Engineer.	For works of the same nature as the Serial no.1 above and upto Rs.10,000 provided that the amount for the original work does not exceed Rs.5,000.
3.	To convey administrative approval to estimates of expenditure on works in connection with existing residential buildings to meet the requirements of all the Departments.	Chief Engineer	Up to Rs.2,000 and as in entry 4 below.
4.	To accord administrative approval to estimate of expenditure on works in connection with existing residential buildings.	Superintending Engineer	Upto Rs.200 in each case irrespective of the capital cost of the building which includes the cost of sanitary, water supply and electrical installations and as in entry 3 above.
5.	To convey administrative approval to estimates of capital expenditure on the construction or purchase of residences for Government servants to meet the requirements of the public works department.	Ditto	Upto Rs. 10,000 for the total cost of the building provided that the rental value of the building calculated according to FR 45-A or the rules in Chapter 5 of the Civil Services Rules (Punjab), Volume I, Part I, shall not exceed 10 percent of the average emoluments of the class of Government servant for whom it is interned.

The power conferred in Serial Numbers 3 to 5 above in regard to administrative approval to estimates of expenditure on original works in connection with residential buildings may be exercised in respect of buildings allowed rent-free, provided that the necessity for rent free allotment has been accepted by Finance Department.

5.33 To accord technical sanction to detailed estimates (Rule 10.5 of DFR)

Serial No.	Nature of power	To whom delegated	Extent
1.	To accord technical sanction to detailed estimate of original works and repairs	Chief Engineers	Upto five percent in excess of the amount administratively approved by competent authority.
2.			

5.33 To accord technical sanction to detailed estimates (Rule 10.5 of DFR)

Serial No.	Nature of power	To whom delegated	Extent
1.	To accord technical sanction to detailed estimate of original works and repairs	Chief Engineers	Upto five percent in excess of the amount administratively approved by competent authority.

2.	To accord technical sanction to detailed estimates for original works.	Superintending Engineer.	Upto Rs.1 lac for each work.
3.	To accord technical sanction to detailed estimates for original works or special repairs.	Executive Engineers -	
3.		1) Selected Officers.	Up to Rs. 10,000
		2) Non-selected Officers.	Up to Rs. 2,000 excluding charges of Establishment and Tools and Plant.
4.	To accord technical sanction to estimates for maintenance and Repairs.	Superintending Engineer.	Up to Rs.4 lacs, in each case and within the limits assigned for his circle in the Budget under each head of service.
5.	To accord technical sanction to estimate for ordinary repairs.	Executive Engineer	Within limits of sanctioned stereo-typed estimate and budget allotments placed at their disposals.
6.	To accord technical sanction to estimates for maintenance and repairs.	Chief Engineer	Full powers.

7.	To divert provision for contingencies of a sanctioned estimate to new works of repairs not provided for in the estimate.	Superintending Engineer.	Ditto
8.	Ditto	Executive Engineer 1) Selected Officers. 2) Non-selected Officers.	Up to Rs.5,000 Up to Rs. 2,000 subject to such restriction as Chief Engineer

5.34 Acceptance of Tenders, etc. (Rule 10.6 of D.F.R.)

Serial No.	Nature of power	To whom delegated	Extent
9.	To accept tenders for the execution of work by contract.	Chief Engineer, Building and Roads. Superintending Engineer Building and Roads, Rs.5 lacs Executive Engineer Building and Roads. (1) Selected Officers Rs.50,000 (2) Non-selected Officers Rs.20,000	Full powers (i) Approval of the next higher authority is obtained if a tender other than the lowest is accepted. (ii) No higher rates are paid than that contained in the schedule of rates or the sanctioned estimates. Up to Rs. 10,000 Up to Rs. 5,000
2.	Issue work orders for works and repairs.	Executive Engineer Building and Roads. Sub Divisional Engineer Building and Roads.	Up to Rs. 10,000 Up to Rs.5,000 for specified works for such lower limits as the Divisional officer may fix.

5.35 To sanction the importation of labour for Contractors (Rule 10.7, D.F.R.)

Serial No.	Nature of power	To whom delegated	Extent
1.	To create posts of work charged establishment	Chief Engineer	<p>Upto Rs.750 per mensem subject to the following conditions.</p> <p>(i) Provision exists in the sanctioned estimate to cover the cost of such establishment.</p> <p>(ii) Orders to commence the work has been received from competent authority.</p> <p>(iii) Necessary funds either already exists, or have been provided by competent authority.</p> <p>(iv) The pay and allowances</p> <p>(v) of such posts shall not exceed the prescribed rates, in cases where such rates have been definitely laid down by a higher authority for any particular class of appointment.</p>
2.	To create posts of work charged establishment while the work is in progress under the sanctioned estimate.	Superintending Engineer	Up to Rs.400 for each person so employed, in the execution of works subject to the conditions given against serial No.1 above.
3.	To create posts of work charged establishment while the work is in progress under the sanctioned estimates.	Executive Engineers	Upto Rs.200 per mensem for each person so employed subject to the conditions against serial No.1 above.
4.	To create posts of work charged establishment in connection with the handling, custody etc. of stock.	Superintending Engineer	Up to Rs.100 per mensem for each post as created and subject to the conditions (iii) and (iv) against serial No.1 above.
5.	Ditto	Executive Engineer	Upto Rs.50 per mensem for each post so created and

subject to the conditions (iii) and (iv) against Sr. no.1 above.

5.37 To sanction excess over estimates (Rule 10.9 of D.F.R.)

Serial No.	Nature of power	To whom delegated	Extent
1.	To deal finally with all excesses on the amount of original estimates sanctioned by himself or by a higher authority.	Superintending Engineer	Upto a limit of 5 per cent of the amount of the original estimate or Rs. 500 which ever is more provided that the total amount of the excess is within the limit of his power to sanction estimates.
2.	To pass finally all excess over the amounts of original estimates sanctioned by himself or by higher authority	Executive Engineer	Within the limit of 5 per cent of the sanctioned estimate, provided that the amount does not exceed the limit of their powers to sanction estimate technically.

5.38 To adjust balance of manufacture operation (See article 163 of the Account Code, Volume III). Rule 10.10 of D.F.R.

Serial No.	Nature of power	To whom delegated	Extent
1.	To adjust balances of manufacture operations in all cases in which the rules of outturn would not be increased by more than 10 percent over the estimates or current stock rates.	Executive Engineers 1. Selected Officers. 2. Non Selected Officers	Rs. 10,000 Rs. 5,000

5.39 Powers of Officers in respect of contingent Expenditure.

Powers of the various officers in respect of contingent expenditure are contained in rule 19.6 of the Punjab Financial Rules, Vol. I and those relating to the write off of losses, stores, etc., in rule 19.15 ibid and may be exercised by the officers concerned with due regard to the provisions of the said rules.

Appendix 5-A
[Paragraph 5.4 (b)]

Section 8.

<p>(1) A certificate authorizing the use of a boiler shall cease to be in force -</p>	<p>Renewal of certificate.</p>
<p>(a) on the expiry of the period for which it was granted or, (b) When any accident occurs to the boiler; or (c) When the boiler is moved, the boiler not being a vertical boiler the heating surface of which is less than two hundred square feet, or a portable or vehicular boiler; or (d) When any structural alteration, addition or renewal is made in or to the boiler; or (e) If the Chief Inspector in any particular case so directs, when any structural alteration, addition or renewal is made in or to any steam pipe attached to the boiler; or (f) On the communication to the owner of the boiler of an order of the Chief Inspector or Inspector prohibiting its use on the ground that it or any steam pipe attached thereto is in a dangerous condition.</p>	
<p>(2) Where an order is made under clause (f) of sub-section (i) the grounds on which the order is made shall be communicated to the owner with the order.</p>	
<p>(3) When a certificate ceases to be in force, the owner of the boiler may apply to the Inspector for a renewal thereof for such period not exceeding twelve months as he may specify in the application.</p>	
<p>(Provided that where the certificate relates to an economizer, the application for its renewal may be for a specify in the application.</p>	
<p>(4) An application under sub-section (3) shall be accompanied by the prescribed fee and, on receipt thereof, the Inspector shall fix a date within thirty days or such shorter period as may be prescribed from the date of receipt, for the examination of the boiler and shall give the owner thereof not less than ten days' notice of the date so fixed.</p>	
<p>Provided that, where the certificate has ceased to be in force owing to the making of any structural alteration, addition or renewal, the Chief Inspector may dispense with the payment of any fee:</p>	
<p>(Provided that, where the certificate has ceased to be in force owing to the making of any structural alteration, addition or renewal, the Chief Inspector may dispense with the payment of any fee:</p>	
<p>Provided further that in the case of an economizer, the owner</p>	

shall be given not less than thirty days' notice of the date fixed for its examination.)	
(5) On the said date the Inspector shall examine the boiler in the prescribed manner, and if he is satisfied that the boiler and the steam pipe or steam pipes attached thereto are in good condition shall issue a renewal certificate authorizing the use of the boiler for such period not exceeding twelve months and at a pressure not exceeding such maximum pressure as he thinks fit and as is in accordance with the regulations made under this Act.	
(Provided that a renewal certificate issued under this subsection in respect of an economizer may authorise its use for a period not exceeding twenty four months.	
Provided (further) that if the Inspector -	
(a) proposes to issue any certificate -	
(i) having validity for a less period than the period entered in the application or	
(ii) increasing or reducing the maximum pressure at which the boiler may be used; or	
(b) proposes to order any structural alternation, addition or renewal to be made in or to the boiler or any steam pipe attached thereto, or	
(c) is of opinion that the boiler is not fit for use, the Inspector shall, within forty eight hours of making the examination, inform the owner of the boiler in writing of his opinion and the reason therefore, and shall forthwith report the case for orders to the Chief Inspector.	
(6) The Chief Inspector, on receipt of a report of a report under sub section (5) may, subject to the provisions of this Act and of the regulations made hereunder, order the renewal of the certificate in such terms and on such conditions, if any, as he thinks fit, or may refuse to renew it;	
Provided that where the Chief Inspector refuses to renew a certificate, he shall forthwith communicate his refusal to the owner of the boiler together with the reasons thereof.	
(7) Nothing in this section shall be deemed to prevent an owner of a boiler from applying for a renewed certificate therefore at any time during the currency of a certificate.	
SECTION 22	Minor Penalties.
Any owner of a boiler who refuses or without reasonable excuse neglects -	
(i) to surrender a provincial order as required by section 9 or.	
(ii) To produce a certificate or provisional order when duly called upon to do so under section 15, or	

(iii) To make over to the new owner of a boiler a certificate or provincial order as required by Section 16.	
SECTION 25.	Penalty for tempering with register mark.
1. Whoever removes, alters, defaces, renders invisible or otherwise tampers with the register number marked on a boiler in accordance with the provisions of this Act or any Act repealed hereby, shall be punishable with fine which may extend to five hundred rupees.	
2. Whoever fraudulently marks upon a boiler a register number which has not been allotted to it under this Act or any Act repealed hereby, shall be punishable with imprisonment which may extend to two years, or with fine or with both.	
SECTION 33.	Application to the Crown.
Save as otherwise expressly provided, this Act shall apply to boilers and steam pipes belonging to the Crown.	

CHAPTER VI
DESIGN AND ESTIMATES FOR WORKS
GENERAL

Terms used in connection with estimates.	<p>6.1 Unless contrary to subject or context the terms used in estimates and works will have the following meanings:</p> <p>Major Estimates Estimate for a work involving expenditure exceeding Rs. 20,000 or any limit which may be fixed by the competent authority.</p> <p>Minor Estimate – Estimate for a work, the expenditure on which does not exceed Rs. 20,000 or any other limit which may be fixed by the competent authority.</p> <p>Working Estimate – Means estimates which , in the case of large project, a re prepared prior to the issue of technical sanction by the authority concerned, subject to the limitation prescribed in the not under rule 9.3 of the Departmental Financial Rules.</p> <p>Rough Cost Estimate.-Estimate prepares on the basis of preliminary drawings and sketches and without working out detailed quantities for the purpose of obtaining Administrative Approval.</p> <p>Detailed Estimate-Estimate prepared on the basis of detailed design and drawings and by working out quantities in detail, on which Technical Sanction can be accorded.</p> <p>Requisition.-Estimate for original work and/or repairs, the cost of which does not exceed Rs.2,500.</p> <p>Original work.-New construction whether of entirely new works or additions and alterations to exist ins works except as provided for in Para 2.2 of the Punjab P.W.D. Code. It also includes all repairs to newly purchased or previously abandoned buildings or works required for bringing them into use.</p> <p>Repairs.-Operations primarily undertaken to maintain in proper condition buildings and works in ordinary use. It also includes new works under circumstances indicated in clause 3 and the exception to clause 5 of para 2.2 of the Punjab P.W.D. code.</p> <p>Administrative approval.-Means the formal acceptance by the Department concerned of a proposal to incur expenditure of that Department. It is in effect an order to the executing Department to execute work at a states sum to meet the administrative needs of the department requiring the work. Technical Sanction.-Means the sanction of the Competent authority to a proper estimate of the cost to a work of new construction or repair.</p>
Powers to accord	6.2 The powers of the various officers of the P.W.D., B.&R. Branch in

<p>administrative approval and technical sanction.</p> <p>Administrative approval.</p>	<p>respect of according administrative approval and Technical sanction to the works are laid down in Chapters 9&10 of the D.F.R. and also reproduced in Chapter 5 to this manual.</p> <p>6.3 {1} In the case of works required to meet the administrative needs of the P.W.D., the administrative commencement of the work. Administrative approval should be applied for, as soon as the necessity for a work is apparent, the authority competent to accord it.</p> <p>{11} In case of original proposals for State Major works the District or Departmental Officer concerned will request the Divisional Officer for a rough cost estimate of the proposed work. Such request will be in writing and accompanied by an explanation of the requirement, a brief statement of the nature and extent of the work and a copy of the authority form his head of the Department for initiating the project If possible information on points such rainfall, soil, liability of the site to floods, direction of wind etc. should also be given.</p> <p>The site proposed by the Departmental Officer Will be finalised as outlined in para 6.15. The information Supplied shall also be carefully verified by the Divisional Officer.</p> <p>If standard designs exist, the Divisional Officer Will simple nature, the Divisional Officer will furnish a line plan drawing with rough cost estimate bases on plinth area rate enaced on the same.</p> <p>In case of major works or new designs approval of the superintending Engineer concerned shall be obtained by the Divisional Officer before preparation of the rough cost estimate and the drawing.</p> <p>In case of works costing more than a lakh of Rupees the line plans will be got prepared form the Consulting Architect and the rough cost estimate will Be prepared on the basis of these preliminary plans.</p> <p>After approval of the preliminary plan, etc.,the Requisite pencil drawings and the rough cost estimate will be prepared by the Divisional Officer and forwarded to the Departmental Officer concerned ,who if satisfied with the plans will pass them on to his higher officer for the purpose of obtaining administrative approval . If not, and if the difference of opinion cannot be Settled after personal discussions with the Divisional Officer , the project will be forwarded by giving a Rough cost estimate on the basis of plinth area rate for the purposes of a rough project, the Divisional Officer will justify briefly the rate that has been taken.</p> <p>Administrative approval on the basis of the rough Cost estimate and preliminary plans, obtained form the P.W.D. will be obtained by the department initiating the project</p> <p>(iii) Where the work is not likely to cost more than Rs. 20,000 detailed plans and estimates may be prepared in the first instance and forwarded to the</p>
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<p>Communications of Administrative approval.</p>	<p>department concerned for obtaining administrative approval.</p> <p>6.4(a) The authority competent to accord administrative approval to works, should communicate such approval to:-</p> <p>(i) The superintending Engineer concerned for Works costing Rs.1.00 Lac and less and endorse a copy of such letter, simultaneously to the chief engineer, P.W.D., & B. & R, in cases where the administrative approval exceeds Rs.20000.</p> <p>(ii) The Chief Engineer , P.W.D., & B.& R. For all works estimated to cost more than Rs.1.00 lac.</p> <p>A copy of such letters should be furnished, simultaneously, to the chief engineer, P.W.D., P.H. Branch and the Accountant-General, Punjab.</p> <p>(b) Where the account of estimate exceeds Rs.1.00 Lac the chief engineer , B.& R. may forward a copy of the rough plans and estimate to the consulting Architect for preparation of detailed plans.</p>
<p>Revised Administrative approval.</p>	<p>6.5 The revised administrative approval of competent Authority is necessary in cases where the detailed estimates, When prepared, exceed the amount administratively approved By more 5 per cent or in cases where during execution of the Work it becomes apparent that the amount administratively approved Will be exceeded by more than 10.25 per cent or the amount of technical sanction will be exceeded by more than 5 per cent.</p>
<p>Lapse of Administrative approval.</p>	<p>6.6 A sanction or an administrative approval for any fresh work which has not been acted on for two years must be held to have lapsed, unless it is specifically renewed with necessary provision in the budget estimate.</p> <p>Explanation. – Thus if a scheme administratively approved in the year 1-55-56 for inclusion in the Schedule of New Expenditure for the year 1956-57 is cut from the Schedule by the Council of Ministers, it can be included in the Schedule of New Expenditure for the next year, viz., 1957-58 without fresh administrative approval. If, however, no funds are provided for the Scheme even in the budget for the year 1957-58 then the administrative approval originally conveyed will need renewal before the Scheme can be included in the Schedule of New Expenditure for the year 1958-59.</p>
<p>Register of Administrative approval to works.</p>	<p>6.7 A register of administrative approval to works, giving the following particulars should be maintained in each office separately for major and minor works:-</p> <ol style="list-style-type: none"> 1. Name of work. 2. Number and date of the letter conveying administrative approval.

<p>Technical Sanction.</p>	<ol style="list-style-type: none"> 3. Amount of administrative approval. 4. Subsequent number and date of the P.W.D. letter conveying technical sanction to the estimate. 5. Amount of technical sanction. 6. Remarks. <p>Note.- Register for minor works need not be maintained in Chief Engineer's office.</p> <p>6.8 (i) State Major Works - Administrative approval having been received, the Divisional Officer will prepare detailed plans where the amount of work does not exceed Rs. 1.00 lac. In case of works exceeding Rs. 1.00 lac, the detailed plans will be prepared by the Consulting Architect who will forward them to the Divisional Officer concerned for preparation of the detailed estimate.</p> <p>The detailed estimates and plans should then be sent for technical sanction to the Superintending Engineer who will forward the same to the Chief Engineer, P.W.D., B & R, Branch, where the amount of estimate exceeds his power of according technical sanction.</p> <p>(ii) State Minor Works – On receipt of request from Departmental Officer for supply of rough cost estimate of any work up to the amount which he is competent to technically sanction, the Divisional Officer should send up the detailed estimate to the Departmental Head at whose disposal minor works allotment has been placed. If the latter authority accept to appropriate the required funds, it will forward the estimate to the Superintending Engineer concerned, placing the requisite funds at his disposal, under intimation to Chief Engineer's Office.</p> <p>(iii) Before according technical sanction the sanctioning authority in the P.W.D. should see that the design is structurally safe and the estimate economically prepared.</p> <p>(iv) While submitting detailed plans and estimates for technical sanction, all preliminary plans originally submitted for purposes of administrative approval should be sent along for purposes of comparison.</p> <p>(v) In case of building works, whether major or minor, the estimated cost, the plinth area and the deduced plinth area rate should be enfacd on the detailed drawing for each building concerned.</p> <p>Note. – By plinth are is mean the product of length and width measurements taken between the outer faces of the wall just above the plinth level.</p> <p>(vi) In case of buildings with parts having varying number of storeys, the rough cost should be worked out on the basis of cubical contents calculated as</p>
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<p>Communication of Technical sanction.</p>	<p>below:-</p> <p>(a) Plinth are multiplied by height from top of foundation concrete to the top of the roof (in case of flat roofs).</p> <p>(b) Plinth area multiplied by height from top of foundation concrete to the top of the roof (in case of flat roofs).</p> <p>(vii) While submitting projects for technical sanction the probable amount of expenditure that can be incurred on the work during the financial year should invariably be reported.</p> <p>6.9 Technical sanction shall be accorded in the P.W.D. by the competent authority up to the limits laid down in Chapter 10.5 of the D.F.R. and a copy of the same shall be forwarded to Account – General Punjab. In order to facilitate audit scrutiny, reference to administrative approval should invariably be quoted when communicating technical sanction to the Accountant-General, Punjab.</p> <p>Note.- (i) The above procedure also applies to “Central Works”.</p> <p>(ii) Technical sanction to a work is accepted in audit if it exceeds the amount of the administrative approval by a sum not exceeding 5 per cent.</p>
<p>Technical sanction for works to be met out of the saving of a particular project.</p>	<p>6.10 (a) Sanction to the utilization of anticipated or actual saving on a sanctioned estimate for an additional work not contemplated in the original project but fairly contingent on it’s actual execution should be accorded by the special authority in accordance with paragraph 2.93 of the Punjab P.W.D. Code.</p> <p>(b) In all such cases a separate technical sanction should be accorded to the new special work by the authority competent to technically sanction the original project on which the saving occur.</p> <p style="text-align: center;">PREPARATION OF PLANS AND ESTIMATES</p>
<p>General rules for the preparation of plans and estimates.</p>	<p>6.11 (i) Signatures of the officer for whose department the work is required to be executed shall normally be taken on all plans and estimate, furnished to him for according administrative approval.</p> <p>(ii) The countersigning officer should satisfy himself that the requirements of whatever kind, so far as they have been recognized by the Government and are intended to be met by the proposed work, are rightly and sufficiently provided for ; and that the mode of executing the work, as shown in the plans and described in the report prefixed to the estimate, appear to him suitable.</p> <p>(iii) The examination of the plans and descriptions of the work by the countersigning officer should be sufficiently careful and so complete as not to allow deficiencies or inconvenient arrangement which may required further outlay for their correction after the work is completed.</p> <p>(iv) In case where as estimate must be to a certain extent conjectural, an</p>

Engineer must estimate to the best of his judgement and experience, but at the same time it is his duty to point out in his report to what extent and why the estimate is conjectural.

(v) In cases where an estimate is likely to be considerably enhanced by unfavourable conditions which may be encountered during the execution of the work, the Engineer should estimate on the assumption that the unfavourable conditions will not present themselves. But he should state in the report that there is a danger of the difficulties presenting themselves and also the extent to which they may affect his estimate.

(vi) Most careful preliminary investigation prior to the framing of a project so as to ensure that the estimate shall be as complete as possible should be made to avoid excesses over the original estimate and to dispense with the necessity of revising the estimate.

(vii) In cases where due to shortage of time it is not possible to obtain rough cost estimate for public Health and Electrical services, the approximate figures of the cost for the services should be provided as follows:-

Public Health Services: (a) Where Municipal Services are available:-

- (i) Residential building 20 per cent.
- (ii) Institute/Offices 15 per cent.

(b) Where the Municipal services are not available the following additional provisions should be made in such cases:-

- (i) Water supply and Estate Services. ... 3 per cent
 - (ii) Sewerage and drainage Estate Services. ... 5 per cent
- Total 8 per cent

(c) In case of large Development Scheme provision for Public Health Services should be made at Rs. 10,00 per acre.

Electric Services. - Provision should be made at 10 per cent of the cost of the building portion.

(viii) Special attention need to be given to the following matters while preparing Plans and Estimates:-

(a) Plans for buildings should be prepared in accordance with the following scales:-

- (i) Site Plans 1" : 40'/100'/200' (depending upon the size of the plot to be accommodated on the site plan).
- (ii) Detailed plans 1" = 8'
- (iii) Elevation 1" = 8'
- (iv) Sections 1" = 4'
- (v) Details 1" = 2' or 1'

(b) Site plans as well as the buildings plans must all contain the North point.

C.E. B&R Memo
NO. 7701/WI,
dated 5th November,
1959.

<p>Procedure in regard to petty works.</p>	<p>(c) All plans and estimates should be signed by the officer preparing and approving the same.</p> <p>(d) All estimates and requisitions should be neatly prepared and properly bound.</p> <p>(e) The name given to an estimate should be in accordance with the work administratively approved.</p> <p>(f) Estimates, after being sanctioned by proper authority should be recorded in the Divisional Office concerned.</p> <p>6.12 The following procedure should be adopted in case of petty works or additions required by civil authorities, the cost of which is not likely to exceed Rs. 2,500:-</p> <p>(i) The demanding officer will prepare a requisition for the work to be done on D.F.R. form No. 33.</p> <p>(ii) The Sub-Divisional Officer will record on the requisition his opinion about the work to be done and also attach a detail of the estimate of probable cost.</p> <p>(iii) The acceptance by the Civil Officer of the estimate as sanctioned by the Divisional Officer will be sufficient authority for the execution of the work, provided that the allotment of funds is made by the competent authority. The estimate will be technically sanctioned either by the Divisional Officer or by the Superintending Engineer according to his power of sanction.</p> <p>(iv) In the event of the Civil Officer being not satisfied with the report of the Sub-Divisional Officer he should refer the matter to the Divisional Officer.</p> <p style="text-align: center;">SCHEDULE OF RATE AND P.W.D. SPECIFICATION</p>
<p>Preparation of Schedule of Rates.</p>	<p>6.13 (a) A printed schedule of rates shall be maintained in each division for the kind of works commonly executed. Rates applicable to the area under the division should be contained in the Schedule of Rates.</p> <p>(b) The Superintending Engineer is responsible to see that the rates are such at which the work can be executed with the due regard to economy and to specifications. The Schedule of Rates should therefore be examined by the Superintending Engineer annually in April with particular reference to the rates at which the contractors have tendered during the previous financial year. He will issue a list of additions and alterations to the schedule as considered necessary.</p> <p>(c) A comprehensive schedule for the Circle shall be prepared by collecting the Divisional schedules and printed into one booklet. In general a Schedule shall be re-printed at intervals of not less than 3 years³</p>

<p>Punjab P.W.D. Specifications.</p>	<p>(d) 10 copies of every schedule of rates shall be supplied by the Superintending Engineer concerned to the Chief Engineer.</p> <p>Requisition for copies of schedule from private persons, Local Bodies and other Government Departments etc. should be passed on to the Controller Printing and Stationary, Punjab for disposal.</p> <p>(e) Reference to the chapter of P.W.D. specifications which is applicable to the particular item of the Schedule of Rates should invariably be quoted in the Schedule.</p> <p>6.14 To maintain certain technical standards in respect of works to be executed by the P.W.D. detailed specifications for execution of various types of works will be drawn out by the Department and kept upto date.</p> <p>To ensure that the contractors follows these specifications it should be made a condition of tendering that every intending contractor shall be in possession of a copy of the latest edition of this publication. The book shall be obtainable from the Controller, Printing and Stationery, Punjab.</p> <p style="text-align: center;">PREPARATION OF PROJECTS</p>
<p>Selection of site.</p>	<p>6.15 (i) The site of every building should be definitely settled before the detailed design and estimates are prepared.</p> <p>(ii) In all cases the Local authorities must be consulted as to the convenience of the site. In case of works or buildings proposed to be erected in the neighbourhood of any for or cantonement the local officer of the M.E.S. should be consulted. Thereafter concurrence of the Central Government in the Defense Department should be obtained for the location. Once such concurrence has been obtained no deviation is permissible without previous reference to that authority.</p> <p>(iii) The following procedure shall be followed in selecting the site:-</p> <p>(a) For building of small importance the Divisional Officers, B & R and Public Health and an officer representing the department concerned will select a suitable site.</p> <p>(b) For important buildings a Board composed of:-</p> <p>(i) The Deputy Commissioner of the District.</p> <p>(ii) Executive Engineer, B & R.</p> <p>(iii) Executive Engineer, Public Health.</p> <p>(iv) Office representing the department concerned shall be convened for the purpose of selecting a suitable site.</p> <p>(c) In case the project costs more than Rs. 5 lacs, the Provincial Town Planner and / or Consulting Architect should be required to serve on the Board.</p> <p>The report of the "Siting Board" should then be sent to the Superintending Engineer of the Circle concerned, who if he approves of the site, should</p>

<p>Preparation of Project.</p>	<p>countersign the site plan and forward it to the Head of Department concerned through proper channel. If the views of the Head of the Department differ from those of the Site Committee, the matter shall be finally decided by the Chief Engineer. In case of a building to be constructed from Central funds, the matter should be referred for decision of the Government of India.</p> <p>6.16 (i) After the site has been selected approved by the Head of Department concerned a detailed survey of the area showing the topographical features and contours thereof should be conducted before undertaking the preparation of detailed drawings and estimates. A copy of the detailed survey plan should be supplied to the Consulting Architect for preparation of detailed plans of the Project.</p> <p>Pits at places should be dug to depths to which the foundations are likely to be carried down. In cases where good strata is not found upto the depth of the foundations, the pits should be taken down to greater depths to find suitability and nature of the soil for the design of foundations. A chart of the strata should be prepared making a special mention about the drainage of the site and the height of water table. In all cases where foundations will be called upon to withstand heavy loads, a special study of the foundation soil should be made and load bearing tests carried out.</p> <p>A report along with survey plan should then be submitted to the Superintending Engineer on the nature of the strata, its load bearing capacity and the drainage of the site etc. for taking an appropriate decision in the matter of design.</p> <p>(ii) The project will normally contain a report, a specification, a detailed statement of measurements, quantities and rates, with an abstract showing the total estimated cost of each item.</p> <p>In case of a project consisting of several works the report and specifications may be a single document for all the works. But the details of all measurements and abstracts shall be prepared for each work supplemented y a general abstract bringing the whole together.</p> <p>In case of estimates for repairs and maintenance only specifications and the detailed statement of measurements and quantities with the abstract will ordinary be required.</p> <p>(iii) When the proposed work is of some magnitude and cost and involves some structural or constructional problem the Divisional Officer/Superintending Engineer will consult and take orders of the Superintending Engineer will consult and take orders of the Superintending Engineer/Chief Engineer in the early stages of the preparation of the project so as to settle technical details.</p> <p>(iv) Most of the designing and estimating for important projects in their preliminary stages should be done in Superintending Engineer's office. When on</p>
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tour the Superintending Engineer will consult local officers of the respective departments and after all the preliminaries have been settled the preparation of the detailed project can be left to the Divisional Officer.

(v) If material alterations are made by the Superintending or Chief Engineer in the plinth area estimate prepared for purposes of a rough project, the case should be referred again to the department officer concerned before the detailed project is taken in hand.

(vi) In the planning for major engineering works the malaria aspects of work will be kept in view. The Director, Health Services, Punjab, should also be informed so that he may steps against spread of malaria.

(vii) In drawing up Road Projects, the instructions contained in Appendix VI (B) shall be strictly followed.

(viii) Special attention should be given to the following matters while preparing projects:-

- (a) Preliminary operations including the surveys should be completed before submission of the project estimate.
- (b) Evaluation of the cost of land acquisition should be obtained from the District Officer concerned.
- (c) Particular regard should be given to the preparation of the site for the erection of the requisite building.
- (d) Special tools and plants required for the work should be provided for. The provisions of Rule 6.55 of the D.F.R. should be carefully observed.
- (e) Whether the estimate of several structures of the same kind are derived from a single type design the unfavourable conditions likely to occur should not be overlooked.
- (f) Analogies from existing works in framing estimates should be very carefully verified and examined before adoption.
- (g) All calculations of quantities and costs should be independently checked to obviate clerical errors.
- (h) The expenditure proposed to be incurred upon a project should be the minimum amount necessary to ensure the success of the undertaking compatible with the amount of the work to be put through in a particular period.

<p>respects.</p> <p>Provision for incidental charges.</p> <p>Secretary, B & R NO. 122- BR – 11/58/7203-04, dated 7th April, 1958.</p> <p>Departmental charges.</p> <p>Agency charges Government of India, Ministry of Transport. No. WI-1 (19)53, dated 6th July, 1954. C.E. B & R No. 40-EII/48/1440-41, dated 21st March, 1955, Estt. $5\frac{1}{2}$ per cent Tools and Plant 1 per cent pensionary /2 per cent =</p>	<p>comprehensively drawn up under the specific heads detailed in Appendix 6-A and 6-B . In case of requisition for minor and petty works the report need not be so detailed.</p> <p>Necessity and urgency of the work as well as the expected time of its completion, etc are invariably to be included in the report.</p> <p>6.18 Provision should be made in the estimate for all incidental expenditure which could be foreseen. In additional a provision should be made to cover the cost of petty work charged establishment and contingencies which cannot be foreseen. This provision should be made at the rate of 3 per cent on the estimated cost for works costing Rs. One Lakh and above and at the rate of 5 per cent on the estimated cost for works costing less than a lakh.</p> <p>In case of petty works where the provision of 2 per cent for establishment is considered inadequate provision of work charged establishment may be detailed in the estimate.</p> <p>6.19 (a) In case of works and repair carried out by the B & R Branch for other State Government, other departments, Local Bodies and Municipalities etc. provision in respect of departmental charges should be made at the rates fixed by Government from time to time.</p> <p>(b) The Departmental charges are intended to cover execution of works to the extent that they can be carried out with normal establishment of the department. If any additional staff is to be specifically employed fore the execution of a Local Body's work the cost of additional establishment will always be recovered from the Local Body concerned in addition to the usual departmental charges.</p> <p>(c) The difference to be charged for accounts and audit establishment is only recoverable in respect of works done by P.W.D. B & R Branch for departments mentioned in Note I to para II of Appendix II of the D.F.R. and not on works executed for other departments of the Punjab Government.</p> <p>6.20 In regard to original work or maintenance connected with the National Highway Schemes carried out through the agency of the State P.W.D. a provision of Rs. $7\frac{1}{2}$ per cent in respect of charges on Establishment, T & P etc. should be made in the estimates as agency charges. This amount is reimbursable by the Central Government to the State Government.</p>
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<p>$7\frac{1}{2}$ per cent.</p>	
<p>Abstract of cost of estimates.</p>	<p>6.21 (i) Abstracts of cost of estimates in respect of building and road projects should be prepared in accordance with the instructions contained in Appendix (VI – A) and (VI – B) to this Chapter and para 2.25 of the Punjab P.W.D. Code. These abstracts should be prepared in triplicate in all cases where the technical sanction is to be accorded by the Chief Engineer, P.W.D., B & R Branch and in quadruplicate in case of projects relating to National Highways.</p> <p>(ii) Abstract of cost of estimates for special articles of furniture, table equipment, and crockery etc. required in P.W.D. Rest Houses which are not specified in the scale laid down for them should be submitted in triplicate. The third copy will be sent to the A.G., Punjab for information.</p>
<p>Undertaking of Auxiliary Services.</p>	<p>6.22 The officers of the B & R Branch should display an intelligent interest in all parts of the buildings works and work in personal touch with the officers incharge of the services so as to ensure simultaneous completion of the building work and the services. In this connection, instructions contained in Appendix 6 – C may be referred to.</p>
<p>Hospital and Medical Buildings for Police Lines, etc.</p>	<p>BUILDINGS FOR OTHER DEPARTMENTS</p> <p>6.23 When preparing designs for hospitals and other medical buildings forming part of a general project for Police Lines etc., the local Civil Surgeon as well as the Superintendent of Police should be consulted in the preliminary stages and their counter signatures to the plans and rough cost estimates obtained before submitting them to the Superintending Engineer. The Superintending Engineer will forward the plans and rough estimate for the approval of the Inspector-General of Police through the Director, Health Services so far as medical buildings are concerned.</p>
<p>Police Buildings.</p>	<p>6.24 The number of persons who would usually occupy lock-ups and contables' barracks etc. should be got verified from the department concerned.</p>
<p>Medical Buildings.</p>	<p>6.25 The minimum floor area and cubic space for each bed in hospital should be in accordance with paragraph 5 Chapter Ii of the “Report of the Committee convened under the orders of the Punjab Government to devise standard plans for hospitals and dispensaries in Punjab” as reproduced in the P.W.D. Specifications.</p>
<p>Jail Buildings.</p>	<p>6.26 For the essential points to be borne in mind in preparing plans etc., of the jail Building attention is specially drawn to paragraph 996 of the Manual for the Superintendence and Management of Jails in the Punjab, 1932 as reproduced in the P.W.D. Specifications.</p>

Educational Buildings.	<p>6.27 The superficial space allowed per pupil for class rooms and the cubic space and floor area allowed for each inmate of the Hostel etc. should be provided according to paragraph 1.82 and 2.24 of the Punjab Education Code and as provided in P.W.D. Specifications.</p>
Military Buildings.	<p>6.28 The accommodation authorized for officers' quarters, mess houses, departmental subordinates quarters, etc. and the authorised totals of plinth area and floor area of the main rooms are contained in the Army Regulations, India 'Military Works'. (See para 5.15 of the Punjab P.W.D. Code)</p>
Political Buildings.	<p>6.29 The Chief Secretary to Government, Punjab will counter-sign as head of a department, all estimates for major works of such political buildings as may have to be constructed at the cost of Central Revenues.</p> <p>The Superintending Engineers should submit the project to the Chief Secretary for counter signatures through the Commissioner of the Division. If the cost of the works is upto Rs. 1.00 lac, the Chief Secretary will return the project to the Superintending Engineer concerned for technical sanction and provision of funds. If the estimated cost exceeds Rs. 1.00 lac the project will be sent by the Chief Secretary to the Chief Engineer for technical sanction and provision of funds.</p>
Buildings in Scheduled Area.	<p>Note. – These orders do not apply to minor works for Political Buildings.</p> <p>6.30 All estimates for works to be carried out in Scheduled Areas as defined in fifth Schedule to the Constitution of India falling within the jurisdiction of the Punjab State (viz. Lahaul and Spiti in Kangra District) shall be submitted to the Chief Secretary to Government, Punjab for obtaining approval to their execution. Technical sanction to such estimates shall, however, be accorded by the officers of the P.W.D., B & R Branch as in the case of other State works.</p> <p>Application for grant of funds from the Central Government for any special scheme in such areas should be made through the Chief Secretary to Government, Punjab.</p>
Residential Buildings.	<p>6.31 (i) The design and estimate for residential buildings should be scrutinized with more than ordinary care to see that all items have been provided within the cost limit laid down on the basis of rent recoverable from the salary of the Government servants likely to occupy them.</p> <p>(ii) The scale of accommodation prescribed by the Government appropriate to the status of the prospective occupant shall be kept in view in preparing the requisite estimates (See Paragraph 5.8 of the Punjab P.W.D. Code)</p> <p>(iii) Separate estimates should be prepared and sanctioned for each residential building for which capital revenue accounts are kept.</p>

Flag staff.	<p>(iv) In case of alterations to a building, when the cost is partly debitable to original works and partly to repairs, only one estimate should be prepared with the abstract showing the amount debitable to original works and repairs which should be accounted for under each head as incurred.</p> <p>(v) In all reports accompanying estimates for additions and alterations to a residential building the serial No. of the building as shown in the register of buildings, should invariably be stated to establish identification.</p> <p>6.32 The cost of a flag staff is debitable to 'Works'. The cost of the flag will be debitable to the contingency of the office in occupation of the building.</p> <p>The cost of flag staff should not be added, to the capital cost of the buildings for purposes of assessment of rent.</p>
Annual Repairs.	<p>REPAIRS TO BUILDINGS.</p> <p>6.33 (i) Estimates for annual repairs to public buildings should be so framed as to include in one estimate the cost of repairs to each building including all its subsidiary buildings.</p> <p>(ii) In no case should special repairs be entered in the budget to make up for short provision under annual repairs grant, but the stereotyped estimate should be revised to meet the increased cost of maintenance owing to the property having been enlarged or improved or for any reason, such as, rise in cost of labour and material's etc. The annual sanction to the stereotyped estimates should not be delayed for the reason that the revision thereof is under contemplation; the revised sanction to supersede the original sanction can follow the latter.</p> <p>(iii) Works taken over from District Board for maintenance should not be mixed up with those of Public Works Department but should be specially shown in the budget estimates as under the charge of the P.W.D. and their estimates prepared as for repairs to State Properties.</p> <p>(iv) (a) Every annual repair estimate which is intended to provide for all repairs which must be carried out yearly, such as, white washing, renewing mud-roofs et., as also for periodical and petty (including quadrennial and occasional) repairs that are necessary from time to time to keep the building upto a proper state of preservation, should be scrutinised and passed by Superintending Engineer concerned and stereotyped. Having once been stereotyped, an annual repair estimate save in cases indicated, an annual repair estimate save in cases indicated in (b) below should not be submitted to the Head of Department for his counter-signature or to the Superintending Engineer with an application for funds but field in Divisional Office.</p> <p>(b) When the schedule of rate is reprinted or is supplemented with a list of additions and alterations as contemplated in para 6.13 all the stereotyped</p>

Annual Repairs Estimates.	<p>estimates of buildings should be revised by the Division Officer, if considered necessary.</p> <p>(v) Lists of annual repairs estimates for each Civil District should be printed. Divisional officers are empowered to accord technical sanction to the annual repair estimate within the limit of the stereotyped estimates and the budget allotments placed at their disposal by the Superintending Engineers. So as not to incur expenditure without a repair estimate. Executive Engineers should accord technical sanction to the estimate as per printed list early in April each year, and forward their duplicates to Sub-Divisional Officers concerned for information and guidance.</p> <p>(vi) Where municipal or other taxes on public buildings are payable by Government, provision for such taxes should be made in the annual repair estimate.</p> <p>6.34 The annual repairs estimates for buildings should be so framed as to include in one estimate the cost of repairs to each set of buildings for each service or department in each Civil District under the classified Sub-head of expenditure.</p>
Road Projects.	<p>ROAD PROJECTS AND MAINTENANCE OF ROADS</p> <p>6.35 In addition to the detailed instructions contained in Appendix 6-B, the following points should be kept in view.</p> <p>(i) In all cases of new road projects or of proposed alterations to the waterways under existing roads, the fullest consultation of an co-operation with the Local Officers of the Irrigation Branch is necessary. Reports on the Projects involving such work should in variably state whether the I.B. officers concur in the proposals. The plans and estimates for such works should also be got countersigned by the Superintending Engineer, Irrigation Branch concerned before the work is put in hand.</p> <p>Where dismantling of any portion of road etc. is involved resulting in closing it to traffic, temporary passage for the traffic has to be provided and properly maintained by the P.W.D. Responsibility for the erection of all caution signs by day and night, will rest with the Engineer-in-charge of the B & R Branch. In case of National/State Highways and District Major Roads the temporary passage or the diversion should be provided with brick on edge paving. In case the road is likely to remain closed for a period exceeding three months, the brick paving should be given a single coat of surfacing. Provision for caution signs, watch and brick paving etc. should be made in estimate of the work concerned. In all such cases it should be ensured that the date of commencement of the work is suitably timed and that no undue delay or inconvenience to traffic will be caused.</p> <p>(ii) Whenever alignment of a new road passes close to or interferes with any work or land appertaining to the pre-existing railways, written acceptance of the authorities incharge of such railways to the proposals should be obtained before</p>

any work thereon is put in hand. Views of the responsible railway authority in such cases should be obtained during survey period.

If any railway work is contemplated effecting the proposed road necessary provision for the additions and alterations in the estimates and plans should be made by the P.W.D. authorities.

The fact of having obtained the concurrence of the railway department and the effect the proposed work will have on any existing railway embankments bridges etc. should be clearly discussed in the report.

(iii) Estimates for new roads should include cost of all dwelling and inspection houses intended to be built along it for accommodation of subordinates and others.

(iv) Separate estimates should be prepared for 'metalled' and 'unmetalled' roads.

(v) Wherever Irrigation Branch have to construct bridges on existing P.W.D. roads, they should not be permitted to cut the roads until and unless a proper diversion has been provided and opened to traffic and the design and the approaches has been approved by the concerned Superintending Engineer of B&R Branch. The design of bridge and approaches should be in conformity with I.R.C. Specifications. The apportionment of the cost of work and the agency for execution should be as follows:-

- (a) Earthwork for diversion should be done by the Irrigation Branch.,
- (b) Bricks required for the brick-on-edge paving at a width of 12' on the diversion should be supplied by the Irrigation Branch;
- (c) The brick-on-edge paving shall be laid by the B&R Branch at the expense of Irrigation Branch.
- (d) The responsibility for caution board , sign post ,watch and ward, lighting arrangements etc. will be done by the B&R Branch but cost of the same shall be borne by the Irrigation Branch
Before the construction of any bridge is commenced by the Irrigation Branch ,they should be made to agree to the above condition and also to get the design of the bridge approved.

Road Maintenance.

6.36 Instruction in regard to the upkeep of metalled road and preparation of estimate therefore, for the guidance of officer and subordinates in the charge of the same, will be found in the Appendix 6-D and should be followed.

Procedure in regard

EXPENDITURE DEBIT LIMIT AND EXECUTIVE OF WORK

to debiting of repairs.	<p>6.37 (i) Petty and miscellaneous items of work describe in the exception to clause (5) of paragraph 2.2 of Punjab , P.W.D. code Ordinarily classed as “ New Work “ should be debited to repairs in any one case upto the limit of Rs . 20,000 .</p> <p>(ii) The new procedure of debiting to repairs certain specific items which would ordinarily be classed as ‘ new work ‘ will not allowed to have the effect if exceeding the sectioned allotment for maintenance of roads.</p> <p>(iii) The following instructions should be strictly followed :-</p> <p>(a) The grant and the expenditure under the detailed head viz. “W-2 (i) Repair – Communication – Repair ” and “W-2(ii) -Repair – Communications - Improvements ” should be kept in view .</p> <p>(b) Separate estimate should be prepared for petty improvements not exceeding Rs. 20,000. These estimate should classified under head “ Repair – Communication ” , and should remain current till completion of work . In case where the work cannot be completed within the financial year in which it sanctioned previous approval of the chief Engineer for carrying liabilities to the ensuring year should be obtained . In such cases the source from which the expenditure in the ensuring year would be met should be indicated .</p> <p>(c) Estimate for the petty improvements should be prepared at the necessity for them arises provided :-</p> <p>(i) the cost of the work should not exceed Rs .20,000 .</p> <p>(ii) the ordinarily rule against the multiplication of the estimate is strictly observed in sanction the estimates.</p> <p>(iv) In the case of National Highways the limit mentioned in sub para (i) above is fixed at Rs. 10,000.</p>
Limits of annual repairs and special repairs.	<p>6.38 The cost of ordinarily repairs and special repair to building over a financial year should be regulated by the percentages as given in para 5.28 of C.S.R., Volume I , With the reference to the maximum and minimum rate in the above quoted para , each Superintending Engineer should decide the actual percentage to be provided for each class of Buildings in his circle of the building.</p>
Execution of annual repairs estimates.	<p>6.39 For maintenance of public Building provision under various items in the sanctioned stereotyped annual repairs estimates are to be looked upon as a primary guide and there should be no feeling of obligation to carry out , in this entirety during the year , the full programme as envisaged in the sanctioned estimate. Departure from it are permissible at the discretion of the divisional Officer . Funds should therefore , be utilised to the best advantage to keep the building in a proper state of repairs.</p> <p>It should also be borne in mind that it is permissible to finance work of an original nature costing up-to Rs 300 out of the annual maintenance grants of building with Superintending Engineer’s prior approval to the requisition. This sanction may be taken advantage of in sound cases , where necessity of such improvements exists. In this</p>

<p>Special repairs.</p>	<p>respect clause (4) of para 2.2 of P.W.D. code may kept in view.</p> <p>6.40 (i) It is desirable , when carrying out special repairs on a large scale, to take the opportunity of making alterations in the buildings with the object of improving their efficiency. For example when re-roofing a building , the opportunity might be taken to obtain full advantage of the cubic space etc.</p> <p>(ii) projects for the special repairs to Jail Buildings should be submitted by Divisional Officer t Jail Superintendents and by the Inspector –General of prisons, Punjab for scrutiny and countersignature.</p> <p>(iii) Estimates for special repairs remain current till completion of the repairs in the same manner as estimates for original works.</p>
<p>Acquisition of land.</p>	<p>6.41 (i) When land is require for the public purposes, the Divisional Officer should obtain from the Collector of the District, information with regard to (a) probable cost of land (b) value of building situation thereon (c) whether evacuee land or otherwise etc. Upon the information thus obtained an estimate should be framed , either separately on duly incorporated in the estimate of the work for which land is required. The reference to the letter of the collector should invariably be made in the report of the estimate.</p> <p>(ii) Where, acquisition of any land is contemplated for a project, notification under Section IV should be issued in consultation with the Land Acquisition Officer (with least possible delay) immediately after the administrative approval is received.</p> <p>(iii) The procedure laid down under the Land Acquisition Act, 1894 as well as the detailed instruction contained in the financial commissioner standing order No. 28 in the matter of acquisition of land should be rigidly followed.</p>
<p>Supplementary Estimates.</p>	<p style="text-align: center;">SUPPLEMENTARY REVISED AND SUB-ESTIMATES</p> <p>6.42 Any development of a project while a work is in progress must be covered by a supplementary estimate continued by a full report of the circumstances which render it necessary. The abstract must show the amount of the original estimate and the total amount of the sanction required including the supplementary estimate. In no case the additional work should be taken in hand without the sanction competent to sanction the supplementary estimate.</p>
<p>Revised Estimates.</p>	<p>6.43 A revised estimate must be submitted when, during the execution</p>

Sub-Estimates.	<p>of work, it is found that the amount of the sanctioned estimate is likely to be exceeded by more than 5 per cent either from the rate being found insufficient or from cause whatever, except as mentioned in para 6.4 (2) supra.</p> <p>6.44 In exceptional cases where it is desirable to commence work on a project which has been administratively approved, before the detailed estimate for the whole project, it is permissible for the authority competent to sanction the final estimates for the component parts of the project subject to the following conditions:-</p> <ul style="list-style-type: none"> (j) For each such work or component part there must be a fully prepared detailed estimate and , in the administrative approval as a whole there must be clear and specific amount corresponding to the work or component part in question. (ii) The amount of the detailed estimate must not exceed the amount included in the administrative approval by more than 5 percent . (iv) The sanction authority must be satisfied , before according sanction that the amount of the technical sanction for the whole project is not likely to exceed the amount of the administrative approval and that work or component part in question can be appropriately commenced without affecting or being affected by any part of the project, financial or otherwise .
Alterations in design during construction.	<p>6.45. No material alteration is sanctioned still less in standard , design may be made by a Divisional Officer in carrying out any work , without the approval of the Superintending Engineer concerned. If the design was originally prepared by the government , reference should be made to him in the first instance. Should any alteration of importance involving additional expense be considered necessary , a supplementary or revised estimate as mentioned in the preceding paragraph 6.43 & 6.44 may 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.</p> <ul style="list-style-type: none"> (ii) In the case of works chargeable to central Revenues the rules made by Central Governments must be followed. (iii) Where important structural alterations are contemplated, though not necessarily an increased outlay the orders of the original sanctioning authority should be obtained . A revised estimate should be submitted for technical sanction. Should the alteration involve any substantial change in the cost of the work.
Provision of lightning conductor.	<p style="text-align: center;">Miscellaneous</p> <p>6.46. Powder magazines, and all buildings, which from their height or exposed situation, are subjected to lightning shocks should be provided with lightning conductor according to the Punjab P.W.D specifications. (chapter14-</p>

Town Planning.	<p>14.6). All conductors and their connection with the earth should be inspected and tested annually by the officers , a report of each such inspection being submitted to the Superintendent Engineer.</p>
Matters affecting general administration.	<p>6.47 The advice of the Provincial Town Planner shall be taken in respect of all scheme relating to affecting the planning and development of the existing town or new colonies in the state . The procedure to be observed in regard to the preparation of such scheme by Provisional Town Planner is described in chapter 5 of the Manual of order.</p>
Works of Public Utility.	<p>6.48 Matters pertaining to the public works Department which are not merely of a technical and departmental character, but affect to an appreciable the people , or in which political or administrative consideration including those of local importance as well as those of more general applications are involved , should not be referred to government without obtaining and enclosing thereto the opinion of the Deputy Commissioner or Commissioners concerned.</p>
Aerolites and Meteorites.	<p>6.49 The recognition by Government of the Liberality of private individuals constructing works of public utility at their own expense , is governed by paragraph 6 of the Punjab Government Consolidated circular No. “6 Miscellaneous”, reproduced below:-</p> <p>“ The following instruction has been laid down for the acknowledgement of the liberality of private individuals in constructing works of public utility and for bringing the same to the notice of Government in certain cases:-</p> <p>1. The construction of such work only will be recognised as are open to all sections of the public free of charge . The construction f any building which is or may be used as source of profit ,e.g. a dharmasala calls for no special recognition . similarly work constructed solely from religious motives and for a religious object, however, praiseworthy, will receive no public acknowledgement under these instructions.”</p>
	<p>6.50 Officers are required to report to the Director, Government Geological Museum , Calcutta, the occurrence of the falls of aerolites and meteorites. The details to be furnished with such reports are given in paragraph 19 of Punjab Government Consolidated Circular No. “6-Miscellaneous”, which is reproduced as Appendix 6-E.</p> <p style="text-align: center;">APPENDIX 6 – A</p> <p style="text-align: center;"><i>(Referred to in paragraph 6.17)</i></p> <p style="text-align: center;">1. PREPARATION OF REPORTS ACCOMPANYING ESTIAMTES FOR ORIGINAL WORKS.</p>

Every report accompanying estimates for Major Works should be prepared under the following 10 heads:-

- (i) History. - Leading up to the proposal and its general purpose, including references to previous correspondence, etc., where necessary. The urgency of the work should also be specified.
- (ii) Design. – Original proposals, if any, and those finally adopted, particularly with regard to siting, design and general specification. In case of road projects, full to alignment, road formation, gradients, curves culverts, bridges, land width and the present as well as the probable future volume of bullock cart and motor traffic.
- (iii) Scope .- An explicit statement as to what work is and is not covered by the estimate . In the case of building projects, the provision made for water ,sanitary and electrical services should be noted.
- (iv) Rates.- Particulars as to how the rate have been arrived at , reference to the standard schedule of rates and also t the analysis accompanying to estimate for any special rate, with any necessary explanations connected therewith . In the reports on estimates for buildings, the plinth area rate ,preferably cubic content rate, should invariably be worked out and a comparison made with rate of similar buildings elsewhere, giving explanation of market differences. The Register of building should contain the necessary data for comparison . Similarly for road estimates the inclusive cost per mile should be started.
- (v) Standard specification should be followed as far as possible and reference to chapter or page in current Public Work Department Book of Specifications, noticed against each rate in (iv) above

Where a special specification , or one involving definite departure from the standard , is proposed , a brief description in clear and concise phraseology should be added.

- (vi) Cost.- The total cost of the work should be stated together with a comparison with that originally provided for under any previous administrative approval or detail estimate , in case of revision . In case of residential building , it should be stated whether the rental statement on stereo . B & R No. 119, exhibits a loss of rent and, if so, how much . The recurring charges on account of maintenance and upkeep of the work , when completed should also be stated.
- (vii) Carrying out of Work.- The method proposed for carrying out the work whether by lump sum contract, rate contract petty contract ,or delay labor or combination of both , with details of arrangements

which have been , or are to be made , for the necessary construction plant in the case of important works.

- (viii) Land.- Whether the site has been selected in accordance with the instruction issued in the manual of order, paragraph 6.15 and where land is to be acquired , whether the estimated cost is based on the valuation of the revenue authorities.
- (ix) Time.- The probable time for completion of the work from date of commencement.
- (x) Expenditure during the Financial Year.- It should invariably be stated I the report as to what expenditure on the project could be made during the financial year . while forecasting this expenditure due consideration should be given for the time likely to be taken in the calling and acceptance of tenders and preliminary arrangements to be made by the contractor in the work.
- (a) in ‘ drafting a report, each paragraph heading is to be given a title and italicised as above, so that the report can be checked off rapidly to see that all the information required is there.
- (b) Where estimates are accompanied by sepcified detailed calculations, the report can be cut down considerably by referring to there, provided they give the necessary information called for in the above list.
- (c) In dealing with large areas, such as estate or housing schemes. a small-scale index plan should be added for quick and easy reference.

APPENDIX 6-B

(Referred to in paragraph 6.17)

HIGHWAY PROJECT SCHEMES

RECOMMENDED UNIFORM PRACTICE REGARDING PREPARATION AND PRESENTATION

Introductory

Estimates for roads have been prepared in the past without giving sufficient information.

While it is often quite clear that the officer who prepared the estimates had

carefully collected all facts, he did not always present these facts in a form which permitted a proper appreciation of the proposals. The result was that much time was lost in correspondence in an attempt to clarify doubtful points. Sometimes important points had evidently appeared simple and self evident to the officer who prepared the estimate because he had full personal knowledge of the conditions at the site and he, therefore, omitted any mention of these points in his estimate.

Other common faults noticed:-

- (1) Necessity for the proposed work was not explained, the Report merely said that a senior officer had asked for the estimate;
- (2) No reasons were given why particular design were chosen and alternative design were not discussed at all;
- (3) Relative costs of materials and processes were not discussed, no mention was made of the local resources of material and labour, and no attempt was made to discuss the economies of the proposals;
- (4) The previous history of the road or bridge, etc., was not discussed; and
- (5) No mention was made of labour conditions, climatic and other difficulties available in the area and such matters.

The following note attempts to set out a Standard form of estimate. The items are listed in a regular sequence and rules are laid down indicating how the detailed information should be grouped together under appropriate headings. Although all the items listed will not appear in every estimate, an officer who prepares the estimate on the lines suggested in the standard form is not likely to miss any relevant information. It is hoped that the standard form will facilitate the preparation of estimates and their scrutiny in the higher offices and at the Centre. Estimates prepared in this form will not, it is hoped, give rise to the present vexatious delays that occur while further explanations are sought by correspondence.

HIGHWAY PROJECT ESTIMATES

A road project estimate should contain matter listed under the following main headings:-

- (1) The Report
- (2) Specification
- (3) Estimate (With calculations where necessary)
- (4) Analysis of Rates
- (5) Drawings.

These are discussed below.

Note. – The arrangement of documents is very important and uniformity in this will facilitate clear and quick appreciation of the project. A suggested order and forms for documents is given in Annexure of this Appendix.

1. Report

The report is one of the most important parts of a project estimate because it is only from this document that the proposals can be fully understood and a correct appreciation of the necessity of the Schemes arrived at. It is suggested that all reports on estimates for road projects should be divided into chapters as follows:-

- 1.1. Preliminary.
- 1.2. Road Feature.
- 1.3. Materials and labour.
- 1.4. Bridges and Culverts.
- 1.5. Rates and Specifications.
- 1.6. Miscellaneous.

1.1 Preliminary.-

1.11 Authority.- The first chapter should commence with a reference to the orders of Government calling for the estimate.

1.12 History, Geography, Climate, etc.- In this part will be included the following:-

- (i) the previous history of the road;
- (ii) its present condition;
- (iii) the topographical and if known, the geological features.
- (iv) Development condition regarding density of population, nature and extent of cultivation of the country traversed (in this, nature of land either wooded, pasture or barren, etc., are be discussed);
- (v) Rainfall, average per annum, intensity, distribution during the year, etc.
- (vi) Yearly range of temperature;
- (vii) humidity, aridity, etc.

On important projects reference should be make to pervious reports, or other sources of information, if necessary as an appendix.

1.13. Necessity.-indicate the necessity for the road, the circumstances which have made its construction urgent, and the reasons for the class of road proposed, Mention the market centres and industries, both present and potential that will be served. Indicate the present and anticipated traffic intensity by types and volume to justify the type of road pavement proposed. Discuss other transport facilities like railways, water ways other roads.

Information in this section should a general idea of the scheme as a whole, the facilities this will afford, and the necessity and urgency for the scheme.

1.2. Road features:-

- 1.21. Alignment,-Discuss the general alignment and the details, section by section, with reference to topographical features, obligatory points such as bridge sites over important rivers, existing bridges, population centres; existing and prospective industrial centres, cultivated lands, etc. points to be reached and places to be avoided should both be mentioned.

Discuss possible alternative alignment and the justification for the selection of the proposed alignment.

Report whether the alignment has been discussed with local, civil and other officers.

- 1.22. Longitudinal section and plan.– Discuss points of general importance; the necessity for any heavy banks or cutting proposed and why these could not be avoided; considerations which have led to selections which have led to selection of particular gradients and curves where they are in any way unusual; and the nature of soils where these have influenced the proposals.

Discuss sight distances and the corresponding provision made at horizontal and vertical curves, etc.

- 1.23. Masonry Works (Other than bridges, culverts, causeways, and road-dams). – Comments on the provision for retaining walls, revertments, guard walls, fencings and mile; furlong and boundary stones, etc. Where calculations are necessary, give cross references to the appropriate part of the estimate.

- 1.24. Road land; Building lines; Control lines.– Discuss reason for proposals regarding land widths; costs of land in various sections and how arrived at; necessity for temporary acquisition for high banks and bridge, approaches; reasons for proposed acquisition of land for quarries, rest-houses, camping grounds, plant nurseries, etc.

Discuss proposal for introducing building and control lines with reference to sight distance at curves and prevention of ribbon development thickly-populated localities.

Discuss proposals to limit access; treatment of road-junctions, acquisition of buildings obstructing view or dangerous to traffic; etc.

- 1.25 Traffic – Give results of traffic census of existing roads type of traffic and proportion of motor vehicles to other vehicles; estimate traffic growth; sections carrying heavy traffic etc.

- 1.26. Formation Width : Pavement Type and Width. – Discuss formation

width with relation to existing and future traffic.

Discuss proposals for road pavement with relation to sub soil and traffic.

Discuss possibility of improvement of the pavement in stages in the future as regards, type and width to meet future traffic remands.

1.3 Materials and Labour:-

1.31 General. – Mention materials available locally such as stone, moorum, sand lime, timber, etc., with reference to the various sections of the road. Discuss briefly the suitability of each material for the type of work proposed.

Name of the factory which will supply cement and the market centres which will supply other materials, State if lime can be burnt locally also indicate whether the local lime is fat or hydraulic.

1.32 Quarries. – Discuss quarries with reference to the quarry chart attached to the estimate, and comment on leads and service roads from the quarries to the site of work. If any existing quarry is proposed to be abandoned, give reason.

1.33. Labour. – Discuss how labour will be provided for the work whether labour has to be imported; where skilled labour will be obtained; the kind of work to which the local skilled labour is accustomed, etc.

On big works , the problem of housing labour and providing medical facilities should also be discussed.

1.34. Transport. – Discuss the facilities for transport of mateials, and how these are to be provided.

1.4 Bridges and Culverts. –

1.41. Major Bridges. – Discuss site selected for these and how these sites determined the alignment.

Discuss types of bridges proposed with reference to river conditions, bank conditions, and the kind of local materials available for construction.

Discuss particularly bridge approach problems, if any.

1.42. Minor Bridges and Culverts : Drainage. – Under this head discuss the following: –

- (a) General drainage conditions;
- (b) Proposals to divert streams;
- (c) run-offs
- (d) general type of crossings proposed giving number and

refer to any special features.

State briefly the types of minor bridges and culverts proposed giving number and refer to any special features.

A tabular statement of all proposed bridges, culverts, causeways, metalled dips, and stream diversions should be given as an annexure to the Report.

Discuss provision for drainage through side drains, catch-water, drains, and drainage of marshy lands, etc.

1.5 Rates and Specifications. –

1.51 Schedule Rates. – Give reference to the schedule of rates adopted. Where the schedule has not been brought up-to-the rates in the schedule.

1.52 Rate justification. – Indicate the basis for rates for items not found in the schedule. Where the rates proposed are higher than those in the schedule, give reasons. Add detailed discussions as an annexure.

1.53 Specifications. – Refer briefly to official specifications relied upon in the estimate, and call attention to any modifications proposed or special specifications advocated. [Detailed specifications should be furnished under the appropriate main head. (See section 2.)]

1.6 Miscellaneous. –

1.61 Rest-houses, Temporary Quarters. – Discuss the need for rest-houses locations selected, sizes and types proposed; the usefulness of the rest-houses during construction; the extent of land to be acquired; with reasons.

Discuss proposal, if any, for providing temporary quarters.

1.62 Surveys. – Arboriculture, Nurseries, Wells, Ferries. – Discuss and justify the provision made for these.

1.63. Surveys. – State the cost of surveys previously carried out (with references) and sums to be written back; the cost of surveys included in the project.

1.64. Work Establishment. – Discuss the provision made in the estimate and give reasons for any special proposals.

1.65. Machinery, Tools and Plant. – Discuss if any special machinery or centering equipment is required or whether any special tools and plant are necessary giving reasons why these could not be supplied from stock.

1.66. Agency of Execution. – Discuss the proposed agency of execution; whether departmental, or through contract agency, give reasons.

1.67. Working Seasons, period for completion, of the work. – Discuss the working season and its duration, and the effect of any special weather features of the locality on engineering works. Assess the probable time required for completing the work. Indicate when the work is to be started, and whether work has to be completed within any specified time.

1.7 General. –

1.71 In the case of simple estimates, e.g. improvements to an existing roads, many of the items listed above may not be applicable. The Report should then include sub-heads such as earthwork, widening, soiling and metalling, surfacing, berms, improvements of geometric standards, bridges and culverts. Specifications, rates, etc., and other suitable sub-heads out of the main list above.

In the case of estimates of improvements to surfaces, the economies resulting from the improvements should be discussed. This would entail an economic comparison of total costs of the two types involved over a period equal to the expected life of the improvement type. Full justification should be given for the selection of the improved type and the special benefits, both direct and intangible, accruing to the road user and to the community in general should be indicated. In particular, information about the availability of funds for the improvement without neglect of other sections, should be furnished.

1.72. Whenever any detailed information has to be given for a proper understanding of the proposal without unduly burdening the main body of the report, the details should be added as annexures, with references to these at suitable places in the report.

2. Specifications

2.1 Under this head refer to the detailed specifications to which the work is to be executed. If standard specifications are in force and are to be adopted, refer to these. Detailed specifications should be given for each sub-head in the estimate, both, as regards materials, and the process of executing the work.

3. Estimate

3.1 The estimate should give a clear picture of the financial commitment involved.

3.2 The estimate should consist of: –

(i) A general abstract of cost. This will give the total cost of the scheme with a general break-up of this under the major headings referred to in the Report, further sub-divided as necessary under land acquisition, Road Work, Masonry Work (retaining walls, bridges, culverts, causeways, etc.). Rest-houses, Arboriculture,

	<p>Work Establishment, etc. Where a project work is proposed to be done in stages, preliminary works should be shown separately from the work to be done later.</p> <p>(ii) Abstract of cost for each major head accompanied by: -</p> <p>(a) a detailed estimate of quantities;</p> <p>(b) Analysis of rates based on the approved current schedule of rates;</p> <p>(c) Quarry charts, etc.</p> <p>3.21. The major headings are generally as under:-</p> <p>(a) Surveying.– This will generally be a preliminary estimate, already sanctioned and executed, and will be included in the main estimate for the project when the latter is taken up in hand.</p> <p>(b) Land Acquisition. – This will be accompanied by detailed acquisition plans, land schedules, estimated cost for different categories of land (we or dry cultivation, pasture land, waster land, etc.), provision for compulsory acquisition, etc.,</p> <p>(c) Main road Work. – This may be split up into two, where necessary , one up to formation level and the second for base course, metalling, etc. Small masonry works, pipe culverts, retaining walls may be included in this.</p> <p>(d) Masonry works for bridges, culverts, etc. – These will be accompanied by separate drawings, designs date, calculations for design, quantities, rates, and abstract. Important and costly retaining walls will come in this section.</p> <p>(e) Rest-houses, temporary structures, inspection sheds, etc.</p> <p>(f) Arboriculture, where provided.</p> <p>(g) Any other important items that cannot be included in the above.</p> <p>(h) Major technical supervision.</p> <p>(i) Other miscellaneous items.</p> <p>(j) Other miscellaneous item.</p> <p>3.3. Design calculations, where necessary.</p> <p>4. Analyses of Rates.</p> <p>4.1. Under this head, give analyses for the rates of all items which are not included in the current schedule of rates for finished works, indicate how the rates have been arrived at. Justify all rates which are higher than those provided in the approved schedule of rates.</p> <p>4.2. In ----- NOT COMPLETED ----- MISSING PARAGRAPH</p> <p>5 Drawings</p> <p>5.1. The drawings usually required for a ----- mate are :-</p>
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- (i) Key Map. – On a small scale (1"=16 miles or 1" = 8 miles) showing the location of the road with respect to important towns and industrial centres near at hand and the existing means of communication (road, rail, waterways), in the neighbourhood so as to give a bird's eye view of the proposed road in relation to the whole communication system in the area.
- (ii) Index Map showing the general topography on a larger scale (say 1"=1 mile) of the road and important towns and industrial centres served by the road. This map should also show existing and proposed roads connecting with the road to be constructed, improved, etc., railways waterways and other means of communication.
- (iii) Preliminary Survey and Location Plans (usually tracing of village maps) showing the proposed alignment, diversions, curves width of right-of-way, building control lines, village boundaries, etc.
- (iv) Detailed plan and Longitudinal Section
 - (a) The detailed group plan showing the centre line, boundaries of the right-of-way, contours, existing structures, drainage courses, tanks and ponds, description of soils, quarries, curve data, location (R.D.) of drainage crossings, reduced distance of cross-sections, mile and furlong stones, bench marks, North point, etc.. etc.
 - (b) The longitudinal Section (to the same horizontal scale as the plan) showing the datum line, ground levels, formation level, height of bank, depth of cutting, soil classifications, gradients, miles and furlong stones, vertical curve data drainage crossings, position of cross-section, formation line, etc.
- (v) -----**NOT CLEAR MATTER**-----
- (vi) Land Acquisition, Plans and Schedules. – These are prepared to the scale of the village or settlement plans and show wells, building, nature of crop, etc. Schedule and land to be acquired accompany the land plans.
- (vii) Detailed designs for Masonry works.
- (viii) Plans for dak bungalows, rest-houses, etc., (including site plans).
- (ix) Land Plans for Quarries. – These are similar to land acquisition plans and schedules.

A table indicating suggested Standards for sizes of Maps and Scales, for high way project estimates is given in Annexure I.

ANNEXURE TO APPENDIX 6-B
Standard for Sizes of Maps and Scales for Road Works.

Name of drawing	Size of Map	Scales recommended
1	2	3
1. Key Map	13 inches by 8 inches	1 inch to 1 mile 4 inch to 1 mile 1.4 inch to 1 mile 1/16 inch to 1 mile } Depend area
2. Index Map	13 inches by 8 inches in successive sheets.	1 inch to 1 mile. Where the ever several miles, index section to a scale of 1 inch to provided.
3. Preliminary Survey or Location Plans	33 inches by 18 inches 27 inches by 20 inches 20 inches by 15 inches 16 inches by 13 inches 13 inches by 8 inches depending on the extent of area to be covered.	8 inches to 1 mile, or 16 inches
4. Detailed plan and Longitudinal section.	33 inches by 18 inches	(i) Rolling open country feet for ground plan distances of the section. (ii) Close country, 1 for ground plan distances of the section. (iii) Vertical scale section 1 inch to 2
5. Cross-section		1 inch to 20 feet
6. Land plans for roads, quarries, rest-houses.	33 inches by 18 inches	Working drawing 1/8 inch to
7. Masonry works, Dak	One of the following:-	Details 1/4 inch, 1/2 inch or

Bungalows, Rest-houses.	40 inches by 27 inches 33 inches by 18 inches 27 inches by 20 inches 20 inches by 15 inches 16 inches by 13 inches 13 inches by 8 inches	Enlarged drawing 1/8 th , 1/4 th (or fractions such as 1/16, or
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<p>APPEXDIX 6-C (Referred to in paragraph 6.22)</p> <p>1. Requisition for buildings works requiring sanitary/ electrical service should be made by departmental officers on the Executive, Buildings and Roads Branch concerned in the case of minor works; and on the superintending Engineer Buildings and Roads, in the case of major works,</p> <p>2. On receipt of requisition the Executive Engineer (through the Superintending Engineer), or the Superintending Engineer as the case may be, will send line plans of the proposed building to the Chief Engineer, Public Health/Executive Electrical Engineer, for the supply of rough cost estimates of the services.</p> <p>3. On receipt of these figures the Executive Engineer, or the Superintending Engineer, as the case may be, will furnish the total to the departmental officers. Showing separately the amounts for:-</p> <p style="padding-left: 40px;">(a) Building work, (b) Sanitary work, (c) Electrical work,</p> <p style="text-align: right;">in the estimate, enclosing the separate estimates for each.</p> <p>4. On receipt of intimation of administrative approval action should be taken as prescribed in paragraph 6.8 of this Manual.</p> <p>5. In the case of works costing above Rs. 1,00,000, the Superintending Engineer will than collect the detailed estimates for (a), (b) and (c) above and send the complete project to the Chief Engineer, Buildings and Roads Branch, for technical sanction. The Chief Engineer, Buildings and Roads Branch, will then return the estimate as sanctioned to the superintending Engineer concerned and copy to each of the specialist officers concerned with the necessary separate allotment of founds to each.</p> <p>6. In the case of works costing below Rs. 1,00,000, the Superintending Engineer will return the estimate for services to the Chief Engineer, Public</p>

Health/Executive Electrical Engineer for preparation of the detailed estimates and their technical sanction informing the Chief Engineer, Buildings and Roads Branch and all concerned of his action. Each of the specialist officers concerned will then obtain funds form of the Chief Engineer, Buildings and Roads Branch, and be responsible for the control of expenditure incurred by him.

7. When preparing detailed estimate, the Chief Engineer, Public Health/Executive Engineer will prepare drawings in duplicate showing details of the Sanitary/Electrical works such as pipe lines and fittings, etc./lights, fans, switches, wall plugs, pipes through walls, etc., with the positions thereof clearly dimensioned, and copies of such drawing will be sent to the Executive Engineer responsible for the Buildings work, when according technical sanction.

8. On receipt of the information the Executive Engineer should arrange with the building contractor that no work is done which may have to be dismantled in order to get the wiring, pipes and fittings, etc, fixed in position. He should also inform each of the specialist officers concerned when the stage is reached for the execution of his particular work.

9. The officer carrying out the building work will be responsible for bringing to the notice of his immediate superior any delay in the submission of his project, due to delay on the part of the specialist officers in supplying the required information. He should also inform the latter of deviations, if any, affecting the services, in time to avoid work being held up either on buildings or on services. In fact should work in the closest co-operation with local officers of the specialist departments.

10. On completion of the work the chief Engineer, Public Health/Executive Electrical Engineer will intimate the final cost to the officer carrying out the building work for completion of the Register of Buildings.

APPENDIX 6-D*(Referred to in paragraph 6.36)***RULES FOR PREPARATION OF ESTIMATES FOR ROAD**

1. General,-Estimates for road maintenance should be prepared separately for metalled roads and unmetalled roads. Separate estimates for surfacing only of metalled roads should be prepared.

2. Estimates for Metalled Roads-Estimates of annual repairs to metalled roads should be prepared on the stereo B&R Form 40-B under the following heads:-

(a) Establishment.-The pay of the Road Inspector, Mates, Beldars and Chowkidars as well as their traveling and conveyance allowances, etc, should be provided for under this sub-head.

(b) Repairs to road structures.-Provision under this subhead should be estimated separately for (i) Bridges and culverts, (ii) Inspection bungalows and gang huts. (iv) Repairs, painting, Lettering of mile and furlong posts and other road signs and white washing of boundary pillars, (v) Roadside and catchwater drains, (vi) Repairing and cleaning roadside wells, and (vii) Repairs to foot-paths, etc.

The expenditure on repairs to inspection bungalows, gang huts, and repairs and repairs and cleaning of roadside wells should usually be based on past averages.

(c) Collection of metal-Under this sub-head should be provided the quantity of metal required in certain miles of the road. The date of last renewal and the thickness of wearing coat, etc., should be stated under this sub-head.

(d) Consolidation .-Provision for consolidation of the metal, special

	<p>water allowances, diversions and repairs to barriers, pay of rollers establishment for idle days, and scarifying of old metal pick, etc., should be provided under this sub-head.</p> <p>(e) Miscellaneous.-Removal of landslips (based on averages), removal of snow (based on averages), earthwork on berms petty repairs to tools, etc., cost of baskets, pagries and sundries, painting white traffic lines for up and down traffic, maintaining side tracks and katcha tracks across nadis and chos and removal of jungle and dressing road land, etc., should be provided under this sub-head.</p> <p>(f) Abstract and estimate.-An abstract for the total estimate cost should then be prepared, for the road. Statement of expenditure for the past 5 years working out average expenditure per annum on the various sub-heads should be given. The average cost of maintenance per mile of the road should also be worked out in the end.</p> <p>(3) Estimates for Unmetalled Roads.-Estimates for unmetalled roads should also be framed under different sub-heads, viz., establishments, repairs to road structures and miscellaneous. The abstract at the end should show the statement of expenditure for the past 5 years and average expenditure per annum on various sub-heads to compare the proposed estimate. The cost of maintenance per mile should also be worked out in the estimate.</p> <p>(4) Estimates for Surfacing.-(a) In the estimates for surfacing provision should be made for bajri and binder required for patch repairs. Justification for the quantities provided should always be recorded.</p> <p>(b) Normally bajri for resurfacing should be provided at a rate of 2 sft . (3/8" to 1/8" size and binder at 18 lb . per 100sft.</p> <p>(c) Provision for resurfacing of the miles should ordinarily be made on the consideration of three years life for surfaces painted with state and 5 years life for surface painted with bitumen.</p> <p>(d) Suitable provision for the carriage of road roller and for the idle days of the roller as well as for the idle days of the establishment thereof should also be made.</p> <p>(e) Justification for the rate provided for bajri should be given in the estimate.</p> <p>(f) The date of last surfacing and the kind of binder used should be given in the estimate.</p>
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- (g) A programme should be framed for resurfacing work for 5 years and the estimate should be based on this programme .
- (h) The cost should be estimated separately for materials and labour charge .
- (i) The estimate should be concluded with an abstract showing the statement of expenditure on the road for the past 5 years and its average pr annum to compare the proposed expenditure under the following heads:-
 - (i) Collection of bajri
 - (ii) Collection of binder
 - (iii) Labour
 - (iv) Pay of roller establishment for the days and cost of fuels of patch work, etc.

Average cost of resurfacing per mile should also be worked out in the estimate.

	<p style="text-align: center;">CHAPTR VII</p> <p style="text-align: center;">CONTRACTS AND AGREEMENTS</p> <p style="text-align: center;">GENERAL</p> <p>7.1. (i) A proposal made and accepted becomes promise. In order to convert a proposal into a promise the acceptance is, in effect a new proposal.</p> <p>(ii) Every promise and every set of promises forming the consideration for each other is an AGREEMENT.</p> <p>(i) An agreement enforceable by law is a CONTRACT.</p> <p>(iv) An agreement not enforceable by law is said to be void.</p> <p>(v) An agreement which is enforceable by law at the option of one or more of the parties thereto, but not at the option of other and others, is a VOIDABLE CONTRACT.</p> <p>It is highly important to realize that a breach of the contract by the other party does not necessarily put an end to it. It only entitles the injured party to put an end to it and does not compel him to do so.</p> <p>(vi) Rates quoted by contractors in response to a specific invitation from a Divisional or Sub-Divisional Officer an simple paper with requisite non-judicial stamps duly affixed thereon, and unaccompanied by “earnest money” for works and supplies, proposed to be executed on “WORK ORDER” basis are termed QUOTATIONS, time not being the essence of the undertaking.</p> <p>(vii) Rates quoted by contractors in response to tender call noticed issued by Divisional or Sub-Division Officer on prescribed printed forms with requisite non-judicial stamps duly affixed thereon an accompanied with “EARNEST MONEY” for works and supplies, provided to be executed on “CONTRACT” basis are termed “TENDERS”, time being the essence of the undertaking.</p>
<p>Definition</p>	<p style="text-align: center;">CONTRACTS</p> <p>7.2. Contracts may be of three kinds, viz., lump sum scheduled and a combination of these two.</p> <p>In lump sum contract the contractor engages to execute the work with all its contingencies for a fixed sum.</p> <p>Scheduled contracts are those in which the contractor undertakes to execute the work at fixed rates, amount payable to him depending on the quantities and kind of work done or material supplies.</p>
	<p>Kinds of contracts.</p>

<p>Contract agreement forms.</p>	<p>In the third kind of contract viz., a combination of both these, fixed sum is proposed for the completion of work as specified and a Schedule of rates and agreed upon by which to regulate the price to be paid or to be adjusted for additions or alterations.</p> <p>7.3. The principal forms of contract agreements in use in the PWD, B & R Branch, are:-</p> <p>(1) Contract agreement form F.I. (Stereo B&R No. 28).-The contract agreement form F.I. should be used when work is be let out on percentage basis, when the contractors tender either at estimated rates or at a given percentage above or. below the estimated rates. No alteration in the working of the ‘tender’ portion of the form is necessary in the case of quotations at par. A contractor can in such case either score out the works PER CENT below/above or enter the word ‘zero’ before them.</p> <p>(2) Contract agreement form F-2 (Stereo B & R No. 29).-The contract form F-2 is employed when work is intended to be let out on item rate basis and the contractor is required to quote rate for each item, it is not at all intended for use when percentage tenders are called for.</p> <p>(3) Contract agreement Form H (Stereo B & R No. 30).The contract form-H is used when tenders for supply of material are called for.</p>
<p>Instructions in regard to the conditions in Form F. I and F. 2.</p>	<p>7.4. To gain a clear appreciation of one’s full rights and obligations under the terms of contract and thereby to be able to act correctly and punctually to safeguard the just rights of Government it is enjoined upon every officer to be thoroughly conversant with the precise provisions in and the true importance of each and every clause in the contract agreement forms. The following further instructions are issued in regard to the conditions of contract laid down in the contract agreement forms F-1 and F-2 for rigid adherence.</p> <p>(a) Under clause 1 the word “CONTRACTOR” refers both to person or persons; hence there is no necessity to alter the word ‘contractor’ to ‘contractors’ or ‘he’ to ‘they’ when contractors enter into an agreement in partnership.</p> <p>(b) If the security deposit is collected lump sum item (e) of the Memorandum in contract forms F-1 and F-2 will be scored out. If on the other hand it is to be collected in installments, item (d) under the said memorandum will be scored out.</p> <p>(c) Provisions of clauses 2 and 3 may be carefully studied to take action against the defaulting contractors. Where work is not completed within the stipulated period compensation should be levied unless the circumstances are beyond the control of the contractor and he has</p>

applied for extension of time limit in time. Where the contractor is found neglecting the work and progress is extremely poor compensation can be levied even before the expiry of the entire contractual time limit. The Superintending Engineer concerned can on a written representation from the contractor, reduce compensation from the contractor, reduce compensation to such amounts as he considers appropriate.

(d) (i) Particular care needs to be taken in regard to the operation of clause 3. The provisions of this clause should only be invoked if the contractor makes himself liable to pay compensation under clause 2.

(ii) The Engineer-in-charge should carefully weigh the consequences which would result if action is taken under clauses 3(a), 3(b) and 3(c) and should then select the sub-clause which is most suited to the circumstances of the case.

(iii) In cases where clause 3(b) has to be resorted to, the necessity of most efficient supervision on the daily labour is imperative, in the interest of the contractor.

(iv) It is incumbent on all Executive Officers to see that the cost of the daily labour proposed to be employed departmentally can be met from the amounts due to the contractor; otherwise a revised estimate must be rendered directly the order for employment of departmental labour is issued, and that no such labour is employed till revised estimate is sanctioned, and funds provided.

(e) The authority to grant extension of time as per clause 5 vests in the Superintending Engineer or the Executive Engineer whosoever executes the contract agreement. Applications for grant of extensions must be received before expiry of the current time limit and promptly decided.

(f) Work executed with unsound, imperfect and unskillful workmanship or with materials of inferior description should not be accepted normally. The Engineer Incharge should take action under clause 14 of the Contract Form to get the defective work rectified or re-executed. However, in cases where the defects are of minor nature which do not endanger the structural stability of the work or otherwise render the work unacceptable, it may be accepted and payment made to the contractor at reduced rates. This action should only be taken on the written request of the contractor and the item of work treated as non-agreement item. The Executive Engineer can fix the rate of such item if the total amount of the item is within his competency to accord technical sanction. If the amount exceeds the competency of Executive Engineer he shall refer the matter to the Superintending Engineer, who will again be competent to sanction the rate if the

<p>Clause for contracts for supply of stone etc.</p>	<p>amount of such an item is within the amount up to which he can accord technical sanction.</p> <p>(g) In terms of clause 17 the contractor is liable to make good the damages which may occur during the course of execution of work or within three months after the issue of completion certificate and not thereafter. As such particular care should be taken that this period is not allowed to lapse without taking necessary action, if the contractor becomes liable for restoration/removal of any damages/defects in the work.</p> <p>(h) Claims of extraordinary nature whenever arising, should be promptly referred to Government as provided in clause 25 of Contract Form and should not be finally decided by the Engineer-in-charge.</p> <p>7.5. (a) An analysis of rates should be attached to every agreement for the collection of stone, kankar or other metal when such material is to be carried by rail and a stipulation made that in the event of the railway granting concession rates for the carriage of metal, a corresponding reduction will be made in rates paid to the contractor.</p> <p>(b) Supplies of stone, kankar and other material involving carriage by rail should normally be arranged through deliveries to be made at the site of work where the material should be measured in standard stacks for final payment, so as to avoid any loss to Government.</p>
<p>General principles to be observed in operating contracts.</p>	<p>7.6. (a) The important principle to be steadily borne in mind before contracting, during performance, and in finally settling up a contract, is to steer clear of whatever may tend towards legal complications. Therefore, in dealing with contractors, it is exceedingly important both to employ unequivocal language, avoiding any expressions which may possibly be interpreted to imply a waiver or concession not deliberately intended and to preserve clear proof of the language actually used. Besides, a correct, full and timely appreciation of one's right and obligation under the terms of contract is obviously called for.</p> <p>(b) Officers should clearly realize that every contract has within it a potential law suit and illimitable potentiality of double dealing. The only safe course, therefore, is to look at every contractor as a possible future antagonist and act accordingly from the outset. This enjoins constant alertness on the part of Executive Engineer, but does not sanction departmental harshness against the contractors, who should be given a fair treatment and their claims dealt with in an impartial and conciliatory manner, weighing matters on their merits. No contractor having a just claim against Government should be compelled to resort to litigation to enforce it.</p>

<p>General rules for preparation of contracts.</p>	<p>(a) All correspondence whatever with person preferring claims against Government or likely to do so should be headed “without prejudice”. By this precaution statements liable otherwise to be proved as admission are protected and Departmental Officers can correspond freely with the opposite party without fear of weakening the Government’s legal position. Such correspondence should be sent under registered A.D. covers. Communications of any appreciable consequence with contractors be invariably type written and correct copies be invariably kept and be carefully safeguarded.</p> <p>(b) Officers must distinguish between the appointment on the one hand, of an agent merely to receive and make payments or communications, and on the other hand, the delegation to another person of responsible duties under a contract.</p> <p>(c) It is expedient to realize the great importance of not losing a moment in calling a contractor to account who is seen to be deviating from his undertaking. Acquiescence in any violation of an agreement is fatal.</p> <p>7.7. (a) While entering into contracts the following general rules and principles relating thereto should be borne in mind:-</p> <p>In framing an agreement, the two main objects to achieve are:-</p> <p>(i) nothing material must be omitted.</p> <p>(ii) all that is expressed must be unequivocally worded beyond the reach of perversion, and convey completely what is desired to be conveyed. In laying down specifications generalities are to be shunned as they are just the contractor’s opportunity.</p> <p>Note.1.– In making agreements with or in favour of any person, firm, company, syndicate, municipality or other public body for any concession, grant or lease of land, or mineral or forest rights, or of right to water power, or right of way or other easement, or of any privilege in respect of land, the deed of concession or the agreement if the right under it are transferred must be framed that it will be beyond the powers or the guarantees or contractors to transfer their rights or any part of them except with the sanction of the competent authority.</p> <p>All such concessions and agreement will further be subject to any special provisions made by the competent authority to meet particular cases or particular classes of cases.</p> <p>Note 2. – In all contracts enduring or likely to endure for a period of more than five years a provision should where feasible be included for an unconditional power of revocation or cancellation of such contracts by Government at any time during the currency of the contract on the expiry of six months notice in writing to that effect.</p> <p>(b) Standard forms of contracts should be adopted wherever possible. For contracts with unusual terms and for works of great magnitude the contract deed should be got specially prepared by the Legal Remembrancer. The terms of a contract once entered into should not be materially varied without the previous consent of the competent financial authority.</p>
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(c) No contract involving an uncertain or indefinite liability or any condition of an usual character, should be entered into without the previous consent of the competent financial authority.

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

(e) In cases where a formal written contract is not made, no order for supplies, etc., should be placed without at least a written agreement to price.

(f) Government servants executing deeds on behalf of Government should distinguish between the power merely to sign such deeds and the power to grant leases, etc., without reference to Government. If the power to make a grant has not been delegated, reference should be given to the orders of Government itself. If the power has been delegated, a reference should be made to the order of delegation.

(g) (i) If a lease is to be executed on behalf of a corporation, there must be either a resolution of the governing body, or some other form authorization, and there should also be an inspection of the articles of association or the by-laws to show that the execution of the document by the person signing it is in order.

(ii) When the deed is in favour of incorporated body the agreement is with the body itself, and should be so expressed. A common mistake is to describe the agreement as being made with the Manager or Managing body. Such expression should be avoided.

(h) When the deed is in favour of firm, the agreement is with the actual partners trading under the name of the firm, and not with any 'entity' as apart from the partners should be known and that it should also be known whether the party executing the lease has power to bind the partners. Particular caution is needed when the deed relates to land as the powers of the partners to bind each other in this respect are strictly limited.

(i) All reference to specified sums of money, terms of years and so on should invariably be expressed in words and not in figure. Abbreviations should be used as little as possible.

(j) Schedules, maps and plans form part of a draft, and should be included in any draft which is to be sent to the legal Remembrancer for scrutiny. However, care should be taken that maps and plans should show objective physical facts only and no controversial fact should be entered on them as the latter is likely to prejudice their acceptance in evidence, in a court of law, as accurate documents, when such a necessity may arise.

(k) Delays in the execution or renewal of agreements are most

<p>Paper for execute of contracts and agreements.</p>	<p>objectionable and sometimes result in loss Government. As far as possible, they should be executed, whether by way of renewal or otherwise, as the case may be, prior to the dates from which they come into force.</p> <p>(l) Agreement or leases, the registration of which is compulsory or is considered necessary, should be presented for registration within four months of the dates of execution, – vide section 23 of Indian Registration Act.</p> <p>(m) Fair Wage Clause. – The ‘Fair Wage Clause’ as per Appendix 7-A, should be inserted in all notices and conditions of contract forms used for execution of works through contractors.</p> <p>(n) A copy of Punjab P.W.D. Contractor’s labour Regulations as reproduced in Appendix 7-B should be appended to each contract entered into for execution of works.</p>
<p>Rules for sealing and signing of agreements.</p>	<p style="text-align: center;">EXECUTION OF CONTRACTS AND AGREEMENTS</p> <p>7.8. All important documents such as agreements, etc., should always be executed on stiff, strong and durable paper.</p> <p>7.9. Rules for the ‘sealing’ and ‘signing’ of agreements of security deposit and memorandum of agreements are summarized below:-</p> <p>(j) If the person can write and has his name seal, make him sign his name and, as an additional precaution, affix his seal and have these attested.</p> <p>(ii) If he can write, but ha no name seal, make him sign and have the signature attested.</p> <p>(iii) If he cannot write, take his thumb impression and affix his name seal, if he has one and have the impression and seal attested.</p> <p>(iv) With regard to corrections, alterations, interpolations, etc., if the person can write, he should attest these by his initials and seal if he has one, and if he cannot write he should affix his thumb impression by way of attestation. A witness should attest all such corrections, alterations, interpolations, etc., by his initials.</p> <p>The officer executing the agreement on behalf of the Government should also initial any such corrections, interpolations, etc.</p>
<p>Attestation of corrections.</p>	<p>7.10. Mere manuscript filling in of blanks in contract forms does not require attestation. However, attestations, if made, should also be initialed by one of the witnesses to executants signatures.</p>
<p>Signing of</p>	<p>7.11. (i) Every page of agreement should be signed at its bottom by the executants. Interlineations, blanks , interpolations, corrections, alterations and</p>

<p>every sheet of agreements.</p>	<p>erasures should be avoided, but when resorted to being absolutely necessary they should invariably be made in ink and attested by the executants. Alternations of every sort should be so made as to leave the original words legible.</p>
<p>Avoiding abbreviations.</p>	<p>(ii) When corrections of interpolations are necessary in a contract agreement, deed or other instrument to be executed by B & R Branch, a new document should be prepared for execution.</p>
<p>Avoiding official seals.</p>	<p>7.12. All officers should see that whenever they sign any legal document or make any endorsement, writing or description thereon, no abbreviated words are used.</p>
<p>Mention of dates</p>	<p>7.13. Official seal should not be affixed or other enfacement applied to original documents such as deeds, leases, bonds and instruments relating to contract or other agreements.</p>
<p>Date of execution of agreements.</p>	<p>7.14. Divisional or other officers should not write the dates under their signatures when they witness an agreement, the date of execution need only be written once and that at the commencement of the agreement.</p>
<p>Witnessing agreements.</p>	<p>7.15. For the purposes of the law governing the date of execution of deeds on behalf of Government when more than one party is a signatory, and when it is impossible for all the parties to sign concurrently, the execution is held to be completed on the date on which the deed is last signed by any party thereto and that date should be entered as the date of execution in the body of the deed.</p>
<p>Addresses and designations of witnesses.</p>	<p>7.16. Government officials are permitted to witness agreements, etc., executed by contractors.</p>
<p>Explaining each clause to the contractor.</p>	<p>7.17. Addresses and designations of all witnesses should be distinctly entered under their signatures in all deeds of agreement.</p>
<p>Accidents and responsibilities of contractors.</p>	<p>7.18 Each clause of the agreement should be explained to the contractor in his own language, if he cannot read English.</p>
<p>Stamping of agreements.</p>	<p>7.19. In the case of contract agreements for works and repairs, the contractors are liable for payment of compensation to injured workmen or in case of death to his relations in conformity with the provisions of the Workmen's Compensation Act of 1923, as amended from time to time.</p>
<p>Stamping of agreements.</p>	<p>7.20. All instruments not exempted from stamps duty should be stamped before execution. All agreements or security bonds entered into by contractors for the execution of work or securing the due performance of contract are exempt from step duty.</p>

<p>Additional clause to contract agreements.</p> <p>Execution of contracts and agreements.</p>	<p>7.21. The practice of adding typed clauses in the printed contract agreement should be deprecated. Only in very rare cases of absolute necessity should additional conditions be typed in the contract form and those too with the approval of the Superintending Engineer, who should satisfy himself that they are indispensable for the contract and are not repugnant to the printed conditions of the agreement. Such additional clauses, which are considered essential and have general applicability should be got standardized after getting them approved by the Legal Remembrancer</p> <p>7.22. The Divisional Head Clerk is responsible for the correctness of the entries he makes in the contract forms and the consequent agreements and the duty of the Divisional Accountant is confined to the verification of documents in the following respects:-</p> <ul style="list-style-type: none"> (i) that items (b), (c) and (e) of the memorandum on page 3 of Stereo B & R No.28 and on page 2 of Stereo B & R No.29 agree with the notice inviting tenders, and that alternative (d) is scored out; (ii) that the rates for items of work on page 2 of Stereo B & R No.29 are clear and in order; (iii) that the rates for materials to be issued by Government to the contractors shown in the schedule on page 12 of Stereo B & R No.28 or 29 are specified in accordance with rule 7.43 (b) of Departmental Financial Rules. (iv) that in Stereo B & R No.28, clause 30 as provided, is in accordance with rule 7.43 (b), note 2 of Departmental Financial Rules. <p>The forms and agreements after completion will remain in custody of the Divisional Officer.</p> <p>The contract agreement should invariably be drawn on proper form and strictly in accordance with the terms and conditions of notice inviting tenders, tender of the contractor and letter of acceptance.</p> <p>For ordinary contracts, usual stereotyped forms should be used. For contracts with unusual terms and for works of great magnitude, contract deed should be got specially prepared by the Legal Remembrancer.</p> <p>The Fair Wage Clause (Appendix 7-A) should invariably be inserted</p>
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Notice inviting tenders.	<p>quotations must be invited for all works and repairs costing between Rs. 1,000 is not compulsory and is left to the discretion of the Sub-Divisional Officers, who should record reasons in all cases involving an expenditure in excess of Rs.100 where calling of quotations has been dispensed with.</p> <p>7.26 (a) Normally, tenders accompanied by requisite earnest money, as described in paragraph 7.34 must be called for the execution of all the work and repairs intended to be given out on contract, in conformity with the procedure laid down with the paragraphs 2.64 to 2.69 of the Punjab P.W.D. code . The notice inviting tenders , which is an important document forming as it does, the basis of the contract agreement, should be most carefully drawn up by the Divisional Head Clerk on the basis of the sanctioned estimate and scrutinized by the Divisional Head Draftsman and Divisional Accountant. Before inviting tenders the following contract documents should be prepared so that there may be on ambiguity which might subsequently give rise to complications or go to the extent of vitiating the contract:-</p> <p>(i) a complete set of drawings showing the general details of the proposed work .</p> <p>(ii) a complete specification of the work reference can be made to the relevant the P.W.D. specification Book it must be noted against each items in quantities appearing in the text.</p> <p>(iii) A list of materials to be issued by the Department giving the rates and place of issue.</p> <p>(iv) A schedule of quantities.</p> <p>(v) A set of conditions of the contract. (This, of course , refer to the additional conditions beside those which are printed and which are necessary for the execution of a specific work.)</p> <p>(vi) In the event of the rate for deduction percentage being less then the usual 10 per cent , this rate should be specifically indicated in the notice inviting tenders.</p> <p>In fact all conditions and specifications which have subsequently to find a place in the contract agreement should be clearly brought out in the Notice Inviting Tenders.</p> <p>Authority should always be reserved to reject any or all of the tenders received without the assignment of reasons and this should be expressly state in advertisement.</p> <p>(b) Before the notice inviting tenders duly completed by the Divisional Officer is actually issued the Divisional Accountant shall verify that:-</p> <p>(i) the amount of earnest money entered n paragraph 3 is in accordance with paragraph 7.34 of Manual of Orders and</p> <p>(ii) the details of the estimate given in paragraph 10 are the same for each sub-head of the estimate as those in the sanctioned estimate.</p> <p>(c) Due publicity should be given to the tender call notices and the</p>
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<p>C.E. B&R letter No. 1375/SR dated 20th September, 1961 addressed to Secretary B&R.</p> <p>Giving out work without inviting</p>	<p>following procedure should be followed in this respect.</p> <p>(i) In the case of works costing over Rs. 50,000 the tender notices should be advertised in the press both in vernacular and English giving three weeks' clear notice. To ensure the publication of the notices well in time, the Executive Engineer should forward such notices to the Director, Public Relations, Punjab, a further week in advance. Thus the date of issue of the notices should be about four weeks before the date of receipt of tenders. Besides, letters should also be addressed individually to approved contractors falling in the category to which the advertised work relates and the higher category, inviting them to peruse the tender notice exhibited by the Executive Engineer concerned in his own office or offices of other Divisions and submit their tenders. Such letters should be issued under postal certificates. Copies of the tender call notice should also be sent to all the Divisions for being exhibited on the notice-boards. In case of 2nd class contractors the letter should be issued only to such contractors as are working in the particular Division to which the work relates.</p> <p>(ii) IN the case of works costing over Rs. 20,000 and up to Rs. 50,000 the procedure to be adopted should be as per sub-clause (i) above with the exception that the tender notices should not be advertised in the press. Two week's clear notice should be given. To ensure their exhibition in the offices of various Divisions in time, the Executive Engineers concerned should forward the brief notices as also the formal tender call notices to the other Divisions four days earlier. Thus the date of issue of the notices should be 18 days before the date of receipts of tenders.</p> <p>(iii) For works costing over Rs. 10,000 and up to Rs. 20,000 the tender notices should be exhibited in all the Divisional and Sub-Divisional offices of the circle of Superintendence concerned. Ten days clear notice should be given in this case. The notices are to be issued two days earlier.</p> <p>(iv) For works costing up to Rs. 10,000 the tender notices are to be exhibited in the Divisional Office concerned as also in the Sub-Divisions that Division. Ten days clear notice should be given in this case, the notice being issued 2 days earlier.</p> <p>Note.— To prevent unauthorized removal of such notices, the Executive Engineer, should see that the Notice Boards are provided with chicken-wire netting having locking arrangements.</p> <p>7.27. Should, however, special circumstances render it impossible or inexpedient, save in the case of works and repairs costing less than Rs. 1,000 as mentioned in para 7.26 supra, to invite tenders in any particular case, the officers</p>
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<p>tenders.</p> <p>Refer para 2.72 (6) P.W.D. Code.</p>	<p>concerned will let out the work without calling tenders and immediately inform his next superior officer in writing giving reasons for the action taken. Further a note of the order authorizing the execution of the work without the formality of inviting tenders should be attached to the agreements concerned. Such cases should be altogether exceptional and Superintending Engineers should carefully scrutinize them during their annual inspections of Divisional Offices. The record of reasons for not calling for tenders/quotations should also be made available to the inspecting audit officer, if called of.</p>						
<p>Forms of notice inviting tenders.</p>	<p>7.28. For inviting tenders for works and supplies two standard forms, namely, stereo B & R No. 10 and No. 132 are in use. When tenderers are required to quote their percentage above or below the given rates, the tenders should be invited on the former form, but in case they are desired to quote their own rates, the latter form should be used.</p>						
<p>Issue and custody of tender forms.</p>	<p>7.29. The Divisional Head Clerk will have custody of tender forms and will issue them to applicants; he should require the applicants to attach non-judicial papers of the following aggregate value with all sorts of tenders, whether for execution of work on "CONTRACT" or "WORK ORDERS" basis on the front page. The stamps should be perforated before issuing the tender form:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Amount of Tender</th> <th style="text-align: left;">Amount of the non-judicial stamp</th> </tr> </thead> <tbody> <tr> <td>(i) Up to Rs. 5,000</td> <td>.. Re. 1</td> </tr> <tr> <td>(ii) Above Rs. 5,000</td> <td>.. Rs. 2</td> </tr> </tbody> </table> <p>Tender not bearing the defaced stamps should be rejected by the officers opening the tenders. No charge is made for the form itself. The officers opening the tenders should initial I ink and also give the date across the stamps.</p>	Amount of Tender	Amount of the non-judicial stamp	(i) Up to Rs. 5,000	.. Re. 1	(ii) Above Rs. 5,000	.. Rs. 2
Amount of Tender	Amount of the non-judicial stamp						
(i) Up to Rs. 5,000	.. Re. 1						
(ii) Above Rs. 5,000	.. Rs. 2						
<p>Opening of tenders.</p>	<p>7.30 (a) The intending contractor or his agent is required to deliver his tender in person to the Divisional officer, or send it by Registered Post so as to reach him before or at the time and place advertised in the notice. All tenders should be opened by the Divisional Officer in the presence of the Head Clerk, Divisional Accountant and such of the intending contractors or their agents, who may choose to attend for the purpose. Any tender not accompanied by the earnest money to the amount which has been entered in the notice shall be rejected. The Divisional Officer should enter the particulars of each tender in columns 1 to 5 of Stereo B & R No. 3 and the Head Clerk should make the necessary entries in columns 7 and 8 regarding the amounts deposited. Column 9, viz., reference to entry in the register of contracts (Stereo B & R No. 133) should be filled up by him later, on acceptance. The earnest money should be credited to the head 'Public Works Deposits' in the Cash Book and a receipt issued to the tendering contractors under the signature of the Divisional Officer.</p> <p>(b) The officer opening the tenders should follow the procedure given below to avoid the original tender documents being tampered with:-</p>						

- (i) The officer opening the tenders should invariably date and initial corrections in the schedule of quantities, schedule of materials to be issued and specifications and other essential parts of tender documents.
- (ii) The officer concerned should mark all corrections and overwriting and number them and attest them in red ink. In case there are number of corrections in any rate, either in words or in figures or in both the number of corrections marked should indicate the corrections serially, that is to say, in case of three corrections in rates of any one item each of these corrections should be allotted independent numbers serially and not one number to represent all the three corrections. In case of more than one correction if the correction is not legible, the rate should be written afresh in the hand of the officer opening the tenders.
- (iii) The number of such corrections and over writings must be clearly mentioned at the end of concerned page of the tender document and properly attested with date. Any omission observed should also be brought out clearly on each page of the Schedule.
- (iv) The corrections and over-writings should be allotted separate numbers, i.e., corrections should start from (1), (2) and (3), etc., and over-writings should similarly start separately from (i), (ii) and (iii), etc., for each page.
- (v) Any ambiguities in rates quoted by tenders in words or figures must be clearly indicated on each page of the schedule attached to the tender to which it concerns.
- (vi) In case where the contractor has quoted rate in Rupees and no nP. Is mentioned, the word 'only' should invariable be added after the word 'RUPEES' and the corrections should be initialed and dated with suitable remarks at the end.
- (vii) Where the contractors have omitted to quote the rates in figures or in words the omission should be recorded by the officer opening the tender on the page concerned.

(c) Normally no conditional tender should be accepted and the officer receiving such tender should reject it outright. However, where the conditions mentioned in the tender have no financial implications and where tender remains the lowest even after accounting for the financial implications of the conditions, the tender may not be rejected, but may be considered on merits.

(d) Generally no considerations should be given to the officers received after opening the tenders on the scheduled time and date but if it is found that the

<p>Finance Department U.O. NO. 2477-BNE-55, dated 26th July, 1955.</p>	<p>subsequent offer is favourable to Government tenders should be recalled or negotiations be carried on with the lowest tenderer to bring down the rates to the level of the lowest quotation received subsequently. It might happen that the negotiations may not be fruitful to bring the lowest tenderer to cut down his rates to the level of the lowest quotation received subsequently. IF this contingency arises in any case tenders should be recalled after giving due publicity, unless of course the work is of a very urgent nature and any delay in postponing its execution as a result of recalling of tenders would not be desirable. The decision in such cases should lie only with the Chief Engineer and not in any authority subordinate to him.</p>
<p>Handling contracts.</p>	<p>7.31. (a) Power of acceptance of tenders.— (i) Powers of the P.W.D. officers to accept the tenders are given in para 10.6 of Financial Handbook No. 3 (Departmental Financial Rules) and should be strictly followed, subject to the amount of sanctioned estimate and grant.</p> <p>(ii) For accepting tenders exceeding the powers of Superintending Engineers or Executive Engineers the following procedure will be observed:-</p> <p>If the amount of the tender is likely to be beyond the Divisional Officer's power of acceptance, or to be of an unusual character, he should before publicly inviting tenders, submit the Notice inviting tenders to the Superintending Engineer for his approval or remarks, together with a copy of the proposed advertisement for tenders, and the form in which the tenders are to be submitted. Should the tender be of a very special nature, or the amount of it is likely to exceed the Superintending Engineer's power of acceptance, that officer should in like manner, submit the contract documents to the Chief Engineer for scrutiny and advice.</p> <p>Note. —The limits of Superintending Engineer or Executive Engineer's powers of acceptance tenders as given above are exclusive of the estimated cost or value of:-</p> <ul style="list-style-type: none"> (i) Land to be acquired; (ii) Petty establishment; and (iii) Materials to be supplied by Government to a contractor for a work free of cost. <p>(b) Communication of approved. — The tenders which are beyond the power of acceptance of the Executive Engineer will be dispatched by them on the day following their opening, to Superintending Engineers with a signed copy of the comparative statement and their recommendations with reasons. Superintending Engineers will after scrutiny either communicate their final orders to the Executive Engineer or else submit the case to the Chief Engineer for orders when it exceeds their powers, within three days. The Chief Engineer will return the case with his final orders expeditiously so as to ensure that they get communicated to the Executive Engineer in time to enable him, where necessary, to communicate to the contractor the acceptance of his tender within one month of the date of tender. On receipt of Superintending Engineers orders, Executive Engineers will inform the contractors of the result. The letter of acceptance should be most carefully scrutinized before issue so as to ensure that there is no</p>

ambiguity and the facts to be emphasized are clearly brought out therein.

Note. —The acceptance of tender is, in each case, subject to the condition that the amount of the tender added to the cost of land petty establishment and materials, if any, supplied by Government free of cost, will not exceed the account of sanctioned estimate plus such excess as the authority accepting the tender is competent to sanction.

(c) Order to commence work. —The acceptance of the tender does not constitute an authority to commence work and a separate order in writing will invariably be given to the contractor to start work.

(d) Preparation of Agreement. —(i) In case of works, tenders for which can be finally accepted by the Executive Engineer himself, contract agreement should be prepared and completed by the Executive Engineers soon after the issue of letter of acceptance. Such agreements should be prepared in triplicate in the first instance — the duplicate copy should be forwarded to the Audit after completion of the contract and the triplicate one may be kept for supply to the contractor if he wishes to get a copy and makes usual payment for it.

(ii) In case of works, tenders for which have been accepted by a competent authority higher than the Executive Engineer, the contract agreements will be prepared and executed by the Executive Engineer on behalf of the Governor or the State Government. In such cases 4 copies of the contract agreement will be prepared in the first instance. Original agreement after execution along with an attested copy should be forwarded by the Executive Engineer to the Superintending Engineer. The Superintending Engineer will satisfy himself that the contract has been properly executed in accordance with the tenders accepted and after having, done so, he will return the original contract to the Executive Engineer for record retaining the duplicate copy in his office. The triplicate copy will be sent by the Executive Engineer to the Audit while the quadruplicate copy will be retained for supply to the contractor if and when he asks for it on usual payment.

(iii) In case of tenders accepted by the Superintending Engineer or a higher authority, the Superintending Engineer shall be responsible to ensure that the contract has been properly executed in accordance with the tenders accepted. However, the responsibility for correct preparation of the contract and its final execution will be that of the Executive Engineer.

(iv) the contract agreements should normally be completed within a fortnight of the date of issue of letter of acceptance, but it should not take more than a month in any case. The certified copies should also be supplied to audit and other authorities within this period of one month.

(v) No payment should be made to contractor unless and until the contract documents have been signed and the agreement has been finally accepted and executed by the Executive Engineer on behalf of the State Government.

F.D.'s U.O.
No. 1530-
FCW-62
dated 13th
March, 1962.

(e) Custody of completed agreements. — The original contract documents duly completed should be kept in the personal custody of the Divisional Officer. The following procedure should be adopted in this respect: —

On the acceptance of a tender by authority higher than Executive Engineer, five copies of the contract agreement will be prepared simultaneously. One of these copies will form the original contract and will be accompanied by the original tender of the contractor. The remaining four copies will be attested to be true copies. The original copy, after execution and acceptance by the Executive Engineer will be sent to the Superintending Engineer for scrutiny. On its return the original contract scrutiny. On its return the original contract document will be kept in the personal custody of Executive Engineer, who will be provided with a steel almirah for recording these documents. The remaining four attested copies will be distributed as follows: —

One copy of Accountant-General, Punjab;
One copy of contractor (on payment);
One copy to the Divisional Accountant; and
One copy to the Sub-Divisional Officer.

For all day to day working, the attested copy with the Divisional Accountant will be utilized as the proper document. The original copy will remain in the custody of Executive Engineer and will not be taken out except for production in the court of law or for reference in case of some suspicion of any omission or interpolations in the attested copies.

(d) Alteration of contracts.-Some additions, omissions or alterations in the contracts are permissible according to clause 12 of the Contract Form and these alterations do not invalidate the contract. Such alterations should, however, be in the design or the plan of the work pr in specifications, The power to effect such changes should be exercised as follows:-

- (i) Sub-Divisional Officers cannot alter or modify any contracts on their own;
- (ii) The Executive Engineers will exercise the power of altering or modifying contracts made by sub-Divisional Officers, but not those made by themselves;
- (iii) For all the remaining contracts prior approval of the Superintending Engineer shall have to be obtained for making any modifications, additions, alterations.

No other alterations or modifications except those mentioned above are permissible in respect of items in the Schedule of contract or the conditions of an accepted tender should be effected without the approval of Government and also without the prior consent of the contractor. In this connection attention to invited to paras 2.95 an 2.96 of P.W.D. code. According to para 2.95 the Executive

<p>Acceptance or rejection of tenders.</p>	<p>Engineer can not make any material alteration sanction or standard design without the approval of the super tending Engineer and without reference to Consult Architect where the design have been prepared by latter. Para 2.96 lay down that where important structure alterations are contemplated, the order of the original sanctioning authority should be obtained even though the change does not involve any excess over the sanctioned estimate.</p> <p>(e) Payment for non-agreement items:- If the alteration and substituted item includes any class of for which no rate is specified in the contract, such work shall paid for as follows:-</p> <p>(f) Such non-agreement item for which in the sanctioned schedule of rates, that should be paid for at the schedule rate plus/minus tendered premium/rebate. The Executive Engineers competent to sanction such rate without any financial limit provided such non-agreement item is a result of change in design approved by competent authority as detailed in subparagraph (f) above.</p> <p>(ii) Where the rate for non – agreement item does not exist in the schedule of rates, the rate shall be determined by analysis and the Executive Engineer can sanction the rate provided the total amount all such items under one contract exceeds his financial limit, he shall refer the matter to the Superintending Engineer, Who will sanction the rate if the total amount of all such items including those already sanctioned by the Executive Engineer, is within his powers to accord technical sanction, otherwise the matter will be referred to the Chief Engineer, who has full powers to sanction such rates.</p> <p>In this respect it is very essential to distinguish between the authority to sanction rates for non-agreement items and the authority competent to allow additions, alteration in the work and modification in the design. According to clause 12, the Engineer Incharge is to decide the rate. But he can exercise power conferred on his by the contract agreement within the limits of his financial powers.</p> <p>7.32. (i) Tenders must be accepted or rejected as they are and Superintending Engineer and Executive Engineers should have no hesitation in rejecting all the tenders if they consider that they are high. In the event of rejection of all tenders, the best course is to re-invite tenders.</p> <p>(iii) Usually the lowest tender should be accepted, unless there be some objection to the capability of the contractor, the security offered by him or his failure in execution of former work. Reasons for rejecting the lowest tender or any should be recorded on the register of tenders which should be treated as a confidential record. The register should, however, be produced for inspection to the Audit Officer, if he so desires.</p>
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Earnest money.	<p>(iv) A tender other than the lowest may be accepted only after obtaining the approval of the officer immediately superior to the one who, under the rules, is competent to accept the tender.</p> <p style="text-align: center;">DEPOSIT OF EARNEST MONEY</p> <p>7.33. As a rule, on tender for the execution of works of any description should be received unless accompanied by treasury receipt or deposit-at-call receipt form a scheduled bank for the deposit of earnest money to the extent which has been notified. In fact the 'Earnest money' accompanying the tender is a token of contractor's earnestness in submitting his tender.</p> <p>Note.- The authority competent to accept the tenders may dispense with the deposit of earnest money from tenderers, with the approval of next higher authority.</p>
Scale of earnest money.	<p>7.34. The amount of earnest money to accompany a tender should be determined according to the following scale:-</p> <p>If the amount of the estimate does not exceed Rs. 2,000. .. Rs. 50.00</p> <p>If the amount of estimate exceeds Rs. 2,000, but not Rs. 5,000 ..Rs.100</p> <p>If the amount of estimate exceeds Rs. 5,000, but not Rs. 10,000 .. Rs. 200</p> <p>And, for each additional Rs.5,000 or portion of Rs. 5,000 a further sum of ... Rs.100</p>
Accounting of nearest money.	<p>7.35 (i) Earnest money deposits made by contractors of the P.W.D. are creditable to Public Works Deposits These deposits may be made by the contractors at sub-Divisional or District Treasuries. No previous authority of a Departmental Officer is necessary, but the depositor must state the designation of the officer in whose favour he makes the deposits and that designation must be stated on the receipt given by the treasury, as per Rule 12.5 (16) of Punjab Financial Rules.</p> <p>(ii) The earnest money is cash received with tender and returned to the contractors whose tender are rejected on the same day on which these are opened by the Divisional officer need not pass through the Divisional Accounts provided that the contractors concerned give a stamped receipt for the money in the Register of Tenders maintained in the Divisional office and that the Register is</p>

<p>Methods collecting Security Deposits.</p>	<p>to that extent treated as a subsidiary cash-book and consequently as an account form as laid down in Note 3 of paragraph 63 of central Public Works Account Code . Earnest money in cash which is received prior to the date fixed for opening the tenders or which for any reasons cannot be refunded on that date as well as earnest money received in the form of treasury challan should be brought to account in the cash – book and returned subsequently to the contractor under the ordinary rules for refund of money . The earnest money not received in cash or in treasury challans with tenders with tenders , but received in other authority form whether returned to the contractor on the same day as the tenders are opened or at any subsequent date need not pass through the Divisional accounts.</p> <p>(iii) As soon as a tender is accepted the earnest money becomes part of the security deposit and as such should be dealt with in accordance with paragraph 2.73 of Punjab P.W.D. Code and Paragraphs 3.6 to 3.9 of Subsidiary Treasury Rules. The earnest money accompanying the rejected tender should be returned and the procedure laid down in rule 9.3 of Punjab Financial Rules should be followed in such cases.</p> <p>Note:-The deposit-at-call receipts will be treated as such accounts books of the Division concerned and will be dealt with ingly.</p> <p style="text-align: center;">SECURITY DEPOSITS</p> <p>7.36. There are two methods of collecting the security deposit under the terms of contract agreement Forms F-1 and F-2:-</p> <p>A. In a lump sum. B. In instalments</p> <p>The security deposit whether recovered in ‘lump sum’ or by ‘Instalments’ shall normally be at the rate of 10 per cent of the estimated cost of work or the bills paid. But in exceptional cases, it may, at the discretion of the officer accepting the contract, be fixed between one per cent and ten per cent of the estimated cost in case of method ‘A’ and between 5 per cent and 10 per cent of the bills paid in case of method ‘B’, according to the circumstances of each case. In all cases where it is intended to recover security deposit at less than 10 per cent prior approval of the next higher officer should be obtained before the issue of notice inviting tenders.</p> <p>When once a contract is made, the ‘earnest money’ gets merged in the security deposit whichever method for collection of security</p>
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	<p>deposit is adopted . For instance:-</p> <p>(a) in method A if lump sum to be deposited is say .. Rs. 1,000</p> <p>(b) Amount already deposited by contractor as earnest money. .. Rs. 200</p> <p>Additional amount to be deposited. .. Rs. 800</p> <p>(c) Similarly in method B, suppose the Deduction to be made is 10 per cent And that first bill amounts to Rs. 2,000 and that Rs. 200 have Already been deposited as earnest Money, then 10 per cent on Rs. 2,000 Is .. Rs. 200</p> <p>Amount deposited as earnest money. .. Rs. 200</p> <p>Amount to be deposited by deduction Form first bill. .. Nil</p>
Security for supply of materials.	7.3.7. Subject to the limits as per paragraph 7.36 Ibid, the extent of the security for a contract for the supply Of materials, should be fixed on a consideration of the ‘delivery value’ of the total quantity to be supplied at the site.
Conversion of cash deposits to interest bearing securities.	7.38. Cash deposits of contractors should not be converted Verted to interest bearing securities except at the express Written desire of the contractor, and provided that the new Form of the security is permissible under the rules as well As under the terms of the bond. The conversion should be effected by the Divisional officer at the cost of the Contractor.
Crediting of Security money.	7.39. The security deposit of contractors should be Credited to the head “ Public Works Deposits”.
Interest on security deposits.	7.40. Under Post Officer Saving Bank Rules, only the ‘principal’ is pledged and not the interest thereon. The disposal of the ‘interest’ in the case of deceased depositors or forfeited securities is, therefore, a matter in which the P.W.D. is not interested.
Refund of security money.	7.41. (i) Security deposited by a contractor for the due performance of a contract should be returned to him three months after the work has been completed, i.e., finally measured by the Sub-Divisional Officer.

<p>C.E. B&R No. 4793- 49G, dated 24th March, 1960.</p> <p>Issue of materials to contractors.</p> <p>Rights over stores supplies by Government.</p> <p>Receipts for the supply of materials issued to the contractors.</p> <p>Recoveries from the contractors for supply of materials.</p>	<p>(ii) Lapsed securities should not be repaid without pre-audit by the Accountant-General, Punjab, as laid down in Rules 12.7 and 12.10 of Punjab Financial Rules, Volume</p> <p style="text-align: center;">SUPPLY OF STORES TO CONTRACTORS</p> <p>7.42 Issue of materials to contractors for the execution Completed item of work is generally permissible when is considered necessary To retain the supply of certain materials in the hands of Government. All such materials should be specifically mentioned in the Notice Inviting Tenders and their issue rates indicated therein. The issue of materials to contractors is governed by rules 7.43 to 7.49 of the Departmental Financial Rules which may be carefully studied and followed.</p> <p>7.43. (a) stores are issued to contractors by Government only for the use on the work for which they have been issued The contractor cannot put them to any other use nor has any right to remove such materials from the site of work without the written permission of the Engineer Incharge. The contractor is further required to return the surplus material if the Engineer Incharge so desires.</p> <p>(b) In case. any material issued from the Stores to the Contractor is not utilised for the purposes for which it is issued and is otherwise disposed of by his or spoiled, or lost or allowed to get deteriorated, the cost of such quantity of that material shall, without prejudice to other rights or remedies available to Government, be recoverable from the contractor at penal rates which may be fixed at the time of inviting tenders.</p> <p>7.44. Materials should be issued form stock only on receipt of an indent In P.F.R. Form 26 signed by the Divisional or Sub-Divisional officer. It should nevertheless be seen that the acknowledgement of materials is signed by the person to whom the are ordered is delivered or dispatched, or by a duly authorized agent.</p> <p>7.45. Recovery from a contractor on account of the cost of the materials issued to him for use on works should be made by deductions, from the first bill or form any 'on account' payment due to him. The Divisional Officer can, however, order gradual recovery according to procedure laid down in Rule 7.48 of Departmental Financial Rules. Where there is condition in the contract agreement that recovery is to be made in advance it should invariably be done and do laxity or leniency on this account should be shown otherwise it tantamounts to financial aid to the contractor; which save as provided in paragraphs 7.48 to 7.49 of this chapter is not permissible.</p> <p style="text-align: center;">Labour Charges</p>
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<p>No necessity for contractors receipt for labour charges.</p>	<p>7.46. Contractor's receipts are not necessary for labour charges incurred and cost of material supplied by the P.W.D. in replacing bad work by contractors or in carrying out an unfinished or remaining part of a work and recovered from their bills under the authority of clause 3 of the conditions of contract agreement forms F.1 and F.2 (StereoB.&R. forms Nos. 28 and 29). Such deductions should be shown in the " Memorandum of payment " in accordance with rule 7.29 of departmental financial Rules.</p>
<p>Advances to contractor.</p>	<p>ADVANCES TO CONTRACTORS AND INTERMEDIATE PAYMENT</p> <p>7.47. Normally payments should be made to contractors for works actually done and no advance payments are allowed except secured advances in which case payments is allowed on the security of materials brought to site where contract is finished work, including both labour and material.</p>
<p>Precaution before authorising secured advances.</p>	<p>7.48. The necessary for secured advances should be very carefully considered by the Officers before authorising them and should see that the following precautions are strictly observed :-</p> <p>(i) The rates paid for the raw materials should be 75 per cent of the value thereof as assessed by the Divisional Officer as otherwise, in the event of the contract changing hands, a loss to Government might occur.</p> <p>(ii) The raw materials thus paid for are to be regarded as bought from the contractor and then issued to him for the execution of work. The contractor is, therefore, responsible for the safety of such materials. The quantity of such raw materials should be measured up carefully and its whereabouts recorded by obtaining from the contractor unstamped but dated receipt acknowledging these materials, as the property of Government to be used by him on the work (see also paragraph 7.45).</p> <p>(iii) When secured advances are allowed by the Divisional Officer to a contractor those contract is for finished work it should be seen that an indenture in Form D.F.R. (P.W.) 28 has been signed by the contractor and a detailed account of the advances must be kept in part II of Running Account Bill B.</p> <p>(iv) In order to ensure that recovery on account of these intermediate payments is properly effected, the payments must be shown as "due from" the contractor in the works account and ledger, and recovery should be made from the contractor when he is paid for work on the sub-head for which the raw material was collected. The officer preparing the bill should note on it the proportionate amounts to be recovered. If recoveries are postponed, over payment might result, and the effect would be to</p>

<p>Issue of railway credit notes on behalf of contractors.</p>	<p>pay twice for the materials use din the work done.</p> <p>(See paragraph 2.105 of the Punjab P.W.D. Code and Rules 7.34 to 7.36 of Departmental Financial Rules).</p> <p>7.49. The issue of railway credit notes on behalf of and as recoverable from contractors is permitted, when they are supplying metal, bajri, sand, etc., to the Department on through rates, on the condition that every possible care is taken to ensure that no loss occurs to Government as a result of its use. When a credit note is issued it should be shown as recoverable from the contractor concerned by the office issuing the credit note. The Executive Engineer should see that the amount of the credit note is entered at once in the ledger against the contractor and recovered promptly from his first bill paid after the issue of the credit note. No relaxation in this respect should on any account be permitted.</p> <p>When tenders are called for supply of metal, bajri, sand, etc., which is intended to be carried by Rail, a clause should be added in the notice inviting tenders that credit notes should be issued in payment of the railway freight on behalf of an as recoverable from contractors and that the amount of the credit note would be recovered from the first bill paid after the issue of the credit notes.</p> <p style="text-align: center;">MISCELLANEOUS</p>
<p>Observance of time-limit.</p>	<p>7.50. (i) Applications for extention of time-limit which should be in the proper form are to be considered if they are received within 30 days of the hindrance.</p> <p>(ii) Contractors should be kept strictly to their time-limit by the Divisional Officers. If a contractor is given a work because he guaranteed to complete it in a shorter time than others, unlimited extensions given afterwards, do away with the reason for accepting his tender.</p>
<p>Contracts for execution of contribution works.</p>	<p>7.51. Contract for the execution of 'contribution works' should be prepared on P.W.D. forms, but the name of the public body or private individual for whom work is to be done should be substituted throughout the contract for the works 'Governor of Punjab' of 'Officer acting on his behalf'. The words in aprenthesis 'hereinafter referred to as the Government' should be substituted by the words 'hereinafter referred to as the Committee or the Board or the Company or the Society or the Promisee' according as the organization for whom the work is to be done is a Municipal Committee, or a District Board or a Company or a Society or a private individual. Further it should be seen that other consequential changes is the form are also made.</p> <p>The items of the proposed contract should be approved by an officer of the P.W.D. competent to conclude such contracts on behalf of Government Departmental approval having been accorded, the officer-in-charge of the work should first obtain the signature of the contractor on the contract and explain to him that Government is not a party to the contract, and in case of litigation it is</p>

the principal (public body or private individual) and not the agent (P.W.D. Officers) who must be sued. He should then have the contract completed by obtaining the signature of the other contracting party.

Contracts for work undertaken on behalf of municipalities must be signed by two members of the Municipal Committee of whom the President or a Vice-President shall be one, and must be countersigned by the Secretaries, but in the case of Municipality, in which an Executive Officer has been appointed, the contract must be made on behalf of the Committee by the Executive Officer and must be sealed with the common seal of the Committee in the presence of the Executive Officer who shall sign the contract in token that the same was sealed in his presence.

Where the work is to be done for a Company or Society the contract must be signed on behalf of the company or the Society by the person or persons authorised in that behalf by the rules and regulations of the Company or the Society as the case may be.

Contracts for District Board Works should be signed by the Chairman and two members of the District Board.

All contracts in connection with contribution works must be reduced to writing. As regards trifling contracts not reduced to writing the officers in charge of the work must make the contractor understand that he is not contracting with Government and must also place on record at the time a written memo of his having observed this rule.

If the Principal for whom the work is being performed issued, the Officer in charge of work is required to afford every assistance possible to the defendants and their legal advisers.

Note. —These orders do not apply to contracts for work carried out from funds partly supplied by Government and partly from other sources which after completion, remain the property of Government. On the other hand, cases where Government have made a direct or indirect contribution towards a work executed by the P.W.D., for a public body, will come within the scope of these rules.

(See paragraph 2.109 to 2.113 of the Punjab P.W.D. Code)

Work Orders.

7.52. In the case of works to be carried out as 'Piece work' the agreement should be in the form of 'Work orders' stereo B & R NO. 34. Such agreements are not contracts in the strict sense in which this term is used in the P.W.D. and should contain only a description of the work to be done and the rate to be paid for it without any reference to the time within which it is to be executed.

7.53. The powers of the Executive Engineers and Sub-Divisional Officers to issue work orders as given in Rule 1.6(4) of D.F.R. are reproduced

<p>Construction of works of public utility on Government land.</p>	<p>7.57. Agreements for the construction by a private person or persons of any work or works of public utility on land owned by Government should be prepared on Stereo B & R Form NO. 13. Such agreements are subject to the provisions of the Indian Stamp and Registration Acts.</p> <p>Notes. 1.— A sum sufficient to cover the registration charges should be recovered in advance from the applicant and a clear undertaking obtained that this deposit will be forfeited to Government if subsequently the application is withdrawn or the applicant fails to get the deeds registered within three months from the date he is informed of Government's sanction.</p> <p>2. A time limit for commencement and completion of work should invariably be inserted in all agreement.</p> <p>3. All agreements executed under paragraphs 7.56 and 7.57 should be entered in the register of immovable property B & R Stereo Form No. 85, according to the instructions printed thereon. This register shall be maintained by the Divisional Head Clerk.</p>
<p>Mode of expressing area of land to be leased.</p>	<p>7.58. (i) The area of the land to be leased or licensed should be stated in square feet and the area and contents of the structure over it given in square and cubic feet and particulars in the agreements and drawings, prepared under paragraphs 7.5</p> <p>(ii) As the preparation of lease agreements and plans in connection with leasing Government land for various purposes causes additional labour to the Divisional office, a fee of Rs. 5 (Rupees five) on this account should invariably be charged in advance from person desirous bent land for approach road, tharas, - -----.</p>
<p>Lease for petrol pumps.</p>	<div style="border: 2px solid red; padding: 10px; text-align: center; margin-bottom: 10px;"> <p>CHAPTER (VII) PAGE NO. 37– 38 IS MISSING SOME LINES PLEASE CHECK THE PARAGRAPH ORIGINAL BOOK</p> </div> <p>-----***-----Chargeable from persons desirous of constructing ----- ***--- of private nature on Government land. Chargeable in the case of leases for petrol pumps and encroachments on Government land.</p> <p>-----***---les the supply to the lessee of one copy of the fero). If any. Should another copy of the lease must be charged.</p> <p>P.W.D. road land is leased to private approach road (normally one approach mitted to each private building) a nominated (Rupee one) per annum should be charged the proprietary rights of Government in -----***--- approach. If the approach is to a road, --*--ment is under no obligation to private ---***-- it may do so, but the rent leviabale will --*--inal but economic.</p>

	<p>Registration of all lease agreements will be at the cost of the lessee who will continue or registration.</p> <p>No site should, as a general rule, be leased as on P.W.D. land within 300 feet of a road missing. The first lease as well as its renewal for a period of five years making it a conveyance deed that the lessee shall remove the petrol pump from the road land within one year from the date served by the lessee to the effect that the same is dangerous to the road traffic, or inconvenient to the public. The notice should be issued with the approval of the Chief Engineer. Leases of P.W.D. pump sites in a town area where the applicant general rule of 300 feet distance may not be given only for one year at a time</p> <p>The site of an existing petrol pump falls within road junction or crossing but has not as yet become a source of danger to the road traffic or inconvenience to the public, its lease may be for a period of one year at a time. The sites beyond the prescribed 300 feet distance again, after the expiry of the current lease, the lessee agrees to remove the pump and on receipt of notice, from the lessor. This shall be clear one year's time to vacate the land issued only with the previous approval of the Chief Engineer.</p> <p>(iii) In all cases of existing leases expire after some time and when the site is soon likely to become a source of danger or inconvenience to the public, the Chief Engineer should condemn the site as quickly as possible. As soon as a site is condemned by the Chief Engineer, the lessee should be given a reasonable notice to vacate the site within one year failing which the lease deed would be terminated in accordance with the terms thereof.</p> <p>7.60. Building applications and applications for site for petrol pumps, etc., should be dealt with at all stages so that the final decision is communicated by the competent authority to the applicant in a reasonable time. There should be no bar to a site by Executive Engineer in case it is in accordance with the already fixed stipulations and standards.</p> <p>In order to ensure quick disposal, Executive Engineer should either reject or pass on to the Circle complete in all respects and duly supported by previous agreements all applications for lease of large pumps within one month of the date of the receipt of the application in the Divisional Office positively.</p> <p>7.61. The standard area to be leased out for petrol pump and kiosk is 40'x30', i.e., 1,200 square feet (including area for approach road) but it may be reduced available land width as per standards laid down by the Indian Roads Congress.</p> <p>7.62. (a) Rent should be charged at the following rates in all cases of lease of road land for erection of petrol pumps, kiosk and approach road thereto:-</p> <ol style="list-style-type: none"> 1. For land situated in or near the towns of first rate importance:-
<p>Lease for petrol pumps disposal of applications.</p>	
<p>Area of land to be leased for petrol pumps.</p>	
<p>Rent of land leased for petrol pumps.</p>	

<p>Policy regarding lease of land along National Highways with in the controlled width.</p>	<p>(a) Rs. 750 per annum for a site measuring 1,200 square feet land or less. (b) Rs. 75 per annum for every additional 100 square feet of land. (c) Rs. 150 per annum for approach roads irrespective of the area.</p> <p>2. For land situated in or near the towns of second rate importance:-</p> <p>(a) Rs. 450 per annum for a site measuring 1,200 square feet or less. (b) Rs. 45 per annum for every additional 100 square feet of land. (a) Rs. 75 per annum for approach roads irrespective of the area.</p> <p>(b) The towns of first rate importance are listed below:-</p> <p>Ambala City, Ambala Cantt., Amritsar, Batala, Bhatinda, Bhiwani, Chandigarh, Dharamsala, Ferozepur City, Ferozepur Cantt., Gurdaspur, Gurgaon, Hissar, Hoshiarpur, Jullundur City, Jullundur Cantt., Karnal, Kapurthala, Ludhiana, Panipat, Patiala, Rohtak, Sangrur, Simla.</p> <p>The remaining towns are classified as of second rate importance.</p> <p>7.63. (1) No road-side land along National Highways should be leased for any purposes other than:-</p> <p>(a) agriculture, where the crop does not grow over four feet in height, and (b) 1. Petrol pumps with or without motor vehicle stations, 2. Bus Stand, 3. Approach roads, and 4. Works of public utility.</p> <p>(2) Leasing the land for Agricultural purposes:-</p> <p>(a) Land not required for road formation including its side slopes, drains and other services may be leased out subject to a reservation of minimum of 60 feet from the centre line of the road. (b) The Government should retain the right to borrow earth for road maintenance and improvement without payment for any crop or other compensation.</p> <p>(3) Leasing the land for constructing petrol pumps, and the bus stands:-</p> <p>(a) Petrol pumps with or without motor service station.— Petrol pumps should not be located nearer than 50 feet from the centre line of the road. Kiosks should be located beyond the pumps preferably not</p>
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	<p>within 65 feet from the centre line of the road. Service Stations and buildings appurtenances thereto should be at least 100 feet away from the centre line of the road. All structures (if on Government land) should be temporary.</p> <p>(b) Bus Stands, —Bus stands be set back sufficiently from the general building line limit prescribed for the road so as to permit of a service road, subject to a minimum distance of 100 feet from the centre of the road. Access to the stand should be limited to one point of the main road.</p> <p>(c) General. —</p> <p>(g) No lease should be for more than five years at a time.</p> <p>(ii) All lease should provide for the petrol oil and air pumps structures and other appurtenances being removed by the lessee at his own cost on expiry of the lease if it is required by Government or if there is breach of any conditions of the lease on the part of the lessee.</p> <p>(iii) It should be made clear to all concerned that no compensation whatever will be payable if the lease is terminated as above or not renewed at any time.</p> <p>(iv) In cases where the above conditions can be rigidly followed, the leases will be sanctioned by the competent authority, otherwise every individual case would be reported for orders of the Government of India. All the lease deeds should be approved by the legal Department who may be requested to see that the above conditions are incorporated.</p>
Encroachment on State lands.	<p>7.64. Agreements relating to encroachment of State lands should be prepared on Stereo B & R Form No. 14 Such agreements are subject to the provisions of the Indian Stamp and Registration Acts. (Refer note 1 and 2 under para 7.55.)</p> <p>Note. — All agreements executed under paragraph 7.64 should be entered in the register of immovable property, Stereo Form B & R No. 85, according to the instructions printed thereon. This register should be maintained by the Divisional Head Clerk.</p>
All encroachment to be regularized.	<p>7.65. (i) As encroachments on Government land can only be regularized by formal registered agreements between the encroacher and Government, no officer of the Department has any authority, in the absence of such an agreement to permit an encroachment of any sort of Government land.</p> <p>(ii) Except in accordance with the express provisions of rules or orders in force, no permission to occupy or encroach upon Government property, whether by the erection of building or otherwise, may be granted without the sanction of</p>

<p>Check of encroachment cases.</p>	<p>competent authority being first obtained, in cases where that sanction has not been obtained, Government will not be prepared to recognize as binding upon them any engagement into which the local officers may have entered in connection with the occupation or encroachment.</p> <p>7.66. (i) In order to keep a watch on the progress of disposal of cases of encroachments on Government land, register or register should be opened in each Division wherein all encroachment cases should be entered. A note should be made in each case indicating as to how the matter stands and what action has been taken from time to time. The Superintending Engineers should see the register on their inspection and in cases where they find definite instructions should be issued to the Divisional Officers concerned to step up the work.</p> <p>(ii) To avoid encroachment on road land the local staff such as, Road Inspectors and Mates should be in structured to remain on the look out and should not allow any gateway, pendal of Shamiana to be erected thereon however, brief in duration or temporary in character. If the intention to erect any such structure is commenced notwithstanding their protest, or one comes to their notice after erection, they should report the matter immediate officer with a view to securing preventive action under the Punjab Public Premises and Land (Eviction and Rent Recovery) Act, 1959 and sections (149 to 152 of the Criminal Procedure Code, or the demolition of the structure if already constructed as the case may be.</p> <p>(iii) If any encroachment is found to have taken place, the P.W.D. officers concerned should warn the people guilty of it that legal proceedings will be taken against them if they do not vacate the premises encroached upon. In case the written warning administered by the Departmental officers does not have the desired effect and the defaulting persons do not quit the premises the departmental officers may request the Deputy Commissioner of the District or the S.D.O. (Civil) in whose jurisdiction the encroachment has taken place to render all reasonable assistance for the institution of the Criminal proceedings, against the persons at fault under the appropriate law on the subject.</p>
<p>Agreements excuted by local bodies.</p>	<p>7.67. The agreements of the nature stated in the above paragraphs 7.56, 7.57., 7.59, and 7.63 when executed by a local body are also subject to provisions of the Indian Stamps and Registration Acts.</p> <p>Note. —The fee prescribed in paragraph 7.58(ii) supra should be chargeable in respect of the agreements mentioned in this paragraph.</p>
<p>For agreements conducting sale of Government stores.</p>	<p>7.68. Agreements between Government and auctioneers for the sale of Government stores by public auction should be prepared in stereo B and R. Form No. 93. The amount of the security to be furnished by an auctioneer should be proportionate to the nature and extent of the sales ordinarily conducted in a division, and the officer competent to order a sale should use his discretion in this respect when drawing up an agreement with an auctioneer. Auctions of Government Stores must only be conducted by an auctioneer under agreement with Government. In appointing public auctioneers, other thing equal, preference</p>

<p>Consent of Finance Department to the execution agreements</p> <p>Lease house or ----- -----**** -----.</p> <p>Procedure in regard to the registration of licenses and leases.</p>	<p>should be given to firms/persons of repute, integrity and sound financial standing.</p> <p>Note. —Superintending Engineers are empowered to sanction such agreements with auctioneers for conducting the sale of Government stores by public auction upto one year only (Refer to serial No. 28 of Rule 19.7 of P.F.R., Volume I).</p> <p>7.69. The concurrence of the Finance Department should be obtained before the agreements referred to in paragraph 7.55 (except approach roads, culverts, steps, works of public utility, such as pias, hand pumps and well, etc.), 7.64, and 7.67 of this Manual are executed.</p> <p>7.70. The power to sanction leases upto a period of one year, of houses, land or other immovable property belonging to Government is delegated to Superintending Engineers and Divisional Officers in serial No. 15 of rule 19.7 of the Punjab Financial Rules, Volume I, provided the rent of the property as fixed by competent authority does not exceed the limits indicated below:-</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">(i) Superintending Engineer</td> <td>Rs. 200 a month.</td> </tr> <tr> <td>(ii) Divisional Officers</td> <td>Rs. 100 a month.</td> </tr> </table> <p>In case of property, the rent of which exceeds Rs. 200 per month or the period of lease of which exceeds one year, sanction shall be obtained from the Government in the Public Works Department who have full powers, according to serial No. 4 of Rule 19.7 of the P.F.R., Volume I, to sanction leases or licenses in respect of land other than nazul land for construction by private persons at their own cost of—</p> <p>(h) works of public utility, such as pias, hand pumps and wells;</p> <p>(ii) approach roads, culverts, steps projection, etc. Such leases are subject to the provisions of the Indian Stamp and Registration Acts, and the expense of providing the proper stamp should be borne by the lessee as required by section 29(c) of the Stamp Act; where Government is the lessee, it is exempted from paying is the stamp duty (vide proviso to section 3 of the Stamp Act).</p> <p>7.71. The following procedure has been laid down in respect of the registration of licenses and leases:-</p> <p>(i) All leases of immovable property from year to year for any term exceeding one year or reserving a yearly rent shall be registered as required under section 17(1) of the Indian Registration Ct XVI of 1908 provided that the State Government may be order published in the official Gazette exempt the operation of this subsection any leases executed in any District or part of a District the terms granted by which do not exceed 5 years and the annual rent reserved by which do not exceed fifty rupees.</p>	(i) Superintending Engineer	Rs. 200 a month.	(ii) Divisional Officers	Rs. 100 a month.
(i) Superintending Engineer	Rs. 200 a month.				
(ii) Divisional Officers	Rs. 100 a month.				

- (ii) The conveyance deeds must of necessity be quite explicit, Erasures, etc., should obviously be attested by both parties, but it is far better to invariably correct in ink than to erase under any circumstances.
- (iii) As a copy of the plan must be deposited with the registering officer, it is to be kept in view—
 - (a) that there must be a separate copy for each district in which any part of the property comprised in the instrument is situated, and
 - (b) that the original plan and all copies of it must be identical.

These plans must be prepared with absolute accuracy. The fundamental point to be borne in mind is that the plan and the description of the “parcel” intended to be conveyed shall agree exactly, but above all, the plan should accurately delineate all the property which is to be included.

- (iv) Before any conveyance proposal such as draft lease or a draft license is submitted to Government for approval, its particulars must invariably be entered in the register maintained for the purpose in each Circle and to ensure that this is done the entry number thereof should be given at the right hand top corner of the conveyance deed. This step has been considered necessary so that the circle record is kept up to date in this respect.
- (v) The Superintending Engineer should inspect this register periodically and take steps to submit proposals for renewal where necessary well in time before the term, for which the conveyance has been previously granted, expires.

ARBITRATION ETC.

7.72. When according to the terms of a contract a Superintending Engineer is called upon to act as arbitrator, he should in giving an award keep in view the instruction contained in Appendix IX of the Punjab P.W.D. Code as also those embodied in Appendix 7-D to this chap.

7.73. The Superintending Engineers and Divisional Officers are authorized to permit Officers and subordinates of the Public Works Department to undertake the duties of an arbitrator in Civil suit when their services are applied for by Judicial Officers, except when inconvenience to the public service would result therefrom; but in each case the prior approval of competent authority shall be obtained for undertaking private work as laid down in Rule 5.58 of C.S.R., Volume I, Part I. However, in case of a dispute between a contractor and a local body a Superintending Engineer can act as Arbitrator without approval of Government, provided the total fee in any individual case does not exceed Rs. 500, where the fee in any case exceeds Rs. 500 prior approval of Government

Officers of
the P.W.D. to
act as
arbitrator.

<p>Instructions to be followed.</p>	<p>must be obtained. As per rate of fee and its apportionment clause (q) of appendix 7-D may be referred to.</p> <p>7.74. Detailed instructions for the conduct of suit by or against Government are contained in the Civil Suit Rules, comprised in the Punjab Law Department Manual. The procedure to be followed in regard to law suits brought against Government officials in respect of suits on contract and for wrongful acts committed by them is given therein and has also been reproduced in paragraphs 1.149 to 1.151 of Punjab P.W.D. Code which should be carefully observed. However, some broad principles to be kept in view are indicated below: —</p> <ul style="list-style-type: none"> (a) No suit is to be brought on behalf of the Government except in the last resort, when all other means of obtaining satisfaction have failed. (b) The institution of a suit on behalf of Government is not to be recommended or authorized until the proposed defendant has had ample opportunity given him of stating his view of the case and of coming to some agreement claim, out the settlement of the Government claim, out of court. While it is the duty of officers of the Government to enforce the just rights of the Government and to protect its interest, the law should not be appealed to , until all efforts have been made to effect an amicable adjustment and the case for the Government has been inquired into departmentally and evidence secured on all points which are likely to be contested. (c) No person having a just claim against the Government should be compelled to resort to litigation to enforce it. (d) When any person threatens to bring a suit against the Government it is incumbent on the proper departmental officers and controlling authorities to satisfy themselves without delay of the justice or otherwise of the whole and every part of the claim made, all reasonable efforts being made to bring about an amicable adjustment, without an appeal to the law, so far as this can be done without sacrificing the just rights of the Government. (e) The object of the notice prescribed by section 80 of the Code of Civil Procedure is to allow ample time to the Government to enquire into the justice or otherwise of al claims and to affect a settlement of all just claims before a suit is brought, and the best use should be made of the opportunity thus given by the law towards equitably and amicably adjusting claims.
<p>Controlling Officers.</p>	<p>7.75. In all cases of suits by or against the Government the Superintending Engineer concerned is the controlling authority when the amount</p>

<p>Procedure in regard to suit rules.</p>	<p>involved does not exceed Rs. 2,500. In cases where the amount involved exceeds this limit, the Chief Engineer shall be the controlling authority.</p> <p>7.76. The following procedure, which is subsidiary to the suit rules should be observed regarding suits threatened or brought against Government: —</p> <p>(i) On receipt of the notice of suit the Superintending Engineer shall at once take action to collect information regarding the facts of the case, and if the suit is beyond his powers as a controlling authority submit within one month to the Chief Engineer a general report on the case, accompanied by such documents as may be necessary to explain it fully, with his recommendation as to whether the claim may be accepted in full or in part, or should be altogether resisted; but before doing so, he shall make all reasonable attempts either personally or through the Divisional Officer, to bring about an amicable adjustment, the claimant being either sent for or communicated with for that purpose. In either case the claimant should be distinctly informed in writing that the interview or communication will be “without prejudice”.</p> <p>(ii) The claimant should be distinctly informed that Superintending Engineers have no authority to bind the Government in any way in cases exceeding their powers, and that it is not intended to do so. Whatever adjustment may be proposed in such cases and whether the acceptance of the claim is recommended in whole or in part, no payment should be made to the claimant until the orders of Chief Engineer have been passed on the general report on the case.</p> <p>(iii) If it is recommended that the claim be resisted either wholly or in part, Superintending Engineers should, without waiting for the orders of the Chief Engineer, direct the Divisional Officers to collect and keep in safe custody all documents required for the defence of the suit, in the event of one being instituted so that Superintending Engineers may be in a position to prepare or have prepared through the Divisional Officer, the detailed report required with the least possible delay.</p> <p>(iv) The officer-in-charge of the Division in which the suit arises, must immediately on receiving notice of an intended suit, take action as indicated above. As, however, he is not a “Controlling Authority” he cannot decide what steps should be taken to adjust the claims, and he must accordingly report the whole case to the Superintending Engineer, who as “Controlling Authority” will either pass orders in cases not exceeding his powers or forward the report with his remarks to the Chief Engineer for orders.</p>
<p>Stating of case for legal opinion.</p>	<p>7.77. A legal opinion to be given by the Legal Remembrancer on request from a competent authority is invariably expressed on the “facts as stated”. Therefore while stating a case for opinion it is essential to steadily remember that the legal advisor knows nothing whatsoever of the known facts</p>

<p>Institution of suit on behalf of Government Officer.</p> <p>Engagement of Government Pleader.</p> <p>Employment of counsel.</p> <p>Production of official documents in a court of law.</p>	<p>and has, practically speaking, no special knowledge of technical matter.</p> <p>It is, therefore, the clear and positive duty of all concerned to state all relevant facts known, completely and correctly particularly including such facts as tend or seem to tend to support the opposite side. In case of doubt about the relevancy of any particular fact, the best course is to state it.</p> <p>7.78. It must be distinctly understood that the procedure described in paragraph 7.74 to 7.76 relate to suits brought against Government, and that all cases, in which it is proposed to institute a suit on behalf of Government Officers, must be referred to the Chief Engineer for orders before definite action is taken.</p> <p>7.79. Public Works Officer should arrange through the “Controlling Authority” with the Legal Remembrancer for the services of the Government Pleader in all prosecutions affecting the P.W.D. unless the case is so petty or so clear that the assistance of the Government Pleader is manifestly not required.</p> <p>7.80. In regard to the employment of counsel by Public Officers in cases affecting either directly or indirectly their official character, it should be clearly understood that the previous sanction of Government is required to the payment of counsel’s fees from General Revenues. There is, of course, nothing to prevent official in such cases engaging counsel at their own expense, when ever they deem it necessary.</p> <p>7.81. Detailed instructions in regard to production of official documents in a court of law are given in para 1.150 of Punjab P.W.D. Code and they should invariably be followed.</p>
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APPENDIX 7-A

(Referred to in para 7.22)

Fair wage clause. — The 'fair wage clause' should invariably be inserted in all notices and conditions of contract forms used in this Department.

- (a) The contractor shall pay not less than fair wage to labourers engaged by him on the work.

Explanation. — 'Fair Wage' means wage whether for time or piece work notified at the time of inviting tenders for the work and where such wages have not been notified, the wages prescribed by the Public Works Department, Buildings and Roads Branch, Punjab for the district in which the work is done.

- (b) The contractor shall, notwithstanding the provision of any agreement to the contrary, cause to be paid fair wage to labourers indirectly engaged on the work, including any labour engaged by his sub-contractors in connection with the said work, as if the labourers had been directly employed by him.
- (c) In respect of all labour directly or indirectly employed on the works for the performance of the contractor's part of the agreement, the contractor shall comply with or cause to be complied with the Punjab P.W.D. contractor's labour regulations (reproduced in Appendix 7-B) made by Government from time to time in regard to payment of wages, wage period, deduction from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wage book, wage slip, publication and submission of periodical returns and all other matters of a like nature.
- (d) The Executive Engineer or Sub-Divisional Officer concerned shall have the right to deduct, from the money due to the contractor, any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfilment of the conditions of the contract for the benefit of the workers, non-payment of wages, which are not justified by the terms of the contract or for non-observance of the regulations referred to in clause (c) above.
- (e) Vis-à-vis the Punjab Government the contractor shall be primarily liable for all payments to be made under and for the observance of the Regulations aforesaid without prejudice to his right to claim indemnity from his sub-contractors.
- (f) The regulations aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

APPENDIX 7-B

(Referred to in paragraph 7.22)

**PUNJAB PUBLIC WORKS DEPARTMENT CONTRACTORS
LABOUR REGULATIONS**

1. Short Title. — The regulations may be called Punjab Public Works Department Contractor's Regulations.

2. Definitions. — In these regulations unless otherwise expressed or indicated the following words and expressions shall have the meaning hereby assigned to them, respectively, that is to say: —

- (1) "Labour" means workers employed by a Punjab Works Department contractor directly, or indirectly through a sub-contractor or other person, or by an agent on his behalf.
- (2) "Fair wages" means wages whether for time or piece work notified at the time of inviting tenders for the work and where such wages have not been so notified the wages have not been so notified, the wages prescribed by the Punjab Public Works Department for the district in which the work is done.
- (3) "Contractor" shall include every person whether a Sub-contractor or headman or agent, employing labour on the work taken on contract.
- (4) "Wages" shall have the same meaning as defined in the Payment of Wages Act, 1936, and includes time and piece rate wages.

3. Display of notices regarding wages to. — The contractor shall:

Before he commences his work on contract, display and correctly maintain and continue to display and correctly maintain, in a clean and legible condition in conspicuous places on the work, notices in English and in the local Indian Language spoken by the majority; of workers, giving the fair wages notified or prescribed by the Punjab, P.W.D. and the hours of work for which such wages are earned.

4. Payment of Wages. — (1) Wages due to every worker shall be paid to him direct.

(2) All wages shall be paid in current coin or currency or in both.

5. Fixation of Wage Periods. — (1) The contractor shall fix wage period in respect of which the wages shall be payable.

(2) No wage period shall exceed one month.

(3) Wages of every workman employed on the contract shall be paid before expiry of ten days, after the last day of the wage period in respect of which the wages are payable.

(4) When the employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the day succeeding the one on which his employment is terminated.

(5) All payments of wages shall be paid on a working day.

6. Wage Book and Wage Slip, etc. — (1) The contractor shall maintain a wage book of each worker in such form as may be convenient, but the same shall include the following particulars: —

- (a) Rate of daily or monthly wages.
- (b) Nature of work on which employed
- (c) Total number of days worked during each wage period.
- (d) Total amount payable for the work during each wage period.
- (e) All deductions made from the wages with an indication in each case of the ground for which the deduction is made.
- (f) Wages actually paid for each wage period.

(2) The contractor shall also maintain a wage slip for each worker employed on the work.

(3) The authority competent to accept the contract may grant an exemption, from the maintenance of wage book and wage slip, to a contractor, who, in his opinion, may not directly or indirectly employ more than 100 persons on the work.

7. Fines and deductions which may be made from wages. — (1) The wages of a worker shall be paid to him without any deduction of any kind except the following: —

- (a) Fines.
- (b) Deduction for absence from duty, i.e. from the place where by the terms of his employment, he is required to work. The amount of the deductions shall be in proportion to the period for which he is absent.
- (c) Deduction for damage to or loss of goods expressly entrusted to the employment persons or custody, or for loss of money for which he is

required to account, where such damage or loss is directly attributable to his neglect or default.

(d) Any other deduction which the P.W.D. may from time to time allow.

(2) No fine shall be imposed on a worker and no deduction for damage or loss shall be made from his wages until the worker has been given an opportunity of showing cause against such fines or deduction.

(3) The total amount of fines which may be imposed in any one wage period on a worker shall not exceed an amount equal to half an anna in a rupee of the wage payable to him in respect of that wage period.

(4) No fine imposed on any worker shall be recoverable from him by installments, or after the expiry of 60 days from the date on which it was imposed.

8. Registers of Fines, etc. — (1) The contractor shall maintain a Register of fines and of all deductions for damage or loss. Such register shall mention the reason for which fine was imposed or deduction for damage or loss was made.

(2) The contractor shall maintain a list in English and in the Local Indian Language, clearly defining acts and omissions for which penalty of fine can be imposed. He shall display such list and maintain it in a clean and legible condition in conspicuous places on the work.

9. Preservation of Registers. — The wage book, the wage slip and the register of fines, deductions required to be maintained under these regulations shall be preserved for 12 months after the date of the last entry made in term.

10. Power of Labour Welfare Officers to make investigation of enquiry. — The Labour Welfare Officer or any other person authorized by the Punjab Government on their behalf shall have power to make enquiries with a view to ascertaining and enforcing due and proper observance of the wage clause and the provisions of these Regulations. He shall investigate into any complaint regarding the default made by the contractor or subcontractor in regard to such provision.

11. Report of Labour Welfare Officer. — The Labour Welfare Officer or any other person authorized as aforesaid shall submit a report of the result of his investigations or enquiry to the Executive Engineer concerned, indicating the extent, if any, to which the default has been committed and the amount of fine recoverable in respect of the acts of commission and omission or the labourer with a note that necessary deduction from the contractor's bill be made and the wages and other dues be paid to the labourers concerned.

12. Appeal against the decision of Labour Welfare Officer. — Any

person aggrieved by the decision and recommendation of the Labour Welfare Officer or other person so authorized may appeal against such decision to the Labour Commissioner, but subject to such appeal, the decision of the officer shall be final and binding upon the contractor.

13. Inspection of Registers. —The contractor shall allow inspection of the wage book, the wage slip and the register of fines and deductions to any of his workers or to his agent at a convenient time and place after due notice is received, or to the Labour Welfare Officer or any other person authorized by the Punjab Government on his behalf.

14. Submission of Return. — The contractor shall submit periodical returns as may be specified from time to time.

15. Amendments. — The Punjab Government may, from time to time, add or amend these Regulations and on any question as to the application, interpretation or effect of these Regulations the decision of the Labour Commissioner to Punjab Government or any other person authorized by the Punjab Government in that behalf shall be final.

APPENDIX 7-C

(Referred to in paragraph 7.23)

Instructions regarding enlistment of contractors and the keeping up of a register of contractors in the Buildings and Roads Branch, Public Work Department.

1. There would be three classes of contractors: —

Class I entitled to tender for any individual work of any amount

Class II up to Rs. 1,00,000.

Class III up to Rs. 25,000.

2. All contractors, who satisfy the conditions laid down should be registered.

3. It is not necessary for any Executive Engineer to have personal experience or trial of a candidate before he can be registered. He should be able to decide suitability from the questionnaire recommended.

4. The financial position should be by bank reference only and from a scheduled bank. The schedule banks in Punjab are : —

(1) Central Bank of India.

(2) Grindley's Bank.

(3) State Bank of India.

(4) Lloyds Bank.

(5) National Bank of India.

(6) Co-operative Banks in the Punjab.

(7) Punjab National Bank.

(8) Allahabad Bank.

(9) State Bank of Patiala.

5. Applications for enrolment for all classes of contractors must be on a proper printed form which should consist of parts A, B and C as per enclosed sample form.

6. Class III contractors will be registered by the Executive Engineer and they should be local men. They should normally work only in one Divisional and preferably in one Sub-Division.

7. Class II contractor will also be registered by Executive Engineers, but they should send the list of approved contractors yearly to the Superintending Engineer and to other Executive Engineers in the same Circle.

8. Class I contractors will be enlisted by Superintending Engineers, who should send their lists to other Superintending Engineers. They should be eligible for work in any circle.

9. Contractor's lists should be revised every year, early in April. Executive Engineer should give remarks about Works carried out by each contractor and his behaviour during the year. Contractor whose financial circumstances have deteriorate may be made to produce fresh evidence of suitability.

10. For Class III contractors, in preparing fresh lists, names of those who have left the area or have not approached for work during the year, should be omitted.

11. In class II, the names of those, who have not tendered for two years should be omitted. No such time limit is necessary for class I.

12. Applications for enlistment should be considered as and when received.

13. Tenders of listed contractors should only be considered.

14. Tenders may be received from non-listed contractors and entered in the tenders' register, but should be rejected without consideration.

15. Advertisements as well as notices should clearly state that only tenders of listed contractors will be considered.

16. There is no bar to a contractor of a higher category tendering for work falling in the lower category/categories.

17. Earnest money should be taken as prescribed.

Stereo B & R No. 113

4. Whether prepared and qualified to supervise personally or employing a capable and qualified supervisor.

5. Any remarks (in brief) which the applicant wishes to make.

I certify that I am not doing business conjointly with any other contractor and I am not a partner in any other firm on the approved list of P.W.D. contractors. If I amalgamate my business with any other contractor or firm after registration intimation to this effect will be given by me immediately to the P.W.D. officer concerned.

I clearly understand that if it should be found that I have given a false certificate, or that I have failed to notify the fact of any subsequent amalgamation with another contractor or firm, my name will be removed from the list of approved contractors and any contract that I may be holding at the time is liable to be rescinded.

Confidential

To,

Will you very kindly verify the above statements and also reply to the inquiries set below. Your replies will be treated as strictly confidential and this form when completed. Should be returned addressed to me by name.

Executive Engineer,
.....Provincial Division.

Inquiries

Replies

1. General reputation as regards ability and honesty.

2. Are there any reasons not covered by your replies to the preceding queries which tender it inexpedient to enter into contract with the applicant?

PART 'B'

Certificate as to financial standing

- 1. Give full details of landed property with situation and value. (Any encumbrance such as mortgage, etc. must be mentioned).
- 2. In the above the sole property of the firm, or in the case of an individual are you the sole proprietor with full title to same.

3. Give the detail of cash or fixed Deposit with reference to the bank or Banks—which are the sole property of the Firm or of the individual owner as above.
4. Give full particulars in respect of any other assets.

Note. — The above certificate must be supported by the signature of a 1st Class Magistrate of the District and will be subject to verification by the Deputy Commissioner, if required.

PART “C”

Particulars of Technical Experience

The following is a detail of the works carried out by a who $\frac{are}{is}$ applying for enlistment on the $\frac{Division}{Circle}$ List of P.W.D. approved contractor for

Buildings

Electrical

Water Supply work to a limit of Rs.

Roads

Note. — (i) Except in the case of work of special work of special importance work carried out more than five years before the date of this application is not worth while including.

(ii) A separate form should be used in respect of each category of work.

(iii) If the work was carried out by are of the partners when working independently of the firms whose application this is, the necessary additional particulars should be given.

1	2	3	4	5
General Description	Total Cost	Period covered by	Full name and	Present address etc.

of work		the work	appointment of Executive Officer and department under whom work was carried out	of the officer to whom reference can be made (if any)

APPENDIX 7-D

(Refer to in paragraph 7.72)

DRAFT INSTRUCTIONS IN REGARD TO ARBITRATION CASES.

In dealing with disputes arising in contracts which contain the arbitration clause, the procedure to be followed is outlined hereunder: —

- (a) Preliminary remarks. — The Superintending Engineer of the B & R Branch acting as such at the time of reference can legally act as an arbitrator to decide disputes which arise in respect of works, both civil and electrical, within his Circle provided he has been mentioned as arbitrator in the contract agreement and provided he has been appointed to act as such by an agreement between the Government on the one hand and the contractor on the other. The mere fact that he is a servant of Government or that he had a duty to watch the works or even that he had already expressed an opinion upon the matters in dispute does not prevent him from being an arbitrator, provided he is prepared to listen to arguments and to determine the matter as fairly as he can. It is, therefore, essential that when a dispute arises or a suit is threatened, the Superintending Engineer named as an arbitrator in the contract, should refrain from doing anything which may lead a reasonable man to conclude that he will not adjudicate upon disputes fairly and honestly or that he is not a proper person to decide the dispute, and as far as possible he should avoid dealing with the file save in his capacity as an arbitrator.
- (b) Procedure when a dispute arises. — When a dispute arises and the arbitration of the Superintending Engineer is proposed to be invoked by the Engineer-in-charge, he should with promptitude refer the matter to the Chief Engineer for his orders enclosing with the reference a draft letter requesting the arbitrator to act as such. There is no form prescribed for letters of reference to arbitration. It may be stated broadly (and merely for general guidance) that the contents should be arranged as far as practicable in chronological order and that they will normally be as follows: —
- (i) date and general effect of the grant or contract out of which the dispute has arisen.
 - (ii) A verbatim copy or extract of the clause which Government alleges the opposite party has breached or failed to fulfil or on which the dispute has more particularly arisen.
 - (iii) Statement of facts and dates arranged chronologically on the strength of which Government alleges breach of non-fulfilment;
 - (iv) Copy or verbatim extract of any clause, or an indication of the law or legal principle under which Government may have exercised, or may claim any, specific remedy;
 - (v) Copy or summary of the clause of the grant or agreement between the parties to refer disputes to the officer (to whom this letter of reference is addressed) as sole arbitrator; and above all
 - (vi) A statement of the points or issues to be decided by the

arbitrator.

(c) Duties of Superintending Engineer on receipt of notice for arbitration.- On receipt of notice to arbitrate from either party, the Superintending Engineer should see that the letter of reference clearly specifies the points in dispute and is confined only to matters on which he is empowered by the provision of the contract agreement to arbitrate. The letter of reference should be signed by the party concerned and in the case of Government such letter is signed by an officer competent to bind Government. These are very essential points because they form the basis of the whole arbitration proceedings. The Superintending Engineer should confine himself to the points referred to him for arbitration. He should also see that the agreement which gives him the authority to arbitrate is complete and has been properly executed by both the parties. In case the agreement has not been at once before entering on the reference. After having satisfied that the agreement is complete and that the letter of reference is clear and signed by the party, he should issue notices to the parties fixing the date, the time of hearing and state that if either party fails to attend, the matter shall be decided ex parte. In such notices it should also be explained that if any party desires to get his evidence summoned or requires the production of any document in the possession or power of the other, he must convey to the arbitrator in good time before the date fixed. Under section 43 of the India Arbitration Act, 1940, a civil court having jurisdiction to decide the question forming the subject matter of the reference has power to issue processes to the parties and witnesses whom the arbitrator desires to examine.

(d) Duties of Executive when a reference to arbitration is made by the Contractor.-On receiving a notice for the arbitration, the Executive Engineer concerned should immediately prepare a comprehensive report for defending the case and forward the same together with the following documents to the Chief Engineer, for permission to defend the case before the arbitration:-

- (i) Letter of reference made by the contractor, to the arbitration.
- (ii) Notice given by the arbitrator.
- (iii) Contract agreement.
- (iv) Additional letter of reference completing or amplifying the opponents' letter of reference, if that reference does not sufficiently incorporate all points in dispute.

clearly indicate whether any legal assistance is required for In forwarding his report, the Executive Engineer should defending the case and if so, on what particular points given in the letter of reference. If an Executive Engineer, on receipt of a notice from the arbitrator, finds that the time is too short to enable him to receive Chief Engineer's reply,

he should write to the Arbitrator direct, for adjournment of the date of hearing of the case and the fact intimated to the chief Engineer.

- (e) procedure in arbitration proceeding.-The arbitrator should give both sides reasonable opportunity to adduce evidence, oral or documentary, which they may wish to bring (in the presence of the other) and he should listen (within reason), to any arguments which they may wish to present at the conclusion of the evidence. These proceedings should be conducted in the presence of both parties to the dispute or their legal representatives. If, however, either of the parties is absent and not represented, at any hearing, of which he has had due notice, the arbitrator may proceed ex parts after recording a formal order to that effect. The arbitrator should keep a note of the proceedings, recording the presence of the parties before him and the fact of his having conformed to the procedure herein suggested. He should also make a brief memorandum of the main points in the statement of each witness. Subject to these observations, the proceedings may be conducted without any special formalities, but the arbitrator, and the taxing or settlement of referred to him arbitration, and the taxing or settlement of costs and fees and charges payable in respect of the arbitration and award.
- (f) Time during which an award is to be made.—The India Arbitration Act requires that in the absence of any agreement to the contrary, the arbitrator should pronounce his award within four months after entering on the reference or after having been called upon to act by notice in writing from any party to the arbitration agreement. If on any reasonable account the arbitrator fails to pronounce the award within the stipulated period of four months, he should apply to the court having jurisdiction, under section 28 of the Indian Arbitration Act, for extension of the time for making the award.
- (g) Transfer of Superintending Engineer before pronouncement of award.— It so happens that before the arbitrator has pronounced his award he is transferred and his place is taken by another officer. In such cases the successor should, unless the parties agree, in writing to his acting on the proceedings of his predecessor, normally take up the arbitration proceedings afresh, hear the evidence ab initio and give his award.
- (h) Pronouncement of award. — (i) When the proceedings are ripe for decision ,the arbitrator is required to give his award. In giving his decision, he should apply principles of justice, equity and good conscience and refrain from any intricate legal or general discussions. His award should be simple and decisive and particularly avoid any vagueness or indefiniteness which might render the same incapable of execution. A specimen draft of an award is reproduced below for reference.

FORM OF AWARD

In the matter of an arbitration between M/s _____ and Punjab Government, through the Executive Engineer, _____ Whereas in pursuance of an agreement in writing, dated the _____ day of _____ 196_____, and made between M/s _____ and Punjab Government, the parties have referred to me the following matters in difference between them _____ .

(State the matters in difference)

Now I, the said _____ having duly considered the matter submitted to me do hereby make my award as follows:-

I award _____

- (1) that _____
- (2) that _____
- (3) _____

Dated the _____ Sd/- _____ Arbitrator

(ii) If at any time prior to signing the award, the arbitrator receives notice of the fact that a suit relating to the whole of the subject matter of reference has been lodged between all the parties to the reference, the arbitrator shall postpone all further proceedings unless or until the suit is stayed under Section 34 of the Indian Arbitration Act.

(iii) The arbitrator should indicate as to who has to bear the cost of stamps required for the award and in case a default is made in this respect, he should leave the award unsigned till the amount is paid by one or the other party. The award should be written on a stamped paper and there should be no abbreviation in the body of the award. The stamped paper and there should be no abbreviation in the body of the award. The stamp duty payable on an award should be determined by the arbitrator under the Indian Stamp Act. The award should be signed and dated by the Arbitrator and the fact of the making and signing of the award notified to the parties. The award should clearly show the amount awarded in respect of each item, but the arbitrator need not give reasons for his decision.

(iv) In giving his decision, the arbitrator must confine himself to the matter referred to him for arbitration. He should refrain from giving any decision on matters not referred to him for arbitration.

(v) If a contractor brings before the arbitrator inter alia items on which ex gratia payments had already been sanctioned by Government, the arbitrator should refrain from giving his award on such items. All that he should do is to refer the Government orders in which this payments had been approved.

(vi) The arbitrator can award cost of the reference and the award. If he thinks to award costs in any case, he should clearly specify the amount awarded, the persons to, and by whom and the manner in which such costs or any part thereof are payable.

(i) Procedure after the pronouncement of award. — As soon as award is signed and announced, a copy of the same should be forwarded to the Chief Engineer and the Accountant General, Punjab.

(j) Submission of memorandum by Superintending Engineers. — The award given by an arbitrator should be followed up by a detailed memorandum in triplicate by the Superintending Engineer concerned. This memorandum should give full facts of the case dealing with the circumstances leading up to arbitration and stressing whether or not there has been any failure on the part of any departmental officer concerned. In all cases of arbitration irrespective of the fact whether the award amount is Rs. 2,000 or less a copy of the award should be sent to Government and the Accountant-General, Punjab.

In particular the following facts be incorporated in this detailed memorandum: —

- (i) The number and date of the final bill;
- (ii) The date of completion of work and date of submission of claims by the contractor; and
- (iii) The date of award.

In all cases of arbitration irrespective of the fact whether the award amount is Rs. 2,000 or less, a copy of the award should be sent to Government and the Accountant-General, Punjab.

(k) Filing of award. — (i) In the case of uncontested award the amount awarded may be adjusted outside the court.

(ii) The arbitrator shall at the request of any party or any person claiming under such party and upon payment of the fees and charges due in respect of the arbitration and award and of the cost and charges of filing the award, cause the award or signed copy of it together with any deposition made or documents proved before him, to be filed in court.

(iii) Under Article 178 of the Indian Limitation Act, 1908, the period for the filing in court of an award is ninety days from the date of service of the notice, of the making of award. On the expiry of this period, the award is not rendered null and void but the remedies of challenging the same are barred. This article has no application when the award is filed in court by the arbitrator suo motu or at the request of any of the parties or when the award is made in the presence of the parties and handed over to the party in whose favour it is given and that party files the award with an application to make the award a rule of the

court.

(l) Suits against awards. — Whether an award is filed in a court or not no suit lies to challenge the existence, validity or effect of an award or to enforce the original claims determined thereby. The appropriate remedy is to make an application under section 32 and 33 of the Indian Arbitration Act to set aside the award on the grounds set forth in section 30 of the Act.

(m) Decreeing of award. — It is open to either party on the award being announced to move a civil court having jurisdiction to pass a decree according to the terms of the award and civil court when thus moved is bound to pass the decree in terms of the award unless the opposite party can show that the award is liable to be remitted for reconsideration or to be set aside under sections 16 and 30 of the Act.

(n) Setting aside of award.— Under Article 158 of the Indian Limitation Act, 1908, the period of limitation prescribed for an application to set aside an award or to get an award remitted for reconsideration is thirty days from the date of service of notice on the party to the effect that award has been filed in court.

(o) Challenging of award.—The arbitrator is the sole and final judge of all questions both of law and of fact. The award is not set aside merely because the findings of the arbitrator are erroneous. It is usually set aside on the ground of misconduct of the arbitrator. But it may in certain cases be remitted for reconsideration or even set aside if it is based on a legal proposition which is patently erroneous or if the mistake is so gross and palpable as to afford strong evidence of misconduct. The term “misconduct” has not been defined in the Arbitration Act, but it has been interpreted by the High Court to include Inter alia breach or neglect of duties and responsibilities delegation of functions other than ministerial, fraud, dishonesty, acceptance of illegal gratification, basing decision on personal knowledge, making private enquiries receiving evidence from a party in the absence of the other, refusal to examine witnesses, etc., The award will be also set aside if there are circumstances to show that the decision was influenced and was not the real decision of the arbitrator.

(p) In regard to the claim of fee for an arbitration under section 38 of the Arbitration Act, 1940, it has been decided that an arbitrator is entitled to a fee irrespective of the fact whether the case goes to him through the court or otherwise. But when the Arbitrator is a Government servant the question of fees does not arise.

(q) A fee of Rs. 100 per day irrespective of the number of cases dealt with is leviable in cases of arbitration of disputes between the contractors and local bodies and its apportionment between the Government officer and the P.W.D. staff, if employed in that connection, will be as under: .—

- I. In case P.W.D. staff is also employed Government, 35 per cent.

	<p>S.E. 55 per cent. Staff, 10 per cent.</p> <p>II. In case no staff is employed : .— Government 40 per cent. S.E. 60 per cent.</p> <p>[See note 10 below Rule 5.58 of Civil Service Rules, Volume I, part I]</p>

CHAPTER VIII

EXECUTION OF WORKS

COMMENCEMENT OF WORKS

Conditions precedent to the commencement of any work.

8.1. The essential conditions which must be fulfilled before the commencement of the execution of any public work are: .—

- (a) There must be an act of sanction of an authority competent to sanction; and
- (ii) There must be an act of appropriation of funds for the purpose by an authority competent to appropriate.

Commencement of work in anticipation of sanction.

8.2. As a rule no work shall be commenced unless a properly detailed design and estimate have been sanctioned, allotment of funds made and orders for its commencement issued by the competent authority. However, in case of urgency or emergency a Divisional Officer can commence a work in anticipation of sanction of estimate of allotment of funds as provided under para 2.89 of P.W.D. Code. He must, however, obtain written orders from the Superintending Engineer for commencing the work in anticipation of sanction. In such cases it is very essential that the Audit officer concerned is informed immediately that liability is being incurred in anticipation of sanction or allotment of funds. The Finance Department is averse to regularizing such expenditure where the Audit has not been informed of the liability incurred in anticipation of sanction.

Once the work has been commenced in anticipation of sanction every effort must be made to get the matter regularized as early as possible.

Commencement of work in anticipation of the orders on the P.W. Budget.

8.3. Pending receipt of intimation of the budget grant for the year disbursing officers in the P.W.D. are authorized to undertake work and incur expenditure subject to the following limits: .—

1. All original works in progress at the end of the previous financial year may be continued.

- 1. All original works for which an appropriation was made under authority in the budget estimate of the past year, may budget estimate of the past year, but which may not have been begun in that year, may be commenced un the new year; the expenditure on account of any such work in anticipation of orders on

<p>Obviating delay in the commencement of Project sent for technical sanction.</p>	<p>the budget estimate, not being allowed to exceed the amount of the previous year's appropriation or the amount entered in the budget estimate of the current year whichever is less.</p> <ol style="list-style-type: none"> 2. Expenditure may be incurred on annual repairs to the extent of the previous year; allotment under each of the budget sub-heads, provided that it does not exceed that entered in the budget estimate of the year. 3. Expenditure may be incurred under 'Pay of Officers' and 'Pay of establishment' according to the scales sanctioned and provided for by the vote of the state Legislative Assembly in the current year ; also for casual temporary establishment at the average monthly rate of the current year. 4. Expenditure on traveling allowance, contingencies and tools and plants may be incurred at the average monthly rate of the previous. <p>Note.— As a matter of course all expenditure incurred under these rule in anticipation of sanction to the annual budget estimates must be treated as a charge against the grants eventually made.</p> <p>8.4 Sometimes it is not possible to prepare the detailed estimate for the whole project soon after the same has been administratively approved. In order to avoid delay in commencement of work in such cases it is permissible for the authority competent to sanction the final technical estimate as a whole to accord sanction to detailed estimates for component parts of the project subject to the following conditions:-</p> <ol style="list-style-type: none"> (i) A detailed estimate is prepared for each component part and there must be specific amount corresponding to the work or component part in the administratively approval as a whole ; (ii) The amount of detailed estimate must not exceed the amount included in the administrative approval by more than 5 per cent. (iii) The sanction authority must be satisfied that the amount of technical sanction for the whole project is not likely to exceed the amount of the administrative approval by more than the permissible limit and that the component parts in question can be commenced without effecting any other part of the project financially or otherwise . <p>Note.— The above rule does not apply to estimate for parts of individual buildings unless the rough cost estimate for administrative approval has also</p>
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<p>Reporting of commencement of the work.</p>	<p>prepared on the same lines.</p> <p>Whereas the detailed estimate for a complete project needs minor amendments in the design or estimate the sanctioning authority should either amend the design or estimate in his own office and then sanction it or he should sanction parts of the estimate which are approved subject to the condition (i) and (ii) specified above.</p>
<p>Verbal order to be confirmed.</p>	<p>8.5. (1) Divisional officers should promptly report the dates of commencement of all major works to the Superintending Engineer.</p> <p>(2) Superintending Engineers should report to the Heads of Department concerned direct, and also to the Chief Engineer, Public Works Department, the dates of commencement of all State Major works. Report in regard to the dates of commencement of all other major works should be submitted to the Chief Engineer Public Works Department.</p> <p>(3) The dates of commencement of all major works in connection with National Highways should be reported to the Government of India, Ministry of Transport Roads Organization by the Office of the Chief Engineer.</p>
<p>Occupants of the buildings to be informed.</p>	<p>8.6. Verbal orders for the commencement of work are to be deprecated as being liable to misapprehension but in cases where such orders are given they should ordinarily be confirmed in writing as soon as possible thereafter.</p> <p>8.7. (i) In carrying out repairs works of any description the convenience of the occupants should be consulted as far as possible.</p> <p>(ii) When any new building is about to be commenced or any alteration, additions or repairs executed to any building, due intimation of such intention must be given to the District head of the department concerned.</p>
<p>Erection of Government buildings within areas of local bodies.</p>	<p>8.8. The provisions of section 3 of the Government buildings Act, 1899, requiring a reasonable notice of works proposed to be constructed within the jurisdiction of local bodies, to be given to the Local Body concerned must be variably be observed. Although the P.W.D. is not bound to await orders of the State Government on the statement of objections and suggestions submitted by the local body under section 4 of the said Act, before starting the work it is desirable to avoid the inconvenient result likely to be caused, if even, by the State Government changing the plans, by giving the said notice sufficiently ahead of the commencement of the work. The term “reasonable notice” in the proviso to section 3 of the aforementioned Act should be</p>

<p>No work to be commenced unless duly made over.</p>	<p>considered in connection with the fact that the notice will have to be placed before the Committee of the local body concerned.</p> <p>Note. — The Government buildings Act, 1890, is applicable to notified areas and small towns also. The term “Municipal Authority” in the Act has, therefore been interpreted to include these classes of local bodies.</p> <p>8.9. No work should be commenced on land which has been duly made over by the responsible civil officers.</p>
<p>Execution of works by civil Department.</p>	<p style="text-align: center;">EXECUTION OF WORKS</p> <p>8.10. Save in cases where there is a specific provision in the rules authorizing the constructions and maintenance of buildings by the Department using or requiring them, the execution of all the works of construction or repairs required for Government Departments should be entrusted to the Public Work Department.</p>
<p>Safety and convenience of the public.</p>	<p>8.11. In the execution of works, every care should be taken that the safety and the convenience of the public are duly attended to 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 particular attention should be paid to the adequate lighting at night of all obstructions to public roads and rights of way. The occupation of land should when practicable be so limited as not to lead to the destruction of standing crops. Bricks or lime kilns should not as far as possible be erected so close to the inhabited part of any town or cantonment as to cause nuisance.</p>
<p>Religious Buildings</p>	<p>8.12. No Religious edifice should be destroyed or injured in the 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, except under the orders of the Government with in whose jurisdiction the edifice stands.</p>
<p>Provision of sanitation and other services on extensive works.</p>	<p>8.13. On extensive works where large labour force is collected for employment on Public work the importance of good housing, water-supply and sanitary arrangements must be borne in mind and all reasonable precautions must be taken in consultation with the local medical authorities to maintain the health of the labour force and prevent or arrest the progress of epidemics. Detailed instructions in this respect are given in para 2.106 and appendix VII of P.W.D. Code.</p>
<p>Anti-Malaria Measures.</p>	<p>8.14. In all major Engineering works where digging of borrow</p>

Labour.	<p>pits is involved necessary measures should be taken to avert the malariogenic effect in the locality. The Health Department may also be informed for taking steps against spread of Malaria.</p> <p>8.15. Employment of female labourers on works in the neighbourhood of soldiers barracks should be avoided as far as possible.</p>
Erection of buildings near forts.	<p>8.16. Whenever works of any description are contemplated or are about to be started in the vicinity of Military forts or cantonments or within zones of defensive works and wherever the transfer or acquisition of land in cantonments or incharge of the Military Authorities is involved they must be consulted and their Standing Orders complied with.</p>
Information to be supplied to the Department .	<p>8.17. To enable Survey of India Department to keep up-to-date the map of India, plans showing all new Road and Bridge constructions, should be supplied to them s per detailed instructions given in para 2.107 of P.W.D. Code.</p>
Instructions for carrying topographical map.	<p>8.18. Topographical maps should be maintained in every Division and in every Circle. These maps should be kept up-to-date and all corrections regarding the following should be made in them.</p> <p>(a) New Roads with mile stones, mileages, bridges and Toll Gates.</p> <p>(b) Important changes in alignments of existing roads, changes in mileage changes in Classifications.</p>
Register of progress and instructions	<p style="text-align: center;">PROGRESS ON WORKS</p> <p>8.19. (i) A register of progress and Instructions (stereo B&R No. 125) should be maintained at the site of all important works.</p> <p>(ii) The Divisional Officer must issue this register along with the working drawings for such important work, and it must be kept on the work and be readily available for entry of orders by the Sectional Officer in charge and by any inspecting officer of the Public Works Department.</p> <p>2. The register must be returned to the Divisional officer for record along with the completion Plan.</p> <p>3. The Sectional Officer in charge must show and explain to the contractor all entries containing order to the contractor and must call upon the latter to sign such entries, as an acknowledgement of having received the order contained therein and the contractors should be</p>

allowed to enter replies to all such orders by whomsoever given. In the case of any contractor refusing to sign the register the Sectional officer in charge of work must immediately record the fact in the register in the presence of the contractor and of a witness and also report the matter in writing to the Divisional officer. The latter will then repeat the order to the contractor under a registered cover, with any comments necessary.

4. The fact of an officer having inspected the work must invariably be noticed in this register with date, even though he makes no comment nor give any order . If he omits to make an entry the Sectional Officer must do so.

5. On transfer of charge the relieved Sectional Officer must enter the approximate progress to date.

6. The Sectional Officer in charge is responsible for the safe custody of the register and must enter his dated initial opposite each entry. If the Sectional Officer leaves the work for any purpose, he must entrust the register to the Government Ministry with instruction not to make it over to any one else.

7. The Register of progress and Instructions are to be serially numbered by the Divisional Officer and the latter is to maintain a register showing the number of the Register of Progress and Instructions and the name of the work to which issued. (This can be kept in the same book as the register of Measurement Books, Pocket Books, Level Books, etc.)

8. The Divisional officer is to : —

(a) Page number the register (if the pages are not machine numbered):

(b) Fill up the first six lines on the first page before issuing it.

9. The Sub-Divisional Officer is to : —

(a) Complete the remaining five lines on the first page

(b) Allot at the end of register space in which the Sectional Officer should maintain a diary of the work showing the dates when each section of the work was commenced and completed and when drawings are supplied to the contractor etc. e.g.: —

1 st January, 1961	School Building laid out.
3 rd January, 1961	Boarding house laid out
4 th January, 1961	School building excavation started.
		Boarding house excavation started.
10 th January, 1961	Excavation of both School and

	<p>Boarding house completed and passed by Divisional officer.</p> <p>11th January, 1961 School building concrete started, etc.</p> <p>19th January, 1961 Detailed plans of D and W issued to contractor.</p> <p>10. The entries will consist of:—</p> <p>(a) Orders which must be couched in concise and precise language leaving no loophole for evasion and these should be made in ink.</p> <p>(b) Reference to contractor's refusals to comply with orders.</p> <p>(c) Other information not covered by (a) and (b) these will be strictly limited as the Register of progress and instructions is not primarily intended for them.</p> <p>1st Quarter 15 per cent.</p>
<p>Reporting progress.</p> <p>of</p>	<p>8.20. When specially ordered, every officer or Sectional Officer in charge of a work carried out under contract should furnish to the Divisional officer at the beginning of each month a progress report of the measurements and calculation of the quantities of work paid for during the previous month together with a return of all materials at site on the last day of the month. It is the duty of the officer incharge to bring to notice any dilatoriness bad work, or anything militating against the interests of Government on the part of the contractor and he will be responsible for any neglect in this respect. In the case of works executed by daily labour a Divisional Officer may require labour reports in the prescribed form, showing the number of each class of labourers employed on each work or sub-work, to be submitted to him at such intervals as he may direct.</p>
<p>Progress reports on National Highways works.</p>	<p>8.21. The instructions of the Government of India Ministry of Transport, Roads Organisation with regard to the submission of the monthly progress reports in respect of National Highways works are contained in their letter No. WI-2(2)50, dated 31st March, 1950, relevant extracts reproduced below which should be carefully observed.</p> <p>2. It has since been decided that the prescribed progress report form [No. MT. (R.0)1] reproduced in appendix 8-A should be used for reporting progress on all National Highway Original Works without exception.</p> <p>3. Such of the entries in this form which are not applicable to particular kinds of work, e.g., surveys may be left blank but Job NO. Estimated cost, booked expenditure, liabilities and percentage progress</p>

<p>Progress report on important bridge works on National highways.</p>	<p>of work should invariably be entered. There is sufficient blank space on the reverse of the form that can be used with advantage for giving any special information which the Executive Engineer wishes to bring to the notice of this office. Sketches where considered necessary may also be attached to the form. NO COVERING LETTER SHOULD BE ATTACHED TO THE FORM.</p> <p>4. The following defects have been noticed in the progress reports on National Highway works submitted by the Executive Engineers to this office.</p> <ol style="list-style-type: none"> (1) A covering letter is attached to the progress report. This is not necessary and interferes with the filling of the reports in this office, apart from the wastage of stationery, etc. (2) Name of the State is not given. (3) Job No. is not given. (4) Estimated overall progress is not given. (5) Liabilities [Item (89d) on the back of the form] are not shown. (6) Progress report is submitted long after the Executive Engineer has closed his monthly accounts. (7) Expenditure figures are given in exact amounts instead of being rounded off to nearest hundred rupees. (8) Progress report as well as the Executive Engineer's signature are not dated. (9) Month to which the progress report relates is not stated. (10) Alternative items which do not apply are not scored out. (11) Percentage progress is often shown to 2 or 3 places of decimals against individual items as well as overall progress. It is only necessary for the Executive Engineer to give his own rough estimate from his personal knowledge of the progress of the work (not the booked expenditure but the actual physical progress). The expenditure figure against each sub-head is not required but a rough indication of the percentage of the actual physical progress on these sub-heads should be given. The only expenditure figures required are the amount of the estimate, the total booked expenditure in the Divisional register of works and the Executive Engineer's approximate estimate of liabilities. <p>8.22. In respect of the important bridge works on National Highways a diagrammatic progress report accompanied by descriptive statement in the forms reproduced in Appendix 8-B (i & ii) has to be submitted monthly to the consulting Engineer (Roads) Government of India.</p>
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<p>Reporting interruptions on works.</p> <p>General.</p> <p>Closing entries and review of expenditure.</p>	<p>The following instruction should be borne in mind while filling in the diagrammatic progress report.</p> <p>(i) The diagrammatic outlines in the form will originally be all dotted. As each bit of work gets finished, the dotted outline will be made firm and the blanks shaded, or coloured if preferred. The progress in most cases will be pictorially represented bottom to top, but there may be occasions (e.g., in well sinking, pile driving, or open excavation work), where for a time the reverse order will rule. There should be no difficulty in representing this pictorially. For open excavation work, which is afterwards filled by concrete or masonry, the outline will remain dotted, but the actual excavation done should be shown shaded in pencil.</p> <p>(ii) As construction in the excavation proceeds, the outlines of the foundation masonry can be made firm and the shading changed. Pencil shadings are to be preferred to ink or water colours. It will be appreciated that each bridge will require an outline drawing or sketch made for it specially. There should be no difficulty in this. Litho or prints can be taken from one copy prepared to suit the design adopted. In the simpler cases, carbon copies will be easy.</p> <p>8.23. All Interruption of large works in progress should be immediately reported to the Superintending Engineer, the causes and probable duration of such interruptions being duly explained.</p> <p style="text-align: center;">COMPLETION REPORTS AND PLANS</p> <p>8.24. Particular instructions in regard to the preparation, submission and disposal of completion reports, completion statements and completion certificates in respect of works executed by the B 7 R Branch are given in paragraph 2.122 to 2.125, 2.132 and 2.133 of the Punjab P.W.D. Code which should be carefully observed.</p> <p>8.25. When the work is completed and its accounts have been settled and written up as indicated in paragraphs 288 and 289 of Central Public Works Account Code a double red ink line should be ruled below the final entries and a note made in red ink “Work Completed in _____ 19 ____”. This note should be signed by the Divisional officer in taken of his satisfying himself that all action has been taken under those paragraphs. It will be the authority for treating the accounts of the work as closed, and a work should not be reported as completed in the Divisional accounts unless this authority has been placed on record.</p>
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<p>Correction of errors after closing accounts.</p>	<p>8.26. Should an error or omission in the recorded expenditure of a work come to light after its accounts have been closed the accounts may be reopened in order to rectify the error or omission unless the amount involved is not more than ten rupees in which case it will be sufficient to make a note of the error or omission in the relevant documents concerned.</p>
<p>Reporting the date of completion of works.</p>	<p>8.27. (1) The same procedure as in the case of commencement of work, —vide paragraph 8.5 et. Seq will be followed in reporting the dates of completion of all major works when no detailed completion report is required.</p> <p>(2) When reporting the dates of completion of major works the total cost of the work should be given. If the accounts have not been closed an approximate figure should be given, and the final cost reported as soon as this can be ascertained.</p> <p>(3) When a completion report has to be submitted by the Divisional Officer to higher authority for sanction to excesses in construction such sanctions, when accorded should be communicated to the Heads of Department to keep them informed of the completion of work. Superintending Engineer should also inform the Chief Engineer P.W.D. of such sanction accorded by them.</p> <p>Note.— Intimation of completion of land Revenue buildings and Civil Rest Houses should also be given to commissioner.</p>
<p>In respect of Deposit works.</p>	<p>8.28. For Deposit Works the completion reports or statements as the case may be should show expenditure incurred against the sanctioned estimate as under.—</p> <p style="text-align: right;">Rs.</p> <p>(a) Works (b) Establishment charges (c) Tools and Plant charges (d) Account and Audit charges.</p> <p style="text-align: center;">TOTAL</p> <p>Note.— In case there is some unexpected balance out of the deposit steps should be taken to promptly surrender the same to the authority concerned.</p>
<p>In case or saving in the estimates.</p>	<p>8.29. (i) When a sanctioned estimate has been exceeded by more than 5 per cent and a completion report is required, the excess expenditure must be regularized without delay, and the completion report must be submitted forthwith and must not be kept pending final settlement of an outstanding against a contractor. Where necessary the</p>

<p>Delays in the submission of completion report.</p>	<p>completion report should be accompanied by an explanation that completion plans will follow or that all outstandings have not been adjusted when the accounts have been adjusted when the accounts have been finally closed and all outstanding adjusted, a revised completion report should be submitted to the sanctioning authority through the usual channel for necessary action. These orders also apply to excesses over estimates not exceeding 5 per cent which for any particular reason cannot be passed by Superintending Engineer without inordinate delay.</p> <p>(ii) After a work has been completed and passed into the beneficial use of the Department for which it was constructed, any additions and alterations required there to should be treated as a separate work, and should not be undertaken against savings, if any, on the sanctioned estimate of that work.</p> <p>Note.—If the total expenditure on the work is in excess of the sanctioned estimate and the excess is passed by the Divisional Officer under his powers the words “Excess passed by me” should be added to the completion note, mentioned in para 8.27 supra.</p> <p>8.30. To attract attention to any delay in the submission of completion report Divisional Officer should note in the remarks column of the progress report (Stereo B & R Form Nos. 51 and 52) the dates of completion against works which have actually been completed irrespective of the closing of the accounts and in the case of the last appearance of any major work in the report, the No. and date of the letter with which the completion report was submitted or in which the date of completion was reported to the Superintending Engineer. To this end every major work should continue to be shown in the progress report until the completion report has been submitted or date of completion reported by the Divisional officer.</p> <p>Superintending Engineers are held responsible that no delay occurs in the submission of completion reports. Every care should, therefore be taken to see that the completion reports are submitted within three months of the date of completion of work. Completion reports submitted after this limit should be accompanied by an explanation of the causes of delay with the name of officer concerned.</p>
<p>Completion certificate in respect of Educational Buildings.</p>	<p>8.31. The Managing Authority of a School or College entitled to a building grant should apply direct to the Divisional Officer concerned for the grant of the completion certificate necessary to enable him to claim the grant of the completion certificate necessary to enable him to claim the grant sanctioned from State Revenues stating that to the best of his knowledge the work or the portion of work for which the grant or portion of grant is desired has been duly completed according to the plans and estimates approved by the P.W.D.</p>

<p>Completion certificates of jail Buildings.</p>	<p>Note.— The Director of Public Instruction, Punjab will arrange to send copies of all such sanctions direct to the Divisional Officer concerned.</p> <p>8.32. In respect of the Jail Buildings the procedure for submission of completion certificate outlined in paragraph 1120 of the Punjab Jail manual reproduced below may be followed.</p> <p>“1120. On the completion of a work a completion certificate will be forwarded by the Executive Engineer to the Superintendent for signature. The signature merely implies that the Superintendent has satisfied himself to the best of his ability that the work has been done properly. If he objects to the way the work has been performed or to any statement on the certificate he should still sign it, adding any remarks he may think proper. Remarks which are unnecessary or irrelevant should be avoided.</p> <p>Note.— A copy of the completion certificate with the remarks, if any made by the Superintendent shall be sent to the Inspector-General.</p>
<p>Preparation and completion of plans.</p>	<p>8.33. Divisional Officers are responsible to see that the plans required for record in accordance with para 2.126 and 2.127 of P.W.D. Code, are prepared directly before the work is completed. If the work follows a standard plan with only such minor deviations as can be conveniently recorded on the standard plan, this should be done and a corrected copy of the plan placed on record after enfacing the name of the lace and the date of construction. Similarly corrected copies of sanctioned plans from which minor deviations only have been made can serve as completion plans.</p>
<p>Completion report in report of roads and buildings.</p>	<p>8.34. (i) Completion Plans of roads will consist an index map to a scale of one inch is equal to one mile. The miles, half miles and quarter miles will be marked on the enfaced plans. This map will usually be the copy of Survey of India map of the area.</p> <p>(ii) Detailed Plans will also be recorded to a scale of 1 inch equal to 200 feet for road in the plains and 1 inch equal to 100 feet in the hills. These plans should shown the road land widths and also state District or Village boundaries crossed by the road; the position of all mile stones and furlong posts; every bridge and culvert with a record of the span and water way; and culvert with a record of the span and water way; any Railway level crossing or cross roads; the position of any road side buildings, wells, water courses, tanks, villages on camping grounds, kilns and quarries the permanent bench marks with their reduced levels; and the radius of every curve on the road.</p> <p>(iii) The longitudinal Section immediately below the plan on the same sheet s may be to any convenient vertical scale sufficiently large</p>

<p>Recording of completion plans.</p>	<p>to illustrate the changes of gradient. This may normally be to a vertical scale of 1 inch equal to 20 feet, but in case of very flat topography even larger vertical scale may be adopted. On this section will be marked the reduced level of every mile stone as finally fixed and every important change of gradient also any bench marks recorded on bridges.</p> <p>(iv) Detailed drawings of all bridges and culverts of more than 10 feet span and of all siphons must also be recorded to show the nature and depths of the foundations and also fully dimensioned sections of the abutments, wing walls and piers. Where steel superstructures are provided the ferro drawings corrected, where necessary will be recorded with the completed plans of the foundations and masonry.</p> <p>8.35. (i) The office of final record of all completion plans will be the division which carried out the work. A separate set of completion plans will be supplied by the Division to the Local Body on whose behalf a work has been carried out by the B & R branch.</p> <p>(ii) The date of completion, the actual cost, the plinth area and cubic contents and the plinth area and cubic feet rates derived from these figures shall be entered on the completion plan of every building. Details of doors windows, etc., need not be entered.</p> <p>(iii) Drawings supplied by the Chief Architect to Government Punjab Executive Electrical Engineer and the Chief Engineer, Public Health Branch to other offices and vice versa are regarded as a professional property of the office of issue. Copies of such drawing must not be made except, as may be necessary, for the purpose of completion plans. Should further copies be required application should be made to the office of issue, explaining the purpose for which they are needed in order that the issuing officer may be able to exercise the same control as if he were supplying new designs. If the design is not considered suitable for the new project under consideration the office of issue will determine if a new design is necessary.</p> <p>Note.— These instructions do not apply to standard plans.</p>
<p>Office of record of completion reports, completion plans, and completion certificates.</p>	<p>8.36. Completion reports will be finally recorded in the office of the authority sanctioning the estimate. Completion plans shall be recorded in the office of the Division which carried out the work. Completion certificates should ordinarily be retained in the Divisional office, but in the event of unfavourable remarks having been recorded by any Civil or military officer, it should be submitted for orders to the Superintending Engineer with replies of the Divisional Officer to the remarks. Further details may be seen in para 2.132 of P.W.D. Code.</p> <p style="text-align: center;">ACCIDENTS AND LOCK-OUTS, ETC.</p>

Reporting of the accident to Government property in charge of P.W.D.

8.37. (i) When any serious accident or damage to any road or building borne on the books of the Department occurs the road inspector, the Sectional Officer or Sub-Divisional Officer on discovery of the occurrence should report it at once to his immediate superior and to the Divisional Office. The report should be made directly reliable information is available, a copy being also at the same time forwarded direct to the Superintending Engineer, Similar action should be taken in the case of serious accidents to individuals, a copy of the report in these cases being also sent to the nearest police station.

(ii) In the case of accidents in connection with electrical Installation in Government Buildings the reporting Officer referred to in clause (i) above should also report the matter to the Electrical Inspector of the Region, direct:—

- (a) In writing within 48 hours when the accident has resulted in personal injury.
- (b) By express telegram on the day of the accident confirmed by post within 48 hours when the accident has resulted in loss of life.

(iii) The Divisional Officer, if he considers any of the accidents referred to above to be of sufficient importance, will submit a report to the Chief Engineer direct.

(iv) When it comes to notice that an accident has occurred on a road in charge of the Buildings and Roads Branch and it appears from the details received that the accident may be attributed in some way to the condition of the road, the site of the accident should be inspected by a gazetted officer with the least possible delay, and a detailed report of the cause so far as it may be connected with the road should be made to his immediate superior and a copy forwarded simultaneously to the chief Engineer for information.

(v) Where through accident or otherwise, it is found necessary to close or divert a road so as to cause serious inconvenience to the Sectional officer in charge of the road will telegraph without delay to the Superintending Engineer and Chief Engineers, Divisional Officer and Sub-Divisional Officer direct giving the location and approximate duration of the obstruction. Action of inform the press will be taken by the Divisional Officer if the obstruction to traffic is likely to last for more than 24 hours. These instruction are applicable to ferries and boat bridges and to the annual closing and opening of the latter.

Information already supplied by the S.D.O. or Sectional Officer

<p>Damage to Government property in charge of civil officers of Local Bodies.</p> <p>Steps to be taken to guard against accidents.</p>	<p>need not be repeated by Divisional Officer to Chief Engineer/Superintending Engineer unless the Divisional Officer desires to bring something special or extraordinary to the notice of the Chief Engineer.</p> <p>8.38 Civil Officers and Local Bodies are responsible for promptly informing the Executive Engineer incharge of the division concerned of any serious damage to Central or State Properties in their charge.</p> <p>8.39 (i) In order to guard against accidents on works, articles of tools and plant that have not been used for some time, such pulley blocks, chains and other lifting tools should not be used without first ascertaining that their condition will permit the anticipated loads being carried with safety.</p> <p>A Sectional Officer should personally superintend the use of lifting tackle where unusually heavy loads are to be dealt with</p> <p>(2) Drivers of tractors, wagons, rollers etc. are forbidden to allow unauthorized persons to travel thereon.</p> <p>(3) Divisional Officer should see that no workmen are allowed to take shelter in any building or bridge under construction when work has stopped for the day nor should they be permitted when living at the site of any public Works Department work to reside in old quarries, excavations or caves. Contractors should be informed in writing that they will be held responsible for any accident to their men arising out of disregard of above orders. When workmen live on the site of work contractors are supposed to provide them with shelter.</p> <p>(4) The erection of secure scaffolding must receive the attention it deserves.</p> <p>All Officer and subordinates should remember that though on contract works, the Contractor is primarily responsible. It is their duty to warn him in writing if insecure or work scaffolding is erected.</p> <p>On works executed by departmental agency the Sectional Officer will be held personally responsible for any accident due to the use of weak or insecure scaffolding.</p> <p>(5) No excavation shall be made close to a building the depth of whose foundations is unknown without first making a trial pit on ascertain the depth. If, for any reason, it is not possible to dig such trial pits no excavation shall be made to a greater depth than the horizontal distance between the wall and the edge of the trench, without timbering the latter.</p>
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<p>Losses in the Manufacture of Materials.</p>	<p>(6) The necessity of making safe by either shoring or cutting back the sides in deep excavation of (6 feet or over) so as to insure safety of the workmen, is impressed on all officers and subordinates employed in the execution of drainage, water-supply and other works.</p> <p>(see paragraphs 1.62 and 2.101 of the Punjab P.W.D. code)</p> <p>8.40. All unusual losses in the manufacture of materials must, on their occurrence, be to the Superintending Engineer.</p> <p>When full enquiry as to the cause extent of loss has been made, the detailed report should be sent by the Superintending Engineer to the Chief Engineer; a copy of the report or an abstract thereof being simultaneously forwarded to the Account –General , Punjab . Final action relating to the write off of loss of government money and the like should not be taken till a report bearing on the case is received by the authority concerned from the Audit Department.</p>
<p>Strikes and Lock-outs.</p>	<p>8.41. On the occurrence of a strike or lock-out connected with labour employed on a work or in a workshop under a control of the P.W.D., or by contractors under their control, the Divisional Officer should submit immediately simultaneously reports to the Superintending Engineer and the chief Engineer, and should supply as far as possible the particulars noted below:-</p> <ul style="list-style-type: none"> (a) The place where and the dates on which strikes and lock –outs occur. (b) The full strength of workers. (c) The full strength on strike. (d) The general and immediate causes of strikes whether a trade union has been formed ; if so, such details of its organization as may be available. (e) Specific demands of those concerned. (f) Any outside interference. (g) General attitude of strikers, non –strikers and employers. (h) Version of the strike from the parties concerned.

<p>Construction of Magazines (Civil).</p>	<p>(i) Any item of special interest or importance.</p> <p>(j) Trend of events.</p> <p>(k) Date and terms of settlement.</p> <p>(2) During the currency of such strikes or lock-outs ,the Divisional Officer should also submit a weekly report of the progress of events direct to the Chief Engineer so as to reach him on the morning each Friday at the latest . Divisional Officers at places with headquarters other than Government headquarter should submit this report by wire.</p> <p>8.42. A copy of Explosive Rules, 1940, regulating the manufacture , possession ,sale ,transport and Importation of Explosive should be on record in each circle and Divisional Office . Design for magazines for the storage of explosive should be based on the Standard Plans.</p> <p>In Appendix 8-C will be found :</p> <p>(a) Points to be observed in the construction of an explosive magazine.</p> <p>(b) General rules to be observed in explosive magazine.</p> <p>These have been adapted from Explosive Rule, 1940, to suit local conditions. When inspecting magazines officers should notice whether a copy of the general rules and of the other documents are in place.</p> <p>(ii) Instructions for the guidance of Sub-Divisional Officer , sectional Officer, Road Inspectors and Mates engaged on blasting operations are contained in Appendix 8-D</p>
<p>Exemption from levy of Court fee for possession of explosives. G.O.I, Finance Department notification No.1938-F, dated 17th December, 1914.</p> <p>Forest Department.</p>	<p>8.43. Sanction has been accorded by the Government of India in Finance Department to the exemption under section 35 of the court fees Act, 1870 of fees chargeable under the said Act on application for the grant of licenses of the nature mentioned in items 8 and 9 of Schedule IV appended to the India Explosive Rules, 1940, to possess gunpowder, other explosives or detonators required bona fide for blasting purposes.</p> <p>BUILDING WORKS OF THE VARIOS DEPARTMENTS</p> <p>8.44. To the Forest Department has been assigned the duty of construction and maintenance of all works, used or intended for any</p>

<p>Patwarkhana works.</p> <p>Execution jail works. Secretary B&R U.O. No. 10397-BR11 (1)-61, dated 21ish December, 1961</p>	<p>purpose in connection with the administration of the Forest Department with the exception of repairs and maintenance of all resident buildings for gazetted officers as well as original works for such building, construction of building for headquarters officer and the construction of such other works as the Finance Department may call upon the Public Works Department to execute.</p> <p>8.45. All works in connection with the construction and repairs to Patwarkhanas will be executed by the Director of Land Records.</p> <p>8.46. (a) The Jail Department is authorised to execute all petty and annual repairs and also any original works and special repairs (not likely to cost more than Rs. 20.000 fir works inside the jail premises) to building used or intended to be used by the Jail Department for residential or non-residential purposes. The technical assistance shall be given by the P.W.D. as heretofore if required for works to be executed by the Jail authorities. In the following cases the works shall be executed by P.W.D. even if the cost is less than the limits mentioned above:-</p> <ul style="list-style-type: none">(i) Such works where skilled Engineering Supervision is required. (Such supervision is not considered necessary in the case of simple works which can normally be entrusted to skilled artisans employed by the Head of Department concerned.)(ii) Construction of buildings for Headquarters' officer.(iii) Construction of works in connection with residential buildings for which Capital and Revenue accounts are maintained.(iv) Such works as the Finance Department may call upon the Public Works Department to execute. <p>Note.— (1) Before works under order are executed the administrative approval of the competent authority must be obtained by the Department concerned.</p> <p>(2) An up to date record of expenditure against sanctioned estimate shall also be maintained by the Department concerned.</p> <p>(b) Regarding construction of major works inside the Jail premises costing more than Rs. 20.000 and which can be executed departmentally, the P.W.D. may employ convict labour. The jail Department should agree to supply the labour who shall be paid the labour charges only as provided in the Estimates after deducting the labour charges for skilled labour such as mason, carpenters etc.</p>
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<p>Procedure in regard to the execution of works by the jail Department.</p>	<p>employed by the P.W.D. IF such works are let out on contract by the contractors may also employ jail labour at their discretion.</p> <p>8.47. Works and repairs thus undertaken by the Jail Department will be subject to the following procedures.</p> <p>(1) Estimates for the above class of works will be prepared by the officers of the Public Works Department as usual and when it has been decided that the Jail Department should carry out the work, the abstract of cost shall be cut down to show saving effected by the use of Jail Labour.</p> <p>(ii) In cases where the Superintendent of Jail has no ministry of skilled workmen at his disposal to put in charge of such works the Divisional Officer concerned should either lend his one from his own staff, if he has one available or should see that the estimate provides for the payment of one charged to works . If in any particular case the Superintendent of the Jail professes his inability to carry our works which the Divisional Officer has not objected to as unsuitable to jail Labour, the Divisional Officers would, of course, carry it out for him, the matter is one that should be arranged between the Superintendent of jail and the Divisional Officer. But it should be borne in mind that whenever by supplying help in the way of subordinate staff the Divisional Officer can aid the Superintendent of Jail to carry out work it will be preferable to do so rather than to undertake it himself.</p> <p>(iii) The Divisional Officer should, as far as possible, inspect or direct one of his subordinates inspect works made over to Subordinates to Jails for execution while they are in progress, when they are of such a nature that some degree of professional supervision would be desirable. Superintending Engineer will also during tour examine them.</p> <p>(iv) In carrying out Jail works the Superintendent of the Jail will act as agent of the Public works Department and as such it will be his duty to see that money provided for one work is not diverted to another or that no deviations form drawings or specifications are allowed.</p> <p>Note.— On completion of work carried out by the Jail agency the Superintendent of Jail will furnish the Divisional officer with information on the following points to enable the latter to keep the Register of buildings up to date:—</p> <ul style="list-style-type: none"> (a) Particulars of works; (b) Cost; (c) Date of completion.
<p>Employment of jail labour.</p>	<p>8.48. The rules regarding utilization of convict labour and the details to be observed in respect of it in executing Jails works and</p>

<p>Security of jail doors.</p>	<p>repairs both by the P.W.D. and jail Department are given in paragraph 692, 693, 117 and 1118 of the Manual for the Superintendence and Management of Jail in the Punjab reproduced as appendix 8-E. Instructions with regard to the employment of convict labour on Major Minor works inside/outside the Jail premises reference be made to paragraph 8.46 supra.</p>
<p>Works relating to Veterinary Department.</p>	<p>8.49. The bars of iron grated doors and fixed iron gratings are seriously weekend by reducing their ends in thickness to permit of their being more easily passed through the iron frame. As such weakening may prejudice the security of Jails, executive officers should guard against such practice.</p> <p>8.50. The Veterinary Department is authorized with effect from the 1st April, 1938 to execute petty and annual repairs as well as original works or special repairs not likely to cost more than Rs. 5,000 relating to buildings such as “Kacha” quarter for Class IV employees, implement sheds, dutch barns, etc., at the Government Cattle Farm, Hisar, Subject to the following exceptions:</p> <p>(a) Such work where skilled civil engineering supervision is required.</p> <p>Note.— Such supervision is not considered necessary in the case of simple works which can normally be entrusted to skilled artisans employed by the Head of Department concerned.</p> <p>(b) Such works as the Finance Department may call upon the Public Works Department to execute.</p> <p>Note.— (1) Before such works under this order are executed the administrative approval of the competent authority must be obtained by the Department concerned.</p> <p>(2) An up-to-date record of expenditure against sanctioned estimates shall also be maintained by the Department concerned.</p>
<p>Works relating to Agriculture (including Fisheries Section).</p>	<p>8.51. The Agriculture Department (including the Fisheries Section) is authorized with effect from the 6th August, 1940, to execute petty original works not likely to cost more than Rs. 2,500 (Rupees two thousand and five hundred) relating to “Kacha-Pucca” buildings and structures such as field offices and laboratories, stores, implements workshop and juice boiling sheds, bullock byres, “Kacha”: Quarters for Class IV Government Servants and tenants pucca water channels and culverts, fences, bird proof cages of the Agricultural Department (including the Fisheries Section) and the maintenance and repairs of the Fisheries Section and the maintenance and repairs of the Fisheries</p>

<p>Works relating to police Department.</p>	<p>Section and the maintenance and repairs of the Buildings and structure put up by the Department subject to the following exceptions:—</p> <p>(a) The Execution of works where skilled Civil Engineering supervision is required.</p> <p>Note.— Such supervision is not considered necessary in the case of simple works which can normally be entrusted to skilled artisans employed by the Head of the Department.</p> <p>(b) The construction of such works as the Finance Department may call upon the Public Works Department to execute.</p> <p>Explanation.—Kacha Pucca structures is one where the works is in sun-dried brick in mud with burnt brick in mud at certain essential places such as Jambs of doors and windows or arches.</p> <p>Note.—(1) Before works under this order are executed the administrative approval of the competent authority must be obtained.</p> <p>(2) An up to date record of expenditure against sanctioned estimates shall be maintained.</p> <p>(3) A register of buildings constructed under this order should also be maintained by the Agricultural Department.</p> <p>8.52. The Police Department is authorized with effect from the 1st April, 1938, to execute all petty and annual repairs, and also any original works or special repairs, not likely to cost more than 2,500 to buildings used or intended to be used by the Police Department, for residential or non-residential purposes subject to the following exceptions.</p> <p>(i) Such works where skilled civil engineering supervision is required.</p> <p>Note.— Such supervision is not considered necessary in the case of simple work which can be entrusted to skilled artisans employed by the head of Department concerned.</p> <p>(ii) Construction of buildings for headquarters offices.</p> <p>(iii) Construction of works in connection with residential buildings for which capital and revenue accounts are maintained (e.g. Gazetted officers houses) and all new residential buildings.</p> <p>(iv) Such works as the Finance Department may call upon the Public Works Department execute.</p> <p>Note.— (1) Before works under this order are executed the administrative approval of the competent authority must be obtained by the Department concerned.</p>
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<p>Mortuaries for Medico-legal purposes.</p>	<p>(2) An up-to-date record of expenditure against sanctioned estimates shall also be maintained by the Department concerned.</p> <p>8.53. Administrative approval of the Director, health Services, Punjab, should be obtained in all cases in which it is proposed to construct mortuaries for medico-legal purposes. For the construction of Mortuaries standard plan No. $\frac{G 13}{1940}$ should be followed except in case of group of buildings designed by the Consulting Architect in which case the design of Mortuary will also be given by him.</p>
<p>Construction of cinema buildings.</p>	<p>8.54. (i) The construction of Cinema Buildings by private owners is governed by the Punjab Cinemas (regulation) Rules, 1952 issued under Section 9 of the Punjab Cinema (Regulation) Act, 1952. In order that the building should conform to the provision of the said Rules and that there may be no inherent structural defect which may subsequently constitute a bar against the issue of licence when applied for the prior approval of the building plan by the Executive Engineer concerned is necessary.</p> <p>(ii) In the case of unbuilt areas the sitting of the cinema buildings should be settled in consultation with the town planning organization so that it may be adjusted in such town planning scheme as may eventually be framed in respect of the said area.</p> <p style="text-align: center;">PHOTOGRAPH OF IMPORTANT WORK</p>
<p>Important works to be photographed.</p>	<p>8.55. Buildings bridges or other important works of engineering or architectural interest irrespective of the cost of the structure should be photographed during construction and on completion. The date and hour when the photograph was taken should be enfaced in ink on the back of each view. The plinth area rate should also be worked out and noted in ink on back of the photograph together with a brief description of specifications under the following heads:—</p> <p style="padding-left: 40px;">Foundations Plinth Superstructure. Floor, Roof Doors & Windows, etc.</p> <p>If it is impossible to furnish this statement on the back of the photograph it should be supplied on a separate sheet of paper.</p> <p>(ii) Photographs of important works should also accompany the Annual Administration Report which should contain a brief description</p>

<p>Copies of the photographs to be supplied.</p>	<p>of the salient features of the work portrayed.</p> <p>8.56. (i) Whenever any Engineering works are photographed, 4 copies of each photograph should be prepared and distributed by the Divisional Officer as follows:—</p> <p>Two copies to the Chief Engineer One copy to the Superintending Engineer of the Circle concerned. One copy for record in the Divisional Office.</p> <p>(ii) In case of works of architectural interest as well as in case of important buildings, designed by the Consulting Architect to Government, Punjab, two copies of the photographs of the completed work should also be supplied to the Consulting Architect wherever this can be done without considerable expense or inconvenience.</p>
<p>Incidence of the cost of photographs.</p>	<p>8.57. The cost of the photograph of important works referred to above, should be debited to the Head Establishment Contingencies’.</p>
<p>Classification of roads.</p>	<p style="text-align: center;">ROAD WORKS</p> <p style="text-align: center;"><i>Classification and Maintenance</i></p> <p>8.58. The roads in the State are classified as under:—</p> <p>(i) National Highways.</p> <p>(ii) State Highways</p> <p>(iii) District Roads</p> <p style="padding-left: 40px;">(a) Major District Roads (b) Other District Roads.</p> <p>(iv) Village Roads.</p> <p>(i) National Highways.—National Highways are declared as such by the Central Government from time to time under section 2 of the National Highways Act, 1956 (No.). All the National Highways vest in the central Government and it is their responsibility to develop and maintain them. However, the construction and maintenance has been entrusted to the respective State Public Works Department.</p> <p>(ii) State Highways.— State Highways are all other main</p>

	<p>trunk or arterial roads of a State connecting up with the National Highways, or Highways of adjacent States. They also connect district Headquarters and important cities within the State and serve as the main arteries of traffic to and from District Roads.</p> <p>(iii) District Roads.—These are the roads traversing each district serving area of production and markets and connecting these with each other or with highways and railways. These roads are capable to taking road traffic into the heart of rural areas throughout the year with only minor interruptions. These can be sub-divided into two classes:—</p> <p>(a) District Major Roads.— Which connect areas of comparatively greater importance and carry heavier traffic. These are constructed roughly to the same specifications as the State Highways.</p> <p>(b) Other District Roads.—Which connect areas of less importance and carry comparatively less traffic and are of somewhat lower specifications.</p> <p>(iv) Village Roads.—Village roads are roads connecting village and groups of village with each other and to the nearest district road, main highway, railway or river ghat.</p>
<p>Expenditure on maintenance of National Highways.</p>	<p>8.59. All expenditure in connection with construction, maintenance and improvement of national Highways is to be borne by the Government of India. In case of works on National Highways executed by the State Public Works Department, the Union Government is to reimburse the former agency charges as explained in paragraph 6.20 of this Manual.</p>
<p>Expenditure on maintenance of other Roads.</p>	<p>8.60. All other classes of roads are maintained and improved at the expense of the State Government. Some grants are however, received for new construction or improvement of State roads from 'Central Roads Funds'. Special grants are also made by the Government of India for the construction of such State roads as are regarded important from strategic point of view.</p> <p>Note.—Central Road Fund has been created by the levy of additional duty on petrol. Fifteen per cent of the Revenues which accrue from this duty from a Central Reserve while the balance of the revenues are distributed among the States in the Proportion in which petrol is consumed in the various States. Central Road Fund allocation are to be utilised on the construction. Reconstructions or substantial improvement of roads and bridges including the cost of preparing road schemes but not for ordinary road maintenance.</p> <p>Central Road Fund is non-lapsing, i.e., the unspent balance in it do not lapse at the end of the financial year.</p>

<p>Maintenance of Road Tables.</p> <p>Incidence of cost of roads in cantonments.</p>	<p>The Central Reserve of fifteen per cent is utilized for grants to less developed States for the maintenance of Roads constructed from Central Road Fund and in special cases for defraying expenses incurred on administration and road research.</p> <p>ROAD TABLES</p> <p>8.61. Instruction for the preparation and maintenance of Road Table are contained in Appendix 8-F.</p> <p>CONSTRUCTION AND MAINTENANCE OF ROADS</p> <p>8.62. Rules governing the incidence of cost of construction, improvement and maintenance of roads in cantonment which are administered under the cantonment Act (1924) are given below:-</p> <ul style="list-style-type: none"> (i) To be budgeted for and debited to Military Estimates:- <ul style="list-style-type: none"> (a) Roads within and bounding the area of lines occupied by regular troop; (b) Roads leading from the lines the Railway Station or to the main strategical lines of communication of the country; (c) Roads which have been constructed and maintained for the purpose of Military communication between portions of defensive position within or in the vicinity of cantonments. (ii) To be budgeted for and debited to central Civil or Provincial Funds. The portion of main arterial communication of the country which passes through a cantonment, such as the Grand Trunk Road at Ambala. Note: No change will, however, be made from the practice existing on 3rd February, 1904 in regard to the incidence of cost of maintenance of these roads, with but the previous sanction of the Government of India. (iii) To be debited to cantonment funds. All other roads situated within cantonment limits. <p>8.63. To prevent misunderstanding as to what are the intra municipal and inter cantonment portions of a road, proper boundary marks should be erected showing where each road enters a municipality or cantonment.</p>
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8.64. Attention of all officer of the Department drawn of the imperative necessity for the efficient maintenance of metalled roads which are under the charge of this Department. In order to maintain the roads efficiently and economically, officer incharge of the roads must exercise the greatest care to see that money and material are used to the best advantage. To achieve this, frequent inspections are necessary and in this connection the following broad principles are laid down:-

- (a) The S.D.O. incharge of the road should ordinarily travel at the rate of 20 miles as day or at the most 40 miles in a day. He should invariably be accompanied by the Sectional Officer incharge, to whom he can give the necessary direction for repairs.
- (b) The Executive Engineer should also arrange to travel only moderate distance each day and should be accompanied by the Sub-Divisional Officer incharge.
- (c) Similarly, wherever possible, the superintending Engineer should be accompanied by the Executive Engineer.
- (d) Tendency on the part of some officers to make mush too hurried trips over roads in their often unaccompanied by any one to whom orders can given, should be strongly deprecated.
- (e) Every effort should be made to issue instructions verbally and with personal consultation supplemented by notes in the note-book of the person to whom orders are given. This procedure, if followed, will save time in writing long inspection notes and will tend to efficiency.
- (f) Superintending Engineer should be able to supplement the notes given in the note-book with more precise orders.
- (g) Form the point of view of safety of traffic as well as form the point of view of safety of road structures, it is essential to pay special attention to the maintenance of road berms. The Inspecting Officers should make special note of the condition of the berms and their improvement since last inspection and record

<p>Abandonment of the maintenance of roads.</p>	<p style="text-align: center;">the same in the Note-book of Sectional Officers and the S.D.O.s.</p> <p>8.65. It must be regarded as fundamental rule that without the previous sanction of Government no main artery of communication, such as a trunk road, may be abandoned or allowed to fall out or repairs. All proposals for the removal of bridges or ferries must invariably be submitted for the consideration and orders of Government.</p> <p>Note:- In respect of roads, bridges, etc., declared to be of military importance by the Government of India, all proposals for their removal and abandonment should be referred to the central Government for orders.</p> <p>8.66. Rules for the preservation of roads in Hilly tracts in Himachal Pradesh Territory, under the charge of the P.W.D. are being revised in view of the charge circumstances. These will be issued in the form of an appendix later on when finally decided.</p> <p>8.67. In order to lesson the chances of accidents on roads, the following instructions should be carried out in the maintenance and construction of National Highways in particular and all roads in general wherever possible.</p> <p style="padding-left: 40px;">(h) White lines for up and down traffic to be placed on all two lane metalled roads wide and over. A continuous line is not necessary-white dashes at intervals of 40 feet except at curves where interval is reduced to 15 feet are enough to give the guidance. On hill studs may be employed according to present practice.</p> <p>The necessity for clearly marked traffic lanes is to keep vehicles on the proper side of the road and thereby to avoid accidents from collisions.</p> <p style="padding-left: 40px;">(ii) Super-elevations on curves.-proper superelevation of all the curves should be provided during the construction of a road. Transition curves should also be introduced on both the ends of a circular curve. Whenever any opportunity arises for making improvements in any section of an existing road, proper super-elevation with transition curves should be provided.</p> <p style="padding-left: 40px;">(iii) Vertical Curves.-Where different gradients meet, a proper vertical curve should be introduced keeping in view the minimum sight distances as</p>
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<p>Damage done to Government property by motor accidents etc.</p>	<p>prescribed by the Indian Roads Congress for the Classification of the road and prescribed speed of the traffic.</p> <p>8.68. It sometimes does happen that due to careless and rash driving of motor and other vehicles damage to Government property takes place. The legal position is that if it can be proved that the damage was caused by the negligence or carelessness of the driver, a civil suit will lie for compensation against the driver and the owner of the vehicle or the person in whose service the driver was employed at the time, irrespective of any criminal proceedings taken. It is, therefore, laid down that when the value of the damage is Rs.200 or over and the damage can be proved by irrefutable evidence to be due to negligence or carelessness of the driver a suit should be filed after consultation with the Legal Remembrancer to Government, Punjab, against the driver and the owner of the vehicle or in whose service the driver was employed at the time of the damage.</p> <p>Further, in order to safeguard recovery of decretal amount the court at the time of institution of the suit should also be requested to issue an injunction order to the effect that the defendant will not dispose of or in any other way transfer the vehicle, etc., during the pendency of the suit.</p>
<p>Provision of sign posts and barriers on disused roads.</p>	<p>8.69. It is the duty of the P.W.D. officers in charge of a road to arrange for the erection and maintenance of sign posts or barriers where disused roads take off from roads in charge of P.W.D. or at dangerous places on road in use, to avoid accidents to motor-cars, etc.</p>
<p>Closing of roads to vehicular traffic.</p>	<p>8.70. The Transport Department is greatly concerned with the movement of vehicular traffic on important roads. It is, therefore, necessary that they should invariably be kept posted with information regarding the closing and /or opening of roads which inter alia sometimes involve temporary suspension of transport services.</p>
<p>Specification for road bridges.</p>	<p style="text-align: center;">BRIDGES</p> <p>8.71 The Indian Roads Congress Standard /specification and Code of practice for Road Bridges in India latest edition shall be adopted for design of Road Bridges.</p> <p>The following Indian Road congress loading shall also be</p>

adopted:-

Class A.A-For bridges of National Highways within certain Municipal limits and certain existing or contemplated industrial areas.

Class A. –On all other roads.

Class B.-For temporary bridges.

In addition the following points should be kept in view while designing and constructing bridges:-

(a) Alignment.-

(i) New bridges for all existing roads shall be constructed with their parapets parallel with and equidistant from the centre line of the road and their abutments parallel with the direction of the channels crossed so as to cause no interference with the general alignment of the road, i.e. skew bridges shall be constructed in all cases where the channels are not at right angles to the road except where the acute angle between the channel and the road is less than 45 degree and the cost of the skew bridge owing to the increased span is incommensurate with the convenience to traffic on the road. Such cases should be decided on their merits in consultation with the canal authorities.

(ii) Bridges for new roads shall have the centre line of their approaches coincide with the centre line of the bridge for a distance of not less than feet from abutments on either side. This straight length may be increased to provide minimum sight distance for the designed speed (In case of National Highways, State Highways and District Major Roads the straight length may be nearly feet). In the case of hill roads where these lengths are not always practicable the lengths of the straight approaches provided shall be the maximum as economically possible.

(iii) When new canals are being constructed

<p>Survey location and site investigation for bridges.</p> <p>Standard minimum clearance dimensions.</p> <p>Approaches to Bridges.</p>	<p>or existing ones remodeled every effort should be made to avoid the introduction of ‘S’ curves in the roads crossing these. If this cannot be avoided, suitable straights should be provided in between the curves and suitable radius and super-elevation should be provided according to the designed speed and classification of the road as laid down by I.R.C. in the Code of Practice for Bridges.</p> <p>(b) Width of Bridges —</p> <p>All culverts having 20 feet linear waterway and under shall be of full formation width from outside to outside of parapet. In case of bridges over 20 feet linear waterway the width shall not be less than 12 feet clear (between the wheel guards) for a single lane bridge and shall be increased by a minimum of 10 feet for every additional lane of traffic on multiple lane bridges.</p> <p>In case of National Highways Government of India have specified a clear width of 24 feet for two lane bridges.</p> <p>8.72. Great care should be exercised while carrying out site investigation and survey for the location of bridges and fixing waterway, etc. Detailed instructions have in this respect been given in the Code or Practice for Road Bridges published by the Indian Roads Congress.</p> <p>8.73. The following minimum clearance dimensions should be adopted for bridges over roads and road tunnels:—</p> <p>(a) Under Railway bridges over metalled road or road likely to be used by mechanical transport the full horizontal formation width of the road subject to a minimum of 13’—6” and minimum vertical clearance of 16’—6” and</p> <p>(b) For tunnels the minimum tunnel width should be 20 feet and minimum height 16 feet.</p> <p>8.74. On all roads the formation width of the embankment on the approaches to bridges and culverts shall be the full formation width of the road (not less than 32 feet in the case of National and State Highways) while the side slopes of the embankment shall be 2 feet horizontal to one foot vertical. In cutting the side slopes must depend on the nature of the ground. In case an approach is in filling, no borrow-pits whatsoever shall be dug within a distance of 30 feet from the toe of the</p>
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<p>Inspection of bridges and culverts in charge of B & R Branch.</p>	<p>embankment. If an approach is in cutting, the spoil heaps shall not be deposited within 30 feet of the edge of the cutting at the top. The approach to every bridge and culvert shall be horizontal at the top for 50 feet (measured from the face of the abutment along the road) to provide minimum sight distance for the design speed in the case of the National Highways and all other roads in the State. Beyond these horizontal lengths the approach is in filling, no borrow-pits whatsoever shall be steeper than 1 in 50 in the case of all metalled and unmetalled roads. On hill roads and bridle-paths, where these gradients are impracticable, the approach must be designed introducing suitable vertical curve conforming to signed introducing suitable vertical curve conforming to the relevant road standards and providing minimum sight distance for the designed speed.</p> <p>8.75. The bridge and culverts on roads in charge of this branch should be examined in detail by the Sub-Divisional Officer not less than once a year, and the results of such examination should be recorded by the Sub-Divisional Office in the bound three-year register of bridge inspections (Stereo B & R NO. 147). A separate register will be maintained for each section of each road lying within a Civil District. The sub-Divisional Office will be responsible of the safe custody of registers in current use. When a register is first opened the first 4 columns constituting a serial list of the bridges and culverts should be completed. In the fourth column it will be useful to add references to the drawings of the structure, particulars of high flood level and any other facts of permanent value. In order to leave space for remarks not more than 6 entries should be made on each page. Completed register will be deposited in the Divisional Officer by 1st February after the completion of the three –year period and retained for not less than 20 years from that date.</p> <p>The Sub-Divisional Officer will produce al the current register during the inspection of a Sub-Divisional Officer for the information of the Divisional Officer (Stereo B & R No. 11, item 36).</p> <p>If a register has to be sent by post it will be sent registered.</p> <p>If any action is required as the result of the examination, orders will not be written in the register but will be taken by the Sub-Divisional officer separately the purpose of the register being merely to record the fact of inspection and the condition of the structure at the time of inspection.</p> <p>On account of the frequency of drainage crossing on hill roads these should be named or numbered for the purpose of identification. In the plains numbering is usually not necessary, as a reference to the mile</p>
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<p>Reporting conditions of bridges and culverts.</p> <p>Incidence of cost in case road over bridges.</p>	<p>and furlong in which it occurs is sufficient, but any local name of interest may suitably appear on the bridge for the benefit of travelers.</p> <p>When numbering is really necessary it should begin afresh from each mile with the number of the structure as the numerator and that of the mile as the denominator. When any change occurs the whole mile should be renumbered. The numbering should be neat and in conspicuous.</p> <p>8.76. Every year or before the 15th March. Divisional Officer should submit reports to their Superintending Engineer stating that the orders contained in the proceeding paragraph have been carried out, and that the bridges and culverts on roads in their respective Divisions have been found in good order or that certain defects are being remedies. It is unnecessary to give details regarding the condition of each bridge or culverts in these reports.</p> <p>8.77. (a) The road surfaces over canal bridges should be maintained by the roads authority (the Buildings and Road Branch or the District Board, as the case may be) whether the road is metalled or unmetalled.</p> <p>(b) (i) Where a new bridge is to be constructed in place of an existing one in order to straighten up a road or on account of change in the alignment of an existing channel, the cost of construction shall be aid by that authority at whose request and for whom the work is undertaken.</p> <p>(ii) Where a new bridge is to be constructed in place of an existing one in order to straighten up or divert a road, but in the interest of the public it is necessary to retain the existing bridge, the cost of the new bridge shall be borne by the road authority, who will also be responsible for the future maintenance of the original bridge.</p> <p>(iii) Where an existing bridge is to be remodeled for the purpose of :—</p> <ol style="list-style-type: none"> (1) either widening or strengthening it at the request of Buildings and Roads Branch, or (2) improving the waterway at the request of the irrigation branch, <p>the cost of remodeling shall be paid for by the Branch at whose request and for whom the work is undertaken. In cases of doubt the matter must be referred to the Chief Engineer concerned for orders.</p> <p>In the three cases cited, in clauses (i), (ii) and (iii) of sub-para (b) supra, before any construction is started, the final design and plans must</p>
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<p>Chief Engineer's approved necessary.</p> <p>Reciprocity of arrangement between the Railway and Road authorities.</p>	<p>be approved and signed by the Superintending Engineers concerned of both the Irrigation Branch and the Buildings and Roads Branch., if the accost of the work is within their respective power of technical sanction, otherwise by the Chief Engineers concerned.</p> <p>(c) The cost of maintenance and repairs to the bridge itself due to any cause should be borne by the Irrigation Branch.</p> <p>Note.—Bridges referred to in this paragraph include bridges for artificial drainage but exclude bridges on natural drainages or water course culverts.</p> <p>8.78. All proposals for new or improved facilities for crossing, where a road and railway interest whether de4sired by the railway administration or by the local road authority, should be submitted for the Chief Engineer's acceptance, and every Executive Engineer is expected promptly to report any case of interference with any road on his charge which has not been authorized by the Chief Engineer.</p> <p>8.79. In regard to the railway level crossing, the following principles should be followed by the Road and Railway authorities on reciprocal basis:—</p> <p>(a) (i) The general policy should be to avoid as far as possible level crossing even when a new projected railway line is to be constructed across important existing roads and also when a projected highway is to cross an existing railway line.</p> <p>(ii) The financial liability in the matter of rail-road crossing should be shared on a reciprocal basis between the railway and road authorities and any problems arising in this connection should be laced before the Central Board of Transport.</p> <p>(iii) There should be mutual consultation between railway and Highway authorities whenever a new railway is to cross an existing important road or an important road project is to cross an existing railway line.</p> <p>(b) Whereas the railway authorities have been directed by the Ministry of Railways to implement the above decisions and consult Highway authorities in respect of all future cases of railway crossing, it will be the duty of the local highway authorities to bring to the notice of the State Government cases where the railway authorities have not acted in accordance with these decisions. In fact the Public Works Department officers should not permit work to be put in hand within the road boundaries without definite</p>
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<p>Information required to be furnished to Government of India.</p>	<p>authorization from State Government permitting the road to be crossed. On the other hand, they should report immediately to State Government through usual channel, as soon as they come to know that it is contemplated to cross a road by railway line.</p> <p style="text-align: center;">OVER-BRIDGES</p> <p>8.80. (1) Whenever it is proposed in case of a National Highway, to replace a level crossing by an over bridge the officer concerned should furnish information along with his proposal on the following points for onward transmission to Government of India, Ministry of Transport, Roads Organization:—</p> <ul style="list-style-type: none"> (a) Volume of traffic, i.e., number of vehicles passing the level crossing per 24 hours. Motor vehicles and animal drawn vehicles should be shown separately; (b) Number of trains passing the level crossing each day (24 hours) (c) Any special reasons in justification of replacement of the level crossing by over-bridge. (d) Height of railway bank or depth of cutting with respect to ground at the crossing. (e) Height of normal formation on depth of its cutting with respect to ground near the crossing. <p>(2) In furnishing the information asked for at (1) above, level crossing within the Municipal limits of towns and cities having a population of more than 20,000 may be excluded as these are not the responsibility of Government of India. The advisability to have an over-bridge or not is to be judged by the State Government.</p>
<p>Apportionment of cost of over-bridges.</p>	<p>8.81. The cost of over-bridges constructed in the State as per conditions laid down in sub-para (2) of preceding paragraph is to be apportioned between the Punjab State and Government of India according to terms and conditions laid down in para 1119 of the State Railway General Code, which is reproduced below:—</p> <p style="text-align: center;">para 1119.</p> <p>If a level crossing is required to be replaced by a road over-bridge or under bridge by reason of the growth of both railway and road</p>

<p>Classification of District Board Roads.</p>	<p>traffic:—</p> <p>(j) The railway will bear the cost of the bridge structure (excluding the approaches) and the cost of diversion of all sewers, cables, gas, and water mains within railway limits; and</p> <p>(ii) The road authority will bear the cost of the approaches, within or without railway limits the cost of diverting all sewer, cable, gas, and water mains outside railway limits, and the cost of land for approaches outside the railway limits.</p> <p style="text-align: center;">District Board Roads</p> <p>8.82. the roads maintained by the District Boards fall under the following two categories:—</p> <p>(i) District Minor Roads (Other District Roads) .— This classification applies to all the District Board Roads which were previously called class II roads. These roads traverse a district serving areas of production and markets and connect these with each other, with highways and railways.</p> <p>(ii) Classification Village Roads.— All other roads maintained by District Boards which do not fall in the category of District Minor Roads are called Classified Village Roads. All such District Board which were previously classified as Class III Roads now fall under this category.</p>
<p>Maintenance of District Board Roads.</p>	<p>8.83. District Minor (Other District Roads) are maintained and improved at the joint cost of the state and The District Revenues by the District Boards. Provided the roads are properly maintained or the improvements properly carried out, the District Boards are given annual maintenance grant by the Communications Board. This grant-in-aid is a percentage of the previous year actual expenditure incurred by a District Board on the maintenance of District Minor Roads (other District Roads) and is determined according to the following formula:—</p> $\frac{\text{Estimate maintenance cost of Distt. Minor Road} \times 100}{\text{Normal Income}} + 5$ <p>subject to a minimum of 30 per cent and a maximum of 50 per cent of the maintenance expenditure.</p> <p>This percentage is in certain cases raised even to 100 per cent of</p>

<p>Undertaking the maintenance of District Board Roads by P.W.D.</p>	<p>maintenance expenditure depending upon the importance of the work, inability of the District Board concerned to meet the expenditure involved and the availability of funds with the communications Board.</p> <p>8.84. If the engineering establishment of any District board is not sufficiently equipped to undertake the maintenance of such roads, the P.W.D. may be asked to keep a particular road in repair, and it may do so on behalf of the District Board concerned, and levy the usual charges on account of Establishment and Tools and Plant, the gross estimated expenditure being recovered before commencement of the work.</p>
<p>Inspection of District bridges and Roads by Divisional Officer.</p>	<p>8.85. (i) Divisional Officer should, if requested by the District Board concerned, inspect metalled roads under the charge of the District Boards in their Divisions once a year and submit a report to the Board concerned giving full details of the conditions of each road throughout its length, their position being merely that of an expert adviser.</p> <p>(ii) As for other District Roads for the maintenance and improvement of which grants-in-aid are allowed to the District Board concerned by the Communications Board, Punjab, it is the responsibility of the Divisional officer in whose jurisdiction the roads fall to inspect them at least once a year and submit an inspection report giving full account of the condition of the road throughout its length. Similarly the responsibility for the audit of the accounts pertaining thereto devolves on the Divisional Accountant of the Division concerned and he is required to submit to the Communications Board, Punjab, through the Divisional Officer audit note, in duplicate, indicating the manner in which the accounts are maintained.</p> <p>(iii) These reports which form the basis for the allotment of the grant-in-aid, a percentage of which is withheld with the object of ensuring that the works are satisfactorily completed according to specification and that there is not irregularity in the maintenance of accounts, should be submitted to Communications Board, Punjab, before the end of October, every year, to enable the funds being allotted to the District Board concerned.</p>
<p>Condition precedent to the transfer to road belonging to Local Bodies to Government.</p> <p>Transfer of District Board Roads to the P.W.D.</p>	<p>8.86. Before a road belonging to a Local Body is transferred to Government the Local Body concerned should be required to pass a resolution agreeing to the transfer on the usual conditions envisaged in the preceding paragraphs and also to execute a proper deed for the transfer of the road in question to Government.</p> <p>8.87. Whenever a road is to be taken over from a District Board by the P.W.D. the resolution passed by the District Board</p>

<p>Transfer of Municipal Roads to the P.W.D.</p>	<p>agreeing to the transfer should include the following conditions:—</p> <p>(1) That the transfer shall include—</p> <p>(a) all the land under and attached to the road including foot-paths, grass berms, roadside trees, rest-houses, coolie huts, subordinate quarters, wells and other roadside structures;</p> <p>(b) all road-making materials such as Kunkar, stone metal, bajri, bricks, boulders, sand, tar, bitumen, etc., lying at the road.</p> <p>(2) That the ownership and possession of the entire road land and of all the structures and trees standing thereon shall vest in Government and the district Board will be relieved of all responsibility towards their maintenance.</p> <p>(3) That the District Board shall be responsible for liquidating all liabilities incurred in connection with the road up to the date of transfer.</p> <p>(4) that the District Board shall spend the savings that will accrue as the result of this transfer on the maintenance and/or improvement of the other roads in their charge.</p> <p>8.88. Whenever a road is to be taken over from Municipal Committee agreeing to the transfer should include the following conditions: –</p> <p>(1) That the transfer shall include—</p> <p>(a) all the land under and attached to the road including foot-paths, grass berms, roadside trees, rest-houses, coolie huts, subordinate quarters, wells and other roadside structures;</p> <p>(b) all road-making materials such as Kunkar, stone metal, bajri, bricks, boulders, sand, tar, bitumen, etc., lying at the road.</p> <p>(2) That the ownership and possession of the entire road land of and all the structures and trees standing thereon, shall vest in Government who shall be responsible for the maintenance only of the roadside structures and of the metalled surface and the berms, the total width of which (metalled surface and berms) shall not exceed 32 feet.</p> <p>(3) That the maintenance of foot-paths, grass berms, roadside trees and wells shall remain the liability of the Municipal Committee, who shall also be responsible for lighting, tree planting, watering and conservancy arrangements.</p> <p>(4) That the Municipal Committee shall be responsible for liquidating all liabilities incurred in connection with the road, up to the</p>
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<p>Conditions for transfer of a road to District Board etc.</p>	<p>date of transfer.</p> <p>8.89. A road belonging to Government when required by a Local Body, may be transferred to the latter under the orders of a competent authority on the following conditions: —</p> <ol style="list-style-type: none"> (1) The Government shall remain the owner of the property and shall be entitled to resume its possession when it is necessary to do so. (2) That no encroachment lease or transfer to third party shall be permitted by the Local Body. (3) That no building or other work shall be executed by the Local Body on the land attached to the property. (4) That the Local Body shall not cut or sell any green tree with a view to raising revenue and shall credit to Government the sale proceeds of any dead or fallen trees less expenditure in connection therewith. (5) That the road shall be maintained by the Local Body concerned in good condition. (6) That the road shall be used as a public road only and for no other purpose. <p style="text-align: center;">ROAD MAINTENANCE ESTABLISHMENT</p>
<p>Supply of livery to road gangs.</p>	<p>8.90. (i) In accordance with the provisions of rule 14-A of Appendix 16 to the Punjab Financial Rules. Volume II, each road mate borne on there work-charged establishment is to\ be supplied with a turban (red in colour and having fringes, duly stitched, at both ends) once a year and a leather waist belt with badge. The latter will be renewed only when worn out.</p> <p>Similarly every mazdoor employed in the road gang is to be supplied with a brass arm badge.</p> <p>(ii) The leather waist belt along with the badge and brass arm badge should be returned by the mate or the mazdoor, as the case may be when he is discharged or leaves his employment. The Sectional Officer is responsible to see that this instruction is complied with.</p> <p>(iii) The badges and pugree and waist belts are to be worn by the mazdoors and mates, respectively, only when on duty and when</p>

<p>Duties of Road maintenance Establishment.</p>	<p>receiving their wages.</p> <p>(iv) The mate should be held generally responsible for the care and use of the brass arm badges supplied to his gang.</p> <p>(v) The cost of pugrees, leather waist belts and badges is debitable to the maintenance estimates of the roads concerned under the minor head 'W-(2) (1) Repairs-Communications' and necessary provision for meeting cost thereof should be made in the annual road maintenance estimates.</p> <p>8.91. In cases where an employee or employees of P.W.D. B & R Branch, responsible for the maintenance of (i) Road, or (ii) Roadside arboriculture shoes duties have been defined below, have met with resistance in their endeavours to prevent damage to roads, roadside avenues, plantations, etc., the following procedure should be adopted:—</p> <p>(i) As soon as such a case occurs the employee, who has been assaulted, should report the case immediately to the nearest Police Station direct. He should also simultaneously report the incident to his immediate superior informing him that he has already lodged the report with the nearest Police Station. ON receipt of intimation from the employee the S.D.O. or Executive Engineer concerned should ask the Police to make their investigation as soon as possible but not to put the case into court. The case, therefore, on completion of the Police investigation should be sent by the Superintendent of Police with his recommendation to the District Magistrate, who will entrust the case to the local public prosecutor in the district and make him responsible for the proper prosecution of such cases in courts.</p> <p>(ii) A preliminary report of the occurrence should be sent by the S.D.O. or Executive Engineer to the Superintending Engineer and Chief Engineer at the same time.</p> <p>(iii) When such a case comes up for trial it will be necessary for the Sectional Officer, S.D.O. or the Executive Engineer to give formal evidence regarding the duties of the P.W.D. employee in order to establish that he is a public servant and that in the particular case he was acting as such. If any case, in spite of the production of such evidence, fails in the trial court on the grounds that such P.W.D. employees are not public servants it should be brought o the notice of the Chief Engineer. The public</p>
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Prosecutor should simultaneously bring the case to the notice of the Legal Remembrancer to Government, Punjab. It will then be for the Legal Remembrance to decide whether the case is to form the basis of a successful test appeal in the High Court.

(b) The road maintenance establishment, or an employee of the P.W.D., B & R Branch, for the purpose consist of a Road Inspector, Mates, Coolies, Head Malis, Malis, Bhishties, etc., and their position and duties are defined as under:—

(i) A road Inspector is full-time paid Government servant who belong to the Punjab P.W.D., B & R Branch, and is paid on monthly basis. He is employed for the supervision of Road maintenance and/or roadside arboriculture and is subordinate to a Sub-Divisional Officer or his representative.

(ii) A Mate, a Beldar (Road Cooly) and a Bhishty are full-time paid Government servants who belong to the P.W.D., B & R Branch and are paid on a monthly basis. They work under the instructions of a Sectional Officer or a Road Inspector and within the limit of their charge their duties are—

(a) to supervise or carry out repairs to road and other roadside structures and to prevent damage thereto;

(b) to prevent stacks of road metal or bajri from being removed, trodden down or scattered by unauthorized persons and also to see that drums or road dressing material are not damaged, removed or interfered with in any way;

(c) to ensure the safety of traffic along the road;

(d) to divert traffic when the road is under repairs;

(e) to prevent unauthorized persons and cattle from trespassing, grazing and doing damage to trees, milestones, furlong posts, berms, nurseries, fences, etc., and

(f) to remain on the look out that no gateway pandal or Shamiana or any other structure of a similar nature , howsoever brief in duration or temporary in character is land in charge of the Public Works Department. If the intention to erect any such structure becomes known beforehand or the

erection of any such structure is commenced in spite of their protests or one comes to their notice after erection the mater should immediately be reported to the nearest Police Station as well to their preventive action under sections 149 to 15 of the Criminal Procedure Code, or the demolition of the structure, if already constructed, as the case may be.

(iii) A Head Mali and a Mali are full-time paid Government servants who belong to the Punjab P.W.D., B & R Branch, and are paid on a monthly basis. They work under the instructions of Sectional Officer or a Road Inspector and within the limit of their charge, their duties are—

- (a) to supervise or carry out work for the proper maintenance of roadside avenues plantations and nurseries and to prevent damage thereto;
- (b) to keep the tree growth and plantations under control and to grow and water trees;
- (c) to prevent unauthorized persons and cattle from trespassing grazing and doing damage to trees, berms, nurseries, fences etc., and
- (d) to prevent damage to roads and other road side structures.

Hours of working of raod gangs.

8.92. Subject to the minimum period of working hours per day being eight, the hours of work for Road Gangs will normally be as follows:—

Period	In the plains	In the hills
Summer From 16 th April to 15 th October	7:00 am to 12 noon and 3:00 pm to 6:00 pm	8:0 am to 12 noon and 1:00 pm to 5:00 pm throughout the year.
Winter From 16 th October to 15 th April	8:00 am to 12 noon and 1:00 pm to 5:00 pm	

Borrow pits.

8.93. It is not considered expendent to issue general orders

prohibiting all excavation within Municipal limits. Shallow borrow-pits which can be drained so that water will not stand in them are not objectionable but deep pits which hold water and therefore, afford breeding ground for mosquitoes and present an ugly look should be avoided and the following instructions in this connection are issued for the information and guidance of officers:—

(a) In the case of new constructions the borrowpits should be so dug that their bottom is more or less even. Deep and shallow borrow-pits should not exist side by side. Bottom of all borrow-pits should be even but the width can vary where the quantity of earthwork required varies from reach to reach. This would ensure the efficient drainage of the borrow-pits. Water should be carried to the nearest Nallah and in case where this is impracticable, water can be led to a pond where anti-malarial measures can be taken by the Public health Staff. All facilities should be provided to Medical Officer of Health and his staff. Attempt should be made to obtain all earth for embankments as far as possible from the high ground in the vicinity so that no borrow-pits are made at all.

(b) In the case of construction of roads, slopes of all embankments should be made to a gradient of 1 to 4 and be streamlined so that erosion is reduced to the minimum and further maintenance is also reduced.

(c) Earth for all future maintenance of road berms and other embankments should be taken from the boundaries of Government land in the form of shallow drains so that water does not stagnate in them.

(d) In the case of construction of building works a clause on the following lines should be provided in the agreement prohibiting the digging of pits near the building site and to make this clause effective suitable penalty may be provided for the defaulters.

“No pit shall be dug by the contractor near the site of the work for taking out earth for use on the work. In case of default, the pits so dug will be filled in by the Department at the cost of the contractor.”

(e) It should be an endeavour of al officers to form a good landscape around all public works in stead of creating ugly environments.

ROAD ROLLERS

Rules for working of Road Rollers.

8.94. Rules regarding the working of Road Rollers are contained in Appendix 8-G. These should be got enforced strictly.

Care of Steam Road Rollers.

8.95. Instructions in regard to the upkeep and maintenance of Steam Road Rollers are contained in a separate book printed by the Department on running and upkeep of vehicle and Road Rollers in B & R Branch. These should be carefully studied and followed by all concerned.

Care of Diesel Road Rollers.

8.96. Instructions in regard to the upkeep and maintenance of Diesel Road Rollers are contained in a separate book printed by the department on running and upkeep of vehicles and Road Rollers in B & R Branch. These should be studied carefully and followed by all concerned.

Methods of keeping accounts for the working of Rollers.

8.97. In order to facilitate the check on the proper working of road rollers and progress and cost of work done, a copy of weekly log shall be submitted by the Sub-Divisional Officer to the Divisional Officer early in the week following that to which relates. The Divisional Officer, after noting progress and cost of the work being done, will return the weekly log to the Sub-Divisional for record in the log file of the individual roller concerned. The Sub-Divisional Officer will, each week, abstract figures in the forms given as annexures III & IV (for State Road Roller and Diesel Road Roller, respectively) Appendix 8-G. This form will form the index to the weekly log.

A separate log file shall be maintained for each roller and transferred with the abstract for the year totaled to date, with the roller, if it is sent to another sub-division.

Terms of hire of Road Rollers to Local Bodies and Government Department etc.

8.98. Terms of hire of steam Road Rollers to Local Bodies, Government Departments and to other bona fide persons or organizations are given below:—

Road rollers and other machinery may be given on hire to Local Bodies, Government Department and other bona fide persons or organizations but the provisions of para 4.16 of Punjab P.W.D. Code should be kept in view while fixing the suitable hire charges the Executive Engineer should take into account—

(a) The depreciation of the machinery assuming the life of machinery to be 5 to 10 years or as the case may be;

(b) 6 per cent interest on the capital cost of the machinery;

(c) Establishment charges;

(d) Cost of lubricants which are always supplied by the Department and

(e) Cost of replacement and repairs the Executive Engineer may also refer to the recovery charges for various machineries a have been fixed and shown in the common schedule of Rates.

Term 1.— The period of hire shall be fixed in advance and shall in no case exceed three months as provided in par 4.16(b (ii) of the Punjab P.W.D. Code, 2nd Edition.

Term 2. —The roller shall not be dispatched unless the hire charges for the period for which it is required for two months, whichever is less are deposited with the Executive Engineer. In the event of the Roller being required for more than two months a further deposit must be made not less than ten days before the expiry of the previous deposit.

Term 3. — The hire shall accrue from the date the roller is released till the date it is returned to the Executive Engineer or his nominee at a place specified by either of them. The fuel required for the forward and backward journeys shall be supplied by the borrower at his own cost. All incidental charges if any, e.g., loading and unloading charges, freight, wharfage and octroi duty, shall be payable by the borrower who in the case of railway journeys shall also pay fares of the driver and the fireman, according to the class admissible under the rules.

Term 4. — The borrower shall be liable for the cost of any damage that may occur to the roller from the time it leaves the P.W.D. premises to the time it is received back.

Term 5.—For every seven working days the borrower shall allow one day for washing and cleaning the roller and no refund of hire on this account shall be allowed.

Term 6.—The Executive Engineer or his representative or any Government officer acting under any Act in force shall be entitled to inspect the roller when in use by the borrower. No refund of hire for any period on this account shall be allowed.

Term 7.— Grease, cylinder oil, spindle oil, boiler composition and small stores sufficient for the period for which the roller is hired

<p>Loan of Road Roller and Tools and Plant to contractors.</p>	<p>will be supplied free of charge at the time the roller is dispatched by the Executive Engineer who will be the sole judge of the quantities considered sufficient. In no case will such stores, obtained through other sources, be used in the roller. If the supply runs short while the roller is with the borrow the incidental expenses 9e.g. railway freight, octroi etc.) connected with its replenishment from P.W.D. stores shall be borne by the borrower.</p> <p>Terms 8 — Coal and other fuel required for working the roller shall be supplied by the borrower at his own cost.</p> <p>8.99. (i) Road rollers shall be supplied to the contractors by the P.W.D. The contractor shall be responsible for the wages of the driver, fireman and chowkidar employed on Road Roller as well as fuel, water and stores required for working and wash out of the roller from the time the Roller is handed over to him to the date of its return subject to para 15.10 of the Punjab Public Works Department Specifications. Should the Roller remain idle due to any fault of the contractor or should the daily out-put of the Roller fall short of the proper progress, the contractor shall pay the hire charges of Rupees twenty-five per day for such periods as the Roller remains idle to his fault.</p> <p>(ii) With the exception of Road Rollers as provided in preceding paragraph, the contractor are supposed to use their own tools and plant as a matter of course as the expenditure on this account is included in the rates of various items of work. The use of Government tools and plants, is, therefore to be discouraged but when it becomes necessary, as a special case these may be lent to the contractors on conditions prescribed in para 8.99 supra and para 4.16 (b) of the Punjab Code.</p> <p>(iii) In the matter of lending tools to contractors and others, Sub-Divisional or Divisional Officers should make efficient arrangements to protect Government from loss. It should be understood that tools etc. lent must be put into serviceable order and repaired before they are presented for return to store.</p>
<p>Construction; repairs etc. of boat bridges and ferries.</p> <p>Notices of sudden damage to bridges or ferries.</p>	<p style="text-align: center;">FERRIES</p> <p>8.100. A summary of the general rules governing the construction, repairs and maintenance of boat bridges and ferries and their appurtenances and the mode of preparation of estimates for the same are given in appendix 8-H.</p> <p>8.101. When a sudden and unexpected damage occurs, and a bridge or ferry becomes impassable or passable only with great difficulty, notice should be sent, as soon as possible, to such places and</p>

<p>Planting and maintaining trees of in Government building.</p>	<p>officials as there are at the nearest important towns on each side of the crossing. The notice should state briefly that the crossing is impassable or difficult, as the case may be and if possible should state by when it is likely to be reopened so that it may be notified for the information of general public. A notice for the purpose is to be exhibited in a conspicuous position on the roads leading to the crossing at some point just after the road emerges fro the nearest large town on either side of it.</p> <p>(ii) If the nearest important town on one side of the river is outside the division which is in charge of the crossing, the Divisional Officer in charge of the crossing must send telegraphic information to the Divisional officer or his subordinate in the town concerned who will then act in accordance with the above instructions.</p> <p style="text-align: center;">ARBORICULTURE</p> <p>8.102. (i) The work of planting trees, hedges and grass in the compounds of Government Buildings may be carried out by Public Works Department as an original work However, all subsequent management, care and control of all trees (including shrubs and fruit trees), hedges and grass, etc., devolves on the department occupying the buildings and in case of residential buildings on the Public Servants occupying the buildings.</p> <p>(ii) In case of residential buildings, tenants have a right to fruit and grass but they cannot fell any trees. Nor have they any right to dead and fallen tr4ees which must be disposed of by the P.W.D. and amount credited to State Revenues. In case of non-residential buildings the department occupying the building have all the rights for disposal of fruit, grass trees, etc.</p> <p>(iii) The area of land attached to the residences of officers should not exceed 3 acres in each case in the case of old buildings and that in the case of new buildings the land to be attached to the residences of various categories of officers drawing Rs. 250 per mensem and above should be restricted tot the following limits (inclusive of built-up area):—</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>(1) Residences for officers drawing pay between Rs. 250 and 499</td> <td style="text-align: center;">..</td> <td style="text-align: right;">10 Marlas</td> </tr> <tr> <td>(2) Residences for officers drawing pay between Rs. 500 to 749.</td> <td style="text-align: center;">..</td> <td style="text-align: right;">1 Kanal</td> </tr> <tr> <td>(3) Residence for officer drawing pay between Rs. 750 to 999</td> <td style="text-align: center;">..</td> <td style="text-align: right;">2 Kanals</td> </tr> </table>	(1) Residences for officers drawing pay between Rs. 250 and 499	..	10 Marlas	(2) Residences for officers drawing pay between Rs. 500 to 749.	..	1 Kanal	(3) Residence for officer drawing pay between Rs. 750 to 999	..	2 Kanals
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	<p>(4) Residence for officers drawing pay between Rs. 1,000 to 1,499. .. 4 kanals</p> <p>(5) Residence for officers drawing pay between Rs. 1,500 to 1,999. .. 6 Kanals</p> <p>(6) Residence for officers drawing pay between Rs. 2,000 to 2,499. .. 8 Kanals</p> <p>(7) Residence for officers drawing pay above Rs. 2,500. .. 10 Kanals</p> <p>An exception has, however, been made in the case of officers of Public Works Department when new houses are to be built for them at least at a distance of five miles from the town. In such cases the maximum area (inclusive of built-up area) to be allowed is as follows:—</p> <p>Superintending Engineers .. 10 Kanals</p> <p>Executive Engineers .. 6 Kanals</p> <p>Sub-Divisional Officers and Deputy Collector .. 3 Kanals</p> <p>Note.— In case of Residential Buildings at Chandigarh, Punjab Government have, by a special order, decided to maintain the trees, hedges and lawns at Government expense.</p>
Road side plantations.	<p>8.103. The maintenance and providing of avenue along roads has been entrusted by Government to the Forest Department. The P.W.D. Officers are required to: —</p> <p>(i) Intimate to the Forest Department new roads being undertaken by them during any year to enable the Forest Department to draw out their plantation programme;</p> <p>(ii) Keep an up-to-date knowledge of the activities of the Forest department during each year in respect of new plantations, etc.</p>
Sale proceeds of trees, grass etc. on P.W.D. land.	<p>8.104. Proceeds from the sale of trees, fruit and grapes of land in the charge of the public Works Department revenue under the head should be credited to Provincial revenue under the head “XXXIX Civil Works”.</p>
Trees in katchery compounds.	<p>8.105. Trees in a katchery compound are under the charge of the</p>

<p>Fruit trees in the compound of Educational buildings.</p>	<p>Deputy Commissioner and the sale proceeds of any trees are to be treated as revenue receipts of the Civil department.</p> <p>Note.— The term katchery compound include all courts under the authority of the deputy Commissioner, such as the Sub-Divisional officers' and the Tahsildars' courts but does not include the Commissioner's court, nor those of the District and Session Judge or of the Sub-Judge. If the courts of District and Session Judges, Commissioners and Sub-Judges are situated within the compound of the Deputy Commissioners' Courts and the expenditure on the compounds attached to these courts is met from the katchery Fund maintained by the Deputy Commissioner, such compounds shall be regarded as "Katchery Compound". As regards the court of Sub-Judges even if they are situated outside the compound of the Deputy Commissioners' Courts, the compounds attached to these courts shall be treated as "Katchery Compound" provided the receipt accruing there from are credited to the katchery Fund.</p> <p>8.106. Gardens and fruit trees in the compounds of the Buildings attached to government Educational Institutions are not maintained from grants under P.W.D. heads. The proceeds from the sale of such produce in such institutions is not credited to head "XXXIX—Civil Works—Revenue".</p>
<p>Execution and accounting of Famine Relief Works.</p>	<p style="text-align: center;">FAMINE RELIEF WORKS</p> <p>8.107. (i) The books of reference containing rules and regulations governing the execution and accounting of the Famine Relief Works are detailed in paragraph 1.6 of this Manual. The directions regulating classification of expenditure of public works undertaken for the purpose of famine relief, are given in footnotes (271) to (273) of Appendix 2 to Account Code, Vol. I.</p> <p>(ii) Cost of petty surveys made in connection with the preparation of programmes of famine relief works, should be met from State Funds under "50—Civil Works .— Voted" except on occasions when there is an early probability of the survey developing into a work of protective character or when they form part of general scheme of surveys in the preparation of programmes for famine relief works.</p>
<p>Power of technical sanction to Famine Relief Works.</p>	<p>8.108. The powers of the Government in the Public Works Department as regards technical sanction to Famine Relief Works are the same as for other Provincial civil Works (see para 5.16 of the P.W.D. Code).</p>
<p>Definition.</p>	<p style="text-align: center;">DEPOSTI AND LOCAL LOAN WORKS</p> <p>8.109. Deposits for works other than Taccavi works are passed through the head 'Public Works Deposits' and such works are known as "Deposit Works". Detailed rules relating to work of this kind are given</p>

<p>Undertaking of Deposit Works.</p>	<p>in paragraph 2.109 to 2.113 of the Punjab P.W.D. Code and in Chapter XVI of the Central Public Works Account Code.</p> <p>8.110. (i) According to para 5.31 of P.W.D. Code the various authorities in P.W.D. B & R have the power to undertake or sanction construction of Deposit Works as per limits given against each:—</p> <table border="0" data-bbox="488 451 1446 598"> <tr> <td>Non-selected Divisional Officers</td> <td>upto Rs. 5,000</td> <td>Subject to para</td> </tr> <tr> <td>Selected Divisional Officers</td> <td>upto Rs. 10,000</td> <td>2.10 to 2.113 of</td> </tr> <tr> <td>Superintending Engineers</td> <td>upto Rs. 1,00,000</td> <td>Punjab P.W.D.</td> </tr> <tr> <td>Chief Engineer</td> <td>Without Limit</td> <td>Code</td> </tr> </table> <p>Before any liabilities are incurred the body for whom a deposit work is to be undertaken must be required to accept the conditions in the Punjab P.W.D. Code 2.110 to 2.113 and to agree to entrust the work to the contractors selected by the Department, subject also to the condition that compensation paid by Government under the Workmen's Compensation Act, 1923, and not recovered from the contractor employed to carry out the work, will be debitable to the party on whose behalf work is being undertaken.</p> <p>Note.—The foregoing money limits are exclusive of Establishment and Tools and Plants charges.</p> <p>(ii) In the event of application being made to a Superintending Engineer by any Municipality or District Board for professional aid, either in designing or carrying out works, and the Superintending Engineer not considering the staff at his disposal sufficient, he should refer the matter to the Chief Engineer. The Divisional Officer should refer such cases to their S.E.s under similar circumstances.</p> <p>8.111. Government in the Public Work Department is competent to waive recovery of departmental charges for Establishment, Tools and Plant and audit and accounts establishment on non-Government works executed in the Public Works Department provided that the actual work outlay is less than Rs. 1,000. This power has been delegated to the Superintending Engineers in the Buildings and Roads Branch.</p> <p>Where the works outlay exceeds this limit the charges can be waived or reduced by Government only with the concurrence of Finance Department.</p>	Non-selected Divisional Officers	upto Rs. 5,000	Subject to para	Selected Divisional Officers	upto Rs. 10,000	2.10 to 2.113 of	Superintending Engineers	upto Rs. 1,00,000	Punjab P.W.D.	Chief Engineer	Without Limit	Code
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Chief Engineer	Without Limit	Code											
<p>Expenditure on Deposit Works.</p>	<p>8.112. Expenditure incurred on deposit works should be debited against the amount advanced by the party concerned to the extent of that amount. Any excess, which should be promptly brought to the notice by officer in charge of the work to his superior and to the party concerned,</p>												

<p>Division of Expenditure as between the work and percentage charges.</p>	<p>over that amount and also any expenditure on a deposit work which has been authorized by competent authority in anticipation of the receipt of money, should be classified under “Miscellaneous P.W.D. Advances” pending recovery. [Para 357 of C.P.W. Accounts Code].</p>
<p>Paras 420 and 421 of C.P.W. Account Code.</p>	<p>8.113. The amount of each deposit should be rateably divided into two parts, one representing the share available for works expenditure and the other, the total amount chargeable as establishment, tools and plant and audit and accounts charges, if any, recoverable under the rules in appendix 2 of the D.F.R. In the Schedule of Deposit Works (P.W.A. Form 33) the deposit received for each work shall be numbered as a single item, but the transactions relating to the two parts of it should be shown separately thus:—</p> <p style="text-align: center;">For work expenditure _____ For percentage charges _____.</p>
<p>Undertaking of Local loan works.</p>	<p>8.114. Whenever it is proposed to carry out any work, of which the cost in whole or in part is debitable to loan funds:—</p> <ol style="list-style-type: none"> (i) an estimate of the cost of the entire schemes should be prepared and submitted for such sanction as is required by law; (ii) a programme of construction should be drawn up. Showing the sums which will probably be required year by year, until the work has been carried to completion; (iii) the application for the loan should cover the entire cost of the project (or so much of the cost as it is proposed to meet from borrowed funds, and it should show the year in which each installment is to be raised; (iv) no expenditure should be incurred on the work until the loan for the entire project has been duly sanctioned, a statement from the Accountant-General, Punjab in writing that the amount is available out of the loan funds and has been set apart by him for the proposed expenditure is obtained and the approval of the authority competent to sanction the plans and estimates has been obtained.
<p>Accounting of expenditure.</p>	<p>8.115. (i) Expenditure on a Local Loan Works including the portion of expenditure on a joint work, which is incurred against a sanctioned loan under orders of competent authority, should be classified under the head “Q-Loans and Advances by the Central Government” or “R-Loans and Advances by State Government” as the case may be.</p>

<p>Rules of land Acquisition.</p> <p>Normal Procedure.</p> <p>CE's circular letter NO. 3-Dev/48(I-II), dated 19th November, 1949.</p>	<p>(ii) All charges debitabale to a loan should be brought to account as they occur, so that the interest charges may be correctly calculated and adjusted in Accountant General's office.</p> <p style="text-align: center;">LAND ACQUISITION</p> <p>8.116. The rules governing the acquisition of land for public purpose, whether the land be taken over by private negotiation or in accordance with the provisions of Land Acquisition Act of 1894 (as amended by Act XXXVIII of 1923), are contained in Financial Commissioner's standing order No. 28 and it is enjoined on all officers dealing with land acquisition to strictly comply with the provisions thereof.</p> <p>8.117. As acquisition under the Land Acquisition Act of 1894 confers an indefeasible title, it should be regarded as the normal method of acquiring land. The procedure generally followed is briefly outline hereunder:-</p> <p>On its appearing to the acquiring Department that land in any locality is needed or is likely to be needed for any public purpose a notification under section 4 to the effect is submitted to the Secretary to Government Gazette and the officers concerned are thereon authorized to enter upon any land in that locality, to survey the same, to examine the sub-soil and to do all other acts, including the marking out of land, necessary to, determine the fitness of the land for the propose public purpose and the boundary of the precise area which will be needed therefore.</p> <p>Before submission to the Secretariat the notification should be got vetted by the Collector concerned in so far as the particulars of the areas are concerned. The cost of land should simultaneously be ascertained from the Collector.</p> <p>The draft notification shall be accompanied by a Statement giving full particulars of religious buildings, tombs and grave-yards, etc., on the land. This procedure can be dispensed with under the orders of the State Government, in any case, in which, owing to the large area involved or any other cause the preparation of necessary statements would cause excessive delay.</p> <p>Notification under section 4 (and 6) of the Act should be typed or hand printed in block letter in the forms prescribe in Financial Commissioner's standing Order No. 28 and stereo-typed as B & R Forms Nos. 57-A and No. 57-B.</p>
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(b) After the issue of notification under section 4 a 'no objection report' may be obtained from the Collector and immediately after the receipt of such a report, a notification under section 6 should be prepared and got vetted by the Collector. It should be accompanied by a Statement embodying particulars as mentioned in sub-para (a) and also Khasra numbers of land. This draft notification should be forwarded to the Secretariat for publication in State Gazette.

(c) The declaration having been issued, the State Government issues a direction to the Collector to take order for the acquisition of the land. The departmental officer concerned with the collaboration of Collector then proceeds to have the land marked out, if not already done so, and measured and if no plan has been prepared already, a plan has to be made of the same.

(d) The next step that the Collector is required to take is to proceed to enquire into the value of the land and to determine the amount of compensation which should be allowed for it.

(e) The date required for framing the estimate may be obtained from the Collector provided the cost of land exceeds Rs. 5,000 and is in excess of 5 per cent of the total amount of the estimate (works only) otherwise the cost of land may, for estimating purposes, be based on the Divisional Officer's experience and local enquiry. The Collector will supply the data to the acquiring department through the Commissioner if cost exceeds RS. 25,000 and the Commissioner shall report through the Financial Commissioner, where it exceed Rs. 1 Lakh. In other cases, the data shall be supplied by the Collector direct.

(f) The Collector's award is final and conclusive, only if he and the persons interested agree as to the true area and the value of the land and the apportionment of the compensation among the persons concerned.

(g) When the Collector has made an award under Section II of the Act, he will take possession of the land which thereupon vests absolutely in the Government free from all encumbrances.

(h) In the cases of urgency, the Collector may, under the directions of the State Government, on the expiration of fifteen days from the publication of the notice mentioned in sub-section (i) of section 9 of the aforesaid act, take possession of any arable or waste land needed for public purposes even though no award under section 11 has been made.

(i) The compensation to be paid to the owners has to be

<p>Precautions in regard to the issue of notifications.</p> <p>Immediate acquisition of land.</p> <p>Acquisition by private</p>	<p>determined in accordance with the provisions of section 23, 24 and 25 of the Land Acquisition Act. After necessary enquiry, the Collector shall make an award under his seal and signature specifying the amount of compensation to which each claimant is entitled to, together with the grounds of awarding each the said amounts.</p> <p>(j) In accordance with part V of the Act, the Collector must make payment as soon as an award is announced.</p> <p>(k) Temporary occupation of land can be secured under part VI of the Act.</p> <p>8.118. (a) Under section 11 of the Act, the value of the land at the date of the publication of the notification under section 4(i) is considered by the Collector when making his award. It is, therefore, desirable to publish the notification under section 4 with the least possible delay after administrative approval has been accorded to a work for which land is to be acquired, and to maintain secrecy with regard to the intentions of Government until the publication of the notification.</p> <p>(b) In cases of urgency the Executive Engineer should submit the notification under section 4 with the preliminary estimate and should request that the competent authority, when granting administrative approval, should forward the notification for publication to the Secretary to Government, Punjab, P.W.D. B & R Branch.</p> <p>(c) If, on the ground of urgency, it is considered advisable to issue the notification under section 6 prior to the receipt of technical sanction of the estimate the Executive Engineer should satisfy himself, before doing so, that there is no likelihood of the site being changed.</p> <p>8.119. In the case of acquisition of land where immediate possession is required and the State Government under section 17(4) of the Act, directs that the provisions of section 5-A of the said Act shall not apply, the declaration under section 6 of the Act shall be published immediately under that of section 4, in the same issue of the Gazette. The State Government will at the same time issue orders under section 17(1) of the Act, directing the Collector to issue a public notice under section 9(i) and to take possession of the land on the expiration of 15 days. Once a Collector takes possession of the land under the Act, Government cannot withdraw from the acquisition. Action under section 17(I), therefore, should only be taken in cases of extreme urgency which should be explained fully to the State Government when submitting the notification.</p>
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<p>negotiations.</p>	<p>8.120. (a) For the reasons mentioned in paragraph 8.119 supra should it be desired to obtain land by private negotiation, such negotiation should follow and not precede the issue of a notification under section 4 of the Act.</p> <p>(b) Acquisition by private negotiation, without further recourse to the Act after the issue of the notification under section 4, should only be proceeded within the following circumstances:—</p> <p>(1) Where there is no doubt of the authenticity of the title deeds; (2) Where economy will result to Government</p> <p>(c) Economy may also result from negotiation conducted as a preliminary to acquisition under the Act, in cases where condition (I) above is not fulfilled. The terms of any settlement thus arrived at should be communicated to the Collector, stating clearly whether it does or does not include 15 per cent for compulsory acquisition, so as to enable the Collector to take this into consideration when making his award. It should be realized however, that the 15 per cent is the price not only of a compulsory sale, but also of getting the land free of all charges and claims whether of reversioners, minors or other encumbrances and, therefore, is only payable when the land is acquired under the Act.</p> <p>(d) In all cases the permission of the Head of the Department must be obtained both to the opening and to the conclusion of negotiations.</p> <p>(e) When land is acquired for public purposes by private negotiation a sale deed in the model form prescribed in paragraph 24 of the Financial Commissioner's standing order No. 28 should be executed and in the case of insertion of a special condition and in every other case of doubt it should be got approved by the Legal Remembrancer to Government Punjab.</p>
<p>Legal proceedings.</p> <p>Acquisition of landing Cantonment or Military land.</p>	<p>8.121. When a point of law is at issue in connection any land acquisition proceedings, the State Government should be consulted before legal proceedings are entered upon.</p> <p>8.122. A summary of the rules on the subject of transfer or acquisition of land in cantonment or other lands in charge of Military authorities, and of construction of buildings and other works in the vicinity of forts and cantonment, is given in Appendix 8-I. In this connection paragraph 16 of enclosure III to Punjab Government consolidated circular No. 38-Military Miscellaneous, extracted below,</p>

<p>Mutation records.</p>	<p>may also be referred to.</p> <p>“In all cases of land in cantonments, camping grounds or otherwise occupied for military purposes in the vicinity of forts, the consent of the military authorities is necessary before it can be entered upon or occupied, or before any work can be commenced thereon. The detailed procedure to be followed when land held for military purposes is required for railway purposes is laid down in Government of India’s circular No. R.C. 194-B, dated 18th October, 1906 viz. that the sanction of the Government of India in the Army Department should be obtained (through the Quarter-master-General in India) by the General officer Commanding the Division or Independent Brigade, and should be generally observed in the acquisition of such land for nay Civil Department of Government.”</p>
<p>Procedure regarding lease of lands and buildings between the Central and State Governments.</p>	<p>8.123. Records recording mutations relating to land presented to Government in the form of rent-free leases for specific purposes and the connected departmental files recording negotiations with the owner of land for such leases, in the interest of the lesser and lessee should be preserved until the land is returned by the department concerned to the owner or their successors.</p> <p>8.124. Except as mentioned below and so long as the terms of agreement in respect of lease transactions between the Central and State Government are clearly brought and State Government formal lease deed is not necessary from the legal point of view.</p>
<p>F.D. notifications No. 933- FPW-50/665. dated 22nd February, 1950.</p>	<p>Where, however, any statute or statutory rule specifically provides that an agreement to be made there under should be by a formal deed or in any particular form (rule 28 of the Cantonment Land Administration Rules) such an agreement must be executed only by a formal deed in the manner prescribed in the statute or statutory rule. Such agreements would, therefore, form an exception to the general position stated above.</p>
<p>Cost of land.</p>	<p>8.125. The cost of land acquired by the civil authorities on behalf of the Public Works Department is debitable in the account of the latter as part of the cost of the works for which the land is taken up, but when it is taken up for two or more non-commercial departments conjointly the charge is not divided, but is wholly debitable to the department for which the greater part of the land was taken up, unless there are special reasons to the contrary. [Note I of Article 62 of Account Code, Volume I].</p>
<p>Expenditure on Establishment, etc. in case of a special acquisition</p>	<p>8.126. When a special officer is employed for the acquisition of land for the Public Works Department the expenditure on pay,</p>

<p>officer.</p> <p>Notice II of Article 62 of Accounts Code Volume I.</p>	<p>allowances, etc., of the special officer and his establishment and any expenditure on contingences is debitable to the Public Works Department as part of the cost of works for which the land is acquired. When the land is taken up by a civil officer, not specially employed for the work, only special charges incurred in connection with the acquisition of the land on establishment, contingencies, etc., will be borne by the Public Works Department as a part of the cost of works for which the land is required.</p>
<p>Disputes regarding boundaries encroachment on Government land.</p>	<p>Note.— The cost of special establishment employed on the acquisition of land when chargeable to the account of the works concerned should be treated as a part of the works expenditure.</p> <p>8.127. The provisions of paragraph 91-93 (Section Q) of the Financial Commissioner's standing orders No. 28-Land Acquisition should be observed in the case of encroachment on Government land. The plans and drawings accompanying encroachment cases should be fully dimensioned and the area encroached upon should be shown thereon in cubic as well as square feet.</p>
<p>Road boundary line.</p> <p>C.E.'s letter NO. 28-W/34/1807-W, dated 8th April, 1938.</p>	<p>8.128. With a view to safeguarding against encroachments on road land in the rural area, and to acquaint the zamindars with the correct boundary of their fields by indicating outside alignment on the spot, clear of any doubt, ditches one foot deep should be dug along the extreme ends of the P.W.D. roads boundary line and the earth thus made available should be used for filling the borrow pits or dressing the berms. The stagnation of water in the ditches should be avoided by draining it away wherever possible and space should be left at convenient intervals for crossings by the villagers and their cattle.</p>
<p>Uniformity in the width of the land acquired for road or drainage. Etc.</p>	<p>8.129. In order to prevent, as far as possible, the confusion and difficulty in maintaining a permanent record which arises from frequent and variable changes in land width at indeterminate points, the greatest possible uniformity should be observed in the width of land taken up for a road, drainage or other project involving the acquisition of considerable length of land. The width should, if possible, be uniform throughout the entire length passing through a village. Where this is wasteful or impracticable changes in land width should be made at determinate points only which can be fixed with reference to marked features recorded on the village survey maps. A tracin of the road and adjoining fields made from the village map will be found a useful form of record.</p>
<p>Land records.</p>	<p>8.130. (i) All lands in charge of the Public Works Department should be demarcated.</p> <p>(ii) Divisional officers should have on record accurate land plans</p>

for all lands for which they are responsible, viz:

- (a) land for which a Divisional Officer is directly responsible;
- (b) lands belonging to buildings borne on Divisional Officers books;
- (c) Lands appertaining to works made over to local authorities;
- (d) Lands liable to be resumed by Government under paragraph 1.7(iii) of Manual of Orders;
- (e) Lands leased to private persons.

The following instructions should be borne in mind when preparing new land plans:—

- (A) The scale will vary according to the size of the plot and whether congested or otherwise One of the following scales should be used:—

1" = 20 feet

1" = 40 feet

1" = 100 feet

1" = 200 feet

1" = 400 feet

- (B) The following information should be recorded:—

- (a) The boundary of Government land by a thick chain dotted line.
- (b) The outline of all buildings and other features areas roofed over being hachured.
- (c) The registered number of each Government building and the area of the plot in acres.
- (d) Dimensions should be to the nearest foot and taken as far as possible at right angles to the boundary lines. The corners of the land attached to any building should be fixed by means of triangulation, taking measurements from any available permanent buildings exist in any area of land the sides of the buildings concerned should be prolonged up to the boundary lines of the land, and measurement, locating these intersection points should be entered on the plans.
- (e) Copies of the land plans relating to his charge should be kept by the Sub-Divisional officer, who will be responsible for their up-keep.

- (iii) A register of land plans, as per B and R stereo Form No. 81, will be maintained in every Divisional office. Separate registers will be maintained for each civil

district to avoid any inconvenience in the event of the area of a Public Works Division being altered.

- (iv) Divisional officers should see that the boundaries of all lands are verified with the land plans once every 2 years, any cases of encroachments being dealt with as laid down in paragraph 92 of Financial Commissioners standing order No. 28 (Land acquisition)
- (v) To prevent loss the plans recorded in the Divisional office should not be allowed out of the office and the Divisional Officers custody. Unless specifically called by the competent authority in which case these should be sent by post under a registered cover. Ferro plans should be used for purposes of check, and after check has been made the Divisional Officer should copy the name, designation and date of check of verifying officer on to the original plan in his custody.
- (vi) To ensure neatness of recording these certificates of check, a table as shown below should be endorsed on the record plan: .-

Date	Full name and designation of officer verifying the plan	Dated initial of Divisional officer certifying the entry to be true copy.
1-11-59	A.B. Sub-Divisional Officer, Ambala	C.D. 5-11-59
1-11-60	Ditto	C.H. 3-11-60
4-11-60	Ditto	A.R.B. 7-11-61

- (vii) At the time the Divisional Officer makes the entry on the plan he should complete column 9 of the register.
- (viii) When land plans in a Divisional Office are not complete it is the duty of the Divisional Officer to bring the fact to the notice of the Superintending Engineer.
- (ix) Superintending Engineers when inspecting Divisional Officer should examine the land plans and see that they

<p>Co-ordination of departmental land plans with corresponding Revenue Plans.</p>	<p>are registered and placed under lock and key.</p> <p>(x) Land plans should not be destroyed, on preparation of new ones, recorded for ever.</p> <p>On making a new plan, the previous plan should be endorsed "Cancelled and replaced by plan dated.....signed by</p> <p>(xi) No temple, mosque, or chapel, or any building connected in the remotest degree with religious worship of any kind, is to be erected on lands belonging to Government without the permission of the Governor, nor are any bodies to be buried, or burnt in or on Government land not reserved for that purpose.</p> <p>(xii) No structure should be erected on land under charge of the public Work Department except with the approval of that Department. Save in case of additions and alterations to hospital buildings as a result of donations, in which case Chief Engineer is the final authority. Further, where Government buildings under the charge of the Public Works Department are contained in any defined area or compound, whether such area or compound be nominally under the charge of the Public Works Department or not, no additions to such buildings, and no erections, such as cook-houses, suitors, sheds, etc., shall be made in such area or compound without the assent of that Department being first obtained. Lastly, it has happened that permission accorded to a private person to erect a shed on Government land has resulted in a claim of proprietary right in that land. Such a result should be always guarded against when any building is erected by private enterprise upon land not definitely made over to charge of the public Works Department.</p> <p>(xiii) When one Department proposes to sell or transfer land which adjoins land held by another Department, the boundary shown in the plan concerned shall be attested by the latter Department.</p> <p>8.131. It is considered essential that all departmental land plans of Government property should be co-ordinated with the corresponding revenues papers and to attain this object the following procedure will be observed:-</p> <p>(1) In District, or portions of districts not under settlement the Collector will communicate to the Executive</p>
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Engineer, P.W.D. by April 1st of each year the exact area in which quadrennial revision of revenue records is to take place in the year commencing October 1st, following and state the parcels of Government property in that area

In tracts under settlement, the settlement officer will, as his work progress, give the Executive Engineer information as long ahead as possible of the date on which remeasurement or revision of the maps of estates in which Government property is situated, will commence.

(2) The Executive Engineer will also cause to be prepared through its own technical staff plans showing the extent and position of each parcel according to the Public Work Department's records. These plans will also show all topographical features adjoining the Government land which are likely to assist the revenue officials in checking its boundaries and area, and any Revenue "fixed points in the neighbourhood.

All distances will be shown in feet and inches. The plans should reach the collector concerned by the date to be agreed on between him and the Executive Engineer.

(3) The Collector will then arrange for the plans to be checked by the Tahsildar. If no discrepancies are found then the Tahsildar will note in red ink on the Shajra Kishtwar (part tahsil as well as on the Patwari's copy) the distances given in feet and inches on the public Works Department plan. The revenue record will thus read "Karams gathas, the equivalent of feet inches".

(4) The Tahsilder will then return the plan for signature by the collector and the Executive Engineer, and for the preparation of a duplicate to from an inset to the Shajra Kistwar (parat sarkar) and to be similarly signed.

If any discrepancy is observed, then the Tahsilar will note i in pencil on the plan and return the plan to the collector concerned for transmission to the Executive Engineer, who will then direct his subordinate to consider, these discrepancies in consultation with the revenue Patwari. If the two are satisfied that the revenue record is correct and the Public Works Department plan incorrect, then that plan will be corrected accordingly and the papers returned to the Tahsilder, who will enter distances, as required above in the revenue record and forward the plan for signature to the collector.

If the revenue map appears to be incorrect the case will be submitted to the Collector, who will, if he concurs, direct that mutation

proceedings be entered up for correction of the map.

When mutation proceedings have been completed, a Tatimma Shajra will be prepared for the revenue records. Distances will be marked on it feet and inches according to the Public Works Department plan and inset signed and recorded as above.

A copy of the Shajra and extract form the register of Settlement will on application be forwarded free of charge to the Divisional Officer by the Collector.

(5) When land plans of any area have once been prepared and discrepancies, if any, have been settled, it will not be necessary to prepare them again at a future quadrennial revision unless in the meantime some change has occurred which necessitates an alteration in the plans. If there has been no such change a certificate to this effect should be recorded on the plan both by the Executive Engineer and Collector and copies of the plans recorded in each office.

On receipt of the necessary information from the Settlement officer, the Executive Engineer should, however, see that the boundary pillars, where not already existing should be erected as rapidly as possible. If the boundary pillars are not erected when the settlement measurement parties reach the locality, marks of some description (flag or poles, etc.) should be put up before the measurement is commenced.

The Executive Engineer should invariably depute an official to accompany the settlement measuring party to point out the limits of Government land, and render explanation on any points regarding which the information is required.

- (6) A detailed plan of any property belonging to the Government in the estate shall form part of the record of rights.
- (7) It should be the duty of the revenue staff to afford every assistance to the officials of other Departments in matters connected with co-ordination of Departmental land plans.
- (8) Superintending Engineers are required to satisfy themselves that the boundaries of all land under Government buildings and roads in their circles are properly demarcated, and that full complete records of the same are carefully filed.

<p>Rules for working of motor lorries.</p> <p>Research Laboratory and Research work.</p> <p>Store purchase Rules.</p> <p>Purchase of stores of European origin.</p> <p>G.I. Letter No. P. II-210(10), dated 18th March, 1952 (G/S case NO. 36/G-51).</p>	<p style="text-align: center;">MISCELLANEOUS</p> <p style="text-align: center;">Government transport</p> <p>8.132. the rules for the working of government owned vehicles in the P.W.D., B & R Branch, Punjab are given in appendix 8-J, which should be carefully observed.</p> <p>8.133. A Research laboratory is functioning that Chandigarh under the B & R Branch. All officers of the Department are required to avail of the facility so provided. Any field problems which required some research in the laboratory should be freely referred to the Research Laboratory. Advice of the Research Laboratory may also be freely asked on specific problems confronted in the field. The Engineering Officers of the Department should adopt an outlook for research and for improvement of our methods of construction.</p> <p>8.134. (i) The purchase of stores required for public service is subject to the ‘Store Purchase Rules’ embodies in appendix 8-K.</p> <p>(ii) As soon as it is known that a work is likely to be sanctioned and that funds will be forthcoming for its execution enquiries should be made by the Executive Engineer concerned as to whether those materials the supply of which he desires to retain in his own hands are readily available. Further, when inviting tenders for the work, necessary action should be taken buy him to procure these materials o that the contractor will not be held up at any stage of the work.</p> <p>(iii) Superintending Engineers are responsible that funds are available to cover the cost of stores indented for. Indents are not to be dispatched to the Controller of Stores, until the estimates for he works and repairs for which the stores are required are sanctioned and funds allotted. In the case of large works, however, time can be saved by preparing indents for stores as soon as the design have been accepted and these indents may with the sanction of the State Government be sent on before formal sanction to the estimate provided that it is certain that funds will be available.</p> <p>8.135. Purchases of stores required from the U.K. and other European countries have to be made through the Director-General, India Stores Department, London,, by placing indents therefore on the Directorate–General, Industries and Supplies, New Delhi, Private arrangements for purchases of stores of foreign origin or through the Director-General, India Stores Department, London, independent of the</p>
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<p>Rain gauges etc., stations.</p> <p>Note Book.</p>	<p>Industries and supplies Directorate of the Government of India, should normally be avoided.</p> <p>8.136. Detailed instructions in regard to the erection, inspection and maintenance of rain gauges, measurement and registration of rain fall and snowfall are contained in Chapter 12 of the Punjab Land Records Manual and may be referred to by all concerned.</p> <p>8.137. (1) Note books (stereo B & R form No. 140) should be kept by Engineers and Sectional Officers, who hold charge of section. These officers should keep a record of notes they take in the note books.</p> <p>(2) Each officer and subordinate should have only one note-book at a time in his use. These should be inspected by the Divisional Officer and Assistant Engineers when inspecting the work.</p> <p>(3) No intermediate page should on any account be torn out or entry r\erased or effaced so as to be illegible a truthful record, rather a neatly kept book is desired.</p> <p>(4) Note books when completed should be recorded in the Divisional Offices wherefrom further supplies may be obtained on regular indent.</p>
<p>Road Inspector Note Book.</p>	<p>8.138. (i) Every Road Inspector is required to maintain an official Note Book (Stereo B & R No. 152) known as “Road Inspector’s Note Book”. In the beginning of this note book are printed detailed instructions in regard to the responsibilities of the Road Inspector and his duties in respect of various functional operations pertaining to the construction and maintenance of roads, bridges, culverts, road-side arboriculture, nurseries, collection of road materials, measurement, checking of muster rolls, patch work on roads dressing of berms, surfaced dressing with Shalimar tar, blasting operations with explosives, traffic census, etc., which he is required to be conversant with so as to be able to discharge his duties properly. The Road Inspector should record in this note book notes relating to the works has supervises and such other information as may be of use to him later on in the discharge of his duties. The sectional Officer and Sub-Divisional Officers when on inspection should put down in this Note Book the instructions they give to the Road Inspector on spot for the information and guidance of the latter.</p> <p>(ii) Instruction 2 to 4 regarding the use and maintenance of the note books given in 8.137 supra paragraph apply mutatis mutandis to the Road Inspector’s Note Book.</p>

<p>Mate's Note Book.</p>	<p>8.139. Every mate is required to maintain an official note-book known as 'Mater's Note Book'. In the beginning of this note book there shall be printed detailed instruction in regard to the responsibilities of the Mate and his duties in respect of supervision of gang, maintenance of road, bridges, culverts, road-side materials so as to enable him to discharge his duties properly. The Sectional Officer should record in this note-book before the commencement of a week the work which is to be done by the gang during the week. It is the duty of the mate to employ the gang according to this programme and then to measure up the work done and record in the note-book. The S.D.O.s should examine this note-book during their inspection tours to see that these are being maintained properly and the gangs are being made to work according to definite programme. The Executive Engineers may also sometimes examine these note-books.</p>
<p>Toll Tax on Bridges.</p>	<p>8.140. Instructions of the levy and collection of tolls on mechanical vehicles crossing bridges in the State are contained in (Punjab Act, No. 1 of 1958) Punjab Mechanical Vehicles (Bridge Tolls) Act, 1957, and rules framed thereunder as reproduced in appendix 8-L.</p>
<p>Preparation of Estimates.</p>	<p style="text-align: center;">MEASXURED TO INCEASE EFFICIENCY AND TO EFFECT ECONOMY IN THE EXECUTION OF WORKS</p> <p>8.141. The estimates should be very carefully prepared with a view to avoiding not only the omission of certain essential items, but also to see that unnecessary items of work are not provided which may give chances of malpractices. The reports of the estimates should be carefully written and dictated by the Officers framing the estimates.</p>
<p>Disposal of Tenders.</p>	<p>8.142. Detailed instructions have already been given in paragraphs 7.26 to 7.30 regarding the advertising, receipt and disposal of tenders. They should be meticulously followed. The progress of works shall depend, no doubt, on the provisions of funds for a particular scheme by Government in a certain year. This, however, may be so in the case of big works spread over more than one year, but generally speaking, a large number of works sanctioned are supposed to be completed in the same financial year. There is no doubt that Government has to pay more than the completion of a work is desired before a period such work normally taken in its execution. It is, therefore, necessary to distinguish works which are considered emergent and others, and whereas normally works should not be delayed unnecessarily there should be no undue haste in their execution with consequent increase in their cost. It is no use giving out in a tender call notice unnecessary short target date when by allowing the contractors to quote their own time limit more reasonable rates could be had.</p>

<p>Rendering help to contractors.</p>	<p>8.143. Having selected a contractor and fixed the time limit every endeavor should be made by the official in charge to render legitimate help to a contractor, such help shall take the form of prompt issue of materials the supply of which may have been undertaken by the Government under the terms of the contract and to ensure prompt payments of the running bills.</p>
<p>Check measurements.</p>	<p>8.144. Detailed instructions for thorough check of measurements have already been given in full details in para 10.53 and the same should be followed by all concerned. The Sub-Divisional officers shall check measure the work which they are required to do. The Executive Engineers should also check measure some works without notice off and on.</p>
<p>Examination of Measurement Books.</p>	<p>8.145. Instances have come to notice where the measurements have been ante-dated with a vie to thwart their check at the proper time. To prevent this the Sub-Divisional Officer must examine every measurement book within a period of three months and should write the words 'last entry' with his own hands putting his dated signatures.</p>
<p>Keeping watch on the Working of Subordinates.</p>	<p>8.146. The Sub-Divisional Officer should remain in greater touch with the day to day work of the Sectional Officer and if they come across any complaints of delay in measurement they should not hesitate to fix target dates for taking particular measurements and they should see that such dates are adhered to. Check measurements by Sub-Divisional Officers should not be deferred till after the completion of the whole work, but they should continue to be made as each item of work is completed or any particular item in a particular part is finished.</p>
<p>Measurement of earth work.</p>	<p>8.147. It is necessary that the measurement of earth work are recorded more promptly and the Sectional Officers and the Sub-Divisional Officers concerned would see that final measurements are taken directly work in a certain sizeable reach is finished. The Sub-Divisional Officers and in some cases the Executive Engineers should make a cross check of the measurements of the borrow pits by measuring the bank to see that there has been no re-measurements or scraping of old borrow pits.</p>
<p>Stacking of stone metal and Bajri.</p>	<p>8.148. Stone metal and Bajri should be got properly stacked on the road-side and Sub-Divisional Officers should check a few stacks at random in each mile by getting them restacked in their presence. Should these stacks be found deficient, the measurements of the entire mile should be reduced proportionately and waring should be issued to the contractor concerned. In case of habitual offenders, their names should be removed from the list of approved contractors. No</p>

	<p>consolidation or surfacing work should be started till the supply of the material has been completed in the entire mile, stacked and finally measure. No shifting of material from one mile to another should be allowed without the written sanction of the Executive Engineer. Transfer of materials whether it is stone metal, cement, Bajri or binder from one road to another should not be allowed normally. IN special cases such material may be shifted from one road to another with the prior approval of Executive Engineer in writing. As a rule supply of material should be arranged only for a particular road and it should not be in excess of its requirement.</p>
Annual repair of Buildings.	<p>8.149. IN order to ensure the best use of the money available for annual repair of Buildings, it is necessary that the Sub-Divisional Officers in the case of buildings, the cost of repairs to which does not exceed Rs. 2,000 should have a proper sub-estimate prepared by the Sectional officer taking the work in hand and to approve the same. This will ensure avoiding waste of money on unimportant items and also of help in subsequent checking up of the work and preparation of the bills. Similar Sub estimates should be approved by the Executive Engineers in the case of building, the annual repairs cost of which exceeds Rs. 2,000.</p>
Supply of Materials and checking thereof.	<p>8.150. Very strict supervision is necessary with respect to supply of materials and their measurements to ensure proper quality and quantity of material supplied. The Sub-Divisional Officers should sometimes check, the measurements of such supplies and should see that they conform to the specifications and descriptions given in the supply order. For instance, it would be worth while some times to open up a paint drum to find that it contains the necessary quantity and quality of the stuff it is supposed to carry.</p>
Placing of indents for supply of materials.	<p>8.151. Generally speaking, in this department works are let out on through rate basis, materials being issued to contractors are recoverable from them. There are, however, occasions when certain works have to be done on labour rate basis and Government materials have to be issued as a direct charge to work. It is in these cases where the greatest care is needed. The indents in such cases should be approved by the S.D.O. before allowing the issue. The rules (para 7.52 of D.F.R.) already provide for such prior approval, but it is worth while emphasizing that the same should be followed in actual practice. Actually speaking, every Sub-Divisional Officer would be well advised to carefully check up before signing an indent involving issue of materials, chargeable direct to work. In all major works involving the issue of materials, rules, governing the 'Material at Site Account' should be strictly followed.</p>
Up keep of Muster Rolls etc.	<p>8.152. The instructions issued with respect to up-keep of Muster</p>

	<p>Rolls and Acquittance Rolls as laid down in para 4.4 of the P.W.D. Code, should be strictly followed. Payments to labour should invariably be made by the Sub-Divisional Officers and issue of imprest to Subordinates for similar purposes should be exception and not a rule. This should in no case, be done in the case of payment of arrears, Instructions regarding up-keep of Government vehicles should be strictly enforced to avoid misuse. The account for the running of Government vehicles should be subjected to scrutiny frequently and all recoveries on account of private use of Government vehicles should be strictly enforced.</p>
<p>Payment to Contractors.</p>	<p>8.153. Prompt payments to contractor are very essential to execute the works speedily and to bring down the rates. The S.D.O. and Divisional Officers should therefore, ensure that monthly payments in all cases are made. It will be helpful to keep a record of dates and amounts of payments made for every work on one of the pages of the register of progress and instructions. This will give an idea to the inspecting officers whether regular payments are being made to the contractor for the work done.</p> <p>Whenever they come across slackness on the part of staff, in this respect, they should take suitable disciplinary action against the person concerned.</p>
<p>Issue of materials to Contractors.</p>	<p>8.154. Materials should not be issued to contractors in large quantities which are not likely to be utilized within a month or so as the surplus materials are likely to be misused or mis-appropriated and at the same time there is an effort on the part of a contractor that deductions for the entire quantity should not be made from his running bill. Issue of materials in small quantities will not only safeguard against he misuse, but will also enable the officers of the Department to effect recovery immediately without any protest from the contractor.</p>
<p>Inspection of work by officers.</p>	<p>8.155. the Inspecting Officer should carry out detailed inspection of works and should go into all aspects including planning, progress, quality and regular payments. They should pay special attention to any difficulties which are likely to delay the execution. A few detailed inspections are much more useful than a large number of casual inspections. The registers of progress and instructions should be maintained properly and inspecting officers should record their remarks in them. No temporary labor should be employed by any Sub-Divisional Officer, without obtaining written permission from the Executive Engineer.</p>
<p>General</p>	<p>PRELANING IN REGARD TO CONSTRUCTION PROGRAMME</p>

<p>Planning of Building Projects.</p>	<p>8.156. As the country is passing through a planned phase of developmental activities, it is very essential that the various development schemes included in the successive five years plans are executed according to programme. In order to achieve this, it is necessary that pre-planning of schemes to be executed in a particular financial year, is initiated well in time and completed in the preceding financial years. The Budget Manual also prescribes that new schemes to be included in the budget estimate of the coming year should be administratively approved in the preceding year before provision for funds can be made.</p> <p>8.157. (a) The Plans for economic development of the country include large provision for construction of buildings. One of the primary aims before the department, therefore, is to achieve economy in construction consistent with functional efficiency. It is necessary that thinking and planning should start well ahead of implementation of the programme if this aim is to be achieved. There is another aspect. Unless the programmes for construction are carried out according to the schedule, the client departments will not be able to implement their programmes, involving purchase of equipment, installation of equipment, appointment of personnel, etc., in time. The programmes and plans to of the Government would, therefore, be retarded. This factor re-emphasizes the need for preplanning as a normal duty of each member of the Buildings and Roads Organization.</p> <p>(b) Before construction of a new building can be initiated on the ground by the department the following decision/actions have to be taken: —</p> <ul style="list-style-type: none"> (i) The concerned department has to decide about the location. (ii) The Sitting Committee has to make its recommendation for the site to the concerned Administrative Department for approval. (iii) The site plans have to be prepared by the Executive Engineer and sometimes lay-out have to be prepared by the Town Planners. (iv) Land has to be acquired: funds obtained in the current year's budget or in the supplement budget for the purchase of land. (v) Scope of the building is to be indicated by the concerned department to the Architects/Engineer followed by
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	<p>discussions between the Architects. Engineers and the customer departments for finalizing the design within the funds available with the concerned department.</p> <p>(vi) The outline plans and cross sections have to be prepared by the Architects and sent to the Chief Engineer's Organisation.</p> <p>(vii) The rough cost estimates are to be prepared by Chief Engineer's Organisation and submitted to concerned head of department.</p> <p>(viii) The Head of Department submits his proposals to concerned Administrative Department, who obtain clearance of the Finance Department for issuing administrative approval.</p> <p>(ix) Where the total size of the building programme is expected to increase in a subsequent year, the Architectural Engineering Organisations may have also to obtain sanctions and arrange for additional staff.</p>
<p>Master Plans and phased Construction.</p>	<p>8.158. It has been observed that if these time consuming steps have to be completed, in time, pre-planning should be normally started not less that a year ahead. In case of large buildings projects, e.g., Agricultural University, Agriculture College, Medical College, Engineering College and so on, it is , generally necessary to prepare a Master-plan in terms of 10-20 years requirement, than an outline plans for construction of buildings according to the funds provided for in the plan and a phased programme of construction of buildings according to the funds provided for in the Plan and a phased programme of construction. Pre-planning in regard to such project would take about $1\frac{1}{2}$ to 2 years provided there is systematic co-ordination and vigorous follow up between the client department, the Engineer, Town Planners, Architects and the Land Acquisition Agencies. Every Engineer should be therefore, endeavour to prepare a detailed pre-planning schedule for each building.</p>
<p>Pre-Planning of Road Schemes.</p>	<p>8.159. With regard to the Road Scheme, it shall be easier for the B & R Branch to complete the pre-planning in the preceding year. The Executive Engineer should suggest the alignment of the road scheme on a copy of Survey of India sheet after getting the area reconnoitered. He should then submit the proposed alignment to the Superintending Engineer to get the approval of Chief Engineer or the Government for its alignment. After this has been done, the rough cost estimate should</p>

Expenditure.	<p>be submitted for administrative approval and steps taken to acquire the land. If timely action on the above lines is taken, it should be possible to get the administrative approval by the month of November/December and also to acquire the land before the commencement of the financial year in which the work is to be taken in hand.</p> <p>8.160. It has been observed that expenditure on construction is concentrated during the latter half of the financial year. This is largely due to absence of pre-planning for obtaining administrative approval and for actual construction of buildings. The field organization should incur adequate expenditure even in the first quarter of the financial year. They should start pre-planning early enough to ensure that the following percentages of the budget allocation is spent at least quarter:</p> <p>1st Quarter 15 per cent. 2nd Quarter 20 per cent. 3rd Quarter 30 per cent. 4th Quarter 35 per cent.</p>

APPENDIX 8-A
(Referred to in paragraph 8.21)
Road Development

Progress Report for month ending _____ 19 _____ Province /State
P.W.D. Circle _____ P.W.D.

Division _____ Headquarters _____

Name of work _____

Highway No. Estimate No. Date
 Job No. Amount Rs.
 Section-Length miles
 Place – From Date Commenced.
 To
 Mileage – from To Target date of completion _____

Serial No.	Description of work	Progress percent *		Expected date of completion
		Previous	To-date	
1.	Retaining walls, Breast Walls, Protective Works.			
2.	Earth work, Formation or Widening.			
3.	Collection of Materials;			
	a) Soling-Brick/Boulder/Stone/Moorum**			
	b) Metal /Kankar/brick/Gravel/Stone**			
	c) Blindage Moorum/sand/Gravel/ Chippings**			
	d) Binder-Tar/Bitumen/ Cement--			
4.	Laying, Consolidation and Finishing;			
	(i) Low Type Surfacing:			
	(a) Soling.			

Reviewed each month.

* Progress recorded in these columns is the percentage progress of the work as reckoned by the E.E. and will include work done, or materials collected, but not yet paid for.

** Delete items which do not apply.

APPENDIX 8-B(i)
(Referred to in paragraph 8.22)
progress report for Bridge Work 1 Descriptive

Month of _____ 196

P.W.D. Division and headquarters _____ P.W.D.
Circle _____ State _____
Name of work _____

Highway No. _____ Estimate No. _____ Date _____ Target date for completion _____
Job No. _____ Amount Rs. _____ (Revised each quarter)
Name of river or steam _____ Date of commenced _____
Section from place _____ to _____
Mileage of bridge site _____

Collection of Materials

Serial No.	Material (Delete items which do not apply Add extra items if necessary)	Total estimated quantity required for the whole work.		Percentage quantity actually collected. (As reckoned by the Executive Engineer including materials collected but not yet paid for) (Note – Approx. percentages in round figures only must be given).	
		Qty.	Unit	Previous	To-date
1.	Cement				
2.	Steel.				
3.	Coarse aggregate.				
4.	Boulders				
5.	Sand				
6.	Bricks				
7.	Rubbles stones				
8.	Shuttering and centering materials				
9.	Staging material				
10.					
11.					
12.					
13.					
14.					

Reviewed each month.

* Progress recorded in these columns is the percentage progress of the work as reckoned by the E.E. and will include work done, or materials collected, but not yet paid for.

** Delete items which do not apply.

B. OVER ALL PHYSICAL PROGRESS		
(As percentage of the whole work)		
C. EXPENDITURE AND LIABILITIES		
1.	Booked expenditure in the divisional register of works upto the end _____ 196. (To nearest Rs 100) Rs	
2.	Liabilities incurred and not otherwise shown in this form Rs	
D. LABOUR AND TRANSPORT ACTUALLY EMPLOYED		
I.	Average labour strength:- 1. Skilled _____ 2. Unskilled _____	
II.	No. of Lorries _____ 1. Available 2. Average No. in Action.	
GENERAL REMARKS AND BOTTLENECKS		
(a)	Progress is generally satisfactory/fair/poor.	
(b)	Plant and machinery are adequate/inadequate/ there being a need for additional _____.	
(c)	Labour is adequate/inadequate the reason being _____	
(d)	Resources (store) adequate/inadequate there being a shortage of _____	
(F) BOTTLENECKS		
See reverse.		
Signature _____		
Report No. _____	Dated _____	Designation _____
		Address _____
To	The Consulting Engineer (Roads). Ministry of Transport, Roads Organization. Jamanagar House; shah Jahan Road, New Delhi-2.	
Copy to _____	II PICTORIAL	
This may be drawn below. If blue prints are submitted, they may be pasted here or pinned to this report.		
APPENDIX 8-C		
(Referred to in paragraph 8.42.)		
(a)	Points to be observed in the construction of an explosives magazine.	
1.	Gunpowder, dynamite, gelignite, blasting gelatine and safety	

<p>fuse may be stored in the same room, but detonators and fuses for blasting which are not safety fuses, must be kept in a separate room, and if the number of detonators exceeds 40,000 they must be stored in a separate building at some distance from the magazine.</p>	
<p>2. The size of the magazine will depend on the quantity of explosives to be stored. The floor, however, must be at least twelve inches above ground, the outer walls eighteen inches thick, wall between the magazine and the detonator room two feet thick, and the outer walls of the detonator room fifteen inches thick.</p>	
<p>3. The door and any windows in the magazine must be of at least ¼ inch thick steel plate faced on the inside with wood. They must open outwards, and as there should be no uncovered steel or iron, inside a magazine bolts, hinges and other internal fitting must be of brass or gun metal.</p>	
<p>4. The interior of the magazine-floor, walls and roof must be cement plastered, worked to a smooth surface.</p>	
<p>5. Dynamite and similar explosive must be kept cool, dry and well ventilated. To ensure this, boxes of explosive must be kept away from the walls and off the floor, on trestles 12 inches high. The magazine will be ventilated through shaft eight inches square, and according to explosives Rule 1940. These will be protected outside with wrought iron gratings, build into the masonry, and inside with brass or cooper wire netting (8 meshes to the inch) fixed in a wooden frame and secured flush with the plaster.</p>	
<p>6. A space not less than ten yards wide round every magazine will be enclosed with a strong fence provided with a single gate which will be kept locked. This space will kept clear from trees, bushes and grass.</p>	
<p>7. Magazines must be kept well away from roads and buildings, and unless there is high ground intervening, no magazine, intended to hold 500 lb.or more of explosives, should be build within fifty yards of a road or within a hundred yards of a dwelling house. More space is required for larger magazines and the table attached to the rules framed under the India Explosives Act (1884) should be consulted before selecting a site for a new magazine (Explosive Rules 1940).</p>	
<p>8. (a) Every magazine should be provided with one or more efficient lightning conductors depending upon the size of the building.</p>	
<p>(b) General Rules to be observed in explosives magazines.</p>	
<p>1. The magazine must be at all times kept scrupulously clean.</p>	
<p>2. No unauthorized person is at any time to be admitted into the magazine.</p>	
<p>3. The person in charge of the magazine is to take care that the magazine is well securely locked.</p>	
<p>4. The magazine is on no account to be opened during, or on the approach of a thunderstorm, and no person should remain in the vicinity of the magazine during such a storm.</p>	
<p>5. Magazine shoes without nails must be kept at all times in the</p>	

magazine, and a wooden tub or cement trough, about one foot high and eighteen inches in diameter, filled with water, is to be fixed near the door of the magazine.	
6. People wearing shoes, before entering the magazine must put on the magazine shoes provided for the purpose, and be careful-	
(a) not to put their feet on the clean floor unless they have on the magazine shoes;	
(b) not to allow the magazine shoes to touch the ground outside the clean floor; and	
(c) not to allow any dirt or grit to fall on the clean floor.	
7. People with bare feet will, before entering the magazine, dip their feet in the water and then step direct from the tub over the barrier on to the clean floor.	
8. A brush or broom is to be kept in the magazine for cleaning out the magazine on each occasion it is opened for the receipt, delivery or inspection of explosives.	
9. No lights nor smoking are to be allowed inside or near the magazine.	
10. No person, having any matches or articles of steel or iron on him, is to be allowed to enter the magazine.	
11. Oiled cotton rags and waste or any articles liable to spontaneous ignition must not be taken into the magazine.	
12. No tools or implements other than those of cooper, brass, gun metal or wood are to be allowed inside the magazine. Tools must only be used with great gentleness and care.	
13. Boxes of explosives are not to be thrown down or dragged along the floor. They must be stacked on wooden trestles. Where there are white ants, the legs of the trestles must rest in shallow cooper, lead or brass bowls containing a little water.	
14. Empty boxes are not to be kept in the magazine nor any loose packing material stored there.	
15. A space of 10 yards wide around the magazine is to be kept clear of grass, jungle and trees.	
16. The following are to be hung up in the magazine:-	
(a) A copy of these rules.	
(b) A statement showing the stock in the magazine.	
(c) Certificate showing the last date of testing the lightning-conductors.	
APPENDIX 8-D	
(Referred to in paragraph 8.42.)	
Instructions for the guidance of Sub-Divisional Officer, Sectional Officer Road inspector, and Mates, engaged on blasting operations.	
These instructions are applicable, primarily, to work undertaken departmentally and to operations in open country, as opposed to tunneling . Nevertheless they indicate precautions which are necessary even though the work may be let on contract, but they	

must then be read in the light of the conditions of the contract.	
Before blasting operations are begun the Sub-Divisional Officer must satisfy himself that all necessary equipment is available. A list, not necessary comprehensive, is appended to these instructions.	
1. Dynamite and detonators must not be kept together. Only enough of each for immediate use should be brought to the work where they will be kept in separate boxes, in sheltered places some distance apart, in the charge of a man specially deputed for the purpose.	
Where blasting operations are let on contract, explosives should be issued to the contractor only in quantities determined strictly by requirement of the work actually in progress, and should in no case exceed a week's supply.	
2. Opening and reclosing boxes of explosive.- Boxes of dynamite or blasting gelatine, when required to be opened or closed, will be placed on a clean wooden table or plank free from grit or metal nails. Two wooden wedges will then be driven under the lid with a wooden mallet till the lid is raised sufficiently to be forced up with a wooden liver. The waterproof lining can then be torn along the joint and the packets of cartridges removed. If neither a table nor a plank is available the box can be opened on a level piece of ground free from rock or stone.	
3. To refasten the box all brass nails must be withdrawn from the lid, the lid replaced in position and brass nails again driven with a wooden mallet.	
4. Metal tools must not be used for opening pr reclosing, and the Sub-Divisional Officer is responsible that suitable mallet (1- 1lb. weight), wedges 6` x 3` x 1-1/4`) and wooden levers are kept in every magazine in his charge.	
5. Blasting.- Every gang employed in blasting will be in charge of a mate who has had previous training and experience with the kind of explosive being used. It is the duty of the Sub-ordinate or in his absence, of the Road Inspector, to satisfy himself that the mate understands the handling and use of explosives before placing him incharge of a gang.	
6. The mate will paint a small white circle where each hole is to be drilled and will see that the jumpers used are big enough to drill holes down which cartridges can be easily passed.	
7. The number of charges to be fired in one group is left to the discretion of the Subordinate provided that not more than ten charges are fired in one group. As far as practicable the charges in one group should be designed to explode successively and not simultaneously.	
8. The mate is responsible that every hole is cleared of debris before a cartridge is inserted. He will prepare the charges and load the holes using only a wooden or cooper temping rod (not pointed,	

<p>but cylindrical throughout) and will insert one cartridges at a time, gently pressing it home with the tamping rod. The cartridge with the detonator will be inserted last of all.</p>	
<p>9. Immediately before firing a blast, the mate must see that his gang has retired to safety, that men with red flags are stationed to prevent anyone entering the danger zone i.e., an area of 200 yards radius from the firing point. The mate, will then blow a whistle twice loudly as warning that he is about to fire the charges.</p>	
<p>10. The safety fuses known as “safety No.9” will then be lit either by the mate himself or in his presence and he will see that each fuse is properly ignited and then from a place of safety will count the number of explosions. If the number of explosions tallies with the number of charges, after the expiry of not less than 5 minutes from the last explosion, he will proceed alone to the group and satisfy himself by inspection of the group that all the charges have exploded. He will then blow his whistle loudly for ten minutes as a signal to his gang to return and as soon as the debris is sufficiently cleared will allow the traffic to pass from one direction at a time, if necessary.</p>	
<p>11. Mis-fires.- In the event of a charge failing to explode, no one should be allowed to approach the group for at least half an hour. The mate will then examine the hole and paint it with a red cross. He should remove with a pointed stick and a copped spoon six inches of tamping and place a stick in the hole to indicate its direction and then have another hole drilled nine inches away from, and parallel to, the hole which has misfired. When the second hole is fired the first charge may be expected to explode at the same time, but a careful search must be made in the debris for the cartridge and the mate must report the result of his search to his immediate superior.</p>	
<p>12. With a double shift, the relieved mate before leaving the work, will inform his relief of any misfires, point out the holes and tell him what he has done in the matter.</p>	
<p>13. Precautions against misfiring.- The rate of burning approximate 4 per minute of each tin of safety fuse known as “Safety No. 9”, should be tested before use. The end of the fuse to be lighted should be cut in an oblique direction. Sawdust should be removed from the inside of a detonator by blowing down it and tapping the open end. No instrument should be inserted in a detonator to clean it.</p>	
<p>14. Having inserted the fuse in a detonator till reaches the fulminate it will be fixed by squeezing the upper part of the cap with a pair of nippers and if there is water present or the hole is damp the junction of the fuse and detonator must be made watertight with the aid of a little grease or other suitable material.</p>	
<p>15. The detonator will then be inserted in the cartridge (through</p>	

<p>a hole made with a pencil) so that about a third of the copper tube is exposed outside the explosive, and the safety fuse, just above the detonator, should be securely tied in position to the cartridge. Waterproof fuse should be used in damp bore holes or when water is present.</p>	
<p>16. If a misfire is due to defective fuse, detonators or dynamite, the fact should be immediately reported to the Executive Engineer. In cold weather explosives are liable to “freeze” and should be thawed before they are used. This can safely be done by putting them in an empty, watertight tin, into a vassel of hot water, till they have resumed their normal condition. The temperature of the water should not exceed 130 F. Open boxes of dynamite and gelatinous compounds should never be exposed to the direct rays of the sun.</p>	
<p>17. Dynamite cannot be used after exposure to wet which separates the nitro-glycerine, and make it dangerous.</p>	
<p>18. Destruction of explosives.- The destruction of explosives will be carried out only under the supervision of the Sub-Divisional Officer.</p>	
<p>19. Gun-powder may be rendered non-explosive by being thrown into water preferably hot which dissolves the saltpeter.</p>	
<p>20. Cartridges of dynamite (and other similar explosives) should be laid out in a continuous line an inch between each cartridge of the cartridge wrapper and any other available paper, over a line of shavings or dry straw, soaked in kerosene or similar oil to accelerate combustion. The line of shavings, etc., should be prolonged about 20 feet beyond the dynamite and lit with a short length of safety fuse, the operators quickly retiring to a safe distance. Not more than 50lbs. Of dynamite should be destroyed at a time and a clear space of bare ground about 100 yards all round, must be selected for the purpose.</p>	
<p>21. Safety fuse can be destroyed by burning in lengths, in the open under suitable precautions.</p>	
<p>22. Detonators should be thrown into deep water two or three at a time, or they can be destroyed by burning, under suitable precautions, after having been soaked for 48 hours in mineral oil.</p>	
<p>23. Rules for reporting accident are detailed in paragraph 8.37 to 8.41 of this Manual.</p>	
<p>List of equipment -</p>	
<p>Materials for rendering first aid.</p>	
<p>Red and white paint.</p>	
<p>Brushes.</p>	
<p>Pointed sticks. Copper spoons.</p>	
<p>Wooden or cooper tamping rods.</p>	
<p>Watch with seconds hand.</p>	
<p>Red flags.</p>	
<p>Nippers.</p>	

Grease.	
Pencils.	
Watertight tins.	
Mineral oil.	
Fahrenheit thermometer.	
Loud whistle	
Wooden mallets.	
Wooden wedges.	
Wooden levers.	
Wooden table or planks.	

APPENDIX 8-E

(Paragraph 8.48)

EMPLOYMENT AND VALUE OF CONVICT LABOUR

6.92. (1) Jail labour may be utilized.	
<ul style="list-style-type: none"> (a) for the preparation of building materials for the Public Works Department or for private sale, within the jail premises; (b) for the construction of works under the Public Works Department in or near the jail; and (c) with the previous sanction of Government on large works at a distance from any permanent jail. 	How jail labour may be utilized. Convicts not be employed on certain works.
(2) Prisoners shall not be employed on public roads, municipal works or hired out to private firms or individuals.	
(3) No convict shall, unless he is willing to undertake the work, be employed on sinking or cleaning wells or on any other form of labour attended with danger.	
693. Convict labour shall be utilized to the fullest extent in the erection and repair of all jail buildings and in the preparation of materials for the same.	Convict labour on jail building
1117. (1) In the execution of every jail work, convict labour shall be utilized to the fullest extent. An Executive Engineer is required to give a Superintendent the option of executing the whole or any part of a jail work and to assist him in providing employment for prisoners on such work, but as it will not be always possible for Superintendent to carry out jail works, such works may be classed as those to be done by -	Convict labour details to be observed in the execution of works.
<ul style="list-style-type: none"> (a) convict labour; (b) free labour; and (c) convict and free labour combined. 	
(2) It is laid down in the Public Works Code that estimates for works on which it is intended to use prison labour will, as in the case of free labour, provided for the full market value of the work to be done; but a note of	

the reduction to be effected by the employment of convicts will be made on the abstract of the estimate.	
(3) No charges should be made to the Public Works Department when convicts are employed on jail works. When prison labour is employed on other public works, the full market value of the work performed, as certified to by the Executive Engineer, will be charged to the Public works Department. The adjustment of such charges should be made according to the general rules for payments by one Department to another.	
(4) The Executive Engineer will from time to time inform the Superintendent of the probable demand for convict labour; the Superintendent shall arrange as far as practicable for the required number of convicts being made available and apply, if necessary, to the Inspector General for the transfer of as many more convicts as will make up the required number.	
(5) When a sanctioned jail work is to be executed by prison labour, the Superintendent will apply to the Executive Engineer for all tools, plant and materials required for the work. Such tools and materials shall be devoted solely to the purpose sanctioned in the estimate.	
(6) The Superintendent will also engage such paid skilled labour and supervision as is considered necessary in consultation with the Executive Engineer, this will be paid for by the Superintendent and charged in the estimate.	
(7) The work to be done shall be laid out by the Executive Engineer, or by his subordinate deputed for the purpose, and no deviation from the sanctioned plan shall be permitted without forma sanction.	
(8) It is the duty of the Executive Engineer to point out to the Superintendent when progress on a work on which convict labour is employed, is considered unsatisfactory; to assist the Superintendent in framing a table of task work, and to instruct his subordinate to report daily those convicts who have not completed their tasks or who have been otherwise negligent at their work.	
(9) All building operations are to be conducted by the Executive Engineer or his subordinate incharge, without interference. The supervision of Public Works Department must however, be effectual, so that loss to the jail by dismantlement of work, waste of materials or loss of tools may be reduced to a minimum.	
1118.(1) the disposal of complaints of officers of the Public Works Department regarding the work rests with the Superintendent. It is the duty of the Executive Engineer to see that his arrangements for materials, are such that full employment is found for the number of prisoners for whom he applies.	Duties and responsibilities of Superintendent and Executive Engineer.
(2) The discipline, feeding, clothing, treatment, guarding and supervision of convicts employed on a work, rests with the Superintendent.	
(3) No scaffolding, loose bamboos, planks, tools etc. likely to facilitate escape, shall be left in the jail at night. Over extensive scaffolding or building materials that are a source of danger but which cannot be removed	

each evening, a special watch shall be placed by the Superintendent.	
(4) Outside labourers whenever employed shall be kept as much apart as practicable from convicts. When skilled outside labourers are engaged to teach convicts and supervise their work, it must be arranged that discipline is interfered with as little as possible.	
APPENDIX 8-F	
(Referred to in paragraph 8.61)	
Instructions for the preparation and maintenance of Road Table	
(1) Road Table. – Separate Road Tables will be maintained for each length of -	
(i) National Highways.	
(ii) State Highways.	
(iii) Major District Roads.	
(iv) Other District Roads.	
(v) Classified Village Roads.	
In each District, for which a separate annual maintenance estimate is sanctioned. Divisional Officer, Circle Officer and Chief Engineer's Office record or Road Tables will consist of various tables enumerated in paras II, III & IV of this Appendix.	
(2) So far as is compatible with executive convenience annual maintenance estimates will be framed so as to cover lengths or roads lying to the nearest mile within the boundaries of each Civil District, and for statistical convenience the boundary of a P.W.D. Sub Division should be made to cross a road in charge of the Buildings and Roads Branch, at a milestone.	
(3) There is no objection to having more than one annual maintenance estimate for the same road within the same district; this may be desirable for executive convenience or on account of great difference in the cost of maintenance of different lengths.	
(4) Where a length of road is partly metalled and partly unmetalled and is in process of being improved to a metalled standard throughout, the statistical value of the expenditure on annual maintenance is of little value so far as a particular length is concerned. In such cases it may be convenient, and there is no objection, to have a single estimate to cover the annual maintenance cost of both the metalled and unmetalled lengths; the expenditure on each will be recorded each year separately and the unmetalled length will merge gradually into the metalled.	
(5) The expenditure on maintenance of large bridges will be included in the maintenance estimate of the length of road concerned; but where the annual expenditure exceeds Rs.500, per annum a separate items should be entered in Form A under the Head "Road Structure".	
(6) The bridges across the Sutlej River at Phillaur and the Beas River at Beas are founded on shallow wells and the expenditure on protective works at each is out of all preparation to the length of road across the bridges.	
(7) Separate annual maintenance estimates for protective works at these bridges will be sanctioned annually and Form A, modified as regards sub-heads of expenditure, will be maintained and attached with the Road	

Tables. The entry in Form B, fro these two estimates will be kept separate from and below the entries for roads.	
II DIVISIONAL OFFICE RECORD	
1. The Divisional office record will consist of separate Record Table for each length of the road in each Civil District each Road table will comprise of: -	
(i) form "A" (ii) form "B" (iii) surface diagram (iv) Petty repair binder bajri diagram (v) Expenditure graph.	
2. The above forms /diagrams are self – explanatory but in order to observe uniformity regarding their preparation detailed description of each form is given hereunder: -	
(i) Form "A". – (a) In par 1 of this Form, i.e. on the front page of the form will be recorded mileage of the road in question maintained by the P.W.D. (B&R Branch) year by year. The length maintained by the P.W.D. B & R Branch within the Municipal, Cantonment and Small Town Committee limits will also be recorded in the lower half of Part I. The figures of length should tally with those entered in the Road Statistics Punjab Milage," for the year concerned.	
(b) A small linear map of the road (need not be to scale) should also be drawn in the space reserved in Part I of this form. This should show the length and metalled width only. Immediately below it, will be recorded the metalled/surfaced area in thousands of square feet changes being indicated by an addition and date.	
(c) In Part II of this Form on the inner pages should be recorded year by year, the length of road, the expenditure (rounded off in whole rupees) on maintenance under various sub heads and other particulars as given therein. The figures of expenditure will be obtained direct from the "Work Registers". Efforts should be made to maintain the "Work Registers" under the requisite sub heads in general. After every 5 years average expenditure per annum for the last years should be worked out and recorded in the column meant for this purpose.	
(d) Average cost per mile should be obtained by dividing the total cost including agency charges in case of National Highways by total length maintained (including links and approaches but independent of width) and recorded against serial No.1.	
(e) Average cost per 1,000 square feet of metalled/surfaced area should be obtained by dividing the total cost including agency charges in case of National Highways by the number of 1,000 square feet of metalled/surfaced area maintained and recorded against serial No.2. In the case of an unmetalled road the average cost per 1,000 square feet need not be completed.	
Note. – Average costs against serial No.1 & 2 should be entered in red.	
(f) The number of miles renewed/resurfaced should be taken from the surface diagrams which are fully described in para 2 (iii) and entered	

against serial Nos.3 and 4 respectively.	
(g) The average petty repair bajri used should be obtained direct from the petty repair bajri diagrams which are fully described in para 2(iv) and entered against serial No.5.	
(h) On the bottom of this form actual booked expenditure (rounded off in hundreds) for original works and special repairs during the year under report should be recorded. This entry is to be made irrespective of whether the work is completed or not.	
(i) On the back of this form the Divisional Officer may record from time to time brief facts which are of permanent interest as a Road Record. For instance a known Bench Mark may be entered or the H.F.L. at a gap or a bridge damages to the roads by floods during a particular year, etc.	
(ii) For "B". – This form is a comparative statement of length and expenditure year by year for each length of road in each Civil District and can be posted direct from form "A".	
(iii) Surface diagrams. – This diagrams is self explanatory and represents dates of metalling surfacing first and subsequent coat (with No. thereof) and kind of binder used for surfacing. This diagram can be filled in straightway from the History Diagrams of new Roads and Road Progress Diagram (Maintenance) year by year. The detailed instructions for the preparation of these diagrams are contained in paras of chapter-total No. of miles resurfaced during the year indicated every year will be carried over to Form "A" against Serial No.4.	
(iv) Petty Repair Bajri Diagram. – This diagram is also self explanatory and represents binder /bajri used in patch work in each mile. The information will be obtained from the S.D.O. concerned well in time every year. The S.D.O. will ensure that the information to be supplied to the Divisional Office is strictly in accordance with the entries in the Road Metal Returns.	
(v) Expenditure Graph. – This graph illustrate total expenditure in thousands, length of road and average expenditure per mile on the following scales: -	
(a) Total expenditure: 1" Rs. 10 thousands.	
(b) Road Mileage : 1" = 10 miles.	
(c) Expenditure per mile 1" = Rs. 10 hundreds.	
The graph will be plotted directly from the entries in Form "A" (Part II). To readily distinguish each illustration the information (a) will be plotted in black ink (while on ferro), (b) in red and (c) in yellow colours.	
3. The collected Forms "A" and "B" together with requisite diagrams mentioned at item Nos. 2(i) to 2(v) will be kept in a loose cover file, separate files being prepared for each road in each Civil District and fresh forms being inserted when necessary.	
4. The annual posting of the road tables will be completed immediately after the March supplementary accounts are posted in the "Work Register" and this information will be supplied by the Divisional Accountant to the Drawing Section.	

5. As soon as the Road tables are completed the Executive Engineer will submit the same to the Superintending Engineer of the Circle concerned together with two copies of the following documents:-	
(i) Abstract Form "A".- This will be similar to Form "A" (Part II) of Road Table except that the headings of the vertical columns will be the names of the roads district wise in the same order as the Road Tables.	
(ii) Abstract Form "B". – This will be similar to Form "B" of the Road Tables, the headings of the horizontal columns being the names of the roads category wise and district wise in the same order as in Form "A". The Divisional Abstract Form "B" will also include at the end the lengths of various roads maintained by the P.W.D. B&R Branch, within the boundaries of local bodies and contonment board in the same orders, of roads as in the main part of Form "B".	
(iii) Complete set of surfacing diagrams.	
(iv) Complete set of expenditure graphs.	
Note. – As office copy of the documents at items No.5(1)-5(iv) will always be kept for reference during the time of Road Tables are under circumstances to Circle office and back.	
6. The preparation and submission of Road Tables will form an "Annual Return" and should be submitted to the Superintending Engineer by the 1 st August, every year. The Executive Engineer will ensure that the Road Tables are prepared most carefully and neatly, and that these are brought upto date year. The Executive Engineer will also ensure that the figures of total expenditure arrived at in Abstract Form "A" taken with the total cost of maintenance of roads related to Accountant General, in March, Supply: Account. The road tables being an important road record will remain in the personal custody of the Divisional Head Draftsman.	
III – CIRCLE OFFICE RECORD	
1. The Circle Office record will be the same as for the Divisional Office. In addition the Circle Office will prepare an abstract of the several Divisional forms "B" for the Circle. This will be prepared serially according to categories of roads, i.e., National Highways, State Highways, Major District and Minor District Roads.	
2. The Circle Office after arithmetically check of the Divisional Return will post Forms "A" and "B" of the Circle Office Road Tables. Out of the two sets of the Surfacing Diagrams and Expenditure Groups received with the Divisional Return one copy, one copy each of the Surface Diagrams and Expenditure chart will be added to the Road Table of the road concerned.	
3. One copy of the Divisional Returns consisting of (i) abstract Form "A"; (ii) Abstract Form "B" (iii) one set of surfacing diagrams; and (iv) one set of Expenditure Graphs of each Division under the control of the Circle of Superintendence to gather with an Abstract Circle Form "B" prepared, - vide para III (I) above duly placed in a file will be submitted to the Chief Engineer's Office by the Superintending Engineer. The other copy of the Divisional Abstract Forms "A" and "B" will be recorded in the Circle Office.	
4. The submission of the above documents to the Chief Engineer's	

Office by the Superintending Engineers will also form an “Annual Return”, and should be submitted by the 15 th August each year.	
5. After the Circle return is submitted to the Chief Engineer the Divisional Office copies of the Road Tables will be returned to the Executive Engineer concerned for record. While doing so, any deficiency found in the Divisional return during course of scrutiny and compilation will be finalized and to the Executive Engineer concerned for correcting the Divisional Office record and guidance during submission of the return for the next year.	
6. The Superintending Engineer will ensure that the Circle Office copy of the Road Tables is kept up-to-date. Like the Divisional Office the Circle Office, copy of the Road Tables will remain in the personal custody of the Circle Head Draftsman.	
IV – CHIEF ENGINEER’S OFFICE RECORD	
1. The return received from the Superintending Engineer s will be thoroughly scrutinized in Chief Engineer’s Office and discrepancy /deficiency, if any, classified/pointed out to the Superintending Engineer/Executive Engineer concerned for future guidance.	
2. The Chief Engineer’s Office will also prepare and Abstract Form “B” by Circle for the whole State from the Circle Forms “B”.	
3. A complete picture of length of roads maintained by the Department together with expenditure on maintenance incurred thereon and average cost per mile as compared with the corresponding figures of the year previous to one under report will be put up to the Chief Engineer’s and other Branch Officers through the Branch Officer concerned for general information.	

V. Surface Treatment –										
(a) Collection of Binder.										
(b) Collection of Bajri.										
(c) Labour for resurfacing										
(d) Other items										
Total										
Total Expenditure										
Agency Charges, if any										
Grand Total										

1. Average cost per mile.
2. Average cost per 1,000 sft of met/surfaced area.
3. Miles renewed.
4. Miles resurfaced with Tar “T” Bitumen “B”
5. Average P.R. Bajri used per mile.
Original Work.

Special Repairs.

Note – Average cost against paras 1 and 2 should be entered in red ink.

Brief facts of permanent interest.

Form "B"

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Serial No.	Name of road	District	Year	Length		Expenditure		Average cost per mile		Remarks
				Metalled	Un-metalled	Metalled	Un-metalled	Metalled	Un-metalled	
			1956-57							
			1957-58							
			1958-59							
			1959-60							
			1960-61							
			1961-62							
			1962-63							
			1963-64							
			1964-65							
			1965-66							

ANNEXURE III TO APPENDIX 8-G

Form for index to the file of weekly logs for Diesel Road Rollers.

Serial No. of the log	Week ending	Days at work	Work done							Stores consumed					Cost of establishment of roller	Total cost per cftn cft or percent Sft.	Remarks
			Consolidation of brick soling	Consolidation of stone soling	Consolidation of Kankar soling or wearing coat	Consolidation of stone metal wearing coat	Surface painting 1 st coat.	Surface painting subsequent coat.	Premixed carpet	Fuel oil	Engine oil	Gear oil	Other stores				
1	2	3	Cft.	Cft.	Cft.	Cft.	Sft.	Sft.	Sft.						16	17	18

APPENDIX 8-G	
(Paragraph 8.94)	
RULES FOR THE WORKING OF ROAD ROLLERS	
WHEN STATIONARY	
1. The Driver shall park the roller when not in use on one side of the road and clear of the metalled surface and if possible clear of the berm. On no account must a roller be parked near a curve or on an approach to a bridge or culvert. When parked it must be visible from a distance of 300 feet in either direction. For hill roads the roller shall be parked only at a place where the road land is of sufficient width and of such a nature as to allow of the roller being parked outside the lines of traffic and clearly visible from either direction for a distance of 150 feet.	
2. The only time when a roller may be left on the metalled surface is when such surface has been totally closed at both ends with standard road barriers. Two whitened empty tar barrels shall be placed about 20 feet from both the front and rear of the roller so as to block the approach to it.	
3. A red light shall be fixed in front and at the back of the roller and shall be maintained throughout the night by the caretaker of the rollers. In addition a battery of red reflectors shall be fixed at a suitable height at the front and back of each roller.	
4. In case of steam Road Rollers, cinders and ashes shall be raked out clear of the metalled surface and removed by the Fireman from the road formation and buried out of view in borrowpits.	
WHEN WORKING	
5. The driver shall invariably blow the whistle or the horn when starting and reversing the roller and shall, before moving of, see that the road is quite clear in the direction of motion.	
6. It happens sometimes when a lorry or some other fast moving vehicle overtakes a roller in transit that a cloud of dust is raised and visibility for the time being is lost. Immediately afterwards another fast moving vehicles comes along, and owing to the cloud of dust still prevailing in the vicinity of the roller, is not able to see the roller and there arises the danger of a serious accident. In such circumstances the Driver of the roller shall stop the roller and keep blowing his whistle or horn until visibility has been restored.	
7. The water tank of the roller shall, on no account, be filled while the roller is in motion and the driver is personally responsible to see that this rule is strictly adhered to.	
8. When water is being sprinkled on to the wheels during consolidation this must only be done by means of Mushaks. The wheels and on no account in front.	
9. Before reversing the roller the Driver must see that the water-carriers employed on sprinkling water on the wheels have also changed their positions.	
10. The only other person, in addition to the Driver permitted to remain on the roller while in action is the Fireman or cleaner, but he must not	

be permitted to mount or jump off the roller while in motion.	
11. On no account must the Fireman or Cleaner be permitted to drive the roller without the written permission of the Sub Divisional Officer even though he possesses a Boiler Certificate or is an experienced Driver. Very serious notices will be taken of the evasion of this order.	
12. The main responsibility for the safety of the public and of the labour working with the roller devolves upon the Driver but the Sub Divisional Officer and the staff employed on supervising the road work are responsible to see that these rules are brought to the notice of all concerned with the working of the roller, and that they are rigorously adhered to. Also, copies of translation of these rules should be printed in Hindi and Punjabi framed and hung up on each roller, and a copy thereof handed to each Driver, and Fireman or Cleaner whose receipt for same must be recorded.	
Serious notice will be taken of any failure to comply with these orders.	
13. To avoid occurrence of accidents, the rollers working especially on hill roads should be thoroughly inspected and tested at periodic intervals. Further no roller should be sent to work on a hill road without a thorough inspection and, if necessary overhaul.	
LOG BOOKS	
14. Every Road Roller should have a log book which should give the history of the roller throughout its life, from the day it starts work till the date it is consigned to the scrap heap. The log book should be made of strong durable paper and should be properly bound with a stiff and lasting cover. The form of a log book for a Steam Road roller is given as annexure I and for a Diesel Road Roller as annexure-II to this appendix.	
15. The form should be re-produced or printed on one side of every page in the Lob Book, leaving the reverse blank for remarks. On the blank pages record should be maintained of all minor, or major repairs, replacement of parts, consumption of stores, dates of servicing and wash-outs.	
16. A bag made of oil cloth, thick canvas or plastic should be purchased for each roller and the Lob Book along with instruction manual of the roller and Lubrication chart should be kept in this bag. The bag should be kept in the tool box under lock and key.	

APPENDIX 8-H	
(Referred to in paragraph 8.100)	
Rules applicable to all Boat Bridges and Ferries in the Punjab in charge of the Public Works Department, Buildings and Roads Branch.	
PART I	
General Rules	
1. Boat Bridges and ferries will be maintained during the cold weather over the main rivers in the State crossed by important arterial and main roads, where permanent bridges have not been built.	
2. During the hot weather, or as soon as the boat bridges are dismantled, a ferry service shall come into operation and shall be maintained and minor channels and creeks will be crossed by means of subsidiary ferries or by small boat bridges.	
3. The bridges are to be erected in October and dismantled in March or April. The exact dates will depend on the level of the water in the river, and must be determined by the Executive Engineer, who will issue written orders on the subject to the officer in charge of the bridge.	
4. The prevalence of high winds, even when the level of the river is not high, may make it advisable to dismantle the bridge at once. In such an emergency, the officer incharge must use his own judgment and must report at once the action taken by him to the Executive Engineer.	
5. The bridge subordinate will be responsible for the safety and proper upkeep of the bridge with its equipment and appurtenancies, for all tools and plant and ferry boats in his charge, and also for the maintenance of approach roads.	
6. The equipment of all boat bridges and ferries will be carefully examined, once a year, by a member of the Engineer establishment. In the case of bridges, which are to be dismantled before the hot weather, the examination shall be made as soon as possible after dismantlement; while in the case of those which are to be kept throughout the year, the examination shall be made in January. The annual examination is, however, when a bridge has been subjected to an unusual strain or when there may be reason to apprehend any particular damage.	
7. As soon as the examination has been made, an estimate will be framed in Stereo, B & R Form No. 47 (called Estimate A) for the annual maintenance of the boat bridge, the currency of which will be from 1 st April to 31 st March in all cases.	
Estimate A will include: -	
(1) Repairs – ordinary – items (a) to (f) of Stereo B & R. Form No.47.	
(2) Repairs – special – items (a) to (d) of Stereo B & R Form No. 48.	
(3) Establishment – details for boat bridges, ferries, maintenance of approach roads, etc.	
(4) Extraordinary – hire of boats etc.	

(5) Completing equipment – renewals, etc.	
<p>Details of part 5 will be included in Estimate B (B & R Stereo, Form No.48) and will be submitted, accompanied by a statement of the actual condition of the sanctioned equipment at the time of the examination. The name of the officer making the examination will appear on the face of this statement.</p>	
<p>8. All sound superstructure and equipment will be carefully stored after the annual examination, and useless materials sold by auction, after a survey report for the same has been prepared and sanctioned by competent authority. A small quantity of the unserviceable timber may be retained for ordinary repairs, to be executed by the bridge-carpenter. A survey report for damaged and unserviceable materials will be prepared on 1st May, 1st August, 1st November and 1st February each year and all unserviceable materials should be destroyed or sold immediately the survey report is sanctioned. And broken pieces of bridge superstructure, retained and not sold, should be stamped with the figure of the year in which they were broken to prevent good material being made away with or brought forward to be purchased in place of broken pieces.</p>	
<p>9. Bridge boats and superstructure shall be constructed in accordance with the specification and type plans in force in the Department. All boats, superstructure and plant will be conspicuously branded with the initial letters of the name of the river and bridge and with the date of supply. The sanctioned equipment of every bridge is to be accounted for to the Accountant General, Punjab, under the rules applicable to tools and plant.</p>	
<p>10. A gauge shall be maintained at a suitable place in the river, near the bridge, throughout the year; and daily readings will be taken every morning and evening and recorded in a bound register, by the subordinate or Darogha incharge. These daily gauge reading will be reported to the Divisional Officer and the Officer-in-charge.</p>	
<p>11. The Executive Engineer and his staff shall be responsible for (i) the maintenance of boat bridges over the main channel and creeks of these rivers (ii) the unkeep of approach roads to landing places, and (iii) the running of subsidiary ferry services in case of emergency on receiving a proper notice from the Civil Department.</p>	
<p>12. The administration of all government ferries in the State has been entrusted to the Secretary to Government, Punjab P.W.D. B&R, Branch who is the Administrator Secretary for the purpose of administering the provisions contained in Northern India Ferries Act XVII of 1878. The Executive Engineer of the P.W.D. B & R Branch, is responsible for the 'proper operation, maintenance and collection of tolls of all the Public ferries under the charge of the Punjab P.W.D. B&R Branch.</p>	<p>1. Punjab Government Chief Secretary letter No.50/2059, dated 18th March 1950, addressed to all Heads of Departments 2. P.W.D. B&R branch</p>

	notification No.24-R/49/ 10508-R dated 14 th October 1950.
13. The loading capacity of the boat bridges shall be prominently displayed at both the ends of the bridges and no vehicle which is heavier than the loading capacity shall be allowed to cross the bridge. No vehicle shall be allowed to travel at a speed greater than 5 miles per hour on the boat bridges. If no weighing appliances are available, the senior P.W.D. Officials present shall be the sole arbitrator as regards any dispute as to weight or loading.	
14. The dates of erection and dismantlement of boat bridges shall be notified in prominent newspapers of the State and promptly reported to the Automobile Association of Northern India, Ambala Cantt. and to the under mentioned officers: -	
<ul style="list-style-type: none"> (1) The Chief Engineer, Punjab Public Works Department, Buildings and Roads Branch, Patiala. (2) The general Officer Commanding, Bridge or Division. (3) The Superintending Engineer of the Circle. (4) The Commissioner of the Division. (5) The Deputy Commissioner of the District. (6) Any other officer, specially ordered to be informed of the event. 	In which the bridge is situated.
CONTROL OF TRAFFIC	
15. As the control and management of a ferry is vested in the Magistrate of the District under paragraph 6 (clause 6 and 12 (f) of the Northern India Ferry Act of 1878, the District Magistrate will promulgate the following orders regarding control of traffic for the safety of boat bridges and their approaches:-	
<ul style="list-style-type: none"> (a) There shall be only one way traffic on boat bridges, which shall be regulated by means of signal or flags and beat of drums, where necessary at either end. When the signal or flag is up at one end, the bridge shall be closed for traffic at that end, and when it is down, and the drum is beaten, it shall be an indication for the traffic to pass on. (b) The loads and speeds of vehicles passing over the bridge shall be limited to those given in paragraph 13. While crossing the boat bridge, horses, camels and other animals is must proceed at a walking pace and all riders must dismount except parda nashin ladies and sick persons who can remain mounted at their own risk. All passengers in motor vehicles should dismount and cross the bridge on foot and persons remaining in such vehicles shall do so at their own risk. (c) On one span (i.e. between one boat and another) of the bridge, there shall not be more than two lines of live load. Hence, 	

<p>camels, cattle and vehicles shall not be allowed to crowd on to one span, nor shall more than one vehicle be allowed on it.</p> <p>(d) The bridge of boats shall be opened twice a week to allow vessels and rafts to pass; the time and manner to be decided by the Executive Engineer in consultation with the Magistrate of the District under clause 12(f) of the aforesaid Act.</p> <p>(e) Boats and rafts of timber coming downstream shall not cross the flag that shall be placed about one mile above the bridge, without obtaining instructions from the Jamadar of the bridge an executing stamped bonds.</p> <p>(f) Smoking on the boat bridges and grassed approaches shall be prohibited.</p>	
ERECTION OF BRIDGE	
<p>16. The officer-in-Charge will select sites for the bridge, in consultation with the Ferry Darogha, Civil Department, if any, when the floods subside. He will, then, submit his proposals for the setting up of the bridge by the 1st October each year, or earlier, if the water level in the river falls before that date, to the Executive Engineer, who after approving of the sites, will issue written orders to the officer-in-charge for the erection of the bridge, which will be personally supervised by the latter.</p>	
<p>17. The bridge will be erected in accordance with the latest standard plan issued by the Chief Engineer, Public Works Department a copy of which properly mounted should be kept at bridge site. The main cables both upstream and downstream shall consist of iron chains of steel wire ropes secured to pit anchors with thimbles and steel clips. A crab winch and hemp ropes shall always be kept ready at hand on the high bank for drawing out cables should an emergency arise for dismantling the bridge or strengthening it by adding extra.</p>	
<p>18. The main cables shall always be secured to pit anchors, to be made, if possible on the high bank of the river. If the banks do not admit of this, at least one set of two anchors on one or the other banks shall be on high and firm ground. Proper completion plans and section of anchor pits shall be submitted to the Executive Engineer for record.</p>	
<p>19. Main anchors will be buried on pits, 8'x 8'x8' and will consist of deodar sleepers to serve, as hold fasts kept in position by hard wood piles and loaded with tar drums filled with sand or any other heavy materials not liable to be washed away or with 150 to 250 cft. of boulder stones, depending on the nature of soil of the bank the remaining portion of the pits being filled with remmed earth.</p>	
<p>20. On the first erection of the bridge, each boat will have an anchor on the upstream side and downstream. These anchors will consist of "Transfers" or netting made of "Munj" twine, containing about 25 cft. of boulder stones and attached to 120 feet long Munj ropes, which will weigh 2 maunds and 1 ¼ maunds on the upstream and downstream sides, respectively. Alternately the anchors may consist where convenient of concrete blocks or two tar barrels filled with sand (with the bung holes securely closed) and the</p>	

two barrels tied side by side firmly with No.8-GI. Wire or of any other weight not less than 15 maunds. One full barrel weighs 7 ½ maunds.	
21. The life of a munj rope is taken as 3 months. The bridge subordinate will add another anchor to each boat, 3 months after the erection of the bridge.	
22. The bridge subordinate will use his discretion to strengthen the bridge should occasion arise, even before the limit of 3 months, as he is entirely responsible for the safety of the bridge in the absence of the office-in-charge.	
23 Notice Boards, giving permissible speeds of vehicles and safe loads permissible over the boat bridge, shall be prominently exhibited by the District Magistrate, at a distance of 100 feet from each end of the bridge or series of bridges.	
24. The approaches to the bridges shall be properly maintained.	

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APENDIECES

<p>25. The bridge shall be patrolled at night by Khallasis, carrying lights, Powerful petromex (kerosene oil) lights of 200 candle power shall also be kept in store, for use at each end of the bridge, when the river is high, especially about the time when it is due to be dismantled.</p> <p>26. Dismantlement will be started from the centre in the case of a long bridge, and from one end in the case of a short one. It may also be started at more places than one, if the bridge is to be dismantled in the shortest time possible owing to sudden flood or other emergency.</p> <p>27. The roadway and railing plans and railing Ballis will be removed first. The upstream and downstream cables will then be taken up, after which the stiffening planks and stiffening and cross beams will be removed, all material, belonging to one span, being loaded in one boat.</p> <p>28. The four trussed beams of each span will, then, be pulled into each boat. This is done in two ways:-</p> <p>i) by lifting them off the gunwale piece at one end by means of a short length of rope with four men to each beam. These men stand in the freed boat which is being pulled towards the remainder of the boat bridge by four men located thereon, the anchor ropes being loosened to enable moving boat to be brought alongside. Two men to each beam stand on the boat which is in the boat bridge, and by means of crow bars prevent the beams from creeping into the boat.</p> <p>ii) by placing a ferry boat in the river under the beams, anchored by being fastened to the upstream cable (which will not be removed in the first instance, if this method is to be adopted) and shifting the trussed beams into the bridge boat by lifting on the shoulders of men, standing in the ferry boat.</p> <p>29 A gang of 28 men is required for the first method. By the second method, dismantling can be started at as many points as there are ferry boats and gangs available for the purpose.</p>	
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30. When all the material of one span has, thus been loaded into a boat, it is to be released by cutting its anchor ropes and rowed into a safe creek or back-water where the river bank is firm. The officer-in-charge must inspect and approve of the selected creek, which should be protected by intervening high land from disturbances in the main stream of the river.

31. When all the boats have been brought in, the material of the superstructure will be restacked in shipshape order thereon. When it is necessary for purposes of inspection or overhaul to remove the superstructure, it should be stacked on high ground above highest flood level.

32. All boats should be moored to long piles fixed into the ground. Boats should be lashed together in pairs to minimize overturning. There should be a sufficient number of Khallasis, in charge of a Jamadar, to look after the safety of the boats and materials. During the rains (in the months of July, August and September) one Khallasi will be required to be on duty with each boat.

33. No fire shall be allowed near the boats. The Khallasis should cook their meals 200 feet away from them, on the leeward side, their "Chullas" being in dug outs below ground level. When there is a high wind, all fires shall be put out. All cooking must be done by day light.

34. At night, there should be a sufficient number of lights maintained on the boats and a vigilant patrol must be maintained to see that morning do not give way.

35. The bridge subordinate must daily inspect the site where boats are moored, and make an entry in his note-book of anything that is not in order. Any defects noted, should be promptly put right; and all orders issued in writing to the Jamadar in charge.

36. a) The officer-in-charge should inspect the place at least twice a month; and during the flood season, as often as possible. If he finds the site unsafe, he should have the boats moved.

b) The Executive Engineer should, however, satisfy himself that all ranks of the establishment are fully conversant with their duties and he should carry out occasional surprise alarms .

MAINTANCE ESTABLISHMENT

37. The usual establishment to be employed for the maintenance of the bridge shall consist of:---
--

i) One Public Works Department subordinate hereafter referred to as the "Bridge Subordinate" or Darogha.

ii) One to two Jamadars.

iii) Two to four Dafedars.

iv) One boatman for every boat in the bridge itself.

v) One to two Bridge Carpenters.

vi) Two to four Chowkidars.

vii) A small gang of coolies for the maintenance of bridge approaches and for looking after the boats not in use.

viii) Where launches are provided:-----

One Driver

One Cleaner For each launch.

Two Khallasis

38. The bridge establishment will perform the following duties:-

Bridge Subordinate- Will be generally in charge of everything connected with the boar bridge and will be responsible for the proper upkeep of the bridge and maintenance of approach roads. He will also be required to take necessary action for the safety of the bridge, the boats and equipment, in his charge, on his own initiative, in case of sudden emergency.

Jamadar:- Will be in charge of all the boats over the main channel and creeks of the river and will daily visit them in order to see that everything is in order and that everyone does his duty. He

will be assisted in this work by an Assistant Jamadar.

Defedars:- Will be in charge of gangs of boatmen and mates. There will be two Defedars in charge of the main bridge and one in charge of each one on the creeks. They will be responsible for the work to be done by the boatmen under them, and for the safety of the boats in their charge.

Boatmen:- One boatmen will be in charge of each boat with the full equipment for one span of the bridge. He will see that the boats do not leaks. If they do he will do the necessary caulking of leaky places and bale out water that may have got into the boat. It is not necessary, that each boatman should stay in his boat, the whole day.

When their duties proper do not require their presence, they are to be employed on other suitable work, such as maintenance of approach roads, spreading sarkenda over the bridge, looking after boats not in use, etc., and the supervising staff in charge should see that such work is found for them. Night watches should also be provided by patrols from boatmen establishment in shifts. They will patrol the bridges at night and keep watch over every boat; and in case of any boat requiring attention, take action accordingly. The boatmen will also help in creating and dismantling the bridge and all other work required of them in connection with it.

Bridge Carpenter:- Will do the necessary petty and urgent repairs to all the bridge boats and equipment, whenever required.

Chaukidars:- Are to be employed only to look after the equipment of the bridge, stacked in temporary godowns or store yards. On the banks or islands of the river and other materials stored therein. Such store yards, particularly those containing light materials, which can be easily removed, should be fenced in properly and the chaukidar required to live at the entrance of the store yard.

Coolies:- The duties of the gang of coolies, required for the maintenance of approach roads, need no description. The bridge subordinate will point out to their mate the work to be done by them during the day and enter it in the Mate's notebook, which shall be inspected by the Officer-in-charge every time he inspects the bridge.

Extra labour required for election and dismantlement

39. As noted before 28 men are required for dismantling the beams of the superstructure, and when the balance of the labour is properly organized, one complete span can be remove, loaded on the boat, and floated away within half an hour.

40. In case of a sudden emergency arising, the bridge has to be dismantled within the shortest possible time; and with this object in view, arrangements should be made by the officer-in-charge with the inhabitants of the villages, nearest to the bridge, to supply the required number of men immediately on demand. This may require the payment of a small retaining fee pre head to the Lambardars of the villages for the purpose.

Ferry Service

41. If required by the Civil Department under the Ferries ct, the Public Works Department will maintain a ferry service across the main channel and subsidiary ferries across minor branches or creeks of the river, where necessary, during the hot weather.

42. All ferry boats will have their load capacity indicated on them and a load line marked and they shall on no account be overloaded, as this endangers life and property. If this order is disregarded, the persons in charge (from the bridge subordinate downwards) will be very severely dealt with.

43. The ferry service shall be run during the day light only and shall be strictly prohibited between sunset and sunrise. The last trip for the day to be made by the ferry service being so timed that it can be completed before sunset. For the information of the public, a drum will be beaten half

an hour before the time fixed for the departure of the last “ferry” boat for the day.

44. Preference must be given to women and children for the last ferry service, but every effort must be made not to separate women from their menfolk. Animals and vehicles must be carefully separated from human being, especially when there is a danger of storm, and must only be carried after room has been found for all human beings.

45. Life saving apparatus, such as life-buoys, bolts and floats, must be carried on every ferry boat; and the crew in charge should know how to use them effectively.

46. In case of high wind overtaking the ferry boats in midstream, they should be rowed to the nearest safe banks or island.

47. In order to mark the position of each Ghat or landing point, which is actually in use, a large red flag, shall be kept flying by day, from the pole 15 feet high, and a kitson or other suitable lamp selected by the Executive Engineer as giving a sufficient light, shall be suspended at night between the hours of sunset and sunrise.

48. Approaches to the landing points in use must be properly maintained at Kacha roads. When a Ghat is abandoned it will be the duty of the bridge subordinate to close the road leading to it, with a suitable barrier, such as 1) a white-washed mud wall, 2) vertical stakes with cross bars, standing 5 feet above ground, and white-washed. The bridge subordinate will also maintain a red light on the barrier for seven nights after the date on which the landing place was changed.

49. As the lives of a large number of human being and animals, carried by a ferry boat, are to be entrusted to a few boatmen, in charge of it, it is most important that the best men available should be selected for the purpose by the officer-in-charge and approved by the Executive Engineer, after actual test of their efficiency.

Meteorological and rain warnings.

50. Should heavy rainfall, likely to affect the river appreciably, appear imminent the Director-General of Observatories will issue warnings simultaneously to the bridge subordinate, the officer-in-charge and the Divisional Officer.

51. His warnings are to be interpreted as follows:-

- 1) “Unsettled: Chances of 1 inch of rain and over are 1 to 10
- 2) “Likely” Chance of 1 inch of rain and over are 2 to 3
- 3) “Unlikely” Rain is unlikely till further notice.

52. In telegrams containing the first two code-words the phrase “till further notice” is understood in other words, they are to be interpreted to convey that until a 2nd telegram is received, the warning contained in the first telegram will hold good.

53. Flood warnings will be arranged to be telegraphed from stations as far up the river, above the site of the bridge, as possible, so as to give the maximum amount of time possible to the staff in charge of the bridge, for taking effective action for its safety in case of danger.

54. Warnings received from the warning stations, should be carefully studied and recorded by the bridge subordinate in the gauge register, mentioned in paragraph 10 in which he is to record his daily gauge readings of the river taken every morning and evening.

55. The absence of timely flood warning does not in any way relieve the bridge subordinate of his responsibility for the safety of the bridge. He should study the local weather conditions and should feely consult his gauge register and when he notices a sudden rise and heavily laden sky, he should use his discretion and take immediate measures for the safety of the bridges and other equipment and stores lying along the river bank and islands, and report the matter by express telegram to the Divisional Officer and the officer-in-charge. On receipt of this warning from the bridge subordinate, the officer-in-charge should promptly telegraph to the Divisional Officer to

action proposed by him.

56. On receipt of warnings of likely floods, the bridge sub-ordinate will arrange to keep one man in constant touch with the telegraph office, two men being employed and provided with cycles, if the Telegraph office is at a distance of more than 2 miles. The Executive Engineer and office-in-charge will also make similar arrangements, when necessary, so as to secure prompt delivery of the warning telegrams.

Arrangements during critical period.

57. The critical period for the safety of boat bridges is from 1st February, onwards till the date of dismantling the bridge.

58. During the period, the bridge subordinate will remain within call of the main bridge day and night. He is, on no pretext whatever, to leave his post without having previously obtained written permission of the Officer-in-charge who in his absence will assume responsibility for the safety of the bridge.

59. During the critical period, the officer-in-charge should always remain in touch with the bridge subordinate and keep him informed of his movements. Month before the usual date of dismantling the bridge, the officer-in-charge shall not be absent from his headquarters for more than 24 hours, without the permission of his superior officer. During the week immediately preceding the dismantlement, or when the river is rising rapidly the officer-in-charge should always be either at headquarters or at the site of the bridge.

60. Leave should not be granted, as a general rule to the officer-in-charge and the bridge subordinate from the 1st February till the dismantling of the boat bridge, unless the Divisional Engineer is satisfied that adequate arrangements to replace them can be made.

61. During this period the daily gauge readings of the river will be taken every three hours of the day and night or oftener, if the river is found to be rapidly rising.

Emergency Action during

62. The following material shall always be kept in each boat-whether on the bridge or elsewhere during the critical period and in the rainy season (July to September):--

- | | | |
|-------------------------------------|---|----------|
| 1) Rowing bamboos | : | 2 Nos. |
| 2) Iron Bucket for baling out water | : | 1 No. |
| 3) Waste cotton for caulking joints | : | 2 Seers |
| 4) Chisels for caulking joints | : | 2 Nos. |
| 5) Munj rape 2½ Cir | : | 100 Feet |

These articles are for use in an emergency only.

63. To allow of an emergency alarm being raised to call in all employees of the bridge and the reserve strength of coolies, mentioned in paragraph 40, a large gang, loud enough to be heard for a couple of miles all round the bridge, should be maintained for use during the critical period at the main bridge.

64. If, in case of a sudden emergency, it is decided to dismantle the bridge forthwith the emergency alarm shall immediately be sounded for half an hour and messengers dispatched to the neighboring villages, at once for calling in the extra number of men required. A plan of action for the dismantlement of the bridge, in the shortest time possible shall then be prepared by the bridge subordinate or the officer-in-charge should the latter reach the site in time, taking into consideration the number of men procurable and the number of ferry boats available. The available number of men shall be divided up into separate gangs, each of which shall be placed under the orders of a Jamadar or Dafedar present, and the work of dismantling started on as many spans as possible. In making these arrangements due regard should be paid to the safety to the lives of the men to be

employed on the work.

65. A sufficient number of hurricane and pressure lanterns should be kept in stock on the bridge and should be kept filled with oil and provided with wicks, so as to be ready for use immediately in case of sudden emergency arising at night. As many of the powerful kerosene lights, mentioned in paragraph 5, as are available, will also be kept lighted at each end of the bridge, if the work of dismantling is to be carried out at night.

Accidents

66. In case of an accident, the bridge subordinate must promptly report it to the officer-in-charge and to the Executive Engineer by wire, who will take prompt action under paragraph 8.59 of the Manual of Orders.

67. On receipt of intimation of a mishap or imminent danger to the bridge or boats, the officer-in-charge shall at once proceed to the scene and arrange to supervise salvage and rescue work. In the absence of the officer-in-charge the bridge subordinate shall superintend operations. The Executive Engineer should proceed to the scene of the accident as soon as possible.

68. The bridge subordinate should promptly obtain help from local boatmen, and organize salvage and rescue parties without waiting for orders. He should, however, inform the officer-in-charge and the Executive Engineer of his action by wire.

69. Arrangements should be made, where this is considered expedient with the villagers, on the river below the bridge, for the salvage and restoration of bridge material, carried away by floods.

70. On the occasion of recovery of the bridge boats or other equipment, carried away by floods or other accidents, rewards will be given for any unusual exertions on the part of the bridge establishments or any other person or persons. The amount of the reward will be determined, in each case, on the report of the Executive Engineer who should submit for orders of Government a full statement of the circumstances.

71. The help of the Civil authorities for salvage work should only be invoked in case of dire necessity.

APPENDIX 8-I

(Referred to in paragraph 8.122)

(a) Rules relating to the acquisition of land in charge of Military Department

I. No land, whether within Cantonment limits, forming parts of an encamping ground, or otherwise held for Military purposes, shall be entered upon or occupied for any purpose whatever, either by contractors or any other persons (official or non-official) acting under the orders of any Civil Department of the State, until the sanction of the Government of India in the Army Department to the occupation or use of the land has first been obtained, and communicated to the General Officer Commanding the Division or independent Brigade. In all such cases, the sanction of the Government of India will be obtained by the General Officer Commanding Division or independent Brigades through the quartermaster-General in India.

Proviso:- These orders do not affect the powers exercised under section 262 of the Cantonment Code, 1912 by the General Officer Commanding the Division or independent Brigade, to sanction the grant of ordinary building site in cantonments. For rules regarding land within defence zones, see rules VII, VIII and IX.

II. Application for such land when within Cantonment limits should be made by the officer-in-charge of the works to the Cantonment Authority, but in the case of a Military encamping ground or other State land in Military occupation, application should be made to the General Officer, Commanding the Division or independent Brigade. The Military authorities will then take the

necessary steps to obtain (i) the sanction of the Chief of the Army Staff to enter into negotiations for the proposed transfer of land; when this is sanctioned' ii) the opinion of the local Government, which should invariably be recorded upon all applications; and (iii) the sanction of the Government of India to the occupation of the required land. In all cases where the sanction of the Railway board to the acquisition of such land by a Railway Administration is necessary, the application for such sanction should be made only after the sanction of the Government of India in the Army Department has been obtained.

III) The application referred to above should be accompanied by the usual land plans and schedules required by the rules relating to the acquisition of land for railways. The plans should be full and complete and should show all existing roads and buildings, and also rifle ranges if interfered within any way; and if any buildings are known to be used for public purposes, or by special departments, their purpose and ownership should be stated.

IV) ON receipt by the local military authorities of the sanction referred to in rule II above, they will at once transfer the land. In all cases, however, where the land is being transferred without the retention of rights over such land the transfer should be effected through the Revenue authorities, who will also, when necessary, assess the value of such land, and the value according to such assessment should be debited and credited to the proper Railway and Civil Accounts heads, respectively. No notification in the local Gazette is necessary.

Proviso:- The above rule does not apply to the adjustment of boundaries by mutual consent, which may be effected without the intervention of the Civil authorities, but covers the ex-change of separate plots of land.

V. In the case of privately owned land in cantonments the provisions of the Land Acquisition Act should be applied, but it will be necessary in the first place for the officer applying to obtain the sanction of the Government of India in the Defence Department, to the occupation of the land as prescribed in rule II above.

VI The procedure laid down in Chapter XXI of the Cantonment Code, 1912, for application for permission to occupy, for the purposes of a building site, land belonging to the Government in a cantonment, applies to private individuals only, and not to State Railways who hold lands, the ownership of which vests in Government or to department of the State.

(b) Rules relating to restriction on the use of land.

VII The following orders control the construction of buildings, etc, on land in the charge of the Military authorities or of Civil Departments, lying within the authorized zones of works of defence:-

(i) Clearance zones shall be prescribed and clearly demarcated in the vicinity of all the works of defence which are enumerated in Paragraph 336 of Army Regulations, India, Volume II and such other fortifications or places as the Government of India may decide.

(ii) In such zones all land will be dealt with in accordance with the Indian Works of Defence ct.

(iii) When a clearance zone has been notified, except, in so far as the notification may authorize modifications no infringement of the restrictions imposed under the ct shall be permitted by any official or private person without the previous sanction of the Officer Commanding or General Officer Commanding within their powers of exemption as specified in the Act, or by the Government of India.

(iv) Without the previous sanction of the Government of India, no State land within the prescribed clearance zone shall be transferred to, sold to, exchange with or

permanently occupied by, any private person or municipality or corporation not immediately subject to the executive orders of the Government of India.

VIII When a zone has been prescribed, and contains land in occupation by a Railway the Officer Commanding shall inform the Railway authorities in whose charge the land may be of the area of the land thus affected and of the restrictions which will be applied. Any modification of the original restrictions will be similarly communicated.

Proviso:- Rules VII and VIII do not apply to the defences of Fort William, Calcutta, and Fort St. George, Madras, concerning which special regulations exist.

IX In the case of private lands notified under section 3 of the Indian Works of Defence Act, VIII of 1903, that is, land which is to be kept clear of buildings and other obstructions, the procedure in regard to the construction of works, etc., thereon is that laid down in section 7 of the Act.

(c) Summary of preceding rules

X The procedure laid down in the preceding paragraphs summarized briefly, is as follows:-

a) In all cases of land in Cantonments camping grounds, in the vicinity of forts, or otherwise held for Military purposes, the consent of the Military authorities is necessary before it can be entered upon or occupied or before any work can be commenced thereon (rule I, II, II and VII to IX). Acquisition should first be sanctioned by the Government of India in the Defence Department, then, if necessary, by the Railway Board.

(b) When land in the occupation of the Military authorities is being acquired outright acquisition should be effected through the Revenue authorities who will assess the value to be debited and credited to the proper Railway and Civil Account head, respectively.

(c) When the land is in the occupation of a Civil Department or belongs to a Private owner, it must after the consent of the Military authorities has been obtained, be acquired in the usual manner through the Revenue authorities (rule V).

(d) All plans submitted with an application should be full and complete clearly, showing sites of existing roads, buildings and rifle ranges (rule III).

APPENDIX 8-J

(Referred to in para 8.132)

Rules for the working of Government Vehicles in the Public Works Department, Punjab)

The following rules have been framed for the working of Government Vehicles, viz., trucks and jeeps and these should strictly enforce:-

(1) No vehicle should be taken out for any journey unless a duty slip has been issued by the officer incharge specifying the purpose and details of the journey. A duty slip should be issued in the forms attached as Annexure P 1.

Note: In case of trucks, officer incharge shall be a Sectional Officer while in case of jeeps or staff cars, the officer incharge shall not be below the rank of a Sub-Divisional Officer.

(2) Government jeeps or staff cars should be parked at the office and not at the resident of the officer-in-charge. These vehicles are primarily intended for use of touring officers for journeys outside the headquarters. These can, however, be used for local inspection of works at the headquarters but for this purpose prior approval in writing must be obtained from the Chief Engineer. Government vehicles shall not be used for journeys from office to residence and vice versa. Journeys beyond jurisdiction should not be performed without previous written

permission of the next higher authority.

Note: Journeys performed by the touring and visiting officers from the railway station or airport to the place of duty and vice versa would be regarded as official duty.

(3) Government jeeps and staff cars may be permitted to be used for non-duty journeys subject to the condition that their use for such purpose should not interfere with official requirements in anyway. The following classes of non-duty journeys will be regarded as permissible:-

a) Occasional journeys performed by the officers from their residence to offices and vice versa.

b) Urgent visits to hospitals.

c) Local journeys performed by officers at places of halt during tour.

The mileage to be charged for non-duty journeys will be fixed according to Rule 19 of these Rules. The journey will be clearly mentioned as non-duty journey both on the duty slips as well as in the log book of the vehicle. The officer-in-charge of the vehicle will keep a person watch over the recovery of chargers for non-duty journeys and will bring to the notice of his senior officers, cases of inordinate delays in payment of such charges on the part of officers.

Note:- The use of government vehicles for journeys to places of public amusement such as cinemas, races, clubs etc, will not be permitted as non-duty journeys.

(4) A P.W.D. truck should not be treated as means of locomotion supplied at government expense for purpose of rule 2.100 and 2.101 of the Traveling Allowance Rules (C.S.R., Punjab, Volume I). Any government servant of whatever grade, traveling or sending his luggage or servants in the truck should be charged if traveling on duty, the same rates as for carriage of government stores. For sending the luggage of a government servant by P.W.D. truck, prior sanction of Executive Engineer must be obtained. In case the Executive Engineer wants to send his own luggage he should obtain the approval of Superintending Engineer. If more than one government servants travel in the same truck and at the same time, the charges may be divided amongst them.

(5) The Sub-Divisional Officer incharge is responsible to see--- (i) that a truck is not detained at anyplace for unnecessarily long time without work; and (ii) that the maximum weight (which should be specified) that a truck is intended to carry is not exceeded.

(6) One particular day in a week should be reserved for the vehicle to be washed, cleaned, polished and lubricated. This day of the week should be painted on the wind screen and the vehicle must not be used on that day irrespective of the importance or urgency of work. If there are more than one vehicles in a Sub-Division, their cleaning days should be staggered.

(7) The log-book in the form given as Annexure II should be maintained for each vehicle and a complete record of the vehicle should be maintained in it. All the pages of the log book should be numbered and should be initialed by the Sub Divisional Officer to detect the removal of any page. Study of annexure I will show that page 1 of the log-book should carry the particulars of the vehicle and the list of tools. Page 2 should give details of incumbency of the drivers. Page 3 should give particulars of tyres. Pages 4 will show the particulars of renewal of batteries the average consumption each month of fuel oil and lubricating oil. Page 5 will be left blank and pages 6 and 7 will give the actual details of every journey of the vehicle. Last four pages of the log book will again be left blank and any particulars of first 4 pages which cannot be accommodated in them will be continued on the last four pages.

(8) Log book should be bound in a proper and durable cover and should be kept in a bag of oil-cloth, strong canvass or plastic. Long with the log book an instruction book of the vehicle properly bound and the lubrication, chart should also be kept in the bag. This bag should be kept in the

personal custody of the driver. Loss of the log book or the instructions manual should mean immediate dismissal of the driver from service.

(9) Milometer of the vehicle must always be kept in working order. If the milometer goes out of order, the vehicle should not be run any more till the milometer is set right. Any driver found running the vehicle with its milometer in working order, should be suitably punished. If the vehicle is required for very urgent work and it is not possible to put the milometer in working order immediately, The Executive Engineer may allow the vehicle to be run for a specified period or purpose and inform Superintending Engineer of having done so. He should also report the circumstances requiring such action and steps he is taking to put the milometer in working order.

(10) Locking arrangement should be provided for the petrol tank and the keys of the tank should be with the Sectional Officer in case of a truck and with the officer incharge of the vehicle in case of a jeep or staff car.

(11) On the last working day of each month the petrol tank should be filled right upto the brim and this fact along with the mileage noted in the remarks column of the log book. The petrol added during the month shall represent the total quantity of petrol used during the month. The mileage can be read from the milometer readings and the petrol consumption in miles per gallon can be worked out and entered on page 4 of the log book.

(12) Similarly, the record of the lubricating oil added to the crank case should be kept in the log book in the relevant columns. After 1,000 miles the engine oil should be drained out from the crank case and oil filter and should be measured. The difference between the quantity filed in and that taken out will give the consumption of lubrication oil from which the consumption per mile can be calculated and entered in page 4 of the log book.

(13) The driver who is appointed for a particular vehicle should be kept incharge of the same vehicle for as long a period as possible so that he can be held responsible for anything going wrong with the vehicle. Frequent changes of the drivers are not desirable and are likely to create difficulties while fixing responsibilities for damage or loss.

Manufacture Account 14) For the working of government-owned vehicles annual estimates chargeable to suspense head (stock manufacture should be prepared and sanctioned for each Sub-Division in which there is a vehicle.

15) The charges for the working of vehicles both direct and indirect fall under the following heads:-

Direct:-

- 1) Pay of establishment (Driver, Cleaner, etc.);
- 2) Stores required for working (petrol, mobile oil, greaze, etc.);
- 3) Repairs and replacement of parts (tyres, etc);
- 4) Maintenance and repair of shed, if any.

Indirect:-

- (5) Depreciation as calculated under rule 19;
- (6) Interest as calculated in rule 19;
- (7) Supervision charges on articles issued from stock at 10 percent;
- (8) Departmental charges (for establishment and T &P) at the rates sanctioned for the time being.

(16) In the working estimates all direct expenditure as per items 1 to 4 above and the indirect charges on account of depreciation will be shown as 'operation' and all probable recoveries as 'out turn'. Whilst the amount of direct charges will be debited to 'operation' as they are incurred,

the total amount of depreciation chargeable to an estimate will be debited thereto at once at the commencement of the operation by credit to 'Revenue Receipts' or to "receipts on Capital Accounts" as the case may be. The remaining indirect charges, viz., items 6,7 and 8 do not affect the manufacture account as they are chargeable only when the vehicle issued on other than government works. When so recovered, the amount on their account should be credited as follows:-

- i) Percentage charges on account of establishment,
- ii) Tools and Plant percentages
- iii) Interest, and
- iv) Supervision charges

(17) The account of each year's manufacture should be closed on 30th September by adjusting the difference between operation and outturn in accordance with the provisions of paragraph 342 of Central Public Works count Code.

(18) On the first day of every month the vehicles shall be garaged and the driver will attend the Sub-Divisional Office with a completed log book to get the account for the month prepared. The vehicle will not be run till this has been done and recorded on the log book by the S.D.O. The log book shall be checked up in the Sub-Division and the expenditure shall be adjusted. An abstract will be prepared and submitted to the Divisional Officer in the monthly accounts crediting the vehicle Manufacture Account (Outturn) and debiting the estimates of the work concerned with the amount of the hire charges. Debits to the Manufacture Account will be passed through the usual cash and stock account, etc.

(19) The rate to be charged for each mile of carriage which should be sanctioned by the Superintending Engineer will be calculated on the following lines:-

Let the life of the vehicle be	...	6 years
The annual mileage expected to be done	...	Y
Its capital value	...	V
The value of the garage	L
The amount of direct charges (items 1 to 4		
In rule 14 supra) for the year	...	D
Rate of hire per mile for government works	...	R

For non-government work the recovery will be made at R+B+Supervision and departmental charges.

(20) When vehicle runs empty the charges will be debited to the work or person in whose interest the journey is performed.

(21) When the vehicle is used partly for private purpose and partly for government work the charges from each party will be fixed by the S.D.O. incharge of the vehicle according to the circumstances of the case, the private party being charged on his share, interest, supervision and departmental charges in addition.

Upkeep and maintenance of the vehicle

(22) From the Instruction Manual of the Vehicle a lubrication chart should be prepared which should be given to the Driver. It should be the duty of the Driver to lubricate each and every part according to the period prescribed on the lubrication chart. *Correct grade of lubricants and greases as specified by the manufacturers of the vehicle should be used.* These should be purchased in bulk and should be issued from stock instead of allowing the drivers to buy them in piecemeal.

(23) Crank-case oil must be changed after every thousand miles or nearabout. While doing so, the oil from the oil filter must also be drained out. Correct grade of lubricating oil should be refilled.

(24) After every 10,000 miles the oil filter element should be changed.

(25) The level of the oil in the brake cylinder, gear box and differential gear should be checked occasionally and topped up. After the period specified in the instruction manual the oil in the gear box and differential should be drained out and new oil filled in. The water in the radiator, water level in the batteries and level of oil in the crank-case should be checked every morning before taking out the vehicle.

(26) Every month the wheels should be changed as per instructions of the Manual so as to get equal wear on all the tyres. Under no circumstances the tyre should be allowed to get worn upto the canvass. Every vehicle should carry the following spares:-

- i) One spare fan belt;
- ii) Two number petrol filter glass bowl cork washers;
- iii) Six numbers shock absorber rubber bushed.

(27) The air filter should also be occasionally cleaned and the oil in the lower container of the air filter should be changed.

ANNEXURE 1 OF APPENDIX 8-J

Duty Slip

-----Division.
-----Sub-Division.

- 1) Date _____
- 2) Vehicle No.- _____
- 3) Details of journey _____
- 4) Approximate mileage _____
- 5) Approximate time of commencement _____
- 6) Approximate time of end of journey _____

- 7) Purpose of journey _____
 8) Chargeable to _____

Signature of officer
 Incharge with Designation

ANNEUXRE II OF APPENDIX 8-J
 Log Book

Page 1.

Particulars of Vehicle

- 1) Whether Truck or Jeep _____
 2) Year of Purchase _____
 3) Engine Number _____
 4) Chassis Number _____
 5) Registration Number _____
 6) Horse Power _____
 7) Whether Petrol or Diesel Engine _____
 8) Tyres NO. 1. 2. 3. 4. 5.
 9) List of Tools:-

Signature of Driver.

Signature of S.O. Incharge,

Signature of
 Sub-Divisional Officer.

LOG - BOOK

Page 2

PARTICULARS OF INCUMBENCY OF DRIVERS

Serial No.	Name of Driver	Taking over Vehicle		Leaving Vehicle		Remarks
		Date	Mileage	Date		

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Capital Account as the case may be, in accordance with the rules laid down in paragraphs 65 - 72 of P. W. A.

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III

LOG -BOOK

Page 3

PARTICULARS OF CHANGING OIL FILTER ELEMENT

Date	Mileage	Interval in mileage	Remarks
1	2	3	4

--	--	--	--	--	--

PARTICULARS OF REPLACEMENT OF TYRES

Date	Mileage	Number of tyre purchased	Number of tyre replaced	Remarks
1	2	3	4	5

LOG-BOOK

Page 4

PARTICULARS OF BATTERY

Number and make of existing Battery	Date on which battery charged	Number and make of new Battery	Remarks
1.	2.	3.	4.

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PARTICULARS OF CONSUMPTION OF FUEL OIL AND LUBRICATING OIL

Month	Petrol or Diesel oil used in miles per litre or K. metre per litre	Engine oil consumed in oz per mile or mililitre per K. metre	Remarks
1	2	3	4

LOG-BOOK OF

Page No.5 and 6

Truck

_____ No. _____

Jeep

Duty Slip NO.	Time of Journey		Detail of Journey		Spedometer Readings		Miles/K Metres traveled	Details of material carried or persons traveled	Weather on Government duty or on private duty	
	Commenced at	Completed at	From	To	Commencement of Journey	T the ned of				

P.W.D. VEHICLE

Name of estimate or person	Signature of Driver	Signature of person traveling	Petrol or Diesel in Tank (Litre)	Engine Oil in Crank Case	Other Lubricants Repairs and	Signature of Controlling	Rep
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debitable				(Litres)	Replacements	Officer			
<p>APPENDIX 8-K (Referred to in Paragraph 8.134) Store Purchase Rules.</p>									

<p>Circulars letter No.354-I 7C (ch)-56/13464, dated 9th April, 1956, from the Secretary to Government, Punjab, Industries Development, Chandigarh.</p>	<p>(1) All the Disbursing Officers are authorized to make direct purchase of stores from the local market up to the maximum of Rs.500 for anyone item on any one occasion subject to the proviso that the aggregate purchases relating to such an item during the course of a financial year do not exceed; the amount of Rs.2,000 where the purchase of an item exceeds Rs.500 the Disbursing Officer should obtain the prior sanction of the Head of the Department who may accord the same, provided the total expenditure on the same item during a financial year does not exceed Rs.2,000. The resort to direct purchase from local market should, however, be made after exhausting all the approved sources of supply mentioned in Appendix 17 of P. F.R., Volume II (i.e. Jails) Co-operative Society and Industrial Institutions etc., and the rate contract if available. The head of the Department should, however, ensure that the liberalized powers are not abused by Disbursing Officer by splitting up the requirements.</p> <p>(2) The Disbursing Officer should satisfy themselves that the direct purchases are made at the lowest prevailing market rates consistent with quality. They should also record a certificate at the time of each local purchase that during the particular financial year purchases of similar articles do not exceed the limit of Rs. 2000. The purchases should also comply with the general principles and rules laid down in Appendices 14 and 17 of P.F.R., Volume II, and the rules in Chapter 15 of P.F.R., Volume I. The general instructions issued from time to time, for instance, that the purchase of no other cloths than khadi made, be followed in all such cases.</p> <p>The following instruction should be followed by all the Indenting officers of the P.W.D., B&R Branch, for placing indents for the supply of store on the controller of Stores, Punjab.</p> <p>(3) The Indenting Officers should give complete specifications or furnish drawings in accordance with the stores should be supplied. If no specifications or Drawings exist indenters should indicate if stores of trade patterns will be acceptable. In case of un-common items sample should be furnished to arrange supply. A reference to previous supply should be made when the same stores are required again but in no case a particular make or brand should be insisted upon as this restricts competition.</p> <p>(4) All the Indenting Officers must categorically certify that necessary funds duly sanctioned by the competent authority are actually available to meet the cost of stores ordered, or in emergent case, that the stores indented are really urgently needed and there is reasonable certainty to get the necessary financial sanction, etc.</p>	
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(5) Whenever the tenders are forwarded to the Indenting officers by the Punjab Stores Department for their opinion or comments these should be returned within a period of 15 days at the latest and if no reply is received from the Indenting Department within 30 days of the sending of tenders, the Punjab Stores Department shall presume that the demand stands cancelled and the purchase case shall be closed.

(6) All indents for different categories of stores should be submitted separately to the Punjab Stores Department is reproduced below on the basis of which indents should be prepared. One indent should be placed for items falling under one category and should not contain an item which falls under another category:-

- 1) Machinery and Spare parts.
- 2) Automobile Vehicles
- 3) Fabricated Articles of Steel.
- 4) Textile goods.
- 5) Steel Furniture.
- 6) Wooden furniture and wooden charpoys.
- 7) Electrical Stores.
- 8) Medicines.
- 9) Scientific goods and chemicals.
- 10) Medical appliances
- 11) Paints and Varnished
- 12) Survey and mathematical instruments
- 13) Motor tyres and tubes.
- 14) Dietary articles.
- 15) Leather and leather goods
- 16) Hardware
- 17) Timber
- 18) Rubber goods.
- 19) Oils.
- 20) Fuel and Coals.
- 21) Road dressing materials.
- 22) C.I. castings,
- 23) Door fittings.
- 24) Steel tanks.
- 25) C.I. Sluice valves
- 26) Gunny bags and jute products.
- 27) Other stores.

7) The Indenting Officer should include only such items of stores, in their works and labour charges, as are not likely to be supplied by the Punjab Stores Department. Every effort should, however, be made to get the supply through the Punjab Stores Department or on the basis of the rate contract already entered into, and not through the buildings contractors who are not normal suppliers of such items of stores.

8) The indents on the Punjab Stores Department should be placed as soon as allotment of funds is received and not held up till the close of the

financial year when there is usually a great rush of indents with which Stores Department cannot normally cope with. The Indenting Officers should keep in view that all indents received after 5th February Department for arranging supplied within the financial year as it ordinarily takes 6 weeks to finalize a purchase case. In fact all the Intending Officer of the P.W.D, B& R should work out their requirements of stores on receipt of the first allotment of funds and send indents to the Controller of Stores. The indents for the supply of stores required to be purchase out of the first allotment of funds will not be ordinarily entertained later than the 15th July each year as allotments are made by the end of May each year. Immediate and urgent indents can, however, always be placed with the Stores purchase Organization, even after 15th July.

9) The Indenting Officers should, as far as possible, submit consolidated indents for the supply on forward basis rather than sending the demands in piece-meal which is not the least in the public interest.

10) For supply of goods of foreign manufacture, every Indenting officer must take timely steps for procurement of foreign exchange, so that the purchases to be effected for stores of foreign manufacture or origin by Punjab Stores Department are arranged in proper time and in the cheapest possible manner. It would, therefore, be the duty of every Indenting Officer to take such action before 15th June, in respect of machinery and equipment of foreign manufacture and origin so that sufficient time is left for going through certain necessary formalities connected with getting foreign exchange.

11) The list of goods which would come within the definition of the terms "Stores" is appended at Annexure I, to this Appendix. Any articles not included in this list can be purchased by the departmental Officers by calling tenders for the acceptance of which they will exercise their normal powers as laid down in Rule 10.6. of D.F.R.

List of the Goods which should come within the definition of the term "Stores".

Trade Groups.

- 1) Chemical:-
 - a) Acids mineral,
 - b) Heavy Chemicals.
 - c) Fine Chemicals (including Acids Organic).
 - d) Explosives.
 - e) Soap.
 - f) Other Chemical Composition
- 2) Paints:-
 - a) Paints.
 - b) Enamels.
 - c) Varnishes.
 - d) Pigment and other colours.
 - e) Solvents.

	<ul style="list-style-type: none"> f) Other Miscellaneous Paint Stores. 3) Resins and lacs. 4) Gases 5) Spirits, Alcohol and Alcoholic Products. 6) Petroleum, Mineral oils and Lubricants:- <ul style="list-style-type: none"> a) Aviation Spirit b) Motor Spirit. c) Kerosene Oil. d) Fuel Oil. e) Lubricating Oil. f) Greases, Fats and Wax excluding sealing wax. 7) Vegetable Oil. 8) Silk and Silk Textiles. 9) Woollen and Woollen Textiles. 10) Jute and Jute Products (excluding Tentage), 11) Tent Components, Bamboos, Mallets Pins, etc., for Tents. 12) Leather and Leather Products. <ul style="list-style-type: none"> a) Footwear, all kind (including Canvas and Rubber shoes.) 12) Leather and Leather Products---Concl'd. <ul style="list-style-type: none"> b) Hides-Raw and Tanned. c) Other Miscellaneous Leather Products. d) Tanning Materials. 13) Timber:- <ul style="list-style-type: none"> a) Timber, Log Form. b) Timber, Squares. c) Timber, Scantlings and Sawn sizes. 14) Woodware:- <ul style="list-style-type: none"> a) Half-wrough Timber. b) Plywood. c) Other Woodware. 15) Motor Vehicles (excluding Tyres and Tubes). 16) Rubber Goods:- <ul style="list-style-type: none"> a) Tyres and Tubes b) Other Rubber Goods. 16-A) Asbestos cement sheets and other cement products. 17) Road Dressing Materials. <ul style="list-style-type: none"> a) Asphalt. b) Tar. c) Other Road Dressing Materials 18) Drawing and Craft Paper. 19) Glass and Glass Products. <ul style="list-style-type: none"> a) Glass Sheets. b) Glass Ware. 20) Medical Stores:- <ul style="list-style-type: none"> a) Drugs, b) Dressings, 	
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	<ul style="list-style-type: none"> c) Surgical Instruments d) Hospital Appliances. e) Hospital Furniture. 	
21)	Photographic and Cinematographic Equipments.	
22)	Miscellaneous:-	
	<ul style="list-style-type: none"> a) Crockery Cutlery and Enamelware. b) Fire Fighting Equipments-Houses, Pumps, Fire, Extinguishers, Refills etc. 	
22)	Miscellaneous-Concl'd.	
	<ul style="list-style-type: none"> c) Brushed. d) Clocks and Watches, e) Door and Window Fittings. f) Other items. 	
23)	Hand Tools	
24)	Hardware (kettles, Utensils, Rat Traps, Hot water Boiler, Domestic etc.).	
25)	Steel Toll and Alloy Wire, Ferrous.	
26)	Steel Sections.	
27)	Pig Iron.	
28)	Metal and Wire Non-Ferrous.	
29)	Scientific Stores:-	
	Scientific Instruments, Apparatus and Appliances.	
30)	i) Electrical:-	
	<ul style="list-style-type: none"> a) Ceiling, Table and Cabin Fans. b) Exhaust Fans and Air Circulators. c) Lamps. d) Motors. e) Transformers. f) Electric Batteries and Cells (other than dry cells). g) Dry Cell. h) Electrical Instrument and Meters. l) Cables and Wires (other than proper insulated cables.) j) Paper Insulated Power Cable. k) Electric Lifts. 	
	ii) Other Electrical Fittings and Accessories	
31)	Mechanical Engineering:-	
	<ul style="list-style-type: none"> a) Internal Combusting Engines. b) Other Industrial Engines. c) Pumping Sets, motor Driven. d) Deep Well Turbine Pumping Sets. e) Pumping Sets Engine Driven. f) Air Compressors. g) Earth Moving Machinery and Spares. h) Structural Steel Work. i) Steel Casting. 	
31)	Mechanical, Engineering-Concl'd.	

	<ul style="list-style-type: none"> j) Tea, Oil, Rice, Dal, Flour and Sugar Machinery. k) Road Roller. l) Industrial Boiler, other than Tar Boiler. m) Tar Boiler. n) Concrete Mixers o) Bicycles, Sewing Machines, Weighing Machines and Netting Machines. p) Bolts, Nuts, Rivets, and Washers. Q) Screw-wood, Machines and Coach r) Hurricane Lanterns and Incandescent Lanterns. s) Water Fitting-GI, Bends, Tees, Sockets, Cock, Sluice, Valves, Water, Meters, etc. t) Welding Electrodes. u) Ball Bearings v) Other Mechanical Engineering items w) Tractors and their implements. <p>32) General Engineering:-</p> <ul style="list-style-type: none"> a) Surface Coated Flexible Abrasives. b) Refractories c) V. Belting. d) Other Belting. e) Belting Accessories f) Asbestos Products, other than packing (excluding asbestos cement Products. g) Asbestos packing and joining materials. h) Expended metal. i) Wire Gauze and Netting j) C.I. Pipes and Specials. k) A.C.C. Pipes, Collars and Poles. l) Casing, Housing and slotted, pipes for Tube-well Irrigation m) Pins, Spilt, Taper, Cotter etc. n) Other Items including Steel furniture, Steel Drums, etc. o) Sewage fittings and other drainage items. p) Sewage fittings and other drainage items. q) Door Fittings. <p>33) Vehicles and Body Building:-</p> <ul style="list-style-type: none"> a) Trucks. b) Buses c) Cars, Jeeps and Station Wagors. d) Trailors. <p>34) Steel Pipes and Fittings</p> <p>35) I) Workshop Machinery (other than Machine tools) ii) Machine Tools.</p> <p>36) Miscellaneous. Foodstuffs and forage.</p>	
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	<p>Mathematical, Survey and Scientific Instruments. Straw, firewood and Charcoal. 37) Radio Equipments and implements. 38) Agricultural equipments and implements. 39) Tractors. 40) Well Boring Plant. 41) Tractors drum equipments. 42) Lime equipments 43) E.I. goods, empty tines, utensils, etc. 44) Electrical :- Electr9ic Headers, Electr9ic Screens, iron cled switches. Copper tape, Air Conditioning plant, wheat stores. Poles, incubators, Autoclaves, Electric Carpet Cleaners, carbon Eheostate, meggar insulation Tests, chick tester, ammitters electrical accessories Suches, Bottom holders, tumbles switches, plug, bracket, holding, key holders, pandont holder. Cut out florescent tubes. 45) a) Sound equipments. b) Projects. c) Screens. d) Amplifiers. e) Loud Speakers f) Trans receivers, etc. 46) Weighing bridges and scales. 47) Lawn mover and bullock mover, Handcuffs and 48) Dental Chairs. 49) Rubber goods:- Rubber belting. Hair belting. Belt Fasteners. 50) Cotton:- Wollen Yarn. Cotton Yarn. Cotton. Wool. 51) Insecticides:- Insecticides. Pesticides. Fungicides. 52) Scientific Goods:- Biological goods. . Zoological goods. Models and Charts Geographical apparatus. 53) Chemicals:-</p>	
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	<p>Phenyle. 54) Woolen Furniture.:- Office furniture. Door Shutter plywood sitapur. Mathematical and survey equipment. Tarpaulins Laboratory equipment, cotton waste, munj, munj ban Oil.seeds. (55) Miscellaneous. Stone pillars. Chicks. Mulbery baskets. Pilchi. Sport goods. Door mats. Lime. Bamboos. Bamboos jhandies. Recanning of chairs. Cane and Cane Tili. Fire clay and bricks. Plastic pipes. Bed pan and wash up skin and range. Earthern pets. Gymnastic articles. Seets and plates. Gypmsona stone. Umbrella.</p> <p>i)</p>	
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APPENDIX 8-L

(Referred to in paragraph 8.140).

Punjab Mechanical Vehicles (Bridge Tools).
Rules, 1960.

Short title and Commencement.	<p>i) These rules may be called the Punjab Mechanical Short title and Vehicles (Bridge Tools), Rules, 1960.</p> <p>ii) They shall come into force at once.</p>
<p>Definitions. Staff for collection of toll. Section 3 provisions for crossbar. Section 3 Payment of toll Section 4 Duties of Toll Inspector.</p>	<p>“Form” means a form appended to these rules</p> <p>3. There shall be posted at each end of a bridge a Inspector, and a police-guard to assist him. Who shall be authorized to collect toll in respect of any mechanical vehicle crossing the bridge.</p> <p>There shall be provided at each end of a bridge a cross-bar for securing the stoppage of mechanical vehicles.</p> <p>2) It shall be the duty of the Toll Inspector and the police guard to ensure that the cross-bar is not lifted to allow passage to a mechanical vehicle until the toll in respect thereof has been paid in accordance with the provisions of the Act.</p> <p>5. 1) Every driver, owner or person incharge of a mechanical vehicle shall, before crossing the bridge, stop his vehicle at the cross-bar go to the Toll Inspector to pay the toll due in respect of the vehicle and obtain from him a receipt in triplicate in Form A in Token of having paid the toll.</p> <p>2) One counterfoil of such receipt shall handed over by such person the Toll Inspectors posted at the other end of the bridge, another shall be retained by such person for himself and the third may be presented by him to the Toll Inspector on his return journey if completed by the midnight of the following day so as to get the benefit of the reduced rates specified in the Second Schedule of the ct.</p> <p>6. The Toll Inspector shall. On receipt of the toll specified in the second Schedule to the ct, fill up a receipt in triplicate in Form , and deliver three counterfoils thereof to the driver, owner, or the person incharge of the mechanical vehicle in respect of which the toll has been paid and retain the fourth in his office.</p> <p>7. 1) The Toll Inspector shall be on duty for a continuous period of eight hours and shall be responsible</p>

Section 4	7. 1) The Toll Inspector shall be on duty for a continuous period of eight
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<p>Duties of Toll Inspector.</p>	<p>hours and shall be responsible for the collection and safe custody of toll during that period.</p> <p>2) The Toll Inspector shall maintain a Cash Register in Form B and keep it posted up-to-date.</p> <p>3) The Toll Inspector shall at the end of his period of duty hand over the amount collected under sub-rule (1) to his successor after obtaining dated signatures of the latter in the relevant column of the Cash Register.</p> <p>4) Everyday between the hours of four and five in the afternoon the Toll Inspector on duty shall hand over the entire amount of toll-collected during the preceding twenty four hours to the overseer-in-charge after obtaining his dated signatures in the relevant column of the Cash Registers.</p> <p>5) When the mechanical vehicle has crossed the bridge, the Toll Inspector on duty or the police guard at the other end shall lift the cross bar after receiving one counterfoil of the receipt from the driver, owner or person in charge of the vehicle.</p>
<p>Section 8 Duties of Overseer-in-Charge.</p>	<p>The Overseer-in-charge of the road on which the bridge is situated shall:-</p> <ol style="list-style-type: none"> a) exercise supervision and control over the staff, posted at a bridge in connection with the collection of toll, and over the maintenance of proper accounts and records by such staff; b) receive, between the hours of 4 and 5 in the afternoon daily, the entire amount of toll collected during the preceding 24 hours from the Toll Inspector on duty after signing the relevant column of the Cash Register; c) keep the amount of collections received from the Toll Inspector in the chest provided for the purpose at his office; d) deposit on every Saturday, or if it happens to be a holiday on the next working day, the amount of toll received by him in respect of the week preceding Saturday in the nearest Government Treasury of Sub-Treasury under head "Civil Works Toll on roads or Divisional / Sub-Divisional office". Provided that if the amount of collections exceeds Rs. 2000 the same shall be deposited into the Treasury/ Sub-Treasury or Divisional/ Sub-Divisional Office immediately without waiting for the end of the week; e) maintain a register inform "D" showing the remittance into the Treasury or sub-Treasury or Divisional Office, as the case may be, and keep it posted up-to-date.
<p>Section 8 Duties of Superior Officers.</p>	<p>9) The Sub-Divisional Office-in charge of the road on which the bridge is situated shall check the collection of toll by the staff and deposit of toll money in accordance with these rules by paying surprise visits at least twice a month at the offices of the Toll Inspector and the Overseer-in-Charge. He shall countersign the</p>

	<p>Cash Register maintained by the Toll shall countersign the Cash Register maintained by the Toll Inspector and the Overseer in token of such a check having been made. Such visits shall also be paid by the Executive Engineer concerned at least once in three months.</p> <p>10) 1) The Toll Inspectors shall deposit a cash security of one thousand rupees by executing the security agreement Form S.T.R. 7, appended to the Subsidiary Treasury Rules, given in Financial Hand Book No. 1, and also furnish two sureties in the amount of five thousand rupees each in Form C.</p> <p>11) 2 The Overseer-in-charge shall deposit a cash security of one thousand rupees by executing the security Agreement Form S.T.R., 7, appended to the Subsidiary Treasury Rules, given in Financial Hand Book No. 1, and also furnish two sureties in the amount of five thousand rupees each in Form C.</p>
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FORM A (See rules 5 and 6) Receipt for payment of toll Name of bridge ----	FORM A (See rules 5 and 6) Receipt for payment of toll Name of bridge -----	FORM A (See rules 5 and 6) Receipt for payment of toll Name of bridge ----	FORM A (See rules 5 and 6) Receipt for payment of toll Name of bridge-----
1. Description of mechanical vehicles with registration number----- ----	1. Description of mechanical vehicles with registration number----- --	1. Description of mechanical vehicles with registration number-----	1. Description of mechanical vehicles with registration number-----
2. Weather laden, or unladen or with or without passengers -- --	2. Weather laden, or unladen or with or without passengers ----	2. Weather laden, or unladen or with or without passengers - ---	2. Weather laden, or unladen or with or without passengers - ---
3. Time and date of	3. Time and date of outward journey -----	3. Time and date of outward journey ---	3. Time and date of outward journey ----

outward journey -----		---	--	
Name of driver and / or owner -----	Name of driver and / or owner -----	Name of driver and / or owner -----	Name of driver and / or owner -----	
5. Amount of toll paid -----				
6. Date and time of return journey ----- -	6. Date and time of return journey -----	6. Date and time of return journey ----- -	6. Date and time of return journey -----	
Signature of Toll Inspector To be filled in case of return journey.	Signature of Toll Inspector To be filled in case of return journey.	Signature of Toll Inspector To be filled in case of return journey.	Signature of Toll Inspector To be filled in case of return journey.	

FORM "B"
CASH REGISTER
[Sec Rule 7 (2)]

Serial No.	Date	Vehicle No.	Name of person paying the toll	Number of receipt by which toll paid	Amount of toll paid	Progressive figures of toll paid	Signature of toll inspector	Signature of successor Toll Inspector	Signature of Overseer in change	Remarks
1	2	3	4	5	6	7	8	9	10	11

FORM C
(See Rule 10)

Know all men by these presents that we (1) Shri _____, son of _____, Caste _____, resident of _____, (hereafter called the sureties) bind ourselves severally to pay to the Governor of Punjab (here in after called the Government) the sum of rupees one thousand each.

Signed by the above bounden sureties on _____,
Day of _____,

(1) _____

(Signature)

Dated _____,

(2) _____,

(Signature)

Dated _____,

WHEAREAS Shri _____, son of _____, caste _____, resident of _____ (herein- after called the employee) has been appointed to the office of _____, in _____.

AND WHEAREAS amongst other duties the employee is entrusted with the custody of Government Property from time to time and is required to render an account of the same ;

AND WHEREAS the employee is required to furnish security in the sum of Rs. 500 9five hundred) for the due execution of his office and the proper accounting for the money collected by his by way of Toll Under the Punjab Mechanical Vehicles (Bridge Tolls), Act, 1957, and the Rules made there under and is also required to furnish two sureties for the sum of rupees one thousand, each, for the aforesaid purpose;

AND WHEAREAS the employee has furnished the requisite cash security on the terms and conditions contained in the security agreement, dated _____, entered into between the employee and the Government (hereinafter called the said agreement, dated _____, entered into between the employee and the Government (hereinafter called the said agreement);

AND WHEREAS the sureties have agreed to enter into this bond on the terms and conditions hereinafter contained.

NOW , the condition of the above written bond is such that if the employee shall perform and observe the terms and conditions contained in the said agreement or in default thereof the said sureties shall well and truly pay to the Government the said sum of rupees one thousand each, then the above written bond shall be void, otherwise it shall remain in full force and virtue:

Provided always that neither of the sureties shall be at liberty to terminate this bond except upon giving to the Government six calendar months notice in writing of his intention to do so and their liability under this bond shall c0ontinue until the expiration of the aforesaid period of six months.

Signed by the above bounden sureties in the _____ year of Republic of India.

(1) _____,

(Surety No. (1)

Dated _____

CHAPTER IX
INSPECTION OF BUILDINGS ETC.

<p>9.1 (i) As laid down in para 3.22 of Punjab P.W.D. Code a register of buildings in charge of the PWD (including state properties transferred to local bodies for maintenance) should be prepared in stereo B&R Form No. 121 in each Division and in each Circle. It should be kept by Civil Districts, printed and corrected annually to end of March and reprinted only under the orders of Government in the Public Works Department.</p> <p>ii) When a register is printed for the first time or is reprinted, four copies should be supplied by Superintending Engineers to the Chief Engineer two copies of which will be supplied by the latter to the Accountant General, Punjab.</p> <p>iii) Quarterly lists of Addenda and Corrigenda to the register of buildings for the quarters ending 31st March, 30th June, 30th September and 31st December should be submitted by Divisional Officers to the Accountant-General, Punjab for audit by the 20th of the month following that to which the list relates, showing in the revised B & R Stereo Form No. 121 and 121 (A) the buildings constructed, altered, enlarged and dismantled, including those sold or transferred to other Department. etc. during the preceding quarter. These lists should show the electrical and sanitary works executed in buildings by the Executive Electrical Engineer, and the Executive Engineer, Public Health Division concerned each of whom will submit quarterly lists of Addenda and Corrigenda concerning works executed by them to the Divisional Officers B & R concerned before 15th of the month following that to which the list relates. Where necessary notes explaining, how the corrections, etc. to be made in the registers have been arrived at should be made in the lists to enable the Accountant General, Punjab to check them. The latter will complete the office copies of the registers and transmit the audited Addenda and Corrigenda to the Superintending Engineers concerned by the 5th of the month next, but one after that to which the lists relate and the Superintending Engineers will further pass them on to the Chief Engineer by the 20th of the same month, after necessary corrections are carried out in the Divisional and Circle copies of the registers.</p> <p>iv) An Electric Supplement to the register of buildings, containing all the Electric Installations in Government Buildings in the State showing their Capital cost at the time of erection and all subsequent outlay incurred on additions and alterations thereto, should be kept and maintained by the Executive Electrical Engineer in B & R Stereo Form No. 116. This should be posted up to date through the completion certificate in Stereo B & R 117 (A) in respect of any further works and annual check of the electric installations in all Government buildings should be carried out through Stereo B & R Form No. 117.</p> <p>v) All electric installations owned and installed by Government in hired buildings should also be included in the aforesaid electrical supplement.</p> <p>Note: The Register of Buildings may be divided in two parts, one for the period of buildings of a permanent nature and the other for buildings of a temporary character. It is the duty of the Divisional Officer to compare annually the capital value of residential buildings as recorded in the</p>	<p>Buildings</p>
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register of buildings and as shown in the Capital and revenue account.

9.2 While an Executive Engineer or a Sub-Divisional Officer is over all incharge of Civil Buildings in his jurisdiction, the Sectional Officers concerned are answerable for their general condition as well as for bringing to notice, the structural weakness, if any.

9.3 The Officers occupying Government buildings can be of great assistance in averting the imminent danger to a building because they being on spot are in a better position to report any sign of failure, e.g. a crack in a wall or the sagging of a floor or roof which comes to their notice between the period of PWD Officers' inspections. It is, therefore, enjoined on all officers occupying Government buildings that whenever they notice any unusual defect or failure in the buildings they should report it at once to the PWD Officers concerned so that timely action may be taken to remove the same.

9.4 In order to ensure safety of Public Buildings and to easily fix responsibility on the departmental officer or officers in case of a collapse of a building, it is essential that every building must be inspected by a Public Works Department Officer every year and a record kept of such inspection. For this purpose the following procedure should be adopted in future.

- i) Instead of opening a new register of annual inspection of buildings as suggested in paragraph 3.22 of the Punjab Public Works Department Code, the printed register of Buildings itself should be used for this purpose by interleaving it with inspection forms as per sample below:

Name and Designation of inspecting Officer	Date of Inspection	Year	Remarks by Divisional Officer
		Report of condition with dated initials of Sub-Divisional Officer	
1	2	3	4

While this will obviate the necessity of stupendous task of copying the names of buildings into a fresh register, the inspecting officer will have before his eye, the full details of the building concerned which will help him in identifying each building correctly and he would also be able to bring to notice any glaring mistakes in the register of buildings. One register thus interleave can serve for four years.

- ii) Such an interleave register should be kept in each Sub-Division. The Sub Divisional Officer should personally inspect buildings of Architectural or other importance, or

Someone to be made responsible for general condition of each building.

Responsibility of departmental Officers.

Inspection of Public Buildings.

such buildings the book value of which is more than Rs. 50,000 and record the date of Inspection and his remarks with his dated initials. Twenty per cent of the remaining buildings should also be inspected by the Sub Divisional Officer and for the rest, he can depute the Sectional Officer concerned, who should report the result of inspection to the Sub Divisional Officer. The latter should then record the result of the inspection in the register. Nothing in this paragraph shall absolve the Sectional Officer of his responsibility for the general condition of the buildings as mentioned in paragraph 9.2 supra.

- iii) The register should be submitted to the Divisional Officer in the first week of January each year. The Divisional Officer will return it to the Sub Divisional Officer after perusal and taking suitable action where necessary.
- iv) The register should be inspected by the Divisional Officer on his inspection of the Sub Division and by the Superintending Engineer on his inspection of the Division.

The Divisional Officers should submit a report to their Superintending Engineers annually on the 15th June every year, stating that all buildings in their respective Divisions (including Jail and Police Buildings and State properties transferred to local bodies for maintenance) have been found in good order that certain defects are being remedied.

9.5 (i) The Divisional Officer in charge of a Jail will submit annually to the Superintending Engineer, for information, a certificate of inspection in the form appended below. The Divisional Officer will also send a copy of the certificate to the Superintendent of Jail for disposal with reference to the provision in the Jail Manual.

(ii) On receipt of the certificate the Superintendent of the Jail will ask the Divisional Officer for estimates for such works as he considers necessary to remedy the unsatisfactory features noticed. If for financial or other reasons the Jail Department do not consider it advisable to take action on any of the matters brought out in the certificate the Superintendent will inform the Divisional Officer accordingly so that those particular points may not be repeated in succeeding certificates.

(iii) The Superintending Engineer will forward to the Chief Engineer, for information, only such certificates of inspection as exhibit unsatisfactory feature of an important nature.

CERTIFICATE OF INSPECTION

CERTIFIED, that I have inspected the Jail at _____ and the armoury in it on the _____ I consider their condition satisfactory/unsatisfactory for the same custody of the prisoners and arms etc.

2. Unsatisfactory features noticed in the previous certificate which have not been remedied or accepted as satisfactory by the Superintendent:-

- 3. Further unsatisfactory features noticed.

Inspection of Jail Buildings and armouries attached to them.

<p>9.9 i) To assist in the prevention of unauthorized additions to Police buildings, local Divisional Officers should furnish the Superintendents of Police with copies of the record plans of all the police buildings in charge of the PWD. The record plans should also be checked and verified periodically (once in two years) by the Divisional Officers.</p> <p>ii) In this connection the provisions of paragraph 3 (2) of chapter 7 of the Punjab Police Rules, Volume I reproduced below may be kept in view:-</p> <p>“No place of worship or other building, not being a Government building, shall be erected by members of the Police Force or other persons in the police lines or other Police premises without the sanction of the State Government, obtained through the Inspector General. A list of all such places of worship (including praying platforms) on Police premises, giving the dimensions, area, boundaries and a brief history shall be maintained in each district and in the offices of Deputy Inspectors General. No additions or enlargements to such buildings or encroachments on Government land shall be permitted without the sanction of the State Government.”</p>	<p>Unauthorized additions to Police Building.</p>
<p>9.10 The Government of India have decided that the Railway Administration should own the buildings (already built and to be built in future) with railway premises and the State Government should own the rest. As regards rent recoverable by Railway Administration, see section XIV of Appendix 4 to P.F.R. Volume II.</p>	<p>Railway Police buildings.</p>
<p>9.11 Paragraphs 3.13 and 3.14 of Punjab PWD Code prohibit the occupant (whether a Government servant or a private person) of a Government Building from making privately any kind of additions or alterations therein without the sanction of competent authority.</p>	<p>No additions are allowed to Government buildings.</p>
<p>MAINTENANCE OF PUBLIC BUILDINGS</p>	
<p>9.12 (i) The procedure to be observed in the case of annual repairs to public buildings is indicated in paragraph 2.20 and 2.46 to 2.60 of the Punjab Public Works Department Code and paragraphs 6.37 to 6.40 of this manual, which should be carefully noted by all concerned.</p> <p>ii) Annual repairs to public buildings in the plains should be put in hand as early as possible after the rainy season. i.e. about the middle of September, except in cases of buildings such as District Courts, the interiors of which cannot be repaired except when the courts are not in use. Such buildings should be repaired during holidays when the courts are closed.</p> <p>Note: After the annual repair are done, splashes of white wash and other dirt should be cleaned from the walls, floors, beams, etc. and the doors and windows should be thoroughly cleaned before the workmen are allowed to leave.</p>	<p>Annual repairs</p>
<p>9.13 Ordinary and periodical repairs will be estimated by the Divisional Officer and approved by the Superintending Engineer for each building. The usual items which should be included in a specification for</p>	<p>Ordinary and periodical repairs.</p>

<p>annual repairs are indicated in paragraph 6.33 of this Manual. These items will cover most of the work to be done, but Divisional Officers can introduce other as well. It is to be understood that the term “repairs” does not include a demand by a tenant for keeping a compound clean as that will come under the head of “sanitation” and the tenant will be expected to comply with the local sanitary bye laws of the municipality at his own expense, just as he will also have to meet municipal or other taxes imposed on the property.</p>	
<p>ii) In the case of residential buildings the repairs portion of expenditure on replacements of the nature contemplated in the Punjab Public Works Department Code paragraph 2.2 (3) should be accounted for the Capital and Revenue Accounts.</p>	
<p>9.14 The cost of electric energy consumed in various offices and buildings should be paid by the respective offices and debited to their office contingencies.</p>	<p>Electric energy consumed in Government Offices.</p>
<p>9.15 Although the expenditure incurred by Civil Officers on petty constructions and repairs to such State properties is adjusted as contingent expenditure of the Civil Department concerned, yet the properties remain in charge of the Public Works Department and should be borne on the register of building of the Circle and Division concerned as prescribed in paragraph 9.1 Supra.</p>	<p>State properties maintained by Civil Officers.</p>
<p>9.16 The transfer of Provincial properties to Local Bodies for maintenance of regulated as follows:-</p>	<p>State properties maintained by Local Bodies and vice versa.</p>
<p>(i) Works of all kinds proposed for transfer, roads as well as buildings, must be surveyed and compared with a fixed transfer standard.</p>	
<p>(ii) When the works are below standard sufficient funds must be made available with due regard to the circumstance at the time of transfer so that the works may be brought up to the required standard.</p>	
<p>(iii) An estimate must be made of the annual cost of maintaining the accepted standard of efficiency, and such estimate will be taken as the guide for allotting funds to the Local Body concerned to enable it to undertake the service.</p>	
<p>(iv) Transferred works shall be open to inspection at least once a year by officers of the Public Works Department appointed in this behalf by the State Government. If from the reports of such officers it appears to the State Government that the standard of efficiency is not maintained, the Local Bodies concerned may be required to remedy defects, or the necessary work may be performed at their expense in accordance, with the provisions of the law for the time being in force and the rules made there under.</p>	

<p>(v) Repairs to buildings transferred to Local Bodies for maintenance must be in the same style as the original work, unless the Local Body gives its consent in writing to the alteration proposed, or the approval of the State Government is previously obtained.</p> <p>(vi) Superintending Engineers will satisfy themselves annually, that all provincial properties in their circles transferred to Local Bodies for maintenance, have been inspected by an officer of the PWD during the previous financial year and that a report has been made to them whenever defects noticed at a previous inspection and duly pointed out have not been remedied by the Local Body concerned. In such cases, Superintending Engineers will negotiate direct with the Commissioners of Divisions concerned, with a view to ensuring the rectification of the defects. Exceptionally serious cases of neglect should however, be brought to the notice of the State Government.</p> <p>9.17 i) In the case of a Government building or road transferred to a Local Body for maintenance, the Public Works Department will find funds for any important additions or material alterations, the necessity for which has been recognized by competent authority even when it is decided that the Local Body can more conveniently carry out the work..</p> <p>ii) In the case of dak bungalows and other buildings transferred to a District Board under section 20(2) (h) of Act, X of 1883, the Board will defray the cost of any additions, alterations, etc. from its own funds except in cases where the Commissioner makes provisions from his 'Development Grant'. As soon as the work is completed, its nature together with a copy of the completion plan and the resultant modifications in the capital cost of the buildings should be promptly intimated to the Divisional Officer, so that the record plans and register of buildings may be kept up-to-date.</p> <p>9.18 The following documents should accompany each proposal for the transfer of State properties to Municipalities or District Boards for maintenance:</p> <p>i) A detailed estimate of the cost of future annual repairs including the usual departmental charges on account of Establishment and Tools and Plant, together with a copy of all measurements relating to the properties from the Standard Measurement Book prescribed in the Punjab PWD Code, paragraph 2.55</p> <p>ii) A detailed estimate of any special repairs necessary to put the buildings or roads into proper order prior to their transfer;</p> <p>iii) A statement in Stereo B & R Form No. 92;</p>	<p>Important Additions and alterations to State Properties.</p> <p>Documents to accompany the proposals for transfer.</p>
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<p>iv) A copy of the resolution of the Municipality or District Board accepting the transfer of the buildings or roads on the terms proposed, and stating from what date the transfer should take effect.</p> <p>Note: It will be optional for the State Government in the PWD to direct that the special repairs referred to in clause (ii) above, be carried out prior to the transfer of the buildings or roads to the Local Bodies concerned, or permit the Local Bodies to do the repairs themselves from State funds as may seek expedient.</p> <p>9.19 Proposals for the transfer of State properties to Local Bodies for maintenance should not be brought forward unless it can be clearly shown that the Local Bodies concerned are in a better position than the PWD to maintain efficiently and economically the buildings or works proposed to be transferred to them.</p> <p>9.20 Local Bodies are merely entrusted with the management and maintenance of Government properties, and for the efficient discharge of this duty securities are taken under the provisions of laws. Transfers for this purpose will not affect in any way the title to the properties which will remain vested in the Government.</p> <p>9.21 State properties transferred to Local Bodies for maintenance, under the operation of the above rules, should not be struck off the registers of Provincial properties (paragraph 9.2) without the concurrence of Finance Department and the previous sanction of the State Government in the Public Works Department.</p> <p>9.22 The following procedure should be observed in preparing and submitting valuation statements of buildings:-</p> <p>i) The valuation of a building should normally be based on an estimate of what it would cost to construct the building at the time of evaluation, suitable deductions being made for depreciation according to the life of the structure and the estimated period it is expected to last.</p> <p>ii) The Divisional Officer should prepare a detailed plan with cross sections and elevation of the main building, and outline plans of the subsidiary buildings, also a site plan and a full report on the materials and present condition of the structures and adjuncts together with a description of the locality and surroundings, also the estimate referred to in clause (i) above.</p> <p>iii) The valuation statement should be transmitted by the Divisional Officer to the authority concerned through the Deputy Commissioner of the district, who will add to the statement the value of the land. He will also record his</p>	<p>When transfers are expedient.</p> <p>Title to transferred properties remains vested to Government.</p> <p>Properties not to be struck off the register of buildings without sanction.</p> <p>Valuation statement of Buildings.</p>
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opinion as to the existing value of the buildings based on the market value for similar buildings in the vicinity.

TRANSFER OF BUILDING AND LAND

9.23 (i) In all cases of transfer of State buildings from one department to another the following procedure should be followed. The department which desires transfer of a Government building to itself from another department on administrative grounds should first obtain the consent of the department concerned, to the transfer and then refer the case to the Government. In the PWD Buildings and Roads Branch through the Chief Engineer, Punjab PWD B&R Branch for further action.

ii) The policy of Government in the matter of transfer of buildings or other property from its control to that of a local body and vice versa is that the department in whose charge the property is should issue the orders. Thus, if a Government building or other property under the control of Public Works Department is to be made over to a local body, the final order will be issued by the Public Works Department and if any property is to be transferred from a local Body to a department of Government, the necessary order will issue from the Local Government Department.

iii) All case involving transfer of land in charge of Public Works Department should always be referred to the Chief Engineer for orders before the local officer gives his consent, under paragraph 6 of the Financial Commissioner's Standing Order No. 28- Land Acquisition.

iv) The cost of land acquired by the Civil authorities on behalf of the Public Works Department is debitable in the accounts of the latter as part of the cost of the works for which the land is taken up; but when it is taken up for two or more non commercial departments conjointly, the charge is not divided, but is wholly debitable to the department for which the greater part of the land was taken up, unless there are special reasons to the contrary. (Para 430 of Central Public Works Account Code).

v) When any land or building is transferred from department to another under the Punjab Government the transfer will be free of all charges. When, however, the property is transferred to or from a commercial department of the Punjab Government, other than the Irrigation Department the following charges shall be made as laid down in paragraph 16.7 (c) of the Punjab Financial Rules Volume I.

i) In the case of land.

- a) No charge where the land is borne on the books at no value; and
- b) book or market value whichever is less when land is valued on the books;

ii) In the case of buildings at book value.

When land or buildings are transferred to or from the Irrigation Branch of the Punjab PWD from or to another Punjab Government Department, the full market value will be charged.

vi) The rules regulating the transfer of State land and buildings between the Central and State Government from one Government Department to another and from Military Department and Local Bodies to State Government and adjustment of the cost thereof are laid down in

Procedure to be followed.

<p>section A (paragraph 1-6 E) of the Financial Commissioner’s Standing Order No. 28-Land Acquisition.</p> <p style="text-align: center;">PURCHASE AND SALE OR DEMOLITION OF BUILDINGS.</p> <p>9.24 No buildings, save as provided in paragraph 3.23 of the Punjab PWD code, may be purchased for Public purposes.</p> <p>9.25 Procedure for the disposal of proposals relations to the purchase of buildings is detailed hereunder:- Proposals for the purchase of any buildings required for public purposes, will be submitted through the Head of the Department concerned, who will add his opinion thereon, to the State Government for administrative approval of orders. Cases referring to buildings appertaining to the Civil Administration will be first referred to the State Government in the Civil Department for decision, and after approval, issue of necessary orders in the Public Works Department, and those relating to all other buildings to the State Government in the Public Works Department direct.</p> <p>9.26 In cases of purchase of buildings by Government, the purchase money should on no account be paid until the Legal Remembrancer to Government, Punjab, has first been consulted and has reported that he satisfied that the Title Deeds are valid and agrees to the payment.</p> <p>9.27 State buildings in charge of the PWD may be sold or dismantled in accordance with the rule 16.7 of the Punjab Financial Rules Volume I, but in the case of the buildings belonging to the Central Government, the rules framed by that Government must be followed. (para 3.10 of PWD code.)</p> <p>9.28 (i) Proposals for the sale or demolition of all public buildings in charge of the Public Works Department the book value of which exceeds Rs. 2,500 in each case will be dealt with in the same manner as that of purchase of buildings as laid down in para 9.29 infra Proposals relating to buildings valued at Rs. 2,500 or below will be dealt with as indicated in serial No. 3 of Rule 19.14 of the Punjab Financial Rules after obtaining the acceptance of the Head of the Department concerned, excepting PWD buildings in which case Superintending Engineer and Executive Engineers should use their discretion with due regards to the rules laid down in paragraph 9.29. All sanctions given by the Superintending Engineers and Divisional Officers should be intimated to the Accountant General, Punjab and the Head Office with a view to the register of buildings being corrected accordingly. In the case of the value of property exceeding this limit the matter should be referred to the State Government in the Public Works Department. * For the purpose of this rule, the term “Head of Department” includes “Commissioners of Division” ii) Proposals for the transfer or disposal of buildings, no longer required by Government for its own use should in all cases indicate the area and value of the site separately from the value of the building. When a building and site are sold together, the sale should be conducted in</p>	<p>Purchase of Buildings</p> <p>Procedure for purchase of Civil Building.</p> <p>Payment of purchase money.</p> <p>Sale of buildings.</p> <p>Procedure in regard to the sale or demolition of civil buildings purchased or constructed from State funds.</p>
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consultation with the Deputy Commissioner of the District, through the actual sale may be effected by the PWD (or the departmental officer concerned)—vide paragraph 87 of the Financial Commissioner's standing Order No. 28 (Land Acquisition). The Financial Commissioner should, however, be consulted where the value of site alone is likely to exceed Rs. 25,000.

9.29 When any building in the charge of the Public Works Department B&R Branch is considered to be surplus, the Divisional Officer in charge should make a detailed report on the following points which must also receive due consideration in case the Divisional Officer is himself competent to dispose of the building:-

- (a) The original purpose for which the building was constructed.
- (b) Circumstances which have rendered the buildings as surplus.
- (c) State of repairs of the property.
- (d) Legal title of the Government to the property whether it has a clear title or absolute ownership or the tenure is a lease hold and whether it is an undisputed possession of the property free from any encroachments and if it is entered as the property of the Government in the Revenue and Municipal Records, certified copies of which should be obtained and attached with the report.
- (e) The means of access to the property; whether it has independent access or it will be necessary for the purchaser to use an existing Government road as approach to the property.

The report should be accompanied by a layout plan of the buildings, giving dimensions and area of the land, which is proposed to be sold along with the buildings and state whether the compound. If any, is well or canal irrigated and what agricultural or other uses the land can serve. Such other details that are essential for the proper appreciation of the case should also be supplied.

The method of disposal and reserve price should be proposed, after considering the local demand, if any for the buildings and the prevailing prices of the land in the neighbourhood with regard to which the revenue authorities should be consulted.

The matter of reserve price should be kept confidential.

(2) On receipt of the orders of the authority competent to sanction the disposal of the building the Divisional Officer should enquire from other Government Departments with local interests and local bodies if they require the building proposed to be disposed of. They should be clearly informed that reply is expected with in a – (specify the period) failing which it would be assumed that buildings are not required by the Department or the local body.

Procedure for sale of buildings in charge of PWD.

In referring such cases to other Departments the Divisional Officer should supply a copy of the relevant entries from the register of buildings and the layout and the Index plans and inform the authorities of the kind of title that the Government possess with regard to the property, and give such other details regarding the property as will enable the purchasing Department to appreciate the value of the property and come to a decision.

(3) When efforts under Rule (2) above prove abortive the disposal of the buildings or of the materials in situ through auction sale should then be considered. The auction should ordinarily be arranged and conducted by the departmental officers, but in special cases the Superintending Engineers may appoint auctioneers after obtaining Chief Engineer's sanction the former should be required to enter into an agreement with the Government in accordance with the terms in the form given in Appendix 9-A. The local officers are at liberty to propose such modifications in the form as considered suitable to a particular case.

(4) Before the auction, the Divisional Officer should have the property properly demarcated at site and divide, if feasible, into lots in a manner so as to realize the best price and issue such other instructions to the auctioneers as considered necessary.

(5) If there are any points about which the Superintending Engineer or the Divisional Officer is in doubt, the Legal Remembrancer to Government, Punjab should be consulted before entering into agreement with the auctioneers or advertising the sale.

9.30 The power of PWD Officers to sanction the sale or write off of public building is given in serial No. 3 of rule 19.14 of the Punjab Financial Rules and in these cases they are competent to accept highest bids according to their discretion. In cases, however, where sanction to the sale or write off is accorded by Government vide serial no. 3 of rule 19.14 ibid the question of accepting the highest bid should invariably be referred to the Government irrespective of whether such a condition has been specified in the sanction or not.

9.31 The classification of the sale proceeds of Government land and buildings shall be regulated in accordance with the schedules given below article 39 of the Account Code Volume I

HIRING OF BUILDINGS, ETC.

9.32 Para 3.11 of PWD Code lays down detailed instructions and rules for hiring of buildings for use as offices. The rent of such buildings is charged to the contingencies of the office concerned. The powers delegated to various authorities for sanctioning the hiring of buildings are given in serial No. 9, 10 and 140 of Rule 19.6 of the Hand Book of the Punjab Financial Rules, Volume I. However, before this power is exercised it is necessary to obtain a non accommodation certificate from the Executive Engineer PWD B&R concerned who should also be consulted about the reasonableness of the rent proposed except where the rent is less than Rs. 50 per mensem. If any portion of such a hired buildings is proposed to be used for residential purposes, approval of Government in the Finance Department has to be obtained. The rent for the portions thus sub-let, will be recovered by the Head of the Officer

Acceptance of highest bid in respect of the sale or write off of public buildings.

Sale proceeds of Government buildings and land.

Hiring of buildings for office use.

Secretary B&R U.O No. 807/B&R III(4)-59, dated 10th September 1959 and No. 5672 -BRIII (4)-59/22909, Dated 7th/9th December 1959 A & C No. 25 Dated 30th June 1960 issued by Secretary B&R

<p>concerned and credited to the revenue Head of his Department. The Executive Engineer, PWD B&R Branch has only to assess the correct rent of the portion sub-let. Normally the practice of having office cum residence in the same premises be deprecated.</p>	<p>Chief Secretary's Letter No. Pol 50(3)-61/26382 dated 25th November 1962.</p>
<p>9.33 Para 3.24 of PWD Code contains detailed instructions and rules for hiring of buildings for use as residences for Government servants. The hiring of such buildings requires previous approval of Government and concurrence of FD which must be applied for the by the Head of the Departments concerned duly supported by a certificate from the Divisional Officer of Public Works Department of non availability of suitable Government accommodation and in case rent involved is Rs. 50 per mensem or above regarding reasonability of rent.</p>	<p>Hiring of buildings for use as residences.</p>
<p>9.34 The buildings should be hired either as residence or as an office. In case the building is hired for use as office cum residence, it should be considered as an office if the rent for the office portion is greater; but if the rent for residence portion is greater, it should be considered as a residence.. In case the rant for office and residence portions is equal the building should be treated as an office.</p>	<p>Categorization as office of residence</p>
<p>9.35 (i) In case the hired building falls under the category of an office, the Head of the office will directly enter into agreement with the owner of the building and shall pay the rent directly charging it to his office contingencies. In case the building falls under the category of a residence the Public Works Department shall enter into an agreement with the owner of the building and shall pay the rent to the landlord. The amount for which the officers occupying the building are liable, shall be recovered by the Divisional Officer concerned by deduction from their pay bills.</p>	<p>Entering into agreement and payment of rent.</p>
<p>(ii) The liability of rent of the occupants shall be according to rule 45 (a) of Fundamental Rules or rules as contained in Chapter 5 of CSR (Punjab) volume I Part I.</p>	
<p>(iii) In case where a hired building falling under the category of a residence is used partly as office and partly as residence, the full rent shall be paid to the landlord by the Ex. Engineer and charged to the minor head 'Repairs' under major head '50 Civil Works' in his budget. The rent for the portion used as an office should be adjusted by book transfer by credit to revenue and debit to the contingent grant of the Department concerned.</p>	<p>Office-cum-Residence</p>
<p>(iv) The apportionment of rent between office and residential portions of a hired building will be determined according to the principles enumerated in paragraph 3.11 of Punjab PWD Code.</p>	
<p>(v) In such cases where on of the conditions of lease is that the repairs to the building shall be carried out by the PWD the building shall be rented for comparatively long period preferably not less than 10 years.</p>	
<p>9.36 The powers delegated to Head of Departments, etc., in regard to the hiring of buildings given in serial Nos. 9, 10 and 11 of rule 19.6 of the Punjab Financial Rules Vol. 1 and the extent to which F.D.'s assent is presumed does not cover the hire of residences as the rent of residential buildings is not paid from contingencies of the Department concerned, but from the Minor Head "Repairs" under the Major Head "50—Civil</p>	<p>Procedure for accounting the expenditure on account of hire of buildings.</p>

Works". The hiring of buildings for residential accommodation, as mentioned in the preceding paragraph, requires the previous approval of Government and the consent of the Finance Department which must be applied for by the Heads of Departments concerned duly supported by a certificate from the Divisional Officer of the PWD that the rent is reasonable and no suitable Government accommodation is available. It is only in respect of such buildings that the lease is to be executed by the PWD and the formalities laid down in paragraph 9.35 of this Manual regarding recovery of rent observed.

In the case of buildings which have been hired as offices any sub-letting requires the approval of Government and consent of the Finance Department. The rent of such buildings should be debited to the contingent grant of the officer concerned and any recovery of rent for portions sub-let should be made by the Department and not to the P.W.D. Revenue head. Lease of buildings hired as offices should be the concern of the Department and the P.W.D should only be concerned with:-

- (a) giving of non-accommodation certificate.
- (b) Certifying that the rent of the building is reasonable; and
- (c) When a part is sub-let, assessing the correct rent of the part sub-let.

Note- The certificate required from the Divisional Officer, as to the reasonableness of rent, referred to in this paragraph will not be necessary in cases where the rent involved is less than Rs. 50 per mensem.

9.37 According to serial No. 11 of rule 19.6 of Hand Book of Punjab Financial Rules-Volume I, the Superintending Engineers in the P.W.D. are competent to sanction payment of rent for lands and houses occupied by Government for purposes other than office and residential purpose i.e., for locating godowns, stores, etc., up to a maximum rent of Rs. 100 per month subject to the proviso that no lease is entered into for a period more than one year and subject to the non-accommodation certificate and reasonability of rent certificate.

9.38 Rebate of rent in respect of the portions of residence set apart for use as offices will be considered only in those cases where:-

- (a) The authority competent to sanction such rebate is satisfied administratively in regard to the need for holding the office in residential quarter with reference to the conditions prescribed to justify this arrangement; and
- (b) The proportionate capital value of the portion set apart for the purpose is in excess of 5 per cent of the capital cost of the whole building.

Each case shall be considered on its merits with reference to the conditions mentioned above and in cases in which it will be held to be justified, rebate will be allowed on the basis of plinth area with reference to the standard rent of the building as calculated under rule 5.23 of the C.S.R. (Pb.), Volume I, Part I.

(ii) Detailed instructions in regard to the grant of rebate of rent for Government houses are contained in rule 5.39 to 5.43 of the C.S.R (Pb.) Volume I, Part I.

Hiring of buildings nor required for office or residential purposes.

Rebate of rent for a portion of residence used as office.

9.39 (i) It is the duty of the Divisional Officer to endeavour to get tenant for public buildings not immediately required for Government use. They should generally be let from month to month, but leases may be given up to one year by the Superintending or Executive Engineers in accordance with serial No. 15 of Rule 19.7 of the Punjab Financial Rules, Volume I. A clause should be added in the agreement when necessary, to enable the Divisional Officer to terminate the lease at short notice in case the building is required by Government.

(ii) In order that the Divisional Officer is able to perform the duty enjoined on him in (i) above, to the best advantage of Government, it is necessary that he should be informed promptly of the fact that a public building has become or is likely to become vacant as soon as it becomes evident that a building is not likely to be required by the Department in occupation. To ensure that the Divisional Officer is promptly informed that a building is vacant or is likely to become vacant, the following general instructions are issued to regulate the procedure to be observed in this respect:-

- (a) The officer occupying the building will intimate, through his immediate superior, to the Head of his Department and also to Divisional Officer concerned direct, that a building is vacant or is likely to become vacant, as soon as he is aware that this contingency is likely to arise, and will intimate the approximate period for which the building is likely to be vacant.
- (b) The Head of the Department will at once either suggest a use for the building in his own department or request the Divisional Officer concerned to take action under para 3.12 of the Punjab PWD Code.
- (c) On receipt of the information from the Head of Department the Divisional Officer will exercise his discretion as to the best course to adopt. It is to be noted that buildings should only be let to tenants when they cannot be put to any public use.

iii) According to paragraph 3.12 (2) of the Punjab PWD Code the Divisional Officer is alone empowered to let Government owned or hired residential building situated in his division, and tenants vacating or desiring to occupy them should invariably apply direct to him. It must be clearly understood that no other district official is permitted to exercise this authority without the prior consent of the Divisional Officer, Government have constituted House Allotment Committee for allotment of residential buildings at the various district headquarters. Even in such cases the concerned Executive Engineer of PWD B&R will be responsible for the implementations of decisions of the House Allotment Committee of which he will either be Secretary or a member.

RESIDENTIAL FOR GOVERNMENT SERVANTS.

9.40 A "Government residential building" is a building constructed for use as a residence for a Government servant of any class entitled to

Tenants for public buildings.

Secretary, B&R's letter No. 151/11/2021-W, Dated 21st April 1939.

Definition.

residential accommodation on payment of rent or rent-free residence.

Note: The following should be treated as non residential buildings for purpose of this rule:-

- (i) Coolies' but;
- (ii) Rooms for Sub-Inspectors in Police Stations buildings.
- (iii) Accommodation occupied by Head Constable and Constables in Police Station building, including Police barracks intended to accommodate the reserve of Police force.
- (iv) Accommodation occupied by Head Warders and Warders in the lines of barracks attached to the Jail buildings.
- (v) Accommodation provided for the Police Guard attached to Judicial lock-ups;
- (vi) Accommodation occupied by Bachelor Warders in the Punjab Mental Hospital.
- (vii) Barracks for treasury guards;
- (viii) Accommodation provided for skilled menials or labourers (such as beldars, budders, malies, watchers) and inferior servants (such as plant observers), employed in the Agricultural Department, on a pay not exceeding Rs. 25 per mensem;
- (ix) Quarters provided in a rest house compound for the Chowkidars and sweepers of the rest house building.

9.41 (i) No Government building or portion of such building which may have been originally constructed, purchased or hired for use, otherwise than as a residence for Government officials, shall be occupied as a private residence without the concurrence of the divisional officer. Whenever the Divisional Officer permits such occupation he shall act in accordance with the rules on the subject.

(ii) In the case of vacation of a residence the authority in charge of the building should also be informed and the official vacating the house should not be paid off finally until it is ascertained from the Executive Engineer concerned that there are no rent or other charges outstanding against him.

(iii) On no account is any church, chapel, mosque, temple, tomb, or other building devoted to religious use, to be used 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 (see para 2.98 of the Punjab PWD Code also.)

(iv) The Officer to whom a residence has been allotted shall while proceeding on leave or transfer, intimate to the Divisional Officer definitely and without delay before actual date of his vacation of residence. The Divisional Officer shall then forthwith ask the incumbent, who has selected for the allotment of this house that he will be responsible for the rent and safety of the residence from a specified date.

9.42 In accordance with the provision of paragraph 432 of the Central Public Works Account Code, the rent of a building hired for use as residences of Government servants of any Civil Non commercial

Occupation of Government Buildings.

CE's Letter No. 1563/W. Dated 19th September, 1933

Payment of Rent of hired buildings.

Department is chargeable in the accounts of the Public Works Department. For instance a private building hired by the Police Department for the residence of its staff should be placed in charge of the PWD and its rent should be met from the appropriate head in the latter Department budget. In special cases when the hired residences are under the orders of the competent authority, place under the charge of any other department the charges on account of rent in connection with such residences will be disbursed and borne by that department. For example if the Police Department wish to retain the control of the building for some departmental reason, the charges on account of rent in connection with such residence will be borne and disbursed by that Department.

9.43 Works and repairs connected with residential buildings in charge of the PWD for which Capital and Revenue Accounts are maintained, shall be carried out and accounted for by the officers of that department.

9.44 (i) Under serial No. 6 and 8 of rule 10.4 of the Departmental Financial Rules, the Heads of Departments Superintending Engineers are vested with powers to accord administrative approval to estimates of capital expenditure from State funds on the construction or purchase of residences for Government officials to meet the needs of their respective departments provided:-

- (i) that the capital cost of the estimate concerned does not exceed Rs. 25000/10,000 and
- (ii) that the rental value of the building calculations according to (F.R. 45-A or) the rules in Chapter V of the Civil Services Rules (Punjab), Volume I, Part I shall not exceed 10 percent of the average emoluments of the Class of tenant whom the building is intended. (This provision holds good even in cases when the buildings are occupied rent-free.)

Note: Proposals for the construction and purchase of residences not coming within their powers should be submitted for administrative approval by SEs and Heads of Departments in the administrative Department concerned.

(2) Chief Engineers, Superintending Engineers, are under serial No. 7 and 9 of rule 10.4 ibid, also vested with powers to accord administrative approval to expenditure on works in connection with existing residential buildings to meet the requirements of all the departments up to a limit of Rs. 2,000/200 in each case irrespective of the capital cost of the building which includes the cost of sanitary, water supply and electrical installations but subject to the condition that the rent of the houses as calculated under (fundamental Rule 45-A or) the rule in Chapter V of the CSR (Punjab), volume I, Part I, shall not exceed 10 percent of the average emoluments of the class of tenants for whom it is intended.

(3) All proposals connected with additions and alterations to existing residential buildings for official of the general administration such as Commissioners, Deputy Commissioners, Extra Assistant Commissioners, Head Clerks, etc. should be sent direct for Administration Approval by Commissioners to:-

Works and repairs connected with residential buildings.

Power and procedure for Additions and Alterations and construction or purchase of residence

(a) Superintending Engineers when the expenditure is not anticipated to exceed Rs. 200.

(b) Chief Engineer when the expenditure is estimated to cost more than Rs. 200, but up to Rs. 2000.

This procedure is to be followed irrespective of the Capital cost of the building, but subject to the condition that the rent of the building will not thereby exceed ten percent of the average emoluments of the class of tenants for whom it is intended. But when the rent of the building exceeds this limit or the estimated expenditure exceeds Rs. 200, but is less than Rs. 20,000 (the limit of a minor work) the Commissioners should send the proposal direct to State Government in the Public Works Departments.

All projects for additions and alterations to residential buildings estimated to cost more than Rs. 20,000 should be submitted by Commissioner for the sanction of the State Government in the Public Works Department through the Financial Commissioner.

(4) Divisional Officers when submitting proposals for administrative approval should at the same time prepare and submit, in duplicate, a rental statement in Stereo, B & R Form No. 119. Care should be taken to see that the rental statement is correctly prepared.

(5) Before incurring liabilities on residences the Divisional Officer should see that the administrative approval of competent authority is on his record. The allotment of funds for a work is no warrant for administrative approval.

(6) All Heads of Departments are required to see that the Divisional Officers or the Superintending Engineers of this Branch are not called upon by Civil Officers to prepare projects for any contemplated additions or alterations to residential buildings unless a certificate has first been obtained from the Head of the Department concerned that the work in question is of an absolute necessity and one likely to be required by the future incumbents of posts to whom the official residence is concerned are assigned.

9.45 (i) In order to avoid delay in the occupation of all buildings and consequent loss of rent to Government in respect of residential buildings it has been decided that isolated works of the nature described below may continue to be handled by the B & R Branch instead of Public Health Branch:-

(a) Dry type latrines.

(b) Installation of hand pumps, and

(c) House type drains where no flush system exists.

(ii) The above works should also be maintained by the Executive Engineer, concerned after their occupation.

(iii) In the case of major and important sanitary works it would greatly help to avoid delay in the execution of such works and consequentially loss to Government, if the information and particulars of the water supply and drainage requirements of buildings to be constructed are supplied to the Public Health Branch at the same time as the demands for the buildings estimates are made so that the latter may prepare necessary estimates and carry out the sanitary works as soon as the

Execution of simple sanitary works by B&R Branch.

Memo No. 191-W/56/2442-68/WII, dated 15th March, 1961 from C.E. B&R to all SEs & Xens.

estimates are sanctioned and funds provided thereof.

9.46 (i) Estimates whether detailed or of rough cost, prepared by the Public Works Department for the construction of a residence for an official holding a graded appointment, or an appointment on a time scale rate of pay should be accompanied by a calculation in duplicate of the average emoluments in accordance with the formula given in rule 7.7 of the P.F.R. of the class of official, who will usually occupy the residence.

(ii) The limit of capital cost of the residence on the 10 percent basis laid down in Chapter 5 of the C.S.R. (Punjab), Volume I, Part I will be determined by the average calculated in accordance with the formula mentioned in sub-rule (i) above.

(iii) The average pays of different grades of posts and services in the Punjab are given in appendix 9-B.

9.47 The expenditure on a residential building should as far as possible, be confined to such a figure that the rent calculated under rules in Chapter V of the C.S.R. (Punjab) Volume I, Part I, viz., 6 per cent of the Capital cost, shall fall within 10 percent of the average emoluments of the class of Government servant, who will usually occupy the building. In the case of residences for Government servants, which are likely to cost Rs. 20,000 or less, the permissible limit of expenditure is to be worked out with reference to 12 ½ per cent of the average emoluments.

In other words, as a converse of the above principle, the capital cost is calculated in the case of likely major work, (i.e. those exceeding Rs. 20,000 each) by multiplying average emoluments of the class of Government servants for whom the residence is intended by 20 and in the case of others, (viz., those likely to cost Rs. 20,000 or under) by 25.

[See para 5.8(3) of the Punjab P.W.D. Code]

9.48 (1) The State does not undertake to maintain gardens attached to ordinary Government residential buildings; other than those occupied by the Governors Ministers and Deputy Ministers of the State Government and Speaker of Vidhan Sabha and Chairman of the Council, but the cost of planting shady trees and the transplanting soil in such portion of the compound as is meant for a garden can be debited to public funds as capital expenditure on the property. Superintending Engineers and Divisional Officers when preparing estimates for the construction of such buildings should see that the items enumerated below, or as many of them as are considered necessary are provided for in them:-

- (i) Levelling ground;
- (ii) Construction approach roads and culverts.
- (iii) Planting shade trees and hedges.
- (iv) Transplanting soil;
- (v) Sinking of well;
- (vi) Constructing irrigation channels;
- (vii) Erecting boundary pillars.

(2) Item (i) includes terracing where necessary and preparing ground for sowing grass, planting shrubs, etc., but the actual sowing and

Average emoluments of the occupants of Government residences.

Procedure for the determination of admissible outlay on an official residence. Secretary B&R's letter No. 132/99/416-G, Dated 20th February 1939.

Incidence at initial cost of providing gardens in Government residences.

planting should be done by tenants.

(3) The inclusion of items (i) to (vii) in the capital cost of the building is not increased to an amount exceeding 10 per cent of the average emoluments of the class of official, who will usually occupy the residence.

9.49 (i) Where a garden attached to a Government residential building has been laid out and hedges, tress shrubs and vegetation of a lasting character have planted, Government, likely any other landlord, is entitled to see that these amenities are properly maintained. Tenants of Government residences will therefore, be required to keep up the grounds to this extent as a condition of their tenancy. In case of default, Commissioners or Heads of the Departments concerned, are empowered to call upon the occupant to bring the ground up to a proper standard of upkeep, and, if necessary to authorize the P.W.D. to entertain establishment and incur expenditure to that end, charging the same to the tenant as an addition to the rent.

(ii) In the case of Commissioners' own residences when provided by Government, likely power will be exercised by the Chief Secretary.

(iii) The Share of responsibility between in going and out going incumbents for any default in this matter, and for any expenditure incurred, by the PWD in compliance with the above orders, will be determined according to circumstances, the Commissioner or Head of the Department being arbitrator in the case of a dispute.

(iv) The liability of a locum tenens for the cost of maintaining the garden attached to an official residence is a matter to be arranged between the officers concerned, it being understood that in the absence of any special agreement, the occupant for the time being is responsible for the upkeep charges of the garden.

(v) The tenant of a Government residential building is entitled to the value of the fruit, flowers, vegetables, grass or crop sown and raised by him and which may be disposed of by him; during the actual period of his tenancy. All trees, whether planted by the tenant, or not, in the compound of a Government residence, are the property of Government. No standing tree may be felled, nor may dead or fallen trees be appropriated by the tenant for any use whatever, without the sanction of the Executive Engineer in charge of the property. A tenant desiring to fall a standing tree or to appropriate the wood of a felled or a fallen tree for his own use must pay such charge as is fixed by the Executive Engineer in charge in which case the money realized will be credited to State revenues.

(vi) A tenant is not entitled to hire out or lease any portion of his compound for the growing of crops, though provided the spirit of the rules as regards proper upkeep of the compound, as are embodied in this paragraph, is observed there is no objection to his employing outside agency to cultivate the area and realizing the value of produce so raised

Rules for the maintenance of gardens attached to Government residential buildings

during his tenancy.

(vii) Any advance sales of immature crops or other produce is prohibited. Any adjustment of value of uncut or immature crops of produce is a matter for mutual agreement between the outgoing and incoming tenants.

(viii) Where a residence and an office are situated in the same compound, a reasonable area, subject to a maximum of 3 acres, will be fixed and demarcated under the orders of the Head of the Department as attaching to the residence, the rest of the area, being considered as attached to the Office. In the case of a compound containing residential quarters only the whole area of the compound will be considered as attaching to the residence. The tenant, however, will be required to maintain properly an area up to and not exceeding 3 acres only in accordance with the provisions of clause (i) above if the whole area is or more than three acres.

(ix) The above orders only apply to the gardens attached to residences provided by Government for its officers. In other cases the local representatives of Government, such as Commissioners and Deputy Commissioners, or the local heads of various departments, should maintain the gardens attached to their residences in a manner befitting their position.

Note-(1) Trees for the purpose of paragraph (v) are defined as plants other than shrubs the girth of the trunk of which is in excess of six inches at one foot from the ground.

(2) The provisions of para 9.48 and 9.49 regarding the maintenance of gardens attached to residential buildings do not apply to the Houses of category VIII and above, constructed at Chandigarh, in which case hedges, lawns and trees are planted and maintained at Government expense. Tenants are responsible to grow vegetables and flowers themselves at their own expense. The provision of sub-para (v) of paragraph 9.49 are, however, applicable in all such cases.

(4) Also see paragraph 8.102 (iii)

9.50 In the event of no one being either in occupation or responsible for the rent of a Government residential building at places other than Chandigarh in charge of the Buildings and Roads Branch, or if the officer responsible for the rent has received permission to reside elsewhere and the residence is unoccupied then the Government in Public Works Department may sanction employment of suitable establishment, not exceeding one mate and one Mazdoor, for the upkeep of period the building remains unoccupied and expenditure incurred thereon charged to the annual repairs estimate of the building.

[See paragraph 5.8 (5 d.) of Punjab, P.W.D. Code].

9.51 The maintenance charges (including the maintenance of gardens and furniture supply of Electricity and water) in respect of Government-owned or leased buildings occupied by the Ministers, Deputy Ministers, Speaker of Vidhan Sabha and Chairman of the Council will be borne by the Government.

Secretary to Government,
Punjab, Capital project,
No. C-
1921/59/VIII/2352, dated
5th March, 1959 to the
address of CE Capital
Project.

Upkeep of garden in case
of the building remaining
unoccupied.

Maintenance of residence
occupied by the
Ministers, etc.

PROVISION OF SUBSIDIARY BUILDINGS AND SERVICES IN GOVERNMENT RESIDENCES	
<p>9.52 The provision of sheds, or shelters of any kind for cows, etc., at the expense of the State is not ordinarily admissible, but these restrictions to do not apply to the residences of the Head of the State Government, nor to the buildings used as residences of Ministers, Deputy Ministers, Speaker of Vidhan Sabha or Chairman of Council.</p>	Provisions of Sheds etc.
<p>9.53 Save in the Hills and at such places where electric energy is not available official residences, except those class IV servants whether newly constructed, purchased or hired, may be provided with punkhas together with their fittings, if they are asked for in all rooms which are ordinarily used by the occupants, such as, office drawing, dinging, dressing and bed rooms, studied and boudoirs.</p> <p>A punkha includes its suspending ropes, tubes, pulleys, its pole or board flap and pulling ropes and thongs which will be supplied and maintained by Government, flaps, frills, and pulling ropes being renewable at intervals of not less than three years.</p> <p>Note:- The provision of punkhas in the compounds of official residences or buildings does not devolve on PWD. The supply of punkhas by the P.W.D. should be confined to those within the buildings.</p> <p style="text-align: center;">[See paragraph 5.8 (4) of Punjab, P.W.D. Code]</p>	Provision of Punkhas.
<p>9.54 (1) In regard to the provision of fixture and fittings in public buildings, their initial supply, renewal and maintenance the instructions contained in paragraphs 3.4 to 3.7 of the Punjab, P.W.D. Code may be followed.</p> <p>(2) Unless specifically ordered otherwise by a competent authority the rent for furniture provided in Government owned or leased buildings shall be recovered at the rate of 15 percent per annum on the ‘Capital’ cost as laid down in rule 5.44 of the C.S.R. (Punjab), Volume I, Part I.</p>	Provision of fixture and fittings.
<p>9.55 Rules regarding provision and maintenance of Tennis Courts at the official residences of certain category of officers are contained in paragraph 5.9 of P.W.D. Code.</p>	Provision of Tennis Courts in Government buildings.
OCCUPATION AND ALLOTMEN OF RESIDENCE	
<p>9.56 (i) A Government servant shall not be considered to be in occupation of a residence when he proceeds on leave, unless the competent authority otherwise directs.</p> <p>(ii) If an officer for whom an official residence is provided takes short leave he must remain liable for the payment of rent during the full period of such leave, unless he has absolutely vacated the house, i.e., removed all his property and made over charged of the quarters to the local P.W.D. officer if he does not vacate the quarters he may, of course, make any arrangement he likes with his locum tenens about the payment of part or the whole of the rent. It is to be clearly understood that Government looks to the permanent incumbent of the appointment for the full rent so long as he, in any way, occupies the quarters provided for him.</p> <p>(iii) Government servants who spend their leave or vacation ex-</p>	Liability for occupation of Government residence in cases of leave.

India and, who are liable for house-rent should ordinarily arrange to pay rent monthly for their houses through their bankers in India; but where this is not done it should be deducted every month by the A.G. through High Commissioner for India from their leave salary or pay, as the case may be.

(iv) When an officer proceeding on short leave chooses to vacate his quarters, the Divisional Officer will report the matter at once to the Superintending Engineer, stating whether the officer holding the officiating appointment desires to occupy the official residence or not. Ordinarily the latter will be required to do so but, if he wishes to claim exemption from this rule, he should represent his reasons officially, and the Superintending Engineer should forward them with his remarks for orders of the State Government in the P.W.D. which will issue after the matter has been decided by the Head of the Department to which the officer belongs.

(v) If, however, the temporary incumbent does not require the residence and is exempted from payment of rent and no arrangements can be made to let the house for the period of such leave, the permanent incumbent may be allowed to store, free of rent his furniture and other belongings in it.

(vi) Where a particular residence has been earmarked for an officer by designation, the house automatically stands allotted to the successor in case of a change of incumbents of that post.

Where a particular residence has been allocated to a particular department, an officer of that department, of the class for whom the residence was intended has, in all cases, a prior claim to the accommodation. In case there are more than one claimant belonging to that very department, the final decision will rest with the head of the Department. But when there are no claimants from other departments, the matter will be referred by the Divisional Officer to the Commissioner of the division who shall be the deciding authority for the allotment of the house.

Note-These orders do not affect the internal distribution of staff quarters which are normally placed in the hands of the institution or office.

9.57 Residential buildings which are not earmarked for any particular officers by designation or which are not allocated to any particular department shall be considered in a general pool. These residential buildings shall be allotted to Government officers by House Allotment Committee which have been constituted at various places as follows :-

House Allotment committee at Chandigarh – There are, two House Allotment Committees which have been constituted for allotment of houses to Government servants at Chandigarh :-

(a) House Allotment Committee Upper – This Committee is responsible for allotment of houses of category III to IX. Its constitution is as under :-

- (1) Financial Commissioner, Punjab .. Chairman
- (2) Home Secretary .. Member
- (3) Finance Secretary .. Member
- (4) Secretary, B&R ..Member
- (5) Executive Engineer, Capital Project,

Allotment of residences from General pool.

Incharge of maintenance of buildings,
.. Secretary

(b) House Allotment Committee Lower – This committee makes allotments of houses of category X to XIV. The constitutions of this Committee is as follows :-

- (1) Chief Engineer, Capital Project .. Chairman
- (2) Under-Secretary, Revenue ..Member
- (3)Assistant Secretary, Punjab
Civil Secretariat ..Member
- (4) Assistant Secretary, F.D. ..Member
- (5) Establishment Officer, I.B. .. Member
- (6) Executive Engineer incharge
Maintenance of Buildings .. Secretary

House Allotment Committee at Simla – Residences fo gazetted officers are allotted by the House Allotment Committee Upper, Chandigarh. The residence for non-Gazetted staff are allotted by the House Allotment Committee as constituted at other District Headquarters.

HOUSE ALLOTMENT COMMITTEES AT PLACES OTHER THAN CHANDIGARH AND SIMLA

At all District Headquarters there are District House Allotment Committees with the following constitutions :-

- (1) Commissioner at Divisional Headquarter
And District Magistrate at District head-
Quarters .. Chairman
- (2) Superintending of Police .. Member
- (3)Two representatives of other
Important Departments in the
District .. Members
- (4) Executive Engineer, B&R .. Branch Secretary

In certain districts where Government have requisitioned a number of private houses, General Assistant to the Deputy Commissioner may act as Secretary of the House Allotment Committee in which case the Executive Engineer, B & R will function as Vice-Chairman of the Committee.

Allotment of houses is regulated by a set of rules that may be framed from time to time by each committee.

PAYMENTS OF RATES AND TAXES

9.58 In the case of buildings occupied as residences, all Municipal and other taxes in the nature of house or property tax payable by Government in respect of such buildings, shall be taken into account in calculating standard rents under rule 5.23 of the C.S.R. (Punjab) Volume I, Part I. Taxes other than these whether required to be paid by local rule of customs by the owner or tenant shall be paid by the latter in addition to the standard rent of 10 percent of monthly emoluments payable under rule 5.29(b) *ibid*. They will also be recoverable in cases when buildings are occupied rent-free except from those who are enjoying rent-free concession under paragraph 7.63 of the Subsidiary Rules.

Chief Secretary's
Circular No. 812-Wg-
53/12099. Dated 2nd
March, 1953.

Payment of Municipal
and other taxes.

Municipal and other taxes (in the nature of house or property tax or otherwise) when payable by Government in respect of buildings occupied as residences, will be adjusted as part of the cost of maintenance of the building. Taxes payable by tenants under the local rule or custom will be paid by them direct. In cases in which the amount of tax payable to the municipality in respect of a building and partly by Government the tax will be paid in full by the Government in the first instance and the amount payable by the Government servant will be recovered from him by Government. For other details in this respect see para 3.17 of Punjab P.W.D. Code.

GOVERNMENT BUILDINGS USED AS RESIDENCES

9.59 If a Government servant to whom a residence is allotted dies, is dismissed from the service or retires from the service, the allotment to him of the residence shall be cancelled, with effect from one month after the date of his death, dismissal or retirement, as the case may be, or with effect from any date after such death, dismissal or retirement on which the residence is actually vacated whichever is earlier. In such cases the recovery of rent should be governed by Rule 5.29(b) of C.S.R. (Punjab), Volume I, Part I, i.e. while the original allotment subsists, rent should be charged at the same concessional rate as was being paid by the Government servant before his death, dismissal or retirement as the case may be. Similarly the concession of rent-free quarters, if it was granted in any case should continue during the period of grace.

(ii) The final accounts of an officer proceeding on retirement, or who has resigned, or has been dismissed, or discharged from service and who is entitled to retain a Government residence allotted to him for the period specified in sub-para (i) may be settled without waiting for a “no demand certificate” from the Estate Officer, should be observed.

9.60 A Government servant in occupation of a residence can sublet it subject to the approval of leasee by the Chief Engineer, P.W.D. B & R, Branch and subject to conditions as laid down in para 5.50 of Punjab C.S.R., Volume I, Part I.

9.61 The determination and recovery of the rent for buildings owned or leased by Government and allotted to Government servants shall be governed by rules 5.13 to 5.52 of the Civil Services Rules (Punjab), Volume I, Part I and paragraphs 179 to 189 of the Central Public Works Account Code. Unless in any case it be otherwise expressly provided the tenant shall pay (i) rent for the residence (at the rate of) 10 percent of his monthly emoluments and (ii) Municipal and other taxes payable by Government in respect of the residence not being in the nature of house or property tax.

Note: (i) A Government servant who, at his own request, is supplied with a residence owned or leased by Government, of a class higher than that for which he is eligible when a house of his class is available for him, should be charged the full standard rent fixed for the residence and should not be allowed the benefit of 10 percent concession afforded by rule 5.29 (b) of the C.S.R (Punjab), Volume I Part I.

Cancellation of allotment after death, dismissal or retirement.

F.D. letter No. 4560-FR-52/5038, dated 7th July, 1952

Sub-letting of residence permitted.

Determination and recover of rent.

(ii) A tenant, who is in receipt of a pension from Government should be treated as a private individual for the purpose of recovery of rent. But if he desires to make payments by deductions from his pension, recoveries from him may be made through the Treasury Officer or other disbursing Officer concerned, on the pensioner's furnishing the Divisional Officer with a written request authorizing such deduction. This authority should be transmitted to the Treasury or Disbursing Officer with the first demand (C.P.W.A. Code para 185)

9.62 If a residence is supplied with services, other than water supply, sanitary or electric installation and fittings such as furniture, fans, tennis courts, or garden, the cost of which is not taken into account in calculating the standard rent of the residence under rule 5.23 of the C.S.R. (Punjab), Volume I, Part I and which are maintained at the cost of the Government rent shall be charged for these in addition to the rent payable under rule 5.29 and 5.32 *ibid.* the tenants will also be required to pay metre hire and the cost of water, electric energy etc. consumed. The additional rents and charges will be fixed and recovered in full as provided in rule 5.44 of C.S.R. Volume I, Part I (Punjab). A competent authority may however, in very special circumstances and for reasons which should be recorded, waive or reduce the additional rent and charges for any of the special amenities referred to above.

9.63 (i) Standard rent of residence should be re-calculated after every five years. The re-calculation may be made even earlier than five years, if as a result of additions and alterations, the capital cost of a residence is increased by more than 5 percent of the cost on which the previous rent was fixed or if a portion of capital cost is written off under the orders of competent authority. The revised rent should take effect from the 1st of April next following or from the date on which a new tenant become liable for the payment of rent whichever is earlier.

(ii) It is the duty of the Executive Engineer to give timely notice to the tenant concerned of the increase in rent. Omission however, on his part to give such intimation in any case will not constitute a reason for the enhancement of rent taking effect from a date later than that on which it is due.

(iii) In case of substantial additions or alterations to a residential building, pending sanction of the revised standard rent by the competent authority its rent should be provisionally fixed so as to allow an adequate margin to cover rent in respect of the estimated expenditure of such additions or alterations and unforeseen charges, and recovery of rent from the tenant should be effected at that rate. If the provisional rent is more than the revised standard rent, the amount recovered in excess shall be refunded to the tenant.

(iv) If the rent of a building allotted to a Government servant is enhanced from a previous date, nothing shall prevent Government from effecting recovery at the enhanced rate with retrospective effect.

(v) If the rent recoverable from a Government servant is limited to a certain percentage of his emoluments and such emoluments are changed retrospectively, the rate at which rent is recovered should also be changed retrospectively. (C.P.W.A. Code Para 182.

Rent for special services.

Increase or decrease in rent

F.D. notification No. 1506-FWB-52/3966, dated 17th May, 1952.

(vi) If a Divisional Accountant becomes aware that the emoluments of a Government servant have been changed in respect of a period during which the occupied a Government residence at some other station or stations, he should see that the intimation of the change of emoluments is given to the Divisional Officers of the stations concerned to enable them to recover the arrears of rent where necessary (C.P.W.A Code Para 182).

(vii) Pending orders on a representation against the Divisional Officer's assessment the amount must be paid by tenants on demand, should the representation prove successful, the excess amount charged should be adjusted as soon as orders are issued, by a reduction in the assessment of a subsequent month or, if this is not practicable or convenient by an actual repayment. (C.P.W.A. Code Para 187).

9.64 (i) Rent for a new residence shall be charged from the date on which it is ready for occupation. This date will be fixed by the Divisional Officer, who shall intimate to the officer, or the Department, for whom the residence to the officer, or the Department, for whom the residence is being built, and to the audit office, the fact of its approaching completion and the date on which it will be ready for occupation, together with probable amount of the rent as nearly as it can be calculated pending the final closings of the account. When the accounts have been closed, the rent, as finally assessed, should be intimated to the tenant and any necessary adjustment made.

(ii) When an officer takes over charge of an office entitling him to occupy a Government residential building, he should, apart from the usual charge certificate on assumption of office, sign a supplementary certificate stating that he becomes responsible for the rent of a particular building from a given date. The relieved officer would state similarly that his responsibility for rent has ceased. A copy of this certificate should go to the Audit Officer and also to the Divisional Officer, who should check from the Gazette notifications that the certificates so far as the residential buildings in his charge are concerned, have been received. If an officer does not carry with it any responsibility for the rent of a building, the supplementary certificate will be blank and will be signed with a line drawn across it.

(iii) In cases where the relieving officer has not to occupy the building, the responsibility of the relieved officer for rent will not cease until he has furnished the above certificate and has, at the same time, handed over the key to the Public Works Department official in charge.

Similarly a non gazetted Government servant on occupying or vacating a Government residence is required to intimate to the Divisional Officer concerned the date from which he enters into occupation of the building or vacates it. Rent will continue to be charged until such time as he ceases to occupy the house and has handed over the key to his successor or the Public Works Department official in charge, a receipt for which should be endorsed on his report of vacation of the quarter. The successor will be held responsible for the rent from the same date, unless he produces necessary proof that under the rules he becomes liable to rent from the later date.

(iv) It so desired by the new tenant, the Divisional Officer

Accrual of rent of Government residences.

should furnish a copy of the entry in Stereo B & R Form No. 126 concerning him.

(v) The rent of the buildings leased to Government servants for whom they have not been constructed should be limited to 10 per cent of the emoluments of the occupants, subject to a minimum of the rent which would be received from the incumbent of the post. If the post, is vacant this last figure should be calculated on the average pay of the post.

(vi) It has been decided under Fundamental Rule 8 that Fundamental Rule 45 applies to Government servants on leave and that in such cases the officers on leave are liable for the full assessed rent, subject of the 10 per cent limit.

9.65 (i) The recovery of rent for Government buildings occupied as residences by members of work charged establishment is governed by the principal laid down in rule 5.29 (b) of the C.S.R. (Punjab) Volume I, Part I. Such members of this establishment, who do not draw pay in excess of Rs. 25 per mensem shall however, be exempted from the payment of rent.

(ii) Where quarters are provided for Road Inspectors they should occupy them on the same terms as the regular subordinate Establishment of this Department.

9.66 A competent authority may sanction remission or rent due for the occupation of a Government building when the building is rendered uninhabitable by reason of extensive repairs being in progress, or from any other cause, provided that if the occupier finds that the house has become uninhabitable he shall at once report the matter to the Executive Engineer in charge of the building, who will immediately inspect it and forward a report on the subject to the Superintending Engineer. The latter will take such steps in the matter as he considers necessary reporting his action to the competent authority, who will then decide whether partial or total remission of rent is to be allowed.

Note : Inconvenience caused by petty or ordinary annual repairs is insufficient to warrant remission of rent which should be granted only when extensive structural repairs, justifying in the opinion of the competent authority the vacation of the building, are carried out.

9.67 (1) A register in D.F.R. Form No. 6 (Register of Rents of buildings and lands) should be maintained in the Divisional Offices to show the monthly assessments, realizations and balances of rents of all residential buildings (including office buildings used as residences) and of such other buildings; lands etc., as may be available for being let. No building other than those falling within the categories specified in clauses (1) to (2) of rule 2 of Appendix 2 to the Account Code, Volume IV extracted below or site should be excluded from his register on the plea that it is intended to be occupied rent free or is not likely to be rented, but all such buildings may be grouped separately.

of “ (i) residence s for use of the Governor of a State or the head a Local Administration.

(ii) buildings which are situated within the precincts of jails, hospitals, police lines tehsils, educational institutions,

Recovery of rent from work charged establishment.

Remission of rent Rule 5.38 Pb. C.S.R. Volume I Part I).

Register of rents.

provided that they are allotted rent free under the orders of Government to Government servants, who are required to occupy particular houses in order to ensure the proper performances of their duties.

Note: (i) Private buildings which have been hired for use as residence or are used as such, wholly or in part, should be included in this register.

(ii) Rent free quarters for inferior servants need not be entered in this register except when allotted to persons from whom rent is recoverable. Nor need rest houses and other travelers bungalows be entered although rent receipts from them are also treated as rents of buildings which are required to be booked in the minor head "Rents"

(2) The entries relating to the assessments of rent should be made month by month and for this purpose arrangements should be made to obtain timely intimation, (with full particulars) of all changes of tenancy from the subordinates in charge of the properties.

Note: If any property is occupied free of rent, or if the rate for any months' assessment is neither the standard rate nor the ten percent of the occupants emoluments, a suitable remark (quoting authority) should be made against the entry relating to it. If a Government servant is not entitled to but is actually allowed the benefit of the 10 per cent concession (recognized by rule 5.29 of C.S.R. Volume I, Part I), a reference to the specific orders of Government allowing it should be recorded in the remarks column of the Register of Rents.

(3) The total realizations of each month should be abstracted at the foot of the register, so as to show separately (i) cash realized in the division (ii) recoveries by other disbursing officers adjusted in the divisional accounts and (iii) recoveries at treasuries in the same circle of account adjustable in the Accountant General's office for both rents of buildings and rents of lands etc. If any buildings are provided with special services such as furniture, etc. for which rent is charged separately the account of rent charged for each building in respect of these services should be kept separate from that of the rent of the building itself and in the abstract also the realizations on account of each of these services should be shown separately.

Note: Cash refund of rents realized should be shown separately as minus realizations in the Register of Rents of Buildings and lands and thus distinguished from the gross realizations of rent.

9.68 (i) Rental statements in quadruplicate should invariably be prepared by the Divisional Officers on Stereo B & R Form No. 126 reproduced in Appendix 9-D for Superintending Engineers sanction.

The Superintending Engineer will communicate his sanction by signing one of the rental statements after approval and forwarding it to the:-

- (1) Chief Engineer, Punjab, Public Works Department.
- (2) Accountant General Punjab.
- (3) Divisional Officer concerned.

In the rental statement for residential buildings, percentages on capital cost should invariably be worked out and indicated therein against the figures which represent allowance for repairs (both special and

Rental Statements

annual) to enable the Accountant General, Punjab, to check that such percentages are not in excess of the permissible limits.

Note:- To enable the Divisional Officer to charge rent on account of electric and sanitary installations provided in a building, the Executive Electrical Engineer and the concerned Executive Engineer, PH Division will furnish the following information to him for incorporation in the rental statement of the building:-

(a) Cost of electric or sanitary installations:

(b) Date of completion.

(ii) All final rent statements whether in respect of the newly constructed or purchased or leased buildings or of additions and alterations, to existing ones shall invariably be forwarded to the Accountant General, for verification.

(iii) With the object of ensuring the timely revision of rent statements and providing a suitable record of all data in connection with the assessment of rents, the Divisional Officers shall maintain a register of rent assessment in D.F.R. Form 63. This register will be examined by the Superintending Engineer at the time of his annual inspection of the Division.

9.69 In respect of the buildings in charge of the Public Works Department, which are available for occupation as residences, capital and revenue accounts are prepared periodically by the Accountant General for each Circle of Superintendence in accordance with the directions given in Appendix 2 of the Account Code, Volume IV and such other orders as may from time to time issued by the competent authority. The object is to review the financial results of the year and to determine whether the annual allowance fixed for maintenance and repairs is sufficient to protect against any losses arising from the operations of the rules made by Government for recovery of rent of residential buildings. For this purpose, Divisional Officers should furnish the Accountant General annually with the necessary data, in respect of such buildings of their divisions as may have to be included in the circle accounts, in such form as may be prescribed by the Accountant General. These accounts may be prepared and reviewed at such intervals as may be settled between the State Government and the Accountant General.

Note: On closing the account of a work involving expenditure on the construction, acquisition or equipment of a building intended to be used as a residence, or expenditure on additions or alterations to an existing residential building, the Divisional Accountant should see—

- i) that if it is a new building, it is entered in the Register of Rents of Buildings and Lands;
- ii) that steps are taken to obtain the orders of competent authority to assess, or revise the rent as the case may be and
- iii) that the correct capital cost of the building is noted for entry in the next set of capital and revenue accounts, the note being made in the register of buildings referred to in paragraph 9.1 of this Manual.

(See para 9.68).

Capital and Revenue account of Government buildings used as residence.

<p>9.70 The buildings intended for occupation as residence for which Capital and Revenue Accounts are maintained may be grouped in to two classes as per paragraph 5.45 of C.S.R. Volume I, Part I:- Class I .—Buildings which will ordinarily be occupied by Government servants liable to pay the full standard rent subject to the limit of a prescribed maximum percentage of their emoluments. Class II. – Buildings from which the recovery f the full standard rent is not expected, that is, buildings which will ordinarily be occupied by Government servants, who are entitled to accommodation rent free or at reduced rates under the sanction of competent authority. Note –(1) Buildings should not ordinarily be transferred from one class to the other unless there is permanent change in the conditions under which they will be rented. The transfer should be made under the orders of the competent authority and should normally have effect from the commencement of a financial year. (2) When a building in class II is occupied by any person who is not entitled to quarters rent free the rent to be paid shall be fixed by the competent authority in general accordance with the rules in Chapter 5 of C.S.R. Volume I, Part I.</p>	<p>Classification of residential buildings.</p>
<p>9.71 When under Clause (a) of rule 5.35 ibid a Government servant is provided with quarters free of rent the exemption from rent shall, in the absence of any orders of Government to the contrary be considered to be complete, i.e., no additional charge shall be made in respect of the rent of special services in the building the cost of which has been included in the capital cost of the building. The concession of rent free quarters does not carry with it the free supply of water and electric energy, the cost of which must be defrayed by the Government servant himself. The rent of water and electric meters the cost of which has not been included in the capital cost of the building is also payable by the Government servant.</p>	<p>Grant of concession of rent-free accommodation.</p>
<p style="text-align: center;">ACCOMMODATION PROVIDED FOR DIFFERENT PURPOSES FREE OF RENT OR ON NOMINAL RENT BASIS</p> <p>9.72 (i) Tailors, barbers and washermen employed and residing in all the Police Lines in the Punjab should be provided with rent free accommodation. (ii) Mochis employed in Police Lines in the districts and in the Government Railway Police in the Punjab should be provided with rent free accommodation. (iii) Nominal rent at Re. 1per annum should be recovered from the occupants of the following Government buildings in the Phillaur Fort. (i) General Stores. (ii) Butter shop (iii)Canteen. (iv)Soda Water Factory</p> <p>9.73 The following procedure should be adopted in letting out on rent sweet and fruit seller’s shops attached to educational institutions:- (i) The sweet and fruit seller’s shops attached to educational institutions are as much a part of a college or school as say</p>	<p>Police Department</p> <p>Education Department</p>

<p>a library and as such should not be regarded as residential quarters.</p> <p>(ii) The Public Works Department should fix a standard rent for each shop in accordance with the ordinary rules.</p> <p>(iii) The head of the institution should be free to let the shop at his discretion, provided that if the rent offered is less than that fixed by the Public Works Department, the sanction of the Head of Department concerned is obtained.</p> <p>(iv) No rent need be charged for the summer vacation or in the case of schools in the hills for the winter vacation.</p> <p>(v) The rent recovered should be credited to revenue Head XXXIX—Civil Works.</p> <p>(vi) Leases should be executed by the heads of institutions (i.e. the Principal or Headmaster. as the case may be, on a standard lease from prescribed by the Public Works Department for the purposes.)</p> <p>(vii) Subjects to items (iii) and (iv) and (vi) above the shops should remain on the books of PWD and the leases, after being expected by the heads of institutions should be sent to the Executive Engineer concerned, who should apply to them the usual scrutiny and see that the rent is recovered according to rules.</p>	
<p>9.74 The following procedure should be adopted in letting out shops and shop sites attached to the Punjab Jails:-</p> <p>(1) Before any part of Government buildings in a jail is let out as a shop, the approval of Government in the Public Works Department, Buildings and Roads Branch, should be obtained to classify that part or rooms as a shop.</p> <p>(2) The standard rent for such shops will be fixed by the Public Works Department.</p> <p>(3) After the Jails Department has settled the terms and conditions in consultation with the PWD the leases for such shops will be executed by the latter.</p> <p>(4) The Jails Department is authorized to sanction a rent lower than the standard rent fixed by the P.W.D. Department.</p> <p>(5) All rents from such shops or shop sites should be credited to the PWD, B&R under major head—XXXIX—Civil Works.</p>	<p>Jail Department</p>
<p style="text-align: center;">ELECTRICAL</p> <p>9.75 (i) Call bells and their apparatus in Government buildings, when so self-contained and easily portable so that from the manner of erection, no fixtures are implied should be treated as furniture but in all other cases, such as system of bells worked from a common battery or single bells involving fixtures such as pushes and wires attached to walls that cannot easily be removed, they should be classified as fixtures, when the cost of erection and maintenance will be debited against the building</p>	<p>Call bells.</p>

<p>concerned.</p> <p>(ii) The maintenance of call bells in Government buildings shall be done by the staff employed under the Executive Electrical Engineer.</p> <p>9.76 (i) No independent telephone connection or an extension of the existing telephone connection should be installed in any Government office or residence occupied by a Government servant without the prior sanction of the State Government in Health and Local Government Department in consultation with the Telephone Board.</p> <p>(ii) Charges in respect of the initial and recurring outlay, for telephones installed in Civil buildings should be borne by the “contingent grant” of the officer of the department occupying the buildings.</p> <p>(iii) In the payment of rent of telephone connection (except in temporary connections required for a part of the year) advantage should be taken of the yearly rate of payment in all cases in which telephone is retained throughout the year so as to avoid loss to Government on this account.</p> <p>(iv) Private Trunk Calls on Government telephone connections should ordinarily be deprecated. Recoveries for such calls, if any made, should, however, be credited under the service head to which the office contingent bill is charged by deduction of expenditure.</p>	<p>Telephone Connections.</p>
<p>9.77 Electric fans in Government offices should be used only when required, i.e. they should not be turned on in the early morning when offices are cleaned, but should only be brought into use when rooms are occupied. All fans should be turned off when offices are vacated. In every office responsible person should be assigned the duty of seeing regularly that these orders are carefully observed.</p> <p>9.78 (1) No fan will be issued by the Executive Electrical Engineer from his stock or Tools and Plant list on hire to any Government office for permanent or temporary purposes.</p> <p>(2) Fans borne on the Tools and Plant list of the Executive Electrical Engineer will be issued by him only when they are required to replace fans under repairs.</p> <p>(3) An officer requiring fans for temporary use in his office or for temporary office will send a requisition to the Executive Electrical Engineer, who will prepare an estimate for the purpose and install the fans after the estimate is sanctioned and funds have been allotted.</p> <p>(4) If and when the fans requisitioned for temporary use are no longer required in the office concerned they will be removed by the Executive Electrical Engineer and taken back on the stock at depreciated value. The credit for the reduced value of the fans thus removed and taken on stock will be afforded to the receipt head XXXIX—Civil Works.</p> <p>(5) Fans required regularly every season will not be removed in winter months.</p>	<p>Use of fans in Government offices.</p> <p>Rules for the issue of fans from the stock of Executive Electrical Engineer</p>
<p>9.79 The heads of offices can accord sanction to the hiring of fans for their own and their subordinate office subject to the observance of the following conditions:-</p> <p>i) Fans should not be hired from the market unless the</p>	<p>Hiring of electrical fans.</p>

<p>Executive Electrical Engineer has been approached to arrange for fans required to be installed, against proper estimates and he has intimated that the fans cannot be supplied.</p> <ul style="list-style-type: none"> ii) The fans are hired at controlled rates. iii) In the case of hired buildings an undertaking obtained from the landlords that the ceiling fan is the property of the Government and may be removed at any time. iv) A certificate is obtained from the Executive Electrical Engineer, that the existing electric installation of the building will be able to bear the additional load. v) The hiring of table fans for use in public buildings should be discouraged. These fans are not only more costly than ceiling fans over current consumption, but also are liable to be used for purposes other than for which such fans have been hired. vi) The sanction to expenditure on fans is within the power of the Head of Office. 	<p>Government Punjab PWD B&R Branch letter No. 78-W/39/142-238-W dated 15th January 1947.</p>
<p>9.80 Fans installed in the residential buildings should be treated as furniture and their cost shall not be included in the capital cost of the building. 17 per cent rent shall be charged separately on the capital cost of the fans as below:-</p> <ul style="list-style-type: none"> (a) Internal 4 per cent (b) Deprecation 6 ½ per cent (c) Maintenance 4 ½ per cent (d) Storage Charges 2 per cent. <p>9.81 (a) No additions or alterations of the electrical installation can be carried out in Government buildings without the express permission of the Executive Electrical Engineer, or the Executive Engineer Incharge, who may accord such permission to the tenants subject to the following conditions:-</p> <ul style="list-style-type: none"> (i) The work and specifications should be previously approved by the Executive Electrical Engineer, or Executive Engineer, as the case may be. (ii) The quality of the work, when completed should be subject to the acceptance of the Executive Electrical Engineer or Executive Engineer, as the case may be. (iii) The tenant should give an undertaking in writing that all fixtures, connected with the wiring, i.e. wiring, switches, plug points and fixed wall brackets will become the property of Government fans, shades and similar detachable items will remain vested in the tenant. (iv) When the individual at whose cost the fixture have been installed ceases to be tenant, the capital value of the fixtures (which he leaves to Government under his agreement at the time of installation) shall be added for 	<p>Provision of Ceiling Fans.</p> <p>Additions or alterations of E.I. in Government Buildings.</p>

purpose of rent calculations to the capital cost of the house.
 (b) In cases of residential buildings where the question of providing electrical installations is definitely under the consideration of the Government and the tenants have been notified accordingly, the tenant may be permitted to install electrical installations at their own cost, subject to the following conditions:-

- (i) The estimate for the work and specification be previously approved by the Executive Electrical Engineer or Executive Engineer, as the case may be.
- (ii) The work will be undertaken by a firm on the approved list of the Executive Electrical Engineer, and when completed will be submitted to his acceptance or the Executive Engineer, as the case may be.
- (iii) When funds are available the actual or estimated cost (as referred to in (i) above) whichever is less will be refunded to the tenant (subject to his signing the rental statement in agreement to the enhanced rent) to the extent of the work provided for in the sanctioned estimate after deducting depreciation at 7 per cent per annum for the time elapsing between the date of installation and the date of its refund to the tenant the cost of such installation will be added to the Capital value of the building and indicated above, for purposes of calculation of rent.
- (iv) The cost will be supported by receipted bills from the firm undertaking the work.
- (v) The tenant will have no claim whatsoever to payment unless and until funds are allotted.
- (vi) The installation will not be removed under any circumstances.
- (vii) If the tenant be transferred before receipt of payment, Government will not in any way be concerned in any mutual arrangements which may be made between him and any subsequent tenant. The tenant referred to here is the official to whom the permission for installation is originally granted.

FIRE PROTECTION AND INSURANCE

9.82 Normally the provision of thatched roofs to Government building is prohibited; except in the case of buildings of purely temporary character and of little importance. In sitting such buildings care should be taken that these are located sufficiently far from other buildings so that fire could not travel to them.

9.83 (i) The 'Model Fire Rules' and fire instructions' framed by this Department are reproduced in Appendix 9-E. These rules are issued for general guidance and may be meticulously observed. They equally apply to all Government owned or leased buildings and the officers concerned are responsible to see that they are carried out in the buildings under their control.

(ii) Fire protections appliances, when required for Government or hired buildings (a) used as official residences and (b) occupied as

Provision of thatched roofing prohibited.

Fire Fighting

<p>offices by the Public Works Department, should be arranged for by the Divisional Officer in charge. The expenditure in connection with (a) will be charged to the capital cost of the building for the first supply, and renewal to its maintenance. For (b) the cost will be debited to head 50—Civil Works—Establishment—Contingencies of the disbursing officer occupying the office building.</p> <p>For all other buildings the departmental officer in occupation should himself arrange for the required appliances; or he may ask the Divisional Officer in charge to do so on his behalf and to adjust the cost with him.</p> <p>(iii) Fire fighting appliances, such as water buckets and fire Extinguishers of approved pattern should only be used. In the case of water bucket care should be taken that they are of standard specification to have a raised bottom.</p>	
<p>9.84 Insurances of Government buildings are not to be effected except, at the discretion of Government, in the case of especially valuable property liable to special risks. Fire insurance policies in respect of the following buildings may however be kept alive:-</p> <p>(i) “Raj Bhawan”, Simla (The residence of the Governor of the Punjab)</p> <p>(ii) “Ellersile Building” Simla.</p>	<p>Insurance of Government buildings</p>
<p>9.85 When new insurance policies have to be taken out or old ones come up for renewal, in respect of Government Buildings, the following conditions should be observed:-</p> <p>(a) Tenders should be invited</p> <p>(b) Other factors</p> <p>(i) Premium,</p> <p>(ii) Security; and</p> <p>(iii) Facility for prompt settlement of claims being equal, preference should be given to Indian Firms.</p>	<p>Procedure to be observed.</p>
<p align="center">P.W.D REST HOUSES AND DAK BUNGALOWS</p>	
<p>9.86 P.W.D. Rest Houses are those built at district headquarters or other towns and are maintained under the head of account “Civil Buildings”. Those appertaining to State Roads are maintained under the head of account “Communications” and are designated “Inspection Bungalows”.</p> <p>(i) These buildings should conform generally to the standard plans and the classification sanctioned by Government. A list of the existing Rest Houses and Inspections Bungalows appertaining to the Buildings and Roads Branch of the Public Works Department, Punjab, indicating the classification of each is given in appendix 9-F. This classification has been made only for purposes of recovery of rent.</p> <p>(ii) Addenda and Corrigenda to Appendix 9-F for the previous financial year should be submitted by Superintending Engineers to reach the Chief Engineer on 1st May.</p>	<p>Definition Construction and Maintenance</p>

<p>(iii) The pay of chaukidars, malis and sweepers employed to look after P.W.D Rest Houses and Inspection Bungalows should be debited to the allotment for repairs and maintenance of these houses and not to head "Establishment".</p> <p>9.87 (i) P.W.D. Rest Houses and Inspection Bungalows should be furnished and provided with a supply of table the equipment, crockery and cooking utensils, according to the scales (Statement I and II) given in Appendix 9-G. Articles not specified in these scales are on no account to be purchased before the special sanction of the State Government has been obtained and in all such cases, the abstracts of estimates should be submitted in triplicate so that a copy may be sent to the Accountant General Punjab, for information. The scales are maximum ones and need not in all cases be maintained.</p> <p>(ii) The scale of furniture permissible for subordinate Rest Houses in Civil and PWD Rest Houses is also given in Appendix 9-G (Statement III) Furniture in Subordinate Rest Houses should only be provided, where absolutely necessary with the previous approval of the State Government and subject to the condition that funds exist for the same.</p> <p>9.88 The first supply of furniture, table equipment and crockery should be charged to "Original Works", State Civil Buildings or Communications as the case may be. Subsequent repairs and renewals should be debited to the maintenance estimate of the house concerned. The articles should be borne on the returns of Tools and Plant under the sub heads "Bungalow Furniture", "Table equipment", etc., and kept apart from the articles of ordinary Tools and Plant . Note: Country Charpais required for rest house should be classified as above, but those required for office use should be classified as "Office furniture".</p> <p>9.89 An inventory of the furniture, table equipment and crockery in each of the P.W.D. Rest Houses and Inspection Bungalows should be prepared in Stereo B & R. Form No. 89 and hung in each such house. In the balance return of Tools and Plant, the articles of furniture, table equipment and crockery should be written up in the order given in this form, as this will facilitate in checking the inventory.</p> <p style="text-align: center;">RULES REGULATING OCCUPATION OF REST HOUSES AND INSPECTION BUNGALOWS IN THE CHARGE OF PWD B&R BRANCH.</p> <p>9.90 So far the question of regulating the occupation of Rest Houses in the Punjab State is concerned, the following principles should be observed:-</p> <p>(1) No tourist or any other non-official will be allowed to stay in Rest Houses other than those mentioned at (2) below for a period exceeding one week without the specific sanction of Government in the Department concerned. In other words a stay of over one week can only be permitted by Government.</p> <p>(2) In the case of Rest Houses at Hill stations, no tourist or other</p>	<p>Furnishing.</p> <p>Supply and subsequent maintenance the furniture.</p> <p>Inventory of furniture of the Rest Houses.</p> <p>Occupation of Rest House by Tourists.</p> <p>Chief Secretary's circular No. 5408-GS-60/19292 dated the 3rd June 1960.</p>
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non-official will be allowed to stay unless the Rest House in question has been specifically declared as open to tourists, for any period without the specific orders of Government in the Department concerned. In the case of Rest Houses at hill stations which have specifically been declared as open to tourists under general or special orders of Government, the restriction as at (1) will apply.

- (3) The families of Officers, unaccompanied by the officer himself, will be subject to the same restrictions as at (1) and (2), that is to say they should be treated as non officials on tour.

Note—The term officer will include Minister/Deputy Minister/Chief Parliamentary Secretary.

- (4) The decision contained in (1) to (3) will also apply to members of the State Legislatures when not on duty.
- (5) Where Government sanction is required for the occupation of Rest Houses as in the terms mentioned above, this will not be accorded save in very exceptional circumstances, for a period exceeding 14 days.

9.91 (i) The rest houses and inspections bungalows in charge of the PWD B&R Branch are intended primarily for the use of departmental Gazetted Officers of B&R Branch while on duty and such officers have a prior claim, except as provided for in sub rule (vi) below to their occupation; but the following officers are also entitled to free occupation when traveling on duty:-

- a) Chief Minister, Ministers, Deputy Ministers etc. of Punjab Government.
- b) Other Gazetted Officers not below the rank of provincial service officers.
- c) District Engineers.
- d) Inspectresses and Sub-Inspectresses of Cooperative Societies and District and Assistant Inspectresses of Schools.
- e) Public prosecutors (Government Pleaders)
- f) Officers of the National Cadet Corps.
- g) Members of both the houses of the Punjab State Legislature when on duty.
- h) Assistant Excise and Taxation Officers.
- i) Assistant Intelligence Officers.
- j) Officers of the Bharat Sewak Samaj.
- k) Organizing Secretary of the Indian Red Cross,.
- l) Vice-Chancellor and the Registrar of the Punjab University.
- m) Lady Supervisors and Organisers of the Public Relations Department.
- n) Officers of the Punjab State Council for Child Welfare.
- o) Members and Officers of the Punjab State Electricity Board.
- p) The non official Chairman and Secretaries and non-

Eligibility.

Secretary B&R Memo
No. 3310-BRI/ECWI-
58/855. Dated 3rd
December 1958.

<p>official Secretaries of the District Boards.</p> <p>Note: Government may authorize any other class of officers of members of Committee. etc. for the occupation of PWD Rest Houses by Special orders.</p> <p>(ii) Occupation whether free or otherwise is inadmissible exceeding 10 days without the sanction of the Administrative Department. In the case of officers of PWD B&R Branch, the time limit of stay is, however 15 days. The time limit of 15 days stay is also admissible in the case of Probationary Officers of I.A. & A.S. recruited through the Union Public Services Commission, who have to go to various treasuries and Public Works Divisions to receive training.</p> <p>Note: The terms Officers where mentioned in the above rules applies also to their families, when accompanying them.</p> <p>(iii) (a) If a rest house is occupied by an officer beyond the period of his duty, he shall be required to pay rent for that period in accordance with the rules contained in paragraphs 9.95 and 9.96 infra.</p> <p>(b) An officer or his family shall pay rent for the period of occupation of a rest house irrespective of the status of the officer concerned or the kind of bungalows occupied, if the visit is private.</p> <p>iv) If an officer occupies a rest house, situated at the headquarters, he shall pay the rent from the date he occupies the same. This applies to such an officer on transfer to a particular station, who is unable to find suitable residential accommodation and occupies a rest house.</p> <p>(v) All officers whether on tour or otherwise are required to pay for special amenities such as electricity and water supply.</p> <p>(vi) (a) In cases where permit has already been issued (or even if a Rest House is pre-occupied), it will be liable for cancellation if the rest house in question is required by an officer with a "Superior Claim". (The Officers entitled to "Superior Claims" are high officials included in No. 30 and above of the Warrant of Precedence vide Appendix A of the Punjab Civil List).</p> <p>Note: Officers of Superior Claim are required to give ten days notice of their requirements. In the case of Ministers to Punjab Government, a notice of two days is enough.</p> <p>(b) Permits once issued to an officer of the rank included in No. 47 and above of the Warrant of Precedence, will not be withdrawn even if the rest house is required by a departmental officer in the course of his duties, unless ten days notice is given.</p> <p>vii) All cases, where a pass issued to an officer on duty, is cancelled, should be reported by the Executive Engineers to the Superintending Engineer concerned for information, giving the reasons in brief.</p> <p>9.92 (i) Permission to occupy a rest house should be applied for direct to the Executive Engineer concerned whose jurisdiction is mentioned in Part XLV of the Punjab Civil List. A list of rest houses duly classified in the charge of this Department together with the names of PWD Divisions is also given in Appendix 9-F.</p> <p>(ii) No person is entitled to occupation of a rest house without a pass issued by the Executive Engineer concerned.</p> <p>Note: The Sub-Divisional Officer, Pathankot, is authorized vide</p>	<p>Secretary B&R Memo No. 11079-BR-III-3-60/139 dated 24th January 1961.</p> <p>Secretary B&R No. 5468-BR-II-58, dated 29th July, 1958 and Memo No. 1662-BRI-58/915 dated 4th December 1958. Chief Secretary's circular No. 3091-PCII-57/6987, dated 4th May 1957 Chief Secretary's Memo No. 638-PCII-58/4667 dated 20th February 1958.</p> <p>Permission.</p>
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Secretary B & R Memo No. 5312-BR-III-3-59/23485, dated 15th December, 1959 to reserve the Rest Houses at Pathankot, Gurdaspur Dalhousie, Chakki and Dhundiara.

(iii) When a pass has been issued, but is subsequently found not to be required immediate intimation should be sent to the Executive Engineer concerned. Any case of non observance of this rule must be reported by the Executive Engineer to the Superintending Engineer, who will bring glaring or repeated instances to the notice of Government.

(iv) Passes may, at the discretion of the Executive Engineer be issued to non-official who, however, shall have not priority of claim over officials on duty.

9.93 When an adequate notice of the tour of a Judge of the State High Court of Judicature at Chandigarh is received, every endeavour should be made to reserve whole of the rest house for the use of the honourable Judge during the period of his tour inspection.

9.94 In the case of small rest houses containing 2 bed rooms and a main room the whole rest house may be reserved as far as possible for Hon'ble Ministers, Administrative Secretaries, Heads of Departments and Commissioners when required by them in the performance of their official duties, but in the case of bigger rest houses, only 2 sets may be reserved for them provided adequate notice is given before hand.

9.95 The rent payable by the officers for the occupation of rest houses when not on duty or beyond the period of duty will be per bed room (no charge being made for the dressing room and the common dinning or sitting room where available) and charged at the following rates:-

Period of Occupation	Class A	Class B
	Rs.	Rs.
(a) Occupation for net more than 4 hours	2.00	1.00
(b) Occupation for more than 4 hours but not more than 24 hours.	5.00	3.00
(c) Forever additional 24 hours or part thereof	4.00	2.50
(d) Maximum rent per diem when the whole building is reserved.	20.00	10.00

Notes: (1) Where an officer locks up his furniture or other household effects in a Rest-House or a portion thereof, he should pay rent for the period he uses the accommodation at the rates at which he would be charge if he occupies the Rest House or a portion thereof for his residential purposes.

(2) An officer on tour, occupying a rest house belonging to any Department, should not be required to make any payment by way of rent for the period of his residential purposes when not on tour or on duty.\

(3) As far as possible Choukidars appointed should also be able

Reservation for Judges.

Reservation Secretary B & R Letter No.2095-96-G dated 26th March 1952

Rent of the Rest Houses.

Secretary B & R No. 7004-BRIII-BVI-60/3707, dated 30th August 1960.

FD U.O. No. 3272-FWB-52, dated 29th July 1952.

<p>to cook. This experiment should only be tried where it is practicable to do so within existing costs, and on the whole only at the bigger places.</p> <p>9.96 In rest houses, where electric current is available, a charge on account of electric light and fans is to be paid per bed room and not per person and should be as follows:-</p> <p>(i) 16th April, to 15th October, Rs. 2 per day.</p> <p>(ii) 16th October to 15th April, Re. 1 per day.</p> <p>Note—1). Nothing on account of electric charges will be charged from the officer concerned for dining room, dressing room and drawing room.</p> <p>2) The electric charges in the rest houses situated in the Hill Stations; where there are no fans, should be uniform through the year, i.e. Re. 1.00 per bedroom per day where, however, heater is used by an officer, he should be charged an additional one rupee for stay of every 24 hours or less.</p> <p>3) The Ministers, Judges of the High Court and other highly placed officers, entitled to get the whole of a rest house reserved should pay electric charges for only two bedrooms sets. i.e. double the normal rate. The officers/officials accompanying the Ministers, Judges and other such highly placed officers when occupying the additional bed rooms in a rest house will pay for electric charges for the rooms actually occupied by them subject to the condition that the total payment will not be more than the number of bed room sets in a rest house.</p> <p>4) Electric charges should no be recoverable from the Ministers if the period of their stay at a rest house does not extend beyond four hours.</p> <p>5) All charges due for rent light or breakages, etc. must be paid to the Chaukidar before leaving in accordance with the rules in force the amount paid being recorded in the visitors book which should be signed.</p> <p>6) If a visitor stays at more than one rest house on any one day (i.e. 24 hours from mid night to mid night.), he shall pay the electric charges for one rest house only, but must make note in the registers in the other rest houses that the electric charges for the day were paid by him at such and such a rest house.</p>	<p>Electric Charges in Rest Houses</p>
<p>9.97 When these rest houses are occupied as dwelling houses, the rent payable shall be fixed in accordance with Chapter V of Civil Services Rule (Punjab), Volume I, Part I and approved by the Superintending Engineer concerned.</p>	<p>Rest Houses used as Dwelling Houses.</p>
<p>9.98 Gazetted Officers of the States of Uttar Pradesh, Maharashtra, West Bengal, Madhya Pradesh, Bihar, Assam and of Punjab State Electricity Board are permitted, on reciprocal basis, to occupy the rest houses free of rent when traveling on duty subject to the following conditions—</p> <p>a) that rules relating to the rest houses of each state must be observed.</p> <p>b) that officers of the Government owing a rest house will be given preference to others when issuing passes to occupy the rest houses:</p> <p>c) that charges for amenities such as electricity etc. must</p>	<p>Reciprocal arrangements between various states for occupation of Rest Houses.</p>

- be paid for by the officer occupying a rest house; and.
- d) that free occupation will not exceed the period permitted by rules covering the rest houses.

9.99 (1) A subordinate officer on tour while on Government duty occupying a subordinate Rest House belonging to any Department should not be required to make any payment by way of rent for the period of his stay on duty.

(2) If a Subordinate rest house is occupied beyond the period of duty the subordinate concerned should pay rent for that period. Executive Engineer concerned may allow a subordinate to occupy a subordinate Rest House up to one month. After one month's occupation the Rest House must be vacated unless the previous sanction of the Punjab Government to a more prolonged occupation has been obtained. Such sanction will be accorded to official or non-officials of other Departments in very special cases only.

For subordinate Rest Houses belonging to Buildings and Roads Branch, rent shall be charged from non-officials, who have received permission from Executive Engineer concerned to occupy them, at the rate contained in Rule 4 infra.

3) If an official occupies a subordinate Rest House situated at his headquarters, he shall pay standard rent or 10 percent of his emoluments whichever is less, from the date he occupies the rest house. In such cases the official will be allowed to occupy a subordinate rest house up to one month as given in rule 2 supra, unless he is permitted by Punjab Government to occupy it for a longer period. It is stressed that accommodation in the Rest House situated at Headquarters will be taken up only in case of absolute necessity.

4) All subordinates whether on tour or otherwise should be required to pay for electricity if a subordinate Rest House is fitted with it. The rates for rent and electricity should be as below:-

(a) Rent—The rent for the occupation of a subordinate Rest House payable by subordinates, when not on duty or when not entitled to free occupation, shall be per room irrespective of number of persons occupying it and will be charged at the rate of 50 nP. per day per room.

(b) Electricity—In regard to Subordinate Rest Houses, the charges for electricity should be 50nP. per head in the summer and 38nP. per of 24 hours or less. In case no electric fans are provided, charges should be 38nP per head for a period of 24 hours or less throughout the year. These charges should be levied irrespective of the fact whether current is used or not.

5) Deputy Superintendents, Assessment Units are allowed to occupy subordinate Rest Houses without prior reservation subject to regularization on the following day. They should, however, not be allowed the use of the main building of the PWD Rest Houses.

9.100 Each month the rent realized by the Chowkidar shall be made over to the Sectional Officer incharge of the Rest House or to the

Subordinate Rest Houses.

Secretary B&R Memo No. 11521-BRI (BWI)-58/18 dated 2nd January 1959

Accounts of Rent Realised.

<p>Road Inspector in case the Rest Houses/Inspection Bungalow be not in the charge of any Sectional Officer, who will duly verify the same from the visitors book. Whoever receives the realization from the Chowkidar should acknowledge receipt of the amount under his dated signature in the Visitors book. The Sectional Officer or the Road Inspector, as the case may be shall then remit it to the Sub-Divisional Office and if necessary, the latter to the Divisional Office, where it will be credited to the “State Revenue”.</p>	
<p>9.101 The visitors book shall be inspected and initialed by the Sub Divisional Officer on occasion of his visit to the Rest House to see that the remittances on account of realization of rent are regularly and correctly made.</p>	<p>Inspection of visitors book.</p>
<p style="text-align: center;">CIVIL, REST HOUSES AND DAK BUNGALOWS</p>	
<p>9.102 Civil Rest Houses and Dak Bungalows are those built at District Headquarters or other towns and are maintained under the head of Account “50—Civil Works—R—Civil Works”. Civil Rest Houses are intended primarily for the use of Gazetted officer entitled to free primarily for the use Gazetted officer entitled to free occupation when traveling on duty and Dak Bungalows for travelers. For purposes of administrative control these buildings are under the PWD B&R Branch, but permits for the occupation thereof are issued by the Deputy Commissioners concerned in whose jurisdiction they are situated. The rules for occupation of Civil Rest Houses are contained in Para 5 of Punjab Government Consolidated Circular No. 28. The rates of rent and other charges for occupation of Civil Rest Houses are the same as those for PWD Rest Houses and Inspection Bungalows and the procedure for the realization and deposit of these charges is also similar.</p>	<p>Definition</p>
<p>9.103 These buildings should conform generally to the standard plans and the classification of the existing Civil Rest Houses and Dak Bungalow is contained in Appendix 9-H.</p>	<p>Construction and maintenance.</p>
<p style="text-align: center;">CIRCUIT HOUSES</p>	
<p>9.104 Circuit Houses are primarily intended for the use of the Governor, Ministers and Judges while on tour and no one else can claim access to them as of right. They may, however, be occupied by officers enumerated in Appendix 9-J (i) subject to the following rules.</p>	<p>Rules for occupation</p>
<p>9.105 No person is entitled to occupy a Circuit House without the permission of the Chief Secretary. In emergent cases, however, the Commissioner, Ambala Division, Commissioner, Jullundur Division, Commissioner, Patiala Division and Deputy Commissioner, Amritsar or in the absence of Commissioners of Divisions, Deputy Commissioners, Ambala, Jullundur and Patiala may grant permits for the occupation of Circuit House at their Head quarters to the officers enumerated in Appendix 9-J (i) but post facto approval of the Chief Secretary must invariably be obtained in all such cases.</p>	<p>Occupation of Circuit House.</p>
<p>9.106 Circuit Houses may be occupied free of rent by officers on</p>	<p>Occupation of Circuit</p>

duty for a period not exceeding fifteen days. In exceptional cases, however, this permission may be extended for a period not exceeding one month.

9.107 In case an officer on duty occupies Circuit House for a period longer than that for which he is entitled to free accommodation under para 9.106 supra rent should be charged for the whole period of his stay at the same rates as are given in paragraph 9.108 below.

9.108 In case a Circuit House is occupied by an officer not on duty, rent should be charged per bed room (nothing being charged for the dressing room or the common dinning room or sitting where available) at the following:

Period of Occupation	Class A Rs.
(a) Occupation for not more than 4 hours	2.00
(b) Occupation for more than 4 hours but not more than 24 hours.	5.00
(c) For every additional 24 hours or part thereof upto a maximum of 15 days	4.00
(d) For every additional 24 hours during the next 15 days	6.00
(e) For every additional 24 hours during the next one month.	10.00
(f) Maximum rent per diem when the whole building is occupied except in cases falling under paragraph 9.117 (i) .	20.00

Note: (1) An officer occupying the Circuit House located at the place of his headquarter will be deemed to be not on duty and rent as mentioned above will be recovered from.

(2) Permission for occupying the Circuit House on the payment of rent for more than two months will not ordinarily be given to anyone-

9.109 (i) The charges under rules (4) and (5) above are exclusive of charges for electric lights and fans which will be at the following rates, whether electric current is used or not:-

- i) From 15th April to 15th October, Rs. 2 per bed room
From 16th October to 14th April, Re. 1 per bed room.
- ii) When the whole of the Circuit House is reserved for an officer he shall be required to pay electric charges for only two bed room sets, i.e. double the normal rates.
- iii) When the heater is used by an officer, he shall be required to pay an additional two rupees for a stay of every 24 hours or part thereof.
- iv) The establishment accompanying an officer and occupying the annexe to the Circuit House will pay electric charges at the following rates.

House free of rent.

Charging of rent for longer periods of stay.

Occupation of Circuit House by Officer not on duty.

Electric Charges.

Per day or part thereof.

<p style="text-align: center;">From 15th April to 15th October, Rs. 2 per bed room From 16th October to 14th April, Re. 1 per bed room.</p> <p>9.110 When a Circuit House is occupied as dwelling house, the rent payable shall be fixed in accordance with the rules laid down in part II of Chapter V of the Civil Services Rules, Punjab, Volume I Part I.</p> <p>9.111 When a Circuit House is required by an officer with a ‘Superior Claim’ a permit already issued will be liable to be cancelled and the Circuit House vacated even if already occupied. Officers, entitled to ‘Superior Claim’ are high officials included in No. 32 and above of the Warrant of Precedence –vide Appendix 9-J (ii).</p> <p>9.112 Officer staying in Circuit House shall be responsible for the proper use of furniture, crockery etc., and in case of loss, damage or breakage of these articles they shall be liable to pay the charges therefore as determined by the Local authorities.</p> <p>9.113 All charges payable on account of light, loss breakage, etc, under rules contained in paragraphs 9.109 and 9.112 supra must be paid to the Chowkidar before leaving a circuit house and the amount paid must be recorded in the visitors’ book which should be duly signed by the officer concerned.</p> <p>9.114 Charges mentioned in paragraphs 9.107, 9.108 and 9.109 supra will be collected by the Commissioner or Deputy Commissioner concerned who will be notified by the Chief Secretary when an officer is permitted to occupy a Circuit House for an abnormal period.</p> <p>9.115 Officers for whom accommodation is reserved in a Circuit House must inform the Chief Secretary well in time when they do not intend to occupy it or there is a change in their programme so that the accommodation so released may be made available to other officers whose reservation may have been cancelled in order to accommodate others with the superior claims.</p> <p>9.116 Officers applying for reservation of a Circuit House must indicate whether they would be on private or official duty on the dates for which a particular Circuit House is required by them.</p> <p>9.117 (i) In special cases the Chief Secretary may allow the use of Circuit House to the General public for accommodation of marriage parties subject to payment of the following charges:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: right;">Rs.</th> </tr> </thead> <tbody> <tr> <td>Occupation of the whole Circuit House at Patiala for a day or part there of</td> <td style="text-align: right;">300</td> </tr> <tr> <td>Occupation of the whole Circuit House at Amritsar, Ambala, and Jullundur for a day or part there of</td> <td style="text-align: right;">200</td> </tr> </tbody> </table>		Rs.	Occupation of the whole Circuit House at Patiala for a day or part there of	300	Occupation of the whole Circuit House at Amritsar, Ambala, and Jullundur for a day or part there of	200	<p>Per head per day or part thereof.</p> <p>Occupation as dwelling house.</p> <p>Claim of a superior officer for occupation.</p> <p>Proper use of furniture and crockery.</p> <p>Recording of all amounts paid in the visitors book.</p> <p>Collection charges.</p> <p>Intimation of change of programme.</p> <p>Reservation on private or official duty.</p> <p>Use of Circuit Houses by General Public.</p>
	Rs.						
Occupation of the whole Circuit House at Patiala for a day or part there of	300						
Occupation of the whole Circuit House at Amritsar, Ambala, and Jullundur for a day or part there of	200						

<p>Provided that in case the whole Circuit House cannot be given to a marriage party a deduction of Rs. 25 per suite note given, will be allowed.</p> <p>ii) These charges are inclusive of (a) charges of normal consumption of electricity (b) use of furniture, crockery and service etc. available in the Circuit Houses.</p> <p>(iii) Special illuminations are allowed in the Circuit Houses, but arrangement in this respect will be made by the parties concerned themselves by making necessary payment to the Electricity Department direct.</p> <p>(iv) The parties renting Circuit House shall be responsible for proper use of furniture, crockery and building etc. but in case of any loss or breakage and major damage recoveries shall be made by the local authorities on the following basis:-</p> <p>a) Loss or breakage in furniture etc.</p> <p>b) Major damage to Government property.</p> <p>v) The charges shall have to be paid before occupation is allowed to the Commissioners, Patiala, Jullundur and Ambala for occupation of Circuit Houses at these stations and to the Deputy Commissioner, Amritsar, for the Circuit House, Amritsar.</p>	<p>Full charge Repair of the damage including departmental charges.</p>
<p style="text-align: center;">SESSIONS HOUSES</p> <p>9.118 Sessions Houses are provided primarily for the disposal of judicial work by Sessions Judges, who have the first Claim to use them. Subject to this condition, the Financial Commissioners and Commissioners also, are entitled to use the buildings when on tour. The management of the Sessions Houses vests in the Sessions Judge whose permission must be obtained before a Session House is occupied.</p>	<p>Definition</p>
<p>9.119 (i) Rules governing the occupation and levy of rent for sessions houses occupied as rest houses are contained in Punjab Government Consolidated Circular No. 28, paragraphs 5 and 6.</p> <p>ii) When the Sessions Judges allow sessions houses to be occupied as dwelling houses, the rent payable shall be fixed in accordance with the provisions contained in Part II of Chapter 5 of the C.S.R. (Punjab), Volume I, Part I. The rent so fixed shall be intimated to Deputy Commissioner in whose district the Sessions House is situated.</p>	<p>Occupation and Levy of rent.</p>
<p style="text-align: center;">STAGING OR DAK BUNGALOWS, REST HOUSES FOR THE TRAVELLERS AND SERAIS.</p>	
<p>9.120 Buildings maintained by Government or local bodies and supplied with establishment, however limited, are regarded as staging or Dak Bungalows. Buildings not supplied with establishment are regarded as Rest Houses for travelers.</p>	<p>Definition</p>
<p>9.121 Rules for the construction, management, etc. of the Staging or Dak Bungalows, Rest Houses for travelers and Serais in the Punjab, are contained in Punjab Government Consolidated Circular No. 28, paragraph 13 to 15.</p>	<p>Construction and Management.</p>

<p>9.122 In the case of the transfer of a rest house or inspection bungalow from a Local Body to a Department of Government or vice versa or from one Department of Government to another the transfer will include that of the furniture and equipment unless otherwise stated.</p> <p>12. All disputes between the purchaser himself and the Government or with the auctioneers or other agents or servants of Government or any question, difference or objection whatsoever arising in any way connected with the sale or the meaning or operation of any part of these conditions or the rights, duties or liabilities of any party or any question concerning easements, area, adverse possession and other defects of title, then save in so far as the decision of any such matter is hereinbefore provided for and has been so decided, every such matter including whether its decision has been otherwise provided for and/or whether its decision has been otherwise provided for whether the contract should be terminated or has been rightly parties as the result of such termination it shall be referred for arbitration to the Superintending Engineer ----- Circle and his decision shall be final and binding and here the matter involves a claim for or the payment for recovery or deduction of money, only the amount, if any, awarded in such arbitration shall be recoverable or payable in respect of the matter so referred.</p>	Transfer.
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APPENDIX 9-A

(Referred to in paragraph 9.29)

TERMS OF APPOINTMENT OF ACUTIONEERS FOR THE CONDUCT OF AUCTION FOR THE SALE OF SURPLUS PWD BUILDINGS AND ROADS BRANCH BUILDINGS.

1. These terms when signed by auctioneers shall constitute an agreement, which subject to termination as hereinafter provided shall remain in force for the purpose of auctioning the following buildings in _____ Circle _____.
2. The auctioneers shall give full details of the property to be auctioned and advertised at their own expense by posters, handbills, beat of drums and such other methods as will ensure wide publicity, and shall conduct the sale in all respects in such a way as shall be most beneficial to Government interests and to the satisfaction of the officer-in-charge. The officer in charge, if he considers necessary may also advertise the auctions in the press or otherwise at Government expense.
3. The auctioneers shall auction the property in accordance with the lots fixed by the officer in charge and shall announce and make known to all prospective purchasers the conditions of sale before the commencement of the auction.
4. The auctioneers will be entitled to be paid commission at the following rates on the net proceeds of the sale, subject to due compliance by them with the rules and after due examination of the accounts to be rendered by the auctioneers within a period of 7 days after such auction:-

(a) When the net proceeds of the sale do not exceeds Rs.2,000	Percent 2
(b) On the amount above Rs. 2,000 of the net proceeds of sale	1
5. The auctioneers remuneration shall be solely on the basis of commission as above,

which will be paid only on the net proceeds of the sale after deducting all expenses referred to in paragraph 2 above.

In the event of forfeiture of the earnest money paid by the purchaser due to failure on the part of the purchaser to deposit the balance or on account of other causes, the commission shall not exceed the amount of the earnest money received after deducting such charges as may be recoverable from the auction purchaser under the condition of sale.

6. The auctioneers shall be required to deposit with and to the account of the Superintending Engineer _____ Circle a sum of Rs. 200 in cash or in the Post Office Savings Bank Account in the form of deposit or in any recognized Bank (approved by the Punjab Government), or in Postal Cash Certificates, as security for the due fulfillment of their obligations. In the event of the auctioneers failing to fulfil or committing breach of any of their obligations the Superintending Engineer, _____ Circle, shall, without prejudice to the rights of Government otherwise be entitled to appropriate the Security Money, and on receipt of notice addressed to the auctioneers the latter shall redeposit the amount forfeited and failure to do so shall be deemed a breach of the auctioneers obligations.

7. The auctioneers shall after compliance with clause 6 above be entitled to refer all questions arising there under to arbitration as hereinafter provided.

8. The Superintending Engineer shall have the right to terminate the services of the auctioneers at any time (without any previous notice) in the event of their not conducting the business entrusted them to his satisfaction, or in the event of the auctioneers committing default or breach of these rules or in the event of any of them being adjudicated insolvent or applying to any court to be declared insolvent, or compounding with their creditors. The agreement shall also be terminable by either party at any time by giving three calendar months notice in writing to the other party. In the event of the termination of the auctioneers services in either manner, as stated above, the Security Money shall, subject to Rule 6 above be above, the security Money shall, subject to Rule 6 above be returned to the, at the end of three calendar months from date of application in writing for the same, after adjusting the amount if any due from the auctioneers to the Government.

9. If any question, difference or objection whatsoever shall arise in any way connected with or arising out of this instrument or the meaning or operation of any part thereof or the rights, duties or liabilities of either party, then save in so far as the decision of any such matter is hereinbefore provided for and has been so decided every such matter including whether its decision has been otherwise provided for and or whether it has been finally decided accordingly, or whether the contract should be terminated or has been rightly terminated and as regards the rights and obligations of the parties as the result of such termination, it shall be referred for arbitration to the Superintending Engineer ----- Circle and his decision shall be final and binding and where the matter involves a claim for or the payment or recovery or deduction of money only the amount if any awarded in such arbitration shall be recoverable or payable in respect of the matter so referred.

Undertaking

I have carefully read the above rules and the Schedule of the conditions of the sale by auction and agree to abide by them.

In the presence of _____ Auctioneers

Witness _____

Occupation _____

Address _____

Witness _____

Occupation _____

Address _____

Accepted _____

Superintending Engineer

Schedule of Conditions of Sale by Auction

1. Subject to realisation of reserve price and the confirmation of the sale by competent authority, the sale shall be made to the highest bidder. In the event of any disputes. Arising between the bidders at the time of auctioning the building shall be re-auctioned.

2. In the event of the bidders forming a ring and fair prices not being realized for the buildings or for the materials thereof offered in auction, the auctioneers may cancel the auction sale with the consent of the officer-in-charge.

3. The Superintending Engineer or his local representative reserves the right of withdrawing from the sale any buildings or material advertised for the sale at any time prior to the time of auction or during such auction.

4. The auctioneers with the consent of the Superintending Engineer or his local representative shall have the right of altering the order of sale at any time prior to the time of auction or during such auction.

5. (a) Payment on the fall of the hammer, the highest bidder must deposit earnest money according to the scale given in (c) below and failing such payment the auction shall be declared cancelled and re-held there and them at the discretion of the officer-in-charge or at any other time or place. The balance of the purchase money due, if any, must be paid within a period of 20 days from the date of acceptance of the bid by competent authority, and in any case before any material can be allowed to be removed or possession given.

In the event of default in the payment of the balance of purchase money, the earnest money may be forfeited to Government without prejudice to whose rights the sale may be treated as cancelled.

(b) All payments shall be made to the officer-in-charge or to any officer deputed by him in a manner and at a place specified by him. No other form of payment shall be recognized.

(c) The following shall be the scale of earnest money :-

- i) Highest bid not exceeding Rs. 100 full payment in cash on the fall of hammer.
- ii) Highest bid exceeding Rs. 100 not exceeding Rs. 5,000 cash payment of 20 percent of the amount of bid or Rs. 100 whichever is greater.
- (iii) Highest bid of over Rs. 5,000 : Rs. 1,000.

(d) The Superintending Engineer or his local representative at their discretion may, without assigning any reason, demand earnest money at a higher rate than above or full payment immediately on the fall of hammer.

(e) Payments by cheque shall not be accepted.

(f) At or before the close of the sale, the highest bidders shall obtain from the

officer-in-charge, official receipt for all moneys paid. The receipt shall give the details of the building or the materials for which money is received.

No other form of receipt shall be recognized.

6. The whole of the property shall be taken with all faults in description or otherwise. It shall be assumed that the prospective purchasers have inspected and are aware of the condition of the property, as no responsibility for the correctness of the description of the property or the soundness of its condition is accepted by Government.

7. Government accepts no responsibility for any defects of title discovered subsequent to the sale or the correctness of the declared area of land or for any loss to the purchasers on account of adverse possession of the property. Government is only selling the rights it possesses in the property.

8. The building or materials shall lie entirely at the risk of the purchaser from the time of the acceptance of the bid.

9. Re-sales are not recognized and delivery will be made only to buyer or his representative as recognized by the Superintending Engineer.

10. In cases where the materials of the building only are auctioned *situ* the buyer should dismantle the buildings and remove the materials at his expense within six calendar months of the date of sale. For any material remaining uncleared after that period ground rent will be charged at the rate of 1 per cent of the accepted bid per diem until the date of removal.

11. Materials paid for, but not removed within six calendar months of the sale, may be re-sold by Public auction or private treaty at any time without notice, at the risk of the first purchaser, who shall not be entitled to any increase in the price that may be obtained, but shall be paid the amount realized on such second sale, less the cost of re-sale and ground rent due under paragraph 10 above upto an amount not exceeding the sum at which such materials were brought by him.

12. All disputes between the purchaser himself and the Government or with the auctioneers or other agents or servants of Government or any question, difference or objection whatsoever arising in any way connected with the sale or the meaning or operation of any part of these conditions or the rights, duties or liabilities of any party or any question concerning easements, area, adverse possession and other defects of title, then save in so far as the decision of any such matter is hereinbefore provided for and has been so decided, every such matter including whether its decision has been otherwise provided for and/or whether its decision has been otherwise provided for whether the contract should be terminated or has been rightly parties as the result of such termination it shall be referred for arbitration to the Superintending Engineer ----- Circle and his decision shall be final and binding and here the matter involves a claim for or the payment for recovery or deduction of money, only the amount, if any, awarded in such arbitration shall be recoverable or payable in respect of the matter so referred.

APPENDIX 9-B

[Referred to in paragraph 9.46 (iii)]

Statement of the average pay of the scales of various posts and services in the Punjab worked out in accordance with the formula given in the rule 7.7 the Punjab Financial Rules

Serial No.	Service	Scale	Average
PUNJAB PUBLIC WORKS DEPARTMENT BUILDINGS AND ROADS BRANCH (i) ENGINEERING			
		Rs.	Rs.
1.	* Chief Engineer, I.S.E.	Old scale, 2,750-125-3,000	2,933.5
	Chief Engineer, P.S.E. I	2,000-75-2,150-100-2,250	2,146.00
2.	*Superintending Engineer (I.S.E.)	1750-100-2150	2040.00
	Superintending Engineer, P.S.E.I	1500-50-1750	1668.00
3.	*Executive Engineer (I.S.E.)	625-50-1375	990.84
	Executive Engineer, P.S.E.I	625-40-1025-50-1275	981.21
4.	*Assistant Executive Engineer (I.S.E.)	375-50-975	503.55
	Assistant Executive Engineer, P.S.E.I	375-30-525/40-685/40-925	746.53
5.	Assistant Engineers	250-25-550/25-750	541.02
6.	Sectional Officers	100-10-200/10-300	212.66
(iii) CHIEF ENGINEERS'S MINISTERIAL STAFF AND CLASS IV ESTABLISHMENT			
7	Registrar	700-25-750/30-900	783.09
8	Superintendent	350-25-500/30-650	461.90
9	Deputy Superintendent	150-10-200/10-300 plus Rs. 50.00 special pay	278.30
10	Assistant and Stenos Senior Scale	150-10-200/10-300	228.30
11	Junior Scale Steno	100-5-150/5-175	139.38
12	Steno-typist	60-4080/5-120/5-175/ plus Rs. 15.00 special pay	120.00
13	Clerk	60-4-80/5-120/5-175	115.00
14	Restorer	45-2-75	59.00
15	Gestetner Operator	45-2-75	59.00
16	Daftri	35-1-50	42.00
17	Jamadar	35-1-45	40.00
18	Peons, Sweeper, Chowkidar etc.	30-1/2-35	32.50
(iv) DRAWING ESTABLISHMENT			
19.	Circle Head Draftsman	250-15-355	335.29
20.	Divisional Head Draftsman	200-10-230/10-300	256.90
21.	Assistant Draftsman	100-8-140/10-160/10-200	170.70
22.	Tracers	60-4-120/5-150	92.07
(iv) CIRCLE AND DIVISIONAL AND SUB DIVISIONAL CLERICAL ESTABLISHMENT			
23.	Superintendent	300-20-400	350.00
24.	Divisional Head Clerk(including Head Assistant in Circles)	150-10-200/10-300	228.30
25.	Divisional Accountant	175-15-295/15-400	319.93
26.	Divisional Accountant	130-10-250/15-355	259.00
27.	Accountant Clerks and Circle Stenographers	106-6-160/8-200	168.12
28.	Sub-Divisional Clerk	60-4-80/5-120/5-175 plus Rs. 20 special pay	135.00
(v) RESEARCH ESTABLISHMENT			
29.	Senior Research Assistant	100-7-135/10-185/15-275	202.11
30.	Laboratory Assistant	50-3-80/4-100	82.48

31.	Photographer	100-7-135/10-185	154.54
	(vi) SPECIALIST OFFICES ESTABLISHMENT		
32.	Provincial Town Planner	1300-60-1600	1450.00
33.	Chief Draftsman and Planning Assistant	300-20-500	404.98
34.	Surveyors	65-5-140-6-200	137.08
35.	Patwaris	50-1-60-2-80	66.04
36.	Senior Clerks	80-4-100/5-125/6-155	134.42
	PUBLIC WORKS DEPARTMENT-CONCLD IRRIGATION BRANCH		
37.	Deputy Collector	250-25-550	351.01
38.	Head Vernacular Clerk	116-8-180/10-250	177.21
39.	Land Reclamation Officer and Mathematical-cum-Statistical Officer	375-30-525/40-685/40-925/50- 1275	877.82
40.	Supervisor	90-5-140/6-200/7-235/8-275	163.017
41.	Silt Analyst	90-5-140/6-200	149.18
42.	Tubewell Operator	25-1-45	30.50
43.	Artificer	50-1 ½-80	66.04
44.	Surveyors	75-5-100	80.95
45.	Research Assistant Grade-A	185-15-275	253.90
46.	Research Assistant Grade-B	135-10-185/15-275	231.32
47.	Head Laboratory Attendant	24-1-27	25.08
48.	Jamadar	32-1-37	36.22
	PUBLIC HEALTH BRANCH		
49.	Sanitary Inspector	80-5-110	95.00
	PUNJAB CIVIL SERVICE		
50.	Extra-Assistant Commissioner	300-30-510/30-600-40-720/40- 800-50-850	654.00
51.	Personal Assistant to Ministers	300-25-600	479.01
	PUNJAB JUDICIAL DEPARTMENT		
52.	District and Sessions Judges	(i) Selection Grade 2250 (ii) 800-50-1000/60-1300/50- 1800	2250.00 1400.00
53.	Registrar, High Court	800-50-1000/60-1300/50-1800 plus Rs. 100 special pay	1500.00
54.	Deputy Registrar	800-1300	1000.00
55.	Subordinate Judges	The same as for E.A.C.	654.00
	FOREST DEPARTMENT		
56.	Chief Conservator of Forest	1800-100-2000	1991.60
57.	Conservator of Forests	1500-50-1750	1784.25
58.	Punjab Forest Service Class I	350-40-750-40-950-50-1200	804.62
	POLICE DEPARTMENT		
59.	Superintendent of Police Selection Grade	Old Rs. 1450.00 New Rs. 1250.00	1450.00 1250.00
60.	Superintendent of Police time scale	Old Rs. 650-25-1000/50/2- 1100-50-1350 New Rs. 600-40-100-50-1150	1011.56 983.75
61.	Deputy Superintendent of Police Selection Grade	900.00	900.00
62.	Deputy Superintendent of Police Time Scale	300-25-475/25-650/30-800	595.00
	INDUSTRIES DEPARTMENT		

63.		Normally meant for I.A.S. Officer and when so held pay plus special pay of Rs. 100 per mensem. In other cases subject to a maximum of Rs. 2000	
	Director of Industries	2000	
64.	Deputy Director of Industries	1250-50-1500	1309.00
65.	Assistant Director of Industries	250-25-500/25-750	541.02
66.	Planning and Development Officer	500-25-600/40-800/50-1000	698.00
67.	Inspector, Industrial Education	600-40-1000/50-1200	900.00
68.	Inspectress of Industrial Schools	600-40-1000	792.00
AGRICULTURE DEPARTMENT			
69.	Director of Agriculture	1700-100-2000	1972.18
70.	Punjab Agriculture Service I	350-40-750/40-950/50-1200	804.62
71.	Punjab Agriculture Service II	250-25-550/25-750	541.02
VETERINARY DEPARTMENT			
72.	Director of Veterinary Services	1500-60-1800	1701.90
73.	Punjab Veterinary Service Class I	350-40-750/40-950/50-1200	804.62
74.	Punjab Veterinary Service Class II	250-25-550/25-750	541.02
CO-OPERATIVE DEPARTMENT			
75.	Registrar Co-Operative Societies	Senior I.A.S. Scale	
76.	Chief Auditor	1000-50-1500	1214.00
77.	Deputy Registrar	670-40-750/40-950-50-1250	935.00
78.	Assistant Registrar	250-25-550/25-750	541.02
79.	Inspector/Inspectress	100-10-300	203.57
EDUCATION DEPARTMENT			
80.	Director of Public Instructions	1800-100-2000	1991.60
81.	Punjab Education Service I (Men Branch Special Grade)	1250-50-1500	1475.20
82.	Punjab Education Service Class I (Men Branch)	350-40-750/40-950/50-1200	804.62
83.	Punjab Education Service Class II (Men Branch)	250-25-550/25-750	541.02
84.	Punjab Education Service (Women Branch)	350-40-750/40-950/50-1200 plus Rs. 50 special pay	804.62
85.	Punjab Education Service Class II (Women Branch)	260-25-550/25-750	541.02
86.	College Lecturers	150-350	209.61
MEDICAL DEPARTMENT			
87.	Director of Health Services	1800-100-2000	1991.60
88.	Deputy Director, Health Services/Professor, Glancy Medical College	1350-50-1600	1565.00
89.	Principal, Medical College	800-50-1500 plus Rs. 150 special pay	1350.75
90.	Professor, Medical College	800-50-1500	1200.75
91.	Civil Surgeon, (Selection Grade)	1000	1000.00
92.	P.C.M.S.(Class I)	600-40-800/50-900	839.63
93.	P.C.M.S.(Class II), Revised Scale	250-20-330/20-550	442.93
94.	Anaesthetists	310-20-550	477.75
95.	Demonstrators	250-20-330/20-430/20-650	592.93

		plus special pay Rs. 150	
	FINANCIAL COMMISSIONER'S OFFICE		
96.	Secretary to Financial Commissioner	I.A.S Scale	1336.00
97.	Under-Secretary to Financial Commissioner	P.C.S. Scale	625.00
98.	Clerk of the Court	300-15-405	360.00
	CRIMINAL TRIBES AND RECLAMATION DEPARTMENT		
99.	Deputy Commissioner for Criminal Tribes, Reclamation Officer and Inspector General of Reformatory Schools, Punjab	300-30-510/30-600-40-720/40-800-50-500 plus special pay of Rs. 150 per mensem	803.60
100.	Superintendent, Reformatory Settlement	300-30/510-30-600/40-720/40-800/50-850	653.60
101.	Superintendent, Reformatory School, Delhi	450-10-550	525.80
	DIRETOR OF PUBLIC RELATIONS AND TOURIST		
102.	Director	800-50-1200	1009.00
103.	Deputy Director	500-25-650/30-800	681.20
104.	Public Relations Officer	250-15-340/20-500	410.00
105.	P.C.O.	300-25-550/25-750	455.30
106.	Drivers	50-3-80	71.92
107.	Operators	80-5-100/5-150	125.35
108.	Motor Mechanic	75-5-150	128.50
109.	Radio Mechanic	70-4-110/5-150	118.08
110.	Radio Mechanic	70-4-110	99.88
111.	Supervisors	250-15-340/20-400	360.00
112.	Drama Inspectors	100-4-170/8-250	180.70
113.	Tubulchies	50-1-65	59.36
114.	Attendant	30-1-35	34.34
115.	Organisors	150 fixed	150.00
	PUBLIC SERVICE COMMISSION, PUNJAB		
116.	Chairman	2250 fixed	2250.00
117.	Member	1800	1800.00
118.	Secretary	300-30-510/30-600-40-800/50-850 plus Rs. 100 special pay	754.00
	LEGISLATIVE DEPARTMENT		
119.	Legal Remembrancer and Secretary, Legislative Department	800-50-1800 plus Rs .200 special pay	1400.00
120.	Assistant Legal Remembrancer	800-40-1000 plus Rs. 100 Special pay	1000.00
121.	Assistant Legal Remembrancer	600-1200 plus Rs. 100 Special pay	1000.00
122.	Assistant Legal Remembrancer	300-850 plus Rs. 100 Special pay	670.00
123.	Advocate General	2000 fixed	2000.00 plus fee in Government cases
124.	Assistant Advocate General	750	750.00 plus fee in Government

			cases
	PRINTING AND STATIONARY DEPARTMENT		
125.	Controller, Printing and Stationary	600-40-920	780.00
126.	Deputy Controller, Printing and Stationary	275-15-500	414.00
	INSPECTOR-GENERAL OF PRISONS		
127.	Inspector-General of Prisons	155-50-1800	1650.00
	EXCISE AND TAXATION DEPARTMENT		
128.	Excise and Taxation Commissioner	850-50-1300/50-1800 plus a Special pay of Rs. 250 per mensem	1623.00
129.	Deputy Excise and Taxation Commissioner	Rs. 800-40-1000 for Officer of the Excise and Taxation Department. P.C.S. Officers when appointed to these posts will draw their own pay plus a special pay of Rs. 200 per mensem	854.00
	LAND RECORDS DEPARTMENT		
130.	Director of Land Records	900-50-1200	1184.81
131.	Assistant Director of Land Records	300-30-510/30-600/40-720/40-800/50-850	770.53
132.	Tehsildar	270-15-300-25-400/25-550	467.32
133.	Head Assistant	250-10-350	325.09
	CONSOLIDATION OF HOLDINGS		
134.	Director, Consolidation of Holdings	300-30-510/30-600/40-720/40-800-50-850 plus special pay of Rs. 150	804.00
135.	Assistant Director	300-30-510/30-600/40-720-40-800/50-850	654.00
	ARCHIVES AND CURATOR		
136.	Director of Archives and Curator	350-40-750/40-950/50-1200	804.62
	ELECTION DEPARTMENT		
137.	Chief Electoral Officer, Punjab	2250 fixed	2250.00
138.	Deputy Chief Electoral Officer	1000-50-1500	1231.00
139.	Electoral Officer, Punjab	400-30-550/40-750	635.78
140.	Election Tehsildar	270-15-300/25-400/25-550	281.76
141.	Superintendent	350-20-450	427.50
142.	Head Assistant	250-10-350	325.09
	PUBLICITY BOARD		
143.	Director	800-50-1200	1025.00
144.	Deputy Director	500-25-650/30-800	681.20
	DIRECTORATE OF PANCHAYATS		
145.	Director	800-50-1000/60-1300/50-1800 plus special pay of Rs. 100 per mensem	1500.00
146.	Deputy Director	300-30-510/30-600/40-720/40-800/50-850	654.00
	TRANSPORT DEPARTMENT		
147.	Deputy Transport Controller	650-25-750/30-900/40-1200	890.00
148.	Officer on Special Duty and General Managers	600-25-750/30-900	839.63

149.	Station Supervisors	200-8-280/10-350	300.00
DIRECTORATE OF IRRIGATION AND POWER RESEARCH NSTITUTE, PUNJAB			
150.	Director	2000-75-2150/100-2250	2146.00
151.	Research Assistant A Grade	250-10-320/16-400/20-440	231.32
152.	Photographer	250-25-550	402.45
153.	Photographer	185-15-275	253.90
154.	Photographer	90-5-140/6-200	149.18
155.	H.L.A.	60-4-100	90.04
156.	Foreman Mechanic	150-5-200	184.88
157.	Driver	60-3-90	82.64
DIRECTORATE OF NATIONAL EMPLOYMENT SERVICE			
158.	Director	1000-50-1350	1209.00
159.	Assistant Director/Regional Employment Officer	500-25-800/40-1000	804.00
160.	Assistant Employment Officer	200-15-350	313.00
LANGUAGE DEPARTMENT			
161.	Director General of Languages	600-40-800-40-920-40-1000-50-1200	900.00
DIRECTORATE OF FOOD AND SUPPLIES			
162.	Deputy Director	(P.C.S. Executive Branch) Scale of Pay	
163.	Assistant Controller, Food Accounts	250-25-550/25-750	541.02
SUBORDINATE SERVICES SELECTION BOARD PUNJAB			
164.	Chairman	600-40-1000-1050-1100-1100-1150-1250	900.00
165.	Member	300-30-51/30-600/40-720/40-800/50-850	654.00
166.	Secretary	300-30-510/30-600/40-720/40-800/50-850 plus Rs. 50 special pay per mensem	704.00
VIGILENCE DEPARTMENT			
167.	Superintendent of Police	Senior time scale of I.P.S. plus Rs. 100 Special pay	
168.	Deputy Superintendent of Police	300-25-475/25-625/30-800 Plus Rs. 75 Special pay	670.00
MISCELLANEOUS DEPARTMENTS			
169.	Chief Inspector of Boiler	500-30-980/20-1000	755.00
170.	Inspector of Boiler	300-20-500/25-600	440.00
CONSERVATOR OF WILD LIFE			
171.	Conservator of Wild Life	350-40-750/40-950-50-1000	837.60
SPECIAL POSTS			
172.	Assistant Secretary to Government, Punjab	800-40-1000	877.60
173.	Assistant Director, Cadet Corps	350-40-750/40-950/50-1200 plus Rs. 100 Special Pay	937.60
SECRETARIATE OF THE GOVERNOR			
174.	Secretary to Governor	Senior Scale of I.A.S. plus Special pay at Rs. 100 per mensem	
175.	Military Secretary to Governor	Senior scale of I.A.S.	
PUNJAB LEGISLATIVE COUNCIL SECRETARIAT			

177	Chairman	1500.00 fixed	1500.00
178	Deputy Chairman	500.00 fixed	500.00
179	Secretary	600-40-800-40/1000-60-1200	900.00
180	Assistant Secretary	800-40-1000	877.60
181	Reporters	250-10-300/15-450	350.00
182	Door Keepers	31-1-42	37.00
PUN JAB LEGISLATIVE ASSEMBLY SECRETARY			
183	Secretary	1000-100-1500/60-1920-80-2000	1405.00

9-D

9.68)

PARTMENT, PUNJAB

CIRCLE

CIAL DIVISION

raph 9.80 (i) of Punjab Public Works Department B & R Manual of Orders.

Charges for maintenance
and repairs

Average of ordinary annual repair	Taxes payable by Government	Cost of special repair	totals columns 9,10 and 11	Assessable annual rent, viz., total of columns 8 and 12	Monthly assessed rental	Rent hither to paid	By whom occupied	Salary of the Occupant	Detail of taxes payable by tenant	Remarks
9	10	11	12	13	14	15	16	17	18	19

Executive Engineer,

Division, Provincial

Sanctioned rent for
Rs. _____ Per mensem
Rent to take effect
from _____
Superintending Engineer
_____ Circle
P.W.D. Buildings and Roads
Branch.

APPENDIX- 9E

[Referred to in Paragraph 9.83 (i)]

MODEL FIRE RULES

Precautions against Fire

1. See that the LIGHTING ARRANGEMENTS of the building are generally satisfactory from the point of view of safety; that the electric light bulbs and heaters are not in contact with combustible material; the flexible cords to electric fittings are not kept “ alive, when not actually required; and all lights not in use are cut off at a main switch.

2 See that the FIREPLACES are furnished and used to as to prevent lighted fuel from falling on to the floor; that satisfactory and safe means for lighting fires are employed, and in particular that fires are not lighted by means of burning material brought from other fires but by a match lighted on the spot and that fires when no longer required are extinguished in a safe manner. No burning fuel on any account should be carried about the building, nor should any papers be ever thrown in the fireplaces.

3 Have the CHIMNEY cleaned before use, and also periodically when in use.

4 Do not place BRAZIERS (angithis), if used, directly on to wooden floors or on matting or durries, thus involving risk of embers falling from them on the combustible flooring. A piece of asbestos sheeting, 3 feet square, placed between the floor or matting and the brazier will prove a great safeguard.

5 Store Kerosine Oil, if any outside and well away from the main building, and see that ever precaution against fire is taken by the persons whose duty is to enter the store room.

6 Safeguard PAPER STORE ROOMS from all possible causes of fire and prohibit smoking on the premises.

7 Do not allow oily and greasy rags, waste papers and other waster material, which are liable to spontaneous combustion to accumulate on the premises.

8 Use MATCHES with care. A match may be down but not out.

9 Do not throw lighted ends of CIGARS and CIGARETTES and ashes thereof on the floor after use. They must be thrown in the fireplaces or in any ashtray. Smoking in the store and record rooms should be strictly prohibited.

10 See that sufficient MEANS OF FIRE FIGHTING in the shape of chemical fire extinguisher and/or ordinary fire buckets are already provided in the building that the buckets are kept always filled with either sand and dry earth, or water that the dry earth I n the buckets has not hardened or caked, and that all fire fighting appliances provided are in their proper places and in good working order.

If any fire appliance is found unserviceable, it should be repaired or replaced by another immediately.

11 Where pipe water is available, a suitable number of FIRE HYDRANTS should be installed in the verandahs of or close to the office building. Wherever possible they should be so arranged that they may be used both with a hose or for filling buckets. Fire hydrants fixed on walls or in verandahs should always be kept locked, the keys being kept in a recess or cupboard in a verandah or other convenient place close to the hydrants. The recess or cupboard should be closed by a pane of glass, which should be broken through in order to get at the keys. A suitable length of hose together with branch pipe and nozzle should also be provided and stored in a convenient and prominent place easily accessible.

Fire hydrants fixed in the ground should be covered with a hinged surface box and their positions should be clearly indicated by metal indicator plates fixed in prominent positions on the nearest walls. In all cases where these are employed, the hydrants keys should be fitted with tourney bars to open the surface boxes and in addition one or two copper standpipes, as circumstances required, to fit the hydrants and hose pipes must be kept in the recess or cupboard.

12 In all thatched, and wooden or dhajji built houses provide a sufficient number of light steel LADDERS, of which one at least should reach the top of the house.

13 ORGANIZE the staff available, for assistance in extinguishing FIRES in a suitable manner, care being taken that every member is assigned a definite position and placed under proper authority. For this purpose, DIRE DRILLS should be held periodically so as to ensure that every member of the staff is familiar with what will be his duty and with the location and use of fire fighting appliances.

14 Arrange for the inspection of building on holidays and out of office hours to see that the chaukidars are on the alert and that the menials living on the premises are available to assemble. FALSE FIRE ALARMS should be sounded at unknown times to see that all mobilize immediately as if for a real fire.

15 In rooms provided with DLECTRIC HEATERS, removed all papering from the doors and windows; draw back curtains, where used, at night time; switch off and disconnect all heaters and place them in the center of the rooms before they are locked up at night time; avoid the use of braziers or angithis; and turn off all wall and heater switches when the rooms are vacated.

Note:- These model rules are issued for general guidance, and may be altered and modified, to suit their particular needs, by the Heads of Departments, who will be responsible to see that they are carried out in the buildings under their control.

FIRE INSTRUCTIONS

These instructions must be kept hung up in a conspicuous position where every one concerned may read them.

What to do in case of Fire.

1 Shout "FIRE" warn others and ring the Fire Alarm Bell, if any provided.

2 Rescue any one in danger.

3 Grasp the nearest EXTINGUISHER by the handle, remove from bracket, carry it to the seat of the fire, THEN, and NOT BEFORE drive in the rod with a sharp blow on a hard surface(floor, door, post, wall) and turn the jet of liquid on the blaze.

Or take the nearest BUCKET of water as close as possible to the fire, then throw the water from the bucket on the blaze in all directions with the hands palms upwards. This method is more effective than emptying the bucket in one spot. Use sand and dry earth instead of water, if flaming oil is the cause of fire.

4 Where corridor pumps are kept, run the PUMP close up to the fire for operation and keep up a constant jet of water. Keep the pump constantly filled.

5 Persons arriving with other extinguishers, buckets and pumps should do the same.

6 Take control if you are the senior most on the spot and give instructions where necessary. Otherwise follow instructions.

7 Form SQUADS for (a) fire fighting, (b) rescue, and (c) salvage duties.

8 Inform the -
Fire Brigade telephone No. _____
Resident mistri who looks after the water-supply and the officer-in-charge of the water-supply installation of the building (where charge of the water-supply installation of the building) where there is one, telephone No. _____

Head of the office telephone No. _____
Electric Supply Company, telephone no. _____
Officer-in-charge of electrical installations of the building (where there is one), telephone No. _____

Nearest Police Station, telephone No. _____

(The blanks should be filled in by hand).

9 Until the Police arrive, suitable persons should be posted round the perimeter to prevent crowds from gathering and interfering with the operations or looting Government property.

10 Exclude draught from the fire by keeping closed all doors and windows, not required for escape or work on the fire.

11 IN THE CASE OF FIRE ON ELECTRIC FITTINGS SWITCH OFF THE CURRENT AND DO NOT USE AN EXTINGUISHER OR PUMP ON THE OUTBREAK UNTILL CURRENT IS CUT OFF.

12 Organize SALVAGE PARTIES, giving priority to records, which should be saved, when circumstances so demand, in the order (1) current records, (2) old records, (3) library. Work on rooms nearest the fire first. Do not waste time in trying to save heavy furniture first. Wrap up records in durries, curtains, etc. MORE can be moved safely this way than by men running about with them in their arms.

13 If FIRE HOSES are on the premises they must be run out at once from the nearest hydrant to the fire, but water should not be turned on unless the outbreak is beyond control of first aid appliances.

14 Do not shout unless you must.

Do not run about aimlessly.

Do not get in the way of others.

15 Every person not working on the fire or savage must leave the building at once.

Read these instructions and the instructions on the Extinguishers until you know them thoroughly.

Every person residing on the premises must know how to use the extinguishers, buckets and pumps.

When an extinguisher, bucket or pump is found empty it must be RECHARGED AT ONCE.

Extinguishers must not be used for other purpose or removed from their position except in case of fire or for recharging.

Note 1 .- The fire alarm bell can be rung at the following places:-

Note 2.- These fire instructions are issued for general guidance, and may be altered and modified, to suit their particular needs, by the Heads of Departments who

will be responsible to see that they are carried out in the buildings under their control in the event of a fire.

APPENDIX 9-F
(Referred to in paragraph 9.86)

Statement showing the classification of P.W.D. Rest Houses and Inspection Bungalows appertaining to the Buildings and Roads Branch of the PWD Punjab.

Serial No.	Locality	Classification		Whether Rest House or Inspection Bungalow	Remarks.
		3	4		
1	2	A'	B'	5	6
Jullundur Provincial Division					
1	PWD Rest House Jullundur	A'	..	Rest House	
2	PWD Rest House Sultanpur	..	B'	Rest House	
3	PWD Rest House Phagwara	..	B'	Rest House	
4	PWD Inspection Bungalow Nurmahal	...	B'	Inspection Bungalow	
5	PWD Inspection Bungalow Phillaur	..	B'	Inspection Bungalow	
6	PWD Inspection Bungalow, Bhogpur	..	B'	Inspection Bungalow	
Ludhiana Construction Division					
7	PWD Rest House Ludhiana	A'	..	Rest House	
8	PWD Rest House Doraha	..	B'	Rest House	
9	PWD Inspection Bungalow, Khanaur	..	B'	Inspection Bungalow	
10	PWD Inspection Bungalow, Jagraon	..	B'	Inspection Bungalow	
Hoshiarpur Construction Division					
11	PWD Rest House Hoshiarpur	A'	..	Rest House	
12	PWD Rest House Garh Shankar	..	B'	Rest House	
13	PWD Inspection Bungalow, Una	..	B'	Inspection Bungalow	
KANGRA HILL CIRCLE, DHARAMSHALA					
Kangra Provincial Division					
14	Dehragopipur	..	B	Inspection Bungalow	
15	Chakki	..	B	Inspection Bungalow	
16	Palampur	A'	..	Rest House	

Kulu Provincial Division

17	Koti	..	B	Inspection Bungalow
18	Banjar	..	B	Inspection Bungalow
19	Naggar	..	B	Inspection Bungalow
20	Bothad	..	B	Inspection Bungalow
21	Arsoo	..	B	Inspection Bungalow
22	Pandoh	..	B	Inspection Bungalow

**Lahaul and Spiti Division
No. 1**

23	Koksar	..	B	Inspection Bungalow
24	Chhatru	...	B	Inspection Bungalow
25	Sissu	..	B	Inspection Bungalow
26	Gondhla	..	B	Inspection Bungalow
27	Jispa	..	B	Inspection Bungalow
28	Patsic	..	B	Inspection Bungalow
29	Keylong	..	B	Inspection Bungalow

**Labaul and Spiti Division
No. II**

30	Chhota Dra	..	B	Inspection Bungalow
31	Batal	..	B	Inspection Bungalow
32	Kaza	...	B	Inspection Bungalow

PATIALA CIRCLE**Bhatinda Division**

33	Bhatinda	A'	..	Rest House
34	Maur	...	B	Rest House
35	Phul Town	...	B	Rest House
36	Town	...	B	Rest House
37	Lehra Gagga	...	B	Rest House
38	Budhlada	...	B	Rest House

PATIALA CIRCLE-CONCLD**Sangrur Division**

39	Sangrur	A'	..	Rest House
40	Barnala	..	B	Rest House

41	Malerkotla	..	B	Ditto
	Patiala Division	..		
42	Rajpura	..	B	Ditto
43	Nabha	..	B	Ditto

AMBALA CIRCLE

**Karnal Provincial
Division**

44	PWD Inspection Bungalow, Panipat	..	B	Inspection Bungalow
45	PWD Inspection Bungalow, Smalkha	..	B	Ditto
46	PWD Inspection Bungalow, Pundri	..	B	Ditto
47	PWD Inspection Bungalow, Gahruranda	..	B	Ditto

**Ambala Construction
Division**

48	PWD Inspection Bungalow, Shahbad	..	B	Ditto
49	PWD Inspection Bungalow, Pipli	..	B	Ditto

**Ambala Provincial
Division**

50	P.W.D. Rest House Ambala	A'	..	Rest House
51	P.W.D. Rest House Pinjore	A'	..	Ditto
52	P.W.D. Rest House Dera Bassi	..	B	Ditto
53	P.W.D. Inspection Bungalow, Mubarikpur	..	B	Inspection Bungalow
54	P.W.D. Rest House Nalagarh	..	B	Rest House
55	P.W.D. Rest House Sirhind	..	B	Ditto

AMBALA CIRCLE- CONCLD

Simla Provincial Division

56	PWD Rest House Brockthurst No. 2 Simla	A'	..	Rest House
57	PWD Rest House, Cedar, Simla	A'	..	Ditto
58	PWD Rest House Cedar Lodge, Simla	..	B	Ditto
59	PWD Rest House, Tara Devi	..	B	Ditto
60	PWD Inspection Bungalow, Kiarighat	..	B	Inspection Bungalow
61	PWD Rest House Kandaghat	..	B	Rest House
62	PWD Rest House, Kandaghat (Siri Nagar Kothi)	..	B	Ditto

63	PWD Rest House, Saproon	..	B	Ditto
64	PWD Inspection Bungalow, Barog	..	B	Inspection Bungalow
65	PWD Inspection Bungalow, Koti	..	B	Ditto
66	PWD Rest House Kasauli	..	B	Rest House
67	PWD Rest House Chail	..	B	Ditto

AMRITSAR CIRCLE

Amritsar Provincial Division

68	PWD Rest House Amritsar,	A'	..	Ditto
69	PWD Inspection Bungalow, Harike	...	B	Inspection Bungalow

Ferozepore Provincial Division

70	PWD Rest House Ferozepore	A'	..	Rest House
71	PWD Rest House Faridkot	..	B	Ditto

AMRITSAR CIRCLE-CONCLD

72	PWD Inspection Bungalow, Ghall Khurd	..	B	Inspection Bungalow
73	PWD Inspection Bungalow, Fazilka	..	B	Ditto
74	PWD Inspection Bungalow, Abulkhurana	..	B	Ditto

Gurdaspur Provincial Division

75	PWD Rest House, Gurdaspur	A'	..	Rest House
76	PWD Rest House, Pathankot	A'	..	Ditto
77	PWD Rest House Dhundiara	..	B	Ditto
78	PWD Inspection Bungalow, Mamool	..	B	Inspection Bungalow
79	PWD Rest House Dalhousie	..	B	Rest House

Rohtak Provincial Division

80	Rohtak Provincial Division	A'	..	Ditto
81	Sonepat	..	B	Ditto
82	Bhadurgarh	..	B	Inspection Bungalow
83	Meham	..	B	Ditto

Hissar Provincial Division

84	Hisar	A'	...	Rest House
85	Hansi	..	B	Inspection Bungalow
86	Tosham	..	B	Ditto

87	Bhiwani Khera	..	B	Rest House
	Sirsa R/C Division			
88	Sirsa	..	B	Ditto
89	Dubwali	..	B	Ditto

HISSAR CIRCLE CONCLD

Dadri Provincial Division

90	Charkhi Dadri	..	B	Rest House
91	Narnaul	A'	..	Ditto
92	Mohindergarh	--	B	Ditto

1	Water Jugs (2 pints)	1
2	Toast Rack	1
3	Bread Knife	1
4	Coffee Cups	6
5	Coffee Pot	1
6	Hot water jug	1

1	Water Jugs (2 pints)	1
2	Toast Rack	1
3	Bread Knife	1
4	Coffee Cups	6
5	Coffee Pot	1
6	Hot water jug	1

APPENDIX 9-G

STATEMENT II
(Referred to in paragraph 9.87)

Scale of furniture for PWD Rest House and Inspection Bungalows in the Punjab.

Serial No	Name of the Circle	'A' Class Rest House	'B' Class Rest House	'C' Class Rest House	Enhanced Scale of furniture of certain items for Rest Houses and Inspection Bungalows at District Head Quarters of Amritsar, Jullundur, Ludhiana, Ambala and Karnal (letter No. 8G/48/1192-93-W, dated the 31st May, 1951)
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1	2	3	4	5	6
1	Wooden bedsteads with newar	3	3	3	2 per bed room
2	Chairs Common	8	6	4	12
3	Chairs easy	2	2	1	4
4	Table Round Large	1	1	1	2
5	Table Office	2	2	1	...
6	Table Dressing	3	2	2	...
7	Teapoy	3	2	2	...
8	Looking Glasses	3	2	2	...
9	Hat Rack	1 set in each room	1 set in each room	1 set in each room	...
10	Lamps (wall)	3	2	1	...
11	Lamps (table)	2	2	2	...
12	Lamps (Hurricane)	2	2	1	2
13	Chamber commode with utensils	1 in each bath room	1 in each bath room	1 in each bath room	...
14	Durries with matting	1 in each room except bath room	1 in each room except bath room	1 in each room except bath room	...
15	Kitchen tables	1	1	1	...
16	Cup Boards	1	1	1	...
17	Meet Safe	1	1	1	...
18	Hot Case Cup Board	1	1	1	...
19	Punkhas	In all living rooms	In all living rooms	In all living rooms	...
20	Table equipment and crockery	As per Statement No. 1
21	Chicks Sarkanda	For all Verandahs	For all Verandahs	For all Verandahs	...
22	Chicks Bamboo	For all outdoors and windows	For all outdoors and windows	For all outdoors and windows	...
23	Doors and Window curtains	As per requirement			...
24	Fenders	1 per fireplace	1 per fireplace	1 per fireplace	...
25	Door mats	3	2	2	1 opposite each
26	Bath Water heater	2	2	1	outside door
27	Chamber utensils	1 in each bath room	1 in each bath room	1 in each bath room	...

28	Wash hand table with crockery	Ditto	Ditto	Ditto	...
29	Towel horse	Ditto	Ditto	Ditto	...
30	Bath tubs	Ditto	Ditto	Ditto	...
31	Foot Boards	One	One	One	...
32	Charpoy	6	6	6	8
33	Pad Locks	3	2	2	...
34	Buckets of four gallons each	3	4	4	...
35	Fireguard made of wire gauge	1 per fireplace	1 per fireplace	1 per fireplace	...
36	Sofa sets	1 (3 Pieces)
37	Table Cloths	4
38	Teapoy covers	6

APPENDIX 9-G

STATEMENT III
(Referred to in paragraph 9.87)

Scale of furniture for Subordinate Rest Houses in Civil and Public Works Department Rest Houses in the Punjab

Serial No.	Name of Articles	No.
1	Charpoy	1
2	Wooden Office Table, plain (small)	1
3	Chairs, office	2
4	Teapoy	1
5	Stool	1
6	Foot board	1
7	Bucket (large)	1
8	Chamber pot	1
9	Commode	1
10	Clothes pet	1 set
11	Pankha	1 where electric enery is not available
12	Prats (Brass)	1
13	Tawas (Iron)	1
14	Stone pestle with wooden mortar	1
15	Karchhy medium size (brass)	1
16	Steel fork (Chimtas)	1
17	Chakla and Belna (Wooden)	1 set

18	Lota (Brass)	1
19	Balties	4
	See paragraph 3.5 of Punjab PWD Code	
	See Appendix 9-G for scale of equipment	
	See Appendix 9-F for classification	
	See Stereo B & R No. 89 for inventory.	

Inspection bungalows should be kept scrupulously clean inside and out, and the compound neat and tidy, wells should be cleaned once a year at least. Flues should be cleaned when the annual repairs are being done. The inventory (Manual of Orders 9.89 and Stereo B & R No. 89), should be checked at least twice a year by the Sub-Divisional Officer and deficiencies replaced. At the beginning of the hot weather Punkhas should be neatly and securely hung and the pulling ropes and leather thongs examined, punkhas pulleys should be cleaned and oiled. Frills should be washed, if necessary. At the end of the hot weather the punkhas should be taken down and put away where they will be kept tidy and clean till next required. Chicks should similarly be hung during the hot weather, and put away carefully during the cold weather.

Electric fans where provided should be properly looked after and got cleaned and oiled periodically by a responsible hand of the Executive Electrical Engineer.

Table equipment and crockery should be of the standard patterns supplied by the Controller of Stores, Punjab. On no account should visitors be permitted to replace breakages. The Chowkidar should collect from visitors the value of the broken article/articles, as shown in the inventory and report the matter to the officer in charge of the Rest House who should arrange to replace the item from the stock of standard pattern articles. Superintending Engineers should instruct one of his Divisional Officers to keep stock sufficient to cover the replacements usually required in a year within his circle and the Divisional Officer should indent annually on the stores to keep his stock up to the required amount.

On no account should copper degchies be purchased for inspection bungalows as they require periodical tinning which, if neglected, may cause poisoning. Alluminium degchies only should be provided of the standard pattern provided by the Controller of Stores Punjab.

Lamps need special care and a supply of spare chimneys, globes and wicks should be kept at each bungalow in accordance with the scale provided in statement II.

Courts should not normally be permitted to be held.

APPENDIX 9-H

(Referred to in paragraph 9.103)

STATEMENT SHOWING CLASSIFICATION OF CIVIL REST HOUSES AND DAK BUNGALOWS

Serial No.	Locality	Classification		Whether Rest House or Dak Bungalow	Remarks.
		A	B		
KANGRA HILL CIRCLE, DHARAMSHALA					
Kangra Provincial Division					
1	Sujanpur Tira	...	B	Civil Rest House	
2	Hamirpur	...	B	Ditto	
3	Bhota	B	Ditto	
4	Haripur	B	Ditto	
5	Ranital	B	Ditto	
6	Dharamshala	A	...	Civil Rest House/Dak Bungalow	
7	Kotla	B	Civil Rest House	
8	Shahpur	B	Ditto	
9	Kangra	B	Ditto	
10	Thural	B	Ditto	
11	Dadh	B	Ditto	
12	Palampur	B	Civil Rest House/Dak Bungalow	
13	Baijnath	B	Civil Rest House	
14	Barsar	B	Ditto	
Kulu Provincial Division					
15	Kulu	B	Ditto	
16	Katrian	B	Ditto	
KANGRA HILL CIRCLE, DHARAMSHALA-CONCLD					
Kulu Provincial Division-conclD					
17	Manali	B	Civil Rest House	
18	Larji	B	Ditto	
19	Bajaura	B	Ditto	
20	Sojah	B	Ditto	
21	Khanag	B	Ditto	
22	Ani	B	Ditto	
23	Sarhan	B	Ditto	
24	Nagar	B	Ditto	
25	Karon	B	Ditto	
AMBALA CIRCLE					
Karnal Provincial Division					
26	Civil and PWD Rest House Karnal	A	...	Civil Rest House	
27	Civil Rest House Kaithal	B	Ditto	
28	Civil Rest House, Gulha	B	Ditto	

29	Civil Rest House Ambala Construction Division	B	Ditto
30	Civil Rest House Chhachhruli	B	Ditto
31	Civil Rest House Jagadhri	B	Ditto
32	Civil Rest House Bilaspur	B	Ditto
33	Civil Rest House Sadhaura	B	Ditto
34	Civil Rest House Naraingarh	B	Ditto
35	Civil Rest House Mullana	B	Ditto
36	Civil Rest House Sangharm	B	Ditto
37	Civil Rest House Pehowa	B	Ditto
38	Civil Rest House Bhogal	B	Ditto
39	Civil Rest House Ladwa	B	Ditto

AMBALA CIRCLE-CONCLD

**Ambala Provincial
Division**

40	Civil Rest House Kharar	B	Civil Rest House
41	Civil Rest House Morinda	B	Ditto
42	Civil Rest House Kurali	B	Ditto
43	Civil Rest House Bharatgarh	B	Ditto
44	Civil Rest House Anandpur	B	Ditto
45	Civil Rest House Nangal	B	Ditto
46	Civil Rest House Ratiwala	B	Ditto
47	Civil Rest House Kalka	B	Ditto

PATIALA CIRCLE

Patiala Provincial Division

48	Dehwali Kothi (Civil Rest House) Patiala	A	Civil Rest House
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**Bhatinda Provincial
Division**

49	Civil Rest House Bhatinda	A	Civil Rest House
50	Civil Rest House Phul Town	B	Ditto

JULLUNDUR CIRCLE

**Jullundur Provincial
Division**

51	Civil Rest House Kapurthala	B	Civil Rest House
52	Civil Rest House Nakodar	B	Ditto
53	Civil Rest House Kartarpur	B	Ditto

JULLUNDUR CIRCLE-CONCLD

**Ludhiana Construction
Division**

54	Civil Rest House Ludhiana	B	Civil Rest House
55	Civil Rest House Kohara	B	Ditto
56	Civil Rest House Jagraon	B	Ditto
57	Civil Rest House Rahon	B	Ditto

**Hoshiarpur Construction
Division**

58	Civil Rest House Hoshiarpur	B	Civil Rest House
59	Civil Rest House Mukerian	B	Ditto
60	Civil Rest House Dasuya	B	Ditto
61	Civil Rest House Bankhandi	B	Ditto
62	Civil Rest House Bharwain	B	Ditto
63	Civil Rest House Gagret	B	Ditto

AMRITSAR CIRCLE

**Ferozpur Provincial
Division**

64	Civil Rest House Muktsar	B	Civil Rest House
65	Civil Rest House Dagra	B	Ditto

**Gurdaspur Provincial
Division**

66	Civil Rest House Shahpur Kandi	B	Civil Rest House
67	Civil Rest House Dhar	B	Ditto
68	Civil Rest House Mamool	B	Ditto
69	Pathankot		Under possession of Military	Dak Bungalow

AMRITSAR CIRCLE-CONCLD

**Gurdaspur Provincial
Division-conclld**

70	Dinagar	B	Dak Bungalow
71	Civil Rest House Kalanaur	B	Civil Rest House
72	Civil Rest House Narot	B	Ditto
73	Civil Rest House Quadian	B	Ditto

**Amritsar Provincial
Division**

74	Civil Rest House Ajnala	B	Civil Rest House
75	Civil Rest House Majitha	B	Ditto
76	Civil Rest House Amritsar	A	...	Ditto
77	Civil Rest House Beas	(N.C.--Not yet Classified)		Ditto
78	Civil Rest House Tarn Taran	B	Ditto
79	Civil Rest House Attari	B	Ditto
80	Civil Rest House Manj Kakar	B	Ditto
81	Civil Rest House Patti	B	Ditto
82	Harike	B	Inspection Bungalow

HISAR CIRCLE

Rohtak Provincial Division

83	Jhajjar	B	Civil Rest House
84	Chuchakwas	B	Ditto
85	Zabidpur	B	Ditto
86	Kahar	B	Ditto
87	Kasni	B	Ditto
88	Patuda	B	Ditto
89	Dujana	B	Ditto

HISAR CIRCLE-CONCLD

Hisar Provincial Division

90	Chaudhriwas	B	Civil Rest House	The building is in delapidated condition and case has already been taken up to close it down.
91	Chug	B	Ditto	
92	Kairu	B	Ditto	
93	Bhariwas	B	Ditto	
Sirsa R/O Division					
94	Chutala	B	Ditto	
95	Rori	B	Ditto	
96	Darba Kalan	B	Ditto	
97	Fatehabad	B	Ditto	
98	Bhatsu	B	Ditto	
99	Bahauna	B	Ditto	
100	Dharsul	B	Ditto	

APPENDIX 9-J(i)

(Referred to in paragraph 9.104 and 9.105)

List of Officers of Government who are entitled to the accommodation in Circuit Houses in the Punjab State and to whom the Commissioner, Ambala Division, Commissioner Jullundur Division, Commissioner, Patiala Division and Deputy Commissioner, Amritsar, or in the absence of Commissioners of Division the Deputy Commissioner, Ambala, Jullundur and Patiala, can grant permits for the occupation of a Circuit House in case of emergency but post facto approval should be obtained from the Chief Secretary to Government, Punjab.

1. Ministers
2. Judges of the High Court
3. Speaker, Punjab Legislative Assembly
4. Chairman, Punjab Legislative Council
5. Deputy Speaker, Punjab Legislative Assembly
6. Deputy Chairman, Punjab Legislative Council
7. Chairman and Members of the Punjab Public Services Commission.
8. Financial Commissioner
9. Development Commissioner
10. Commissioners, Ambala, Jullundur and Patiala, Divisions and Deputy Commissioner of District.
11. All Secretaries/Deputy Secretaries to Government Punjab, including the Secretaries to Governor and Chief Minister.
12. Inspector General of Police
13. Chief Engineer
- 13A Chief Conservator of Forests
14. Director of Agriculture
15. Director of Health Services
16. Inspector General of Prisons
17. Advocate General, Punjab
18. Deputy Inspectors General of Police
19. Conservators of Forests.
20. Superintending Engineers.
21. Director of Veterinary Services
22. Director of Industries
23. Excise and Taxation Commissioner
24. Registrar, Co-operative Societies.
25. Colonization Officer

26. Provincial Transport Controller
27. Director, Consolidation of Holdings
28. Director of Panchayats
29. Director of Public Instruction, Punjab
30. Officers of the Punjab State Electricity Board of corresponding or higher ranks.
31. Officers of the Government of India of corresponding or higher ranks.

APPENDIX 9-J(II)

(Referred to in paragraph 9.111)

PRESIDENT SECRETARIAT

NOTIFICATION

New Delhi, the 15th November 1960.

No. 64-Pres.60.- In suppression of all previous notifications issued on the subject the following Table with respect to the rank and precedence of persons named therein which has been approved by the President, is published for general information –

1. President.
2. Vice President.
3. Prime Mnister.
4. Governor and Sadar Riyasat, Jammu and Kashmir, with their respective charges.
5. Ex-Presidents and Ex-Governors-General.
6. Lieutenant Governors within their respective charges.
7. Chief Justice and Speaker of the Lok Sabha.
8. Cabinet Minister of the Union.
9. Holders of Bharat Ratna Decorations.
10. Ambassadors Extraordinary and plenipotentiary accredited to India. High Commissioners of Common wealth Governments in India.
11. Rulers of Indian States with a salute of 17 Guns and above within their states
12. Governors and Sadar-I Riyasat, Jammu and Kashmir, outside their respective charges.
13. Lieutenant Governors outside their respective charges.
14. Rulers of Indian States with a salute of 17 guns and above outside their states.
15. Chief Ministers of States.

16. Ministers of State of the Union Members of the Planning Commission.
17. Rulers of Indian States with a salute of 15 guns or 13 guns.
18. Envoys extraordinary and Ministers Plenipotentiary accredited to India.
19. Judges of the Supreme Court.
20. Secretary-General in the Ministry of External Affairs, *Visiting Class I.
Ambassadors of India, Foreign Ambassadors visiting India.
* Visiting Class I, High Commissioners of India and other Common wealth countries visiting India.
21. Charge d' affairs and Acting High Commissioner a pied and ad interim.
22. Chiefs of staff holding the rank of full General or equivalent rank.
23. Chief Justice of High Court, Chairman of Legislative Councils in States, Speakers of Legislative Assemblies in States.
24. Cabinet Ministers in States.
Deputy Ministers of the Union
Attorney General
Comptroller and Auditor General
Deputy Chairman of the Rajya Sabha.
Deputy Speaker of the Lok Sabha.
25. Chiefs of Staff holding the rank of Lieutenant General or equivalent rank.
26. Rulers of Indian States with a Salute of 11 guns or 9 guns.
27. Chairman, Union Public Service Commission
Chief Election Commissioner.
Ministers of State in States
28. Puisne Judges of High Court
29. Deputy Chairman and Deputy Speakers of State Legislature.
Chief Commissioners of Union Territories within their respective charges.
30. Members of Parilament.
31. Officers of the rank of full General or equivalent rank.
Secretary to the President.
Secretaries to the Government of India and Principal
Private Secretary to the Prime Minister.
*Visiting Class I and Class II Ambassadors and High Commissioners of India.
Commissioners for Scheduled Castes and Scheduled Tribes.

Officiating Chief of Staff holding the rank of Major General or equivalent

rank,

Visiting Ministers Plenipotentiary visiting India.

Chairman of the Railway Board.

Financial Commissioner for Railways

Solicitor General

Political Officer in Sikkim.

Members of the Railway Board.

32. Ministers of Foreign and Commonwealth Missions other than Ministers Plenipotentiary.

Officers of the rank of Lieutenant General or equivalent rank.

(iii) The cash book should (if written by the S.D.C. as is generally the case) be examined by the Sub-Divisional Officer daily or on his return from tour, with reference to vouchers and receipts (P.W.A. Forms-3). It is preferable, if an inspection and check of the entries of the cash book is carried out concurrently with or soon after the occurrence of transactions. Both sides of the account should be checked and initials with dates recorded on each side under the last entry checked. The S.D.O. should see that no lines are left between entries and that blank spaces left at the bottom of the pages, above the total, are crossed by diagonal lines. When signing the book at the end of the month, the S.D.O. should check all the page totals; if, however, he has no time to do this, the total of one or two pages should invariably be checked by him personally and the remaining done by some principal subordinate (other than the writer of the cash books), who should initial it with date in token of having verified it as correct.

- (iv) **Balancing.**- The cash book should be balanced on the date prescribed for closing the cash accounts of the month, but when the transactions are numerous, a weekly or daily balance is recommended, and it is advisable that the cash be counted whenever a balance is struck or at convenient intervals, as this affords an independent check on the accuracy of the postings. The results of such intermediate counting may be recorded in the form of a note (specifying the actual cash and also the outstanding balances of imprests and temporary advances) in the body of the Cash Book (column 8) so as not to interfere with the up to date totals, the actual balance of cash in the chest should be stated invariably in the note both in words and figures. The details of the actual cash found at the monthly counting should be recorded in Form P.W.A. 2 and a certificate of the reconciliation of the book balance with the actual one recorded below the closing entries of the month.

Whenever, on the contents of the cash chest being counted the balance as per Cash Book is found to be incorrect, it should, unless the error can be detected and set right at once, be rectified forthwith by making the necessary receipt or payment entry "To cash found surplus in chest" under Public Works Deposits or "By cash found deficit in chest" under Miscellaneous P.W.Advances, as the case may be.

The counting should be made on the last working day of each month immediately after closing the cash account of the month, but where this is not

possible the cash balance may be counted on the first working day of the following month before any disbursement is made on the date.

(v) Rectification of Errors.- An entry once made in the cash book should in no circumstance be erased. If a mistake has been made and it is discovered before the copy of the Cash Book has been submitted to the divisional office, the mistake should be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. The disbursing officer should initial every such correction and invariably date his initials. When the mistake is discovered too late for correction in this way an intimation of the necessary correction should be sent at once to the divisional office accompanied by a proposed transfer entry, if necessary. Except as indicated above, no correction of any entry once made in his Cash Book should be made by a Sub-Divisional Officer unless authorised by the divisional office to do so.

If the accounts of the month have been closed no corrections of errors in amount, classification, or name of work should be made in that book, but a transfer entry should be prepared for the necessary correction, a suitable remark in red ink (quoting reference with correction in accounts) being recorded against the original erroneous entry in the cash book.

(vi) Check of actual balance of cash- The actual balance of cash in each chest should be counted on the last working day of each month, i.e., immediately after closing the cash account of the month under para 10.3(iii). The details of the actual balance should be recorded and a certificate of the count of cash, specifying both in words and figures the actual cash balance (exclusive of imprests and temporary advances), and of reconciliation, of the balance so counted with the book balance, should be recorded below the closing entries of the month. The certificate should be signed by the disbursing officer who should invariably date his signature.

Besides the usual monthly account of cash on occasional count at irregular intervals is also recommended. The results of this count should be recorded in the cash book in the same way as indicated above and if it shows any considerable difference, the Sub-Divisional Officer should promptly take possession of the cash book and all current vouchers till he can investigate the difference carefully. Temporary advance under para 10.5 *infra* should be noted in red ink in the cash book. The book balance should at all times agree with the cash actually in the chest.

Note- (i) Should it not be possible for the disbursing officer, owing to his absence, to make the count on the dates prescribed in this paragraph, he should do at the earliest opportunity, recording the reasons for the delay on the cash Balance Report.

(ii) Actual count of cash is of no value unless it is accompanied by a complete examination of the cash book up to date.

(vii) **Verification-** The Sub-Divisional Officer should-

(1) Compare each entry of payment with the gross amount chargeable as shows in the connected voucher, seeing at the same time, that it bears (i) a payment order recorded by himself or the Divisional Officer, and (ii) the certificate of disbursement signed by himself or an authorised subordinate and ticking off each voucher as it is passed;

(2) See, whilst examining the postings of vouchers on the payment side, that all deductions shown in the vouchers (other than deductions creditable to the head of the account or work to which the payment relates) are posted as receipts on the receipt side of the cash book.

(3) Compare each entry of payment into the treasury with the Treasury Officer's receipt on the challan or his pass book and satisfy himself that the amounts have been actually credited into the treasury;

(4) verify the totaling of the cash book or have this done by some principal subordinate (other than the writer of the cash book) who should initial (and date) it as correct; and

(5) verify the total of the postings in the "Bank or Treasury" column on the payment side by reference to the memoranda recorded by himself on reverse of the counterfoils of cheques.

(viii) (a) The foregoing instructions apply, mutatis mutandis, to the maintenance of the Divisional cash book.

(b) The Divisional Officer should, at irregular intervals, check the cash balances of his Sub-Divisional Officers and examine their cash books without giving them previous notice.

10.4 (i) An imprest is a standing advance of a fixed sum of money given to an individual to enable him to make certain classes of disbursements which may be entrusted to his charge by the Divisional Officer in accordance with such rules, and subject to restrictions laid down in this behalf. The amount of imprest should

be kept as low as possible. Imprest is also called 'permanent Advance' or 'permanent Imprest', and can be given with the sanction of Chief Engineer who will get advice from the Accountant-General before sanctioning the same (para 2.8 of P.F.R., Vol. I).

(ii) An account of imprest cash should be kept in duplicate by the imprest holder in Form P.W.A. 3 "Imprest Cash Account" in accordance with the directions given in that form. The counterfoil should be retained by the imprest holder and the original supported by the necessary vouchers should be forwarded to the officer from whom the imprest holder finds it necessary to have the account recouped, or when it is proposed to increase or decrease the amount of the imprest or to close the account altogether. The account should, in any case, be rendered to the officer from whom the imprest is held, in time to enable him to examine and incorporate the account in his Cash Book before it is closed for the month on the date fixed for the purpose.

(iii) The recouping officer should examine the imprest cash account and the supporting vouchers, initial and date of the vouchers in token of approval and by a formal pay order recorded on the account authorize the recoupment, enhancement, reduction or closing of the imprest, as the case may be. The account should then be abstracted and incorporated in the cash book in the manner prescribed in the notes on the form.

(iv) If any item in an imprest account appears to the recouping officer to be open to objection, that item may be entered in his Cash Book as "item awaiting adjustment in the Imprest account....." under "Miscellaneous P.W. Advances" to be watched under that head until either the objection is removed or the amount is made good by the imprest holder.

(v) The imprest holder is responsible for the safe custody of the money placed in his hands and he must at all times be ready to produce the total amount in vouchers or in cash.

10.5. When a disbursing officer makes remittance to a subordinate officer to enable him to make a number of petty payments on a muster roll or other voucher, which has already been passed for payment. The amount remitted should be treated as a 'Temporary Advance' and accounted for in Form P.W.A. 3 in the same way as an imprest. The account of a 'Temporary Advance' should be closed as soon as possible. 'Temporary Advance' is sometimes termed as 'Temporary Imprest'.

Note: - This rule applies also to cash taken out of the chest by the

disbursing officer himself to make payments at a distance.

10.6. All check and receipt books (whether in current use or not) must be kept under lock and key in the personal custody of the Division Officer or the Sub-Divisional Officer concerned and they should be written up by himself or in his presence. No delegation of authority to sign receipts or cheques to any one else is permissible. The disbursing officer should occasionally examine the books in hand, and see that all the blank cheques and receipt books are in order.

(ii) Cheque and receipt books should on receipt be carefully examined by the Divisional or the Sub-Divisional Officer concerned who should count the number of forms contained who should count the number of forms contained in each and record a certificate of count on the fly-leaf.

(iii) The submission of the counterfoils of used cheques and receipt books for record in the Divisional Office should be watched through the register of cheques (and receipt) books, which should be maintained in Form 52. As soon as the counterfoils are received they should be examined, and it should be seen in particular

- a) That all items for which receipts were issued were duly brought to account in the cash book;
- b) That the writings do not indicate any irregularity or disregard of rules requiring action on the part of the Divisional Officer.

10.7. All payments which have to be made by officers authorized to draw cheques, should, as far as possible, be made by cheques except for the payment of petty sums under ten rupees as laid down in rule 2.15 of P.F.R. No Cheque should be drawn unless it is intended for immediate payment. All payments should be made direct to the payees. "Misc." receipts should be promptly paid into the treasury and not utilized for making payments.

10.8. The disbursing officer should keep the cash in chest which should be secured by two locks of different patterns. The key of one lock should be kept in the personal custody of the disbursing officer (Divisional or Sub-Divisional Offer as the case may be) and the key of the second lock should be kept in the custody of different person, usually the official who writes the cash book (the S.D.C. in case in of Sub-Divisional Office and Head Clerk in case of divisional office). The cash chest should never be opened unless both the custodians of the keys are present.

The duplicate keys of cash chest should be deposited with the Treasury Officer for safe custody. These should be sent under a sealed cover bearing the seal of the disbursing officer. A duplicate key register should be maintained, and once a year, in the month of April, the keys should be sent for, examined, and returned under fresh seal, a note being made in the register that they have been found correct.

10.9. (i) The Muster Roll, as its name denotes, is a nominal roll or list of laborers employed departmentally each day on a work. It is initial record of labour employed and must be written up daily by the subordinate deputed for the purpose (the term subordinate refers to a Sectional officer, Road Inspector, Surveyor, Work Mistri, Electrical Mistri etc.). Where a Muster Roll is not maintained by a Sectional Officer himself he must check the attendance of labour at least once a week. In case of small works and works away from his Headquarters, the Sub-Divisional Officer should check the attendance when he inspects the work. But when the work on which Departmental labour is employed is a large or concentrated one, the Sub-Divisional Officer must exercise more checks which should be without previous notice. Similarly the Sectional officer should either mark the daily attendance himself or exercise frequent checks when large or concentrated works are being executed through departmental labour. The Executive Engineer should see during his inspection, that proper check on attendance of labour is being exercised by the Sub-Divisional Officer and the Sectional Officer.

(ii) The Muster Rolls should be prepared in accordance with D.F.R., (P.W.D.) 18. These should be dealt with in accordance with the detailed instructions given in para 7.13 of the D.F.R. Particular care should be taken in following respects: -

- a) One or more muster rolls should be kept for each work, but muster rolls should never be prepared in duplicate. In case of labourers employed on several small works, it is permissible to maintain one muster roll for the entire labour;
- b) Laborers may be paid more than once a month and the period covered by each payment should be determined locally; but separate rolls must be prepared for each period of payment;
- c) The muster rolls should be written neatly and in such a way that it is easy to check the calculations and it is difficult to tamper with the entries once made;
- d) As far as possible, payment to labour should be made by the Sub-Divisional Officer in the presence of the subordinates Incharge and specially so in case of large or concentrated works. In case of small or scattered works payment may be allowed to be made by the sectional officer through temporary imprest;
- e) Care should be taken to maintain a systematic record of unpaid items and their clearance to prevent double payments;
- f) Wages remaining unpaid for 3 months or more, should not be paid without the sanction of the Divisional officer;
- g) In Part III of the muster roll, measurements should be

recorded and the progress of the work shown. While passing the muster roll for payment. The Sub-Divisional Officer should carefully see that the measurements have been recorded and the progress of the labour is reasonably commensurate with the total wages paid to the labour.

The absence of the agency of contractors can not absolve the Sub-Divisional Officer and the Sectional officer from the responsibility of executing the work economically;

- h) Labour reports in Stereo B&R form No. 124 must be prepared by the subordinate Incharge daily and should be submitted to the Sub-Divisional Officer Incharge of the work everyday. The reports should show the number of each class of labourers employed on each work or sub-head. When the muster rolls are received for check in the Sub-Divisional Office, it is the responsibility of the S.D.C. to check that there are no discrepancies between the labour reports and the muster rolls.
- i) No payment should be permitted on the basis of untotaled muster rolls, which should also not be signed by the disbursing officer;
- j) The blank spaces left in the muster rolls should invariably be crossed by diagonal lines and it should be checked that the attendances have not been tampered with;
- k) The attendances must be totaled every day and the total amount of each muster roll should be legibly expressed both in words and in figures. All corrections made therein should be duly attested by the dated initials of the responsible official.

10.10. In order to keep a record of attendance of work-charged establishment, who are paid on acquaintance rolls (vide Rule 7.38 of D.F.R.) and whose consolidated rates of pay are sanctioned by competent authority, viz., road coolies, mates, beldars, malis, bhishties, etc. a register in the loose form as per sample form given in Appendix 10-A, should be used. On the completion of the month, the names of the employees and the days for which they have worked (including the days they have been on short casual leave admissible under paragraph 1.134 (i) of the Punjab P.W.D. Code during which they are entitled to receive pay) should be transcribed from the attendance register on to an acquaintance roll form an payment should be recorded by the Sub-Divisional Officer on these acquaintance rolls.

(ii) The attendance register should be prepared by each calendar month (1st to 30th /31st).

(iii) The Road Inspectors should submit these acquittance rolls support with the register each month, on such date as to reach the sum-divisional office by the 3rd at the latest, the Sub-Divisional Clerk should then check the same and submit the acquittance rolls to Divisional Office. The acquittance rolls should be checked in Divisional office and returned by the 12th to Sum-Divisional Officers who can suitably arrange payments to gangs by the 18th.

Note – The Short casual leave admissible under paragraph 1.134 (1) ibid should be shown as “C,L.” in the attendance register.

(iv) The Sub-Divisional officer, Spiti Sub-Division no. I, Kaza, during summer working months, Sub-Divisional Officer, Ani, Sub-Division Ani, for winter months when Jalori Pass gets snow-bound and may get closed for normal traffic between Ani and Kulu Valley and the Deputy Commissioner, Lahaul and Spiti District, for winter months when Rohtang Pass is completely snow bound and traffic between Kulu Valley and Lahaul Valley remains closed, and on receipt of a regular request from the Executive Engineer P.W.D. B&R Branch, concerned are allowed to pass acquittance rolls for labour and regular work-charged staff upto the limit of sanction previously accorded/conveyed by the Executive Engineer concerned without preaudit by the Divisional Office in respect of all such labour payable on acquittance rolls and regular work-charged staff employed beyond Kiato in Spiti Valley in the case of Spiti Sub-Division No I, beyond Banjar in the case of Ani Sub-Division and beyond Rohtang Pass in the case of Lahaul and Spiti Valleys for winter months. The acquittance rolls should, however, be post-audited by the divisional office in the due course.

10.11. (i) Measurement Book [D.F.R. (P.W.) Form No.20] is an initial account record of very great importance in the Public Works Department. Payments for all work done otherwise than by daily labour or on lump sum contract, and for all supplies are made on the basis of measurements recorded in measurement book.

(ii) Detailed instructions for the use and upkeep of Measurement Books are given on the form itself and in Appendix 10-B. The following points should however, be borne in mind while dealing with measurement books: -

- a) Disbursing officers should never sign a bill without referring to the measurement book and seeing that the measurement entries are duly crossed off and that the No. and date of the voucher are quoted against them. Nor should they sign in full or permit any contractor to do so, on duplicate copies of bills, even though duly headed “duplicate” or office copy.
- b) The Sub-Divisional Officer should see that the date of measurement and the name of the contractor are entered at the top of all measurement and that no blank spaces are left in measurement books.

- c) It is inadvisable to record short measurement, with the object of retaining a portion of the value of work done by a contractor, as security. It is preferable to take complete measurements of work done, and to make formally such deduction from the contractor's bill, as may be necessary.
- d) All the books belonging to a division should be numbered serially and a register of them should be maintained in form D.F.R. (P.W.) 21 in the divisional office showing the serial number of each book, the names of sub-divisions to which issued, the date of issue and date of its returns, so that its eventual return to the divisional office may be watched.

Note :- A Similar register should also be maintained in the Sub-Divisional office showing the names of the Sub-Divisional Officer and Sectional Officers to whom measurement books are issued. Books no longer in use should be withdrawn promptly even though not completely written up.

- e) Unless specially authorized otherwise detailed measurements should be recorded only Executive, Assistant Executive, or Assistant Engineers or by the Executive Subordinate Incharge of works to whom measurement books have been supplied for the purpose.

10.12 (i) Measurement books may not be used in cases where the maintenance of standard measurement books of buildings has been authorized under paragraph 2.55 of the Punjab P.W.D code for facility of preparing estimates for periodical repairs. These books are also utilized for the purpose of preparing contractors bills for such repairs.

(ii) The rules for the guidance of public works Department Officers for the Maintenance of Standard Measurement Books are given in Appendix 10-C.

10.13. Sub-Divisional Officers should be required to submit the measurement books in use to the divisional office from time to time, so that at least once a year the entries recorded in each book may be subjected to a percentage check by the divisional accountant under the supervision of Divisional Officer.

(See Paragraphs 4.5 to 4.8 of the Punjab P.W.D Code and rule 7.16 to 7.19 of D.F.R.)

10.14. (1) Subject to Compliance with the rules laid down in paragraph 10.53 for the test check measurements by superior officers of the department contractors' bills and other demands for payment, must invariably be prepared, examined or verified and passed for payment, respectively, by the under mentioned authorities:-

Item No.	Nature of claim	Authority competent to	
		Prepare, examine or verify	Pass for payment
1	Wages of labourers, current or areas, except those mentioned in item 2 below.	Officer or Subordinate Incharge of work	Sub-Divisional Officer
2	Unpaid wages removed from the accounts of a work under paragraph 127 (f) of Public Work Accounts Code.	Sub-Divisional Officer	Divisional Officer
3	Petty payments for work done or supplies made not exceeding Rs 25 in value	Officer or Subordinate concerned	Imprest holder
4	Running and final bills of Contractors or Suppliers involving work done or supply made in excess of Rs 4,000 bills for advances (both secured and other) and claims for refund.	Sub-Divisional Officer	Divisional Officer
5	All running bills and final bills of contractors or suppliers involving work done or supply made to the value of Rs 4,000 and less but exceeding Rs 25.	Ditto	Sub-Divisional Officer
5A	Payment of final bills of contractors except the first and the last ones which should be subject to the preaudit by the Divisional Officer	Sub-Divisional Officer of B&R Branch working in the Lahaul and Spiti Area	Sub-Divisional Officer of B&R Branch working in the Lahaul and Spiti Area.

(2) In all cases where the duty of passing claims for payment devolves on the Divisional Officer or where the Sub-Divisional Officer is not allowed to act as Disbursing Officer the measurement books or other relevant documents on which the claim is based should be submitted with the bill to the Divisional Office where calculations of measurements will *inter alia* by fully checked under supervision of the Divisional Accountant before payment.

(3) When any payment is made to a contractor on account of a running or final bill, an entry to this effect, showing the number and date of the voucher and the amount paid, should be made on the counterfoil of the work order or the contract agreement as the case may be.

10.15 (a) The Sub-Divisional Officer should keep complete and proper record of the quantities of stock received and issued and they should ensure that these transactions are recorded as they actually take place. The record of materials received should be made as soon as they are received and taken into departmental custody; it should not be deferred (as is often done) till the supplier's bill received. Similarly issues to works, whether chargeable direct to works or debatable to contractors, should be recorded as soon as stores are issued on daily authorized indents or

requisitions.

(b) The following instructions should be strictly followed in regard to the stock in the hand of Sub-Divisional and Sections: -

- (i) There should be proper authority for the receipt of materials to be brought in stock. This authority should, if so authorized, be given in writing by the Sub-Divisional Officer.
- (ii) All materials received should be examined, counted, measured and weighed as the case maybe, when delivery is taken, and that proper record of the detailed count or measurement should be kept in the Measurement Book as well as in the Register of Stock Receipts, for audit, by the Inspecting Account Officer.
- (iii) Such Acknowledgement as may have to be given to a supplier of stores received from him can be signed only by the Sub-Divisional Officer. See also rule 6.9 of D.F.R,
- (iv) The material should be issued only on receipt of proper indent signed by the Sub-Divisional Officer.
- (v) The indents should be filled up carefully as all subsequent accounting depends upon it. Also see rules 6.10 , 6.11 and 6.12 of D.F.R.
- (vi) While making entries in the Register of Stock Issues, special attention should be paid to record in the column headed "To whom issued" and "Head of Account, etc" the full particulars as given in the last two columns of the indent, etc.
- (vii) Balances of al items of stock in form No 8.
- (viii) Distribution of balances of stock at the different sites in the charge of the various subordinates should be shown.
- (ix) Half-yearly Count Certificates should be recorded on these accounts.

10.16. An Account of all transactions relating to a work during a month whether in respect of cash, stock or other charges should be prepared in works Abstract Form P.W,A 10. Detailed instructions in regard to the preparation, completion and disposal of Works Abstracts are given in paragraphs 133 to 140 of the Account Code, Volume III, which should be carefully followed. The following points should, however, be

kept in view while dealing with Work Abstracts: -

- (i) That outlay is posted by sub-heads according to the estimate sanctioned or submitted.;
- (ii) That the cash and stock charges debited, and the adjustments made, are all bona fide and legitimate;
- (iii) That progress during the month is given;
- (iv) That outstanding for labour, contractors and materials are not of long duration;
- (v) That a comparison of outstanding due to or from the contractor is made with the contractor's ledger, in the case of one or two works every month, and that balance above RS 500 are transferred to the deposit account;
- (vi) That when the suspense head "materials" is operated on, a detailed statement of all materials issued to or returned from the work accompanies the work abstract.

10.17. (i) The cash book and Initial Accounts of stores for a month should be closed on the 22nd of each month. On closing the Case Book, the Sub-Divisional Officer balance report to the Divisional Office. Copies of the Cash Book supported by vouchers, should be sent to the Divisional Office twice a month or often as directed by the Divisional Office the copy relating to the past period of an account month being submitted with the cash balance report within 3 days of the closing of the works abstracts and the monthly accounts of stock, etc.

(ii) Besides the monthly accounts, there are following two returns which are also prepared in the Sub-Divisional and submitted to the Divisional Office.

a) Half-yearly return of Stock: --- The total quantities of the receipts and issued of each article of stock as recorded in the monthly abstracts from the Register of Stock Receipts and Stock issues should be posted in the Half-yearly stock return in the column provided for the month concerned both under "Receipts" and "Issues" before the work abstracts are transmitted to the Divisional Office. It should be seen in this connection that: -

- (i) The stock has been actually counted by the Sub-Divisional Officer and that the valuation is within market rates;
- (ii) Steps have been taken to dispose of obsolete or surplus stores, if any and to prevent unnecessary stores, if any and to prevent unnecessary accumulation

of stock material.

- (iii) Written orders of the competent authority are obtained by the adjustment of loss or gain, if any.

b) Return of Tools and Plant: - This return should be annually prepared from the register of Tools and Plants to be maintained in the Sub-Divisions. It should be seen that: -

- (i) All the articles have been counted and steps taken to recover or write off losses, and that survey reports have been sanctioned by the competent for all unserviceable articles.
- (ii) No entries are made in manuscript in the Supplement to this return.

DIVISIONAL ACCOUNT

10.18. As in the case of the Sub-Divisional Officer, a Divisional Office has a cash chest, a cash book, measurement books and also muster rolls for works which are directly under his charge; and work abstracts, etc., and he uses them in the same way. The foregoing instructions apply equally to these documents kept and used in the Divisions. He has also store accounts, and receives revenue in the same way as the Sub-Divisional Officer, does; makes payment, for works, etc. in properly drawn bills, by cheques or, if the bills are for small amounts, in cash from his chest.

His main accounts in addition to those kept in the Sub-Division are : -

- (i) Register of works
- (ii) Contractor's ledger.
- (iii) Transfer Entry Book.
- (iv) Cash Balance Reports.
- (v) Monthly Accounts – Schedule of Account.

10.19. (a) The Register of works is a permanent and collective record of expenditure incurred on all works carried out during the year showing the expenditure month by month compared with the estimate. The object of such a record is to show the Divisional Officer the rates at which these different kinds of work are carried out and to enable him to watch the expenditure and also to obtain the necessary sanction.

b) The following general instruction should be observed in dealing with the register of works: -

- (i) The register should be posted monthly from works abstracts and the expenditure by Sub-heads should also be recorded properly and rates struck monthly.

- (ii) The monthly account of each work on which there has been expenditure during the month should be initialed (and dated) by the Divisional Officer in the column set apart for the purpose, in token of his having examined the entries and found them correct.
- (iii) In case, the outlay is incurred without estimates or allotment, action should be taken immediately to remedy the irregularity.
- (iv) In the case of actual or probable excesses over estimates, sub-heads or working rates, work slips should be sent to the Superintending Engineer when the excess over the estimates requires, or is likely to require his sanction. Work slips should be in the form D.F.R. (P.W.) 34.
- (v) The accounts of works should be completed as soon as possible after the actual work of construction is completed, and before these accounts are closed, it should be seen that all adjustments of cost necessary under the rules have been made in the accounts; that all liabilities not originally brought to account and that the balances under the suspense accounts "Contractors and labourers" have been cleared. Further action may be taken as follows: -
 - a) The suspense account "Materials" should be cleared and the total cost of materials distributed over the final sub-heads and other account concerned, in the manner indicated in Rule 7.85 of D.F.R.
 - b) Large closing balances under the sub-head "additional charges for materials issued to contractor" should be carefully investigated before permitting the account of the work to be closed.
 - c) When the accounts have been settled and written up, a double red line should be ruled below the final entries and a note made in red ink " work completed in -----19". This note should be signed by the Divisional Officer in token of his having satisfied himself as to the correctness of all affairs. It will be the authority for treating the accounts of the work as closed and the work should not be reported as completed in the Divisional Account unless the authority has been placed on record.
 - d) If any work is completed, the proper submission of the completion report of that work should be arranged for, if necessary, according to para 2.122 of P.W.D Code No unnecessary charges should be recorded against an estimate

especially if there are savings to cover them.

- e) If on the completion of the work, it is found that the total expenditure is in excess of the sanctioned estimate but the excess is such as can be passed by the Divisional Officer himself, he will do so and record the words "Excess passed by me" on the Register of works. If, however, the excess is beyond the powers of sanction of the Divisional Officer, the completion note in the register of works should be amplified thus: -

"Work Completed in19..... completion report/statement submitted with this office letter No.dated.....".

10.20 (a) The Contractor's ledger is a running and personal account of each contractor, showing the amounts due by him for advances made to him and the amounts due to him for work done by him.

b) The following instructions should be observed while dealing with the contractor's ledgers (Sec also Rules 7.94 to 7.98 of D.F.R.): -

- (i) The ledger accounts should be closed and balanced monthly.
- (ii) The closing balance of each personal account should be detailed so as to show, in respect of each separate work or account, the amount outstanding, if any, under each suspense accounts.
- (iii) The Divisional Accountant should verify the correctness of the ledger for securing agreement, month by month, between the balances detailed in the work abstracts and the corresponding balances of the accounts in the ledger.
- (iv) The balances should not be allowed to remain outstanding for a long time without justification, specially those representing values of materials issued to contractors for this purpose periodical examination of account in the ledger is commended.
- (v) The bills should be prepared at reasonable intervals in the case of running accounts.
- (vi) Large issues of materials not covered adequately by work done, are avoided as far as possible.
- (vii) The contractor should be encouraged to look at his account in the ledger and sign it in token of having accepted it as correct.

(viii) Security deposit of contractors should not be included in their personal accounts in the ledger.

(See paras 150-154 of Account Code, Volume III)

10.21. As soon as the Cash Book of a month has been closed, the cash balance report should be sent by the Sub-Divisional Officer to the Divisional Officer. The following points should be observed in connection with this report: -

- (i) That there is no large cash balance.
- (ii) That temporary advances are cleared before the close of the month;
- (iii) That the amount of imprest with officers or subordinates is not excess of requirements.

10.22. The "Transfer Entry Book" contains a record of all transfer entries included in the Accounts of the Divisions as for example, work done or payments made by other Divisions, Departments or Governments, write-back of an erroneous debit or credit, etc. The book is posted as soon as the transactions become known from advices of debit, transfer order etc.

(See paragraphs 105 to 111 of Account Code, Vol. III).

10.23. Besides the above accounts, the Divisional Officer are also required to post the following schedules, which are also to be submitted to the A.G, with the monthly accounts. In addition to these important schedules, there are other ones detailed in para 230 of Account Code, Volume III, which also form part of the monthly accounts of the Division.

(i) Schedule of Works Expenditure P.W.A. Form. 27. – This schedule which exhibits expenditure incurred on works during a month should be prepared after a reconciliation has been effected between the totals of works abstracts and relevant schedule dockets, separately for expenditure relating to various classes of works viz. Government works, non-Government works other Deposit works and Takavi Works. Only those works on which expenditure has been incurred during the month should be included in the schedule.

(ii) Schedule of purchase: - P.W.A. Form 30 or P.W.A. Form 31. This should be prepared on the basis of the relevant entries made in the "Suspense Register" P.W.A. 17. The Divisional Officer should see that the materials received on credit are regularly paid for without delay. No item should be allowed to remain unadjusted for more than three months.

(iii) Schedule of Misc. P.W. Advances: - P.W.A. Form 32.- This should also be prepared on the basis of the relevant entries made in

the "Suspense Register" P.W.A. 17. The Sub-Divisional Officer should see that stock is not sold to outsiders on credit; that there are no items which should be charged off finally to some head of account and that effective steps should be taken to clear all outstanding item within a reasonable time.

The following general instructions in respect of P.W.A. Miscellaneous Accounts should also be observed : -

- b) Advances should be grouped by prescribed heads.
- c) Proper sanction to sale of articles should always be quoted on the Schedules.
- d) The particular month from which the transaction dates should always be filled in correctly.
- e) The quantity and rate of materials purchased and sold should always be stated.
- f) Explanation regarding steps taken for adjustment quoting reference should always be given.

(iv) Schedule of Debits to stock, P.W.A., Form no. 28.: - All terms of Expenditure debatable to stock should be collected in this schedule. The entries in this schedule should be arranged in four groups as detailed in para 216 of Accounts Code Volume III. It should be seen that the manufacture operations are covered by a sanctioned estimate and are closed regularly.

(v) Schedule of Deposit, P.W.A. Form 33.: - This Schedule should be prepared monthly from the Deposit Register and it should show for each item the opening balance, the receipts and adjustments of the month and the closing balance. In this connection it should be seen that (1) the security deposits for completed works are refunded in terms of the agreements of the contractors concerned; (2) items amounting to Rs 5 or less outstanding for more than one complete account year and items exceeding Rs 5 outstanding for 3 complete account year are credited to revenue; (3) balances not exceeding rupees five for items partly cleared during the year are credited to account as lapsed deposits; (4) the outstanding items are cleared immediately; (5) the month from which the transaction date is also given correctly; (6) the lapsed or confiscated deposits are invariably credited to Government giving reference to the months in which the amount was credited; (7) the lapsed or confiscated deposits are not repaid without pre-audit by the A.G., Punjab.

(vi) Schedule of London Stores, P.W.A. Form 18. – The head "London Stores" is the suspense head through which are passed all transactions connected with stores obtained through the India Store Department, London. The transactions under this head should be recorded

in detail in a monthly schedule on P.W.A. Form 18.

(vii) Register of rents of buildings and Lands: - In regard to the register of rents of buildings and lands it should be seen (a) that new residential buildings and buildings hired by Government for use as residences by public officers are at once brought on to the return and steps should be taken to have the rental sanctioned and recovered.

Note : -This Return must notice every case of a public officer occupying a portion of his office, or of any public building as residence.

- b) That rents are recovered monthly, and in advance, from private individuals.*
- c) That P.W.A Form No 5 is regularly sent in time and steps are taken to effect recovery.*

ACCOUNTS OF SPECIAL AND DIRECTION OFFICERS

10.24. The only important accounts kept and maintained in these offices are of contingent expenditure. The disbursing officers are expected to exercise the same vigilance in respect of contingent expenses as person of ordinary prudence would exercise in spending his own money. They should also see: -

- (i) That the rules regarding the preparation of contingent bills are strictly observed
- (ii) That the money is either required for permanent disbursement or has already been paid from the permanent advance.
- (iii) That the expenditure is within the available allotment. Steps are taken to obtain additional allotment if the original allotment has been exceeded or is likely to be exceeded.
- (iv) That the charges drawn in the contingent bills are of obvious necessity and are at reasonable rates.
- (v) Certificates regarding: -
 - a) The number and pay of menials.
 - b) The binding charges.
 - c) Maintenance inspection and overhauling of typewriters.
 - d) Distribution of hire charges of conveyance when used both for carriage of personal effects of Government Servants should be furnished where required invariably along with the contingent bills.

10.25. In Accordance with para 1-A(c) of appendix 15 of the

Punjab Financial Rules, Volume II, recoveries on account of private telephone trunk calls should be credited under the service head to which the office contingent bill is charged by deduction of expenditure. This procedure will apply only if the recoveries are effected during the course of the financial year in which the charges, partly official and partly private, have been accepted by book debit. These instructions do not, however, apply to adjustments in respect of bills, which are accepted during a financial year, but recoveries for private calls are head concerned cannot be operated upon after the close of cases should be credited under the receipt head corresponding to the service head to which the office contingent bill is charged.

2) So far as the actual cash transactions are concerned the amount of recovery made in the same year. In which the telephone bill has been accepted, will be adjusted either by less drawl to that extent in the next contingent or imprest bill or by crediting the same in the treasury under the Service Head concerned.

3) In the case of charges for the local calls put through the residential telephones of officer, (including officer in stations where message rate system is in vogue, who are required to pay fixed amount or certain percentage for the local call charges), the procedure for their accounting will be the same as in the case of adjustment of private telephone trunk calls referred to in the preceding paragraphs.

Bills and Vouchers

10.26. The authorized forms of bills and vouchers to be used in this department are detailed in Rules 7.20 to 7.27 of Departmental Financial Rules. Suppliers of stores and others should be encouraged to submit their bills and claims in these authorized forms.

10.27. (i) As a general rule, every payment including repayment of money previously lodged with Government for whatever purpose, must be supported by a voucher setting forth full and clear particulars of the claim and all information necessary for its proper classifications and identification in the accounts. The full name of the work as given in the estimate and other particulars specified in paragraph 119 of the Account Code Volume III, or the head of account, to which the charges admitted on a voucher are debitable, or to which the deductions or other credit shown in the voucher are creditable, should be clearly indicated on it in the space provided for the purpose or in some prominent position.

(ii) Every endeavor should be made to submit the monthly accounts to the Accountant-General, Punjab, complete, in respect of vouchers; any documents unavoidably kept back being detailed (with a brief explanations of the cause of their non-submission) on the covering docket.

(iii) The return of audited vouchers by the Audit Office to the

Divisional Offices for reference, is indivisible from audit point of view save for urgent and imperative reasons. Any requisition from Divisional Officers for such vouchers should, therefore, clearly state the specific reasons for which they are required. Whenever for any special reason audited vouchers are sent out by the Audit Office to the Divisional Offices for reference the responsibility for seeing that they are returned as quickly as possible and that they have not been tampered with in any way, rests with the Divisional Officers.

(iv) Requisitions for a considerable number of vouchers will not, however, be compiled with and should such a necessity arise a Divisional Clerk should be deputed with the approval of the Superintending Engineer to obtain the requisite information from the original vouchers recorded in the Audit office.

10.28. In Connections with the preparation etc. of vouchers the provisions of rules 2.20 to 2.34 of P.F,R and rules 4.7 to 4.11 of STR should be strictly adhered to.

While preparing the vouchers in support of the monthly accounts, it should also be seen –

- a) That the vouchers are in the prescribed form; that they are duly receipted by the payees; that they are in original; that a brief abstract is given in the official language authorized for the purpose under the signature of the drawing officer on all vouchers written in any other language and that signatures in other than the authorized script are transliterated, also that sub-vouchers contain notes of dates of payment.
- b) That they are numbered with reference to the number in the list of payments, schedule docket or other accounts, as the case may be;
- c) That the details work up to the totals and that the totals are in words as well as in figures;
- d) That they bear a pay order, signed by the Treasury Officer in the case of vouchers cashed at treasuries or by the responsible disbursing officer in the case of other vouchers. This order should specify the amount payable both in words and figures;
- e) That they are stamped “Paid” in the authorized official language;
- f) That there are no erasures and overwriting and that any alterations in the totals are attested by the officer concerned as many times as they are made;

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| | <ul style="list-style-type: none">g) That receipt stamps are affixed to vouchers, where necessary, and they are punched;h) That, except in the case in which it is specifically authorized, no payment is made on a voucher or order signed by a subordinate instead of the head of the office himself, or on a voucher or order signed with a stamp; and that copies of sanctions are certified by the sanctioning officer or by a gazetted officers authorized to sign for him;i) That, in all cases in which it is prescribed that agreement should be effected between two different documents, the fact of the agreement is noted on both the documents and initialed by the accounts clerk who makes the agreements;j) That, if a treasury voucher be paid by transfer, it is stamped as having been so paid,, that the head to which the amount is credited is noted on it, and that the credited is traced in the Cash Account when possible.;k) That fund and income-tax deductions have been made in strict conformity with the rules;l) That, except in certain specified cases, no claim against Government not preferred within the time limit prescribed by Government has been paid without the sanction of the Audit Officer.m) That the signatures of the payee on receipt and that of officers preparing the vouchers and authorizing payment in case of vouchers in P.W.A. Forms Nos 24-27 are there.n) That the details of the work done or materials supplied indicating their quantities are invariably given on the vouchers.o) A note to the fact that the articles purchased have been taken on P.W.A Form 13 of Tools and Plant for the particular month should be given on the vouchers;p) Vouchers containing deductions of security deposits should always specify the amount or earnest money.q) Reasons for part payment by cash should always be given.r) Signature by facsi mile stamp or pencil should not be made on the vouchers;s) Details of work done together with its full description and |
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situation or materials supplied for which payment has been made in the voucher invariably be given;

- t) The receipt voucher should be signed by all parties of the contract.
- u) If the payment is made by cheque the No and date thereof should be quoted in the voucher;
- v) Reasons for reduction of rates or quantity previously paid in a running certificate should always be given on the vouchers.
- w) Vernacular remarks if any made by the payee and his signature should be translated into English.
- x) Thumb impressions should be legible and attested by a responsible officer.
- y) Stamps affixed to vouchers should be cancelled to avoid their re-use.

Stock And Stores

10.29. (i) An annual return, giving a list of the Surveying and Mathematical Instruments available for transfer in their respective circles as on 1st of June, will be submitted by the Superintending Engineers to the Chief Engineer on 1st July. This return, which will be on the form reproduced as Appendix 10-D, should also state whether any additional instruments are required, and if so, for what purpose, and all instruments in the circle are complete and in good working order. The Executive Electrical Engineer will also submit a similar list and certificate on the same date when the Chief Engineer will decide what redistribution is possible and pass necessary orders as regards new supplies and the return of surplus instruments to the National Instrument Factory, Calcutta.

(ii) As and when certain surveying and mathematical instruments such as, Theodolites, levels etc. are rendered unserviceable, the Director, Technical Education, Chandigarh should, before these are disposed off, be sounded as to whether the same could be of any use to the institutions under him. In the event of such instruments being required for the institutions, their transfer to the institutions requiring them may be arranged by the office. In whose office these are no longer required.

10.30. Ordinary repairs of an urgent nature and all repairs of a delicate nature should be carried out at the National Instrument Factory, Calcutta, or the Depot from which they were supplied or to any Government Workshop more conveniently situated where the repairs can be properly executed. In cases of urgency, when the repairs are not of a delicate nature, the work may be entrusted to a local firm. After inviting

quotations.

10.31. Rules of the National Instrument Factory, Calcutta, for the supply, repairs etc. of mathematical and other instruments, etc. used in various Government Departments and officers are contained in Appendix 10-E.

10.32. A yearly return of plant and machinery, in use in, or available for transfer from each circle, should be prepared in stereo B&R Form No. 32 and submitted by the Superintending Engineer on the 15th of January. In preparing this return, the instructions given in the foot-note to the form should be carefully observed.

10.33. Articles of plant and machinery should not be considered as reserved entirely for use in any particular division or circle. If a requisition is made on any Division for the Transfer of any plant for an urgent work in another Division, it should be compiled with, if possible,

10.34. On grounds of economy, plant and machinery should be freely inter-changed as required, between the P.W.D. B&R Branch Divisions and Circles of Superintendence, when not in use, expensive plant and machinery should not be left at out of the way places, but brought to the Headquarters of the division or some other convenient Center.

10.35. It is the duty of the Divisional Offices to see that the plant and machinery in their charge is kept in good repair and fit for immediate use.

10.36. When it is economical for Government to purchase certain class of materials in bulk for general use on works in a division or several divisions, such materials should be brought on to stock and kept there until actually required for immediate use when it should be issued to the contractor and debited at once to his personal account by charge to the suspense head "Contractors – Other Transactions" in the accounts of the work concerned.

But in the case of a particular class of materials which are purchased for a particular work under a through rate contract it is not permissible to bring such materials on to stock. Since it is desirable to retain material like cement, paint, etc. as long as possible in the hands of Government and only to issue to the contractor just before use as they are liable to deterioration or even adulteration if left with contractor unsupervised, there is no objection to the opening of suspense sub-head "Materials" in the accounts of works provided that a form of materials at site accounts of works provided that a form of materials at site account in the form, DFT (P.W) 30, is also maintained in order to exercise a proper control over the issue of materials. The balance of unused material should be checked once a year and on the completion of work and report of verification should be prepared by the Sub-Divisional Officer in form

DFR (PW) 31, and submitted to the Sub-Divisional Officer.

Note – In Such cases conditions to the effect that the supply of the materials in question will be retained in the hands of Government should be inserted in the contract and the particulars required under para 7.43 of the Departmental Financial Rules.

10.37. There is a limit in the value of stock upto which the Divisional Officer can keep in his stores materials required for use on works. This is termed as 'Reserve Stock Limit' and is sanctioned by the Government in Public Works Department, but no increase can be sanctioned without the concurrence of Finance Department. The Executive Engineer should regulate the purchase of stock in such a way that during any month the value of the balance stock in hand does not exceed the Reserve Stock Limit. In case the Reserve Stock Limit is exceeded on account of some special circumstances, it should be got regularized from the competent authority as detailed in para 10.2 of DFR. At the same time the excess should be absorbed within six months from the date of increase.

Reserve Stock Limit for temporary divisions needs fresh sanction every year. This should be got fixed will in time in order to avoid any subsequent audit objections.

10.38. The whole of the stores of a Sub-Divisional Officer should be counted by the Sub-Divisional Officer concerned himself once a year (See paragraphs 4.31 to 4.35 of P.W.D Code).

10.39. In consonance with the provision of rule 7.49 and 7.50 of the Departmental Financial Rules any stores issued to work from stock and remaining un-used on its completion, may be returned to stock provided that such stores consist of articles which are in the original serviceable condition, certain to be used and priced within the rate at which they were originally issued from stock. Otherwise they should be sold, the sale proceeds being credited to the work concerned, when the contract is for labour only or when the work is being carried out departmentally. These orders are not intended to prohibit the transfer of surplus materials from one work to another on which they can be utilized with advantage.

Note – This provision does not apply to materials issued on through rate contract works which are governed by para 7.50 of D.F.R.

10.40. There is a general tendency to accumulate large stores and stocks for utilization in some distant future. This practice not only results in the deterioration of the stores and stocks but also means locking up funds unnecessarily and is liable to involve Government into loss due to price variations. This practice is, therefore, strongly deprecated and it is incumbent on all concerned to see that there is no unnecessary accumulation of stocks and stores in any Division or section. This purpose can be achieved by ensuring that where reserve stock limits have been fixed they are not exceeded without the orders of competent authority. In

case, however, no reserve stock limits have been fixed, the disbursing and controlling offices should be required to submit half yearly reports, showing full particulars of the stores and stocks held by them and the probable date by which they are likely to be utilized. These statements should be carefully scrutinized to control any tendency on the part of disbursing and controlling officers to accumulate stocks or stores much in excess or in advance of their requirements period.

REVENUE

10.41 All moneys received by or tendered to Government offices on account of the Revenues of the State should be paid in full without delay in the Public Account of the State and should not be appropriated to meet Departmental expenditure except to the extent provided in the Punjab Treasury Rules.

Note: - It is permissible to take credit for revenue to the head concerned until it is realized with the exception in the case of: -

- (i) Supervision charges as sales of stock on credit.
- (ii) Sale proceeds of such articles of tools and plant as are creditable to the minor head "Recoveries of Expenditure" by debit of miscellaneous P.W. Advances.

10.42 Rents of Government residential buildings occupied by officers in Civil employ, should be recovered through the medium of Treasury Officers concerned, on requisitions presented by Divisional Officers.

10.43 Contractors employed by the PWD and their workmen should pay the tolls required to be paid under any orders in force.

10.44. A register on Stereo B&R No. 91 should be maintained in each Divisions in order to: -

- (i) Keep a watch over the revenue from the sale proceeds of grass on roads or other lands in the charge of the PWD and.
- (ii) Facilitate comparison of the prices of sales of grass which re held yearly.

Note – All leases in this connection should be concluded for any period during the official year concerned.

10.45. (i) The supply of fuel from the PWD stores should where required be made to the officers of the Departments at full stock rate plus 10 percent supervision charges.

- (ii) The stock rate for fire-wood for any particular Division or Sub-Division should be the rate at which the wood could be sold to the public at the Divisional or Sub-Divisional godown.

Control Of Expenditure

10.46. The most important duty in connection with the Departmental Budget estimates is to see that allotments are not exceeded in any way. As a matter of fact, the expenditure of sums substantially in excess of provision will embarrass Government very seriously, because the fundamental principle is that no expenditure should be incurred unless it has been included in the Schedules of authorized expenditure. A disbursing officer should not expend public money on any object or work unless: -

- (i) There is a proper sanction of competent authority for the same, and that,
- (ii) There is a proper appropriation of funds made by competent authority. (See para 2.10 (b) of Punjab Financial Rules).

The Chief Engineer and the Superintending Engineers should as, Controlling Officers, maintain registers of appropriations by different grants and major heads expenditure for all works under their control. With a close and accurate estimating of budget requirements and an even distribution of the expenditure over the entire working season, the whole of the sanctioned allotments should be fully utilized, and lapses and relinquishments avoided as far as possible. It is, nevertheless, imperative on all Public Works Disbursing Officers to relinquish funds, which cannot conveniently be spent within the year so as to admit of their being usefully directed to other works.

10.47. The usual tendency of rushing through expenditure towards the close of a financial year particularly under 'Contingencies' is strongly deprecated. This course is adopted in certain cases with the view to exhaust the grant allotted. It is highly objectionable as it leads to reckless spending and extravagance on items, which are very often in excess of actual requirements. This rush of expenditure in March is mainly attributable to : -

- (i) Faulty budgeting .
- (ii) Failure to make prompt payment as soon as a liability is incurred and holding upto the settlement of final bills until March.
- (iii) Attempt to measure an pay in March for as much work as possible with a view to utilize the full grant.
- (iv) Purchase of materials required for months later with a view to utilizing allotments.
- (v) Late allotments.

and it is enjoined on all controlling and disbursing officers to contrive

means to avoid the rush expenditure during the last months of the financial year. The obvious desirability of restricting Government expenditure throughout the year, and more particularly during the closing months of the financial year, on essential and inescapable items only cannot be, but emphatically stressed.

10.48. The programme of outlay to be incurred in March should be will thought out before hand and so arranged that 5/6 of payments due in March are made by the 25th of that month. This will leave 1/6th of the payment to be made in the remaining 6 days of the month. The cash book of disbursing officers should on no account be kept open after the 31st March.

10.49. Payments to the extent of work done should be made promptly without waiting for the completion of the whole job, in order to avoid rush of expenditure in the month of March, no payments should be deferred to that month if they can be made in earlier months, nor should any payments be made for incomplete works or immature claims with a view to utilizing grants.

10.50. Excepting in case of special urgency, no allotment of funds from the assignment tat the disposal of Superintending Engineers and Chief Engineers should be made after the 15th January each year. Such allotments, if likely to result in liabilities, to be carried forward to the ensuing year required approval of the Finance Department.

10.51. In case of original works and special repairs in progress, work done in March should ordinarily be paid for in April following. This fact should be kept in view when submitting estimates for works and repairs in progress, so that requisite provision is made in the ensuing years' budget. Thus the provision in the budget should represent the probable payments for work done during the months March to February as in the case of expenditure under Head 'Establishment'. Demands for original works in progress should be based on a careful estimate of what work will remain to be executed in the ensuing year. Contract main to be executed in the ensuing year. Contract agreements should be so arranged that liabilities for work in hand in March do not mature for payment till April. This paragraph does not apply to expenditure on ordinary repairs and maintenance.

10.52. It is very important that necessary budget provision should invariably be made for all anticipated liabilities. In the matter of adjustments in the accounts of the past years the Audit Office follows the principal that such adjustments should always be made unless the controlling officer can prove that the disbursement could not be reasonably anticipated in time for a grant being obtained from the proper authority. Similar transactions relating to earlier years which cannot be booked in the accounts of the year to which thy relate due to the actual incidence of the expenditure being in dispute, are charged in the accounts of the year in which the final decision is taken if the expenditure in

question could have been reasonably anticipated in time for a grant being obtained from the proper authorities, otherwise they are adjusted in the accounts of the year subsequent to that in which final decision is taken.

**MEASUREMENTS OF WORKS DONE AND MATERIALS
RECEIVED AND THEIR TEST CHECKS ETC.**

10.53. Since measurement form the basis of all the payments the following general instructions in regard to the use and up-keep of measurement books, their register and the measurement of works should be strictly observed by the all concerned.

- (i) Every officer making or ordering payment on behalf of Government should satisfy himself that work has been actually done in accordance with the bill submitted for payment. He should personally inspect all the most important works before authoring final payment and should, if possible, check the measurements made by his subordinates.
- (ii) In the case of works for which, owing to their nature, accurate detailed estimates cannot be prepared before they are undertaken, measurement should as a rule, be made by the Sub-Divisional Officer cannot make such measurements before payment, for reasons which must be entered on the bill certificate, he should satisfy himself by rough check measurement, or otherwise that the work done is approximately, if not exactly, in accordance with the details entered in the measurement book. The final measurements by himself should follow, as soon as possible there after. In such cases a certificate of final measurement, when this has been made, should be attached to the original bill.
- (iii) No measurement for the preparation of bills should ordinarily be accepted from an officer of lower standing than Sectional Officer. The following, however, are exceptions to this rule:-
 - a) In the case of boat bridges in charge of this Departments, where the Sub-Divisional Officer or subordinate deputed for the purpose is unable to measure, a boat bridge Daroga may measure work connected with the boat bridge under his charge.
 - b) A Road Inspector may measure work done by the daily labour employed on road maintenance.
 - c) A Road Inspector may enter measurements of Contractor's works up to a limit of Rs 100 in each individual case on the condition that the Sub-Divisional Officer concerned is responsible for the ultimate accuracy of measurements which should be recorded in accordance with Departmental

Rules for the up-keep of Measurement Books and which the Sub-Divisional Officer must check at the earliest possible opportunity. As laid down in clause (iii), a Road Inspector should enter the measurements only when the Sub-Divisional Officer or the Subordinate concerned is unable to record them / himself.

- (iv) In making final payments of bills or in forwarding them to the disbursing officer for payment, a Sub-Divisional Officer will, if he has not made the measurements himself sign the following certificate, which will be printed on the bills or attached to them:

“I have satisfied myself that the work entered in this bill has been actually done and is in accordance with the details entered therein”.

Note : - As a general rule, a Sub-Divisional Officer should not pay finally for any work costing more than Rs 200/-until he has personally inspected it and satisfied himself that the work has been correctly done. He must further make a note in the Measurement Book stating he has inspected such work.

- (v) It is the duty of Divisional Officer to see that the instructions for the use and up-keep of measurement books which are contained in Appendix 10-B, are strictly observed. In the course of their inspection they should themselves see that these rules are being strictly observed. In the course of their inspection they should themselves see that these rules are being strictly observed by the Sub-Divisional Officers and others. They should also stamp the words “Examined “ at the end of the entries. Every time a measurement book is inspected. If, however, serious irregularities are discovered as the result of any examination, the words “unsatisfactory, see link file No. can be added.
- (vi) Measurements of excavation in foundations are to be made by the Sub-Divisional Officer, except in the case of very small works, before any building work is started. Similarly measurements of such items which get covered up should be entered by him, except in case of very small works.
- (vii) The Sub-Divisional Officer is expected to make personally all measurements required for the preparation of final bills for all classes of work, costing more than Rs 5,000 in each case. He should also test /check a reasonable proportion of other measurements made by his subordinates.

The Sub-Divisional Officer should also test check 25 percent of measurement in respect of work done departmentally and costing more than Rs 2,000 and 50 percent of measurements in respect of works costing more than Rs 5,000. This, however, does not apply to road works done by permanent road gangs.

In the case of Sub-Divisional Officer, Kullu, Sub-Division, however, this procedure is not necessary. He is however required to exercise 50 percent check on all the final measurements of works costing more than Rs 5,000.

- (viii) Similarly the Divisional Officer is expected to test check a reasonable quantity of work measured and checked by his subordinates.
- (ix) The test checkers referred to above, should so far as possible, be carried out, before payment is made.
- (x) The individual items checked should be clearly shown in the Measurement Books and the result recorded by the officer concerned.
- (xi) The quantity checked should be such as forms and windows only of rest house is no check on the whole when the Sub-Divisional or the Divisional Officers check reveals differences not exceeding 2 percent in the case of Original Works and 5 percent in the case of repairs, the subordinate's entries for the portion checked should only be rectified according to the check measurements. But when the differences exceed this limit the whole-work should be measured by the Sub-Divisional Officer or Divisional Officers himself and payments made thereon the case being reported to higher authorities for action against the subordinate concerned.
- (xii) A collective record of all the checks carried out from time to time will also be prepared at the end of each measurement book in the following form which will be duly provided in the new standardized working forms: -

Date of check	Pages recording measurements subjects to test checks	Value of measurements checked	Result of the check exercised.	Dated initials and designation of the checking officer

*Note : - (1) This result will be indicated by the work "Satisfactory" or "Unsatisfactory" as judged at the time on the merits of each case.
 (2) The Sub-Divisional Officer and Divisional Officers will be held personally responsible for any infringement of these rules which if it comes to notice will be severely dealt with.*

- (xiii) Measurements of works (susceptible of detailed measurements) executed by regular road gangs should be recorded in measurements books to avoid payments being made for the same works to contractors, etc. The following note should be made by the Sub-Divisional Officer on the combined pay bill and acquaintance roll for the work-charged establishment: -

“Measurements of work executed by road gangs entered in measurement book No. _____ Page _____.”

10.54. (i) Measurements for bricks whether for Road or for building purposes, to be paid for per 1,000 bricks, should begin by stating the dimensions of the standard stack (Punjab PWD B&R Branch Specifications (1959) and the number of bricks it contains, and should proceed to multiply the number of standard stacks by the number of bricks per standard stack.

- (ii) Bricks not so stacked, as of example, special bricks, should either be piled in standard stacks of dimensions to suit, or counted singly if small quantities only involved.
- (iii) A system of marking and dating stacks measured is desirable and it is also desirable that the duty of measuring should not pass below the Sub-Divisional Officer
- (iv) It will be the duty of the officer taking the measurement to open out a certain member of stacks to see that there are no voids and that the bricks are all of the proper class.
- (v) In exceptional cases where the measuring the entrusted to an officer below the rank of Sub-Divisional Officer, the measurements in the measurement book.

10.55. (a) Supplies of road metal Bajri and Soling material should be measured and paid for in the same way as supplies of other materials for work. But as these materials are often kept in store at the Road side before being laid the final measurements should be made personally by Sub-Divisional Officer and the quantity account thereof should be maintained in the Sub-Divisional Officer in Form DFR (P.W) 16, which is known as “Statement of receipts, Issue and Balances of Road Metal”. It is commonly called “Road Metal Return”. The following instructions should be observed for the up-keep of the said statement: -

1. As regards receipts the road metal may be supplied to Government either by a contract or \may be collected by daily labour.
2. When it is supplied by contract it should be shown as received in DFT (P.W) 16, in the month in which it is entered in the measurement book.
3. When it is supplied by daily labour it should be shown as received in the month in which it is entered in Part III of the muster roll.
4. as regards issue, the road metal may either be issued to a contractor of to daily labour workers.
5. When issued to contractor it should be shown as issued in the

month in which the contractor's consolidation work has been entered in the measurement book.

6. When it is issued to daily labour workers it should be shown as issued in the month in which it is entered in Part III of the muster roll. When petty repair metal is used by regular road gangs on petty repairs the quantities of metal issued during the month should be shown separately for each mile in the measurement book. These quantities must agree with those recorded in the road metal returns. The measurement book will in this case take the place of Part III of the muster roll.
7. If the above procedure is followed DFR (P.W) 16, and the work abstracts should be in agreement.
8. The "actual check measurement" DFR (P.W) 16, should be made by the Sub-Divisional Officer, a mile or more at a time, as opportunity offers, but the metal and other road materials as well, e.g., tar, asphalt, grit and empty tar drums etc. in each mile should be checked not less than once a year.

Note : - (1) Superintending Engineers can, however, lay down rules for the more frequent check by measurement once a year if they consider it necessary, provided Sub-Divisional Officer can find the time to do it; the more frequent the check the better.

9. All quantities of pitching stone collected for the protection of road bridges should be regularly recorded every month in the Statement of Receipts, Issues and Balances of Road Metal of the road concerned; the quantity accounts of "pitching stone" should be kept quite distinct from those of road metal itself.
10. Separate statement showing the receipts, disposal and balances of pitching stone for each site should be maintained as required by note 2 under rule 6.59 of DFR.
 - b) Road metal found surplus, as the result of check measurement or otherwise, should at once be brought on to the quantity accounts. Deficits should, however, not be removed from the quantity accounts until recovery of their value or receipts of sanction to write off; but a red ink remark should be recorded at once and carried forward, from month to month, until the discrepancy is set right.

10.56. It is very important that correct measurements of work done are recorded. Fictitious or false entries made by officers/ subordinates will treat as serious breach of professional conduct, entailing severe punishment. If an excess allotment cannot be utilized at the end of a year and it is too late to surrender it to any useful purpose, it must be allowed to lapse rather than be spent by means of payments for work that has not

	<p>been done. Superintending Engineers and Divisional Officers, when inspecting works during the months of April and May, should look into the measurement entries relating to those works and at once report any case measurements which may have been made and which are not in accordance with facts.</p> <p>10.57. Strict observance of the rules contained in the Departmental Financial Rules, measurement Punjab Financial Rules and Account Code regarding measurement books, custody of cash and stores, and the preparation of bills and disbursement so as to minimize as much possible, the perpetration of frauds, is enjoined on the divisional Officers and the Sub-Divisional Officers. With due care frauds be of rare occurrence, but when they are</p>
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Chap. X}	ACCOUNTS	[10.58-10.59
	brought to light, the officer concerned will be required to show that due care had been exercised by him.	
	AUDIT	
	10.58. Sanctions affecting audit by the Accountant-General, Punjab, should invariably be communicated to that officer direct by the sanctioning authority alone. The submission to the Accountant-General of their duplicates by the subordinate officers receiving them, is prohibited.	Communication of sanction to audit.
	(See rules 18.6 to 18.11 of the P.F.R., Volume I, para 2.115 of the Punjab P.W.D. Code, and notes under rule 2.32 of D.F.R.)	
	10.59. (1) Any defalcation or loss of public money, departmental revenue or receipts, stamps, stores, other property, or shortage of Tools and Plants or stock should, on their detection, be reported by the Divisional Officer to the Accountant-General, Punjab, in addition to the Departmental Superior Officer. Such a report should also be submitted even when such loss has been made good by the person responsible for it. Further information in this connection as may from time to time be required by the Accountant-General for the examination of the case should also be supplied to him when called for. Superintending Engineers should also when forwarding the report for the orders of the Chief Engineer, forward a copy of their remarks on the report of the Accountant-General, direct. When the matter has been fully investigated a further and complete report should also be sent by the Superintending Engineer. Final action relating to the write off of the loss of Government money and the like, should not be taken till a report bearing on the case is received by the authority concerned from the Audit Department. With a view to minimizing chances of frauds, the instructions detailed below should be carefully observed:-	Losses of Government money and Stores.
	(i) The handling of cash (including the encashment of cheques and bills) and stores should be entrusted to a responsible official who should be required to give adequate security. The amount of the security deposit should be determined strictly in accordance with the provisions contained in rules 3.5 and 3.6 of the F.H.B. No.1-S.T. Rules).	
	(ii) All money received by or tendered to Government	

servants on account of the revenues of the State should without undue delay, be paid in full into the Treasury or into the Bank, as the case may be.	
(iii) When any loss or fraud comes to notice, Departmental enquiries should be expedited so that chances of recovery of loss from the delinquents are in no way prejudiced.	
(iv) Instructions embodied in Appendix 2 to P.F.R., Volume II, should be kept in view by all concerned while conducting investigations in cases of fraud, theft, etc.	
(See paragraph 4.36 and 4.37 of the Punjab P.W.D. Code.)	
(2) For each individual sanction of a loss on stores exceeding Rs.200 in value a statement detaining the items, quantity and value together with a report on the circumstances attending each loss should be furnished to the Accountant-General, Punjab, with the memo of sanction.	
(3) All losses of immovable property such as buildings, etc., caused by fire, flood or any other material cause, exceeding Rs.5,000 in value, should be treated as 'Serious' for the purpose of the provisions under the heading "Accidents" in Annexure 'B' to Chapter II of pb. Financial Rules, Volume I and that while losses not exceeding Rs.5,000 in value should continue to be reported to the Head of the Department (and to police, etc., where necessary), they need not be reported to Government or to the Accountant-General, Punjab, whether the cost of restoration is chargeable to maintenance estimates or to some other Head of Account. The term "Value" for this purpose, should be interpreted as meaning the Book Value.	F.D. letter No. 3854-3 (FRI)-61/5042, 24 th April, 1961.
10.60. To avoid losses on Stock, the following instructions are to be observed:-	Losses on Stock.
(1) No special materials or manufactured articles should be ordered or purchased for the work until the latter has been definitely sanctioned and funds allotted,	
(2) An officer ordering materials of manufactured articles whether for a work or for "stock" will be held personally responsible that the quantity is really needed and is not excessive for the object in view.	
(3) Materials and manufactured articles found surplus on the completion of a work should be sold by public auction and their value credited to the work (vide paragraph 7.56 of the D.F.R.). Only materials of a generally useful nature, likely to be required in the near future and not liable to deterioration, may be brought on stock, and then only with the written permission of the Divisional Officer who will be responsible that the articles in question are worth keeping at the value booked;	
(4) On no account should anything be brought on to stock with a view to affecting a paper saving on an estimate.	
10.61. (a) Audit or Inspection notes, statement of items under objection, retrenchment memos, etc., issued by the Accountant-General should receive the personal attention of the Divisional Officers. All these are important documents as they place before the Divisional Officer the result of the scrutiny by the Audit experts, of the recorded	Audit Notes Inspection reports, objection statements, etc.

transaction of all disbursing officers of the Division (including the Divisional Officer) and of accounts and schedules compiled by the Divisional Accountant. It should be specially seen that these documents are attended to promptly and carefully and that steps are taken not only to remedy irregularities and errors brought to notice but also to prevent their recurrence as far as possible.	
(See Rules 2.33 to 2.37 of D.F.R.)	
(b) It should be realized by all concerned that the value of the check of initial accounts like the cash-book the measurement book and muster rolls, is greatly enhanced, if made at irregular intervals. The Divisional Officers should never allow the deliberate charging of expenditure to a wrong estimate or head of account with a view to keep within sanction or to avoid audit objection. If such a course is allowed in one case this practice will speedily be extended to others and it will be used as a cloak to cover excesses which may be due to fraud or bad work.	
10.62. As every overpayment of money to the Public servant is regarded as a debt owed to the public, the authorities competent to sanction remission of disallowance ordered by audit office, should not exercise their powers, as a matter of course to waive the recovery of overpayment made to Government servants merely on the ground that the money was drawn in good faith; but all possible action should be taken to recover it, unless there is fullest justification for such waiver.	Over payments to Government servants-waiving recovery of. P.W.D. B&R memo No.98-Eii/49/5647-49, dated 12 th July, 1952.
MISCELLANEOUS	
10.63. Sub-Divisional Officers in the Buildings and Roads Branch, who have no drawing accounts, are authorized to give receipts in P.W.A. Form No.3 for moneys received by them on behalf of Government.	Receipts.
10.64. oiled currency notes presented at P.W.D. offices which are believed to be counterfeit or disfigured beyond possibility of recognition, should be refused. Mere oiling dose not justify refusal. The features necessary for the identification of a note are its serial number, number denomination, place of issue, signature and water mark and the oiling should be such as to disfigure or mutilate the note beyond the possibility of identification.	Oiled Currency Notes.
10.65. Rules regarding acceptance of cheques tendered by private persons in payment of dues to Government are contained in rule 2.21 of subsidiary Treasury Rules. Cheques thus received must be cashed without any delay as the drawer of a cheques cannot be held legally responsible for a loss to Government, due to failure of the bank, unless the cheque is presented for payment within a reasonable time.	Private Cheques.
10.66. The amount of imprest to a disburser should not ordinarily exceed Rs.1,000. But when an imprest within this limit is found insufficient to meet requirements in connection with Famine Relief Works, the disburser should be furnished with a cash-book and supplied by the Divisional Officer concerned with such funds as may	Imprest Famine Relief Works.

from time to time be required subject to a maximum fixed by State Government at its discretion,- vide para 31 of the Punjab Famine Account Manual. The maximum credit allowed to a disburser should not be granted until the Sub-Divisional officer has furnished the Divisional Officer with a complete schedule of his requirement for the same.	
10.67. The instructions laid down in rule 4.47 (a) of the subsidiary Treasury Rules, should be carefully observed by disbursing officers and steps taken to recoup permanent advances as frequently as may be necessary and so avoid the irregular practice, which is not uncommon, of a low paid official being permitted to finance ordinary Government expenditure out of his own pocket a practice which has led and is likely to lead to the embezzlement of Government money.	Recoupment of permanent advances.
10.68. Post Office Savings Bank Pass Books should like the Receipt and Cheques Books, be kept under lock and key in the personal custody of the Divisional Officer who responsible for their safety.	Custody of Pass Books etc.
10.69. Freight charges for and above Rs.10 each should be adjusted by book transfer by means of credit notes. Freight charges under Rs.10 each should be paid in cash.	Freight charges.
10.70. The classes of establishment named below will be allowed a fixed monthly allowance for Kerosene Oil required for the performance of their duties at night:-	Kerosene Oil.
Kerosene Oil	
	Rs. A. P. Rs. A. P.
Treasury Guards	1 0 0 to 3 0 0
Chaukidars	0 8 0 to 2 0 0
Gauge Reader	0 8 0 to 1 0 0
(1) No allowance will be granted to Treasury Guards at places where an electric light is provided.	
(2) The rate in each case will be fixed by the Head of Office according to the locality and the amount of work required to be done.	
(3) oil required by members of office establishment such as Sub-Divisional Clerks, Camp Clerks, etc. etc., will be purchased according to requirements and charged to office contingencies. No regular monthly allowance should be paid.	
(4) Similarly no monthly oil allowance should be paid to work-charged establishment. The expenditure on oil required by this class of establishment should be charged to the work on which they are employed.	
(5) Wherever it can be conveniently arranged, oil should be supplied in kind to all classes of establishment in preference to granting an allowance in cash.	
10.71. When one Sectional Officer makes over charge to another of a section of a sub-division a joint transfer report (B.&R. Stereo No.146) accompanied by the relieving officer's receipt for the stock and tools and plant which have been in the custody of the relieved officer, should be submitted to the Sub-Divisional Officer.	Transfer report.

The Sub-Divisional Officer will scrutinize the receipt and compare it with the Sub-Divisional Returns before submitting the transfer report to the Divisional Officer for orders. The Sub-Divisional Officer will countersign a copy of the receipt and forward it in due course to the relieved officer.	
10.72. Municipal Committees are within their right in charging royalty for stone obtained for Government works from Municipal quarries situated within Municipal limits. The rate charged must vary according to circumstance, and Divisional Officers should come to terms with the Municipal Committees concerned. It might at times be cheaper to quarry stone outside Municipal limits, and this should be borne in mind.	Royalty on stone quarried within Municipal limits.
10.73. (a) Vouchers of charges exceeding Rs.25 under each sub-head of contingency (and works in the P.W.D.) should be submitted to the Accountant-General, except in the case of vouchers relating to payments to contractors in running accounts.	Vouchers exceeding Rs.25/-
(b) To enable Accountant-General's office to gauge the necessity of Superintending Engineer's countersignature, these items for which special sanction already exists should be shown separately on the last page of the contingent bill form and the sanction quoted against each	
Note.- Vouchers relating to works accounts should be effectively cancelled before they are filed in the Divisional Office.	

Appendix
(Referred to in
Form for recording attendance of the

Name of work _____ issued for use during

Locality	Gang No.	Description	Name	Father's name					
					1	2	3	4	5
		Mate							
		Coolie							
					Daily Total				
					Initials of person				

					Initials of incharge
					Acquittance roll prepared and paid, S.D.O. _____

Case No. 82-G of 1932.

APPENDIX 10-B	
[Paragraph 10.11 (ii)]	
Instructions for the use and upkeep, etc., of Measurement Books	
1. The measurement books, as the basis of all accounts of work done, must contain such a complete and reliable record of facts as to be conclusive evidence in a Court of Law, if and when so required.	
2. Every measurement must be neatly recorded in the Measurement Book and in no other book at the time it is taken. The practice of entering measurements in notebooks or elsewhere in the first instance, and thereafter copying them into the measurement books is strictly prohibited.	
3. The Sub-Divisional Officer should frequently inspect measurement books of his Sectional Officers to see if they are correctly posted up. They should also compare the dates of entries in the measurement books with Sectional Officer's traveling allowance Journals which should contain all journeys beyond the 5 mile radius performed in connection with the measurement of works.	
4. When any measurement, or series of measurements, is/are cancelled, the reason for cancellation should be given in the measurement book, under the dated signature of the officer, who made the measurements and countersigned by the Sub-Divisional Officer.	
5. Each measurement book should be provided with an index at its commencement and the same should be carefully kept, up-to-date. The inner title page showing the numbers of the book, name of the Officer, etc., must invariably be filled in, as well as the entries on the outside label.	
6. The page of these book should be machine numbered and no page, on any accounts, should be torn out, nor should any entry be erased or enfacd so as to be illegible. If a mistake be made, it should be corrected by crossing out the incorrect words or figures re-writing the words or figures and the correction. Entries should be recorded continuously and no blank pages should be left. Any page left blank inadvertently must be cancelled by diagonal lines, the cancellation being attested and dated. A reliable record is in short the object to be aimed at.	
7. The first entries to be made on the occasion of each measurement should be:-	
(a) In the case of bills for work done-	
(i) Name of estimate to which work is debitable.	
(ii) Situation of work.	
(iii) Agency by which executed, that is, contract piece work or daily labour (number of contract piece work agreement or work order to be quoted).	
(iv) Name of contractor.	
(v) Date of measurement.	
(vi) Name subordinate incharge of daily labour.	
(vii) Reference to last measurement on account of the same	

contract (number and page of Measurement Book) in the case of running bills.	
Note.- The date of measurement on account [See clause (v) above] must be the date on which measurements were actually taken.	
(b) In the case of bills for supply of material-	
(i) Name of supplier;	
(ii) Number and date of his agreement or order;	
(iii) Purpose of supply in one of the following forms applicable to the case;	
(1) "Stock" (for all supplies for stock purposes).	
(2) "Purchase" for direct issue to (here enter full name of work as given in estimate).	
(3) "Purchase" for (here enter full name of work as given in estimate) for issue to contractor on ;	
(iv) Date of written order to commence supplies.	
(v) Date of actual completion of supplies; and	
(vi) Date of measurement.	
Note. – As an exception, the recording of entries (iv) is not required in the case of supplies made against a place work agreement.	
(8) The measurement should then be recorded, grouped together, as far as possible by items of work, for example:-	
Excavation of foundation -	
Long walls.	
Cross walls	
End walls.	
Concrete on foundation-	
Long walls.	
Cross walls	
End walls and so on.	
9. When no work has been done in any item since the last measurements, the items should, nevertheless, be shown in the Measurement Book, but only the total quantity of area of work done need be given, together with a reference to the number of pages of Measurement Book on which the detail of the measurements appeared.	
10. Every set of measurements must bear the signature of the officer by whom it as actually made with the words "Measurements taken by me on the----- of ----- 19 ".	
11. The Sub Divisional Officer's clerk is responsible for the arithmetical check of all calculations entered in a Measurement Book, and he must initial and date a certificate – "Calculation checked by me" – on each account in the book.	
Note. – Asstt. Sub-Divisional Clerks are authorized to check measurement books and prepare bills of contractor provided that in the following cases measurement books should be checked and the bills prepared by Sub-Divisional Clerks personally: -	
(1) Final bills of all running accounts.	
(2) First and final bills for amount exceeding Rs.500/-.	
12. The officer-making the measurements must calculate the contents or area of each measurement and ink it in and abstract the	

<p>result himself, and the Sub Divisional Officer, before handing the Measurement Book to his clerk, must endorse on each account an order to his clerk to check and prepare the bill for the same. The Sub Divisional Officer must also write down himself in the book, the rates allowed.</p>	
<p>The Sub Divisional Officer may be a general or special order in writing, permit an executive subordinate, who has already been authorized to record measurements [Rule 7.17(a) of D.F.R.] to enter in the abstract of measurements or directly in the bill itself, the rates at which he recommends the payment for work done to be made, provided -</p>	
<p>(a) that the use of this permission is confined to those works in charge of the subordinate himself, the contract rates for which have already been approved by a competent authority.</p> <p>(b) That no increase in an authorized rate is suggested without the prior sanction in writing of the competent authority.</p> <p>(c) That when the authorized rate has not been fully earned, a suitable reduction is made therein and the reasons thereof are recorded briefly for the consideration of the Sub Divisional Officer; and</p> <p>(d) That it is made widely known to contractors that all entries of rates made by subordinates in the abstracts of measurements and bills are subject to the approval of the proper disbursing officer.</p>	
<p>13. (a) When submitting a bill for signature, the Sub Divisional Clerk will draw in red ink one diagonal line across each page of the measurement book on which are recorded the detailed measurements in token that he made the required arithmetical check and has compared the total with the connected abstract.</p>	
<p>(b) At the time of signing the bill the “Officer preparing the bill”, will scrutinize the Measurement Book to make sure that the Sub Divisional Clerk has drawn the red ink lines mentioned and has given the certificates prescribed in paragraph 11 above he will then draw in ink one diagonal line across each page of the Measurement Book on which is recorded the connected abstract of measurements.</p>	
<p>(c) At the time of paying the bill the “Disbursing Officer” will draw in red ink a second diagonal line across the same abstract pages, and on the last page will make and initial an endorsement in red ink giving the Voucher No. and date.</p>	
<p>Paid as Voucher No.</p>	
<p>Dated</p>	
<p>Initial of Disbursing Officer</p>	
<p>(d) When receiving back the Measurement book and bill the Sub Divisional Clerk will scrutinize the abstract for any omissions from this procedure.</p>	
<p>Note. – See note under paragraph II.</p>	
<p>14. The voucher for payment must bear a reference to the</p>	

number and page of the Measurement Book in which the measurements are recorded.	
15. When work is carried out by departmental labour, a similar procedure should be followed. In the case of work done by daily labour, the quantities of work done as shown in the muster roll should be compared with the entries in the measurement book before the pay order on the muster roll is given.	
16. All signatures or initials appearing in the Measurement book must be dated.	
17. When an officer or subordinate is required to submit his measurement book with his accounts, to the Divisional or Sub Divisional Officer, he should be supplied, if necessary, with a second book for alternate use.	
18. The Head Clerk of Divisional Office will immediately on receipt of a new measurement book, examine and see that each page is correctly numbered, recording his check on the inside of the cover. Thereafter it will be marked with a bold hand-printed consecutive number on its outer cover, and when issued from the Divisional Office, with the year of its issue. The person to whom the book is eventually issued will similarly check the numbering of its pages and record his check on the inside of the cover.	
19. A register will be maintained in the Divisional Office, in D.F.R. Form No. 21 showing the number of each measurement book that has been received in that office, the name of the *Sub Division person to whom issued (if issued).	
(* to be corrected according to its use in the Divisional or Sub Divisional Office), the date of issue and the date of its return for record in the Divisional Office. A similar register should also be maintained in the Sub Divisional Office, to show in respect of each measurement book, the dates of receipt, issue, name of Officer to whom issued, dates of return and final dispatch for record in the Divisional Office. Books no longer in use should be withdrawn promptly even though not completely written up.	
On the occasion of transfers, it will be the special duty of Sub Divisional Officers to see that measurement books, that are with the relieved officer at the time, are recorded in the transfer papers by the number they bear, and are acknowledged by the relieving officer and that the 'Name of Officer' on the fly leaf of each measurement book is duly corrected.	
20. When a measurement book is lost, an immediate report shall be made of the facts of the loss and this report must be properly forwarded to the State Government together with the explanation of all parties concerned or responsible for the loss. While making such a report, it should be invariably indicated as to whether payment in respect of all the entries made in the measurement book reported to be lost, has/have already been made.	
No lost measurement book should be written off without the concurrence of the Finance Department if it contains measurement of certain works executive irrespective of the fact whether the payment involved has already been made.	

<p>The lost of measurement books and muster rolls is generally ascribed to their being carried by the subordinates and mates, etc., on the back of the bicycles. With a view to obviating recurrence of such chances these documents should not be carried on the carriers of the bicycles.</p>	
<p>21. Once every half year, i.e. during May and November, and immediately before transfer, the Sub Divisional Officer should made a complete check of every current measurement book in the Sub Division and have them completed in all respects, as far as possible, up to date. He should certify to this effect below the last entry in each book, noting also any items which still remain to be completed. At the next inspection, the Sub Divisional Officer will not have to go through the same pages of the books again except to see that the incomplete parts have or have not since been completed.</p>	
<p>22. During the inspection of a Sub Division by the Executive Engineer, the Divisional Accountant should similarly check a percentage of the measurement books, and record the following certificates: -</p>	
<p>“Checked and found correct and complete except for certain items detailed in the audit note sent to the Sub Divisional Officer----- Sub Division, with the Executive Engineer’s Inspection Note, date ----- 19.</p>	
<p>This will enable each inspection to be started from the point reached the previous year.</p>	
<p>23. All measurement books in use must be sent in, once a year on such date as the Divisional Officer may fix, most suitably in April or May, to the Divisional officer for his scrutiny, and should be returned to the Sub Division, within 15 days.</p>	
<p>24. When these books reach the Divisional Office, the Head Clerk will first of all compare them with his register of Measurement books, and report if any re missing. He will then hand them over as quickly as possible to the Divisional Officer who should indicate in the case of each Measurement book, which of the calculations are to be test checked by the Divisional Accountant. The test check should cover not less than 10 percent of the number of works recorded in each book since the last review, and such checks should cover complete sets of measurements, preferably of important works.</p>	
<p>Payments based on the entries to be test checked should be traced into the various accounts and verified. Similarly supplies or issues of materials should be traced into the various accounts, the contractor’s ledger, etc. and verified.</p>	
<p>25. The Accountant undertaking the check of the measurement books must check the leaves in the measurement book immediately after the head clerk has made the necessary entries in the Register pending the actual check of details if they cannot be made at once.</p>	
<p>26. The Divisional Accountant will check the books to see whether the instructions herein contained have been fully complied with. He will then within one week, place them before the Divisional Officer, with a brief report “in which the names of all who persistently</p>	

neglect the instructions should be brought to notice”.	
<p>27. The Divisional Officer will then take steps to obviate in future any neglect of these instructions which may have come to light, and will, at the same time, retain for record in his office any books which he considers to be full up or nearly so, or which he deems to have been in use long enough. Such books when once filed for record in the Divisional Office, must not be allowed to pass out of that office again for reference, except under the strictest precautions, to guard against their loss. And on so passing out of the divisional Office they must not be allowed to pass into the personal custody of anybody of lower rank than Sub Divisional Officer.</p>	
<p>Measurement Books should not be in use for longer than three years and the Divisional Officer should call for return to record measurement books which have been in use for this period whether filled or not. The blank pages of measurement books returned for record should be cancelled and attested.</p>	
<p>28. All completed measurement books will be retained in the Divisional Office for a period of fifteen years, to be counted from the date of last entry. The measurement books should be tied in bundles, indicating the number of books in each bundle and the year to which they relate, the year being the year of issue as recorded in the register. The return of any completed book, that may be issued for reference, must be carefully arranged for.</p>	
<p>29. On each completed measurement book a certificate and record order as given below, should be recorded at the end and signed by the Accountant.</p>	
<p>Certified that his Book No. _____ has been checked and it is found that -----</p>	
<p>(a) “No page is torn out and missing, and blank pages have not been left uncanceled.</p> <p>(b) Corrections are properly made and initialed by a responsible person.</p> <p>(c) Original pencil entries are not inked over, and columns “Contents or” area have been entered in ink.</p> <p>(d) The number and date of each voucher in which the quantities are entered for payment, are noted.</p> <p>(e) The entries are crossed off.</p> <p>(f) In the case of cancelled measurement, the reason for cancellation has been given and the cancellation has been given and the cancellation signed by the person who made the Measurement and the Sub-Divisional Officer.</p> <p>(g) The index is complete.</p> <p>(h) Each set of measurement is signed by the Officer by whom they were actually made.</p> <p>(i) Each set of measurement bears in addition to the initial of the officer or the subordinate who made the measurement the signature of the clerk who checked the calculations of the Sub</p>	

Divisional Officer who passed the measurements or paid the bill.	
Accountant	
Date	
Record	
Divisional Officer	
Dated	
30. All blank measurement books received in the Divisional Officer for issue as well as all completed measurement books received back or retained in the office for record, will be in charge of the Head Clerk and must be kept in a locked almirah the key of which should remain in the personal custody of the Head Clerk, who will also be responsible for the correct upkeep of the register of measurement books.	
31. For large works, a separate measurement book may be set apart; if found necessary, two or more books may be set apart for different classes of work.	

Appendix 10-C
(Referred to in paragraph 10.12)

Rules for the guidance of Public Works Department Officers for the maintenance and upkeep of Standard Measurement Books.

1. Standard Measurement Books will invariably be written legibly in ink only, and maintained by the Public Works Department for the purposes specified in rule 7.18 of the Departmental Finance Rules. The work of preparing these books will ordinarily be undertaken in accordance with a programme for each Sub Division or such other suitable unit as may be fixed by the Divisional Officer.	
2. All the standard measurement books thus maintained in a Division will be numbered in an alphabetical series so as to be readily distinguished from ordinary measurement books wherein detailed measurement are recorded wherever work is actually done. A register for these should be maintained in the Divisional Office Form D.F.R. (P.W.) 21 (Part II). A similar register should be maintained in each Sub Divisional showing the books belonging to it, and the registers kept under lock and key in the custody of the Divisional Head Clerk or the Sub Divisional Clerk concerned.	
3. In view of the fact that these books will form the basis of both the annual repair estimates and contractor's bills for work done, they should be written up either by the Sub Divisional Officer himself or by a member of the Engineering Service Class III under his orders. Each set of measurements taken by the latter class of official should, however, be fully checked by the Sub-Divisional Officer concerned, after which it should be examined by the Divisional Officer and declared in writing in the book itself as finally approved by him for one or both of the purposes specified above. Until this is done the book will not be entered in the register of standard measurement book nor	

will a number be assigned to it.	
4. Therefore, the standard measurement books will be brought up-to-date under the supervision of the Sub-Divisional Officer with reference to any additions or alterations which may be carried out to the building or work concerned, within one month of the closing of the accounts of the estimate there for. All such corrections will be duly attested by the Sub-Divisional Officer.	
5. The Divisional Officer will also be expected to exercise a check over the completion of standard measurement books, from time to time, by personally examining book at least once a year. To this end, the programme of work should ordinarily be as follows:-	
(a) As soon as after the close of the official year as possible the Sub-divisional Officer concerned will arrange for a personal examination of these books with a view to satisfying himself that they have been brought up-to-date with reference to the additions, alterations or special repairs carried out in the building or work during the preceding year and submit them not later than 15 th of June for the inspection of the Divisional Officer.	
(b) On receipt in the Divisional Officer, the books will be compared with the register of standard measurement books in order to ensure that all books have been submitted for inspection. They will then be subjected to such scrutiny as the Divisional Officer may direct. A comparison of those books with the accounts of expenditure and the record of connected measurements relating to estimates for additions, alterations or special repairs to building and work in the Division should, however, form a feature of the check to be applied.	
N.B.- A record of the results of the scrutiny referred to should invariably be retained and produced, if required, for the Superintending Engineer's or the Accountant-General's inspection.	
(c) Finally a report should be made to the Superintending Engineer so as to reach him not later than the 31 st July of each year to the effect-	
(i) that all the standard measurement books of the Division have been inspected by the Divisional Officer;	
(ii) that the entries made therein have not been tampered with;	
(iii) that all corrections due to additions or alterations to the building or work concerned have been carried out; and	
(iv) that the books are reliable and up-to-date records. A copy of this report should be furnished to the Audit Officer.	
Note.- The dates "15 th June" and "31 st July" occurring in clauses (a) and (c) above should be taken as "15 th October" and "30 th November" respectively in the case of standard measurement books of simla provincial Division.	
6. When a payment is based on standard measurements the following certificate should invariably be recorded on the bill, in his own handwriting, by the Sub-Divisional Officer preparing, examining or verifying it:-	
"Certified that the whole of the work billed for herein has been actually done, and that no portion thereof has been previously	

billed for in any shape.”

Appendix 10-D
(Paragraph 10.29)

Annual return of surveying and mathematical instruments available for transfer and required in the _____ Circle on 1st June 19 _____.

Name of instrument (giving full particulars)	Number available for transfer	Number required	Remarks (It should be stated in the column where the surplus instruments are available, and the office and purposes for which the additional instruments are required)

CERTIFICATE

I have satisfied myself that all the surveying and mathematical instruments in the circle are complete and in good working order.

Superintending Engineer,

----- Circle,

Dated _____ 19 ____.

APPENDIX 10-E	
(Referred to in paragraph 10.31)	
TERMS AND CONDITIONS OF SALE OF NATIONAL INSTRUMENTS LIMITED	
<p>The National Instruments Factory is a limited company under the Companies Act and is one of the Central Government undertakings under the Ministry of Commerce and Industry. This organization maintains a well-equipped repair shop for undertaking repairs and overhaul of various types of precision instruments such as surveying, optical, industrial, aircraft and navigational, electrical, watches, etc. Instruments in this concern are repaired and calibrated against standard and sub-standard meters and testing equipments and certificates of accuracy are also issued when necessary.</p>	
<p>Normally an estimate of the cost of repairs to an instrument is sent to customer for approval before undertaking the repairs work. Instruments which are found to be unserviceable or beyond economic repairs are sent back to customers on freight-to-pay basis or a nil valuation certificate is issued, if so desired, but a normal charge is levied for such work.</p>	
<p>2. All transactions between the National Instruments limited and State Governments are payable by bank drafts or in cheques on a scheduled bank in Calcutta, drawn in the name of National Instrument Ltd.</p>	
<p>3. All correspondence and all instruments sent to the National Instruments Limited Jadavpur, Calcutta-32. Telegrams should be addressed to 'Surinst', Calcutta. An indent sent by telegram should be subsequently confirmed by post of the usual countersigned indent.</p>	
<p>4. The prices quoted by the National instruments Limited of the different instruments shall be valid for a period of one month only from the date of issue of the quotation. The prices quoted are ex-factory, Calcutta, and are subject to withdrawal at any time until the order is accepted by the Company.</p>	
<p>5. While placing with the Company, it is desirable to indicate whether or not the instruments ordered by them should be insured. Unless otherwise desired, all instruments are dispatched insured by the Company with the Indian Insurance Companies' Association Pool. In case where the indenter is unwilling to pay the insurance charges or desires the risk to be covered through any other organization, the instruments will be dispatched entirely by the National Instruments Limited at the risk of the consignee or indenter and the Company will not be responsible for any loss, damage or breakage in transit.</p>	
<p>6. In order to prevent misunderstanding, indenting Officers should invariably state, on their indents, the size and class of the instrument required and when ordering a scale, particular care should be taken to note its length, material of which it should be made, i.e., in wood, Perspex ivorine, etc., how divided and the purpose for which it is required.</p>	
<p>7. All instruments sent to the National Instruments Limited</p>	

for repair or adjustment should be dispatched freight pre-paid and at the same time under separate covers.	
8. The mode of transit and address to which instruments etc. are to be consigned by the National Instruments Company as well as the address to which correspondence regarding the case is to be sent, must invariably be specified in full on the indent or requisition form; when instructions etc. are to be dispatched through post, the name of the post office as well as of the district in which it is situated, should be given, and when by railway, the nearest railway station should be distinctly stated.	
9. Owing to the very rough treatment which boxes, etc. often receive in transit, particular attention is drawn to the importance of packing all instruments with great care; delicate instruments should, if possible, be dispatched insured. Each package of consignment of instruments dispatched to the National Instruments Limited 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; the information should be recorded on railway receipts or bills of loading. Every package should contain a packing note giving a full list of contents and the address of the consignor.	
10. The following instruments when unserviceable (i.e. unrepairable) should be disposed of locally: -	
Boards, drawing, wooden,	
Chains,	
Curves, card-board, wooden or ebonite,	
Foot-rules,	
Plain tables and stands,	
Protectors, card-board or wooden,	
Rods, measuring,	
Scales, card-board, wooden or ebonite,	
Ferrotypes printing frames,	
Masons' Squares, wooden,	
Umbrellas, surveying, wooden,	
Set squares,	
Sight rules,	
Staves,	
Stencil plates,	
Tapes,	
Thermometers,	
11. The detailed rules and regulations and price list of the National Instruments Limited can be obtained from the Managing Director, National Instruments Limited, Jadavpur, Calcutta-32.	

CHAPTER XI
BUDGET & OTHER IMPORTANT RETURNS

BUDGET ESTIMATES

General	<p>11.1 The Budget of the Department is a compilation of the following estimates:-</p> <ol style="list-style-type: none">I. The estimate of receipts under the head XXXIX-Civil Works.II. The estimates of ordinary expenditure under the heads 50 –Civil Works and 81-Capital Accounts of Civil Works out side the Revenue Accounts:<ol style="list-style-type: none">(a) Establishment;(b) Original Works – Works in progress:(c) Repairs, Tools and Plant; Grants-in-aid Suspense.III. The list of the late sanctions;IV. The Schedule of New Expenditure.V. The list of New Schemes/ Technically New Schemes:<ol style="list-style-type: none">(a) Original Works;(b) Tools and Plant, G rant-in-aid, Suspense.VI. The list of anticipated total lapses.VII. Statement of Excesses and Surrenders. <p>Detailed instructions for the preparation of these estimates are given in Punjab Budget Manual, Appendix F and in various circular, letter issued by the Finance Department from time to time. In addition to these instructions, the following general points should also be borne in mind:</p> <ol style="list-style-type: none">(a) Technically New Scheme/New Schemes which are not examined by Finance Department before August and October, respectively cannot be included in the list of new works. It is essential therefore that estimates for new major works intended for inclusion in the budget estimates for the ensuing year should be submitted to reach the head office a good time ahead in order to ensure their inclusion in the Schedule of New Expenditure.
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<p>Estimate of receipts</p> <p>Estimates of ordinary Expenditure.</p>	<p>(b) Variations in figures of ordinary expenditure should be fully explained.</p> <p>(c) An explanatory memo, detailing the necessity for the work should accompany each estimate. It should be typed on half margin on one side only. As these memoranda are intended for the information of laymen on whose judgment the financial consent to the work will rest, it is important that they should be clear, complete and concise.</p> <p>(d) Full details by works should be furnished for repairs (Ordinary and Special).</p> <p>(e) Individual items for new supply of Tools and Plant estimated to cost more than Rs. 20,000 should be treated in the same way as new major works.</p> <p>(f) In preparing the above forms, the following instructions and those noted on the forms themselves should be carefully observed.</p> <p>(g) (i) Part I – Each work should be detailed and the amount required for the ensuing year should be based on the actual outlay to end of the previous year and the anticipated expenditure of the year current.</p> <p>(ii) Part II. – Should be prepared showing details by works. The demands should be carefully scrutinized by Superintending Engineers and kept down as low as possible with due regard to efficiency. Any excess over current budget should be fully explained.</p> <p>(iii) The budget estimates should be prepared by minor heads and separate estimates should be prepared under each major head.</p> <p>(h) The dates prescribed for the submission of budget return should be strictly adhered to, as the late submission upsets the whole budgeting position.</p> <p>11.2 The estimates for receipts will be prepared in accordance with the instructions laid down in chapter 4 of Punjab Budget Manual.</p> <p>11.3 The instructions for the preparation of estimates of ordinary expenditure are given in paras 5 to 10 of appendix F of the Budget Manual.</p>
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<p>List of late sanctions.</p>	<p>11.4 In order that funds may be provided in the budget for these works which have become works in progress after the submission of the estimates of ordinary expenditure, it is necessary to include the demand in the list of late sanctions. The confusion likely to arise in differentiating between this list and the Schedule of New Expenditure should be avoided and it should be made clear that the list of late sanctions is not intended for items received too late for the Schedule of New Expenditure as the two lists are entirely distinct.</p>
<p>Schedule of New Expenditure.</p>	<p>(See para 1.14, 1.15 and 6.2 of the Budget Manual)</p> <p>11.5 (i) The Schedule of New Expenditure is to be prepared in accordance with the rules given in Chapter 7 of the Budget Manual and according to the executive instructions by the Finance Department from time to time. Normally only such schemes as have been duly administratively approved by the competent authority shall be entertained for inclusion in the Schedule of New Expenditure. While submitting the Schedule of New Expenditure, it should be specifically indicated whether the new scheme(s) involve(s) any loss or abandonment of revenue, and if not, the revenue which is likely to accrue from such scheme(s) should be specified. Such income should not be shown in the Receipt Estimate but specified in the proposals for new schemes and in the memorandum accompanying the Schedule.</p> <p>(ii) A statement showing the detailed working of the new schemes which are continued from year to year but technically treated as new, should be forwarded along with the proposals for inclusion in the volume of new expenditure.</p> <p>(iii) The detailed instructions contained in paragraph 13 and 16 of Appendix F of Budget Manual and in various circular letter to time may be followed carefully in preparing list of new schemes/Technically new schemes.</p>
<p>List of anticipated total lapses.</p>	<p>11.6 This Department is required to submit to the Finance Department a separate list called “List of new works for which provision has already been made in the Civil Works Estimates of the current year which are not anticipated to be commenced before the end of the current financial year.” Once a work has been included in this list, special care should be taken to ensure that no expenditure on that work is incurred during that financial year. The Finance Department will decide, in consultation with the with the department concerned whether such works should be added t o the list of new works or be abandoned or postponed.</p>

<p>List of excesses and surrenders.</p>	<p>11.7 (i) The List of Excesses and Surrenders is to be submitted to the Finance Department on 1st December each year. This list is required under all heads of classification including “Deduct refunds” under major head XXXIX-Civil Works and should be prepared very carefully to avoid lapses. The expenditure for the closing months of the financial year should not be over estimated and all surrenders, not included in the list, be reported to the head office after this date will be ignored as according to the instructions of the Finance Department these are to be intimated to them by the 15th January each year. No demands shall be entertained in F.D. unless their stark necessity and reasons for not including the demands in the List of Excesses and Surrenders are fully explained. The acceptance of such demands depends upon the availability of funds. Reasons for additional demands and surrenders should be fully explained in order to justify their acceptance. The list should be prepared by minor heads showing the total modified grant for each heads as it stands and that it shod not contain any new works unless expenditure thereon has been authorized to be incurred in anticipation of the allotment of funds or specifically asked to be so done. Besides, Major and Minor Works should invariably be shown separately so as to review the financial positin of each major work. Complete details should, however, be given separately showing the works for which additional funds are needed or from which surrenders are made.</p> <p>Additional demands for works-in-progress or new works which have been specifically asked to be included, should be made to the extent that funds can be usefully utilized during the year.</p> <p>(ii) Specific request for provision to be made for re-grant of lapses should be made along with the List of Excesses and Surrenders and not through separate application.</p> <p style="text-align: center;">RE-APPROPRIATION OF FUNDS AND APPROPRIATION ACCOUNTS, ETC.</p>
<p>General</p>	<p>11.8 Re-appropriation, which implies the transfer of funds from one unit of appropriation to another within a grant, is only permissible when it is known or anticipated that the appropriation for the unit from which funds are to be diverted will not be utilized in full, so that the saving can be effected in the appropriation for that unit.</p> <p>11.9 The Chief Engineer and the Superintending Engineers are empowered to sanction re-appropriations from one sub-head to</p>

Powers of the C.E. and the S.E.s in regard to the re-appropriation of funds.	another within a minor head- the latter can do so within the limit of the Circle grant including allotment for T.A. Transfer of funds from one minor head to another within a grant requires the sanction of the Finance department.
Audit of expenditure.	<p>11.10 In case of civil works, audit of expenditure is not conducted against appropriation for individual works, but against appropriation placed at the disposal of the disbursing officer with regard to the various primary units of appropriation. Modification in grant for each primary unit of appropriation of each controlling and disbursing officer should be communicated to the audit officer monthly in Part II of the Major and Minor Works Return. Care should be taken that Part II of the form is regularly filled in and that each primary unit of appropriation affected is separately shown. Such modifications in the grants made by the Heads of Departments under 50-Civil Works transferred, should be intimated to the A.G.Punjab and the Head Office by special letters.</p>
Explanations for Variations	<p>11.11 Full explanations of variations between (i) the original and the final and (ii) the final grant and the actual expenditure for all important items of the appropriation accounts should be furnished to the A.G. without any delay. Any subsequent references received in this connection from the Accountant-General should be properly attended to and replies thereto given within a week of their receipt. Besides, the reasons for the re-appropriation, surrenders, or withdrawals of funds I the re-appropriation orders to be sanctioned should be invariably state.</p>
Control of Expenditure.	<p>11.12 The instructions contained in Punjab Budget Manual Appendix 'F', paragraph 23, should be carefully compiled with. Expenditure without allotment or in excess of allotment should be specifically brought to notice in a note against the entry briefly explaining the irregularity and recording the measures taken to rectify it. Slow progress of expenditure should also be subject of special note.</p>
Punjab contingency Fund Rules.	<p>11.13 The Punjab Contingency Fund Rules are reproduced in Appendix 11-A.</p>
General	<p style="text-align: center;">ADMINISTRATION REPORT</p> <p>11.14 The following officers will submit information for the preparation of Public Works Administration reports by 15th June, each year:-</p> <ul style="list-style-type: none"> (i) Superintending Engineers of Circles (ii) Provincial Town Planner.

<p>Important documents accompany the report.</p> <p>Provincial Town Planner.</p>	<p>(iii) Executive Electrical Engineers of B & R Branch. (iv) Secretary, Communication Board.</p> <p>On receipt of information from the officers mentioned above, the Chief Engineer shall prepare a narrative report of the progress made during the last financial year on the public works under his charge giving a brief but clear account of the operations of the Department. This report should bring out salient features of interest to the general public, as well as to the Department. It should be written by the officer himself in half margin. It should describe the nature and purpose of any large work or set of works which has been undertaken or are in progress during the year and any important events or engineering features concerning them. Mention may also be made of the results of any administrative innovation which may have been tried. Good work done by officers or subordinates should be brought to notice. As a general rule, they should be shown as in progress or completed, but they may, in special cases, be separately mentioned, if of exceptional interest.</p> <p>11.15 The following documents should accompany the report:-</p> <p>(i) Form I, (reproduced in Appendix 11-B) showing progress on all major works in the Public Works Division. The entries should be arranged under proper minor and service head of expenditure as laid down in Appendix 6 of Public Works Account Code. The last column should be carefully completed by Divisional Officers, and Superintending Engineer should see that this is done.</p> <p>(ii) Statements showing the length of expenditure on maintenance of road in charge of the Public Work Department and giving traffic intensity, and maintenance cost per ton mile. These should be submitted in the statements A-1, A-2 and A-3 reproduced as Annexures I, II and III to Appendix 11-B.</p> <p>(iii) A copy of the map accompanying the administration report for the preceding official year corrected up to the end of the official year under report. All corrections should be clearly shown and a statement furnished indicating the corrections made. The international boundaries should be very carefully marked on this map.</p> <p>11.16 The Provincial Town Planner, Punjab will also submit a brief narrative report on the principal projects designed by him together with a few photographs of the important completed projects.</p> <p style="text-align: center;">MISCELLANEOUS RETURNS AND STATEMENTS</p>
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<p>Statement showing assistance rendered to local bodies.</p>	<p>11.17 A Statement showing assistance rendered during the previous year by Public Works Officers to local bodies in the Punjab Should be prepared in the form given in Appendix 11-C. It should show District Boards, Municipal and Small Towns works separately with totals under each head and an abstract with grand total at the end. IT should be submitted by the Superintending Engineers so as to reach the Head Office on or before the 15th of September each year.</p>
<p>Annual Inspection of magazines and return of explosives.</p>	<p>11.18 The annual consolidated certificate of Inspection of Magazines and the annual consolidated return of explosive in the form given in Appendix 11-D are to be submitted by the Superintending Engineers each year not later than the 1st February. The Head Office, after having consolidated the above return, will forward the same to the Chief Inspector of Explosive in India, New Delhi, by the 14th February.</p>
<p>List of Officers due to retire within the next 12 months.</p>	<p>11.19 A return showing the names of all officers/officials due to retire within the next 12 months should be prepared and submitted to the Chief Engineer every month.</p>
<p>Return of encroachment cases. Government letter No. 2058-G/50/I-1251, dated 1st April 1950.</p>	<p>11.20 A six-monthly return in connection with the encroachment of land on P.W.D. roads made or removed during the half year should be submitted to the Head Office on 1st January and 1st June on the pro forma given in Appendix 11-E.</p>
<p>List of works and repairs in progress on 31st March, requiring provision of funds in the ensuing year.</p>	<p>11.21 In regard to expenditure on works-in-progress, repairs and Tools and Plant in anticipation of allotment of funds, see para 5.7 of the Punjab P.W.D. Code. After the close of the financial year and sanction of grant for the current year, the statement should be prepared in d tail by works in the form given in Appendix 11-F.</p>

APPENDIX 11-A

(Referred to in paragraph 11.13)

PUNJAB CONTINGENCY FUND RULES

1. These rules may be called the Punjab Contingency Fund Rules.
2. The fund shall be administered on behalf of, and in the name of the Governor of the Punjab, by the Secretary to Government, Punjab, Finance Department,
3. Advances from the Fund shall normally be made only for meeting unforeseen and urgent expenditure, including expenditure, including expenditure on any "New Service" which shall not be used to cover an overall increase in expenditure on special items.
4. Applications, for advances from the contingency Fund, shall be referred to the Finance Department, by the approval of the Minister concerned. The application shall give (i) brief particulars of the additional expenditure involved, (ii) the circumstances in which provision could not be included in the budget, (iii) why its postponement is not possible, (iv) the amount required to be advanced from the Fund, with full cost of the proposal for the year (or part of the year, as the case may be), and (v) the grant or appropriation to which the expenditure will be debited.
5. Any expenditure, authorized temporarily, by an advance from the Contingency Fund, shall be debited to a separate section of the account, under the said Fund, in the same detail as it would have been shown, if it had been paid out of the consolidated Fund.
6. Supplementary Estimates, for all expenditure so financed, shall be presented to the Legislature in the usual way, at its next Session. As soon as the Legislature has authorized the additional expenditure by including it in any Supplementary Appropriation Act, the advances made from the Fund shall be resumed to the Fund.

Note: A note to the following effect should be appended to the supplementary Estimates where necessary:-

"A sum of Rs.----- has been advanced from the Contingency fund and a corresponding amount is required to enable repayment to be made to that fund."

(7) A copy of the orders, sanctioning the advance, which shall specify the amount, grant or appropriation to which it relates, and give brief particulars, by sub-heads and units of Appropriation, of the expenditure for meeting which it is made, shall be forwarded to the Accountant-General, Punjab.

(8) A copy of the orders resuming the advance, which shall give a reference to the number and date of the order in which the original advance was made, and to the Supplementary Appropriation Act, referred to in rule 6 shall be forwarded to the Accountant-General, Punjab.

(9) An account of the transactions of the Fund shall be maintained in the following form:-

Serial No.	Date of transcription	Number and name of grant of appropriation	No. and date of the application for advance	No. and date of the order making the advance	Amount advanced	Supplementary appropriation Act providing for the additional expenditure	Amount of the advance	Balance after each transaction	Initials of officer incharge	Remarks
1	2	3	4	5	6	7	8	9	10	11

Note : — (i) The balance should be struck after each transaction.
(ii) the amount of the advances should be entered in black ink, when made, and in red ink, when resumed.

APPENDIX 11-B (Paragraph 11-15)

Statement of Progress on Major Public Works during the year _____ .

Form I

Name of Work	Locality	Amount of sanctioned estimate	Date of commencement of work	Work completed or in progress	General remarks of progress on each separate work during the year. (This column must be carefully completed.)
1	2	3	4	5	6

Note: —(A) The entries in column 4 and 5 should be carefully compared with those of the previous year's Administration Report, and if a work has been shown as completed in the previous year's report the fact should be noted in column 6. For unfinished works, the remarks in the last column should be carefully filled in against each such entry, a brief account of the work of the year being given and Superintending Engineers should see that this is done.

(B) Divisional Officers should see that the entries are arranged under the proper (1) minor and (2) service heads of expenditure, — vide Appendix – 6 Public Works Account Code.

ANNEXURE III TO APPENDIX 11-B

STATEMENT A-3

Traffic intensity and maintenance cost per ton mile on Roads in the State of Punjab P.W.D. B & R Branch for the year 1960-61.

Serial No.	Name of Road No. or Category	Average Traffic intensity in tons per 24 hours (see example below)	Total annual traffic intensity in Ton Miles col: 3 x length of Road in miles x 365 (days)	Annual maintenance cost per ton miles. Total maintenance cost col: 4	Remarks
1	2	3	4	5	6
1	Grand Trunk Road National Highway No. 1 (length 270 miles)	8,000 Tons	$8000 \times 270 \times 365 = 788$ Million Ton Miles.	$\frac{4000 \times 270}{788 \times (10)6} = .14nP.$	Note.— The figures in column 3—5 are to illustrate an example only.
1-A	Other National Highways (Length 530 miles)	4,000 Tons	$4000 \times 530 \times 365 = 774$ Million Ton miles	$\frac{2500 \times 530}{774 \times (10)6} = .17nP.$	
II	State Highways.				
III	Major District Roads.				
IV	Other District Roads.				
V	Classified village Roads.				

EXAMPLE FOR AVERAGE TRAFFIC INTENSITY

Average intensity per 24 hours.	10,000 tons			9,000 tons	10,000
		7,000 tons			
			5,000		
					5,500 tons

Note. — Average Intensity per 24 hours should be worked out as under: — Average Intensity = $50 \times 10,000 + 50 \times 7,000 + 50 \times 5,000 + 50 \times 9,000 + 50 \times 10,000 + 50 \times 5,500 = 8,000$ tons.

APPENDIX 11-D

[Paragraph 11.18]

Statement showing the quantity of high explosives, detonators and blasting powder in actual stock on 31st December, 19 , in Given Magazine (Public Work Department) in the Punjab.

District	Site of Magazine	Quantity of each description of high explosives, detonators and blasting powder in stock on 31 st December, 19	Remarks
1	2	3	4

APPENDIX 11-F

[Referred to in Paragraph 11.21]

List of Works and Repairs on 31st March repairing provision of funds, during_____.

(N.B. Separate lists are required for each major head).

Name of work or special repairs	No. and date of Government letter sanctioning the estimate	Amount of sanctioned estimate	Expenditure on 31 st March	Amount required in 19_____	Amount lapsed in 19_____	REMARKS
1	2	3	4	5	6	7

Note.— (i) Works repairs should be classed by-----.

(ii) Works or in the budget -----.

ACE OF THE MANUAL OF ORDERS (OLD)

This manual is issued for the guidance of the workers of the Buildings and Roads Branch of the Public Work Department, Punjab, in supersession of all circulars, circular memos and certain letters and endorsements issued or circulated by this Branch up to 21st October, 1916. No order relating to the subjects dealt with in this Manual issued before this date should be quoted or trusted to in deciding or submitting for orders any question regarding the business of the Department. If any officer thinks that an order not embodied in this Manual ought to be incorporated he should refer the question through the proper channel to the Local Government in the Public Works Department, Buildings and Roads Branch. Without special authority no such order is valid.

2. Copies of the Manual will be supplied for the use of all circle, Divisional and Sub-Divisional offices, of all Commissioner, and Deputy Commissioner's offices and a copy will also be issued gratis to every officer to the Engineer, Upper and Lower Subordinate establishments, permanent or temporary, for personal use. All officers, receiving copies will be held responsible for their safe custody and for their being posted to date, and if a copy is lost it will have to be replaced at the expense of the officer responsible for it.

3. with the exception of copies of the Manual allotted to circle, Divisional or Sub-Divisional offices, which will be in the custody of the head of the office for the time being, all copies supplied to officers should be considered as for their personal use, to be considered as for their personal use, to be returned by them through the proper channel to the Superintending Engineer of the circle concerned, when leaving the Department or Province on retirement, transfer, etc.

4. An officer proceeding on furlough should leave his Manual in the charge of the Head Clerk of the Division or Circle to which he was last attached before going on furlough, and the Head Clerk should take care that copies of Addenda and Corrigenda received during the officer's absence are sent to him with the Manual on his return even if he is posted to another Division or Circle.

EFARE TO THE REVISED MANUAL OF ORDERS
(1927-EDITION)

The Manual of orders was originally issued by the Local Government in the Public Works Department, Punjab, Buildings and Roads Branch, in 1916. Subsequently the Finance Department in its notification No. 7019, dated the 7th March, 1922, declared that pending the preparation of New Financial Rules, those in the Department under Rule 37(e) of the Devolution Rules. The introduction of the Reforms necessitated the re-examination of the rule in the manual and accordingly this -----manual of Orders was brought into force with ----- from the 1st November , 1927.

----- paragraphs and Standing Orders in the Manual in ----- considerations are involved are to be----- as having been issued by the Finance Department under Rule 37(e) of the Devolution Rules . Other ----- and standing order are issued by the public ----- , Building and Roads Branch.

----- THE 3RD REVISED EDITION (1962) OF ----- MANUAL
ORDERS

----- second Edition of the Manual of Orders----- Branch was printed in 1934 and is very ----- . In printing the Revised 3rd Edition,----- has been availed of to amend and enlarge -----so as to bring them conformity with ----- rules contained in books like P.W.D. code ,----- Services Rules, Departmental Financial ----- Paragraphs have been added on the basis of ----- circulars so that this Manual contains the latest instructions of Government, in the matters pertaining to P.W.D., B & R Branch.

Previously , the index was given in alphabetical manner and did not give reference to pages. The Index gas now been completely recast on the paragraphs in each chapter. Each chapter has been printed as a separate pamphlet such replacements which may become necessary. The chapters have been suitably re-arranged. Cha No. 5 on “Office arrangements” has been brought at en No. 2 and named as “Office Management and proce The previous chapter No. 2 on :Establishment: has been brought at serial No. 3 and named as “Establishment Matters”. Similarly the chapter No.3 on :Duties and Power of Departmental Officers” has now been placed at Serial No. 5.

The compilation will meet the long felt need of off cars and staff of P.E.D., B & R Branch for guidance their day to day work. Suggestions for improvement -----be referred to the Chief Engineer, B& R for issuing an----- ments where necessary.

Some of the paragraphs have been reproduce summarized from relevant paragraphs in the ----- of Fundamental Rules, Civil Services Rules, P.W. D. etc. Correction and amendments to these ru---- time to time may not get incorporated in the -- --- orders simultaneously. It is, therefore, imp---- relevant rules given in the respective Hand be studied when decision on any case is to ----- rules as given in the original Hand Books----- be taken as correct if they differ from the -----in the Manual.

Shri H.C. Malhotra, Superintending ----- been responsible for the preparation of this----- of the Manual. Hard and diligent work put----- Malhotra and his staff is acknowledged.

G.C. KHAN.
Chief Engineer, Punjab,
P.W.D. B & R Branch, Patiala.

D. C. SHARMA,
Chief Engineer, Punjab,
P.W.D. B& R Branch, Patiala.

Dated, Patiala
The 22nd of March, 1962.

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