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## CHAPTER I—Establishment

### A—ORGANISATION

1.1. The administration of the Department is divided into three Branches, Irrigation, Buildings and Roads and Electricity. The immediate control of operations is in the hands of the Governor of the Punjab and this authority (hereinafter called the Punjab Government or Government) exercises full financial control over the affairs of the Department except those in connection with the Residences of the Governor, expenditure on the maintenance, improvement, renewal and replacement of which is charged, within the limits fixed by the Secretary of State, on the Revenues of the Province.

1.2. The Establishment of the Department is divided into :—

#### *I.—Engineering Establishment—*

##### *(i) All-India Service—*

- (1) Residue of the Indian Service of Engineers till such time as the Service ceases to exist.

##### *(ii) Provincial Service—*

- (1) Punjab Service of Engineers, Class I (Irrigation Branch)
- (2) Punjab Service of Engineers (Buildings and Roads Branch)
- (3) Punjab Service of Engineers (Electricity Branch)
- (4) Punjab Service of Engineers, Class II (Irrigation Branch)
- (5) Punjab Service of Engineers, Old (Buildings and Roads Branch)
- (6) Punjab Irrigation Deputy Collectors (Revenue Branch) Service.

##### *(iii) Special posts included in the Punjab General Service—*

- (1) *Public Health Circle.*—Superintending Engineer, Executive Engineers and Assistant Engineers.
- (2) *Electrical Branch.*—Electrical Engineer to Government, Punjab, and Assistant Electrical Engineer.

- (3) *Architectural Branch*—Consulting Architect to Government, Punjab.
- (4) *Maclagan Engineering College*,—Principal, professors, Assistant Professors and Superintendent of Workshops.
- (5) *Government School of Engineering, Rasul*.—Principal, Vice-Principal and Lecturers.
- (6) *Town Improvement Branch*.—Provincial Town Planner.

(iv) Subordinate Services—

- (1) Punjab Residue Service, Irrigation Branch, consisting of the Residue of the former (a) Sub-Engineers, and (b) Upper and Lower Subordinate Establishments, until such time as all present incumbents become casualties.
- (2) Sub-Engineers (Buildings and Roads Branch).
- (3) Residue of the former Upper and Lower Subordinate Establishments (Buildings and Roads Branch), till such time as all present incumbents become casualties.
- (4) Overseers Engineering Service.

II.—*Revenue Establishment*—

- (i) Superior.
- (ii) Inferior.

III.—*Office Establishment*.

IV.—*Establishment of the Maclagan Engineering College and Government School of Engineering, Rasul.*

V.—*Petty Establishment*.

1.3. The strength including both the number and character of posts of the Punjab Services of Engineers, Specialist Services and all other Provincial and Subordinate Services, shall be determined by the Punjab Government or in accordance with the rules made in this behalf by the Punjab Government who shall also make rules prescribing procedure for recruitment,

conditions of service, pay and allowance and pensions, if any, of the incumbents of such posts, provided that no post shall be created or removed which shall adversely affect any member of the Indian Service of Engineers.

## B—RECRUITMENT OF OFFICERS

### I—GENERAL

1.4. Recruitment to the following services and posts is regulated by the rules framed by the Punjab Government in this behalf under section 241 of the Government of India Act, 1935 :—

The Punjab Services of Engineers.

Special posts included in the Punjab General Service.

The Overseers Engineering Service.

The Punjab Public Works Subordinate Service (Buildings and Roads Branch).

The Punjab Public Works Department Secretariat Service.

Punjab Irrigation Deputy Collector's (Revenue Branch) Service.

Punjab Irrigation Zilladars' Service.

The Office and Petty Establishments.

1.5. Dismissed persons should not be re-employed.

On receipt of an application for an appointment, the authority competent to sanction the appointment should ascertain if the applicant has ever been in Government service before and should refer to his previous employer if the reasons for discharge are not clear ; the applicant should be required to produce his character book or other record of service. Concealment of true antecedents is sufficient cause for dismissal.

1.6. When a person in private service seeks employment under Government without producing the written permission of his employer, the officer with whom the appointment rests should always communicate with the latter before appointing the applicant. The appointment of persons brought out from Europe by private firms and societies should be avoided as far as is consistent with the interest of the public service, and when such an appointment is contemplated the employer should be consulted before an offer is made.

*Note.*—This ruling does not apply to men employed on daily labour.

## II.—AUTHORITIES COMPETENT TO MAKE APPOINTMENTS

1.7. As a general rule the authorities competent to make appointments are given in the Classification Rules issued by the Punjab Government under section 241 of the Government of India Act, 1935, for the various services. In addition, the following appointments will be filled by the authorities named:—

### I—Punjab Government in the Public Works Department.—

#### (1) Buildings and Roads Branch—

- (a) Temporary Engineers.
- (b) Apprentice Engineers.
- (c) Instructor in Field Work Engineering, Government School of Engineering, Rasul—Post temporary.
- (d) Ferry Superintendent, Ghazi Ghat—Post temporary.

### II—Chief Engineers—

- (1) *Irrigation Branch.*—(a) Temporary Clerical and Drawing Establishments directly under them.
- (2) *Buildings and Roads Branch.*—Temporary Clerical and Drawing Establishments and inferior posts in the Secretariat.
- (3) *Electricity Branch.*—
  - (a) Load Canvassors.
  - (b) Estimators.
  - (c) Surveyors.

- (d) Technical Subordinate.
- (e) All inferior posts directly under him.

### III—*Superintending Engineers*—

#### (1) *Irrigation Branch*—

- (a) Temporary Engineers (subject to instructions on the subject issued by the Chief Engineer).
- (b) Acting Zilladars.
- (c) Temporary Vernacular Clerks.
- (d) Temporary Signallers.
- (e) Temporary Assistant Clerks and officiating Clerks of all grades of Circle and Subordinate Offices.
- (f) Temporary Draftsmen.
- (g) All inferior posts in Circle Offices.
- (h) Temporary Tracers.
- (i) Temporary Artificers.
- (j) Store-keepers.

- (2) *Buildings and Roads Branch*.—Temporary (Engineering) Subordinate, Clerical and Drawing Establishments and inferior posts.

### IV—*Divisional Officers*—

#### (1) *Irrigation Branch*.—

- (a) Patwaris.
- (b) Petty establishment of all classes, e.g., Cashiers, Artificers, etc., and inferior servants of all kinds in Divisional Offices.

- (2) *Buildings and Roads Branch*.—Inferior posts.

- (3) *Electricity Branch*.—Inferior posts in the Divisions.

### V—*Principal, Maclagan Engineering College*—

- (a) Mechanic
  - (b) Carpenter
  - (c) Mechanic Electrician
  - (d) Assistant to Mechanic
- } Temporary posts.

- (e) Laboratory Bearers (Permanent and temporary posts).
- (f) inferior posts.

VI—*Principal, Government School of Engineering, Rasul—*

- (a) Instructor in Brick work and Masonry (Post temporary).
- (b) Workshop establishment (permanent and temporary posts : permanent posts to be temporary for future incumbents.)

VII—*Director, Irrigation Research, Punjab—*

- (a) All temporary ministerial posts (excluding Head Clerk).
- (b) Temporary Draftsmen.
- (c) Tracer.
- (d) Temporary Research Assistants.
- (e) Temporary Engineer Subordinates.
- (f) Driver Mechanics.
- (g) Temporary Muqaddams.
- (h) Computers.
- (i) Laboratory Attendants and Gauge Inspectors.
- (j) Mistries.
- (k) All inferior posts.

VIII—*Registrar, Irrigation Secretariat, Punjab.—Inferior posts in the Punjab Irrigation Secretariat.*

IX—*Superintendent, Government Central Workshops,—Amritsar.—*

- (a) Supervisors, 'B' Grade.
- (b) Tracers.
- (c) Senior Godown Keepers.
- (d) Junior Godown Keepers.
- (e) Telephone Exchange Operators.

(f) Railway Goods Clerks	} In short leave vacancies, etc., for the period not exceeding 4 months
(g) Draftsmen	
(h) Junior Draftsmen	
(i) Senior Draftsmen	
(j) Gate keepers	
(k) Security Assistants	
(l) Assistant Cashiers	
(m) Stock Verifier	

### III—SCALES OF PAY OF ENGINEER ESTABLISHMENT

1.8. The following is the scale of pay of officers of the Indian Service of Engineers :—

Chief Engineers, Rs 2,750 125—3,000	} and in addition Overseas pay as admissible under the Rules contained in Appen- dix "G" of the Fundamental Rules.
Superintending Engineers, Rs 1,750—100—2,150	

Executive and Assistant Executive Engineers as shown in Appendix "G" of the Fundamental Rules.

The scales of pay of the members of the Punjab Services of Engineers are given in the respective Classification Rules issued for these Services by the Government under section 241 of the Government of India Act, 1935.

## C—PROMOTIONS

### I—GENERAL

1.9. Permanent promotions may be given to officers borne on the rolls of the Province whether they are present or absent. Other things being equal, the more senior officer should be selected for promotion before his juniors; but seniority is not in itself a sufficient ground on which to base a claim to promotion, and should not be allowed to interfere with the promotion of junior officers who have shown exceptional merit, or to prevent the supersession of senior officers whose records are not satisfactory.

1.10. The selection of officers for temporary promotion will be regulated, as far as possible, by the same principle as that for permanent promotion ; but, as this cannot be acted on in every instance, the fact of an officer having been selected for temporary promotion should not *per se* be held to constitute a claim to permanent promotion. Thus, in making promotions for the purpose of filling vacancies not likely to last for more than two months the selection may, to avoid transfer, be limited to officers available on the spot or within the same Circle.

## II—INDIAN SERVICE OF ENGINEERS

1.11. The greatest care should be exercised in the choice of officers to hold the important offices of Chief and Superintending Engineers ; accordingly promotion to these ranks should invariably be made by selection from the most competent and otherwise suitable Superintending Engineers and Executive Engineers, respectively, seniority should be regarded only where other qualifications are practically equal.

1.12. The number of permanent and temporary Chief Engineers and Superintending Engineers will be fixed from time to time by the Punjab Government according to the requirements of the Punjab (and the Delhi Province, also in the case of the Irrigation Branch), provided the interests of the officers of the Indian Service of Engineers are not affected adversely thereby. The power to make promotions to the ranks of Chief and Superintending Engineers rests also with the Punjab Government.

1.13. (1) The substantive promotion to the grade of Executive Engineer, of an Assistant Executive Engineer who is reported to be fully qualified for the charge of a division, shall be granted on the completion of nine years' service ; Government is competent to make such promotions.

(2) Increments, both to Assistant Executive and to Executive Engineers, will be given according to time-scale.

NOTE.—The service shall be calculated from the date from which the Assistant Executive Engineer counts his service for increments.



## III—SPECIALIST OFFICERS

1.14. Increments to specialist Officers will be given according to time-scale, except in the case of certain officers who already draw pay on the age basis.

## IV—PETTY ESTABLISHMENT

1.15. Promotions of petty establishment, both permanent and temporary, will be made by the authority competent to fill up vacant posts, i.e., Chief and Superintending Engineer and Divisional Officer, as the case may be.

## V—RECORDS OF SERVICE, ANNUAL REPORTS AND RECOMMENDATION ROLLS

*(a) Engineer Establishment*

1.16. To ensure that promotions shall be made with the utmost fairness to officers on the one hand, and with due regard to the interests of the public service on the other hand, it is essential that close and continuous attention should be paid to the work, character and capacity of all officers. A continuous record should, therefore, be maintained of the services of all officers belonging to the Indian Service of Engineers and the Punjab Services of Engineers.

(2) The record should be written up annually in a concise and descriptive manner, indicating clearly and with sufficient completeness the manner in which an officer has performed his duties during the year under report, his qualifications, ability and anything else that may be of help to the authority with whom the power of making promotions rests, informing an opinion of the usefulness and capacity of the officer. In particular, each report should contain a definite expression of opinion as to whether, or not, an officer is considered to be fit for advancement to the next higher rank.

(3) Extracts from documents in which an officer has been officially praised or censured by Government should be filed with his personal file. This register should, if an officer is permanently transferred, be forwarded, after being brought up to date, to the Government of the Province to which he is

posted. When an officer is temporarily transferred to another Province, his name remaining on his own list for promotion, the Provincial Government to which he is transferred will forward a duplicate of the reports recorded on him to the Government of the Punjab.

1.17. In the Irrigation Branch, the following forms are provided for reports on the officers referred to in paragraph 1.16, as well as any others who may be employed in Sub-Divisional charge :—

- I. B. Form 328 for Executive Engineers of not less than 16 years' service.
- I. B. Form 64 for officers in Divisional charge.
- I. B. Forms 65 for officers in Sub-Divisional or lower charge.

These reports are due, from Divisional to Circle Officers annually on the 20th April and from Circle offices to the Secretariat on the 15th May.

These reports are confidential.

The same forms will be used for temporary Engineers unless otherwise directed.

In the Electricity Branch, Forms A-1 and A-2, are used for both permanent and temporary Engineer Officers. These reports are due, from the Divisional Officers to the Chief Engineer's Office, annually on the 15th of January, and are sent to Government soon after that date.

In the Buildings and Roads Branch Stereo. B. & R. Form 171 is used for recording confidential reports on officers. These reports are due in the Circle Office (in the case of Executive Engineers, etc.) annually on the 10th December and in the Secretariat on the 2nd January.

1.18. The communication to officers of the Indian Service of Engineers and the Punjab Services of Engineers of unfavourable remarks that may be made in regard to them in the annual reports or on other occasions should be regulated

according to the principle detailed below :—

#### ANNUAL REPORTS

(a) when a report is built up on the individual opinion of different departmental superiors in gradation, it is only the opinion accepted by the highest authority which need be considered from the point of view of communication ;

(b) as a general rule an officer should never be kept in total ignorance for any length of time of the fact that his superiors, after sufficient experience of his work, are dissatisfied with him ; the advantages of prompt communications are obvious ; where criticism is to be withheld, the final authority to consider the report should record instructions, with reasons, according to the nature of the defect discussed, as to the period for which communication is to be kept back ;

(c) all defects should be pointed out to the officer concerned and the practice of attempting to differentiate between a remediable and an irremediable defect should be abandoned ;

(d) the reporting officer should specifically state whether the defects reported have already been brought to the notice of the officer concerned in any other connection ;

(e) remarks in cases in which Government or head of the department or other officer suspends judgment should not be communicated ;

(f) great attention should be paid to the manner and method of communication, to ensure that the advice given and the warning or censure administered, whether orally or in writing, shall, having regard to the temperament of the officer concerned, be most beneficial to him ;

(g) any remarks on an officer's report which show that he has taken steps to remedy defects to which his attention has been drawn in a previous year, should be communicated to him so that he may know that his efforts to improve have not passed unnoticed.

posted. When an officer is temporarily transferred to another Province, his name remaining on his own list for promotion, the Provincial Government to which he is transferred will forward a duplicate of the reports recorded on him to the Government of the Punjab.

1.17. In the Irrigation Branch, the following forms are provided for reports on the officers referred to in paragraph 1.16, as well as any others who may be employed in Sub-Divisional charge :—

- I. B. Form 328 for Executive Engineers of not less than 16 years' service.
- I. B. Form 64 for officers in Divisional charge.
- I. B. Forms 65 for officers in Sub-Divisional or lower charge.

These reports are due, from Divisional to Circle Officers annually on the 20th April and from Circle offices to the Secretariat on the 15th May.

These reports are confidential.

The same forms will be used for temporary Engineers unless otherwise directed.

In the Electricity Branch, Forms A-1 and A-2, are used for both permanent and temporary Engineer Officers. These reports are due, from the Divisional Officers to the Chief Engineer's Office, annually on the 15th of January, and are sent to Government soon after that date.

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#### ANNUAL REPORTS

(a) when a report is built up on the individual opinion of different departmental superiors in gradation, it is only the opinion accepted by the highest authority which need be considered from the point of view of communication ;

(b) as a general rule an officer should never be kept in total ignorance for any length of time of the fact that his superiors, after sufficient experience of his work, are dissatisfied with him ; the advantages of prompt communications are obvious ; where criticism is to be withheld, the final authority to consider the report should record instructions, with reasons, according to the nature of the defect discussed, as to the period for which communication is to be kept back ;

(c) all defects should be pointed-out to the officer concerned and the practice of attempting to differentiate between a remediable and an irremediable defect should be abandoned ;

(d) the reporting officer should specifically state whether the defects reported have already been brought to the notice of the officer concerned in any other connection ;

(e) remarks in cases in which Government or head of the department or other officer suspends judgment should not be communicated ;

(f) great attention should be paid to the manner and method of communication, to ensure that the advice given and the warning or censure administered, whether orally or in writing, shall, having regard to the temperament of the officer concerned, be most beneficial to him ;

(g) any remarks on an officer's report which show that he has taken steps to remedy defects to which his attention has been drawn in a previous year, should be communicated to him so that he may know that his efforts to improve have not passed unnoticed.

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SPECIAL REPORTS

Special reports may take any of the following forms :—

- (i) Reports of particular incidents or acts, which, if disciplinary action is taken, require either regular proceedings or definite censure after the defence of the officer concerned has been taken ;
- (ii) reports in reply to inquiries whether an officer who has not been well reported on in the past has improved and is fit for promotion ; or
- (iii) reports in answer to requests for opinions as to the fitness of an officer for a particular appointment, etc.

No special instructions are necessary in respect of the first class. Remarks contained in reports of the other classes should not be communicated unless the reports disclose facts or allegations which, in the opinion of Government, should be conveyed to the officer concerned.

(2) Any reply or explanation received from the officer in consequence of such communication should be recorded by Government. No discussion or controversy can however be permitted, and no officer can claim a reply to any comments he may thus be permitted to make. Under no circumstances will an officer be permitted to address the reporting officer on the subject of an unfavourable report.

(3) The instructions in paragraph (1) are in no wise intended to relieve officers of the obligation of personally advising and helping to the best of their ability, to eradicate faults in those subordinate to them.

(4) The same general principles will be followed in communicating to non-gazetted officers unfavourable remarks in their recommendation rolls, personal registers or qualification reports ; but where these are disposed of by the Superintending Engineer, the communication will be made by that officer.

*(b) Overseers Engineering Service*

1.19. A Personal Register in Public Works Department Form No. 138 will be maintained for every member of the Overseers' Engineering Service, Sub-Engineer, Upper Subordinate (Residue), Lower Subordinate (Residue), officiating overseer and temporary subordinate.

(2) This register will be entered up annually for the year ending 28th or 29th February (31st March in the case of Sub-Engineers) so that a continuous record of each officials' services and qualifications is maintained. Any special commendation or censure should also be recorded in the Personal Register. Entries must also be made in the register on the occasion of the transfer of the official reported on or of the reporting officer.

(3) The instructions in the Personal Register should be rigidly adhered to.

(4) If the official reported on has been under a reporting officer for less than two months when an annual report is due, that may be given as a reason for insufficient personal knowledge of him : but such opinion as it has been possible to form, and such points as have been noticed should be recorded.

(5) The Personal Register will be transferred from Division to Division with the official whose record it contains and will be kept confidential in the personal custody of the Divisional Officer and should not be allowed to go into the Divisional Office.

(6) An official may see his Personal Register once in every year, a note being made in the register on each occasion on which he is permitted to inspect it.

1.20. Qualification reports on Sub-Engineers and of Upper Subordinates (Residue) who are sufficiently well-educated and have proved themselves by their past service and conduct to be capable of efficiently holding charge of a sub-division in short vacancies, should be submitted annually by Superintending Engineers to the Chief Engineer on the 1st of May

in the form of a copy of the entries in their Personal Registers in P.W.D. Form No. 138.

NOTE—Where any of the above-mentioned officers has held charge of a Sub-Division for a period of not less than three quarters of the period under report, his qualification report should be submitted in Stereo I. B. Form No. 65 and not in P.W.D. Form No. 138.

(2) As Superintending Engineers have power to grant or withhold increments, it is not necessary for extracts from the Personal Registers of Overseers and Lower Subordinates (Residue) to be submitted by Superintending Engineers. For such officers Personal Registers will be maintained by the Divisional Officer as provided for in paragraph 1.19 and will be disposed of by the Superintending Engineer.

(3) In the Buildings and Roads Branch, Promotion Recommendation Rolls for Sub-Engineers, and members of the Subordinate Engineering Service should be maintained in B. & R. Stereo Form No. 24. They should be written up for the calendar year and submitted in original by Divisional Officers to Superintending Engineers who should add their remarks and submit the rolls of Sub-Engineers, and of members of the Overseers' Engineering Service who held charge of Sub-Divisions during the period under report to the Chief Engineer by the 2nd January, each year after having the entries recorded on the history sheets maintained in their offices. The Chief Engineer will add his remarks and, after the Secretariat records are completed, the rolls will be returned to Superintending Engineer for completing their record and for transmission thereafter to Divisional Officers for the next year.

(4) In the Electricity Branch, Promotion Recommendation Rolls of technical staff are maintained in the Electricity Branch Form A-4. They are written up for the calendar year and submitted in original by Divisional Officers to the Chief Engineer on 15th January each year.

(c) *Superior Revenue Establishment*

1.21. Qualification Reports on members of the Punjab Irrigation Deputy Collectors' (Revenue Branch) Service will be prepared annually in Form Stereo I.B. No. 391, for the year ending 31st March and



Chap. I] ESTABLISHMENT—PROMOTIONS [1.22-1.23]

Submitted by Divisional Officer to the Superintending Engineer on 20th April and by the Superintending Engineer to Chief Engineer by 15th May. The provisions of paragraph 1.18 will apply to this Service.

- 1.22. Personal Registers will be maintained in Form Stereo I.B. No. 342 for all Zilladars. The provisions of paragraph 1.19 (2) to (6) apply.

I. B.

(2) For Zilladars of the 1st Grade, annual reports as to their fitness for promotion to the post of Deputy Collector shall be submitted by the Superintending Engineers to the Chief Engineer by the 1st of April ; if, however, a Zilladar, 1st Grade, has officiated as Deputy Collector for a continuous period of not less than 6 months during the year the report will be made on Form Stereo I.B. No. 391 and not 317.

(d) *Petty Establishment*

1.23. For all classes of petty establishments in the Irrigation Branch a Departmental Character Book will be maintained for each individual, in which entries will be made on the 1st August each year and on the occasion of the transfer of the head of the office or of the individual himself. Entries may also be made in the Character Book conferring special praise or censure at any time. Every entry must be prefixed with the dates which cover the period from and to which the expressed opinions refer, and must be signed and dated by the head of the office.

I. B.

(2) The Character Book will consist of blank sheets of paper bound in at the end of the Officer's Service Book (*vide* paragraph 1.27) and will thus form a part of the same book, which will be transferred with the individual to whom it applies.

(3) As the grant of a full pension is dependent on approved service, entries of special censure should be made with great discrimination and should be made only under the orders of the Superintending Engineer. They should, as a rule, only be made in cases of continuous misconduct after due warning.

(4) On termination of his services or transfer to another

department, an individual is entitled to a copy of his Character Book which must, however, be a complete copy and not mere-extracts.

(e) *Clerical and Draftsmen Establishments.*

1.24. Qualification reports are written up in the prescribed forms for Clerks above the rank of Accounts Clerks. Personal Registers for the following establishments in the Irrigation Branch are maintained in the forms shown against each :—

Assistant and Accounts Clerks	..	Stereo I. B. Form No. 436
Draftsmen	..	Stereo I. B. Form No. 444
Tracers	..	Stereo I. B. Form No. 446

These personal registers and qualification reports are required to be written up annually in accordance with the instructions issued by the Chief Engineer and are to be submitted to him only when especially called for or when pension is under consideration.

1.25. Promotion recommendation rolls of each member of the establishment of these classes should be maintained in B. & R. Stereo Form No. 144. They should be written up for the calendar year and submitted in original by the Divisional Officers to the Superintending Engineers who should add their remarks and have the entries recorded on the history sheets maintained in their offices. The rolls should then be returned to the Divisional Officer with the exception of the rolls of the drawing establishment and Superintendents of Circle Offices which should be submitted by the Superintending Engineer to the Chief Engineer by the 1st January each year. The Chief Engineer will add his remarks, and after the Secretariat records are completed, the rolls will be returned to the Superintending Engineers for completing their records and for transmission thereafter to the Divisional Officers for use next year.

Qualification reports on clerical and drawing establish-

ments of the Electricity Branch are written up in Form A-3 and are submitted by the Divisional Officers so as to reach the Chief Engineer by the 15th of January, each year.

(f) *Accountants*

1.26. Divisional Officers will write up, in their own handwriting, a confidential Qualification Report in duplicate on their Accountants on April the 1st annually, and also when they vacate the charge of the Division. The Qualification Report will be on a loose sheet in the forms given below :—

*Qualification Report on Divisional Accountants in the Public Works Department.*

Name.....

Age.....

Length of In Department :—  
 In Division :—  
 Service Under Officer reporting :—

*Questions*

1. Has he a sound knowledge of.—
  - (a) Accounts and Budget matter ?
  - (b) Powers delegated to the Head of his office ?
  - (c) Fundamental and Financial Rulings ?
  - (d) Does he bring these to notice as occasion demands ?
2. Are Accounts and Budget Returns punctually and correctly submitted to Accountant-General and Superintending Engineer (or Chief Engineer, Electricity Branch, if directly subordinate to him), respectively ?

- 3. Does he dispose of Accountant-General's Audit Notes, and Superintending Engineer's (or Chief Engineer's in the case of the Electricity Branch) and Accountant-General's Inspection Reports properly ?
- 4. Does he maintain good control and exercise a helpful influence over his subordinates ?

*General Remarks by Divisional Officer*

Signature.....

Division.....

Date.....

*Remarks by Superintending Engineer*

Signature.....

Circle.....

Date.....

The Divisional Officers will submit the Qualification Report under confidential cover to the Superintending Engineer (or to the Chief Engineer in the case of the Electricity Branch), no copy being kept in the Divisional office.

No report need be sent on a Divisional Accountant who has not served under the Divisional Officer for more than three months unless there is anything special which should be brought to the notice of the Accountant-General.

The Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be, will enter his remarks on the report and will send one copy of this report under confidential cover addressed by name to the Accountant-General, Punjab, for record and retain the other copy with him.

When a Divisional Accountant is transferred out of his Circle or out of the Electricity Branch, the Accountant-General,

Punjab, will inform the Superintending Engineer concerned (or the Chief Engineer, Electricity Branch) to enable the latter to send the Qualification Report file to the new Superintending Engineer under whom the Divisional Accountant will be serving.

(g) *General*

1.27. Service Books will be maintained in Form 10 of the Fundamental Rules for, and will be opened within one month of the appointment of,—

- (a) all non-gazetted members of the permanent establishment ;
- (b) temporary subordinates, clerks, draftsmen, tracers, vernacular clerks and signallers, 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 Clerk/Accountant of the office.

D—PUNISHMENTS, RESIGNATIONS, REMOVALS, DISMISSALS AND DEATHS

NOTE—The instructions contained herein regarding punishment and appeal of Gazetted and Subordinate Services are only to be considered as instructions for the application of the Civil Services (Classification, Control and Appeals) Rules and the Punjab Subordinate Service Punishment and Appeal Rules, 1930, which rules are the final authority. No matter what may be laid down in the Punjab Public Works Department Code, the procedure and orders contained in these Rules must be strictly followed.

1—TREATMENT OF SERIOUS CASES OF MISCONDUCT

1.28. Serious cases of misconduct or neglect of duty on the part of officers of the Indian Service of Engineers, which would render them liable to removal from the service, must be reported to the Central Government. Less important cases may be disposed of under the orders of the Punjab Government.

(2) In the case of officers of lower standing, serious cases must be reported to the authority competent to dismiss ; less important cases may be disposed of by the Divisional Officer or the Superintending Engineer or Chief Engineer, as circumstances require.

## II—PUNISHMENTS

1.29. As a punishment for misconduct or neglect of duty the promotion of persons of all classes may be stopped, or their reduction to a lower grade may be ordered at the discretion of the authority competent to make such promotions.

1.30. The Punishment of permanent members of the ministerial establishments may take one or other of the following forms according to the nature of the offence, *viz.*, official reprimand, extra hours of work, postponement of increments of pay, stoppage of promotion, reduction of existing pay, entry of the necessary reference to record censures in the Service Book, suspension, and, in the last resort, dismissal from the service of Government. The reduction of pay of a member of the ministerial establishment for such a period as a month only would be considered a contravention of this rule.

1.31. The following principles should be followed in taking departmental action against a Government servant, who has been prosecuted criminally but acquitted by the Court :—

- (1) The judgement of a Criminal Court is not necessarily decisive as regards departmental or disciplinary action. A prosecution may fail for technical reasons ; sometimes the Court notes the facts as suspicious but gives the accused the benefit of doubt ; and sometimes a prosecution fails for the patent reason that witnesses have been bought over. In all such cases it may well be held that the circumstances are so suspicious that the Government servants can no longer be safely trusted or it may be held that, though the official is acquitted of the main charge, facts brought to light in the course of the trial show defects of character or a disregard of proper

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procedure which would justify the taking of departmental action against the accused. But departmental action should not follow a prosecution which has failed for the sole reason that witnesses have been bought over, unless the Court itself has noted that the witnesses have been influenced.

- (2) Frequently, however, the above elements are absent, e.g., when an official is tried on a definite charge and is acquitted either in the original Court or on appeal and there is no question of acquittal being merely on technical grounds or on grounds of evidence having been suppressed. In such cases, and when no facts are established in the course of the trial that would justify action being taken for disregard of departmental rule, the decision of the Court on the facts should be accepted and no departmental action should be taken.

Similarly, when the charge is dismissed without any suggestion by the Court that the conduct of the accused has been suspicious or any indication that it is merely giving the accused the benefit of a doubt, the acquittal should be treated as an honourable acquittal and no further departmental action should be taken.

### III—SUSPENSION

1.32. (1) Any person whose conduct is under investigation on a serious charge likely to involve dismissal, if proved, should be placed under suspension till the matter has been decided by the authority competent to dismiss him.

(2) A person whose conduct is under investigation should also be suspended, if necessary, to safeguard against his tampering with records or witnesses.

(3) The authority competent to suspend or release from suspension is Government, or any lower authority having the power to dismiss the person concerned. When an officer who

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has not the power considers immediate suspension essential, he may order it subject to confirmation by competent authority, making an immediate report asking for confirmation : but this course should not be taken without very good reason.

NOTE—In the Irrigation Branch no officer below the rank of a Superintending Engineer may place under suspension a subordinate non-ministerial or ministerial Government servant.

#### IV—RESIGNATIONS

1.33. Except with the sanction of Government no person shall be allowed to resign his situation or be transferred from the Province 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.

#### V—DISMISSALS

1.34. The following general principles should be observed with regard to dismissals of public servants :—

- (i) It should be remembered that a distinction exists between removal or discharge, and dismissal. Removal from an office for such a cause as unfitness for its 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.
- (ii) The dismissal of public servants should be notified in the Gazette only when it is necessary to notify the public or because the appointment was previously gazetted. The reasons for the dismissal of a public officer should not be stated in the notification even when a conviction has been obtained in a Criminal Court. It will be sufficient to announce that the Government has dispensed with his services.



1.35. Where no special rule is laid down, the authority by which a person was appointed, and no inferior authority, is competent to dismiss him, or to remove him from the department.

- (2) Appeal against the orders of the authority thus declared competent is admissible only on the ground that :—
- (a) the prescribed opportunity for defence has not been afforded, or
  - (b) the decision is contrary to the facts proved.

If material fresh evidence comes to light, the authority that gave the decision may be moved to reconsider it.

1.36. The specific grounds upon which it is proposed to dismiss any person should be reduced to writing and furnished to him, and the answer, defence or explanation of the person taken, and the final decision recorded in writing.

This may be dispensed with when dismissal follows conviction in a Court of Law.

1.37. When an officer of the Indian Service of Engineers or the Punjab Service of Engineers is reported to be incompetent or from any cause disqualified for his public duties, the Chief or Superintending Engineer must take measures to satisfy himself of the facts of the case, and, if necessary, will report to Government, giving a specific statement of the facts on which his opinion is founded. Opportunity must be afforded to the person affected to offer an explanation, and this or a statement to the effect that having been called upon for an explanation he has failed to give one, must be reported to Government, which will deal with the case in such manner as it may deem suitable. When removal from the department of the person so reported on appears to Government to be necessary and it has not the power of enforcing it, the case must be submitted in a complete form to the Central Government.

1.38. When a past pupil of the Thomason College, Roorkee, of the Government Engineering School, Rasul, is dismissed the fact and cause of this dismissal should be communicated to the Principal of the College concerned.

39. When a Government servant, permanent or temporary, is recommended for dismissal for serious misconduct, a descriptive roll, in the prescribed form, of the man shall be prepared with the recommendation.

When the authority competent to dismiss him concurs in the recommendation, a copy of the descriptive roll will be circulated to the Divisions and Circles for entry in the Divisional or Register of prescribed employees, and if considered desirable to the Chief Engineer of the sister Branches.

#### VI—DEATHS

40. On the death of any officer or subordinate of the Department, if there is no one at hand entitled to administer his estate, the senior member of the department on the spot will at once take measure to ensure the safety of all property the deceased may have possessed, excepting only the personal necessaries of his family (if any) and will take an inventory of the same, forwarding a certified copy through his immediate superior to the Head of the Department, with an estimate of the value of the property. A police guard should (when there is any suspicion of misappropriation) be applied for and put over the body immediately after the death, until there is time to take an inventory. The Punjab Government will communicate the result to his relatives or friends, if non such were present on the spot.

1.41. 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. Reports of all deaths of European officers, whether permanent or temporary establishment, must be made in Civil Account Code Form 31.

1.42. When European officers and subordinates are killed or severely wounded by fanatics or others or meet with sudden violent death in any very exceptional circumstances, particulars connected with the occurrence should be telegraphed to the Government to enable early information to be given to the relatives and friends of those killed or injured.

**Chap. 1] ESTABLISHMENT—DUTIES OF OFFICERS [1.43—1.44**

**E—DUTIES OF OFFICERS OF THE PUBLIC WORKS DEPARTMENT**

**I—CHIEF ENGINEER**

**1.43.** 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. He is also the responsible professional adviser of Government in all matters relating to his charge or on which his advice may be desired. He is required to bring clearly, and faithfully before Government all subjects reserved for its decision or for that of the Central Government.

NOTE—The Chief Engineers of the Irrigation and the Buildings and Roads Branch are also Secretaries to Government in respect of their Branches.

**1.44.** It is duty of the Chief Engineer to arrange removals, transfers and postings of Superintending Engineers and Divisional Officers and transfers of other gazetted officers from one Circle (or Division in the case of the Electricity Branch) to another.

In the Electricity Branch it is also the duty of the Chief Engineer to arrange removals, transfers and posting of other establishment within the Branch except the Divisional Accountants, the Sub-Assistant Surgeons and the other Medical Staff attached to the Electricity Branch Dispensary at Joginder-nagar, who for these purposes, are under the orders of the Accountant-General, Punjab, and the Civil Surgeon, Kangra District, respectively.

The Chief Engineer, Electricity Branch, is also authorised to make inter-divisional transfers of posts of clerks, Line Superintendents, Overseers within the Branch in emergent cases and as a temporary measure, provided that—

- (a) temporary posts created for a brief period for a special purpose are not transferred ;
- (b) in the event of the abolition of a Division or a Sub-Division the effect on the strength of the other non-gazetted establishment in the Branch shall be reported to Government with such observations as the Chief Engineer may consider necessary ; and

- (c) when a post has been specifically refused in any particular unit a corresponding post is not created in that unit by transfer from elsewhere.

The Chief Engineer, Electricity Branch, is also responsible to fix headquarters of subordinates not in Sub-Divisional Charge and of the Travelling Audit parties employed to audit locally the revenue accounts of the various Sub-Divisions in the Branch.

1.45. The Chief Engineer will exercise a concurrent control with the Audit Officer over the duties of the officers of the department in connection with the maintenance of the accounts and will give all legitimate support to the Audit Officer in enforcing strict attention to the regulations concerning the disbursement of money, the custody of stores and the submission of accounts. He has no authority over the Audit Officer in regard to audit matters, but has a claim on him for assistance and advice in matters relating to accounts and finance. At the same time the Chief Engineer should arrange that the Audit Officer is kept fully cognizant of all proceedings and proposals, to enable the latter to fulfil his functions.

1.46. The Chief Engineer will prepare annually the portion of the budget estimates relating to the works under his control and as soon as possible after the close of each year a report of the progress made during that period on the public works under his charge, giving a brief but clear account of the operations of the department. The general supervision and control of the assessment of revenue from irrigation and navigation works in the Irrigation Branch and from electrical works in the Electricity Branch will also rest with the Chief Engineer, who will frame the necessary estimates and watch carefully the progress of the realizations during the course of the year.

1.47. It is the duty of the Chief Engineer to see that the budget allotments of the year are fully expended in so far as is consistent with general economy and the prevention of large expenditure in the last months of the year for the sole purpose of avoiding lapses. He will ensure that any money which is not likely to be needed during the year is promptly surrendered so as to allow of its appropriation, for other purposes by the proper authority.

**Chap. I.] ESTABLISHMENT—DUTIES OF OFFICERS [ 1.48—1.51**

**1.48.** A Chief Engineer may correspond direct with the heads of departments on all matters relating to details of buildings or works appertaining to those departments. A statement of the financial and miscellaneous powers of the Chief Engineer is given in paragraphs 5.30 and 5.31.

**II—SUPERINTENDING ENGINEERS**

**1.49.** The administrative unit of the department in the Circle, in charge of a Superintending Engineer who is responsible to the Chief Engineer for the administration and general professional control of public works in charge of officers of the department within his Circle.

**1.50.** It is the duty of the Superintending Engineer to inspect the state of the various works within his Circle, and to satisfy himself that the system of management prevailing is efficient and economical that the different articles in stock are duly verified according to the rules laid down, and that there is no accumulation of stock in any division beyond its requirements. He is also responsible that no delay is allowed to occur in the submission of Completion Reports (or completion statements) where necessary. (See Paragraph 2.122.)

**1.51.** The Superintending Engineer is required to ascertain and report on the efficiency of the subordinate office and petty establishments, and to see that the staff employed in each Division is actually necessary and adequate for its management. He will also examine the condition of surveying and mathematical instruments at the headquarters of Divisions. He will inspect each Divisional Office in his Circle at least once in a year to examine initial accounts, accounts of stock, tools and plant and stock manufacture, registers of work and other divisional books, mode of preparation of estimates, contract agreements, contractors accounts, system of recording plans and papers, and office work generally.

In the Irrigation Branch the Superintending Engineers should submit by the 10th of April, each year, a copy of the register of inspection of Divisional Offices in a tabular form showing against the name of each Division, the date of inspection, date of last inspection, name of Superintending Engineer and whether the inspection has disclosed any matter which

ould be brought to the notice of the Chief Engineer. The entries to the last column should be in the words 'yes' or 'no' if the former, reference to the letter with which the report has been sent to the Chief Engineer should be given. If the inspection discloses any serious irregularities or other matters of importance which the Superintending Engineer considers should be brought to the notice of the Chief Engineer or on which orders are required, a separate reference shall be made to the Chief Engineer as soon as possible after the inspection of the Divisional Office has been completed.

In the Buildings and Roads Branch, the Superintending Engineer should submit invariably a report to the Chief Engineer intimating whether the inspection discloses any serious irregularities or other matters of importance, which the Superintending Engineer considers should be brought to the notice of the Chief Engineer, or on which orders are required.

In the Electricity Branch, inspection of the Divisional Offices is made annually by the Chief Engineer who also deals with his Inspection Reports finally.

1.52. Although the Audit Officer is required to make inspections of the account offices of disbursing officers, this does not relieve the Superintending Engineer from responsibility for the maintenance of the authorised system of accounts throughout his Circle. The Audit Officer and the Superintending Engineer should assist each other in rendering the management of the accounts of the department as perfect as possible. The Superintending Engineer should also examine the books of Divisional Officers and their subordinates, and see that matters relating to the primary accounts are attended to personally by the Divisional and Sub-Divisional Officers and that the accounts fairly represent the progress of each work. It will also be his duty to examine the registers of works, so as to keep a vigilant watch over the rates of work and when he considers it necessary, he may require a Divisional Officer to report to him monthly or at longer intervals on a Works Slip, P. W. A. Form No. 39, the total expenditure to date under each sub-head of a work compared with the sanctioned estimate. It will thus be seen that it rests with the Superintending Engineer to investigate excesses over sub-heads with a view to deciding whether or not a revised estimate will be required for

his work. When a revised estimate is required it will also devolve on the Superintending Engineer to see that it is submitted in due time to the sanctioning authority. (See paragraphs 1.70 and 2.117.)

1.53. Superintending Engineers are empowered to transfer and post all members of establishment within their Circles except Divisional Officers, Accountants and Sub-Assistant Surgeons in charge of canal dispensaries, they may arrange among themselves for transfers of non-gazetted establishment not borne on Circle cadres their respective Circle between and when the arrangements are complete, they will recommend to the Chief Engineer the proposed transfer of such establishment from their Circles, as also those of gazetted officers.

(2) They may fix the headquarters of Overseers and Subordinates not in Sub-Divisional charge and of Zilladars in the Irrigation Branch.

(3) They should see that the Circle and Divisional scales of office and petty establishments are not exceeded without proper authority.

1.54. Superintending Engineers are responsible for the engineering character of every work which they approve, and, in submitting any report, design, estimate, or other document to the Chief Engineer will invariably state their own opinion and recommendations on the subject, in particular as to the suitability of the designs and the reasonableness of the rates. They should also have estimates checked and compared with the drawings.

(2) Superintending Engineers may be required to exercise, in addition to their ordinary duties, supervision over Local Fund Expenditure in communication with the Civil Officers.

1.55. Besides regular tours of inspection, it is the duty of Superintending Engineers to proceed to any place in their Circles, to report on any important design or work or any serious accident or threatened danger connected with the works within their charge.

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

1.57. A Superintending Engineer is authorised to correspond direct with any of the local authorities, Civil or military in his Circle. He will address General Officers Command-Divisions or Brigades through their Staff Officers and all other officers direct.

### III—SUPERINTENDENT OF WORKS

1.58. For any particular work or series of works, too small to form a single executive charge, but requiring the energies of an Engineer for their efficient supervision, a Superintendent of Works (with Divisional Officers under him) may be appointed, who may, subject to competent sanction, receive special pay in addition to his pay on the time-scale. A Superintendent of Works will exercise the powers laid down for Superintending Engineers.

### IV—DIVISIONAL OFFICER

1.59. The executive unit of the Department is the Division, headed by a Divisional Officer who is usually an Executive Engineer, and is responsible to the Superintending Engineer for the execution and management of all works within his Division. The number of Divisions, permanent or temporary, is fixed by the Punjab Government for each Branch of the Department according to its requirements, provided always that the interests of any of the existing officers of the Indian Service are not adversely affected thereby.

Assistant Executive and Assistant or Temporary Engineers may be placed in charge of Divisions, either to fill short temporary vacancies or because no Executive Engineer is available; they exercise the powers and bear the responsibilities of an Executive Engineer while in such charge.

In the Electricity Branch:—

- (1) The charge of the Resident Engineer is treated as a Division.
- (2) Divisional Officers are responsible direct to the Chief Engineer as there is no Superintending Engineer in the Branch.

1.60. A Divisional Officer can receive positive orders only



**Chap. I.] ESTABLISHMENT—DUTIES OF OFFICERS [ 1.60—1.65**

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from his own departmental superiors the head of the Administration, or other Civil Officers duly authorised.

1.61. Divisional Officers are responsible that proper measures are taken to preserve all the buildings and works in their Divisions, and to prevent encroachment on Government lands in their charge. They should keep accurate plans of all Government lands, take care that their subordinates make themselves acquainted with the boundaries and see that they are maintained.

1.62. Every Divisional Officer is required to report immediately by telegram direct to the Chief Engineer and also to the Superintending Engineer any serious accident or unusual occurrence resulting in a serious injury to, or death of, any person or damage to any work or crop connected with his Division. The telegram should be confirmed by letter stating the action taken by the Divisional Officer. (See also paragraph 2.101)

1.63. Divisional Officers may transfer establishment other than Sub-Divisional Officers, Deputy Collectors, Accountants and Sub-Assistant Surgeons in charge of Departmental dispensaries within their respective Divisions without reference to higher authority. Such transfers will be reported in the ordinary course to the Superintending Engineer.

1.64. Divisional Officers are immediately responsible for the proper maintenance of all work in their charge and for the preparation of projects and of designs and estimates, whether for new works or repairs. It is also part of their duties to organise and supervise the execution of works and to see that they are suitably and economically carried out with materials of good quality.

1.65. Divisional Officers are strictly prohibited from commencing the construction of any work or expending public funds without the sanction of competent authority ; also from making or permitting any material deviations from any sanctioned design in the course of execution without specific authority, or in case of emergency, when the change should be forthwith reported to the Superintending Engineer (or in the case of the Electricity Branch to the Chief Engineer). (See also paragraph 2.89).

1.66. Immediately a work is finished, it is the duty of the Divisional Officer to close the accounts and to prepare the completion report if required by the rules in paragraph 2.122.

1.67. Divisional Officers will take the necessary steps for obtaining cash for the works under their control, and will keep their accounts and submit them punctually to the audit office under the rules for the time being in force. In their arrangements for account keeping they will exercise a thorough and efficient control and check over their Divisional Accountants. They will also, before submitting the monthly accounts, carefully examine the books, returns and papers from which the same are compiled.

1.68. The Divisional Officer is responsible for the correctness, in all respects, of the original records of cash and stores, receipts and expenditure and for seeing that complete vouchers are obtained. The Divisional Accountant is responsible to the Divisional Officer for the correct compilation of the accounts of the Division from the data supplied to him.

The Divisional Officer is responsible that his accounts are regularly posted from day to day and that the Accountant carries out his duties regularly and punctually. The relative position of a Divisional Accountant to the Divisional Officer in respect of accounts is analogous to that of a Sub-Divisional Officer to a Divisional Officer in respect of works, and the responsibilities of the latter for the work of the Divisional Accountant are similar to those which attach to him in respect of the execution of works in the charge of other subordinates.

1.69. The Divisional Officer is responsible for the detailed assessment of the revenue to be obtained from irrigation and navigation works or electrical works within his Division, and should maintain such records and accounts as may be prescribed for the purpose. He is also responsible for the equitable distribution of canal water.

1.70. The Divisional Officer is held primarily responsible for affording information of the probability of excess over the estimated cost of work, and is expected not to allow any delay to occur in reporting any such probability to the Superintending Engineer. Immediately it becomes apparent that, whether

**Chap. L.] ESTABLISHMENT—DUTIES OF OFFICERS [1.70—1.73**

from excess of certain rates or from departure from a design or any other cause, the estimated cost of a work is likely to be exceeded, the Divisional Officer is bound to report the fact forthwith to the Superintending Engineer, describing the nature and cause of the probable excess and asking for orders. This report should be made on the Works Slip P.W.A. Form No. 39. The Divisional Officers must also submit the Works Slip, with such explanation as will enable the Superintending Engineer to pass orders on the case, on the occurrence, or the probability of the occurrence, of any irregularity in the rate or cost of a sub-head. All important liabilities not brought to account should also be noted on the Works Slip.

It will not be necessary for the Divisional Officer to submit the Works Slip in cases in which he can finally pass excesses over estimates under Serial No. 27 of paragraph 20.15, B.F.P.

**NOTE**—In the Electricity Branch, the Works Slip should be submitted by the Divisional Officers to the Chief Engineer.

**1.71.** The Divisional Officer is responsible that the surveying and mathematical instruments in his Division are properly cared for, and will report on their condition to the Superintending Engineer at the end of each working season. Any injury to the instruments due to neglect or carelessness should be made good at the expense of the officer or subordinates responsible for the damage.

**NOTE**—In the Electricity Branch, this report should be submitted to Chief Engineer.

**1.72.** It will be the duty of the Divisional Officer to furnish Treasury and Sub-Treasury Officers, after due inspection, with the certificate prescribed in Article 9 of the Resource Manual as to the security of strong rooms used or proposed to be used for the storage of coin.

**1.73.** The Divisional Officer will be required to inspect at least once a year and to report on and suggest measures for the protection of any public monument or building of architectural or historical interest, whether public or private property other than those protected by the Central Government, which appears likely to fall into decay, and he will be held responsible for any neglect or destruction which he has failed to report. In the case of private property it will be for the Provincial Government to decide what steps, if any, are to be taken to obviate further neglect or destruction.

## 1.74—1.78] PUBLIC WORKS DEPARTMENT CODE [Chap. I.

1.74. The Divisional Officer, in addition to his other duties, will consider himself to be the *ex-officio* Professional adviser of all departments of the Administration within the limits of his charge. He will transact business of this sort with the chief military or civil authorities within his Division, but it is incumbent on him to see that no undue formalities or comparatively unessential projects are allowed to interfere with the performance of those duties which are necessary or urgent.

1.75. Divisional Officers may, where the services of an officer of the Military Engineer Services are not available, be called upon by General Officers Commanding Divisions or Brigades to be members of committees appointed to select sites and determine general boundaries of cantonments.

1.76. At stations where there are no Ordnance or Military Works workshops, repairs to ambulance wagons and tongas will be carried out by the Public Works Department.

1.77. Divisional Officers will address Officers Commanding Division, Brigades of Stations through their Staff Officers.

## V—SUB-DIVISIONAL OFFICERS

1.78. The Division is divided into Sub-Divisions incharge of Sub-Divisional Officers who may be Executive Engineers, Assistant Executive Engineers, Assistant Engineers or where no such officers are available, Engineer Subordinates or Zilladars ; they are responsible to the Divisional Officer for the management and execution of works within their Sub-Divisions and are his assistants.

No Sub-Division can be constituted in the first instance without the sanction of Government.

In the Electricity Branch :—

- (1) Officers immediately subordinate to Divisional Officers are designated as follows and hold charge of works within their jurisdiction :—
  - (i) Assistant Engineer, Senior and Junior Scales.
  - (ii) Senior Substation Engineer.
  - (iii) Headworks Engineer.
  - (iv) Assistant Resident Engineer.
  - (v) Resident Engineer, Renala.

**Chap. I.] ESTABLISHMENT—ALLOWANCES, ADVANCES [1.78—1.83  
AND COMPENSATION**

- (2) Assistant Engineers, the Senior Sub-Station Engineer, Headworks Engineer, Assistant Resident Engineer, and the Resident Engineer, Renala, have the status and powers of a Sub-Divisional Officer for the purposes of this Code and will exercise their duties accordingly.

1.79. In future Executive Sub-Division of the kind referred to in the latter part of the first instance of paragraph 69 of the Public Works Account Code should not be instituted except under the orders of the Superintending Engineer who should in each case record the reasons for his action in writing, forwarding a copy to the Chief Engineer, for information.

**VI—DEPUTY COLLECTOR**

1.80. The Deputy Collector in Irrigation divisions holds a position in regard to revenue assessments analogous to that of a Sub-Divisional Officer. He is the Divisional Officer's revenue assistant and is responsible to that officer jointly with the Sub-Divisional Officers for the supervision of the revenue assessments and control of the revenue establishment.

1.81. The duties and responsibilities of the Deputy Collector are less easily defined than are those of any other member of the Canal Establishment. Subject to such general orders as are issued by the Chief Engineer it is the business of the Divisional Officer to arrange the distribution of duties between the Deputy Collector and the Sub-Divisional Officers in such manner as best to utilize their respective qualifications, and to avoid overlapping or friction.

**F—ALLOWANCES, ADVANCES AND COMPENSATION**

**I—ALLOWANCES**

1.82. Executive and Assistant Executive Engineers being members of the Indian Service of Engineers in the Irrigation Branch are entitled to jungle allowances under the rules laid down in paragraphs 18.8 to 18.12 of Subsidiary Rules.

1.83. Certain Temporary Engineers can also draw jungle allowance under paragraph 18.13 of the Subsidiary Rules.

1.84. No officer holding the position of Superintendent of Works shall draw more special pay than would raise his emoluments above the minimum pay of a Superintending Engineer.

1.85. Officers of all services (excluding work-charged men) in the Public Works Department will draw travelling allowances in accordance with the Travelling Allowance Rules.

1.86. The boats belonging to the Irrigation Branch are intended primarily for the conduct of professional operations. An officer using them for the purpose of travel will draw travelling allowance as provided in paragraph 2.108, Travelling Allowance Rules. The cost of propulsion will be borne by Government.

Officers using Government boats for travelling are required to make a note in their journals to that effect.

In the Electricity Branch, motor lorries are employed for the maintenance of trunk and branch transmission lines and telephone systems. They are not normally to be employed on non-departmental works, etc., and are also not to be treated as a means of locomotion supplied at Government expense for purposes of Rules 2.108 of the Travelling Allowance Rules. If for any special reasons an officer of the Branch has to travel on duty by the Branch's lorry his travelling allowances will be regulated by the relevant for the working of Government motor vehicles of the Electricity Branch sanctioned by Government.

*Exception.*—Line staff and the Officer-in-charge thereof when required to attend faults, etc., on the line, may travel by lorries and draw travelling allowances under paragraph 2.108 of the Travelling Allowance Rules, if entitled, to travelling allowance. Lorry Drivers may draw travelling allowance under paragraph 2.108 of the Travelling Allowance Rules.

1.87. In the Irrigation Branch, all touring officers, even though they may maintain a motor vehicle,  
 I. B. are required also to keep at least one horse unless exempted by the Chief Engineer.

The following is a list of touring officers for the purposes of this rules :—

- (1) Superintending Engineers.

**Chap. I.] ESTABLISHMENT—ALLOWANCES, ADVANCES [1.87—1.88  
AND COMPENSATION**

- (2) Executive Engineers and Assistant Executive Engineers (other than those in the Central Workshops Division and Under Secretaries and Personal Assistants in the Secretariat).
- (3) Assistant Engineers (other than those employed in the Central Workshops Division).
- (4) Deputy Collectors, Land Acquisition officers and Zilladars.
- (5) Overseers, Subordinate Engineers and Upper Subordinates.
- (6) Temporary Engineers and Subordinates drawing more than Rs. 100 a month.

**1.88.** In the Buildings and Roads Branch, the list of officers whose duties necessitate the keeping of a conveyance is as under :—

- (1) Chief Engineer.
- (2) Superintending and Executive Engineers (except Under-Secretary).
- (3) Assistant Engineers, Temporary Engineers, members of the Subordinate Engineering Service and Road Inspectors.

The officers in the Electricity Branch whose duties necessitate the keeping of conveyances are named below :—

- (1) Chief Engineer.
- (2) Deputy Chief Engineer.
- (3) Projects Engineer.
- (4) Commercial Officer.
- (5) Executive Engineers.
- (6) Sales Engineer.
- (7) Resident Engineer, Renala.
- (8) Electrical and Mechanical Superintendent, Renala.
- (9) (i) Assistant Engineers in charge of trunk transmission and telephone lines.
- (ii) Assistant Engineers in charge of local distribution centres at Lyallpur, Amritsar Grid Goraya-Phillaur, Gurdaspur-cum-Dinanagar Lahore Cantonment, Ludhiana, Sheikhpura Ichhare and Ferozepur City.

1.84. No officer holding the position of Superintendent of Works shall draw more special pay than would raise his emoluments above the minimum pay of a Superintending Engineer.

1.85. Officers of all services (excluding work-charged men) in the Public Works Department will draw travelling allowances in accordance with the Travelling Allowance Rules.

1.86. The boats belonging to the Irrigation Branch are intended primarily for the conduct of professional operations. An officer using them for the purpose of travel will draw travelling allowance as provided in paragraph 2.108, Travelling Allowance Rules. The cost of propulsion will be borne by Government.

Officers using Government boats for travelling are required to make a note in their journals to that effect.

In the Electricity Branch, motor lorries are employed for the maintenance of trunk and branch transmission lines and telephone systems. They are not normally to be employed on non-departmental works, etc., and are also not to be treated as a means of locomotion supplied at Government expense for purposes of Rules 2.108 of the Travelling Allowance Rules. If for any special reasons an officer of the Branch has to travel on duty by the Branch's lorry his travelling allowances will be regulated by the relevant for the working of Government motor vehicles of the Electricity Branch sanctioned by Government.

*Exception.*—Line staff and the Officer-in-charge thereof when required to attend faults, etc., on the line, may travel by lorries and draw travelling allowances under paragraph 2.108 of the Travelling Allowance Rules, if entitled, to travelling allowance. Lorry Drivers may draw travelling allowance under paragraph 2.108 of the Travelling Allowance Rules.

1.87. In the Irrigation Branch, all touring officers, even though they may maintain a motor vehicle, are required also to keep at least one horse unless exempted by the Chief Engineer.

The following is a list of touring officers for the purposes of this rules :—

- (1) Superintending Engineers.



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AND COMPENSATION**

- (2) Executive Engineers and Assistant Executive Engineers (other than those in the Central Workshops Division and Under Secretaries and Personal Assistants in the Secretariat).
- (3) Assistant Engineers (other than those employed in the Central Workshops Division).
- (4) Deputy Collectors, Land Acquisition officers and Zilladars.
- (5) Overseers, Subordinate Engineers and Upper Subordinates.
- (6) Temporary Engineers and Subordinates drawing more than Rs. 100 a month.

**1.88.** In the Buildings and Roads Branch, the list of officers  
B. & R. whose duties necessitate the keeping of a  
conveyance is as under :—

- (1) Chief Engineer.
- (2) Superintending and Executive Engineers (except Under-Secretary).
- (3) Assistant Engineers, Temporary Engineers, members of the Subordinate Engineering Service and Road Inspectors.

The officers in the Electricity Branch whose duties necessitate the keeping of conveyances are named  
E. B. below :—

- (1) Chief Engineer.
- (2) Deputy Chief Engineer.
- (3) Projects Engineer.
- (4) Commercial Officer.
- (5) Executive Engineers.
- (6) Sales Engineer.
- (7) Resident Engineer, Renala.
- (8) Electrical and Mechanical Superintendent, Renala.
- (9) (i) Assistant Engineers in charge of trunk transmission and telephone lines.
- (ii) Assistant Engineers in charge of local distribution centres at Lyallpur, Amritsar Grid, Goraya-Phillaur, Gurdaspur-cum-Dinanagar, Lahore Cantonment, Ludhiana, Sheikhpura, Ichhare and Ferozpur City.

- (iii) Second Assistant Engineers attached to Ludhiana and Lyallpur Sub-Divisions.
- (10) (i) Line Superintendents and linesmen employed in local distribution centres.
- (ii) Line Superintendents and linesmen employed on the maintenance of 66-KV. line, Jarnawala-Chuharkana Section.
- (iii) Meter Inspectors at Lyallpur, Ferozepur, Kasaur Ludhiana, Baghbanpura and Sheikhpura.
- (iv) Cashiers at Kasaur, Ferozepur, Baghbanpura and Lahore Cantonment.
- (v) Meter Clerks at Ichhar and Amritsar Suburban.
- (vi) Assistant Store-Keeper, Central Stores, Verka.
- (11) Resident Engineer, Jogindernagar.
- (12) Assistant Resident Engineer, Jogindernagar.

1.89. When it is necessary to bring labourers and artificers from a distance, they may be allowed wages for the number of days occupied in the journey to and from the site of the work, provided they join the work with proper despatch. At the discretion of the Divisional Officers *bonafide* travelling expenses may also allow to them. The above charges must be borne by the estimate of the work.

Where expeditious completion of a work requires special arrangements to be made for importation of labour by a contractor for employment on contract or piece works, importation charges may be paid for such labour with the prior sanction of the Chief Engineer to the importation of labour as well as to the amount of the importation charges to be paid.

## II—ADVANCES

1.90. A Superintending Engineer or Divisional Officer may grant an advance up to a limit of one months' substantive pay, plus travelling allowance admissible under the rules, to any officer in his Circle or Division, including himself, under orders of transfer. The advances should be recorded on the Officer's last pay certificate. The advance of pay should be recovered from the pay of the officer in three equal monthly instalments, beginning with the month in which a full month's pay is drawn after the transfer. The advance of travelling should

Paragraph 159 (a) of  
the Civil Account  
Code, Vol. I.

**Chap. I.] ESTABLISHMENT—ALLOWANCES, ADVANCES [1.90-1.93  
AND COMPENSATION**

be recovered in full on submission of the officer's travelling allowances bill.

1.91. (1) In cases of emergency, Superintending Engineers, when proceeding on tour over two or more Divisions and to a considerable distance from headquarters, may sanction advances, to subordinates accompanying them, of amounts sufficient to cover their travelling expenses for a month, subject to adjustment upon their return to headquarters.

(2) In special cases of long and expensive tours, similar advances may, with the sanction of Government, be given to gazetted officers subject to adjustment by the officers receiving them on completion of their tours.

(3) Divisional Officers may sanction small advances of travelling allowances to subordinates serving under them when considered necessary in the interests of the public service. Such advances should in no case be in excess of the amount probably admissible.

1.92. In very special circumstances, e.g., if an officer's camp be burnt down, an advance of one month's substantive pay may, with the sanction of Government, be allowed to him. Such an advance is ordinarily to be recovered in three equal monthly instalments. Superintending Engineers (or Chief Engineer in the case of the Electricity Branch) may grant to Overseers an advances for the purchase of a tent on the first occasion of their requiring one ; such an advances should be limited to a reasonable amount, and should be recovered in twelve equal monthly deductions from their pay commencing three months after the date of the advance.

1.93. The rules regulating the grant of advances and other concessions to Government servants and to indigent persons unconnected with the public service to enable them to proceed to the Pasteur Institute at Kasauli and Mayo Hospital at Lahore or any other place at which anti-rabic treatment may be made available in the future, for anti-rabic treatment, are contained in Appendix 8 of the Civil Account Code, Volume I, 8th edition.

In the Public Works Department, the officers authorised

to grant such advances or concessions are :—

Chief and Superintending .. Engineers, Consulting Architect .. to Government, Punjab and Sec- .. retary, Communications Board.	For establishment emplo- yed in their own offices.
Divisional Officers (including .. Electrical Engineer to Govern- ment, Punjab.)	For divisional establish- ments.
Principal, Punjab College of .. Engineering and Technology .. Lahore, and Government School of Engineering, Rasul.	For engineering institu- tions.
Land Control Officer(Buildings and Roads Branch), Provincial Town Planner, and Sub-Divisional Officers.	For establishments em- ployed under them.

### III—COMPENSATION FOR LOSS OF PROPERTY

1.94. No Public officer is entitled to compensation for loss of property caused by an accident of any kind, merely because such accident may have happened to him while he was employed in the services of the State. This rule may, however, be relaxed in certain cases,—*vide* para graph 18. of the Subsidiary Rules, as an act of grace when anyone of the conditions in paragraph 18.14 is satisfied and the Chief Engineer may sanction compensation not exceeding one month's pay of the officer concerned or Rs. 1,000 whichever is less as laid down in Serial No. 30 of 'paragraph 27.4 Subsidiary Rules. For amounts in excess of this, a reference to Finance Department will be necessary.

### G—LEAVE

1.95. Leave may be granted to civil and military members of the Public Works Department, subject, as the case may be, to the rules contained in Rule 10.2 and Appendix B, the Fundamental Rules, the Punjab Revised Subsidiary Leave Rules, 1936, and Army Regulations, India.

The authorities in the Public Works Department who are competent to grant leave other than special disability leave

and study leave, and the conditions under which such leave can be granted by them, are specified in Appendix B and Rule 10.2 of the Subsidiary Rules.

1.96. The grant of leave or extension of leave on medical certificate is regulated by the rules in Chapter 15, Subsidiary Rules.

1.97. (1) The grant of casual leave is regulated by rules contained in Chapter 10 of the Subsidiary Rules.

(2) An officer who exercises the power of granting leave should maintain a register of leave granted and enjoyed.

1.98. All applications for leave or extension of leave must be made to the authority competent to grant such leave through departmental superiors of the applicant ; in the case of non-gazetted Government servants, for whom service books are maintained, they should be accompanied by a certificate from the officer who keeps the applicant's service book and leave account that the leave is admissible under the rules in force. But this certificate is not necessary when a military subordinate applies for leave under the rules of the Defence Department.

Note—The period spent during preparation for an examination in any Oriental language is to be treated as duty and the rules governing the same are contained in Chapter 3, Subsidiary Rules.

1.99. All members of the Department proceeding on leave overseas should before leaving India, send their addresses or those of their agents in England, to the Chief Engineer, and report to Government the date of their embarkation. On return from such leave they should report the date of their debarkation.

1.100. On arrival at the port of debarkation, officers should report themselves to the Secretary in the Public Works Department of Bengal, Madras, Bombay or Sind, as the case may be, and ask for orders.

Officers who receive no order at the port of debarkation should proceed to Lahore and report themselves at the Public Works Secretariat for orders.

## H—EXAMINATIONS

## I—TRAINING AND EXAMINATION OF ENGINEERS.

1.101. (1) The following departmental examinations are compulsory for the classes of officers noted against each :—

- (a) *Professional examination* to be passed within three years of joining the appointment, by Assistant Executive Engineers, Assistant Engineers (other than those promoted from the Overseers Engineering Service or the old Upper Subordinate Establishment), Land Reclamation Officers, Assistant Land Reclamation Officers and Temporary Engineers. In the Irrigation Branch, Upper Subordinates (Residue) and members of the Overseers' Engineering Service are also required to pass this examination before they can be considered qualified for holding Sub-Divisional charge in vacancies of more than two month's duration or for promotion to Sub-Engineer rank and P.S.E., Class II, respectively.
- (b) *Vernacular Examination in Urdu* to be passed within three years of joining the appointment (if their Vernacular is not Urdu) by Assistant Executive Engineers, Assistant Engineers other than those promoted as above and in the Irrigation Branch by European Temporary Engineers also.
- (c) *Vernacular Examination in Punjabi* to be passed within four years of joining the appointment, by the officers in the Irrigation Branch only if their Vernacular is not Punjabi.
- (d) *Revenue Examination* to be passed within six years of joining the appointment in the Irrigation Branch only, by Assistant Executive, Assistant and Temporary Engineers, Land Reclamation Officers and Assistant Land Reclamation Officers. In the case of Zilladars the examination must be passed by all candidates during their period of two years as "Zilladars on probation." The Upper Subordinates (Residue) and members of the Overseers Engineering Service of the Irrigation Branch must pass the examination before they can be considered qualified for holding Sub-Divisional charge in vacancies of more than two months' duration or for

promotion to Sub-Engineer rank and P.S.E., Class II, respectively.

(2) If an officer of I.B. and B. & R. Branches fails to pass any of these examinations within the prescribed period, his increments falling due after the expiry of the prescribed period will be withheld and will not be granted with retrospective effect on his passing the examination. On passing the examination he will, with effect from the date following that on which the examination ended be entitled to the rate of pay corresponding to his length of service. If, however, his failure to pass be due to circumstances beyond his control, Government may extend the period for him.

But an officer of the Irrigation Branch, who, before passing the Departmental Professional Examination in that Branch, proceeds on deputation to the Buildings and Roads Branch, and stays therefor a period of three years or more, shall have to pass the Departmental Professional Examination of the Buildings and Roads Branch within the first three years of his period of stay in that Branch failing which his increments will be withheld. This would form a condition of his deputation and he would not be granted any extension of the period.

(3) The names only of successful candidates will be intimated to the Chief Engineer, for publication.

*Note.*—The date of joining appointment for the purpose of this paragraph is the date from which pay is drawn (in the case of officers recruited in Europe, the date from which after arrival in India, pay is drawn).

**1.102.** An officer appointed to the Department as Assistant Executive Engineer, Assistant Engineer, or Temporary Engineer shall be required, during the first two years of his service, to write up the accounts of a sub-division himself for three months, and he shall shortly, thereafter, be posted to a Divisional Office for a short period to learn how the sub-divisional accounts are dealt with there and consolidated in the accounts of the Division.

(2) No exemption will be allowed to any officer recruited in Europe or in India. On the recommendation of the Superin-

tending Engineer, however, the Chief Engineer may exempt an officer who, before appointment to the Department, had previous experience in the procedure relating to initial accounts sufficient to justify exemption.

(3) Officers already in the Department are exempt from the operation of Rule 1 above as also those who have been promoted from the Upper Subordinate or Temporary Engineer Establishment to the Public Services of Engineers.

1.103. Apprentice Engineers should not be allowed to appear in the Language Examination. Their whole period of apprenticeship should be devoted to works.

## II—PROFESSIONAL EXAMINATION.

1.104. The departmental professional examination is intended to show that officers are acquainted with the processes of preparing materials and modes of construction; that they have a good knowledge of the resources of the districts in which they have been employed as to materials, the best mode of applying them, and their cost and that they understand the management of labour and have made themselves acquainted with the account rules and procedure of the Department. No theoretical point should be introduced, such as would in practice be met by resort to ordinary books of reference.

1.105. (1) The following rules and procedure are laid down for the Irrigation Branch in regard to the Professional Examination to be passed by members of the Punjab Services of Engineers (Classes I and II), Land Reclamation Officers and Assistant Land Reclamation Officers and by Temporary Engineers within three years of joining their appointments. In the case of members under going training, the period of three years will count from the date of appointment to independent charge. This examination must also be passed by all Upper Subordinates who had not attained the rank of Sub-Engineer on April the 1st, 1917, and by all members of the Overseers Engineering Service and circle Head Draftsmen before they can be considered eligible for Sub-Divisional charge in the ordinary course or promoted to Sub-Engineer or to Assistant Engineer, Punjab Service of Engineers, Class II, respectively.



“NOTE 1—(a) Land Reclamation Officers and Assistant Land Reclamation Officers (whether on permanent or temporary establishment) are only required to sit for and pass in subjects (b) and (c) of this examination.

(b) Electrical and Mechanical Engineers (whether on permanent or temporary establishment) are also required to pass this examination. The syllabus for paper ‘A’ in their case will be as under :—

DEPARTMENTAL PROFESSIONAL EXAMINATION—PAPER ‘A’

SYLLABUS FOR MECHANICAL AND ELECTRICAL ENGINEERS.

(Total Marks—120)

(The object of the examination is to test the practical ability of the officer and not his theoretical knowledge and the questions have to be set accordingly).

The Syllabus is divided into four parts as under :—

	<i>Marks</i>
<i>Part I</i> —Common to mechanical and Electrical Engineers (both)	20
<i>Part II</i> —For Mechanical Engineers only	60
<i>Part III</i> —For Electrical Engineers only	60
<i>Part IV</i> —Practical (both)	40

PART I

1. Stress, Strain, Elasticity, Neutral Axis, Moment of Resistance, Bending Moment, Design of Simple structures.
2. Work energy and transmission of power to machines including shafting, bearings, gearings, etc.
3. Fundamental of Thermodynamics including theory of internal combustion engines. Simple problems on above.
4. Generation of electrical energy—Thermal and Hydro-Electric Power Plants. Location, type, size and number of Units. Layout. Fundamental simple problems.
5. Hydraulics and Hydraulic machinery—Main Principles and their application in general, such as in pumps, turbines accumulation, etc. etc.
6. Refrigeration.
7. Fundamentals of industrial organisation and management including layout, estimation, costing and planning.

8. Depreciation of machines and other types of equipment and the economics of their replacement.
9. Procurement, custody, issue and control of engineering stores, equipment and consumable articles.
10. Safety measures in Civil, Electrical and Mechanical works.
11. General plant layout, planning and construction schedules including these of material and equipment.

## PART II

### (A) *Workshop Practice*

1. Layout of workshops with suitable machinery as required for repairs and maintenance of field machinery and canal head-works. Methods of estimating the cost of running a workshops.
2. Marketing, fitting and erecting.
3. Pattern making, moulding and costing of ferrous and non-ferrous metals by machines or otherwise.
4. Smithing and forging by hammers and special purpose machines.
5. Machinery—calculations for adoption of gears and the application of jigs and fixtures. Working of various machines, such as lathes (capstans, turrets, automatics, etc.), drilling machines, milling machines, planers slotters, shapers, etc.
6. Structural work—Use and design of jigs and templates—Operation such as shearing, assembling, rivetting, etc. Welding theory and practice both manual and machine. Selection of electrodes, economics of welding *versus* rivetting.
7. Heat treatment of metals, i.e., annealing, normalising, tempering and hardening. Case hardening of low carbon steels. Treatment of G.S.S. tools—carbide tipped tools—Alloy steels and their strengths and uses in Engineering industry.

8. Woodwork—Working of various woodworking machines. General carpentry including farm work.
9. Maintenance of workshop machinery and its upkeep for optimum outturn.
10. Strength and design of rivetted and bolted joints, pressure vessels, simple and built up girders, columns and simple roof trusses and beams under various conditions of loading.
11. Designs of working of a simple sluice gate for regulation up to 20 feet span and 15 feet pressure head. Design of a simple and built up girder over bridge for a canal head regulator.
12. Manufacture estimates for fabrication and other workshop manufacture of repair jobs.

*(B) Field Machinery*

1. Selection, operation and maintenance of different types of excavation and earthmoving machinery such as Tractors, Scrapers Draglines, Shovels, Sheepfoot, Rollers, Carrier units, Dumpers, Graders, Bulldozers and Cranes. Manufacture estimates. Analysis of unit rate of their working.
2. (a) Operation and maintenance of equipment required for aggregate and sand recoveries (by mechanised and semi-mechanised methods) and transportation, crushing, classification and storage of aggregate and sand.  
  
(b) Operation and maintenance of machinery and equipment for the batching and mixing concrete its transportation to the site of works and placements by mechanised or manual methods.  
  
(c) Manufacture estimates of the plant used for (a) and (b) above. Analysis of units of the output.
3. Operation and maintenance of pumps and compressors of all sizes. Priming or charging. Selection of pumping units and compressors for given requirements. Laying of water

and air supply systems. Pipes and pipe fittings. Working costs and unit rates of work done. Manufacture estimates.

4. Transport vehicles. Inspection and servicing. Service equipment for light and heavy fleet of trucks. Working rate per mile of the carriage by vehicles.

5. Methods of opening and closing gates by winches. Periodical painting of gates and other parts remaining in water to prevent rusting. Leaking gates and remedies. Care and lubrication of gate and gearing and superstructure.

(C) *Planning and Estimation*

1. Preliminaries required in the planning of Machinery and plant for a project.

2. Economics of machinery *versus* manual labour.

3. Measuring equipment performance, i.e., analysis of construction progress reports.

4. Methods and cost of material movement.

PART III

1. Theory and application of A.C. and D.C. circuits.

2. Magnetic circuits with reference to rotating machinery and transformers.

3. Installation, operation, maintenance and repairs to electric machines, such as Motors, Generators, Transformers, etc. Selection. Evaluation of defects and location of faults.

4. Electric repair workshop practice :—

(a) Maintenance and repair of batteries.

(b) Winding of motors and generators.

(c) Repairs of electric control equipment, such as starters, circuit breakers, etc.

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- (d) Calibration and repair of electrical indicating instruments such as Ammeter, Voltmeter, Wattmeters etc.
5. Insulation tests of wiring. Testing and Earthing. Resistance. Electric Plant. Transformer Oil testing.
  6. Economical transmission and distribution of electricity, limitations of electrical clearances and spans.
  7. Design and installation of overhead and underground transmission electric lines.
  8. Layout, installation and operation of electric substations.
  9. Electric distribution control, layout, selection installation and working of switch gear.
  10. Planning, operation and maintenance of automatic electric controls in special purpose machinery, such as batching and mixing plant, material conveying systems, etc.
  11. Design and layout of area and building lighting including those for large projects.
  12. Estimating cost or quantity of materials required for any of the problems arising out of the foregoing items.
  13. Depreciation problems for any electrical machinery or installations. Economics of selection of electrical equipment.
  14. Indian Electricity Act and Rules.

#### PART IV

*Practical*—This examination will be held to test whether the officers can do ordinary repairs with their own hands and are in a position to locate the trouble and to give suitable instructions to their subordinates.

(2) The above period for passing the examination will count from the date of first appointment to an independent charge in any one of the above-mentioned services irrespective

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of subsequent transfer or re-appointment from once to the other service but will not include any break in service.

(3) An officer of the Irrigation Branch having once passed Departmental Professional Examination of the Buildings and Roads Branch under para 1.101 (2) *supra* will not be required, on his return to the Irrigation Branch to pass the examination prescribed for the Irrigation Branch.

(1) *Groups*—The Circles shall, for the purposes of this examination, be divided into the following groups :—

- (a) *Northern Group*—For candidates attached to the Upper Jhelum, Lower Jhelum, Northern Drainage, Tube-well Mechanical and Thal Project Circles.
- (b) *Central Group*—For candidates attached to the Upper Chenab Canal, Lower Chenab Canal West, Lower Chenab Canal East, Lower Bari Doab Canal, Haveli Canals and Derajat Circles.
- (c) *Eastern Group*—For candidates attached to the Western Jamuna, Sirhind, Upper Bari Doab Canal, Southern Drainage and Project Circles and to Irrigation Research and Land Reclamation Offices.
- (d) *Southern Group*—For candidates attached to the Ferozepore Canals, the Nili Bar and Mailsi Cana Circles.

(2) *Centres*—The examination Centre for each Group will be Circle Headquarters in rotation within that Group, or as otherwise directed by the Chief Engineer.

(3) *Supervision*—The Superintending Engineer of the Circle determined by Rule (2) designated the *Supervising Officer* will supervise the examination, and will have power to co-opt a maximum of two Divisional Officers from within the Group to assist him.

(4) *Papers* to be set by a Superintending Engineer designated the *Examiner*, selected by the Chief Engineer—to whom

the question papers should first be submitted for approval with power to co-opt two Divisional Officers from different Circles, other than his own, to assist him special care being exercised that the spirit of paragraph 1.104 above is observed.

Candidates' papers are to be examined and marked by the officer actually setting the paper, the marks being subject to revision after scrutiny by the Examiner.

(5) Candidates shall be examined in the following subjects to which the maximum number of marks shown against each shall be allotted, viz :—

	<i>Marks</i>
(a) Professional including the Irrigation Handbook of Professional Orders ..	120
(b) Accounts ..	100
(c) Irrigation Manual of Orders and Public Works Department Code ..	80
Total ..	300

(6) To pass, a candidate must obtain not less than 60 per cent of the marks in each subject and not less than 66 per cent of the maximum aggregate marks. A candidate who fails only in one subject, but obtains a percentage of not less than 70 on the total of the other two, may appear again only in the subject in which he previously failed. In such case he must obtain not less than 66 per cent marks in that subject in order to pass.

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NOTE—Upper Subordinates who have already passed in tests (b) and (c) under the old ruling must obtain not less than 60 per cent of the maximum marks allotted for test (a) which they are now required to pass to complete the examination.

(7) (i) The names of all candidates who have appeared in the examination, irrespective of whether they have failed or passed, shall be intimated to Government in the Public Works Department, Irrigation Branch, by the examiner. The names of those candidates who have passed in all the three subjects and the aggregate shall be notified in the "Gazette."

(ii) A candidate who has qualified in only two subjects, under Rule (6) shall be granted a certificate to that effect by the examiner and such certificate shall be authority for his appearance at subsequent examinations in respect of the remaining subject only.

(iii) The examiner will also inform the Superintending Engineer concerned of the number of marks obtained in each subject by the candidates who have failed.

NOTE—Action indicated in sub-paragraphs (ii) and (iii) above should be taken by the examiner after receipt of the Chief Engineer's order intimating the names of successful candidates.

(8) The examination shall ordinarily be held twice a year in the middle of May and early November, upon such date and at such time as the Chief Engineer shall fix in common for all Groups.

(9) A candidate desiring to appear at an examination in May or November should apply to his Divisional Officer for permission to do so by the 1st March or the 1st September, respectively.

The Divisional Officer shall transmit such applications to his Superintending Engineer by the 15th March and the 15th September, respectively.

The Superintending Engineer of each Circle shall report the names of candidates and of the Divisions to which they are attached by the 1st April and the 1st October respectively, both to the Supervising Officer of his Group, and to the Examiner whose name will be intimated by the Chief Engineer to all Superintending Engineers before the 15th March and the 15th September, respectively.

1.106. (1) In the Buildings and Roads Branch, members of the Punjab Services of Engineers and Temporary Engineers are required to pass the Professional Examination within three years of joining their appointments. In the case of members undergoing training, the period of three years will count from the date of appointment to independent charge.

NOTE—Specialist officers are not required to pass this examination.



(2) Rules and procedure in regard to the Professional examination are as follows :—

- (a) *Application for admission to the examination*—An officer who desires to be examined, should apply through his immediate superior, for admission to the examination. This application should be accompanied by a report on his fitness to be examined by the Divisional Officer under whom he is serving. This report should deal with those points which cannot be tested by an examination, especially with regard to physical energy, efficiency in practical work, and capacity to manage those under his authority.
- (b) *Date of holding the examination*—The examination will ordinarily be held in May and November. Applications should be submitted in March or September, respectively, so that when possible, the date of the examination may be fixed six weeks prior to the date on which it will be held.
- (c) *Conduct of examination*—(i) The Chief Engineer will appoint a Board to conduct the examination, consisting of a Superintending Engineer as President, and two Executive Engineers as members.
- (ii) If it can be conveniently so arranged, the Officers constituting the members shall not all belong to the same Circle of Superintendence.
- (iii) The Chief Engineer will fix the place, date and time of the examination.
- (d) *Subject for examination*—One paper will be set in each of the following subjects to which the maximum number of marks shown against each, will be allotted:—

	<i>Total Marks</i>
(i) Materials, and Construction (1 written paper, 3 hours)	100
(ii) Roads. and Bridges (1 written paper, 2 hours)	50

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(iii) Water-supply and Drainage (1 written paper, 2 hours)	..	50
(iv) Simple Mechanical Engineering (machinery used for roads, water-supply, etc.) and Simple Electrical Engineering (1 written paper, 2 hours)	..	50
(v) Accounts and Office Procedure (1 written paper, 3 hours)	..	100
(vi) General oral examination	..	50

(e) In order to pass a candidate must obtain not less than 50 per cent marks in each subject and an aggregate of not less than 60 per cent of the total marks in all subjects. A candidate who fails in only one subject but obtains not less than 66 per cent of the total for the other subjects, may be permitted to appear again in the subject in which he failed. In such cases he must obtain not less than 60 per cent in that subject in order to pass.

(f) *Details for the conduct of the examination—(i)* The candidates will be provided with section paper, so that questions involving engineering design may be answered by neat sketches, with explanatory notes.

(ii) Each candidate will be expected to bring his own drawing instruments and scales to the examination. Considerable importance will be attached to the neatness and accuracy of the sketches.

(iii) The answers to the questions must be written so as to leave one quarter margin on which the examiners will record their marks against each question.

(g) In the event of the Chief Engineer deciding that an officer has passed this examination, a notification to this effect will be published in the *Punjab Government Gazette*.

1.107. The Electricity Branch have introduced a Safety Code, which has been issued with a view to protect the lives of employees and members of the public, and the following officers and subordinates are required to be familiar with and obey the instructions contained in that Code :—

- (1) Assistant Engineers.
- (2) Shift Engineers.
- (3) Line Superintendents.
- (4) Control Room Operators.
- (5) Sub-station Operators.
- (6) Machine Attendants.
- (7) Sub-station and Assistant Sub-station Attendants and Switchboard Attendants.
- (8) Electrical Mistries.

After a period of not more than six months' service all employees to whom a copy of the Safety Code has been issued shall undergo an oral examination in a knowledge of those portions of the Code by which their duties are governed. A further oral examination will be conducted on the occasion of promotion to a higher grade and a practical examination in the Code may also be added in any particular case along with the oral examination at the discretion of the Chief Engineer. These examinations shall be conducted personally by the Chief Engineer.

Failure to pass the initial examination will render the employee concerned ineligible for confirmation. Further, no employee shall receive promotion to a higher grade without passing the oral examination prescribed for that occasion, and also a practical examination, if so required, by the Chief Engineer.

1.108. *Departmental Accounts Examination for the Engineer Officers of the Punjab Public Works Department, Electricity Branch*—The following rules are prescribed for the Departmental Accounts Examination for the Engineer Officers of the Punjab Public Works Department, Electricity Branch :—

1. *Short title and commencement*—(i) These rules may

be called "Rules for the Departmental Accounts Examination for Engineer Officers of the Punjab Public Works Department, Electricity Branch".

(ii) These Rules shall come into force with effect from the 1st of January, 1953.

2. *Scope*—These Rules shall apply to all Engineer Officers below the rank of Executive Engineer who—

- (a) are recruited directly or promoted from subordinate posts in the Electricity Branch after the 1st of May, 1938, in a temporary or officiating capacity ;
- (b) are promoted or recruited to the Punjab Service of Engineers (Electricity Branch) after the 1st May, 1938 ; and
- (c) are not confirmed by the date the first examination after 1st May, 1938, is held : Provided that an officer who under the terms of his original appointment, was due for confirmation before the date of the first examination held after 1st May, 1938, but who was not actually confirmed, for reasons other than inefficiency or misconduct, will be exempted from the examination.

NOTE :—The term "Engineer Officers" shall not include "Apprentice Engineers".

3. *Subjects of the examination*—The subjects of the examination and the full marks assigned to each subject are given in Annexure "A".

4. *Date and place of examination*—(i) The examination will be held twice a year in May and November at a place or places and on the dates appointed for the purpose by the Chief Engineer, Punjab Public Works Department, Electricity Branch. The place and the exact dates of examination will be notified to the candidates each half year.

(ii) The examination shall be conducted by the Chief Engineer or any officer nominated by him on the dates and according to the programme prescribed by the Chief Engineer.

(iii) Travelling allowance under Section XII of the Travelling Allowance Rules will be allowed to a candidate on the first occasion of his examination and also on the second occasion—in the latter case only *if he passes* the examination. Travelling Allowance will not be allowed on more than two occasions.

5. *Applications for appearing in the examination*—An officer desirous of appearing in the examination in May or November should submit his application to the Chief Engineer by a date not later than 1st March or 1st September, respectively, on the prescribed form (Annexure "B") through his immediate superior officer. The superior officer should transmit the application so as to reach the Chief Engineer's Office not later than the 15th March or 15th September, respectively. In forwarding an application the superior officer should add his remarks as to the character, business habits and the prospects of the candidates' success in the examination.

6. *Scrutiny and acceptance of the applications*—(i) No application received after the 15th of March or 15th of September shall be entertained but the Chief Engineer may, in special circumstances, accept a time-barred application.

(ii) Candidates, who are allowed to appear in the examination will be notified to that effect through their superior officers by the 15th of April or 15th of October.

7. *Question Papers*—(i) The question papers will be set by the Chief Engineer or any other officer deputed by him for the purpose. In the latter case the question papers will be approved by the Chief Engineer.

(ii) The question papers of each subject will be put into a separate sealed cover. The name of the subject to which the question papers relate and the number of question papers contained in each cover will be written on the outside of the covers concerned under the dated initials of the officers setting the papers. A special seal shall be used for this purpose and it shall remain in the custody of the Chief Engineer or any other officer deputed by him for this purpose and shall not be used for any other purpose.

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- (b) are promoted or recruited to the Punjab Service of Engineers (Electricity Branch) after the 1st May, 1938 ; and
- (c) are not confirmed by the date the first examination after 1st May, 1938, is held : Provided that an officer who under the terms of his original appointment, was due for confirmation before the date of the first examination held after 1st May, 1938, but who was not actually confirmed, for reasons other than inefficiency or misconduct, will be exempted from the examination.

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(ii) The question papers of each subject will be put into a separate sealed cover. The name of the subject to which the question papers relate and the number of question papers contained in each cover will be written on the outside of the covers concerned under the dated initials of the officers setting the papers. A special seal shall be used for this purpose and it shall remain in the custody of the Chief Engineer or any other officer deputed by him for this purpose and shall not be used for any other purpose.

All the sealed envelopes containing the question papers shall be kept under lock and key in the personal custody of the Chief Engineer or the officer deputed by him for the purpose, who, if the centre for the examination is the Head Office, will hand over the cover containing the papers for the Examination to the officer conducting the examination on or before the dates prescribed for the examination. In case the centre of examination is other than the Head Office and an officer from the Head Office is deputed to conduct the examination the sealed covers containing the question papers of all the subjects will be made over to that officer so deputed before he leaves the Head Office for the place of the examination. If one of the local officers at the place where the examination is to be held is appointed by the Chief Engineer to conduct the examination, the question papers will be despatched to him by name from the Head Office at least four days before the date of the examination by Registered Post, Acknowledgement Due, marked "Confidential" and placed in a sealed packet containing a separate sealed cover for each lot of examination papers.

(iii) In case, the examination centre is other than the Head Office, the sealed packet containing the sealed envelopes in which the question papers are enclosed shall be kept under lock and key in the personal custody of the officer deputed by the Chief Engineer to conduct the examination and should be opened by him on the date of the examination in the examination hall in the presence of another gazetted officer and the candidates. The sealed envelopes containing the papers to be given to the candidates on a particular day of the examination shall then be opened, the number of question papers actually found in the envelope checked with the number specified thereon and papers distributed among the candidates. The remaining envelopes should be kept in the same cover in the personal custody of the officer deputed to conduct the examination up to the day and time of their opening and distribution according to the programme of the examination.

8. *Answer Papers*—(i) The exercises in the question papers should be worked out by the candidates in the presence of the officer conducting the examination without the aid of any books of reference, notes or other such material. The officer conducting the examination should be present in the examination hall all the time the candidates are answering the



papers and no outsider should be permitted to enter the examination hall except the staff necessary to serve drinking-water, blank papers and similar requirements.

(ii) The number only of the questions should be prefixed to their answers and solutions written in full.

(iii) If any examinee is found guilty of using any unfair means of answering the question papers, the Officer conducting the examination should make a report in writing to that effect in a "Confidential" cover (to be sent by Registered Post in the case of centres other than the Head Office) addressed to the Chief Engineer by name for such action as the latter may consider to be proper. The examinee should, however, be allowed to complete his examination in all the papers. Any prohibited book, notes or any other data, whether relevant to the question paper or not, found in possession of the examinee should be immediately taken over by the Supervising Officer and should be got signed by the examinee concerned. It should also be signed by the Supervising Officer himself in the presence of the examinee and submitted along with the report.

NOTE—The possession of any book, notes or data is prohibited in the examination hall and if any examinee is found to be in possession of the same, he shall be deemed to have used unfair means under the above rules.

(iv) If any candidate before delivering up his answer papers wants to leave the examination hall for some genuine cause, the officer conducting the examination should make such arrangements for his escort as to ensure that during the period of the candidate's absence from the examination hall he cannot resort to any unfair means for answering the question papers.

(v) Immediately after the close of the day's examination, the answer papers shall be collected from all the candidates by the officer conducting the examination, who shall add his dated initials on each sheet of each answer book. The answer books should then be enclosed in a packet, marked "Confidential" and sealed before being removed from the examination hall.

If the examination centre is the Head Office, the packet containing the answer books should be handed over to the Chief Engineer or to the officer deputed by him in this behalf.

In case of the examination centre being at a place other than the Head Office, the packet containing answer books should be placed in another cover which should again be sealed and sent by Registered (Acknowledgement Due) Post on the same day positively addressed to the Accounts Officer, Punjab Public Works Department, Electricity Branch, Simla, by name marked "Answer Papers—\_\_\_\_\_in numbers".

(vi) The officer conducting the examination should furnish a certificate in the following form with the answer papers of each subject :—

- (1) Date of examination.
- (2) Subject.
- (3) Time when examination commenced.
- (4) Time when examination ended.
- (5) Number of candidate due to appear in the examination.
- (6) Number of candidates who actually appeared in the examination.
- (7) Number of answer papers handed over to the officer conducting the examination.

Certified that the examination has been conducted under my supervision strictly in accordance with the prescribed rules. ?

*Other remarks, if any.*

*Supervising Officer,*

*Designation.*

9. *Scrutiny and marking of the answer papers—*(i) The answer papers will be examined and marked by the officer setting the question papers, the marks being subject to revision after scrutiny by the Chief Engineer. The former officer will prepare a "Result Sheet" showing—

- (a) the marks obtained by each candidate in each subject ;

- (b) the aggregate marks ; and
- (c) the result (whether pass or fail).

The result will be approved by the Chief Engineer before it is notified to the candidates through their superior officers.

(ii) The fact of appearing at examination or examinations and the result shall be recorded in the annual reports file (confidential) of the officers concerned. The names of the officers who pass the examination in all papers should be intimated by the Chief Engineer to the Punjab Government for notification in the Gazette.

10. *Limit of pass marks*—(i) The minimum number of marks to be obtained by a candidate to pass the examination will be *forty per cent* of the full marks assigned to each paper.

(ii) If a candidate fails in an examination, he will be held to have passed in the paper or papers in which he obtains sixty per cent marks and will be required to appear at the next examination only in  $\frac{\text{that subject}}{\text{those subjects}}$  in which he failed to secure sixty per cent of the marks.

(iii) A candidate who obtains seventy-five per cent marks in the aggregate will be declared as having passed the examination with distinction. This fact will be notified in the Gazette wherein the names of the officers who pass the examination in all papers are published and will also be recorded in the service records of the candidates.

(iv) No candidate will be allowed to appear at the examination on more than four occasions except with the special sanction of the Punjab Government which will be granted only in rare and exceptional cases.

NOTE—When an examination is held, an officer shall be considered to have availed himself of the chance even though he may not appear in the examination. However, an examination held within six months of the date of recruitment or promotion of an officer, as the case may be, shall not be included in the four chances referred to in this rule.

11. *Period within which an officer is required to pass the examination and the penalties for failure to pass it*—Ordinarily

an officer shall be required to pass the examination within two years of the date of his recruitment or promotion.

If an officer fails to pass the examination :—

- (i) within the initial period of two years the increments falling due to him on the expiry of that period will be withheld and will not be granted with retrospective effect on his passing the examination. On passing the examination he will, with effect from the date following that on which the examination ended, be entitled to the rate of pay which would have been admissible to him had his increment not been withheld for his failure to pass the examination. If, however, his failure to pass the examination be due to circumstances beyond his control, the Punjab Government may grant the increment ;
- (ii) even after availing himself of all the chances permissible under Rule 10 (iv), Government may dispense with his services if he was recruited directly or revert him to a non-gazetted post if promoted from a subordinate in the Branch, or revert him to the Department from which he was recruited, provided that Government may exempt him from passing the whole or any portion of the examination.

12. *General*—The Punjab Government reserves the right at any time to amend, cancel or add to any of these rules and the annexures.

#### ANNEXURE 'A'

*Syllabus for the Departmental Accounts Examination for Engineer Officers in the Punjab P.W.D., Electricity Branch.*

#### PAPER I

*Time*—3 hours.

*Full*

*marks*—200

#### PART 'A'

*Financial Hand Book No. 1—Treasury Rules, Punjab, and Subsidiary Treasury Rules issued thereunder*

*Part I—Treasury Rules, Punjab, Rule No. 7 only.*

Part II—Subsidiary Treasury Rules issued under the Treasury Rules, Punjab—

Chapter 2—Section III, Sub-section I—Receipt of moneys by Government servants and grant of receipts therefor, Rules 2.3 to 2.8

Section IV—Special Instructions for Public Works Department, Rules 2.10 to 2.12.

Chapter 3—Section I—Custody of moneys relating to Public Account of Province, Rules 3.1 to 3.9.

Chapter 4—Withdrawal of money's from Public Account, Rules 4.1, 4.2, 4.7 to 4.28, 4.31 to 4.39, 4.41 to 4.43, 4.46 to 4.50, 4.54, 4.55, 4.79 to 4.90, 4.113, 4.168 to 4.170, 4.172, 4.176, 4.181.

Chapter 6—Responsibilities for money withdrawn.

*Financial Hand Book No. 2—Punjab Financial Rules, Vol. I*

Chapter I—Definitions.

Chapter II—General Principles and Rules, except for Rules 2.5 and 2.45 and the latter part of Annexure 'B' pertaining to Remissions of and Abandonment of Claims to Revenue and its Schedule.

Chapter V—Pay, Allowances and Pensions—General Rules, except Rules 5.4, 5.5 and 5.11.

Chapter VI—Pay, Allowances etc. of gazetted Government servants, except Rule 6.3.

Chapter VII—Pay, Allowances, etc. of Establishment, except for Section II—Alteration of Establishment, Rules 7.5 to 7.10.

Chapter VIII—Contingencies, except for Rules 8.20, 8.21 and 8.23.

Chapter IX —Miscellaneous Charges, Section I—Refund, Rules 9.1 and 9.3 only.

Chapter X—Loans and Advances—Section III only.

Chapter XV—Rules 15.1 and 15.2 only.

Chapter XVI—Works, Section III—Public Buildings and Land, Rule 16.7.

Chapter XVII—Budget.

*Financial Hand Book No. 2 —Punjab Financial Rules, Vol. II—Appendices and Forms*

- (i) Appendix 2—Part I.
- (ii) Appendix 3—Full.
- (iii) Appendix 15—Item No. 28 only.

*Financial Hand Book No. 3—Departmental Financial Rules*

Chapter I—Introductory.

Chapter II—General System of Accounts and Financial Control.

Chapter III—Cash Transactions and their record.

Chapter IV—Revenue Receipts, except Rules 4.4. and 4.14.

Chapter V—Deposits and Suspense Accounts.

Chapter VI—Stores, except Rules 6.59, 6.60 and 6.63.

Chapter VII—Works, except Rules 7.5, 7.98, 7.99 and 7.133 to 7.145.

Chapter VIII—Accounts and Accounts returns of Sub-Divisional and Divisional Offices.

Appendix I—Part V, Classification of Works Expenditure and Expenditure on Tools and Plants in the Electricity Branch.

Instructions on Forms D.F.R. (P.W.D.) II, 14'20, and 30.

*Account Code, Vol. III (1st Edition)*

Chapter I—General, Article 9 (Definitions) only.

Chapter II—Classification of Public Works Receipts and Expenditure, except for Articles, 10,11,13 to 17, 23 to 31, 33 to 36, 39, 43, to 46, 53, 63 and 64

Chapter III—Accounts to be kept in Public Works Offices, except for Section 10.

Chapter IV—Account Returns rendered by Public Works Officers, except Articles 221 to 223.

*Audit Code (1st Edition)*

Section IV—Chapter VI—Works Audit—

(a) Scope of Audit—Article 214.

(b) Preliminary Audit—Articles 215 to 228. ... 150 Marks

## PART 'B'

*Punjab P. W. D. Code*

Chapter I—Establishment—Paragraphs from 1.45 to 1.81, 1.92 to 1.95, 1.131 to 134, 1.154 to 1.160.

Chapter II—Works—Paragraphs 2.1 to 2.7, 2.21 to 2.29, 2.44 to 2.107, 2.109, 2.116 to 2.122, 2.126 to 2.133

Chapter III—Public Buildings—Paragraphs 3.10 to 3.15, 3.20 to 3.23.

Chapter IV—Miscellaneous Rules regarding Office Work, excluding Accounts procedure—Paragraphs 4.1 to 4.9 4.15 to 4.19, 4.20 read with Appendix VII, 4.21, 4.25, 4.27 to 4.63.

Chapter V—Powers of sanction of the Punjab Government in the P.W.D. and of the authorities subordinate to it—Paragraphs 5.1 to 5.8, 5.26, 5.28 and 5.31 .. 50 Marks

Total ..

200 Marks

## PAPER II

Time —3 hours

Full Marks—200

### PART 'A'

*Civil Services Rules (Punjab), Vol. I  
Part I*

Chapter II—Definitions.

Chapter III—General Conditions of Service—Rules 3.1 to 3.4, 3.6, 3.8, 3.9 (A), 3.10 to 3.26.

Chapter IV—Pay—Rules 4.1, 4.4 to 4.9, 4.13 to 4.18 4.20 to 4.25.

Chapter VII—Dismissal, Removal and Suspension.

Chapter VIII—Leave—Rules 8.1 to 8.91, 8.113 to 8.128 and 8.130 to 8.140.

Chapter IX—Joining Time—Rules 9.5 to 9.16.

Chapter XII—Record of Service.

*Civil Services Rules (Punjab), Vol. II*

New Pension Rules as published in 1951 read with—

Chapter III—Service qualifying for Pension.

Chapter IV—Reckoning of Service for Pension



Chapter V—Different kinds of Pensions, etc.  
 Chapter IX—Applications for and Grant of Pensions.  
 Chapter XIII—The Punjab General Provident  
 Fund Rules, Rules 13.1 to 13.27.

*Civil Services Rules (Punjab), Vol. III—Travelling  
 Allowance Rules*

Rule 2.15, 2.16, 2.19, 2.22, 2.24 to 2.29, 2.40, 2.42  
 to 2.45, 2.50, 2.51, 2.57, 2.59, 2.60, 2.64, 2.67,  
 2.73 to 2.75, 2.77, 2.80, 2.82, 2.83, 2.86,  
 2.100, 2.102, 2.105, 2.107 to 2.109.

*Electricity Branch Manual of Orders*

Chapter V, except paragraphs which relate to Com-  
 mercial Instructions accounts and Com-  
 mercial Instructions Stores for which  
 there is a separate paper.  
 Chapter IX and its appendix.

*Measurement Books in use in the Electricity  
 Branch*

Purpose and upkeep of the same . . . 100 Marks

PART 'B'

*Punjab Budget Manual (Fourth Edition)*

Chapter I—Introductory, except para 1.29.  
 Chapter 2—Definitions.  
 Chapter 3—Preparation and submission of the de-  
 partmental estimates, paras 3.1 to  
 3.5 and para 3.6 (a)  
 Chapter 5—Estimates of Ordinary Expenditure in  
 India, paras 5.1 to 5.5, 5.12, 5.14,  
 5.20 and 5.21.  
 Chapter 7—Estimates of New Expenditure.  
 Chapter II—Responsibility for watching the pro-  
 gress of Revenue.

- Chapter 12—Appropriations in the estimates and responsibility for watching the progress of expenditure.
- Chapter 13—Statement of Excesses and Surrenders.
- Chapter 14—Expenditure not provided for in the Budget Estimates Re-appropriations—Supplementary appropriations.
- Appendix G—Special Rules for the preparation and submission of Budget Estimates of the P.W.D., Electricity Branch.. 75 Marks

## PART 'C'.

*Financial Hand Book No. 2—Punjab  
Financial Rules, Vol. I*

- Chapter XVIII—Powers of sanction, except for Rules 18.3 and 18.16.
- Chapter XX—Delegation Orders, except for Rule 20.6, 20.7, 20.9, 20.10, 20.14, 20.15, in so far as they relate to the Electricity Branch.

*Financial Hand Book No. 3—Departmental  
Financial Rules*

- Chapter X—Delegation Orders (in so far as they relate to Electricity Branch) .. 25 Marks

Total	.. 200 Marks
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## PAPER III

*Time—3 hours. Full marks—150*

- |                                                                                       |          |
|---------------------------------------------------------------------------------------|----------|
| Commercial Instructions—Accounts and Stores..                                         | 90 Marks |
| Commercial Instructions—Sales, including Tariff<br>Tables and applications for supply | 60 Marks |

Total	.. 150 Marks
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## ANNEXURE "B"

## PUNJAB P.W.D., ELECTRICITY BRANCH

*Application for appearing in the Departmental Account Examination for Engineer Officers of the Punjab Public Works Department, Electricity Branch, for the .....session of the year .. . . . .*

1. Full name of the candidate  
(in block letters) .. \_\_\_\_\_
2. Age on the 1st of \_\_\_\_\_ of  
May  
November  
the year in which to be  
examined .. \_\_\_\_\_
3. Name of office in which em-  
ployed .. \_\_\_\_\_
4. Date of joining the Electricity Branch .. \_\_\_\_\_ Capacity
5. Date of appointment to the  
present post .. \_\_\_\_\_
6. Present pay and scale of pay .. \_\_\_\_\_
7. Result of the previous exami-  
nation,—*Vide* Rule 10 (ii) .. \_\_\_\_\_
8. Date of application .. \_\_\_\_\_
9. Dated signature of the appli-  
cant .. \_\_\_\_\_

*Recommendation of Officer forwarding the application*

*Endorsement No. \_\_\_\_\_, dated \_\_\_\_\_ of the  
office of the \_\_\_\_\_*

FORWARDED in original to the Chief Engineer, Punjab  
P. W. D., Electricity Branch, for favour of disposal.

Signature .....

Designation .....

## FOR USE IN THE HEAD OFFICE

Date of receipt in the Head Office \_\_\_\_\_  
 Remarks by the Accounts Officer \_\_\_\_\_  
 Orders by the Chief Engineer \_\_\_\_\_  
 Head Office Serial No. of the accepted application \_\_\_\_\_  
 Entered in the register of accepted applications by \_\_\_\_\_  
 Intimation of acceptance sent to the candidate through the Head  
 of his office,—vide, Chief Engineer's letter No. \_\_\_\_\_  
 dated \_\_\_\_\_ Roll No. allotted \_\_\_\_\_

III—COMPULSORY LANGUAGE EXAMINATIONS TO BE  
 PASSED BY ENGINEERS OF THE PUBLIC WORKS  
 DEPARTMENT

1.109. The following rules are prescribed for the tests in Urdu and Punjabi to be passed by Assistant Executive Engineers, Assistant Engineers and Temporary Engineers, posted or appointed to the Irrigation Branch of the Public Works Department, Punjab on or after 1st January, 1926 :—

- I. The examination will be compulsory for all European members of the Punjab Services of Engineers and for European Temporary Engineers, but Indian members of the Punjab Services of Engineers and Temporary Engineers shall be deemed qualified for exemption from the Departmental Language Examination, both in Urdu and in Punjabi, and will neither be required to, nor allowed to sit for these examinations; provided that the Chief Engineer may, at his discretion, order that any particular officer be, within six months of his appointment, subjected to a preliminary test by his Superintending Engineer, assisted by a Divisional Officer, in order to determine whether or not the examination in Urdu or Punjabi or in both, should be made compulsory in his case.
- II. Officers who are appointed to the Punjab Service of Engineers (Class I) with higher rank than that of Assistant Executive Engineer may, with the sanction of Government, be exempted from passing either or both of these examinations.

- III. Increments will be withheld in the case of those Assistant Executive Engineers, Assistant Engineers or Temporary Engineers who are not exempted by Rule I, and who have not passed the examination in Urdu within three years, and in Punjabi within four years of joining their appointments. In the event of an officer failing to pass the examination within the period specified, unless that period has been extended by Government, his increment will be withheld and will not be granted with retrospective effect on his passing the examination, unless the failure to pass has been due to circumstances beyond his control. On passing the examination he will be entitled to the rate of pay corresponding to his length of service even though his increments have been withheld.
- IV. The examination will be held half-yearly in April and November at places and on dates which will be notified from time to time in the *Punjab Government Gazette*.
- V. The papers will be set, answers examined and marks awarded by an officer of the Public Works Department in consultation with an officer to be deputed by the Civil Department.
- VI. The following are the tests prescribed for the examination :—

URDU		<i>Marks</i>
(1) Translating in the Persian character from English into Urdu	..	100
(2) Reading petitions and reading and writing Vernacular Irrigation Assessment reports	..	40
(3) Colloquial*	..	100
Total	..	240

\*The colloquial examination in Urdu will consist of conversation between the candidate and the examiner or with a person selected by the examiner, or both, with special attention to the candidate's power of giving clear and definite directions in Urdu and of receiving information on matters concerned with his duties.

PUNJABI	<i>Marks</i>
(1) Conversation in good Punjabi with an illiterate peasant ..	50
(2) Writing in the Roman Character, sentences, stories, etc., related by the peasant ..	50
Total ..	100

VII. No candidate will be held to have passed the examination in Urdu who does not secure at least two-third of the total marks for all three subjects and half for each subject. In the examination in Punjabi no candidate will be held to have passed who does not obtain at least half-marks in each of the two parts. Each examination must be passed as a whole.

VIII. (1) When an officer passes the examination in Urdu within a period of two years and two months from the date of joining his appointment, a reward of Rs. 80 will be payable to him.

No reward is allowed for passing the Punjabi examination.

(2) The provisions of sub-paragraph (1) will apply *mutatis mutandis* to the Buildings and Roads Branch except that the officers of this Branch will have to pass the examination in *Urdu* only.

1.110. (1) Officers of the Indian Service of Engineers and officers holding special posts, whose vernacular is neither Urdu nor Punjabi, only are eligible for rewards for passing the interpretership examinations in Urdu and Punjabi, and may, in exceptional cases, and with the permission of Government, be admitted to the Degree of Honours examination in these languages. Indian Officers are not eligible for rewards for passing in the vernacular of the district in which they were born or educated.

(2) These examinations will be held in accordance with the rules framed by the Punjab Government.

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RULES FOR THE EXAMINATION OF OFFICERS IN THE  
BALUCHI LANGUAGE

1.111. The following officers while serving in the Dera Ghazi Khan District are required to pass an examination in the Baluchi language by the Higher Standard, unless they have previously passed that examination, or unless they were born or educated or are domiciled, in the Dera Ghazi Khan District or in Baluchistan:—

Executive and Assistant Executive Engineers, European Assistant Engineers and Temporary Engineers of the Irrigation Branch.

II. The following officers may present themselves for examination without special permission:—

Assistant Engineers, Sub-Engineers, Upper Subordinates and Overseers (while serving in the Dera Ghazi Khan District), in charge of Canal Sub-Divisions, not being by birth or education natives of a locality in which Baluchi is commonly spoken.

III. The following officers may present themselves for examination with the permission of the Punjab Government:—

Executive and Assistant Executive Engineers and Temporary Engineers of the Irrigation Branch serving in the Cis-Indus Districts in anticipation of service in the Dera Ghazi Khan District.

IV. The test and other particulars regarding the examination are given in the Annexure to this paragraph.

V. (a) Officers mentioned in Rule III may present themselves for examination only by the Higher Standard.

(b) The officers mentioned in Rule II may present themselves for examination by the test described in clause VIII of the Annexure.

VI. (a) The officers mentioned in Rule I will be required to present themselves for examination within two years of

being posted to the Dera Ghazi Khan District, provided that if an officer is posted to the District before he has passed by the Higher Standard in all subjects included in the departmental examination, the period of two years shall count from the date of his so passing.

(b) A further probationary term of one year will be allowed to officers who have failed to pass within the first two years.

VII. Officers of the classes mentioned in Rule I who fail to pass the examination required by Rule VI (a) will be liable on this account to be passed over for promotion during their further probationary period. If they fail to pass the examination at the end of the period, they will be liable to be removed from the Dera Ghazi Khan District and the failure will be recorded to their disadvantage and may affect their future claims to advancement.

VIII. Except as provided below, the officers mentioned in Rule I, who have passed the examination by the Higher Standard, will receive a language pay of Rs 100 a month so long as they remain in the Dera Ghazi Khan District in grades lower than that of substantive or officiating Superintending Engineer. European Assistant Engineers will draw a monthly language pay of Rs 50 while serving in the Dera Ghazi Khan District.

IX. Officers mentioned in Rule I who were recruited on or after the 16th day of July, 1935, will not be entitled to language pay under Rule VIII above, but will be paid, on passing the examination by the High Standard, a reward of Rs 750.

X. Officers entitled under Rule VIII to a monthly language pay and who have not already been given a reward under Rule XI shall, if transferred from the Dera Ghazi Khan District within two and a half months of passing the examination by the Higher Standard, be entitled, if drawing language pay of Rs 100 per mensem, to a reward of Rs 250 less the amount of language pay already drawn, or, if drawing language pay o



Rs 50 per mensem, to a reward of Rs 125 less the amount of language pay already drawn.

NOTE—Officers, who have been granted these rewards, on being at any time re-posted to the Dera Ghazi Khan District, shall be entitled to the language pay as provided in Rule VIII.

(This rule shall have effect from 1st April, 1927)

XI. A reward of Rs 500 will be allowed to the officers described in Rule III on passing the examination by the Higher Standard. Such officers, if thereafter appointed to be Executive or Assistant Executive or Temporary Engineers and Assistant Engineers of the Irrigation Branch in the Dera Ghazi Khan District, will receive the language pay provided in Rule VIII.

XII. A reward of Rs 200 will be allowed to the officers described in Rule II on passing the examination mentioned in Rule V(b).

XIII. Officers described in Rule II, who were recruited on or after the 16th day of July, 1935, will be granted a reward of Rs 200 on passing the examination mentioned in Rule V(b).

ANNEXURE

RULES FOR EXAMINATION IN BALUCHI

I. An examination by the Higher and Lower Standards and an examination of Political Tahsildars will ordinarily be held at Dera Ghazi Khan once a year, on the first Monday in April.

II. For the conduct of these examinations a committee will in each case be appointed by the Commissioner of the Multan Division, consisting of a President and two members, one of whom should ordinarily be a Baluch.

III. Candidates desiring to attend the examination must forward their applications through their superior officers so as to reach the Commissioner of the Multan Division not later than March 1st, stating the standard by which they wish to be examined

IV. The papers will be set by the committee who, after awarding marks, will report the result of the examination to the Home Secretary to the Punjab Government, so that the names of successful candidates may be published in the *Government Gazette*.

#### HIGHER STANDARD

V. The following are the prescribed text books:—

- (a) Dames' "Textbooks of the Baluchi Language".
- (b) "The Baluchi Language" by Major C.W. Gilbertson (obtainable from Messrs. Thacker & Co., Bombay).

VI. The following are the subjects for examination and the marks allotted to each:—

	<i>Marks</i>
(a) A written translation of a passage in a narrative or historic style from English into Baluchi ..	100
(b) Reading and construing portion of the textbooks ..	100
(c) Translation <i>viva voca</i> with readiness of a paper of conversational sentences read out by one of the Examiners, English in to Baluchi ..	200
(d) Conversation with Baluchis or the Examiners with fluency, and such correctness of grammar, idiom and pronunciation as to be at once intelligible ..	200
Total ..	600

VII. No candidate will be held to have passed who does not obtain half marks on the whole and half marks in the Colloquial examination consisting of Groups (c) and (d).

Candidates who obtain three-fourth of the maximum marks will be passed with credit.

*            *            *            *	
VIII.	
*            *            *            *	
	<i>Marks</i>
(1) Translating <i>viva voca</i> and with readiness a paper of conversational sentences read out by one of the Examiners ..	100
(2) Conversation with a Baluchi with fluency and with accuracy of grammar and pronunciation and idiom as to be at once intelligible ..	100
Total ..	200

In order to pass the examination candidates must obtain half the marks in each subject.

#### IV.—DEPARTMENTAL REVENUE EXAMINATION (For Irrigation Branch only)

1.112. The following rules and procedure are laid down in regard to the Revenue examination to be passed by members of the Punjab Service of Engineers (Classes I and II) and by Temporary Engineers, Sub-Engineers, Land Reclamation Officers and Assistant Land Reclamation Officers within six years of joining the appointment. In the case of Zilladars, the revenue examination must be passed by all candidate Zilladars during their period of two years as "Zilladar on probation."

In the case of members undergoing training for appointment to the Punjab Service of Engineers (Classes I and II) and in the case of Sub-Engineers, the period of six years will count from the date of appointment to independent charge and as Sub-Engineer, respectively.

A Superintending Engineer may permit a member of the Overseers' Engineering Service, or an Upper Subordinate (Residue), to sit for the Departmental Revenue Examination when he is satisfied that the Overseer has a reasonable chance of passing the examination, and that he is fit to hold charge of a Sub-Division in short leave vacancies. Provided that, if for

any examination there are more candidates than can conveniently be accommodated, Chief Engineer may require some to await another time.

NOTE—(i) An Officer will not ordinarily be allowed an increase of pay after his sixth year of service unless and until he passes this examination.

(ii) No Zilladar on probation will be confirmed in the service unless he has passed this examination during his probationary period, and if he fails to do so, he will be reverted to his substantive post or his service will be dispensed with.

(iii) Those officers and others who have already passed the Magisterial power examination are exempt from passing this examination.

(iv) Electrical and Mechanical Engineers are exempt from passing this examination.

(v) The above periods for passing the examination will count from the date of first appointment to an independent charge of any one of the above-mentioned services irrespective of subsequent transfer or re-appointment from one to the other service but will not include any break in service.

(vi) Land Reclamation Officers and Assistant Land Reclamation Officers (whether on permanent or temporary Establishment) are only required to sit for and pass the subjects (a) and (b) of this examination.

(1) *Groups*—The Circles of the Irrigation Branch shall for the purpose of this examination, be divided into four groups as follows:—

- (a) *Northern Group*—For candidates attached to the Upper Jhelum, Lower Jhelum, Northern Drainage, Tube-well, Mechanical and Tahal Project Circles.
- (b) *Central Group*—For candidates attached to the Upper Chenab Canal, Lower Chenab Canal West, Lower Chenab Canal East, Lower Bari Doab Canal, Haveli Canals and Derajat Circles.
- (c) *Eastern Group*.—For candidates attached to the Western Jumna, Sirhind, Upper Bari Doab, Southern Drainage and Project Circles and to Irrigation Research and Land Reclamation Offices.
- (d) *Southern Group*—For candidates attached to the Ferozepur Canals, the Nili Bar and Mailsi Canal Circles.

(2) *Centres*—The Examination Centre for each group

will be the Circle Headquarters in rotation within that group, or as otherwise directed by the Chief Engineer.

(3) *Supervision*—The Superintending Engineer of the Circle determined by Rule (2), designated the *Supervising Officer*, will supervise the examination, and will have power to co-opt a maximum of two Divisional Officers from within the group to assist him.

(4) *Papers*—To be set by a Superintending Engineer designated the *Examiner*, selected by the Chief Engineer — to whom the question papers should first be submitted for approval — with power to co-opt two Divisional Officers from different Circles other than his own, to assist him.

Candidates' papers are to be examined and marked by the officer actually setting the paper, the marks being subject to revision after scrutiny by the Examiner.

(5) The subjects for examination will be:—

(a) The Canal Act VIII of 1873, as amended by Section I of Act XII of 1873 ; Section I of Act XVI of 1874 ; Section 3 of Act XVI of 1887, Act XVI of 1899, Act IV of 1914 and Act XXXVIII of 1920 and Rules thereunder.

(b) Revenue Manual—whole.

(c) Douie's Settlement Manual—Chapter I—Book I, Chapters II, IV, V, VI, and VII—Book II, Chapters VIII, IX, XII, XIII, and XIV—Book III, Chapters XV, XVI, XVIII, XXIII, XXVI and XXVII.

(6) Sixty marks will be assigned for each subject:—

(i) Canal Act and Rules thereunder ..

(ii) Revenue Manual ..

(iii) Douie's Settlement Manual

} Papers of six questions in each subject, with a time limit of two hours for each paper. Candidates are allowed to use \*of the book in this subject, in which there will be a paper of 12 questions, with a time limit of two hours.

\*(It is expected that the candidates should be so familiar with the Manual as to know at once where to find a reference to any particular question.)

(7) (1) To pass, a candidate must obtain not less than half the maximum marks in each of the subjects (a) and (b), and not less than two-third of the maximum marks in subject (c), and not less than two-third of the maximum aggregate marks.

A candidate who fails only in one subject, but obtains not less than two-third of the maximum total of the other two, may appear again only in the subject in which he previously failed. In such case he must obtain not less than two-third of the maximum marks in that subject in order to pass.

(2) A candidate, who passes in all the subjects and fails in the aggregate but obtains not less than two-third of the maximum total of any two, may also appear again only in the subject other than the two in which he gets a total of two-third or more marks. He must, however, obtain not less than two-third of the maximum marks in that subject in order to pass.

(8) (i) The names of all candidates who have appeared in the examination, irrespective of whether they have failed or passed, shall be intimated to Government in the Public Works Department, Irrigation Branch, by the *examiner*. The names of those candidates who have passed in all the three subjects and the aggregate shall be notified in the *Gazette*.

(ii) A candidate who has qualified in only two subjects under Rule (7), shall be granted a certificate to that effect by the examiner and such certificate shall be authority for his appearance at subsequent examinations in respect of the remaining subjects only.

(iii) The examiner will also inform the Superintending Engineer concerned of the number of marks obtained in each subject by the candidates who have failed.

NOTE :—Action indicated in sub-paragraphs (ii) and (iii) above should be taken by the examiner after receipt of the Chief Engineer's order intimating the names of successful candidates.

(9) The examination shall ordinarily be held twice a year in the middle of May and early November upon such date and

**Chap. I.] ESTABLISHMENT—EMPLOYMENTS ON [1.112—1.114  
LOCAL FUND WORKS**

at such time as the Chief Engineer shall fix in common for all Groups.

(10) A candidate desiring to appear at an examination in May or November should apply to his Divisional Officer for permission to do so by the 1st March or the 1st September, respectively.

The Divisional Officer shall transmit such applications to his Superintending Engineer by the 15th March and the 15th September, respectively.

The Superintending Engineer of each Circle shall report the names of candidates and of the Divisions to which they are attached, by the 1st April and the 1st October, respectively, both to the Supervising Officer of the Group, and to the Examiner, whose names will be intimated by the Chief Engineer to all Superintending Engineers before the 15th March and 15th September, respectively.

**I—EMPLOYMENT ON LOCAL FUND WORKS**

**1.113.** Members of the Department may be employed on Local Fund Works subject to the provisions of Chapter XIII of the Fundamental Rules and to the rules in the following paragraphs.

**1.114.** Members of the Department employed in an executive capacity upon Local Fund Works may be divided into three classes, viz.—

*1st.*—Those detached for the sole purpose of superintending Local Fund Works, and placed under the orders of the local civil authorities or Local Boards and paid entirely from Local Funds.

*2nd.*—Those employed wholly on Local Fund Works which are constructed under the administration of the Chief Engineer and according to the rules of the Department.

*3rd.*—Those employed partly on Provincial, and partly

1.115. Subject to the condition in paragraph 1.116, Engineers or Overseers may at their own option and subject to the sanction of Government, be permanently transferred to the first of these classes. Such persons will be treated as supernumeraries.

1.116. Any Engineer or Overseer permanently transferred can return to the Department in his former grade only at the discretion of the Punjab Government, but whenever his services are required, he may be brought back to the regular establishment of the Department by the order of the Government in the same or any higher grade it may think suitable, subject to the usual conditions regarding examinations, and the fixed proportions of the grades, if any.

1.117. The rules in paragraphs 1.115 and 1.116 apply to Engineers and Overseers permanently transferred for employment on Local Fund Works, but there is no objection, under the same general restrictions, to their temporary deputation for such employment, the officers being retained on the Public Works list and the entire charges borne by the Local Funds.

1.118. Persons of the second class mentioned in paragraph 1.114, viz., those employed on Local Fund Works which are carried out under the orders of the Chief Engineer, will be subject to the rules of the Department, Engineers and Overseers may be thus employed on Local Fund Works at the pleasure of the Punjab Government.

1.119. Officers of the Indian Service of Engineers and the Punjab Service of Engineers and Overseers may at the discretion of the Punjab Government, be employed on Local Fund Works in addition to their regular duties, when such employment is not detrimental to the public service.

1.120. No officers or subordinate in the Department may receive any additional emoluments on account of the performance of any duties in connection with Local Fund Works, except as provided in Fundamental Rules 46 and 47, and Chapter 8, Subsidiary Rules.



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## J—TRANSFERS

### I—GENERAL

1.121. Before the transfer of any Officer, Overseer or Upper Subordinate of the Department from one Branch to another, is carried out, a confidential report of his character and qualifications should invariably be forwarded to the authority by whom the transfer is ordered, for transmission to the Branch to which he is under transfer. It should always be distinctly stated in the report whether the promotion of the officer would have been recommended had he not been transferred.

### II—INTER—PROVINCIAL TRANSFER

1.122. Transfers of officers of the Indian Service of Engineers from the Punjab to another province and *vice versa* may be made by mutual arrangement between the transferring Government. The Central Government has also reserved the right to order such transfers, should they be deemed desirable.

All such transfers from one province to another will be reported to, and notified by the Central Government.

### III—INTER—DEPARTMENTAL TRANSFERS

1.123. The following rules are laid down relating to the transfer of the services of a Government servant from one Government office or department to another :—

- I. It is the duty of a Government servant, who wishes to have his services transferred to a different Government office or department, to obtain the consent of the authority which makes appointment to his existing post before taking up the new employment. If he takes up the new employment without such consent, he commits a breach of discipline and is liable to be punished, in the last resource, by dismissal from his former post and consequent loss of pensionable service. Resignation of his former appointment will not protect him from this penalty.

- II. In granting or withholding consent to the acceptance by a subordinate of other Government employment, the head of an office or department must consider whether the transfer will be consistent with the interests of the public service. Permission should not be refused without strong reason, which should be recorded in writing.
- III. The head of an office or department should not employ, either temporarily or permanently, an officer whom he knows, or has reason to believe, to belong to another establishment without the previous consent of the head of the office or department in which he is employed. In the rare cases in which, for reasons which appear satisfactory to the new employer, an officer cannot obtain the required consent before taking up the new appointment, the employment may be made conditional on consent being obtained at the earliest opportunity.

The foregoing instructions apply equally to officers on leave whether with or without allowances. All leave allowances must *ipso facto* cease on taking up new employment other than work of a purely casual nature. See also Fundamental Rule 69.

1.124. Government orders regulating applications for—

- (a) Private employment ;
- (b) employment in other Departments of Government or under other Governments ;
- (c) permission to appear at examination for recruitment to services or posts ;
- (d) admission of employees of other Governments for recruitment in the Punjab ;

are contained in the Punjab Government, Home Department, Notification No. 32627, dated the 23rd November, 1934, as amended by Notification No. 12550, dated the 30th March, 1935.

**Chap. I.] ESTABLISHMENT—TEMPORARY AND [1.125—1.127  
WORK-CHARGED**

**K—EMPLOYMENT OF TEMPORARY AND WORK-  
CHARGED ESTABLISHMENTS**

**I—TEMPORARY ESTABLISHMENT**

**1.125.** In order to meet the demand for extra supervision which may arise from time to time, as well as to ensure that the Public Works establishments shall be capable of contraction as well as of expansion as the expenditure on works diminishes or increases, the permanent establishments may be supplemented by temporary establishments, to such extent as may be necessary, and varying in strength from time to time according to the nature of the work to be done.

(2) Temporary establishment will include all such non-permanent establishment, no matter under what titles employed, as is entertained for the general purposes of a Division or a Sub-Division, or for the purpose of the general supervision, as distinct from the actual execution, of a work or works.

(3) All persons so engaged must be required to sign the declaration indicated in paragraph 1.127. Petty establishments and establishments whose pay is charged to works under paragraph 1.129 are exempted from submitting temporary service declarations.

**1.126.** The power to sanction temporary establishment has been delegated to the authorities named and to the extent specified in paragraph 20.6, Book of Financial Powers.

**1.127.** Persons engaged against the temporary establishment will be on the footing of monthly servants and they must be clearly informed in writing that their employment carries with it absolutely no claim to pension, or to any leave except under the rules framed by Government under Fundamental Rule 103 (a) and contained in Chapter 20 of the Subsidiary Rules or under the Punjab Revised Leave Rules, 1936 ; and they must be required to sign a declaration that this is clearly understood by them. If they are engaged for a special work, their engagement lasts only for the period during which the work lasts. If discharged, otherwise than for serious misconduct before the completion of the work, they will be entitled

Fundamental Rule  
103 (a).

to a month's notice or a month's pay in lieu of notice ; but otherwise, with or without notice, their engagement terminates when the Work ends. If they desire to resign their appointments they will be required to give a month's notice of their intention to do so or forfeit a month's pay in lieu of such notice. The terms of engagement should be clearly explained to men employed in circumstances mentioned above. The normal period of notice in the case of Temporary Engineers in the Irrigation Branch is three months.

*Proviso*—In the case of persons officiating in a temporary vacancy, their services may be terminated without notice at any time.

1.128. Within the limit of their power of sanction, as laid down in paragraph 20.6, Book of Financial Powers, the appointment, pay, promotion and reduction of all classes of temporary establishment will be regulated by the authorities competent to make appointments. In order, however, to secure uniformity, rates of pay and promotion will be regulated in accordance with general orders laid down by the Chief Engineer.

## II—WORK-CHARGED ESTABLISHMENT

1.129. Works establishment will include such establishment as is employed upon the actual execution, as distinct from the general supervision, of a specific work, of or sub-works of a specific project, or upon the subordinate supervision of departmental labour, stores and machinery in connection with such a work or sub-works, provided that as an exception to the above, mistries and mates employed in the interests of Government on the technical supervision of contractors' work and Khalasis attached to subordinates for assisting them on works will be treated a work-charged establishment. When employees borne on the temporary establishment are employed on work of this nature, their pay should, for the time being be charged direct to the work.

(2) Works establishment does not include Clerks, Draftsmen, Subordinate or extra establishment of any kind for the Divisional or Sub-Divisional Offices, such being properly chargeable to Temporary Establishment, but where Dak Runners are employed solely for a particular work of a

Chap. I.] ESTABLISHMENT—TEMPORARY AND WORK-CHARGED [1.129

temporary nature, for a period not exceeding six months, they may be treated as work-charged establishment.

(3) The Chief Engineer and Superintending Engineers are empowered to classify as "Works" or "Temporary" those classes of establishment about whose correct definition there is doubt, subject to the concurrence of the Audit Officer and to the proviso that general principles for entertainment of such establishment are not infringed.

Serial No. 74 of Paragraph 20.6, Book of Financial Powers.

(4) Chief and Superintending Engineers are authorised to waive the rule which requires that works establishment must be employed on a specific work and to determine, in such cases the proportions in which the cost of such establishment shall be allocated between the works concerned.

NOTE—As an exception to the general rule, the cost of Khalasis attached to subordinates may be charged to annual maintenance and Repairs or other estimates in which provision for it has been made with the sanction of the Superintending Engineer, or the Chief Engineer, Electricity Branch, as the case may be.

(5) The cost of works establishment must be shown as a separate sub-head of the estimate for a work.

(6) All pay bills for work-charged establishment shall be pre-audited by the Divisional Accountant and approved by the Divisional Officer before payment. Before a member of the work-charged establishment, whose services have been dispensed with, is settled up under paragraph 303 of the Public Works Account Code, the Sub-Divisional Officer should invariably ascertain from the Divisional Office if there are any outstandings against the man.

(7) Members of the work-charged establishment, other than Road Inspectors, who are engaged on the footing of monthly servants will be subject to discharge at 10 days' notice except in the case of serious misconduct or gross inefficiency (when no notice will be given) or on payment of pay for 10 days or for such period up to this extent as may be due to them in lieu of

Buildings and Roads Branch.

notice. Should they desire to resign they will be required to give 10 day's notice or forfeit pay for this period or for such period up to this extent as may be due to them in lieu of notice.

1.130. The powers of the various officers of the Public Works Department to sanction the entertainment of work-charged establishment are specified in paragraph 20.6, Book of Financial Powers.

1.131. A Superintending Engineer may sanction the grant of bonus to work-charged establishment employed on excavating machines, provided the bonus is paid in accordance with such scales and principles as Government may, from time to time, determine in this behalf.

1.132. A work-charged employee is not entitled to any pension, leave or travelling or other allowance except in the following cases :—

Public Works Account  
Code, Paragraph 301.

- (i) (a) Short casual leave up to a limit not exceeding 15 days in a calendar year, subject to a maximum of 10 days at any one time, on full pay at the discretion of the Sub-Divisional Officer and under the ordinary rules for casual leave to ordinary establishment. This leave will not be cumulative and will not be given in combination with leave without pay. This leave will be calculated on the basis of the calendar year, but where an appointment is made during the course of a year the amount of leave admissible will be calculated proportionately for the broken period.
- (b) Holidays to the community for whom a particular day is held sacred, restricted to five days in a calendar year in the case of each community, the employees concerned being allowed to select the religious festivals on which they would like to enjoy the concession; provided that not more than half of a gang employed on roads should be absent at one time.
- (c) Alternate Sundays not more than half of the establishment to be absent on any one Sunday.

The above concessions do not apply to casual labour on daily wages.

- (ii) At the discretion of the Divisional Officer, actual travelling expenses not exceeding a single railway fare of the class, to which regular Government servants drawing the same pay are entitled, in case of places connected by rail and actual travelling expenses, duly supported by original bus tickets, in case of places not connected by rail, for journeys, performed within the Punjab or to a bordering State or settlement in the interest of the work on which he is employed.

“Halting allowance should be allowed to Work-charged Establishment at the same rates as are admissible to his counterpart in the regular establishment when a person spends the night away from his headquarters. No daily allowance will be admissible in case the person returns to his headquarters and does not spend the night out.”

- (iii) Transfer travelling allowance, i.e., single railway fare or actual travelling expenses including the cost of carriage of personal effects to Road Inspectors, Road Roller Drivers and Firemen, Mistries (including Electric Mistries), Electric Mechanics and employees on the work-charged establishment in the Public Health Circle for themselves and dependent members of their families who are not males of over 18 years of age on the occasion of their transfer in cases of sheer necessity in the public interest, subject to the following conditions :—

- (a) the limits of travelling allowances relating to the cost of carriage of personal effects and the class of railway accommodation admissible to regular Government servants of the same grades are not exceeded ;
- (b) the grant of travelling allowance will be at the discretion of the Divisional Officer ;

- (c) the transfer is from one place to another, except in the case of Road Roller Drivers and Firemen when travelling allowance will only be allowed for transfer from one Division to another ;
- (d) the journey performed is in the interest of work on which the man is employed and not as a disciplinary measure ;
- (iv) Wound and other extraordinary pensions and gratuities in certain cases ;
- (v) Grain compensation allowance ;
- (vi) Compensation under Workmen's Compensation Act, 1923 and *ex gratia* payment of the amount which would have been statutorily payable if the accident had occurred in British India in respect of accidents which happen to the Punjab Public Works Department employees of the Irrigation and Buildings and Roads Branches in the tracts to which the Act has not yet been applicable.

NOTE (1)—This rule does not apply to members of the temporary establishment whose pay is charged to works under paragraph 1.131 of this Code. The leave salaries, travelling and other allowances of such establishment are regulated by the rules applicable to temporary establishment.

NOTE. (2)—Rules for the recovery of rent from work-charged establishment are contained in paragraph 3.28.

#### L—POLICE AND OTHER GUARDS

1.133. When marching or in camp on public duty, officers are allowed a guard for the protection of public property. Such guards are supplied by the Police Department, and application for them should be made to the Superintendent of Police by the officer requiring them, unless he be an Assistant Executive Engineer or of lower rank in which case the application should be made by the Divisional Officer. Such guards will not, however, be supplied unless the officer travelling is in charge of Government money or valuable Government property, or the country is disturbed and no charge for them will be made by the Police Department



1.134. In all cases where through the inability of the Police Department to supply a guard from the regular Police force special guards have to be entertained, the sanction of Government will be necessary. Officers may, however, in urgent cases entertain the guard in anticipation of sanction, reporting their action at once to higher authority. The services of such extra guards should be dispensed with directly they are no longer required. The cost of such guard will be allocated as laid down in sub-paragraph (2) *infra*.

(2) The cost of all treasure guards (Police or Barkandaz establishment) when recruited, controlled and paid by the Public Works Department, will form a debit against the Department and should be charged as petty establishment in the monthly bills of the Division, or against the special work for which they may have been engaged.

1.135. Divisional and Sub-Divisional Officers who have charge of public money may be allowed, as part of their establishment, a treasure guard, the strength of which will be fixed according to the circumstances in each case by the Chief Engineer, after obtaining the previous approval of the Finance Department.

NOTE—The strength of Treasure Guards in the Divisions and Sub-Divisions of the Irrigation Branch will be as laid down in Clause II, Article 2.5 of the Irrigation Manual of Orders.

(2) These guards should ordinarily be employed only for the custody and escort of Government treasure, but may also be employed to carry specially valuable documents.

## M—MEDICAL ESTABLISHMENT

### 1—GENERAL

1.136. The Provincial Medical Service is divided into two branches ; one for Civil Assistant Surgeons and the other for Civil Sub-Assistant Surgeons. The requirements of the Department will, as a rule, be met from the Provincial establishment, but on occasions when the service of a Civil Sub-Assistant Surgeon or a Military Sub-Assistant Surgeon in Civil employment cannot be made available, a Military Sub-Assistant

Surgeon may be obtained by application to the Director-General, Indian Medical Service, through the Inspector-General of Civil Hospitals, Punjab.

1.137. Assistant Surgeons or Sub-Assistant Surgeons will be allowed as part of the Public Works Establishment, and furnished with medicines at the public expense, wherever any large body of workmen is collected together. Sanction to their appointment must be obtained under the usual rules regarding increases of establishment, and application for the services of individuals to fill sanctioned appointments will be made through Superintending Engineers to the Inspector-General of Civil Hospitals.

#### II—PAY AND ALLOWANCES OF MEDICAL ESTABLISHMENT

1.138. In addition to pay, special pay or compensatory allowance may, with the sanction of Government, be granted to Assistant Surgeons or Sub-Assistant Surgeons, whether Civil or Military, for independent or other charges of more than ordinary importance, or when local circumstances, such as reputed unhealthiness or dearness or provisions, afford just grounds for increasing the emoluments. Personal pay may also, on the recommendation of the Inspector-General of Civil Hospitals, and with the sanction of Government, be granted for exceptionally good service.

1.139. All Assistant Surgeons, Sub-Assistant Surgeons and Dispensers, who are Government servants, employed in sanctioned appointments, whether under Government, Local Boards or Municipalities, are entitled to free quarters or to a reasonable compensatory allowance in lieu thereof on the following conditions :—

- (i) Where accommodation is specifically provided for any appointment, the Assistant Surgeon or Sub-Assistant Surgeon holding the appointment shall not be required to pay rent.
- (ii) Where no accommodation is provided, each case shall be dealt with on its own merits and no house-rent shall be granted unless the Assistant Surgeon or Sub-Assistant Surgeon is required to provide

himself with accommodation in any particular locality for the proper performance of his duties, or in a locality which, in the opinion of the authority under whom he is serving, is conveniently near the premises in which his regular duties have to be performed. In places where free quarters are not provided and where suitable quarters within a convenient distance are not obtainable, the necessary quarters should be constructed.

**1.140.** Assistant Surgeons and Sub-Assistant Surgeons attached to the Public Works Department are under the control of the Civil Surgeon of the district in which they are employed, and instances of misconduct or neglect of duty on their part should be reported to that officer for action.

### III—LEAVE, RETIREMENT AND RESIGNATIONS OF ASSISTANT SURGEONS AND SUB-ASSISTANT SURGEONS

**1.141.** Application for leave, to retire or to resign the service, as well as casualty reports and invaliding papers should be forwarded to the Administrative Medical Officer through the Civil Surgeon of the district under whom the Assistant Surgeon or Sub-Assistant Surgeon is serving.

### IV—REMOVAL OF ASSISTANT AND SUB-ASSISTANT SURGEONS

**1.142.** Whenever it is thought desirable to remove an Assistant Surgeon or Sub-Assistant Surgeon from the Public Works Department, the reasons for so doing should be reported confidentially to the Administrative Medical Officer who will take such further action as may be considered necessary in accordance with the rules regulating the procedure to be observed in such cases.

### V—FREE MEDICAL ATTENDANCE UPON PERSONS CONNECTED WITH THE IRRIGATION BRANCH, PUBLIC WORKS DEPARTMENT

**1.143.** Any person directly connected with the Irrigation Branch including (i) the families of Government servants drawing pay less than Rs. 75 per mensem, (ii) the servants of

gazetted officers and of superior Government servants, and (iii) workmen employed by Government or by Government contractors, is entitled free of charge to the services of the special medical officer employed by the Irrigation Branch :

Provided that the persons entitled to free medical attendance shall ordinarily attend at the dispensary or at the residence of the special medical officer unless he is a Government employee in receipt of pay of Rs. 35 per mensem or more or the nature of the illness is such as to prevent him from attending the dispensary or the residence of the special medical officer ;

Provided further that (i) in the absence of a special medical officer the person entitled to free medical attendance shall be entitled to call in the nearest medical officer of the ordinary establishment of the same grade as the grade of the special medical officer to whose services he is entitled, or if there is no medical officer of the ordinary establishment of a higher grade only in cases of emergency and if there is no special canal dispensary within the sub-division ; (ii) the canal officer in charge of the place or in his absence the senior Government servant shall sanction the requisition of the services of the medical officer of the ordinary establishment and in such cases the medical officer of the ordinary establishment shall not be entitled to any fee.

*Explanation.*—Contractors and petty contractors shall not be entitled to free medical attendance.

1.144. The Civil Surgeon shall attend free of charge serious cases of illness or injury of officers who would be entitled to his services if they were at the headquarters of the district.

## N—MISCELLANEOUS RULES

### I—PERSONAL

1.145. Officers of the Indian Service of Engineers and other officers appointed by the Secretary of State before the introduction of Provincial Autonomy in 1937, are liable to serve in any part of India unless stipulated otherwise in their agreements. All other officers of the Punjab Public Works Department are liable to serve any where within the Punjab

(and the Delhi Province in the case of the Irrigation Branch) and the Indian States in which works are being executed under the administrative control of the Punjab Government or in which works controlled by that Government are situated unless otherwise expressly stated in their agreements.

**1.146.** It is a breach of the Government Servants' Conduct Rules for a Government servant to have a personal financial interest in a work for which he is responsible to Government.

In the Public Works Department it is forbidden that a Government servant on behalf of Government issue a work order to, sign a contract in favour of, or buy materials for Government work from any person who is related to him or in whose activities he is privately interested. For the purpose of this rule, the term 'related' is to be interpreted as including relationship both close and remote.

**1.147.** Every member of the Department, whether civil or military, must consider that his pay, for the time being, or as defined in any agreement, is his sole legal remuneration; and that the receipt of commission, or any consideration, directly or indirectly on account of any business or transaction in which he may be concerned on behalf of Government, is prohibited. Every officer of Government is bound to report to his departmental superior any infringement of this rule which may come to his knowledge. See also paragraph 1.120.

NOTE—The rules regarding the grant of honoraria from general revenues and the acceptance of honoraria and fees from a source other than general revenues are contained in Chapter 8 of the subsidiary Rules and Fundamental Rule 48.

## II—COMPLAINTS AGAINST OFFICIALS

**1.148.** No anonymous communication regarding the conduct of any Government officer shall be acted upon without the permission of Government, excepting so far as to endeavour to remove any apparently well-founded causes of complaint which do not affect the character of individuals. With the above exception, every complaint by or against any person in the department must be received, if allegations of a definite nature which can be verified are made, and enquired into by his superior officer.

The procedure to be followed in the case of written complaints made by five reputable persons alleging corrupt conduct on the part of any official, is described in paragraph 9-A of the Punjab Government Consolidated Circular No. 6—Administrative—Miscellaneous, and should be followed.

### III—PROCEDURE IN REGARD TO LAW SUITS.

1.149. When any officer or subordinate in the Department is personally sued in any Civil Court, by parties claiming from him wages or money arising out of transactions in which he is concerned only in his official capacity, and *bona fide* on behalf of Government, it will be necessary that he defend the suit by pleading that Government should be made the defendant as the party really interested. But when the suit is for damages in respect of an alleged wrongful act of a Government officer, the party aggrieved may, as a general rule, bring the suit against such officer, and it would be no defence for the officer sued to contend that Government ought to be the defendant. The plaintiff may legally contend that he has a right to look to the party by whose act he has been aggrieved, whether he could or could not have sued that party's principal. The distinction is between suits on contracts and suits for wrongs. In cases of the latter kind, it will remain with Government to determine whether it would be just and proper that the defence should be carried on at the expense of Government. The course should ordinarily be adopted only in cases where there is no reasonable doubt of the innocence of the accused. When, on the other hand, there is *Prima facie* evidence that he has acted improperly, he should be left to conduct his own defence, the question of Government contributing towards the cost of the defence being subsequently considered. Whatever be the nature of the case, failure to defend the suit, or to reply to the plaint in person or by counsel, as the case may require, will render the officer or subordinate personally responsible.

(2) Principles as to the conditions in which Government will pay the cost of defence of its servants in criminal proceedings, are laid down in Chapter 12 of the Punjab Law Department Manual (1938).

1.150. "The following procedure to be followed when a Government is summoned by a Court to produce officials do-

uments for the purpose of giving evidence :—

1. The law relating to the production of unpublished officials records as evidence in courts is contained in sections 123, 124 and 162 of the Indian Evidence Act, 1872 (Act of 1872) which are reproduced below :—

123. No one shall be permitted to give any evidence derived from unpublished official records relating to any affairs of State, except with the permission of the officer at the head of the Department concerned, who shall give or withhold such permission as he thinks fit.

124. No public officer shall be compelled to disclose communications made to him in official confidence when he considers that the public interests would suffer by the disclosure.

162. A witness summoned to produce a document shall, if it is in his possession or power, bring it to Court, notwithstanding any objection which there may be to its production or to its admissibility. The validity of such an objection shall be decided on by the Court.

The Court, if it sees fit, may inspect the document, unless it refers to matters of State or take other evidence to enable it to determine on its admissibility.

If for such a purpose it is necessary to cause any document to be translated, the Court may, if it thinks fit, direct the translator to keep the contents secret, unless the document is to be given in evidence ; and, if the interpreter disobeys such direction, he shall be held to have committed an offence under section 166 of the Indian Penal Code.

2. For the purposes of section 123 above, the expression Officer at the head of the department concerned may be held to mean the officer who is in control of the department and in whose charge records of the department remain. Ordinarily such an officer would be the Secretary to the State Government in the case of State Governments and the Secretary, Additional Secretary or Joint Secretary in charge of the Ministry in the case of the Government of India. But in case of attached officers like

Director of Industries, Punjab or Director of Agriculture, Punjab, the Director concerned may be regarded as 'the head of the Department' for the purposes of this Section. Only such an officer should be treated as the authority to withhold or give the necessary permission for the production of official documents in evidence. In case of part C States the Chief Commissioner or the Lieutenant Governor, as the case may be, regarded as the head of the department not his secretaries.

3. In respect of documents (1) emanating from a higher authority, i.e., the Government of India, or the State Government or which have formed the subject of correspondence with such higher authority, or (2) emanating from other Governments, whether foreign or members of the Commonwealth the head of the Department should obtain the consent of the Government of India or of the State Government, as the case may be, through the usual official channels before giving permission to produce the documents in court or giving evidence based on them unless the papers are intended for publication or are of a purely formal or routine nature, when a reference to higher authority may be dispensed with.

4. In the case of documents other than those specified in paragraph 3 above production of documents should be withheld only when the public interest would be injured by their disclosure, as where disclosure would be injurious to national defence, or to good diplomatic relations or where the practice of keeping a class of documents secret is necessary for the proper functioning of the public service. Some High Courts have pointed out the circumstances under which no such privilege should be claimed, *e.g.*, privilege is not to be claimed on the mere ground that the documents are State documents or are official or are marked confidential or, if proposed, would result in Parliamentary discussion or public criticism or would expose want of efficiency in the administration or tend to lay a particular department of Government open to a claim for compensation. The mere fact that the head of the department does not wish the documents to be produced is not an adequate justification for objecting to their production. The High Courts have also observed that refusal to produce documents relating to affairs of State implies that their production will be prejudicial to public interest. Consequently the reason therefor should be given in an affidavit in form 1 at the appropriate place.



5. In a case of doubt the head of the department should invariably refer to higher authority for orders.

6. These instructions apply equally to cases in which Government is a party to the suit. In such cases, much will depend on the legal advice as to the value of the documents, but before they are produced in court, the considerations stated above must be borne in mind, and reference to higher authority made, when necessary.

7. The Government servant who is to attend a court as a witness with official documents should, where permission under section 123 has been withheld, be given an affidavit in form No 1 duly signed by the head of the department in the accompanying form. He should produce it when he is called upon to give his evidence, and should explain that he is not at liberty to produce the documents before the court, or to give any evidence derived from them. He should, however, take with him the records which he had been summoned to produce.

8. The Government servant who is summoned to produce official documents, in respect of which privilege under section 124 has to be claimed, will make an affidavit in the accompanying form No. II. When he is not attending the court himself to give evidence, he shall have it sent to the court along with the documents. The person through whom the documents are sent to court should submit the affidavit to the court when called upon to produce the documents. He should take with him the documents which he has been called upon to produce but should not hand them over to the court unless the court directs him to do so. They should not be shown to the opposite party.

9. The head of the department should abstain from entering into correspondence with the presiding officer of the court concerned in regard to the grounds, on which the documents have been called for. He should obey the court's orders and should appear personally, or arrange for the appearance of another officer in the court concerned, with the documents, and act as indicated in paragraph 7 above, and produce the necessary affidavit if he claims privilege.

## FORM I.

IN THE COURT OF

Suit No....., of 19  
I,  
hereby solemnly affirm and state as follows :—

A summons bearing No.....dated.....  
issued by the Court of .....  
in suit No.....of 196 (.....  
Vs .....) has been received in the  
Department of.....on .....196  
requiring production in the said Court on.....196  
of documents stated below. I, as the Head of the Department  
of.....  
and in control of, and in charge of, its records, I have carefully  
considered the relevant documents and have come to the conclu-  
sion that they are unpublished official records relating to affairs  
of State and their disclosure will be prejudicial to public interest  
for the following reasons ;

## LIST OF DOCUMENT SUMMONED

I do not, therefore, give permission to anyone under section  
123 of the Indian Evidence Act, 1872, to produce the said docu-  
ments or to give any evidence derived therefrom.

Solemnly at                      this                      day of                      196

Shown before me.

Name and designation of the officer  
at the Head of the Department .

FORM OF AFFIDAVIT No. II

IN THE COURT OF

Suit No. \_\_\_\_\_ of 19

I, .....  
.....

Do hereby solemnly affirm and state as follows :—

A summons bearing No....., dated.....  
Issued by the Court of.....in suit No.....  
of 196 (.....Vs.....)  
has been served on me on.....196, requiring produc-  
tion in the said court on.....196, of the documents  
stated below. I have carefully considered them and have come  
to the conclusion that they contain communications made in  
official confidence and I consider that the public interest would  
suffer by their disclosure for the following reasons :—

\*Here insert the name, designation and address of the  
person making the affidavit.

LIST OF DOCUMENT SUMMONED

I, therefore, claim privilege under section 124 of the Indian  
Evidence Act, 1872.

Solemnly affirmed at

day of.....196

Shown before me. *(Here write the name and Designation of  
the Officer making the Affidavit.)*

1.151. Supervision of the legal affairs of the department is exercised by the Legal Remembrancer, to whom references should be made through the Chief Engineer, Irrigation Branch in all cases except those in respect of which Superintending Engineers, Irrigation Branch, are the controlling authorities.

(2) In the Buildings and Roads Branch all references for legal opinion must be made through the Chief Engineer, except in regard to certain civil suits for which the Superintending Engineers are controlling authorities under rules 15.1 and 15.2, Chapter 15 of the Law Department Manual.

(3) In the Electricity Branch, all references for legal opinion should be made through the Chief Engineer, in accordance with Rules 15.1 and of 15.2 the Punjab Law Department Manual.

(4) The conduct of all civil suits affecting Government, or its officers in their official capacity, will be in accordance with the rules contained in the Punjab Law Department Manual.

#### IV—SECURITY DEPOSITS

1.152. The classes of established specified below must furnish cash security, the amount (which will be subject in all cases to the minimum prescribed against each class) being fixed by the Chief Engineer (in case of Secretariat establishment) and the Superintending Engineer (in case of men employed in his Circle), 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 :—

- |                                                                      |                                                                                                                                                                                      |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Cashiers, permanent and temporary.                                | Rs. 500 plus two sureties of Rs. 1,000 each. (The persons standing as sureties must own immovable property).                                                                         |
| 2. Storekeepers                                                      | Rs. 250.                                                                                                                                                                             |
| 3. Sub-storekeepers                                                  | } The amount to be fixed in each case by the Chief Engineer in case of Secretariat establishment and by the Superintending Engineer in case of establishment employed in his Circle. |
| 4. Other establishment entrusted with the custody of cash or stores. |                                                                                                                                                                                      |

- |                                                                                                                                                     |                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Permanent and temporary Naib-Zilladars (authorized by name by the Superintending Engineer, Derajat Circle, to collect money and grant receipts). | Rs. 100.                                                                                                                                                                                                                 |
| 6. (a) Temporary subordinates.                                                                                                                      | Rs. 300 (Rs. 100 at the time of appointment, and a bond with two sureties for the remaining sum of Rs. 200 to be paid in 20 monthly instalments of Rs 10 each. The bond to be cancelled on completion of full security). |
| (b) Temporary subordinates employed on survey work.                                                                                                 | Rs. 50 at the time of appointment.                                                                                                                                                                                       |

NOTE—No security is required to be taken from a permanent man.

	Rs.
7. Daffadars .. .. .	100
8. Barkandazes .. .. .	50
9. Sowars .. .. .	100
10. Deputy Collectors and Zilladars' chaparasis ..	50
11. Signallers entrusted with a cash imprest or stores .. .. .	50

NOTE (1)—For the purposes of this paragraph, the Superintendent, Central Workshops Division, Amritsar, shall exercise the powers of a Superintending Engineer in respect of his Division.

NOTE (2)—No security need be taken from permanent Clerks and other subordinates when they are required to officiate in appointments in which security is generally taken, if the officiating appointment is not expected to continue beyond six months.

(2) Cashiers, storekeepers and sub-storekeepers must pay securities in a lump sum before taking charge of their duties. Other classes may pay in a lump sum or in instalments of not

less than 1/5th of their pay monthly at the discretion of the Superintending Engineer. Pensioned soldiers, pensioned Policemen and reservists are exempted from the payment of security.

NOTE—This paragraph does not apply to Buildings and Roads Branch.

1.153. In addition to above, the temporary Establishment governed by para 1.127 of this Code, on employment in the Government Central Workshops, Amritsar, even though their employment is on monthly footing, shall be required to deposit one month's salary recoverable in three equal instalments as security in compliance with the terms of their engagement against forfeiture of a month's pay in case such Government servants leave service without notice. This security will be forfeited to Government on default of the Government servant concerned on orders passed to that effect by the appointing authority.

#### V—STATIONERY AND FORMS

1.154. Stationery is supplied to public officers by the Deputy Controller of Stationery at Calcutta. Officers other than those to whom power has been delegated under Serial No. 22 of paragraph 20.10, Book of Financial Powers, are prohibited from obtaining elsewhere articles which can be procured from the Stationery Office except under orders of Government in each case.

(2) No article of stationery whether for English or Vernacular work that is available in the Stationery Office, Calcutta, should be purchased locally. Local purchase will, however, be permissible only in the case of cheap indigenous articles of inferior quality, required for use in the Vernacular Offices, and not available in the Stationery Office, Calcutta.

1.155. The rules regarding the supply and preparation of indents for the various kinds of printed forms in use in the Department are laid down in the Punjab Printing and Stationery Manual and should be carefully observed.

1.156. All officers entrusted with a supply of stationery and forms for their official use will take proper precautions to keep them in the custody of a responsible and trustworthy person and to maintain a record of the receipts, issues and balances.

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RULES

Stock should be verified annually and the certificate of verification recorded in the register of stationery over the signature of a gazetted or other responsible officer.

1.157. Standard forms cannot be altered without the previous sanction of the Chief Engineer of the Branch concerned, or, in the case of Account forms, of the Auditor-General of India or the Accountant-General, Punjab, who will, however, obtain concurrence of the Punjab Government in the Administrative Department to any important changes or modifications. Alterations in or additions to non-standard or provisionally standardized forms will not be made without the sanction of the Head of the Department of the Controlling Officers as the case may be. New forms should not be introduced by an officer without the approval of Government in the Electricity and Industries Departments.

1.158. Forms of deeds and other documents which are not already stereotyped will be settled by the Law Officers of the Government, and furnished through the Chief Engineer to whom all applications on such matter should be addressed.

VI—DESTRUCTION OF OFFICIAL RECORDS

1.159. Where a minimum period after which any class of records may be destroyed has been prescribed by Government in the Public Works Department, Divisional Officers may order in writing the destruction of such records in their own and subordinate offices on the expiry of that period counting from the last day of the latest official year covered by the record. Superintending Engineers are competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as properly appertain to the accounts of the Department should be forwarded to the Audit Officer for his concurrence in their destruction before the destruction is ordered by the Superintending Engineer. Full details should be maintained permanently, in each office, in P.W.A. Form No. 97, of all records destroyed from time to time. The following should on no account be destroyed :—

- (i) Records connected with expenditure which is within the statute of limitation.

- (ii) Records connected with expenditure on works not completed although beyond the period of limitation.
- (iii) Records connected with claims to service and personal matters connected with persons in the service.
- (iv) Records of experiments and observations.
- (v) Calculations relating to particular designs.

(2) The various kinds of records and the periods fixed for their preservation are given in Appendix III of this Code.

(3) The destruction of records will always be subject to any general or special rules issued by the Irrigation Branch, the Buildings and Roads Branch or the Electricity Branch in their respective Manuals of Orders.

#### VII—GENERAL RULES OF OFFICE PROCEDURE

**1.160.** No officer should correspond direct with an authority superior to the officer under whom he is immediately serving, or with the Punjab Government or the Central Government, out of the regular course, except in a case of extreme emergency, in which case he must send copies of his communications to his immediate superior. All Gazetted officers may write direct to the Under-Secretary (Establishment) in the Irrigation Branch and to the Under-Secretary in the Buildings and Roads Branch about personal matters when no reply is required.

(2) Officers are similarly prohibited from approaching members of Legislatures or Ministers, either personally or through the medium of a friend or relation, or to disclose to them information of which their knowledge is official and not personal.

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



1.162. Demi-official correspondence should be made use of sparingly, and only in cases of extreme urgency or secrecy, or to supplement and explain a matter which has been, or is about to be, referred officially.

(2) No demi-official correspondence should be quoted or referred to in official communications, and, unless such correspondence has been brought on record with the approval of Government, orders conveyed in it cannot be regarded as being the official orders of Government. It is, therefore, necessary that all instructions which have, in the first instance, been conveyed demi-officially should be confirmed in an official communication.

1.163. The following rules prescribe the methods of dealing with Secret and Confidential correspondence ; maps and books should be treated in the same way :—

- (i) 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 whose contents are neither secret nor confidential. An indiscriminate use of these designation produces much unnecessary trouble and waste of time, and has its danger intending 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 afterwards to treat them in this way.
- (ii) Secret documents, being intended only for the personal information of the Government or individual to whom they are issued or of those officers whose duties they affect, should be kept by the officer, to whom they are addressed, in his personal custody,

except in the Secretariat, in which special arrangements may be made, under the authority for their safe custody. The keeper will be responsible that the contents are disclosed to the officers mentioned above and to those only. The documents should be locked in a safe or other receptacle, of which the officer should himself keep the key or keys. A list of such documents should be maintained by him (or in the Secretariat under his orders) and also of confidential correspondence kept by him (if any), and when relieved of his appointment, he should hand over the keys and the list to his successor. An exception may be made in the case of the Secret Police abstracts, which may be treated as if they were marked confidential.

- (iii) Confidential correspondence should ordinarily be kept in office under lock and key of English manufacture in the custody of the Superintendent or Head Clerk ; but the officer to whom the correspondence is addressed will exercise his discretion as to the necessity of retaining it in his own personal custody.
- (iv) The Superintendent or Head Clerk will keep under lock and key all confidential documents in his custody and will maintain a proper receipt, issue, and return register therefor.
- (v) On taking over charge on transfer, an officer should show in his transfer report that he (a) has received all the documents shown in the list referred to in rule (ii) above, and (b) has seen documents shown by the Superintendent or Head Clerk's register to be in the custody of the Superintendent or Head Clerk. Any irregularities noticed should be included in his report. A new Superintendent or Head Clerk on receiving charge will report to his superior officer whether he has received in good order (or otherwise), all the confidential correspondence made over to him by his predecessor.
- (vi) The list and register referred to above should be

- periodically examined with a view to destroying, or amalgamating with general correspondence, any correspondence (other than maps or books) which has ceased to be secret or confidential.
- (vi) No hard and fast rules need be laid down for the copying and issue of confidential letters, it being left to the discretion of the officer to decide by whom the work may safely be done.
- (viii) When confidential papers are sent out of an office, they should be put into double sealed covers. The inner one should be marked "Confidential" and be superscribed, whenever this is possible, with the name of the addressee, who alone should open it. The outer cover should have no marking of any kind on it to indicate that its contents are of a confidential nature and should bear the official designation of the addressee only. Letters or packets containing secret or confidential papers should, unless the resultant delay is fatal to the object in view, invariably be registered, and those containing secret papers should also be sent acknowledgment due. (See paragraph 3, section 1 of Punjab Government Consolidated Circular No. 5, Administrative correspondence).
- (ix) Confidential correspondence sent by registered post to the Civil Secretariat should be treated in accordance with the provisions of paragraph 2 of the Circular quoted in rule (viii) above.
- (x) Certain secret and confidential books, reports, maps, etc. are issued by Army Headquarters direct to the Heads of Provincial Governments and Administrations who are held personally responsible to the Chief of the General Staff for their safe custody. Instructions have been issued by the Chief of the General Staff for the custody and disposal of such papers, and these instructions should be carefully observed. Subordinate officers to whom these secret documents are entrusted by the Punjab Government should observe the same instructions.

1.164. The scale of typewriters allowed for use in the various offices of the Public Works Department is given in Appendix L of the Punjab Printing and Stationery Manual. Machines required in excess thereof can only be purchased with the previous sanction of Government in the Electricity and Industries Departments with the approval of the Finance Department.

(2) Only machines of patterns approved by the Punjab Government,—*vide* paragraph 11.1 of the Punjab Printing and Stationery Manual may be purchased. Typewriters of other patterns already in use may be retained until they become unserviceable and are condemned.

#### VIII—PERIODICAL RETURNS

1.165. With regard to periodical returns not prescribed by Government, officers to whom such returns are submitted should institute, at convenient intervals of time, an examination into the necessity for each return, with a view to discontinue any that may be found to be no longer necessary.

A list of periodical returns will be found in Appendix IV (printed separately).

(2) A list showing the reports and returns prepared under the orders of the Punjab Government or any other authority and submitted to or by Government in the Public Works Department and other authorities subordinate to it, is prepared and supplied to subordinate offices from time to time.

(3) No returns should be instituted without the previous approval of the Chief Engineer. As soon as it becomes apparent that any report or return is no longer necessary or can with advantage be curtailed or submitted at longer intervals than laid down in the list noted above, proposals should be submitted to the Chief Engineer through the proper channel.

## CHAPTER II—Works

### A—CLASSIFICATION OF THE OPERATIONS OF THE PUBLIC WORKS DEPARTMENT

2.1. The operations of the Department are divided primarily into two classes "Original Works" and "Repairs" or "Maintenance."

2.2. (1) The term "original works" indicates new construction, whether of entirely new works or additions and alterations to existing works, except as hereinafter provided; also all repairs to newly purchased or previously abandoned buildings or works required for bringing them into use.

(2) The term "repairs" indicates primarily operations undertaken to maintain in proper condition buildings and works in ordinary use. It also includes new works in circumstances indicated in clause 3 and the "exception" to clause 5 below.

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

NOTE. (1)—In the case of buildings, the capital value of any portion of a building which is abandoned or dismantled without replacement, should be written off the total capital value of the building, in any *Pro forma* account of its cost.

NOTE. (2)—The expenditure on minor additions and alterations to buildings, up to a certain monetary limit to be fixed by Government may be classed at the discretion of the Superintending Engineer (or the Chief Engineer in the case of the Electricity Branch) as petty works expenditure and debited to repairs or in the case of the Electricity Branch to the revenue head concerned, provided that if such works relate to residences, the cost is taken into account in determining the capital cost and in calculating the rent in accordance with the rules issued by Government.

(4) Government has fixed Rs. 300 as the monetary limit up to which expenditure on minor additions and alterations but excluding the purchase of new articles of furniture for residential buildings may be classed as repairs or in the case of the Electricity Branch as "Works Expenditure financed from Ordinary Revenues". This is subject to budget provision and to the conditions that the rental value of the building calculated according to Fundamental Rule 45-A or subsidiary rules thereunder shall not exceed 10 per cent of the average emoluments of the class of Government servants for whom it is intended.

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

*Exception*—Petty and miscellaneous items of work in any material, as hereinafter described, which ordinarily should be classed as "new works" should be debited to "repairs" up to a limit to be prescribed by the Punjab Government subject to a maximum of Rs 20,000 in any one case, provided that the works in question do not in the opinion of the Superintending Engineer form part of any comprehensive scheme or project covered by a works estimates :—

- (a) Super-elevation at curves.
- (b) Widening the formation or carriageway of a road, widening a drain, or cutting back a hillside to improve vision at curves, provided that the acquisition of land is not involved in any case.
- (c) Improvements of alignment or gradients or changes of grade at Irish bridges or dips, carried out at the time of renewing a surface, provided that the acquisition of land is not involved in any case.

**Chap. II.] WORKS—ADMINISTRATIVE APPROVAL AND [2.3-2.4  
TECHNICAL SANCTION**

- (d) Improvements to or reconstruction of the surface of a road in some different material where it is desirable to carry out such improvements or reconstruction at the time of renewing a surface.
  - (e) The construction or reconstruction of road surfaces in different materials for the purposes of experiment.
  - (f) The construction or remodelling of bridges, culverts, causeways, embankments, ferry approach, protective or training works in connection with a road.
- (6) In addition to all repairs and renewals in material similar to that pre-existing the following items of road work should be classed as "repairs" :—
- (i) Ordinary repairs and maintenance including surface painting and the necessary addition of stonechips, gravel or sand, but not including asphaltic concrete, premix asphalt macadam, bitumen grout, bitumen semi-grout, mix-in-place, cement concrete or cement macadam.
  - (ii) Special repairs and periodical renewals.
  - (iii) Petty and miscellaneous items of work in any material, as described in "exception" to clause (5) above.
- (See explanatory note 26 in Appendix 4 to the Public Works Account Code).

2.3. The maintenance of a work itself constructed from Capital funds should constitute a charge against the same Capital head if the charges for maintenance are incurred on a section of the work the original construction of which has not been completed. Any such charges incurred subsequent to completion of the original work should, however, go against Revenue.

**B—ADMINISTRATIVE APPROVAL AND TECHNICAL  
SANCTION**

2.4. For every work proposed to be carried out, except petty works and repairs as described in paragraphs 2.18 and 2.20 and repairs for which a lump sum provision has been sanctioned by the Superintending Engineer (or the Chief

Engineer in the case of the Electricity Branch) under paragraph 2.59, a properly detailed estimate must be prepared for the sanction of competent authority ; this sanction is known as the technical sanction to the estimate. Except where definite provision is made in this Code to the contrary, such sanction can only be accorded by Government in the Public Works Department, or where power has been delegated to them, by officers of that Department. Sanction accorded to the construction of a work by any other department of Government is to be regarded merely as an administrative approval of the work, as defined in the following paragraph, and the fact that such approval has been accorded in no way dispenses with the necessity for a further technical sanction, which must be obtained before the construction of the work is commenced.

2.5. For every work (excluding repairs and petty works) initiated by, or connected with, the requirements of another department, it is necessary to obtain the concurrence of the department concerned to the proposals before technical sanction to the work is accorded in the Public Works Department. The formal acceptance by the department concerned of the proposal to incur expenditure in the Public Works Department on a work initiated by, or connected with, the requirements of such Administrative Department is termed "administrative approval" of the work, and is, in effect, an order to the Public Works Department to execute certain specified works at a stated sum to meet the administrative needs of the department requiring the work. Such approval should not, however, be accorded until the professional authorities have intimated that the proposals are structurally sound and that the preliminary estimate is sufficiently correct for the purpose. A similar procedure should be followed in the case of works required to meet the administrative needs of the Public Works Department and for works not particularly connected with any other branch of the administration, both the administrative approval and the technical sanction being accorded, in such cases, in the Public Works Department.

NOTE. (1)—The words "approval" and "sanction", respectively, when used in respect of estimates for works, bear, throughout this Code the meaning indicated in this and the foregoing paragraph.

NOTE. (2)—Administrative approval for repairs and petty works is required in cases definitely prescribed in paragraph 20.14 of the Book of Financial Powers



Chap. II.] WORKS—ADMINISTRATIVE APPROVAL AND [2.6—2.8  
TECHNICAL SANCTION

2.6. An application for administrative approval should be submitted to the authority competent to accord it, accompanied by a preliminary report, by an approximate estimate and by such preliminary plans, information as to the site and other details as may be necessary fully to elucidate the proposals and the reasons therefor. The approximate estimate and preliminary plans should be obtained from the Public Works Department. If, however, the work is not likely to cost more than Rs 20,000 detailed plans and estimate may be prepared in the first instance and submitted to the authority competent to accord administrative approval, being returned thereafter to the officer of the Public Works Department competent to accord technical sanction.

2.7. This procedure will also apply to modifications of the proposals originally approved, if likely to necessitate the eventual submission of a revised estimate, to material deviations from the original proposals even though the cost of the same may possibly be covered by savings on other items, and to cases where the detailed estimates, when prepared, exceed the amount administratively approved by more than 5 per cent. In these cases, as also in cases in which it becomes apparent, during the execution of the work, that the amount administratively approved will be exceeded by more than 10.25 per cent, or the amount of the technical sanction will be exceeded by more than 5 per cent, owing to increase of rates or other causes, the revised administrative approval of competent authority must be obtained to the increased expenditure without delay; and in the case of modification during construction, without awaiting the preparation of a detailed supplementary or revised estimate. In the case, however, of expenditure from Central revenues, the rules laid down by the Central Government must be followed.

NOTE—The rule in this paragraph does not interfere with the powers of authorities subordinate to the Punjab Government to pass excesses up to 5 per cent over the amount of original estimates, in the case expenditure from Provincial revenues, under Serial Nos. 26 and 27 of paragraph 20.15, Book of Financial Powers, even though the amount administratively approved is thereby exceeded by more than 5 per cent.

2.8. In the case of works required not for a particular department, but in the interest of the general public, *e. g.*,

communications, irrigation works and miscellaneous improvements, preliminary designs and estimates should be submitted for scrutiny by the administrative department concerned before a detailed estimate is prepared for the purpose of technical sanction.

2.9. Administrative approval should be applied for as soon as the necessity for a work is apparent.

2.10. The original proposals for all works for which administrative approval is required under paragraph 2.5 will ordinarily be made by the District or Departmental Officer concerned, who will call upon the Divisional Officer for a rough approximate estimate of cost of the proposed work. The application to the Divisional Officer should be accompanied by an explanation of the requirements and a brief statement of the general nature and extent of the work proposed together with information on points such as rainfall, soil, direction of prevailing winds, liability of sites to floods, etc.

(2) The Divisional Officer will then prepare and furnish to the Departmental Officer concerned, the requisite pencil drawing and rough estimate of cost who, if satisfied with the plans, will pass them on to his official superior for the purpose of obtaining administrative approval. If not, and if the difference of opinion is one which cannot be settled after further reference to the Divisional Officer, he will forward the project to the Head of his Department for orders.

2.11. The preparation of designs for buildings should be left to the officers of the Public Works Department, who, in special cases, may obtain the services and advice of the Consulting Architect to Government.

2.12. In cases where administrative approval for a certain sum has been accorded to a project by Government, the Head of the Department concerned should not, of his own authority and without previous reference to Government, direct the Public Works Department to provide for extensive additions and alterations and thus exceed the estimated cost by more than 5 per cent, necessitating the submission of an application for revised administrative approval.

**Chap. II. ] WORKS—REQUISITIONS BY CIVIL OFFICERS [2.13—2.16**

2.13. The powers of Government and of authorities subordinate to it to accord administrative approval to works are stated in paragraphs 5.8 and 5.10 and Serial Nos. 19—27 of paragraph 20.14 Book of Financial Powers.

These powers are subject to the previous concurrence of the Finance Department in all cases of Major Works.

**C—REQUISITIONS BY CIVIL OFFICERS****I—GENERAL**

2.14. Applications for new buildings and for additions or alterations to existing buildings required for the use of any department, should be made by the officer of the department concerned, in communication with the Divisional Officer,—*vide* also paragraph 2.4 *et seq.*

2.15. The local head of a civil department may call upon the Divisional Officer to report on any proposals for additions or alterations to the buildings in his use and to state roughly the probable cost ; but Divisional Officers cannot be required, except by their departmental superiors, to prepare the detailed drawings and estimates, required for the purpose of technical sanction, of projects, which they consider likely to cost a sum greater than that which can be administratively approved by the local head of the department concerned, or those, however small their probable cost, in the necessity for which they do not concur.

2.16. The Divisional Officer must in each case exercise his judgement on the demand made, giving all proper weight to the opinion of the officers of the departments concerned ; but it is his duty to oppose any application of the funds at his disposal to works as to the real necessity of which he is not satisfied ; and in every case in which he thinks that he cannot recommend the execution of a work called for by a duly constituted authority, he should explain his objections to the officer concerned, and, if he fails to convince him, should refer the matter for the orders of the Superintending Engineer (or the Chief Engineer in the case of the Electricity Branch). At the same time he is responsible that such references are not made unnecessarily.

**2.17—2.19] PUBLIC WORKS DEPARTMENT CODE [Chap. II.**

**2.17.** The actual execution of works, asked for by civil officers, must in every case be dependent on the necessary funds being specifically sanctioned by the competent authority.

**II—PROCEDURE IN REGARD TO ORIGINAL PETTY WORKS  
COSTING Rs 2,500 OR LESS**

**2.18.** The following procedure will be adopted in the case of new petty works or additions required by civil authorities, the cost of which is not likely to exceed Rs 2,500 :—

- (i) The requisition will be made by the officer for whose convenience the work is required, in Public Works Account Form No. 32 (Petty Works requisition and Account).
- (ii) The Divisional Officer, or an assistant or subordinate empowered by him to act in such cases, will record on the requisition his opinion as to what work should be done, and give on the face of the requisition a rough estimate of the probable cost.
- (iii) The acceptance by the responsible civil officer of the estimate as sanctioned by the Divisional Officer will be sufficient authority for the execution of the work, provided that allotment of funds have been made by competent authority.
- (iv) In case of the civil officer not being satisfied with the report of the deputed subordinate of the department he should refer to the Divisional Officer.

**NOTE**—The procedure for obtaining administrative approval laid down in paragraph 2.6 will apply in the case of petty works of the Public Works Department.

**III—PROCEDURE IN REGARD TO ORIGINAL WORKS  
COSTING MORE THAN Rs 2,500**

**2.19.** If the work be likely to cost more than Rs 2,500, the following procedure must be adopted :—

- (i) The work must be applied for or reported necessary by the local head of the department concerned, who will apply for administrative approval to the authority who is competent to accord such approval. The application should be accompanied by such sketch plans, description and explanation of the necessity for the work as may be necessary.

**Chap. II.] WORKS—REQUISITIONS BY CIVIL OFFICERS [2.20-2.21**

- (ii) After administrative approval has been accorded by competent authority, a detailed design and estimate, with a proper report and specification, must be prepared under the orders of the Divisional Officer and countersigned by him in token of approval.
- (iii) The detailed plans and estimates will then be sent to the local head of the department who applied for the execution of the work, for countersignature. The Divisional Officer will then accord technical sanction if the amount of the estimate falls within the limits of his powers or otherwise forward it to the Superintending Engineer who will, should it exceed his powers of technical sanction, forward it to the Chief Engineer.

**NOTE**—In the case of the Electricity Branch, the Divisional Officer will forward the estimate to the Chief Engineer, if the amount is beyond the former's power of sanction.

**IV—PROCEDURE IN REGARD TO REPAIRS**

**2.20.** The procedure to be followed in the case of repairs is as follows :—

- (a) The requisition will be made by the Civil Officer concerned.
- (b) The Divisional Officer having satisfied himself as to the necessity for the work and arranged for the appropriation of funds by competent authority, will then order the immediate execution of the work without the preparation of a detailed estimate, if it is within his power of sanction.
- (c) If not, a detailed estimate must be framed and sanctioned by the authority competent to accord technical sanction.

**V—LIMITATION OF SANCTION**

**2.21.** Nothing in these rules is to be construed into a permission to officers to carry out in portions any group of work or alterations or to make purchases of which the cost in the

aggregate would exceed what they are empowered to sanction under the rules.

NOTE—In the event of Audit challenging any two or more estimates as indicating deliberate avoidance of limit of sanction, Audit would be satisfied if the authority empowered to sanction the work as whole agrees with the sanctioning authority that the splitting under objection was reasonable and tended to the better conduct of the work.

## D—PREPARATION OF PROJECTS

### 1—GENERAL

2.22. The papers to be submitted with the project for a work will consist of a report, a specification and a detailed statement of measurements, quantities and rates, with an abstract showing the total estimated cost of each item. These documents together form what is called "the estimate" in the sense of this Code. In the case of a project consisting of several works, the report may be a single document for all the works and likewise the specification ; but details of measurements and abstracts may conveniently be prepared for each work, supplemented by a general abstract bringing the whole together. In the case of estimates for "Repairs" or "Maintenance", only the specification and the detailed statement of measurements and quantities with the abstracts will ordinarily be required. The report should state in clear terms the object to be gained by the execution of the work estimated for, and explain any peculiarities which require elucidation, including where necessary, the reasons for the adoption of the estimated project or design in preference to others.

Whenever the alignment of a new road, canal, drain, etc., passes close to, or involves any alteration to or diversions of pre-existing railways, or interferes with any works or land appertaining to the same, the written acceptance of the authorities in charge of such railways to the proposals involved by the construction of the new road, canal, drain, etc., must invariably be obtained before any work thereon is put in hand, and the Road, Irrigation or Electricity Department authorities concerned should, therefore, obtain the views of the responsible Railway authority in such cases during the survey.

Enquiry should also be made from the Railway Administration by the Road, Irrigation or Electricity Department

authority concerned as, to whether any railway work is proposed which would affect the proposed road, canal, drain, etc. If after consultation with the Railway Administration it is found that any additions or alterations to the proposed road, canal, drain, etc., would be required, owing to such work as is contemplated by the Railway Administration being carried out, the Road, Irrigation or Electricity Department authority concerned should make provision for the addition or alteration in the estimates and plans.

The report should also discuss the effect the proposed works will have on any existing engineering works, such as Railway embankment, bridges, syphons, and culverts, and should clearly state whether the concurrence of the requisite Railway Road or other authority has been obtained.

2.23. To facilitate the preparation of estimates, a schedule of rates of each kind of work commonly executed should be kept up in each Division, and the rates entered in the estimate should generally agree with the schedule rates, but where from any cause these are not considered sufficient, or in excess a detailed statement must be given in the report showing the manner in which the rate used in the estimate is arrived at.

2.24. Fractions of rupees will be omitted in showing the total cost of each kind of work in the abstract of the estimate and miscellaneous petty works may be entered without measurements, the estimated cost alone being given as a lump sum.

2.25. The abstract of the estimate may, under instructions of the Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be, be framed to show merely the quantity and cost of each completed item of work, e.g., brick-work, or it may be framed to show the cost of labour and materials separately. The adoption of either form of abstract should be determined with reference to the mode in which it is proposed to carry on the work. If it is proposed to contract for a completed item of work, such as masonry, etc., then the first-mentioned form of abstract will suffice ; if it is intended to purchase or procure material and to employ labour for construction separately, then the second form of abstract will admit of

a closer, easier and earlier check on the outlay and it will therefore be preferable.

NOTE—When the number of sub-heads of an estimate is large, it will be found convenient to assign a number to each sub-head and to prefix this number to the name of the sub-head, wherever it is used on vouchers, works abstracts, registers of works or other accounts.

2.26. Provision should be made in the estimate for all incidental expenditure which can be for reason such as cost of land, hutment for workmen, sheds for stores, hiring of godowns, dewatering and pumping arrangements, etc., while in addition provision of 3 per cent on the estimated cost of works should be made to cover contingencies which cannot be foreseen.

(2) The provision for contingencies may be diverted by the Deputy Chief Engineer, Electricity Branch, Superintending Engineers and Divisional Officers to any new work or repair not provided for in the estimate, to the extent shown in serial Nos. 18 to 21 of paragraph 20.15, Book of Financial Powers.

(3) To cover the cost of petty (work) establishment employed on works under paragraph 1.129 of this Code, a provision of 2 per cent may be made in all estimates on the estimated cost of works in which it is deemed necessary to employ such establishment. In the case of intramural drainage, sewage and water-supply works, however, provision for "petty establishment" may be made up to 3 per cent of the estimated cost. These percentages cannot be exceeded without the previous approval of Government (the consent of Finance Department is not presumed to the exercise of power under this rule). It should be understood that under the operations of this rule, work rates for such estimates should be framed so as to exclude all charges for supervision.

In case of petty works where this provision of 2 per cent be considered inadequate, provision of work-charged establishment may be detailed.

2.27. After a Major Estimate has been sanctioned it may be decided to make a change in the method originally contemplated for the execution of the work. In such a case the original abstract should be recast in accordance with the instructions laid down in paragraph 330 of the Public Works Account Code. The details of cost and quantities already approved by competent authority should be re-arranged and the revised abstract should be approved by the Divisional Officer



**Chap. II.] WORKS—PREPARATIONS OF PROJECTS [2.28-2.29**

and thereafter treated as the sanctioned abstract of the estimate for all account purposes.

2.28. If the number of sub-heads in the working estimate for a work or sub-work is large, it is permissible to break up the estimate into two or more parts, and to treat each part as a sub-work for the purposes of accounts; but no part of an estimate can be separated from the rest, if any contract for the execution of work connected with it covers also work connected with the other parts. It is advisable to adopt this course if one or more parts of a work or sub-work are completely executed long in advance of the others and no useful purpose will be served by keeping open the accounts of the completed parts.

2.29. The rules regulating the inclusion in estimates of the approximate cost of establishment and tools and plant will be found, in respect of irrigation projects, in paragraph 2.41 below, and, in respect of other works in the Public Works Account Code, Appendix 7.

(2) The percentage rates for such charges in the Buildings and Roads Branch for works and repairs carried out for other Provinces and other Departments, local bodies and municipalities are as under :—

See A. & C  
No. 23 dated  
1st July, 195g

	(i) Works done for local bodies.	(ii) Works other than those for Local Bodies	
		(a) Executed by General Buildings and Roads Branch	(b) Executed by Public Health Circle
(a) Establishment ..	2%	16½%	Chief Engineer 2% Superintending Engineer, Public Health Circle 15% } 17%
(b) Pensionary ..	1%	1%	1%
(c) Tools and Plant ..	1%	1½%	1½%
(d) Accounts and Audit Establishments	1%	1%	1%
<b>Total ..</b>	<b>5%</b>	<b>20%</b>	<b>20½%</b>

NOTE—The 5 per cent rate shown in column 2 of the table is admissible only for District Boards, Municipalities, Small Town Committees and Notified Areas.

The 1 per cent for (d) on *prepage* will not be levied in case of "Civil Works Central" the cost of which is adjusted finally in the books of the Accountant-General, Punjab. It will, however, be levied on other "Civil Works Central" classed as "Agency subjects" (i. e., Architectural works and Post and Telegraph works) the cost of which is not adjusted finally in the books of the Accountant-General, Punjab.

(3) The rules regulating the inclusion in estimates of the approximate cost of Establishment and Tools and Plant in respect of Electricity Supply Projects are contained, *inter alia*, in paragraph 2.44 below, and in respect of deposit and other works executed by the Electricity Branch in Appendix VI.

(4) In case of works expenditure of a commercial character (i. e., expenditure connected with self-supporting workshops) a *pro forma* charge of 1 per cent as an indirect charge representing the cost of Audit Establishment should, however, be made in the Accounts (*vide* note 2, rule 11, Appendix 7, Public Works Account Code).

(5) The percentage charge for Ordinary Tools and Plant is not to be levied in the case of Deposit works on which Public Works Department Tools and Plant are not used.

(6) The percentage charges leviable on value of stone metal supplied from quarries worked by the Buildings and Roads Branch to the local bodies and outsiders shall be prescribed by Government.

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

2.31. In framing estimates it will be necessary, whenever it has been arranged to obtain stock or tools and plant for a work from another Department or Division, to ascertain from that Department or Division the value of such materials and, if the rules required the transfer to be effected free of charge, to deduct this value at the foot from the total of the estimate.

## II—ORIGINAL WORKS

*(a) Civil Buildings*

- 2.32. The site of every building should, if possible, be definitely settled before the detailed designs and estimates are prepared.  
B. & R.
- 2.33. In all cases local authorities must be consulted as to the convenience of the site. In the case of works or buildings which are intended to be erected in the neighbourhood of any fort or cantonment, the matter should, in the first instance, be referred to the local officer of the Military Engineer Services for an expression of his opinion from military point of view, and then submitted to the Central Government in the Defence Department for concurrence, and when such concurrence has been obtained, no deviation is permissible without previous reference to that authority.  
B. & R.
- 2.34. The rules regarding zones of Defensive Works will be found in the Regulations for the Military Engineer Services and the Regulations for the Army in India. Special attention is drawn to the restrictions on the construction of buildings, alteration of ground level and collection of materials in such zones ; and to the prohibition of the transfer of State land in zones without the sanction of the Central Government.  
B. & R.
- 2.35. Powder magazines, and all buildings which, from their height or exposed situation, are likely to be struck by lightning should be provided with lightning conductors according to the specification detailed in the Punjab Public Works Department Specifications, Volume I. All conductors and their connections with the earth should be inspected and tested periodically by the Public Works Department officers under the "Rules for Testing Lightning Conductors and Lightning Conductors 'Earths' in Government Buildings in the Punjab, 1937", a report of each such inspection being submitted to the Superintending Engineer.  
B. & R.

NOTE.—The rules contained in paragraphs 2.32 to 2.35 above apply equally in the case of Electricity Branch Buildings. In the case of paragraph 2.35, the report of the inspection will be submitted to the Chief Engineer, Electricity Branch.

*(b) Roads*

2.36. Projects for roads when submitted for sanction should be accompanied by the following documents :—

- (i) Report detailing history, design, scope, rates, specifications, references, cost and mode of execution, etc.
- (ii) Detailed measurements and abstract of cost.
- (iii) Index map, scale 1" = 1 mile.
- (iv) Plans, scale 12" = 1 mile.  
Longitudinal and cross or transverse sections, scale horizontal 444' = 1" and vertical 20' = 1".
- (v) Detailed drawings of all engineering works, such as bridges, etc., scale 10' or 8' = 1" for plan and estimate and 5' or 4' = 1" for details.
- (vi) Detailed drawings, as per scale giving in (v) above of all structures—dwellings or inspection bungalows, and quarters for subordinates and gangs.

2.37. Estimates for new lines of road should include the  
B. & R. cost of all dwelling and inspection houses intended to be built along it for the accommodation of subordinates and others.

2.38. It must be regarded as a fundamental rule that  
B. & R. without the previous sanction of Government no main artery of communication, such as a trunk road, may be abandoned or allowed to fall out of repairs. All proposals for the removal of bridges or ferries must invariably be submitted for the consideration and orders of Government.

NOTE.—In respect of roads, bridges, etc., declared to be of military importance by the Governor-General, all proposals for their removal and abandonment should be referred to the Central Government for orders.

*(c) Town Water-supply Projects*

2.39. For Town Water-supply Projects, the nature and  
B. & R. quantity of the existing supply should be given, and the reasons necessitating an improved supply ; the possible sources of an additional supply and the reasons for preferring the scheme submitted ; the area and number of people and approximate number of animals, if

possible, to be supplied, as well as the estimated daily allowance in gallons for each person or animal, etc., the quality of the water, whether requiring filtration or not ; and whether religious objections are likely to be raised to the use of the water.

2.40. The report should be accompanied by an index map showing the lines of main and distributary piping, and plans of all works, including filters, service reservoirs, settling tanks, etc. If pumping is contemplated, the annual cost of working the pumps should be estimated ; the mode of calculating dimensions of pipes, etc., and the formulæ used should form one of the appendices.

(a) *Irrigation Works*

(i) *Major Works*

2.41. The procedure to be adopted in connection with large irrigation projects is defined in Appendix V. That procedure applies *mutatis mutandis* to smaller projects, and other works sanctioned by the Public Works Department, Irrigation Branch, chargeable to the open capital account of a completed project.

2.42. In case of all irrigation and drainage projects, or proposals for alterations to existing systems of irrigation or drainage, the opinion of the officers of the Civil Department whose districts are concerned should be obtained and submitted with the proposals, and, in the event of difference of opinion between the district and Public Works Department Officers, the case must be submitted to higher authority for orders even though the Superintending Engineer is otherwise competent to sanction the proposals.

(2) In expressing his opinion on a project, the district officer should state his views generally of the desirability or necessity of the scheme and consider the nature of the soil, the adequacy of bridges and other communications and, in an irrigation project, the agricultural aspect of the proposals and the probable demand for the growth or irrigation. He should also examine the financial aspect of the scheme and the forecast of revenues.

(3) In all projects, case should be taken to discriminate between schemes which seem fairly chargeable to local bodies or to the estates which will benefit from the works and those which should be undertaken by Government, and, where it is considered that a share of the cost should be borne by Government, the proportion to be borne should be stated.

(ii) Minor Works

2.43. Besides Productive and Unproductive Works defined in paragraph 2 of Appendix V, there are other Irrigation and Navigation Works (not classed as Productive or Unproductive) undertaken for the general improvement of the country or for general administrative purposes, and paid for out of ordinary revenues. These works fall under two sub-heads :—

- (i) Works for which neither Capital nor Revenue accounts are kept ; and
- (ii) Miscellaneous expenditure.

(2) Of the two, sub-head (i) is more important and is designed for the reception of expenditure upon a very large number of works which, while collectively of great importance, are individually too small to make it worth while to maintain separate accounts for each. All expenditure upon such works, whether upon the construction of new works or upon the extension or improvement, maintenance or repair of existing works, will be accounted for under this head.

(3) Head (ii) is intended mainly for expenditure upon the preliminary surveys of new projects and for the cost of famine surveys required for the preparation of the famine programme.

(4) The works falling under these two heads will also be governed by the same rules as the Major Works.

(e) *Electricity Branch Works*

2.44. The following instructions should be followed in the Electricity Branch in the preparation of projects for new works for the supply of electrical energy :—

- (1) It is necessary that all projects should be prepared on a uniform basis and accordingly it is directed that the expenditure of each project should be allocated strictly in accordance with the detailed accounts classification as given in Appendix X.

- (2) The Sub-Major Head number will in every case be given by the Chief Engineer's office.
- (3) When submitting the project estimate of a new work, it should be clearly stated in the forwarding letter or in the report on the project whether provision has been made for every item included in the details of the Detailed Heads. If for any reason provision has not been made to cover all details this should be clearly stated, the items omitted being indicated. For example, under 5—*Buildings*, if no expenditure is necessary under the item "(j) internal and external drainage systems" this should be stated with reasons therefor.
- (4) Where a project includes and extension to Uhl River Scheme as well as a local distribution scheme, the cost of works for bulk supply should be shown, separately, in the abstract estimates of cost as indicated in the form given in Appendix X.
- (5) The project estimate must always be accompanied by a separate statement giving the provision made under each of the Detailed Heads for the detail works covered, e.g. :—

(5) *Buildings (a)*—

*Goraya 33 KV. Sub-station.*—

11 KV Switch-House	..	Rs 7,500
Transformer Plinths	..	1,000
Cable trenches, etc., etc.	..	1,000

5.—*Buildings (b)*—

*Phillaur 11 KV Sub-stations 'A'*—

Buildings, etc., etc.	..	Rs 800
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This statement is required for the information of the Chief Engineer's office, and will not be forwarded to Government with the Project Estimate for administrative approval. Its chief purpose is to form a guide in granting technical sanction to the detailed estimates subsequently submitted to the Chief Engineer, in which, under the head of "Cost" in the accompanying report, reference must invariably be made to the provision existing for

the work in the Project estimate. Care in preparing this statement and the subsequent detailed estimates submitted for sanction will considerably lessen office work and expedite technical sanctions.

*(f) Open Capital Account Expenditure*

2.45. It is necessary to make provision for expenditure debitable to capital after the closing of the construction estimate of a project. The following rules govern the subject :—

- I. No expenditure may be incurred except under competent authority and within the budget provision.
- II. Works which it may be necessary to construct after the closing of the construction estimate of the project will be divided into two classes :—
  - (i) Works which are necessary for the full development of the project, but which are not in themselves directly remunerative.  
*(Examples.—*Drainage cuts, protective embankments, overbridges, inspection houses, retaining walls under electricity towers, bird guards, road guards, and guard wires for railway crossings, etc.)
  - (ii) Works which are directly remunerative in themselves.  
*(Examples.—*New distributaries, facilities for navigation, works to increase the canal discharge, new transmission and distribution lines for electrical energy, service connections, electrical sub-stations, etc.)
- III. The Audit Officer will be responsible that no expenditure is incurred after the date of the closure of the construction estimate without the approval of competent authority when the amount of the sanctioned project has been exceeded, and that all expenditure incurred against the open capital account is covered by proper detailed estimates sanctioned by competent authority.



- IV. A register (in the form given in Appendix XI) will be maintained in the case of Irrigation works in the Public Works Department Secretariat and in the case of the Electricity Branch works in the Chief Engineer's office with reference to each project, showing all approvals accorded to the works contained in Schedules B and C referred to in Appendices V and VI, and each subsequent sanction against Capital, and the date when each sanction lapses.
- V. The 31st March will invariably be fixed as the date for the completion of a work sanctioned against the Open Capital Account of a Canal or Electric Supply Scheme, and the sanction to the works, unless extended, will lapse on that date.
- VI. Every endeavour should be made to complete a work within the period prescribed for its completion. By completion is meant *absolute completion* so that no further expenditure remains to be recorded.

The Accountant shall be responsible that the date fixed for completion of the work is entered in red ink at the top of the folio set apart for the work in the register of works. He should bring to the notice of the Divisional Officer, three months before the date fixed for their completion, or at an earlier date, when the accounts show that the progress of a work is very slow, all open capital work in progress, with a view to instructions being issued to Sub-Divisional or other officers concerned to ensure not only the completion of the works, but the discharge of all liabilities before the currency of the sanction expires. In the case of payments of compensation for land taken up, the Accountant should frequently remind the Divisional Officer to address the civil officers concerned, urging the necessity for payments being made during the currency of the sanction. The responsibility for taking action will rest with the Divisional Officers, but Accountants will assist them in this respect by reminding them sufficiently early of the necessity for prompt action in each case

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- VII. When, however, it is evident that a work cannot be completed within the period assigned, the necessary application for postponing the date of completion should invariably be made *before* the expiry of the current sanction, and should be accompanied by a full explanation of the causes which have delayed the completion of the work. On the 2nd January, each Divisional Officer should submit to the Superintending Engineer or to the Chief Engineer, Electricity Branch, as the case may be, a statement showing the names and state of all estimates, the date for the completion of which has been fixed for the 31st March next, with remarks stating whether the works will be completed by the prescribed date or not and with such explanations as may be necessary to enable that officer to sanction the extension of such date, if necessary. In the Irrigation Branch, Superintending Engineers should submit a report of each extension to the Chief Engineer by the 1st February.
- VIII. Completion reports on works completed by the 31st March should be submitted as soon as after that date as possible so that they shall reach the Chief Engineer after verification by the Accountant-General, Punjab, by the 1st July, following *at latest*.

### III—REPAIRS

#### (a) *General*

2.46. Repairs are ordinarily of three kinds : first, those which as a matter of regulation are carried out periodically and which are usually of the same quantity from time to time, such as the painting and whitewashing of a building or a new coating of metal on a road or painting of transmission towers and transmission, distribution and telephone steel poles ; second, those which are not done as a matter of regulation periodically, but which it is convenient to carry out, so far as may be necessary, at the time of periodical repairs ; and third, such occasional special repairs as become necessary from time to time, and which may have to be carried out between times of periodical repairs.

2.47. Except in the cases contemplated in paragraph 2.59) provision for repairs of the first two kinds should be made in annual estimates, and for the third kind in separate estimates, as occasions may require, but provision for all should be made in the budget, so far as they can be foreseen, and a reserve should also be provided in the Budget to meet unforeseen expenditure on repairs, since the powers of Superintending Engineers to sanction repairs are limited to the budget grants at their disposal.

Serial No. 23 of paragraph 20.15 Book of Financial Powers.

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

2.49. March is to be considered as the last month of the working year for the purpose of annual maintenance estimates. Each annual repair estimate should include the whole expenditure which it is anticipated will be incurred during the working year on the maintenance of the work concerned.

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

In estimates for repairs no provision is needed for general and administrative charges or for Tools and Plant.

2.51. The sanction to an annual repair estimate lapses on the last day of the working year,—*vide* paragraph 2.49. If, however, inconvenience would arise in any exceptional case from the stoppage of the work on the fixed date, the repairs may be carried on to completion, the expenditure after that date being treated as expenditure against a fresh repair estimate for the next working year. See paragraph 5.7.

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

2.53. In cases of urgency, the Superintending Engineer (or Chief Engineer in the case of the Electricity Branch) may authorise the commencement of periodical repairs in anticipation of formal sanction to the detailed estimate ; but in such cases a preliminary rough estimate should be sanctioned by him. Such sanction will not, however, be operative unless funds for the repairs are properly appropriated by competent authority. The Divisional Officer will be responsible that a proper detailed estimate is submitted at the earliest possible date.

For action to be taken in cases of extreme urgency see paragraph 2.89.

2.54. In the case of all descriptions of works, for the renewal of which any specific period of time has been fixed, the estimate for its repair should show the date when such item of work was last executed.

*(b) Special Rules*

2.55. To facilitate the preparation of estimates for periodical repairs, a standard measurement book should be kept in the office of each Divisional Officer, showing the detailed measurements of each kind of work which is usually subject to renewal in each work under his charge.

2.56. Annual repairs to buildings should be provided for as a percentage on the capital cost of the building on which the standard rent is based, which will be held to include provision for all ordinary repairs likely to be needed every year.

(2) Periodical repairs, which are only required at longer intervals, and special repairs, should be provided for by special estimates prepared when necessary.

(3) Annual repairs should be provided for at such a rate as may be prescribed from time to time by the Government (see paragraph 7.22 of Subsidiary Rules).

**Chap. II.] WORKS—PREPARATION OF PROJECTS [2.57—2.59**

2.57. The estimate when prepared will be submitted to the officer occupying such building, for countersignature in token of all repairs known to be required having been provided for. In the case of buildings occupied by officers of the Civil Department, occasional repairs not provided for in the annual estimate will be executed on requisitions sanctioned under paragraph 2.20.

2.58. Where municipal or other taxes on public buildings are payable by Government, provision for such taxes should be made in the annual repair estimate.

2.59. In the case of any building, the cost of the ordinary annual repairs (excluding municipal taxes) to which is less than Rs 2,500, the Superintending Engineer (or the Deputy Chief Engineer in the case of the Electricity Branch) may prescribe, subject to revision from time to time, a lump sum limited to Rs 2,500 (*plus* the amount of municipal taxes, if any, payable by Government under paragraph 3.17 of this Code) to cover the cost of maintenance, and within this amount expenditure will be permissible without any detailed estimate being prepared. Such lump sum should be framed after consideration of the cost of maintenance in the past and, in the case of residential buildings, should further be limited to the amount included for this purpose in the rent assessment. If in any working year the estimated cost of maintenance is more than the permissible limit given above, or if the lump sum sanctioned by the Superintending Engineer (or the Deputy Chief Engineer in the case of the Electricity Branch) is exceeded, a detailed estimate must be prepared in accordance with the ordinary rules and sanctioned by competent authority. On sanction being accorded to such an estimate the sanction of the Superintending Engineer (or the Deputy Chief Engineer in the case of the Electricity Branch) to the lump sum provision will automatically be superseded for the working year in question.

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

- (2) Every annual repair estimate which is intended to provide for all repairs which must be carried out yearly, such as whitewashing, renewing

B. & R.

mud roofs, etc., as also for periodical and petty (including quadrennial and occasional) repairs, i.e., repairs that are necessary from time to time to keep the building or road up to a proper state of preservation, should be scrutinised and passed by the Superintending Engineer and stereotyped. Having once been stereotyped, an annual repair estimate should not be submitted to the Head of Department for his countersignature or to the Superintending Engineer with application for funds.

2.60. In the case of alterations to a building when the cost is partly debitable to original works and partly to repairs in accordance with paragraph 2.2 of this Code, only one estimate should be prepared with an abstract showing separately the amounts debitable to original works and repairs which should be accounted for under each head as incurred.

In the case of the Electricity Branch also, only one detailed estimate should be prepared.

## E—CONTRACTS AND WORK ORDERS

### 1—GENERAL

2.61. The recognised system of carrying out work, otherwise than by the employment of daily labour, are "Piece-work" and "Contract work". For explanation of the term "Piece-work" see paragraph 2.79 following.

The term "Contract", as used in this Code, does not include agreements for the execution of work by piece-work (see paragraph 2.79) nor does it include more ordinary purchases of materials or stores. All other work, done under agreement, is termed "Contract work", and in the agreements for such work, which should invariably be in writing, there should generally be a stipulation as to the quantity of work to be done, and the time within which it is to be completed.

(2) In the absence of any specific instructions, Superintending Engineers, Irrigation Branch, are empowered to order the execution of works by contract or by work order as may appear, in the circumstances of the case, most suitable.

**Chap. II.] WORKS—CONTRACTS AND WORK [2.62—2.64  
ORDERS**

**2.62.** "Contracts" may be of three kinds, viz., lump sum scheduled and a combination of these two.  
B. & R. and E. B.

In a lump sum contract the contractor engages to execute the work with all its contingencies for a fixed sum.

Schedule contracts are those in which the contractor undertakes to execute the work at fixed rates, the sum he is to receive depending on the quantities and kind of work done or material supplied.

The third kind of contract is a combination of both these. Thus a fixed sum is proposed for the completion of the work as specified and a schedule of rates is agreed upon by which to regulate the price to be paid or to be deducted for additions or alterations.

**2.63.** A manual for the guidance of officers of the Public Works Department in their relations with contractors has been published for the general guidance and assistance of executive officers. The instructions contained in it must, however, be followed subject to a reference to competent authority before entering upon legal proceedings.

## II—CONTRACT DOCUMENTS

**2.64.** Before a work is given out on contract, the Divisional Officer must prepare "contract documents" to include :—

*1st.*—A complete set of drawings showing the general dimensions of the proposed work, and so far as necessary, details of the various parts.

*2nd.*—A complete specification of the work to be done and of the materials to be used, unless reference can be made to some standard specification.

*3rd.*—A schedule of the quantities of the various descriptions of work.

*4th.*—A set of "conditions of contract" to be complied with by the person whose tender may be accepted.

2.65. 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 contract documents to the Superintending Engineer (or Chief Engineer in the case of Electricity Branch) for his approval or remarks together with a copy of the proposed advertisement for tenders, and the form in which 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 approval and advice.

Paragraphs 20-21, Book of Financial Powers.

2.66. In works of great magnitude the contract deed should be specially prepared by the Government Law Officers, but for ordinary contracts, usual stereotyped forms will generally suffice.

### III—TENDERS

2.67. In giving out works on contracts, tenders, which should always be sealed, should invariably be invited in the most open and public manner possible, whether by advertisement in the *Government Gazette* or local newspapers, or by notice in English and the Vernacular posted in public places, after the estimate has been technically sanctioned and the contract documents have been approved by an authority not lower than that empowered to accept the tender. The tenders should have free access to the contract documents. The notice should in all cases state:—

*1st.*—The place where and the time when the contract documents can be seen and the blank forms of tender obtained; also the amount, if any, to be paid for such forms of tender.

*2nd.*—The place where, the date on which and the time when tenders are to be submitted and are to be opened. In the case of large contracts this date should be at least one month after the date of first advertisement or notice.



*3rd*—The amount of earnest money to accompany the tender, and the amount and nature of the security deposit required in the case of the accepted tender.

*4th*—With whom, or what authority the acceptance of the tender will rest.

(2) Authority should always be reserved to reject any or all of the tenders so received without the assignment of a reason, and this should be expressly stated in the advertisement.

(3) Should necessity arise of making any change in the specifications after tenders have been invited but before they have been received or accepted fresh tenders should, as a rule be invited, in which case copies of all new tender notices should be specifically sent to all the original tenderers.

NOTE.—In the case of brick-burning contracts, tenders need not be called for for quantities up to 5 lakhs; for quantities over 5 lakhs but less than 10 lakhs the Superintendent Engineer or Chief Engineer in the case of Electricity Branch shall decide whether tenders should be called for or not, and for quantities of 10 lakhs and over tenders shall invariably be called for.

#### 2.67-A

See A & C  
No. 1 date  
21st  
December  
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**2.68.** At the advertised time and place, all tenders received for the same contract should be opened by the Divisional Officer or other officer in person, in the presence of such of the intending contractors or their agents as may choose to attend. In the Buildings and Roads Branch the Divisional Head Clerk should also be present when tenders are being opened. No tender should be accepted from any person directly or indirectly connected with the Government service—see paragraph 1.146. This ruling does not apply to Government pensioners.

**2.69.** No tenders should be entertained if they are received without the requisite amount or security or earnest money in accordance with the stipulated conditions or after the advertised time. Any tenders received without the earnest money or the requisite amount of security or after the advertised time shall be returned unopened to the tenderers.

NOTE.—In the Buildings and Roads Branch, however, the authority competent to accept the tenders may dispense with the deposit of earnest money from all tenderers.

2.70. The amount of earnest money to be deposited should be sufficiently large to be a security against loss in case of the contractor failing to furnish the required security, within the appointed time after the acceptance of his tender, or until the sums due to him form a sufficient guarantee, as the case may be.

NOTE.—Earnest money deposits made by contractors of the Public Works Department are creditable to Civil Deposits, Revenue Deposits. These deposits may be made by 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 deposit and that designation must be stated on the receipt given by the treasury.

2.71. Deposits of earnest money made by intending tenderers of the Public Works Department should be dealt with under the ordinary procedure laid down in clause (b) (i) of Article 195, Civil Account Code, Volume I. In cases where the earnest money is received and returned to the contractors the same day that the tenders are opened, the procedure laid down in Rule 3 under paragraph 144 of the Public Works Account Code should be followed. When, however, it is not convenient to do so, the ordinary procedure referred to above should be observed.

2.72. 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 execution of former work. Subject to the provisions of clauses 3 to 5, the acceptance or rejection of tenders is left entirely to the discretion of the officer to whom the duty is entrusted, and no explanation can be demanded of the cause of the rejection of his offer by any person making a tender. Such an explanation may be called for by superior authority, if considered necessary.

(2) In cases where a tender other than the lowest tender is selected for acceptance, reasons should be recorded confidentially in the tender register.

(3) Sub-Divisional and Divisional Officer will, in addition to taking action under clause (2) above, inform their immediate superior whenever they accept a tender rate for use in work orders other than the lowest tendered, and the superior officer may, at his discretion, take action to accept the lowest rate tendered.

(4) In both the Irrigation and Buildings and Roads Branches when the tender system is used in connection with a contract (as opposed to its use in deciding work order rates) a tender other than the lowest may only be accepted after obtaining the approval of the officer immediately superior to the one who normally under the rules would be competent to accept the tender.

(5) In the Electricity Branch all cases in which other than the lowest tender is selected for acceptance should, together with the tender register, be submitted confidentially for the Deputy Chief Engineer's approval before the tender is accepted finally.

(6) Nothing contained in the above instructions would absolve any officer from the responsibility for taking necessary action to execute the work in any emergency in accordance with the circumstances of any case. In case of doubt, immediate instructions of the superior officer would be obtained. All cases in which emergent works are executed under this clause without calling for tenders, etc., should however be reported immediately to next superior officer.

#### IV—SECURITY FOR PERFORMANCE OF CONTRACTS

2.73. Security should in all cases be taken for the due fulfilment of a contract. This security may be :—

- (a) A deposit of cash up to Rs 500, or up to any larger amount deposited as earnest money under paragraph 2.70, Government Securities, Municipal Debentures, Port Trust Bonds and Deposit receipts of recognised banks (approved by the Punjab Government) which publish regular accounts.

NOTE.—In case of deposit receipts of recognised banks approved by the Punjab Government, the depositor should be required to get receipts formally transferred to the pledgee. If the deposit be for more than twelve months, the receipts should be forwarded to the Treasury Officer concerned for custody in the same way as is done in the case of promissory notes deposited for more than twelve months and less than five years,—*vide* paragraph 83 (a) of the Government Securities Manual, otherwise they should be retained by the Divisional Officer. The depositor should receive the interest, when due, direct from the bank on the letter from the pledgee authorising the bank to pay it.

- (b) Post Office 5-year cash certificates for the amount at which the certificates were purchased or their proportionate conversion value acceptable by the Post Office on the date Cash Certificates are transferred, but not for their face value.

NOTE.—Government Officers accepting Cash Certificates as security must satisfy themselves that the total face value of the Cash Certificates in the name of any person pledging these does not exceed Rs 10,000.

- (c) A deduction of 10 per cent from the monthly payments to be made on account of work done.
- (d) Post Office Savings Bank Pass Books pledged to the Divisional Officer concerned.

NOTE.—Government papers tendered as securities should be taken at their market value at the time of deposit subject to the following conditions:—

- (1) The amount of Government paper taken shall be such that its market value at the time of acceptance is not less than the amount for which security is required.
- (2) When, owing to depreciation in the market value of the Government paper its market value is less than the amount of the security required by more than Rs 100, further security shall be taken to cover the difference.
- (3) When, owing to appreciation in the market value of the Government paper, its market value exceeds the amount of the security required by more than Rs 100 and the depositor asks that part of the Government paper may be returned to him to cover this difference, the request of the petitioner shall be granted, so far as this is possible.

NOTE 2.—Cash deposits of contractors should not be converted to interest-bearing securities, except at the express written desire of the contractor. The conversion should be effected by the Divisional Officer at the cost of the contractor.

#### V—PROVISION IN CONTRACTS FOR IMPORTED STORES

**2.74.** In framing contracts of any description, care should be taken to retain in the hands of Government the supply of imported materials, if required to any considerable extent, and to arrange the terms accordingly. Such stores should either be supplied from the existing Government stock or be obtained in

the ordinary course by indent on the Indian Store Department, London, or by purchases in the local market. In the case of important construction works let out on contract, such stores may be supplied by the contracting firm, subject to the conditions stated in the Stores Rules framed by the Punjab Government,—*vide* Appendix VIII.

#### VI—ENFORCEMENT OF TERMS OF CONTRACT

2.75. Engineers and their subordinates are responsible that the terms of contracts are strictly enforced and that no act is done tending to nullify or vitiate a contract. All contract deeds must be executed on one or other of the standard forms, but they may be modified to suit local requirements after consultation with the legal advisers of the Punjab Government. All agreements or security bonds entered into with the Public Works Department by contractors for the execution of work or for securing the due performance of contracts are exempt from stamp duty. Registration fees on all contracts for manufacture and supply of bricks must be paid by the contractor as he is required to register the tender.

(2) When according to the terms of the contract, a Superintending Engineer acts as an arbitrator, he should, in giving an award, keep in view the instruction contained in Appendix IX.

#### VII—OFFICERS EMPOWERED TO EXECUTE CONTRACTS

2.76. No authority lower than an officer in charge of a Sub-Division can accept any tender or make a contract for public works. The different classes of deeds, contracts and other instruments which may be executed by this Department and the authorities empowered to execute them are detailed in Appendix I, while the financial limits up to which these authorities are authorised to determine the terms of deeds, are set forth in the Book of Financial Powers.

2.77. It is not the intention to prevent the officers empowered in this respect from giving out to different contractors a number of contracts relating to one work, even though such work may be estimated to cost more than the amount up to which they are empowered to accept tenders. But no individual

## 2.78-2.79 ] PUBLIC WORKS DEPARTMENT CODE [Chap. II.

contractor may receive a contract amounting to more than this sum nor, if he received one contract, may he receive a second in connection with the same work or estimate while the first is still in force, if the sum of the contracts exceeds the power of acceptance of the authority concerned.

NOTE.—It should be clearly understood that the splitting up of a work at the time of calling for tenders is a measure which must be justified by circumstances, and must be in the interest of the work. It must not be resorted to with a view to evading the operation of any prescribed limit.

2.78. In cases in which departures from the rules contained in this Section of this Chapter are unavoidable, such departures may be permitted or condoned, as the case may be, subject to the following restrictions, and with the concurrence of the Finance Department in each case :—

- I. No officer may enter into a contract into which he is not empowered to enter.
- II. No officer may enter into a contract which infringes the rule in paragraph 2.77.
- III. No officer may accept any contract for a work until an assurance has been received from the authority competent to provide funds for the same, that such funds will be allotted before the liability matures [*vide* paragraph 2.89 (1) ].
- IV. The provision of paragraph 2.74 may not be waived where the purchase of imported materials contravenes the provisions of the Store Rules.

NOTE.—Restrictions I and II above do not apply to piece-work agreements which are not contracts within the meaning of this Code,—*vide* Paragraph 2.61.

## VIII—PIECE-WORK

2.79. Works are commonly carried out as “piece-work” the agreements for which should be in the form of “Work Orders” on Irrigation Branch Form No. 9 or Buildings and Roads Branch Form No. 34, as the case may be. Such agreements are not “contracts” and should contain only a description of the work to be done and the rate to be paid for it, with-

out any reference to the total quantity to be executed or to the time within which it is to be executed.

A specification of the work to be done may be issued with the work order, but must contain no reference to quantity or time.

When *progressive* or *bonus* rates are provided, it must be definitely stipulated in Irrigation Branch Form No. 9-A, which will be used, that either Government or the Contractor may at any time terminate the agreement *by notice in writing*, without claim to compensation by either party.

(2) (a) Subject to the condition that rates higher than those contained in the Schedule of Rates or in the sanctioned estimates are not given without the prior permission of the Superintending Engineer, Divisional Officers have full powers to issue work orders, but Sub-Divisional Officer may not issue work orders for specific works the cost of which is likely to exceed Rs 5,000 or such lower limit as the Divisional Officer may fix except as provided below.

(b) When, on large construction works, a general rate for a certain class of work has been fixed by higher authority, Divisional Officers may permit their Sub-Divisional Officers to issue work orders for that class of work at the rate fixed without reference to the probable amount of the resulting payments.

(c) In order to ensure that the rates given in work orders are current rates, Superintending Engineers, Irrigation and Electricity Branches should order that tenders be publicly called for rates for specific works from time to time and at least once annually in each Circle.

(d) Sub-Divisional Officers giving out work likely to result in payment exceeding Rs. 250 should issue a work order before the work is commenced. No work order need be issued for a work likely to result in a payment of Rs. 250 or under.

(3) A deduction of 5 per cent from the monthly payments be made on account of the works done as "piece-work".

With Finance  
Department's  
approval

(4) In the Buildings and Roads Branch work orders are used for all works and repairs estimated to cost not more than Rs. 10,000 and up to that limit the Divisional Officers are competent to issue work orders, provided that they do not give rates higher than those contained in the Schedule of Rates or in the sanctioned estimates without prior sanction of the Superintending Engineer. Subject to the same restrictions, the Sub-Divisional Officers may issue work orders to the extent of Rs 5,000. Sub-Divisional Officers giving out work likely to result in payment exceeding Rs. 100 should issue a work order before the work is commenced. No work order need be issued for a work likely to result in a payment of Rs. 100 or under.

(5) In the Electricity Branch, the Divisional Officers may issue work orders to the extent of Rs. 10,000 and the Assistant Resident Engineer, the Headworks Engineer and the Assistant Engineers to the extent of Rs. 5,000, provided that they do not give rates higher than those contained in the Schedule of rates or in the sanctioned estimate without prior sanction of the Superintending Engineer. No work likely to result in a payment exceeding Rs. 250 should be commenced without issuing a work order. No work order need be issued for a work likely to result in a payment of Rs. 250 or under.

NOTE.—Buildings and Roads Branch forms are used in the Electricity Branch also.

## F—SALE AND ACQUISITION OF LAND

### I—SALE OF GOVERNMENT LAND AND IMMOVABLE PROPERTY

2.80. All land, the property of Government, should ordinarily be sold through the Revenue Department. But when buildings are sold, the sites attached to them should be sold by the Public Works Department.

2.81. When any immovable public property is made over to a local authority for public, religious, educational or any other purpose, the grant should be made expressly on the conditions, in addition to any others that may be settled, that the property shall be liable to be resumed by Government if used



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OF LAND

for other than the specific purposes for which it is granted and that, should the property be at any time resumed by Government, the compensation payable therefor shall in no case exceed the amount (if any) paid to Government for the grant, together with the cost or their present value, whichever may be less, of any buildings erected or other works executed on the land by the local authority.

II—ACQUISITION OF LAND

(a) *General*

2.82. When land is required for public purposes, the officer of the Public Works Department should, in the first instance, consult the Collector of the district, and obtain from him the fullest possible information as to the probable cost of the land, per acre or otherwise, together with the value of buildings, etc., situated on the property, for which compensation will have to be paid. Upon the information thus obtained, an estimate should be framed by the Public Works officer and submitted for sanction, either separately or duly incorporated in the estimate of work for which land is required.

(2) Where, however, the following conditions are fulfilled, consultation with the Collector of the district may be dispensed with and the cost of land may for estimating purposes be based on the Divisional Officer's experience and local enquiry :—

- (i) that the amount of the sub-head for land does not exceed Rs 5,000, and
- (ii) that the amount of the sub-head for land does not exceed 5 per cent of the total amount of the estimate (works only).

NOTE.—No religious place of worship, shrine, tomb, graveyard or any immoveable property attached to any such institution and the boundaries of which are continuous with the site of the same, shall be acquired compulsorily under the Land Acquisition Act. If any other immoveable property attached to any such institution or any *waqf* property be required, the matter should be referred to the Punjab Government before any action is taken in the matter,—*vide* paragraph 9, Financial Commissioner's Standing Order No. 28 (Land Acquisition).

2.83. When sanction to an estimate, framed as above directed, has been obtained, the Divisional Officer or other Public Works Officer concerned should commit the matter to the Revenue Officer who will take the necessary preliminary action for the appropriation of the land under the Land Acquisition Act, or for its acquisition by private negotiation, subject to the instructions contained in Financial Commissioner's Standing Order No. 28 (Land Acquisition). These instructions provide that if the estimate originally framed and sanctioned is likely, when the land comes to be acquired, to be materially exceeded, the Revenue Officer making the award should give sufficient notice to the Public Works Officer and should take into consideration any representation which such officer may make, whether it is made orally or by letter. More especially he should, before making the award, allow such an officer an opportunity of appearing in person or by agent and of producing evidence as to the value of the land. When such a reference is made, the Public Works Officer should, if it is found impossible to obtain the land required without materially exceeding the estimate, or to obtain some other plot of land in lieu of that originally proposed, submit a revised estimate for sanction. When possession has once been taken under section 16 or 17 of the Act, Government cannot withdraw from the acquisition of the land. In cases, therefore, where the amount claimed in pursuance of a notice under the Act is largely in excess of the amount subsequently awarded by the Collector, and the acquisition of the land is not absolutely necessary, possession should not be taken without a reference to the authority sanctioning the work until the time within which an application for a reference to the Court must be made under section 18 of the Act, has elapsed without such application being made.

2.84. The arrangements between the officers of the department and the Revenue Officers to determine what land to take up, should, where practicable, be made without divulging the intention of the Government, so as to admit of a private bargain being, if possible, made before any enhancement of prices has occurred.

2.85. After the preliminary arrangements described in the preceding paragraphs have been duly carried out, the

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land will be taken up under the Act either by the Collector or by a special officer placed at the disposal of the Public Works Department and invested with the powers of a Collector under the Act. The procedure in the two cases, which is applicable also in the case of land taken up for Military Works, is described in the Civil Account Code, Volume I, Appendix 7.

2.86. The procedure described in paragraphs 2.80 to 2.85 does not apply to cases where the land required is already in possession of another department of Government or of a local body ; such cases are governed by special provisions in Financial Commissioner's Standing Order No. 28 (Land Acquisition).

*(b) Land held for Military Purposes*

2.87. No land, whether :—

- (a) within cantonment limits,
- (b) forming part of an encamping ground, or
- (c) otherwise held for military purposes should be taken up 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 until the sanction of the Central Government in the Defence Department to the occupation or use of the land has first been obtained and communicated to the General Officer Commanding the Division or the Independent Brigade. In all such cases, the necessary sanction should be obtained by the General Officer Commanding the Division or the Independent Brigade, through the Quartermaster-General in India.

(2) Application for such land when within cantonment limits should be made by the Officer in charge of the works to the cantonment authority, and by the latter to the superior military authority but in the case of a military encamping ground, application should be made to the General Officer Commanding the Division or the Independent Brigade. The military authorities will then take the necessary steps to obtain (i) the opinion of the Punjab Government (i.e., the Administrative Department in consultation with the Finance Department),

which should invariably be recorded upon all applications and (ii) the sanction of the Central Government to the occupation of the required land. The foregoing procedure will apply in cases where it is proposed to purchase, or otherwise acquire permanently, any building situated on military land for the use of a Civil Department.

(c) *Acquisition of Land by Private Negotiation*

2.88. In the case of land acquired by private negotiation, the officer who settles the price, etc., should draw up Form A prescribed for use in the case of an award, and this should be made the basis of subsequent payments and audit. See note 4 to paragraph 116, Civil Account Code (Vol. I.)

G—EXECUTION OF WORKS

I—COMMENCEMENT OF WORK

2.89. It is a fundamental rule that 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 competent authority. Permission granted by Government in orders on a Budget estimate for the retention of an entry of proposed expenditure during the year on a work, conveys no authority for the commencement of outlay. Such permission is granted on the implied understanding that, before any expenditure is incurred, the above conditions will have been fulfilled. Excepting in regard to petty works, as defined in paragraph 2.18, repairs of the nature contemplated in paragraphs 2.20 and 2.59 and in cases of real emergency which must be immediately reported and explained to the authorities competent to accord administrative approval and technical sanction, this injunction may not be infringed. On the other hand, the sanction of a design and estimate by Government or any other authority conveys no permission for the commencement of expenditure on the work, unless such expenditure has been provided for in the budget estimate of the year, or provision has been made for the outlay within the official year either by reappropriation or out of some lump sum grant allotted for the head of classification under which the service falls. Similarly no liability may be incurred in connection with any work until an assurance has been received

from the authority competent to provide funds that such funds will be allotted before the liability matures.

(2) If in any case, whether on grounds of urgency or otherwise, a Divisional Officer is required to carry out a work for which no estimates have been sanctioned or for which no financial provision exists (whether estimates have been sanctioned or not) the orders of the officer authorising the work should be conveyed in writing. On receipt of such written orders the officer who is directed to carry out the work should immediately intimate to the Audit Officer concerned that he is incurring a liability for which there is no provision or inadequate provision of funds and should, at the same time, state approximately the amount of the liability which it is likely he will incur by compliance with the written orders which he has received. The audit officer will then be responsible for bringing the facts instantly to the notice of higher financial authority, with a view to necessary steps being taken either to stop the progress of the work or to regularise its execution. There should be no hesitation in enforcing disciplinary action against any officer, administrative or executive, who may fail, or delay to comply with these orders.

2.90. 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.

2.91. When any new building is about to be commenced or any alteration, addition or repairs executed to any building, due intimation of such intention must be given to the local head of the department, military or civil, concerned.

2.92. No work should be commenced on land which has not been duly made over by the responsible civil officers.

## II—SCOPE OF SANCTION

2.93. The authority granted by a sanction to an estimate must on all occasion be looked upon as strictly limited by the precise objects for which the estimate was intended to provide. Accordingly, any anticipated or actual

Paragraph 383-A of  
the Public Works  
Account Code.

savings on a sanctioned estimate for a definite project should not, without special authority, be applied to carry out additional work not contemplated in the original project or fairly contingent on its actual execution.

(2) Savings due to the abandonment of a substantial section of any projects sanctioned by an authority not lower than the Chief Engineer are not to be considered as available for work on other sections.

NOTE (1) The "special authority" mentioned in sub-paragraph (1) is the authority competent to give administrative approval to the original estimate on which the saving occurs.

NOTE (2)—For the purpose of this ruling, a substantial section of a project shall be considered to have been abandoned, if the estimated cost of the project, excluding in the case of Irrigation projects the estimated cost of the head-works as originally approved.

### III—LAPSE OF SANCTION

2.94. The sanction to an estimate for a public work (as distinct from annual repairs) will ordinarily cease to operate after a period of five years from the date upon which it was accorded, but the acceptance by competent authority of a budget estimate which includes specific provision for expenditure upon a work which is in progress may be regarded as reviving the sanction to the estimate for the year in which the provision is made. But See also paragraph 2.51.

NOTE.—The orders contained in this paragraph are special for the Public Works Department, and override, in so far as estimates for works are concerned, the general rule contained in Article 233 of the Civil Account Code, Volume I.

### IV—ALTERATIONS IN DESIGN DURING CONSTRUCTION

2.95. No material alteration is sanctioned, still less in standard, designs may be made by a Divisional Officer in carrying out any work, without the approval of the Superintending Engineer (or the Chief Engineer in the case of the Electricity Branch). If the design was originally prepared by the Consulting Architect to Government, a reference should be made to him in the first instance. Should any alteration of importance involving additional expense be considered necessary, a revised or supplementary

estimate (*See* paragraph 2.116—2.121) should be submitted for sanction. In urgent cases where the delay thus caused would be inconvenient, an immediate report of the circumstances must be made to superior authority and dealt with as the case may require.

NOTE—Revised administrative approval is necessary in the cases indicated in paragraph 2.7.

(2) In the case of works chargeable to Central Revenues, the rules made by the Central Government must be followed.

2.96. Where important structural alterations are contemplated, though not necessarily involving an increased out-lay the orders of the original sanctioning authority should be obtained. A revised estimate should be submitted for technical sanction should the alterations involve any substantial change in the cost of the work.

#### V—MISCELLANEOUS RULES FOR THE EXECUTION OF WORKS

2.97. 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 timed as not to lead to the destruction of standing crops. Brick and lime kilns should not be erected so close to the inhabited part of any town or cantonment as to be a nuisance.

2.98. 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, unless under the orders of the Government within whose jurisdiction the edifice stands—*See* also paragraph 3.16.

2.99. All interruptions of large works in progress should be immediately reported to the Superintending Engineer (or the

Chief Engineer in the case of the Electricity Branch), the causes and probable duration of such interruptions being duly explained.

2.100. All unusual losses in the manufacture of materials must, on their occurrence, be reported to the Superintending Engineer (or the Chief Engineer in the case of the Electricity Branch).

2.101. Divisional Officers should promptly report (*vide* paragraph 1.62) to the Chief Engineer and also to the Superintending Engineer in the case of the Irrigation and the Buildings and Roads Branches, the occurrence of all serious and important accidents or damage to irrigation works or to electrical works, or to any roads or buildings borne on the books of the Department, or to any historical or archaeological monument whether in charge of the Public Works Department or not. Divisional Officers and other subordinates in charge of the works should furnish immediate information to the officer in charge of the nearest police station on the occasion of every serious accident, and in the case of death on the spot, they should not allow the body to be removed till an enquiry has been held. When full enquiry as to the cause and extent of loss has been made, the detailed report should be sent by the Departmental Officer concerned to the Head of the Department, a copy of the report or an abstract thereof being simultaneously forwarded to the Accountant-General, Punjab.

2.102. Carriage of any description, employed for purposes connected with public works, is as liable to be impressed for military purposes as carriage employed by private individuals.

2.103. The Superintending Engineer (or the Chief Engineer in the case of the Electricity Branch) may, if he deems it necessary, direct the Divisional Officer to suspend the commencement or progress of any work pending the orders of Government.

2.104. An order book should be opened and kept on all important works in which all important orders to the executive subordinate or to the contractor should be written.



## VI—ADVANCES TO CONTRACTORS

2.105. Advances to contractors are as a rule prohibited and every endeavour should be made to maintain a system under which no payments are made except for works actually done. Exceptions are, however, permitted in the following cases :—

Paragraph 299-A,  
Public Works  
Account Code.

- (a) Cases in which a contractor, whose contract is for finished work, requires an advance on the security of materials brought to site. Divisional Officers may, in such cases, sanction advances up to an amount not exceeding 75 per cent of the value (as assessed by themselves) of such materials, provided that they are of an imperishable nature and that a formal agreement is drawn up with the contractor under which Government secures a lien on the materials and is safeguarded against losses due to the contractor postponing the execution of the work or to the shortage or misuse of the materials, and against the expense entailed for their proper watch and safe custody. Payment of such advances should be made only on the certificate of an officer, not below the rank of Sub-Divisional Officer, that the quantities of materials upon which the advances are made have actually been brought to site, that the contractor has not previously received any advance on that security and that the materials are all required by the contractor for use on items of work for which rates for finished work have been agreed upon. The officer granting such a certificate will be held personally responsible for any overpayment which may occur in consequence. Recoveries of advances so made should not be postponed until the whole of the work entrusted to the contractor is completed. They should be made from his bills for work done as the materials are used, the necessary deductions being made whenever the items of work in which they are used are billed for.
- (b) Cases in which in the interest of works, it is absolutely necessary to make petty advances. In such cases advances up to Rs 50 may be allowed by Sub-Divisional Officers.

- (c) In all other cases the sanction of Government must be obtained, which will be accorded only in exceptional circumstances when such advances seem indispensable, and provided that the necessary precautions are taken for securing Government against loss. Such a system will not be allowed to become general or to continue longer than is absolutely essential.

#### VII—SANITATION ON EXTENSIVE WORKS

**2.106.** On extensive works, where large labour force is collected, the importance of good hutting, water supply, and sanitary arrangements must be borne in mind, and all reasonable precautions must be taken to maintain the health of the labour force and prevent or arrest the progress of epidemics.

(2) The general principles which should be observed are stated in Appendix VII, and it will be the duty of the Superintending Engineer (or the Chief Engineer in the case of the Electricity Branch) to see that these rules are observed.

(3) Any reasonable outlay for such temporary cover as may be needed for bodies of work-people of considerable magnitude, for the marking out, clearing and draining of their temporary stations, also for entertaining some small temporary establishment to look after the latrines, one or two policemen, and hospital establishments may be authorised as forming part of the contingent outlay on the work under execution, but in framing large projects, for which the provision of such works can be foreseen, such expenditure should, as far as possible, be specifically provided for in the project estimate.

#### VIII—INFORMATION TO BE GIVEN TO THE SURVEY DEPARTMENT

**2.107.** With a view to the Survey Department being supplied with information regarding all new public works to enable the map of India to be brought up to date, the following procedure is to be followed in regard to new lines of canals, large irrigation channels, main lines of roads and Extra High

Tension Trunk and Branch Lines for transmission of electrical energy :—

- I. When any such public work has been constructed, or section thereof has been opened, the index or record map, on whatever scale available (not less than one inch-one mile), provided it is from original surveys and not a mere eye sketch made on tracings from the Survey of India maps, should be sent to the Survey of India Office, Calcutta, and that Department will take steps to have the material utilized by its own draftsmen. Index plans of canals, large irrigation channels and main lines of road should be sent to Government in the Public Works Department for transmission to the Survey Department. In the case of the Electricity Branch, Index plans of Extra High Tension Trunk and Branch Lines for transmission of electrical energy will be submitted to the Survey Department direct by the Chief Engineer of that Branch.
- II. To ensure the material supplied being suitable for the purposes of the Survey Department, the topography adjoining the alignment, such as village sites, tri-junction boundary pillars, other permanent objects and the crossing of roads and streams, should be accurately shown, and it should be stated on the maps supplied if the information is derived from actual survey or otherwise.
- III. The Survey Department should be requested to treat index or record maps with every care, and to return them as early as possible to the offices from which they have been received so that the labour of making tracings need not be resorted to.

#### IX—EXECUTION OF WORKS BY CIVIL OFFICERS

**2.108.** Save in cases where the Governor may assign the construction and maintenance of buildings to the departments using or requiring them, the execution of all the works of construction or repairs required for Government departments should be entrusted to the Public Works Department.

## H—DEPOSIT WORKS

2.109. The Department may occasionally be called upon to execute works for which the outlay is provided wholly or in part from :—

- (a) funds of a public nature, but not included in the financial estimates and accounts of the Empire ;
- (b) contributions from the public.

(2) Powers of the Chief and Superintending Engineers and Divisional Officers to authorise the undertaking of deposit works are given in paragraph 5.31 which must be exercised in strict conformity with the rules in paragraphs 2.110 to 2.113. These limits are exclusive of establishment and tools and plant charges.

(3) Contribution works in the case of which it is proposed to give a grant-in-aid shall require sanction of Government,—*vide* paragraph 19.11 of the Book of Financial Powers.

(4) "Taccavi works", i.e., works on canal watercourses in the Irrigation Branch are not subject to the limits given in paragraph 5.31 and may be undertaken by Divisional Officers with the previous approval of the Superintending Engineer.

(5) In the Electricity Branch, service line to consumer's premises is laid by the Branch and the consumer has the option of paying either a monthly rental or the estimated cost of the service line and equipment, but where the consumer has exercised the option and pays the estimated cost, the service line remains the property of the Branch. Such works are not classified as "Deposit Works."

2.110. Where a work is to be carried out partly from funds provided in the estimates of the Department and partly from funds of the foregoing nature, the contribution will be considered as a lump sum in addition to the Government grant, and the work executed in strict accordance with the procedure laid down for public works.

2.111. The realization of contributions for churches is governed by the Ecclesiastical Rules Published by the Central

Government. In other cases the contributions should be realized before any liability is incurred on account of the work, but, where such procedure has been sanctioned by the Punjab Government, recovery may be made from the contributor by suitable instalments on fixed dates. No interest will be allowed on sums deposited as private contributions for public works.

(2) No deposit should be received for "Deposit Works" until such time as the works have been sanctioned by competent authority.

**2.112.** In cases where the Department undertakes to design and construct a work wholly from the sources alluded to in paragraph 2.109, such as a town hall or reservoir for a municipality, or a school or hospital for which funds have been raised by subscription, or where the Department is entrusted with the construction of a church for which the funds have been provided and are administered under the conditions stated in the Ecclesiastical Rules, the following rules will be observed :—

- I. On receipt of definite assurance as to the amount of funds available, the design and estimate will be drawn up in communication with the party or parties depositing or administering the funds and must be submitted for the approval of such higher local departmental authority as the extent of the estimate would require.
- II. Provision must be made to cover the cost of establishment and tools and plant prescribed in paragraph 2.29 together with an addition of one per cent for audit and account establishment. No reduction in these charges should be made without the sanction of Government, except in the case of works costing less than Rs 1,000 when these charges may be reduced or remitted with the previous sanction of the Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be, *see* serial No. 36 of paragraph 20.12, Book of Financial Powers.

- ✓ III. Prior to the work being put in hand, a written approval to the estimate and design must be obtained from the authority depositing or administering the funds and an acknowledgement procured to the effect that in undertaking the work the Department does not accept responsibility for unavoidable and reasonable excesses, such as would be caused by a rise in the price of labour or material, by authorised alterations in design, loss by fire or theft, or by other factors which could not be foreseen at the time the estimate was prepared. Any alteration in design must be similarly dealt with.
- ✓ IV. The necessary funds for the prosecution of the work must be realised and paid into the Government treasury either in a lump sum or in such instalments and by such dates as the Government shall decide in each case. No advance of Government money for such purpose will be permitted and in a case where the money is paid by instalments, Government will not be responsible for any increase in cost, or damage to the uncompleted work caused by a temporary stoppage of the work pending receipt of further instalments.
- V. It will be the duty of the officer in charge of the work to bring at once to the notice of his superiors and of the local body or individuals any anticipated excess over the estimate, as well as to provide the fullest information in connection with the progress of expenditure so that no responsibility may attach to Government in the event of the work having to be stopped for want of funds.
- VI. In case of deposit works all anticipated excesses owing to the tenders having been received in excess of the estimated rates should be brought at once to the notice of the local body or the party concerned under paragraph 2.112-V above for accepting the excess and arranging the funds accordingly.
- VII. Authorities undertaking such works should satisfy themselves that the extent to which Government is

responsible in regard to the execution of the work is thoroughly understood both by the parties for whom the work is to be constructed and by the executive officer to whom its construction is to be entrusted.

VIII. Where the work is of magnitude, or there are any special circumstances which seem to render such a course desirable, an agreement should be drawn up under legal advice.

2.113. It must be distinctly understood that contributions on account of one work can, in no circumstances, be utilized in meeting outlay on account of another work, the contributions for which may be in arrears.

### 1—DISPOSAL OF ESTIMATES

#### 1—OFFICE OF RECORD FOR ESTIMATES

2.114. Estimates after being sanctioned by proper authority, should be returned to the Divisional Officer for record in his office.

#### II—COMMUNICATION OF SANCTIONS TO ESTIMATES TO THE AUDIT OFFICER

2.115. Immediate intimation of the sanction to an estimate accorded by an authority higher than a Superintending Engineer in the Irrigation and the Buildings and Roads Branches should be made to the Audit Office. As there are no Superintending Engineers in the Electricity Branch and all estimates exceeding the Divisional Officer's power of sanction are sanctioned by the Chief Engineer or the Deputy Chief Engineer, as the case may be, the procedure laid down in subparagraph (3) should be followed in that Branch.

“(2) A return of all estimates sanctioned by the Divisional Officer and superintending Engineer should be sent monthly to the Audit Officer direct by the Officer concerned, who should, however, simultaneously send one copy of these returns to the Chief Engineers concerned to enable them to exercise proper check on the estimate sanctioned.”

(3) A return of all estimates sanctioned by the Divisional Officer in the Electricity Branch should be sent by him to the Chief Engineer, and these sanctions together with those accorded by the Deputy Chief Engineer and the Chief Engineer should be communicated by the Chief Engineer monthly direct to the Audit Officer.

(4) The Superintending Engineer (or the Chief Engineer in the case of the Electricity Branch) is responsible that in cases where a substantial section of a project sanctioned by higher authority has been abandoned, even though provisionally, the aggregate assumed cost (including contingencies) of the works included in that section is intimated to the Audit Officer for exclusion from the total sanctioned estimate of the project. See also paragraph 2.93.

#### J—SUPPLEMENTARY AND REVISED ESTIMATES

##### I—SUPPLEMENTARY ESTIMATES

2.116. Any development of a project thought necessary while a work is in progress, which is not fairly contingent on the proper execution of the work as first sanctioned, must be covered by a supplementary estimate, accompanied by a full report of the circumstances which render it necessary. The abstract must show the amount of the original estimate and the total of the sanction required including the supplementary amount.

##### II—REVISED ESTIMATES

2.117. A revised estimate must be submitted when the sanctioned estimate is likely to be exceeded by more than 5 per cent, either from the rates being found insufficient or from any cause whatever, except as mentioned in paragraph 2.116 (See however paragraphs 2.96, 5.24 and Appendix V).

Whenever it is considered necessary to sanction a second or a subsequent revised estimate, the sanctioning authority must obtain administrative approval of the authority next above it even if the revised estimate is within its own power of sanction.

2.118. When a revised estimate is submitted, it must be accompanied by a comparative statement (  $\frac{\text{B. \& R.}}{\text{I.B.}}$  ) and by a report showing the progress to date.

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It is the duty alike of the Divisional Officer and of the Superintending Engineer (or the Chief Engineer in the case of the Electricity Branch) to watch carefully the progress of expenditure and to see that revised estimate is submitted directly the necessity arises.

NOTE.—In the Electricity Branch, the comparative statement will be prepared in B.&R. Stereo Forms No. 42—44.

**2.119.** When the submission of a revised estimate under the above rules is found necessary, it is essential that the revised estimate should be compared with the latest existing sanction of competent authority, *see* paragraph 2.93. When by reason of intermediate modifications such existing sanction differs from that accorded by the highest authority concerned, a statement should be prepared showing how the sanction with which the revised estimate is compared has been arrived at.

**2.120.** A revised estimate will also become necessary if at any time, either before or during the construction of a work, it is found that the original estimate, for it is excessive for reasons other than abandonment of a substantial section of a sanctioned project or material deviation from the original proposals. An officer of rank not lower than Divisional Officer may sanction such a revised estimate, even though its amount may exceed that to which he is ordinarily empowered to accord sanction. When according such sanction he should intimate, giving reasons, to the authority who sanctioned the original estimate and to the Accountant-General, Punjab, that the amount of the estimate has been reduced accordingly.

### III—UTILIZATION OF COMPLETION REPORT OR STATEMENT AS REVISED ESTIMATE

**2.121.** When excesses occur at such an advanced period in the construction of a work as to render the submission of a revised estimate purposeless, the excesses if beyond the power of the Divisional Officer to pass, may be explained in Completion Report or Statement prepared under the rules in paragraph 2.122 but when excesses of more than 5 per cent are shown in a completion report it should be explained why a revised estimate was not submitted before the work was completed, and the Superintending Engineer (or the Chief Engineer

in the case of the Electricity Branch) should report whether the probability of an excess occurring was reported to him on a Work Slip as required by paragraph 1.52.

## K—COMPLETION REPORTS, CERTIFICATES AND PLANS

### I—GENERAL

**2.122.** (1) A detailed Completion Report, or a Completion Statement as necessary,—*vide* clause (2), must be prepared on the completion of works in the following cases :—

- (i) For all works chargeable to Capital regardless of the actual expenditure being equal to or more or less than the sanctioned amount ;
- (ii) For works chargeable to heads other than Capital—
  - (a) if the estimate of the work has been exceeded by more than 5 per cent ;
  - (b) if the actual expenditure on a work exceeds the limit of the Divisional Officer's powers to sanction estimates technically, even if the excess is within 5 per cent of the amount of the estimate ; and
  - (c) if there has been an excess over a revised estimate.

(2) (a) Detailed completion report in Form D.F.R. (P.W.) 35 is to be submitted on completion of works, on which the outlay has been recorded by sub-heads. It should give a comparison and explanation of differences between the quantities, rates and cost of various items of work executed and those in the estimate, and should also mention the names of the Engineers and Overseers, who supervised the work from time to time during the period of its execution.

**NOTE.**—The Superintending Engineer (or Chief Engineer in the case of the Electricity Branch) may, if he so desires, require a detailed completion report to be prepared on the completion of any other work.

(b) A completion statement in Form D.F.R. (P.W.) 36 showing the total estimated cost, the outlay and the excess, if any, is to be submitted on completion of other works as

defined in paragraph (1) *supra*. A consolidated statement should be prepared monthly of all such works completed during the month.

When the completion statement is to be utilized instead of a revised estimate under paragraph 2.121, sufficient details must be given to satisfy the authority, whose sanction is necessary.

(3) As regards the preparation of Completion Reports of Projects of the Irrigation and Electricity Branches, special rules laid down in Appendices V and VI, respectively should be followed.

(4) In cases where no completion report or statement is required to be submitted by the Divisional Officer, the date of completion of all major Works should be reported to the Superintending Engineer and also to the Superintendent, Archaeological Survey, Frontier Circle, in the case of archaeological works. Superintending Engineers are required to inform the Head of the Department direct, as well as the Provincial Government in the Public Works Department, of dates of completion of works sanctioned by them or by the Chief Engineer.

NOTE.—Similar procedure should be followed in reporting date of commencement of all major works to the Head of Department and the Provincial Government.

#### II—WORKS EXECUTED ON BEHALF OF OTHER DEPARTMENTS

2.123. On the completion of an original work executed on behalf of another department, a completion certificate in B. & R. 130

—Stereo Form No. ————should be forwarded I.B. 359

by the Divisional Officer to the civil or military authority concerned, who should after signing it in the space provided for the purpose (*vide* also paragraph 2.125), return it to the Divisional Officer. B. & R. Stereo Form No. 130 should be used in the Electricity Branch for the preparation of completion certificates, if and when required.

(2) In the case of repairs, the Sub-Divisional Officer B. & R. should submit a completion certificate in ————Stereo I.B.

129  
Form No. ————to the officer of the department immediately  
360

interested in the work who should, after endorsing it with the remark that the work is in "good order" or otherwise, forward it to his departmental superior (if he is not himself the officer competent to sign the certificate). The latter officer should then transmit it to the Divisional Officer for disposal. B. & R. Stereo Form No. 129 should be used in the Electricity Branch for the preparation of a completion certificate in the case of repairs done for other departments.

(3) The completion certificate in the case of petty works and repairs will be endorsed on the requisition (Public Works Account Form No. 32) and no separate certificate is then required.

**2.124.** Civil and Military officers are required to fill up and sign all authorised forms of requisition, completion report or other certificate of execution that may be required by the Divisional Officer in consequence of the execution of any work on their application or order.

**2.125.** The countersignature of a Civil or Military officer merely implies, in the case of an original work, that the work has been completed and taken over, and in the case of repairs that the building or work, generally, is in proper order, and involves no further responsibility. If the countersigning officer is not satisfied with the work and wishes to make any remarks, he can do so over his signature, but he should bear in mind, that, in making remarks which are unnecessary or irrelevant, he may occasion much trouble and delay. See also paragraph 2.132.

### III—RECORD AND OTHER DRAWINGS AND PLANS

**2.126.** Record drawings, showing the work as actually constructed, should be completed as soon as possible by the officer in immediate charge of every new work or alteration of an existing work for approval and record by the Divisional officer (*vide* paragraph 2.127).

Completion plans, consisting of copies of the record plans of the more important works and alterations, should, if required to elucidate the Report or if otherwise so directed by the Superintending Engineer (or Chief Engineer in the case of the

Electricity Branch), be prepared in the Divisional Office to accompany the Completion Report.

NOTE. (1)—Record drawings of important municipal works constructed by the Public Works Department should be supplied to the municipality concerned.

NOTE (2)—Record drawings of buildings should consist of a site plan ground plan, elevation and one or two sections as may be necessary to illustrate the work preferably on one sheet. Details of doors, windows, etc. are not required.

2.127. A Divisional Officer must keep on record in his office the following plans, or such of them as are required in his Division :—

- (i) Copies of all standard plans of buildings.
- (ii) Complete plans, sections and elevations of every building under his charge, whether military or civil, as actually constructed, any departures from sanctioned design being carefully noted. The boundaries of the ground attached to any buildings should be distinctly shown.
- (iii) Plans of roads under his charge showing the quarries whence metal is obtained.
- (iv) Detailed drawings including foundations, where practicable, of all bridges and other works in the Division as actually constructed, any departures from sanctioned design being carefully noted, the boundaries of the ground attached thereto being distinctly shown.
- (v) Complete land plans of all land in the possession of Government, viz. :—
  - (a) Land for which a Divisional Officer is directly responsible.
  - (b) Land belonging to buildings borne on the book of the Department.
  - (c) Land appertaining to works made over to local authorities.

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- (d) Lands encroached upon by local bodies, and allowed to remain in their possession, subject to the condition that they are liable to be resumed by Government in the event of their being required for a public purpose.
  - (e) Land leased to private persons.
  - (vi) Complete plans of all drainages gazetted as such under the Canal Act.
  - (vii) Longitudinal sections of all main and branch canals and their distributaries to a horizontal scale of 1 inch=1 mile and a suitable vertical scale.
  - (viii) A map to a scale of 1 inch=1 mile showing the alignments of all main and branch canals and their distributaries.
- E.B. (ix) Plan of arrangement of equipment—
- (a) on the site of buildings (outdoor).
  - (b) inside the buildings (indoor).
- E.B. (x) Plan of equipment—
- (a) Assembly.
  - (b) Details.
  - (c) Wiring diagrams.
- E.B. (xi) Main Transmission Lines—
- (a) Completion Plans.
  - (b) Tower detail diagrams.
- E.B. (xii) 11 kV. Transmission Lines—
- (a) Route Plan.
  - (b) Pole Assembly drawings.
- E.B. (xiii) Local Distribution—
- (a) Lay-out Plans.
  - (b) Pole Assembly drawings.

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AND PLANS**

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- E. B. (xiv) Telephone Drawings—  
 (a) Route Plans.  
 (b) Pole Assembly drawings.
- E. B. (xv) Plans of Railway Crossings.
- E. B. (xvi) Plans of Electricity Branch Headworks including river training and protective works.
- E. B. (xvii) Longitudinal section of tunnel including adits.
- E. B. (xviii) A map showing the alignment of tunnel and adits.
- E. B. (xix) Plans and elevations of pipelines.
- E. B. (xx) Plans and elevations of the haulageways and tramways.
- E. B. (xxi) Plans and elevations of Power-house Tailraces.

(2) In circle offices the following record plans should be maintained.—

- (i) One copy of the record plan of every canal headworks including all river training and protective works.
- (ii) One copy of the record plan of every important masonry work on a main or branch canal and of every other masonry work costing more than Rs 10,000.
- (iii) One copy of the longitudinal section of every canal distributary, or drainage channel.
- (iv) Maps of districts and civil stations in the Punjab, linear maps of the principal lines of roads in the Punjab.  
 (Superintending Engineers and Divisional Officers should keep these maps in so far as they relate to their respective charges corrected up to date.)
- (v) Copies of all standard plans of buildings.

(3) In the Chief Engineer's office the following record plans will be maintained :—

- (i) One copy of the record plan of every canal head-works.
- (ii) One copy of the record plan of every important masonry work on a main or branch canal.
- (iii) One copy of the longitudinal section of every main and branch canal.
- (iv) Maps of districts and Civil stations in the Punjab.
- (v) Copies of all standard plans of buildings.

NOTE.—Plans mentioned as items (ix) to (xvi) under sub-paragraph (1) should also be kept on record in the Chief Engineer's Office and those mentioned as items (ix), (x) and (xii) to (xv) should be kept in Sub-Divisional Offices of the Electricity Branch.

(4) All record plans must be kept up to date, and it will be the duty of the Divisional Officer to forward completion plans of all additions and alterations to the Superintending Engineer for correction of the Circle office copies. Similarly the Superintending Engineer is responsible that such plans are forwarded to the Chief Engineer's office for correction of the record plans there maintained.

NOTE—In the Electricity Branch, the Divisional Officers should forward completion plans of all additions and alterations to the Chief Engineer for correction of the record plans maintained in his office.

(5) Where a number of bridges or other masonry works have been made of the same type it will not be necessary to forward copies of the records plans of each one of them. It will be sufficient to notify in the letter forwarding the completion report that the work is of the same type as that submitted with a previous letter, the number and date of which should be given.

(6) Superintending Engineers and the Chief Engineer, Electricity Branch, during their inspection should see that the record plans are maintained and are corrected up to date.



2.128. The following instructions should be followed in future for the preparation of completion plans in the absence of particular orders from the sanctioning authority :—

*Under 68—Capital and 79—Capital—Completion plans are required for all works.*

*Under XVII—Extensions and Improvements and Maintenance and Repairs and XL—Working Expenses—Completion plans are required for all—*

(i) masonry works, except in case of watercourse culverts when reference to sanctioning authority, type, design, No. and date should only be quoted and repairs to masonry works where existing design is not altered ;

(ii) all drains (new construction or remodelling) ;

(iii) all watercourse schemes.

Completion plans are not required for—

(iv) earthwork costing under Rs 5,000 except in cases where the latest sanctioned bed levels, slope or width of a channel have been interfered with.

2.129. A record plan should be a correct representation of the work as actually built. Thus, in the case of well foundations, it should show in plan the exact position of all the wells, and, in sectional elevation in the directions at right angles to each other, the exact depth to which they have been sunk. This will exhibit all changes in position of wells, and deviations from the vertical which have occurred in the course of sinking and have remained unrectified. The wells should bear on the record plan the same numbers as they have borne during construction, and a statement should appear on the drawing showing the reduced level of the curb of each well after completion of sinking. The position and dimensions of any piles or planks driven to close the spaces between wells should be clearly shown, as should also be the concrete or other materials used to fill the wells or the spaces between them. A detail of the corbelling or arching employed to connect wells should be drawn separately on a scale large enough to show the details.

(2) In the case of concrete foundations, the outside edges should be correctly plotted and, where piling or stakes are used to surround or partition off the foundation area, their position should be shown. Changes in foundation level should be correctly shown in sectional elevation and the reduced levels of the base and top of the concrete should be given. In case of any other material being used beneath the concrete its nature and dimensions must be clearly shown.

(3) Reduced levels of all important points of the works, as found after its completion, should be entered on the drawings.

(4) Geological sections should be given in the case of works in which the foundation level is more than six feet below the natural surface.

(5) Separate drawings should be made to show the details of iron work and wood work and of any other important structural details.

2.130. Ordinarily, on the completion of a work, the record drawings should be completed by the officer in immediate charge, and, after being signed and dated by him under an entry "as executed" they should be sent to the Divisional Officer who, if satisfied as to their correctness, should countersign them and date them and have the necessary copies made for submission with the Completion Report where necessary.

(2) In order that no difficulties shall arise in consequence of the transfer of an officer-in-charge of a work, on all large works a progress plan should be maintained and kept thoroughly up to date on which all departures from the sanctioned design should be shown. For small works the outgoing officer should record on the working drawing the level to which the work was built under his charge, giving notes of any deviations from the sanctioned plan.

(3) Completion plans should be prepared and attested as soon as possible after the completion of a work.

(4) A register of completion plans received, should be maintained in the Divisional drawing office.

(5) An annual statement should be submitted on 10th July, by Divisional Officer to Superintending Engineer (or Chief Engineer in the case of the Electricity Branch) giving details of estimate which have been closed during the year but for which completion plans have not been received within 3 months after the date of closing the estimate.

2.131. Every plan and drawing, of whatever kind, must be properly authenticated by the dated signature of the Officer by whom, or under whose orders it is prepared.

(2) In all completion plans, besides the certificate of completion according to drawing, the names of the Executive Officers by whom the work was designed and by whom it was executed, should also be given.

(3) The name or signature of every officer and the date of the signature, which is on a plan or drawing of any kind, should be shown on all copies of such plan or drawing.

#### IV—OFFICE OF RECORD

2.132. (1) On the completion of any work in respect of which a Completion Report or Statement is required under paragraph 2.122, such report or statement should be forwarded by the Divisional Officer to the Audit Officer who should, after verification of the figures, transmit it to the Superintending Engineer (or Chief Engineer in the case of Electricity Branch). That officer should forward to the Secretary to the Provincial Government Completion Reports or Statements of all works, the estimates of which have been exceeded beyond his powers of sanction. In the Buildings and Roads and Irrigation Branches a copy of the completion report or statement of those capital works on which there has either been no excess or the excess is within the Superintending Engineer's power of sanction, should also be supplied by the Superintending Engineer to the Secretary to the Provincial Government for note and return.

(After disposal, the completion report or statement will be finally recorded in the office of the authority sanctioning the estimate).

(2) Sanctions accorded to excess expenditure in completion reports should also be communicated to the head of the department concerned (and to Government in the Public Works Department in case of sanctions accorded by Superintending Engineers) to keep them informed of the completion of works. In the case of the Electricity Branch, sanction accorded by the Chief Engineer to excess expenditure in completion reports should be communicated to the Secretary, Electricity and Industries Departments, in respect of works, the estimates of which were approved by the Provincial Government.

(3) Completion plans, if any, should not be sent to the Audit Officer but should be forwarded direct to the Superintending Engineer (or Chief Engineer in the case of Electricity Branch,) who should attach them to the completion report on its receipt.

(4) Completion certificates, which should not be submitted to audit, should ordinarily be retained in the Divisional Office, but in the event of unfavourable remarks having been recorded upon such a certificate by any civil or military officer, it should be submitted for the orders of the Superintending Engineer (or Chief Engineer in the case of the Electricity Branch) with the explanation of the Divisional Officer and an account of any action he may have taken.

#### V.—PREPARATION AND DISPOSAL OF COMPLETION REPORTS

##### *General Instructions*

2.133. Completion reports should be prepared and submitted in accordance with the instructions contained in paragraphs 2.122 and 2.132 *supra*.

(2) Under paragraph 2.132, completion reports will be filed in the office of the sanctioning authority. The following detailed instructions should be observed in this connection :—

- (a) Consolidated completion statements in P. W. A. Form 45 of estimates sanctioned by the Divisional Officer the actual expenditure on which is in excess of the sanctioned estimate by an amount beyond the Divisional Officer's powers of passing, should be sent

direct to the Accountant-General, Punjab, who will, after verification, forward the same to the Superintending Engineer concerned (or Chief Engineer in the case of the Electricity Branch). The latter will sanction the excess and communicate it to the Divisional Officer and the Accountant-General Punjab. In cases where the excess is beyond the Superintending Engineer's powers or the power of the Chief Engineer in the Electricity Branch to pass he will take necessary steps to obtain the Government's sanction.

- (b) Completion reports of estimates sanctioned by Superintending Engineers (or Chief Engineer in the case of the Electricity Branch) the outlay on which is in excess of the sanctioned estimate by an amount greater than that which the Divisional Officer is empowered to pass, should be forwarded by the Divisional Officer direct to the Accountant-General, Punjab, who will after verification, pass on the same to the Superintending Engineer concerned (or the Chief Engineer in the case of the Electricity Branch). The excess will be considered and sanctioned by the Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be if within his powers of sanction, by a separate letter, and communicated to the Divisional Officer and the Accountant-General, Punjab.

If the excess is beyond the power of sanction of the Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be, he will take necessary steps to get the sanction of Government.

- (c) Completion reports of estimates sanctioned by the Chief Engineer or a higher authority, the actual expenditure on which is in excess of the sanctioned estimate by an amount beyond the Divisional Officer's power to pass, should be submitted direct to the Accountant-General, who will, after verification, transmit the same to the Superintending Engineer concerned or the Chief Engineer, Electricity

Branch, as the case may be, who will sanction the excess, if within his powers of sanction, by letter. The Superintending Engineer or the Chief Engineer, Electricity Branch as the case may be, shall forward a copy of the letter with the completion report in original to the Secretariat, for record. When the excess is beyond the powers of sanction of the Superintending Engineer or the Chief Engineer in the case of the Electricity Branch, he will forward the completion report together with needful explanations by the Divisional Officer and himself for sanction of the excess by Government. Necessary sanction of Government to such excess will be communicated to the Superintending Engineer (or Chief Engineer in the case of the Electricity Branch) and the Accountant-General, Punjab, and the completion report filed in the Secretariat or in the case of the Electricity Branch in the office of the Chief Engineer.

- (d) Detailed completion reports in P.W.A. Form No. 44 will be prepared in respect of works on which the outlay has been recorded by sub-heads.
- (e) Registers of sanctions should be posted in each office as the Completion Report is received.

#### IRRIGATION BRANCH

##### *Projects under Construction*

(3) In addition to the above instructions the following system for submission of Completion Reports and statements, is introduced, in connection with Construction Divisions :—

- (a) Detailed completion reports in P.W.A. Form 44 should be prepared by the Divisional Officer, as at present, only when such reports are necessary under paragraph 2.122(2).
- (b) In respect of all other completed works of each months irrespective of whether the actual expenditure



Serial No.	Circle	Division	Divisional Officer's forwarding endorsement.		Remarks explaining non-submission, delay in submission, etc.
			Detailed completion reports	Completion Statements	

**ELECTRICITY BRANCH**

(4) The rules in sub-paragraph 3(a) to (e) above apply *mutatis mutandis* to the Electricity Branch.

**BUILDINGS AND ROADS BRANCH**

(5) Particular instructions for the preparation and disposal of completion reports relating to the Buildings and Roads Branch are given in the Buildings and Roads Manual of Orders, paragraph 8.8 to 8.12.



## CHAPTER III—Public Buildings.

*Introductory Notes.*—(i) The Rules in this Chapter are generally applicable to buildings maintained by the Public Works Department but they should be applied *mutatis mutandis* to any other department maintaining buildings departmentally.

(ii) The term “Public or Government buildings” as used in this Chapter applies to buildings borne on the books of the Public Works Department and maintained from the appropriation for Public Works in charge of the Public Works Officers.

### A—GENERAL

#### I—GENERAL RULES

3.1. The officer in charge of each building should make some person of his establishment answerable for its general condition.

3.2. As a theatre is peculiarly liable to fire, no Government building in which stores or other Government property is kept should be used for theatrical purposes.

3.3. Insurances of Government buildings are not to be effected except, at the discretion of Government, in the case of specially valuable property liable to special risks.

#### II—FIXTURES AND FURNITURE

##### (a) *Fixtures*

3.4. Every public building should be provided with all necessary fixtures. The periodical repair of these fixtures should be carried out by the Public Works Department and charged to the repairs estimate of the building. All petty repairs of fixtures and the replacement of broken glass in doors and windows required in the intervals between the periodical repairs should be carried out by the officer in charge of the building, *see* rule 5 in Appendix 5, Civil Account Code, Volume I.

NOTE 1.—Subject to such exception as may be authorized under clause 4 of paragraph 5.8, a *Punkhah* includes its suspending ropes, tubes, pulleys, its pole or board, flaps, frills, and pulling ropes and thongs which will be supplied and maintained by Government, flaps being renewable at intervals of not less than three years.

NOTE 2.—Only portable heaters and water heaters which obtain their electric energy by means of a moveable plug in a socket in the wiring system shall be classified as furniture, other electric heaters or water heaters which are fixed to walls, floors or ceiling of Government buildings shall be classified as fixtures.

*(b) Furniture*

3.5. The Divisional Officer will not supply nor repair furniture, screens, *purdahs*, or taties, nor will he perform any of the duties specified above as developing on the departmental officer in charge. Furniture for new offices, may, however, be supplied by the Divisional Officer and charged in his accounts, provided Government authorizes the inclusion of the cost of such furniture in the estimates of the offices concerned. This rule does not apply to the case of furniture for dak bungalows, civil rest-houses or circuit houses, the outlay on the supply and repair of which will be treated as charges of the Civil Department. In the case of Public Works Department rest-houses and inspection bungalows, the furniture should be supplied and repaired at the cost of the Public Works Department.

3.6. The Administration of the furniture grants of the official residences of the Governor, Punjab, including the upkeep of a stock list and the purchase, repair and maintenance of furniture, shall be conducted by the Military Secretary, who would furnish the Accountant-General, Punjab, with an annual certificate of verification in the form given below. During the second and fourth year of the incumbency of the Governor and at least once in every three years the certificate of verification should be countersigned by a gazetted officer of the Public Works Department, Buildings and Roads Branch, in token of his joint responsibility for the actual verification.

*Form of Certificate of Verification*

Certified that all furniture in Government House, Lahore  
Barnes Court, Simla  
has been inspected and checked with stock lists maintained. I am satisfied (i) that all new supplies up to date have been correctly brought on the stock lists, (ii) that the stock lists are correct in all respects, (iii) that the articles in stock agree with the stock lists, (iv) that the sale-proceeds have been properly accounted for and (v) that sanction of competent authority exists for writing off all articles struck off the stock lists.

The proceeds of the sale of unserviceable furniture shall be credited to Provincial Revenues.

3.7. When a building is newly constructed and a supply of furniture is deemed necessary, the cost of furniture should be debited to works but the cost of maintenance and renewal of furniture in the staff quarters should be met from the grant for the maintenance and repairs of furnishings of official residences of the Governor provided in the Fourth Schedule of the Government of India (Governor's Allowances, etc.) Order, 1936.

3.8. The Public Works Department in the Buildings and Roads Branch are responsible for the supply and maintenance of furniture in the following Government residential buildings :—

Honourable Ministers' houses at Lahore, viz.—

- (i) 1, Bromhead Road.
- (ii) 7, Club Road.
- (iii) 2, College Road.
- Brockhurst House No. 1, Simla.
- Brockhurst House No. II, Simla.
- Brockhurst House No. III, Simla.
- Grant Lodge, Simla.
- Walsingham Estate, Simla.
- Edgeworth, Simla.
- Toryne, Simla.
- Yates Place, Upper Flat, Simla.
- Forest Hill, Simla.
- Mansfield Lodge, Simla.
- Yates Place, Lower Flat, Simla.
- Brockhurst Lodge, Simla.
- Yates Cottage, Simla.
- Benmore, Upper Flat, Simla.
- Forest Lodge, Simla.
- Benmore, Lower Flat, Simla.
- Ellerslie Lodge, Simla.
- Ellerslie Cottage, Simla.
- Flats, cottages and quarters on the Brockhurst Estate, Simla, comprising—

- (i) four European Clerks' Flats, Nos. 1 to 4 Brockhurst,
- (ii) eight European Clerks' Semi-detached cottages Nos. 5 to 12 Brockhurst,
- (iii) two Detached Cottages, Nos. 13 and 14 Brockhurst, and

- (iv) seven quarters for Indian Assistants and Stenographers, Nos. 15 to 21 Brockhurst.  
 Indian Assistants' and Stenographers' quarters, Nos. 1 to 8, Pine Estate, Simla.  
 Indian Superintendents' and Personal Assistants' quarters, Nos. 1 to 5, Dixie Estate, Simla.  
 Extra Assistant Commissioner's residence at Kasauli.  
 Executive Engineer's residence at Dharamsala.  
 Osburn House at Naggar.  
 Divisional Forest Officer's residence at Naggar.  
 Calvert Lodge at Kulu.  
 Assistants Engineer's (Public Works Department) residence at Kulu.  
 Deputy Commissioner's residence at Fort Munro.  
 Khar View at Fort Munro.  
 Sandeman Lodge at Fort Munro.  
 Harvey Lodge at Fort Munro.  
 Lake View at Fort Munro.

(2) Chair and sofa covers are included in the furniture for the residences of the Honourable Ministers, but carpets and curtains are excluded.

### III—PURCHASE AND SALE OF GOVERNMENT BUILDINGS

3.9. No buildings may be purchased for public purposes without the orders of Government to whom a survey and valuation report by the Divisional Officer should, in all cases, be submitted. See also paragraph 3.23.

3.10. Provincial buildings in charge of the Public Works Department may be sold or dismantled in accordance with the powers laid down in the Book of Financial Powers, but, in the case of the buildings belonging to the Central Government, the rules framed by that Government must be followed.

### IV—HIRE OF OFFICE ACCOMMODATION FOR OFFICERS OF THE PUBLIC WORKS DEPARTMENT

3.11. When no suitable Government building is available, private buildings may be hired for use as offices, the rent being charged to the contingencies of the office concerned. When the building is entirely used for office accommodation, the rent is wholly chargeable to Government, while when it is partly used for office purposes and partly for residential or

other purposes, the share of the rent payable by Government will be proportionate to the amount of the main buildings set aside solely for office use. The subletting for residential purposes of buildings hired as offices will require the approval of Government and consent of Finance Department, and any recovery of rent for portions sublet will be made by the head of the office concerned and credited to the Revenue Head of his Department. Before it is decided to hire a privately-owned building, it is necessary to obtain a non-accommodation certificate from the Divisional Officer concerned who should also be consulted about the reasonableness of the rental proposed except in cases where the rent is less than Rs. 20 per mensem and when a portion is to be sublet, the Divisional Officer should be requested to assess the correct rent of that portion. The actual selection of the accommodation, however, shall rest with the officer for whom it is required, subject to the approval of competent authority, and the lease in connection with the hire will also be executed by the Department concerned. See also paragraph 3.24 (2).

(2) An officer permitting occupation of a Government or leased building by any private person or local body should at once inform the authority in charge of the building of such occupation. The authority in charge will be the Divisional Officer concerned in the case of buildings in charge of the Public Works Department, Buildings and Roads Branch, and the Head of the Department concerned in the case of buildings rented as offices.

(3) The amount of rent to be paid for office accommodation for Superintending Engineers, Divisional Officers, Sub-Divisional Officers, Deputy Collectors and Zilladars shall be fixed under the following rules :—

#### RULES

1. When it is necessary to hire a separate building for the accommodation of offices of Superintending Engineers, or Divisional Officers, the amount of office rent to be paid by Government will be fixed by the Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be, up to a maximum of Rs. 200 per mensem, any higher rent being fixed by Government.

Serial Nos.  
10 and 98 of  
paragraph 20.10,  
Book of Financial  
Powers.

## 3.11 ] PUBLIC WORKS DEPARTMENT CODE [ Chap. III.

2. When Divisional Officers provide accommodation for their offices in the building (not being Government building) in which they reside, they may, under the orders of the Superintending Engineer or the Chief Engineer, Electricity Branch as the case may be, be allowed to draw office rent up to Rs 60 a month chargeable in the monthly contingent bill. In special cases the office rent may at the discretion of the Superintending Engineer, be increased to a maximum of Rs 90 a month ; but in no case should it exceed half the rent of the whole house subject to the same maximum. Any departure from the above rules will need the consent of Government.

3. When a Sub-Divisional or a Deputy Collector's Office is necessarily accommodated in the officer's residence (not being a Government building), he may under the sanction of the Superintending Engineer, be allowed a fair proportion of the rent actually paid for the house he occupies on account of the accommodation which he necessarily has to provide for the office up to a maximum of Rs 40 per mensem, any higher rent being fixed by Government, subject to the following conditions:-

- (i) in calculating the accommodation set apart for office purposes, no allowance should be made for a separate room, apart from the office, to be occupied by the Sub-Divisional Officer, or the Deputy Collector, as the case may be.
- (ii) The Divisional Officer must certify both as to the amount of necessary accommodation, and that it is actually available and suitable in the house in question.
- (iii) He must also certify that no Government building is available and that no suitable separate building can be hired for the purpose at a less cost.

If the house is a Government building, the rent to be paid by the occupant should be calculated under paragraph 7.29 of the Subsidiary Rules. In the case of a building hired specially as a Sub-Divisional or a Deputy Collector's Office, the rent to be paid will be fixed by the Superintending Engineer, as the case may be, up to a maximum of Rs. 40 per mensem, any higher rent being fixed by Government.

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When a Zilladar is not provided with a Government quarter, he may, under the sanction of the Executive Engineer, be granted an allowance of Rs 2 per mensem for hiring office accommodation privately. If his office is accommodated in the Government quarters provided for him, no such allowances should be granted but the rent to be paid by him should be calculated under Rule 5.39 of the Civil Services Rules (Punjab), Volume I, Part I, after excluding the room described in the drawing as office room. (This will take effect from 1st March, 1944).

4. The Municipal tax assessed on the annual value of buildings in which office accommodation is provided, or on the land appertaining to them, should be treated as separate from the rent. If it is the local rule or custom for the tax to be chargeable to the owner, the tax for the entire building will be paid by the owner of the building, otherwise the officer concerned should pay the share of such tax corresponding to the share of the rent payable by him and Government should be debited with the difference, *see* paragraph 3.17.

NOTE 1.—The orders contained in clauses (1) to (3) of this paragraph are special for Public Works Department, and override the general orders contained in exception (b) under Article 100 of the Civil Account Code, Volume I.

NOTE 2.—Powers of Superintending Engineers in the matter of sanctioning the renting of office accommodation as detailed in clauses (1) to (3) above are subject to the production of a non-accommodation certificate as required by clause 15 (a) of Appendix 5 to the Civil Account Code, Volume I, and to the further proviso that no lease is entered into for a period of more than one year.

### 3.11 (I-A)

## V—RENTING OF BUILDINGS

*See A & S  
No. 2 date  
1st July, 1944*

3.12. It is the duty of the Divisional Officer to endeavour to get tenants for the public buildings not immediately required for Government use. They should generally be let from month to month, but a lease may be given up to one year by the Superintending Engineer or the Divisional Officer provided the rent of the building as fixed by the competent authority does not exceed Rs 400 and Rs 200 a month, respectively. A clause in the agreement should be added, when necessary, to enable the Divisional Officer to terminate the lease at short notice in case the building is required by Government.

Serial Nos.  
10 and 11 of  
paragraph 20.11,  
Book of Finan-  
cial Powers and  
paragraph 3.29  
of P.W.D.  
Code.

(2) The Divisional Officer is alone empowered to let in the most advantageous way possible Government owned or hired residential buildings situated in his Division for which a Government servant is not paying rent under rules contained in section II of Chapter 7 of the Subsidiary Rules, and tenants vacating or desiring to occupy them should invariably apply to him direct. It must be clearly understood that no other District official is permitted to exercise this authority without the prior approval and consent of the Divisional Officer.

NOTES.—(i) Whenever a residence cannot be allotted to the incumbent of the post to which it is attached or to a Government servant of the class for which it was constructed, it may be let to a Government servant not holding the particular post or not belonging to that class subject to the conditions that—

- (a) the allotment ceases within two months of a Government servant for whom the residence is intended becoming available at the station of a tenant ; and
  - (b) the rent to be recovered under the rules from the temporary tenant is not less than 2/3rd of the standard rent of the house.
- (ii) A competent authority may relax the provisions of this note as a special case if considered necessary.

(The assent of Finance Department is not presumed under note (ii).)

3.13. Public buildings let to private individuals should not be altered or enlarged at Government expense to suit the tenant, and persons occupying public buildings on rent are prohibited from making any alterations even at their own expense, except with the express concurrence of the Divisional Officer. The fact of any additions or alterations being made by the tenant confers no right of ownership on him, nor can the fact of the occupant having made additions or alterations at his own expense be considered as giving him any claim to a set off against, or diminution of rent. These conditions should be entered in the agreement or lease.

3.14. Government servants occupying Government buildings as residences are strictly prohibited from making privately any kind of additions or alterations therein whether structural, sanitary or electrical, without the express permission of the

competent authority  
Divisional Officer (in the Buildings and Roads Branch).



3.15. No public building in the charge of the Divisional Officer may be occupied as a private residence without his consent except under the orders of his departmental superiors or of Government.

3.16. On no account is any church, chapel, mosque, temple, tomb or other building devoted to religious use, to be occupied as a dwelling-house, or for any other purpose, without the consent of the persons interested and the sanction of the principal civil or political authority on the spot. See also paragraph 2.98.

#### VI—TAXES

3.17. Municipal taxes on Public Works buildings other than buildings occupied as residences, are payable by the department occupying them and are debitable to that department.

(2) The responsibility for the acceptance of the assessment rests with the Divisional Officer in charge of the building and, on the Divisional Officer recording his acceptance, the payment will be arranged for by the department concerned. If the assessment appears unduly high, proceedings should be taken to obtain redress under the ordinary municipal law and recourse should not ordinarily be had to the special provisions of Act II of 1881. No municipal taxes are leviable on public buildings situated in cantonments. In any case in which a lump sum is paid as tax for all Government buildings, or for a number of Government buildings in a municipality, it shall, provided the buildings are in the occupation of more than one department of Government, be paid in the Civil Department. See also Rule 22 of Appendix 5 of the Civil Account Code, Volume I.

NOTE.—Recourse to the special provisions of Act II of 1881 should be had only when an amicable (though possibly arbitrary) settlement with the local authority has failed in cases when the property to be assessed is from its nature, such as not to admit of the application of ordinary principles in assessing the payment thereon of any particular tax, e.g., when the assessment is on the letting value and the property is of such a nature that it is difficult to conceive its being let and impossible to form any estimate of the rent that would be obtained for it if the Government offered to let it.

(3) (a) 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 clause III of Fundamental Rules 45-A and 45-B. Taxes other than these whether required to be paid by local rule or custom by the owner or tenant shall be paid by the latter in addition to the standard rent or 10 per cent of monthly emoluments payable under Fundamental Rules 45-A (IV) (b) and 45-B (IV) occupied rent fee except from those who are enjoying rent-free concession under paragraph 7.63 of the Subsidiary Rules.

NOTE.—The term "property tax" as used above, should be interpreted in the general sense and not in the technical sense assigned to it in any particular Act or Code and it should, therefore, not be considered to include taxes levied for specific services rendered for the benefit of the occupier. Therefore, all taxes of a service character, such as water tax, drainage tax, and lighting tax, though they may be included in a consolidated demand for property tax, should be recovered separately from the occupier under clause IV(b) (ii) of Fundamental Rule 45-A or 45-B.

(b) 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 has to be borne partly by the Government servant occupying the building and partly by Government, the tax will be paid in full by Government in the first instance and the amount payable by the Government servant will be recovered from him by Government.

NOTE.—The excess water charges as distinguished from the water tax proper will not be debited to annual repair estimates but to miscellaneous advances pending recovery from the tenants concerned.

(c) With the sanction of Government, exemption from taxes payable by tenants (whether the amount is based on the rental or on the actual amount of service rendered) may be granted to Government servants on pay not exceeding Rs. 150 per mensem.

(d) In the case of Government servants on pay exceeding Rs. 150 per mensem, who by reason of the nature of their duties occupy more expensive residences than they would if

they were left to make their own arrangements, the amount of taxes based on the rental value of the house and ordinarily leviable by local rule or custom on the tenant and recoverable from the occupant may, with the sanction of Government, be reduced to an amount which would be payable on a rental equal to 10 per cent of the emoluments of the Government servants. If owing to changes of Government servants there is likely to be difficulty in recovery, a lump sum may be fixed for recovery in the case of each residence based on the above general principles. But charges which are levied not on the basis of rental but as payment for a definite amount of service rendered, e. g., the quantity of water or electric light supplied, must be paid in full by Government servants on pay exceeding Rs. 150 per mensem.

3.18. The provisions of paragraph 3.17 above do not apply to the residences of His Excellency the Governor as the payment of local rates and taxes in connection with these residences and the provision of electricity and water for His Excellency the Governor and his personal staff living in Government Houses is to be treated as maintenance expenditure payable by the Public Works Division concerned.

(2) The occupants of staff quarters and other buildings appurtenant to Government House, Lahore, and Raj Bhavan, Simla, are exempt from the payment of charges for water and electricity.

#### VII—SANITARY, WATER-SUPPLY AND ELECTRICAL INSTALLATIONS

3.19. All works and repairs in connection with sanitary, water-supply and electric installation to Government buildings should be carried out by, or through the agency of the Public Works Department except in special cases under the orders of Government.

#### VIII—BUILDINGS OF HISTORICAL INTEREST

3.20. All buildings and monuments of historical or architectural interest which are under the control of the Punjab Government, should be carefully attended to, and it will be the duty of Divisional Officers to arrange for a systematic annual or even more frequent inspection of the monuments in their Divisions, and to keep Superintending Engineers fully informed as to the condition of those monuments and to prepare estimates for their repair.

## IX—INSPECTION OF PUBLIC BUILDINGS

3.21. It will be the duty of the Sub-Divisional Officer 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. These annual inspections may be carried out by a Public Works Department official, not below the rank of Sub-Overseer, but, as far as possible, and especially in the case of buildings of architectural or other importance, such inspections will, as a rule, be carried out by an Engineer Officer, i. e., generally by the Sub-Divisional Officer himself. To ensure that the inspection of public buildings is systematically done, a register in the following form should be maintained in the office of the officer directly responsible for inspecting the buildings.

In respect of buildings in the vicinity of the Power Station the Resident Engineer will perform these duties.

The register should be available for inspection by the Divisional Officer at any time, and should be brought to his notice at the time of the annual inspection of the Sub-Division. Neglect on the part of a local body to maintain in a proper condition a public building should be brought to the notice of the Chief Engineer who will, if necessary, bring it to the notice of Government.

*Register of Annual Inspection of Public Buildings borne on the Register of Provincial Buildings*

—————Provincial Division.  
 —————Provincial Sub-Division.

Item No. as per Register of Buildings	Locality	Name of building	Date of Inspection	Report of condition	Remarks by the Divisional Officer

NOTE.—Necessary instructions regarding inspection of public buildings in the Buildings and Roads Branch are contained in para 9.6 of the P.W.D. Manual of Orders B. & R. Branch.

X—REGISTERS OF BUILDINGS

3.22. Each Superintending Engineer will keep a register (in Buildings and Roads Stereo Form No. 121 and 121-A) by Irrigation Branch 349

Civil Districts, of all buildings in charge of the Department within his Circle, and each Divisional Officer a similar register of all the buildings within his Division. In these registers the value of the land comprised in a property will be shown separately from the value of the building or buildings thereon, the value of each separate structure being also shown separately. In the case of a purchased property the price paid will be apportioned between the various items comprising the property, e.g., land, main buildings, servants' quarters, compound wall, well, etc. The registers will also show whether the building is to be maintained at the cost of Central, Provincial or Local Funds.

NOTE 1.—In the Electricity Branch the register of buildings will be kept in B. & R. Stereo Forms Nos. 121 and 121-A by the Divisional Officer for all the buildings within his Division and by the Chief Engineer for the Branch as a whole.

NOTE 2.—In the Buildings and Roads Branch, the register of buildings may be divided into two parts, one for the record of buildings of a permanent nature and other for record of buildings of a temporary character.

3.22.—A

See A &  
No. 20 da  
17-9-57 a  
No. 22 da  
10-12-57

B—RESIDENCES FOR GOVERNMENT OFFICIALS

I—GENERAL

3.23. No houses may be built or purchased as residences for public servants, except in the following cases :—

- (i) When it is the recognised duty or established custom of the Government to provide quarters at Government expense.
- (ii) When it is necessary on public grounds for the Government servant to reside on, or close to, the premises in which his duties have to be performed, such as a jail, a police *thana*, a school, a factory, a mint, etc.
- (iii) When it is necessary to provide residences in part of the country where no civil station or cantonment exists, and where a lengthened term of residence

would render camp accommodation unsuitable, e.g., buildings along lines of roads or canals, for the housing of officials employed on their construction or maintenance.

- (iv) When it is shown to the satisfaction of Government that suitable house accommodation for Government servants whose appointments are permanent in respect of locality is not available in a civil station or cantonment already in existence or is available only under circumstances which will be likely to place such Government servants in an undesirable position in relation to house proprietors.

3.24. Before sanctioning or recommending proposals for the construction or purchase of a residence for a Government official, the authority concerned should consider whether the requisite accommodation cannot be more conveniently provided by taking an existing building on lease for such a term, and on such conditions, as may be appropriate. The hiring of such buildings 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 Public Works Department that the rent is reasonable and no suitable Government accommodation is available. Such approval will be accorded subject to the condition that the present and future incumbents of the appointment held by the official for whose accommodation the building is leased shall be required during the term of the lease to occupy the house and to pay rent in accordance with Fundamental Rules 45-A, 45-B, and paragraph 7.19 of the Subsidiary Rules.

See A and C No. 25, dated 30th June, 1960.

A & C  
25 dated  
1-60

NOTE.—The certificate as to the reasonableness of rent required from the Divisional Officers will not be necessary in cases where the rent involved is less than Rs. 20 per mensem.

(2) No house should, however, be leased as a residence combined with office, or an office combined with residence. A house should be leased either as a residence or an office. The criterion for deciding whether any house is an office or a residence should be that if the rent for the office portion is greater it is an office, if the rent for the residence portion is greater it is a residence, but if rent for office and residence portions is equal it should be treated as an office.

Where any part of an office is used as a residence, the provisions of paragraph 3.11 (1) apply and as stated therein, rent should be recovered by the Administrative Department concerned. But where the converse is the case, i.e., a part of a residence is used as an office, the Public Works Department, Buildings and Roads Branch, should recover rent from the tenant and also rent for the office from the office concerned.

(3) Leases should ordinarily provide that the lessor will execute all structural repairs before the building is occupied and will carry out such additions, alterations and repairs as are necessary to render the building habitable and suitable for the purpose for which it is required. In the event of any addition or alteration to the building being made subsequent to the signing of the lease at the request of the occupant and at Government expense, the consent of the owner must first be obtained in writing unless the work is considered by Government to be essential for sanitary reasons, and the rent payable by the occupant will be increased under the following rules :—

(i) If the lessor agrees to take over the work done on the expiry of the lease and to pay to Government the original cost of that work, less an allowance for deterioration, which should be fixed before the work is done, the occupant will be required to pay the following additional charges :—

- (a) 6 per cent on the capital cost of the additional work ;
- (b) the percentage or amount fixed for deterioration ;
- (c) the annual estimated charges for maintenance and repairs of the additional work (if repairs are executed by Government) ;

OR

(ii) If the landlord refuses to accept any liability for the additional work, the rent payable by the occupant will be increased by a sum sufficient to cover during the period of the lease :—

- (a) the capital sum expended including interest at the rate per cent specified in (i) (a) above ;

(b) the annual estimated charges for maintenance and repairs of the additional work.

NOTE.—The amount to be recovered monthly from the tenant should be fixed when the work is completed and should be distributed equally throughout the remaining period of the lease.

In case (i) the capital cost will be held to be the total expenditure less half the amount which will be recovered on account of deterioration.

In case (ii) interest will be calculated on half the amount of the outlay.

(4) Capital expenditure under sub-clause (ii) of clause (3) should only be incurred when absolutely necessary.

(5) Remission or reduction of charges on account of rent for the occupation of leased houses as well as rent liability of the occupant will be governed by Fundamental Rules 45-A and 45-B and Chapter 7, Subsidiary Rules.

3.25. Standard rents of residential buildings may be fixed by Superintending Engineers of the Buildings and Roads and the Irrigation Branches for all buildings within their charges. In the Electricity Branch, standard rents of residential buildings will be fixed by the Chief Engineer.

## II—SPECIAL RULES RELATING TO EXPENDITURE ON RESIDENCES OF HIS EXCELLENCY THE GOVERNOR

3.26. The following rules framed by the Finance Department, Punjab, govern the expenditure in the Buildings and Roads Branch, in connection with the residences of His Excellency the Governor of the Punjab :—

(1) There are two residences of His Excellency the Governor of the Punjab :—

(a) Government House at Lahore.

(b) Barnes Court at Simla.

(2) In pursuance of the provisions of clause (b) of subparagraph (1) of paragraph 7 of the Government of India (Governor's Allowances and Privileges) Order,



1936, the Secretary of State has made the following general order, namely :—

Except with the special order of the Secretary of State which must be obtained in advance, the amount of expenditure incurred on the maintenance, improvement, renewal or replacement of the official residences of the Governor shall not in any one year exceed the amounts respectively specified in the table below :—

<i>Maintenance and Repairs</i>							
Province	Improvements	Gardens	Electricity	Water	Taxes	Repairs	Total
1	2	3	4	5	6	7	8
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Punjab	17,000	20,000	15,000	4,850	5,100	44,000	1,05,950

Provided that the Governor in his individual judgment may, without exceeding the maximum specified in column 8 of the above statement, reappropriate, whenever necessary, from or to one sub-head of the table above to or from another sub-head thereof.

NOTE.—The above figures are exclusive of Establishment and Tools and Plant charges which are not to be levied on works and repairs in connection with the residences of His Excellency the Governor.

- (3) The expenditure on original works as defined in paragraph 2.2 of this Code, pertaining to buildings and electricity, water-supply and sanitary installations connected with these residences must not exceed during any year the appropriation sanctioned by the competent authority. This limit will be exclusive of the expenditure on establishment and tools and plant.

- (4) The expenditure under various sub-heads prescribed for repairs and maintenance in clause 2 above must not exceed the appropriation sanctioned therefor :—
- (5) Disbursements will be made by the following officers.
- (i) The Divisional Officer, 1st Lahore Provincial Division at Lahore, working under the orders of the Superintending Engineer, Third Circle.
  - (ii) The Divisional Officer, Simla Provincial Division at Simla, working under the orders of the Superintending Engineer, Second Circle.
  - (iii) The Electrical Engineer working under the orders of the Superintending Engineer, Third Circle.
  - (iv) The Divisional Officers, I and II Lahore Public Health Divisions, working under the orders of the Superintending Engineer, Public Health Circle.
  - (v) The Military Secretary to His Excellency the Governor of the Punjab so far as garden establishment at Government House, Lahore, and Barnes Court, Simla, is concerned.

NOTE.—The Military Secretary to His Excellency the Governor of the Punjab shall as and when he considers necessary, obtain a cheque for purposes of disbursing the amount from the Executive Engineer concerned. The former after making payment will return the vouchers to the latter for the purpose of incorporating them in the accounts of his Division.

- (6) The Secretary to the Government, Punjab, Public Works Department, Buildings and Roads Branch, will be the co-ordinating authority in regard to all expenditure on original works and will be responsible to the Audit Department for keeping the aggregate expenditure during the year and the total expenditure on individual works within the limits mentioned in clauses 2 and 3 above. The Audit Department will watch the total expenditure during a year against the permissible limits.
- (7) Except for works sanctioned by the Secretary of State and administrative approval of the Governor in his individual judgment is necessary in each case

and should be obtained by the Secretary to Government, Punjab, Public Works Department, Buildings and Roads Branch, for communication to all concerned.

- (8) The first charge against the grant for the year for original works will be the unexpended balance on the 31st March of all uncompleted works of the previous year. Provision for this charge should at once be made at the commencement of the year, and any subsequent changes in the figures thus taken, which may be necessitated by adjustment or correction in the supplementary accounts of the year, should be affected later on.
- (9) No authority giving technical sanction to a detailed estimate should permit an excess over the amount of the administrative approval, either in the first instance when sanctioning the detailed estimate or subsequently when sanctioning revised estimates or passing an excess. Whenever excess is anticipated on any work, a report should at once be made to the Secretary, Public Works Department, Buildings and Roads Branch. No disbursing officer should incur even the ordinary permissible excess,—*vide* Serial No. 27 of paragraph 20.15, Book of Financial Powers, over the amount of a technical sanction.
- (10) All disbursing officers should give the earliest intimation to the Secretary, Public Works Department, Buildings and Roads Branch, of all anticipated savings, if they are in a position to surrender them definitely so that, if necessary, they may be utilised on other works. If the amount of the sanctioned detailed estimate is less than that of the administrative approval for the work, the savings should at once be reported to the Secretary, Public Works Department, Buildings and Roads Branch, by the officers sanctioning the detailed estimates.
- (11) A record of the progressive expenditure on all original works and repairs detailed by items of the works will be prepared by the Public Works Department, Buildings and Roads Branch, for the

periods ending 30th September, 30th November, 31st December, 31st January, last day of February and 31st March during each financial year, and will be submitted to the Accountant-General for check.

The Audit Department will return the statement after check to the Public Works Department, Buildings and Roads Branch, within two weeks, with a certificate as to its correctness or otherwise.

### III—RENT RULES FOR GOVERNMENT BUILDINGS USED AS RESIDENCES

3.27. The rules governing the recovery of rent for Government buildings used as residences, its remission and reduction are laid down in Fundamental Rules 45-A and 45-B and Rules 5.13 to 5.52 of the Civil Services Rules (Punjab), Volume I, Part I. Any point which is not covered by them should be referred to Government for orders.

3.28. The recovery of rent for Government buildings occupied as residences by members of work-charged establishment is governed by the principle laid down in Rule 5.29(b) of the Civil Services Rules (Punjab), Volume I, Part I. Such members of this establishment who do not draw pay in excess of Rs. 25 per mensem shall, and who were enjoying rent-free concession before 1st December, 1932, and still continue to hold their present posts, however, be exempted from the payment of rent.

NOTE.—Subject to the proviso that their emoluments are not there by reduced to less than Rs. 25 per mensem, rent will be charged under the ordinary rules from such Government servants drawing pay more than Rs. 25 per mensem unless specially exempted by competent authority.

- (2) Where quarters are provided for Road Inspectors, they should occupy them on the same terms as the regular Subordinate Establishment of this Department.

B.&R.

3.29. When any Government building is, under proper authority, let to a private person rent should be regularly recovered in advance for the same at the rates prevailing in the locality for similar accommodation belonging to private owners; but, without the special permission of Government, the rents charged for the buildings thus let in any station should not be

**Chap. III.] PUBLIC BUILDINGS—RESIDENCES FOR [ 3.30—3.32  
GOVERNMENT OFFICIALS**

less than that would result from the application to them of the proviso below Rule 5.15 of Civil Services Rules (Punjab), Volume I, Part I.

NOTE. 1.—Occupation of a residence by a Government servant's family, after his Headquarters have been transferred to another station, is subject to this ruling in so far as rent liability is concerned, except in cases of temporary transfers not exceeding four months, in which the actual recovery shall be confined to 10 per cent of the pay of the Government servant concerned, or standard rent whichever is less provided the

Superintending Engineer	Public Works Department, Buildings and
Deputy Chief Engineer in case	Public Works Department, Electricity
of Head of Department	Departments other than Public Works
Roads and Irrigation Branches	
Branch	satisfies himself and certifies that the transfer is
Department	temporary and will not exceed four months.

NOTE. 2.—The rate of departmental charges for capital cost, additions and alterations and maintenance and repairs shall be that in force at the time of calculation of rent. In all cases where buildings are merely acquired by Government through the agency of the Punjab Public Works Department a charge of 3 per cent only on the capital cost shall be levied in lieu of the full rate of departmental charges.

3.30. The Head Teacher, Assistant Teacher and Mistress detailed by the District Board, Multan, for the school for the children of the Jail Staff at the New Central Jail, Multan, are allowed rent-free residential accommodation on the jail premises with effect from the 11th November, 1931, for so long as the quarters occupied by them are not required for any other purpose by Government.

3.31. A shopkeeper, a shoe-maker and a tailor are allowed to occupy, free of rent, the quarters allotted to them in the lines of the Baluch Levy at Dera Ghazi Khan.

3.32. The Canal Patwari, the lady teacher of the District Board Girls School and the three teachers of the District Board School at the Adult Farms, *Burewala*, are allowed rent-free accommodation, subject to the condition that the accommodation is available after requirements of the officials of the Reclamation Department, who are stationed at the Burewala Farms, have been met.

## 3.33—3.35 ] PUBLIC WORKS DEPARTMENT CODE [ Chap. III.

3.33. A nominal rent of rupee one per annum will be charged from the private individuals occupying Government quarters noted below, with effect from the 1st April, 1936 :—

<i>At Fort Munro</i>	<i>At Khar</i>
1. Shopkeeper.	1. Shopkeeper (shop and residential quarters).
2. Petition-writer.	
3. Baker-cum-Butcher	2. Delivery Agent.
4. Delivery Agent.	

This, however, does not confer on these occupants a prescriptive right to remain in possession of the quarters.

3.34. Tailors, barbers and washermen employed and residing in all the Police Lines in the Punjab should be provided with rent-free accommodation.

3.35. (i) Mochis employed in Police Lines in the districts and in the Government Railway Police in the Punjab should be provided with rent-free accommodation with effect from the 9th November, 1943.

(ii) Nominal rent at Re. 1 per annum with effect from the 1st January, 1943, should be recovered from the occupants of the following Government buildings in the Phillaur Fort :—

- (1) General Stores.
- (2) Butter Shop.
- (3) Mochis Shop.
- (4) Hindu Canteen.
- (5) Muslim Canteen.
- (6) Soda Water Factory.

NOTE.—Mochis shop in the Phillaur Fort is, however, exempted from the operation of the orders in sub-paragraph (ii) with effect from the 9th November, 1943.

**CHAPTER IV.—Miscellaneous Rules regarding Office Work  
excluding Accounts Procedure**

**A—INITIAL RECORDS OF ACCOUNT**

4.1. The initial records upon which the accounts of works are based are :—

- (a) The Muster Roll.
- (b) The Measurement Book.

For work done by daily labour, the subordinate in charge of the work will prepare a muster roll which will show the work done by this means and the amount payable on this account. For piece-work and for contract work generally, the measurement book will form the basis of account. From the muster rolls the subordinate will prepare the labour reports, and from the measurement book the bills and accounts of contractors and suppliers will be prepared and checked by or under the orders of the Divisional Officer or of the Sub-Divisional Officer.

**I—MUSTER ROLLS**

4.2. The nominal muster roll, Public Works Account Form No. 21, is the initial record of the labour employed each day on a work, and must be written up daily by the subordinate deputed for the purpose.

(2) In the Electricity Branch the nominal Muster Rolls and work-charged attendance sheets may be maintained by a Lineman during the temporary absence of the Line Superintendent or Overseer.

NOTE.—The term 'Subordinate' refers to 'overseers' and also includes Research Assistants in the Irrigation Branch, Line Superintendents, Sub-station Operators and Permanent Way Inspectors in the Electricity Branch and Road Inspectors, Surveyors, Kanungos, Electrical Mistries in the Buildings, and Roads Branch.

4.3. For all Works or groups of works on which labour is employed, Labour Reports in Stereo—  
 124 B.&R. I.B. from  
 No.—will be prepared by the Subordinate in  
 A-25 and A-26

charge daily and submitted either daily or periodically as may be directed by the Divisional Officer or the Sub-Divisional Officer in charge of the Work. The reports should show the number of each class of labourers employed on each work or sub-head. Discrepancies between labour reports and muster rolls should be investigated as soon as the latter are received.

NOTE.—In the Electricity Branch, labour reports will be prepared in B.&R. Branch Form No. 124.

4.4. Charges for labour should be carefully scrutinized, and the head "daily labour" should not include charges of any other kind, however trifling. The Divisional Officer and the Sub-Divisional Officer should devote special attention to this subject as expenditure on daily labour paid against a muster roll is not supported by ordinary vouchers or receipts for payment.

(2) The payment of daily labour through a contractor instead of by muster roll is objectionable in principle, but if, in case of emergency, it be found necessary to employ daily labour through a contractor, the Subordinate in charge must submit

to the Sub-Divisional Officer a daily report in Stereo—  
 124 B.&R. I.B.  
 Form No.—detailing the number of men employed  
 A-25

through each contractor as daily labour. These reports will be retained by the Sub-Divisional Officer and will form the basis of the payment made to the contractor.

(3) When daily labour is paid through a contractor, the labour reports should be headed "Labour supplied by..... contractor". To avoid disputes with the contractors, they should be encouraged to sign the daily reports in token of their acceptance as correct.



## II—MEASUREMENT BOOKS

4.5. The measurement book (P.W.A. Form 23 and E.B. Form No. CA-5) must be looked upon as a most important record since it is the basis of all accounts of quantities, whether of work done by daily labour or by the piece or by contract, or of materials received, which have to be counted or measured. The description of the work must be lucid, so as to admit of easy identification and check.

(2) Detailed measurements may be dispensed with in the case of periodical repairs when the quantities are recorded in efficiently maintained standard measurement books.

(3) Detailed measurements may also be dispensed with in cases in which payments on account of work actually executed are made on the certificate of a responsible officer (not below the rank of Sub-Divisional Officer) to the effect that not less than the quantity of work paid for has actually been done, and the officer granting such a certificate will be held personally responsible for any overpayment which may occur on the work in consequence. Final payments may, however, in no case be made without detailed measurements.

(4) Similarly the detailed measurements may be dispensed with in connection with the works done on lump sum contracts, if a responsible officer (not below the rank of Sub-Divisional Officer) certifies in the bill that by a superficial and general measurement or in some other suitable method, which should be specified, he has satisfied himself that the value of the work done is not less than a specified amount in conformity with the contract agreement, and that, with the execution of authorised additions and alterations, the work has been done according to the prescribed specifications. Detailed measurements must invariably be taken in respect of additions and alterations.

(5) A special form of measurement book, No. E.B. CA-5 (a and b), has been prescribed for use in the Electricity Branch for recording measurements of materials purchased for stock or received in stock by transfers from other Divisions or Sub-Divisions.

4.6. The pages of the book should be machine-numbered and no page should on any account be torn out, nor should an entry be erased or effaced so as to be illegible. If a mistake be made, it should be corrected by crossing out the incorrect words or figures and re-writing the words or figures, and the correction thus made should be initialled. A reliable record is the object to be aimed at, as it may have to be produced as evidence in a Court of law.

4.7. Every measurement must be recorded in the measurement book at the time it is taken and nowhere else. The practice of entering measurements in note-books and elsewhere and afterwards copying them into measurement books is *strictly prohibited*.

(2) The entries in the measurement books as well as in muster rolls should, if possible, be made in ink, but when this is not possible, the entries should be recorded in indelible or special copying pencil, so as to render it difficult to tamper with or to make unauthorised additions or alterations in the entries once made therein. The pencil entries thus made should not be inked over but left untouched. The entries in the "contents or area" column of Measurement Books should, however, be made in ink in the first instance and not inked over.

✓ (3) In all cases where payments for earthwork are to be made from cross sections prepared before the work is started, the levels for such works should be recorded in a special level book to be maintained by each Subordinate for this purpose only. The levels on which the sections are plotted should be entered in ink and the quantities should be calculated from the above-mentioned level data or from the calculated cross sectional areas plotted therefrom. The calculations forming details of the measurement should be entered in ink in the special level book below the data of the final levelling on which the particular measurement is based.

These special level books together with original plotting of the sections, should then be treated with the same care and precision as laid down for measurement books as being an initial record of measurements.

(4) No measurements for the preparation of a bill should be accepted from an officer of lower standing than an Overseer or a member of the Lower Subordinate Residue Service. Certain exceptions to this rule are, however, allowed in the

**Chap. IV.] MISCELLANEOUS RULES—INITIAL RECORDS [ 4.8-4.9  
OF ACCOUNT**

**Buildings and Roads Branch.** In the Electricity Branch, Line Superintendents, Sub-station Operators, and Public Works Inspectors are also authorised to write up measurement books.

The Laboratory Assistant under the Executive Engineer, Maintenance and Test, Punjab Public Works Department, Electricity Branch, Shalamar, is also authorised to make entries in measurement books in respect of meters, maximum demand indicators and time switches, etc., received from the suppliers.

**NOTE 1.**—The Workshop Foreman of the Departmental Workshop of the Punjab Public Works Department, Electricity Branch, at the 132-kV Sub-station at Verka is also authorised to record in the measurement books the measurements of the works executed under his actual charge.

**NOTE 2.**—In the case of supply of petrol and stores for use in Government vehicles where it is not possible for the touring officers to record the materials in the measurement book, the entries in the log-book which have to be invariably recorded whenever any stores are issued for use on the vehicles concerned, should form the basis of payment, e.g., from the entries recorded in the log-book an entry should be made in the measurement book and payment made to the officer concerned on hand receipt on production of the cash memos of the supplier or contractor.

**4.8.** The Superintending Engineer is required to make it his special duty during his tours to see that measurement books are carefully kept and measurements properly recorded, and that they are complete records of the actual measurements of each kind of work done for which certificates have been granted. He should also see that any orders of Government regarding check measurements are duly observed.

**NOTE.**—In the Electricity Branch, this duty will devolve on the Deputy Chief Engineer.

(2) When a measurement book is lost, an immediate report should be made of the facts of the case, and this report must be promptly forwarded to Government, together with the explanation of all parties concerned, or responsible for the loss.

**III—PROGRESS REPORT OF MEASUREMENTS ON WORKS  
EXECUTED UNDER CONTRACT**

**4.9.** When specially ordered, every officer or subordinate 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 a calculation of the quantities of work paid for during the previous month, together with a return of all the materials at site on the last day of the month. And no such officer or subordinate should be relieved of his charge until after a careful inspection by his superior officer, or under the certificate granted by the relieving officer. It is the duty of the officer in charge 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.

#### B—CUSTODY OF CASH

4.10. Public money in the custody of the Department should be kept in strong treasure chests secured by two locks of different patterns, one of which may be a spring lock and such other lock as may from time to time be prescribed by the Chief Engineer. In Sub-Divisions, the key of this special lock shall remain in the personal custody of the Sub-Divisional Officer, and the Key of the other lock, in the case of Irrigation Branch in the custody of the Dafadar of the Guard, in the case of the Buildings and Roads Branch in the custody of the Sub-Divisional Clerk and in the case of the Electricity Branch in the custody of the cashier or, if there be no cashier in any Sub-Division, in the custody of the Sub-Divisional Clerk or another clerk attached to the Sub-Division entrusted with the duties of cashier. In the Irrigation and Buildings and Road Branches neither key may be entrusted even temporarily to any other person, but in the case of Electricity Branch for the period of temporary absence of the custodian of either key the key should be handed over by him to the other official according to the local orders of the Chief Engineer.

(2) In Divisions of the Irrigation Branch, the Second Clerk will have charge of the key of the special lock and the Accountant of the key of the other lock, and in the Building and Roads and the Electricity Branches, the Divisional Officer will have charge of the key of the special lock and the Head Clerk of the other lock.

(3) When a cashier is appointed to a Division, the key of special lock will remain in his custody in all the three Branches.

**Chap. IV. ] MISCELLANEOUS RULES—CUSTODY OF CASH [ 4.11**

of the Public Works Department and the key of the other lock in the Irrigation Branch with the Head Clerk and in the Buildings and Roads and the Electricity Branches with the Divisional Officer.

(4) In the Irrigation Branch when a cashier is appointed to a Sub-Division, the key of the special lock will remain with the Sub-Divisional Officer and that of the other lock with the cashier.

(5) In cases where the electric supply in more than one town is under the charge of one Sub-Divisional Officer, the key of the special lock of the chest at the station which is not the headquarters of the Sub-Divisional Officer shall remain in the custody of the Line Superintendent and that of the other lock with the Clerk or Cashier, if any, employed at that place. At stations (other than Sub-Divisional Officer's headquarters), where there is only a Line Superintendent and no Clerk or Cashier, keys of both the locks shall remain in the custody of the Line Superintendent.

(6) Where burglar proof cash chests are used with one fixed lock which is operated upon by three keys numbered 1, 2 and 3 in rotation, keys numbered 1 and 3 will be treated as of the special lock and key No. 2 of the other lock for purposes of the above rules.

(7) The duplicate keys of the Divisional and Sub-Divisional treasure chests shall, under the seal of the Divisional Officer concerned, be placed in the custody of the Treasury Officer in the jurisdiction of the Division concerned and a "Duplicate Key Register" maintained in each Divisional Office. Once a year in the month of April, the duplicate keys should be sent for from the Treasury Officer, examined, and returned to him under a fresh seal, a note being made in the register that they have been found correct.

(8) The treasure chest shall never be opened unless both custodians of the keys are present and both of them should remain present while it is open and until it is again locked.

**4.11.** In order to minimize the risk of loss of public money, all imprests should be kept as low as possible, being reduced in amount whenever circumstances render this possible.

(2) Wherever practicable, imprest holders should be supplied with small iron cash boxes, but in any case the imprest holder is responsible for the exercise of proper care in the custody of cash, and in case of loss, the onus of proof that proper care was exercised will lie with him.

(3) In no circumstances it is permissible for private money to be mixed up with public money, or even to be kept in the same cash chest where such a chest is provided by Government.

### C—CASHIERS

4.12. With the sanction of Government in the Public Works Department or in the Electricity and Industries Departments, as the case may be, cashiers may be appointed whenever the cash transactions of a Division or Sub-Division are sufficiently extensive to require it.

4.13. One cashier may make the cash payments of two or more Divisions or Sub-Divisions, or throughout the whole of a Division, wherever such an arrangement is found to be practicable.

4.14. The Divisional Officer or the Sub-Divisional Officer, as the case may be, will count the cash in the hands of each cashier at least once a month ; or in the case of out-stations, he will count it whenever he may visit them. He will on such occasions record a note in the cash book showing the date of examination and the amount (in words) found. The chances of temporary misappropriation of money would be considerably minimized if a system of surprise count was introduced by Divisional Officers in addition to the above monthly count, and this should be carried out whenever possible.

### D—STORES

#### 1—GENERAL

4.15. The stores of the Public Works Department are divided into the following classes, viz., (i) Stock, or general stores (including spare parts in the Electricity Branch), (ii) Tools and Plant, (iii) Road metal and (iv) Materials charged

direct to works. Unless there are orders to the contrary the officer in charge of a Sub-Division will be responsible for all the stores belonging to it.

4.16. A Divisional Officer is responsible that proper arrangements are made throughout his Division for the custody of public property. He must be careful to keep all tools and implements in efficient order, must protect surplus stock from deterioration and provide suitable accommodation for valuable and combustible stores which would prevent the possibility of large losses by fire or other accidents.

(b) Tools and Plant belonging to the Department may be hired to other Government departments, local bodies and *bona fide* private individuals by a Divisional Officer, on the following conditions :—

- (i) That reasonable hire is charged in all cases.
- (ii) That the period of hire is fixed in advance and shall in no case exceed three months.
- (iii) That in the case of private individuals, ample precautions are taken for the due return of the articles in good condition.
- (iv) A loan of tools and plant of a value exceeding Rs. 1,000 shall be reported at once to the Superintending Engineer or in the case of the Electricity Branch to the Chief Engineer.
- (v) That proper accounts are kept in the Divisional Office of all such transactions, duly supported by acknowledgments of borrowers. The hire to be charged will be fixed by Divisional Officer and will be recovered in advance.
- (vi) Ordinary tools and plant such as *phaurahs*, pickaxes, rammers, etc., should not be lent to contractors.

NOTE.—When tools and plant belonging to the Irrigation Branch are lent outside the Department, a hire charge of 5 per cent per mensem on the original purchase price of the plant should be levied for the entire period the plant is away from the Irrigation Branch Division concerned.

In addition to the above hire charges the borrowing department must pay carriage charges on the plant both ways and be responsible for the cost of running repairs as distinct from special overhaul. The cost of special overhaul should be borne by the Irrigation Branch Division to which the plant or machinery belongs.

4.17. Every officer is bound to take charge of departmental stores which, from the death or departure of the person lately in charge, or from any other cause, may be left at or near his station without adequate protection.

#### II—ACQUISITION AND MANUFACTURE OF STORES

4.18. Stocks, road metal and other materials required in ordinary course for the execution of sanctioned works may be procured on the responsibility of the Divisional Officer without special authority subject to the provisions of sub-paragraph (3) below, though the Superintending Engineer's approval should be obtained to the measures proposed for the purchase of stock in large quantities. If the stores are to be manufactured, a separate estimate for their preparation may be required, as laid down in paragraphs 4.27 *et seq.*

(2) Once the necessity for the purchase of stores, with reference to the requirements of a particular work or works has become obvious, it is not business-like to make the purchase in dribblets. A comprehensive Indent should be prepared, and where stores of the same nature are required for more than one work in a Division, the Divisional Officer should endeavour, whenever possible, to prepare a combined indent.

(3) Orders to purchase material of any kind should not be issued by an authority lower than that of a Divisional Officer. The powers of Officers to sanction purchase of stores, etc., are contained in paragraphs 5.26 and 5.27 of this Code and paragraph 20.16 of the Book of Financial Powers. Should cases arise where a Sub-Divisional Officer makes a purchase in an emergency he should take immediate steps to get the purchase regularised.

(4) Care should be taken not to purchase stores much in advance of actual requirements, if such purchase is likely to prove unprofitable to Government.



(5) In the case of the Electricity Branch, the purchase of stores will be made under the scheme of Central Purchase specially sanctioned by Government for that Branch. The purchases under this scheme will be governed by the ordinary rules as well as the special rules which may be issued by competent authority from time to time.

4.19. The articles comprised under the head "Tools and Plant" can only be purchased or manufactured on estimates sanctioned by competent authority.

4.20. The general rules for the supply of articles required for the public service, whether of indigenous origin or otherwise, and instructions for the preparation and submission of indents and annual estimates of European stores are given in Appendix VIII. With regard to indents for stores obtainable from other departments attention is invited to Rule 7 of Appendix VIII and to paragraphs 4.22 to 4.25 and 4.38 of this Code.

(2) The restrictions imposed by the Store Rules do not apply to purchases made by or on behalf of Indian States, Municipalities, or local funds, excepting when the stores purchased are paid for from Government revenues on behalf of Government or from funds advanced by Government; in the latter circumstances Government may, however, direct that the provisions of the Store Rules need not apply. When a Public Works Department Officer carries out a work for any of the local bodies referred to above the rules shall apply, except when the local body specially desires to have the stores purchased otherwise and Government has accorded its approval thereto, which will be given only on the understanding that the stores must be approved by the officer carrying out the work before the purchase is concluded.

(3) Sometimes the stores purchased and inspected by the Indian Stores Department have to be rejected. In such cases the final rejection of stores lies within the competence of the Indian Stores Department alone as that Department is a contracting party, and it is not permissible for an indenting officer or consignee to reject stores which have been accepted by that Department. In cases in which an indenting officer considers that grounds for the rejection of such stores exist, a full report

should be forwarded immediately to the Indian Stores Department Inspectorate concerned, and the goods complained of should be stored pending investigation by that Department and the issue of final instructions as to their disposal. Should it be decided that the stores should be rejected, intimation to this effect will be furnished immediately to the contractor by the Indian Stores Department, and he will be informed that the stores lie at his risk from the date of such rejection, and that if not removed within a fortnight of rejection, the consignee will have the right to dispose of the stores as he thinks fit at the contractor's risk and on his account.

Cases frequently occur in which stores are despatched to their destination after merely a visual examination at the contractor's premises, works or godowns on the understanding that their final acceptance or rejection shall depend on the results of the tests carried out at the Government test house. In such cases, if the stores are rejected, the contractor will be informed at once, and the stores will lie at the consignee's depot at the contractor's risk from the date of such rejection and if not removed within a fortnight of rejection, the consignee will have the right to dispose of them as he thinks fit at the contractor's risk and on his account.

Similarly, stores which are rejected by the inspecting officer appointed by the Indian Stores Department, after delivery under the terms of the contract for inspection at the consignee's depot, will lie at the consignee's depot at the contractor's risk from the date of such rejection, and if not removed within a fortnight of rejection, the consignee will have the right to dispose of them as he thinks fit at the contractor's risk and on his account.

Stores rejected in the circumstances indicated above and not removed by the contractor within the period allowed for such removal should be disposed of by the consignee, either by return to the contractor or in such other manner as he considers most suited to the circumstances in each case, with the least possible delay.

4.21. The policy of the Government of the Punjab is to make their purchases of stores for the public service in such a way as to encourage the development of the industries of the

country, and especially of the Punjab, to the utmost possible extent consistent with economy and efficiency. All indents for demands on the India Office should accordingly be carefully scrutinized by the sanctioned authority with a view to judging whether articles are being indented for from Europe which could equally economically and satisfactorily be obtained from local manufacturers.

All indenting authorities should send their indents, with five spare copies, to the Director-General, India Store Department, London, and should at the same time forward one copy of the Indent direct to the Chief Controller of Stores, Indian Stores Department, Delhi.

(2) It often happens that the stores supplied by the India Stores Department are discharged from a steamer in India in a damaged condition or deficient in quantity and in order to avoid serious loss to Government thereby, the Government's Agent at the port of landing should be instructed in every case to examine carefully the packages landed. If the goods are received in good condition and intact a "good condition" certificate should be furnished by him along with the goods. But in case deficient or damaged cargo is discharged from the vessel, or the same appears to have been tampered with, he shall cause a survey to be held by representatives of all interests concerned and furnish to the consignee a survey report in the following form :—

“ Proceedings of the Committee of Survey assembled  
at \_\_\_\_\_ on \_\_\_\_\_ dated \_\_\_\_\_  
for the purpose of examining and reporting on the  
undermentioned cargo landed ex \_\_\_\_\_  
SS \_\_\_\_\_ from \_\_\_\_\_ voyage No. \_\_\_\_\_  
dated \_\_\_\_\_ arrived at port of  
\_\_\_\_\_ on \_\_\_\_\_.

#### MEMBERS OF THE COMMITTEE

- (1) Representative of the shipping company.
- (2) Representative of the consignees.
- (3) Representative of the Port Trust, if concerned.

should be forwarded immediately to the Indian Stores Department Inspectorate concerned, and the goods complained of should be stored pending investigation by that Department and the issue of final instructions as to their disposal. Should it be decided that the stores should be rejected, intimation to this effect will be furnished immediately to the contractor by the Indian Stores Department, and he will be informed that the stores lie at his risk from the date of such rejection, and that if not removed within a fortnight of rejection, the consignee will have the right to dispose of the stores as he thinks fit at the contractor's risk and on his account.

Cases frequently occur in which stores are despatched to their destination after merely a visual examination at the contractor's premises, works or godowns on the understanding that their final acceptance or rejection shall depend on the results of the tests carried out at the Government test house. In such cases, if the stores are rejected, the contractor will be informed at once, and the stores will lie at the consignee's depot at the contractor's risk from the date of such rejection and if not removed within a fortnight of rejection, the consignee will have the right to dispose of them as he thinks fit at the contractor's risk and on his account.

Similarly, stores which are rejected by the inspecting officer appointed by the Indian Stores Department, after delivery under the terms of the contract for inspection at the consignee's depot, will lie at the consignee's depot at the contractor's risk from the date of such rejection, and if not removed within a fortnight of rejection, the consignee will have the right to dispose of them as he thinks fit at the contractor's risk and on his account.

Stores rejected in the circumstances indicated above and not removed by the contractor within the period allowed for such removal should be disposed of by the consignee, either by return to the contractor or in such other manner as he considers most suited to the circumstances in each case, with the least possible delay.

**4.21.** The policy of the Government of the Punjab is to make their purchases of stores for the public service in such way as to encourage the development of the industries of the

country, and especially of the Punjab, to the utmost possible extent consistent with economy and efficiency. All indents for demands on the India Office should accordingly be carefully scrutinized by the sanctioned authority with a view to judging whether articles are being indented for from Europe which could equally economically and satisfactorily be obtained from local manufacturers.

All indenting authorities should send their indents, with five spare copies, to the Director-General, India Store Department, London, and should at the same time forward one copy of the Indent direct to the Chief Controller of Stores, Indian Stores Department, Delhi.

(2) It often happens that the stores supplied by the India Stores Department are discharged from a steamer in India in a damaged condition or deficient in quantity and in order to avoid serious loss to Government thereby, the Government's Agent at the port of landing should be instructed in every case to examine carefully the packages landed. If the goods are received in good condition and intact a "good condition" certificate should be furnished by him along with the goods. But in case deficient or damaged cargo is discharged from the vessel, or the same appears to have been tampered with, he shall cause a survey to be held by representatives of all interests concerned and furnish to the consignee a survey report in the following form :—

“ Proceedings of the Committee of Survey assembled  
 at \_\_\_\_\_ on \_\_\_\_\_ dated \_\_\_\_\_  
 for the purpose of examining and reporting on the  
 undermentioned cargo landed ex \_\_\_\_\_  
 SS \_\_\_\_\_ from \_\_\_\_\_ voyage No. \_\_\_\_\_  
 \_\_\_\_\_ dated \_\_\_\_\_ arrived at port of  
 \_\_\_\_\_ on \_\_\_\_\_.

#### MEMBERS OF THE COMMITTEE

- (1) Representative of the shipping company.
- (2) Representative of the consignees.
- (3) Representative of the Port Trust, if concerned.

The committee having met, proceed to examine the packages and find them as follows :—

Number or marks of Packages	Description of contents	Nature of damage and if possible, date when damage occurred	Synopsis of receipt given to ship	Whether protest noted and extended with dates	Remarks as to cause of damage	Estimated cost of Reconditioning and/or replacement

Signed

(By all parties represented.)

*N.B.*—In order to facilitate the settlement of claims it is imperative that the above details should be given.

The Assistant Controller of Stores, North-Western Railway, Karachi, shall represent this Department on such committees of survey.

It is preferable to settle claims in India as far as possible; when a settlement cannot be reached in India, a copy of the report should be sent to the Director-General, India Stores Department, London, to enable him to formulate claims against ship-owners in England.

4.22. Indents on the Ordnance Department should be submitted in Indian Ordnance Form No. 278. Indents on other Departments in India, when not required to be prepared on forms supplied by the Department indented upon, should be prepared in P.W.A. Form No. 7. They must explain fully and in detail the nature of the articles required.

4.23. Receipts in the form supplied by Ordnance or other officers must be granted for all stores procured on indents from them ; and generally, when the aid of another Department is sought in supplying stores or otherwise, the transaction will be conducted so as to conform with the rules of that Department.

4.24. In the absence of special instructions to the contrary, Divisional officers are prohibited from resorting to the Ordnance magazines or to the Supply and Transport Corps for the supply of any articles which can be procured in the local markets or made up in their own workshops.

4.25. Emergent indents on other Departments in India may be submitted only in cases of actual necessity (which must be reported to the Superintending Engineer or the Chief Engineer in the case of the Electricity Branch), when serious inconvenience would be likely to arise from the submission of indents in the ordinary way. Emergent indents will nevertheless be complied with at once on the responsibility of the indenting officer, and will then be submitted by the complying officer for the necessary countersignature, so that the Superintending Engineer, or the Chief Engineer in the case of the Electricity Branch, may exercise a check over such demands.

4.26. All articles of iron-work which have not to be obtained from England in accordance with the Store Rules and which cannot be conveniently made up in Divisional Workshops, may be procured on indent from any Government workshop authorized to undertake work for other Departments. The orders in the Store Rules regarding the Indian firms to which orders may be given for articles to be manufactured out of imported materials, should be closely followed.

4.27. The manufacture or collection of material involving an outlay of Rs. 5,000 or upwards, must in all cases be covered by a detailed estimate showing the proposed outlay and the material to be received.

4.28. If the material be for a work already duly sanctioned, or for reserve stock within the sanctioned limit for the Division, the estimate will merely require the approval of the

Superintending Engineer, but in all other cases the estimate must be duly sanctioned by competent authority, as though for an original work.

NOTE.—In the case of the Electricity Branch if the materials be for a work already duly sanctioned or for reserve stock within the sanctioned limit for the Division, their purchase or manufacture will be governed by the powers delegated in serial No. 3 of paragraph 10.3 of Financial Handbook No. 3 Departmental Financial Rules (relating to the Public Works and Forest Department), First Edition.

### III—RESERVE OF STOCK

4.29. Where it is necessary, in consequence of the delay that would otherwise occur in manufacturing or procuring materials, to collect a reserve supply of stores, and as these stores cannot be debited at once to any specific work since it is not known on which work they may be used, such stores may be accounted for in a suspense account of stock.

4.30. Ordinarily, materials should be purchased only for works in progress, and petty stores obtained, if possible, from a supplier who should enter into a contract for them at schedule rates, and no reserve of stock should be kept. But in the case of any Division in which, owing to its remoteness from markets or for any other reason, it may be considered absolutely necessary that a reserve should be maintained, a limit of reserve stock will be fixed by Government, and, when this has been done, the Divisional Officer is authorized, subject to the approval or sanction of the estimate therefor where required by the provisions of paragraph 4.28 to purchase or manufacture, to an extent sufficient to keep his stock up to that limit, the sanction of superior authority being required only when it is desired to exceed it. The fixed maximum should be kept at the lowest point compatible with efficiency, and the stock returns of Division should be carefully scrutinized by Superintending Engineers or the Chief Engineer in the case of the Electricity Branch from time to time with reference to this point.

NOTE 1.—In the case of the Electricity Branch, the limit of reserve stock is fixed by Government for the Branch as a whole and it is distributed between Divisions according to their requirements by the Chief Engineer, who scrutinizes from time to time, whether the limit assigned by him to each Division is at the lowest point compatible with efficiency.



NOTE.—The Administrative Department of Government in control of any Branch of the Public Works Department is authorised to sanction purely temporary increases of the reserve stock limits of a Division to be absorbed within six months from the date of increase, and also to sanction decreases in permanent or temporary limits of a Division once sanctioned by the Finance Department, provided they are not raised again except as allowed in the first part of this note,—*vide* paragraph 19.21, Book of Financial Powers.

#### IV—STOCK-TAKING

4.31.\* It is not necessary that all the stores of a Division, or even of a Sub-Division, should be checked and counted at the same time ; and the stock-taking may be arranged so as to go on gradually in the manner most convenient to the officers concerned, but when checking the stores of any subordinate's section, the Sub-Divisional Officer must check the whole and not a part only of the stores in that section. These checks and counts of stores should, as far as possible, be made without previous notice, so that the full value of a surprise check may be obtained. It is also essential that the greatest possible precision and accuracy should be maintained in the store returns, and the Divisional Officer should make such arrangements as are calculated to secure this result, and Superintending Engineers are responsible that this is done. The dates on which articles are taken stock of are to be entered in the store returns.

4.32. Important stores should, as a rule, be counted by  
I.B.&B.R. a member of the Engineer establishment, but this duty may be entrusted to an Overseer, Upper Subordinate, or Sub-Engineer when holding the charge of a Sub-Division. The Superintending Engineer, when he thinks proper, may depute an officer from one Division to aid in the stock-taking of another. Whenever it is possible verification should be entrusted to an officer independent of and unconnected with the staff responsible for the custody of the stores, and it should also include a certain amount of surprise check.

4.33. In the Electricity Branch, the stock-taking of all materials and equipment including all bare conductors and earth wires (excepting insulated conductors on drums) in

\* See footnote on next page.

Divisional stores, will be done by the Stock Verifier, specially appointed for the purpose, one within a period of two years. The insulated conductors on drums will be checked personally by the Engineer in charge of the stores once within a period of two years.

(2) As regards the Sub-Divisional Stores, the stock-taking will be carried out by the Sub-Divisional Officer in charge of the stores at least once within a period of one year.

4.34. All articles of stock (not including tools and plant) which are not likely to be required during the following 12 months, should be reported to the Divisional Officer who will, if necessary, take the Superintending Engineer's (or the Chief Engineer's in the case of the Electricity Branch) orders as to their disposal.

4.35.\* With the exception of tools and plant articles with the Revenue staff, all the stores of a Sub-Division must be checked each half-year by the subordinate in charge of the section. Each subordinate will prepare half-yearly distribution lists for stock and yearly for tools and plant showing the closing balances and will certify distinctly that he has checked the stores recording the results of such check. These will be submitted to the Sub-Divisional Officer, who in the Irrigation and the Buildings and Roads Branches will note on each distribution list whether or not he has also personally checked all the stores in accordance with the instructions in paragraph 4.31 and, if not, will state the previous year or half-year in which these stores were checked and the name of the Sub-Divisional Officer who made the check.

(2) The tools and plant articles with the Revenue staff must be counted each half-year by the Zilladar in charge of the section. Each Zilladar will prepare yearly distribution lists showing the closing balances and will certify distinctly that he has counted the stores, recording the results thereof. These will be submitted to the Deputy Collector who will record a note on each Zilladar's distribution list in the same manner as is prescribed above for the Sub-Divisional Officer in the case

\*The word "checked" appearing in paragraphs 4.31 and 4.35 means "counted" where the unit is numerical; "weighed" where it is weight; and "measured" where it is linear, superficial or volumetric. A mere inspection to see that the articles are there is not what is intended.

of subordinates' distribution lists. The Zilladars' distribution lists will then be sent by the Deputy Collector to the Sub-Divisional Officers concerned. The Sub-Divisional Officer will submit both the Subordinates' and Zilladars' distribution lists with his consolidated returns (half-yearly in the case of stock and yearly in the case of tools and plant) to the Divisional Office certifying at the same time that all the stores have been checked as recorded in detail on the distribution lists forwarded and that none of the stock checked which is borne on the return has been found in use on any work.

(3) The half-yearly and yearly returns and distribution lists will be checked in the Divisional Office and care taken to see that all stores have been counted, and that the Sub-Divisional Officer or the Deputy Collector, as the case may be, has checked a sufficient quantity. All the stores of a sub-division must be counted by the Sub-Divisional Officer or the Deputy Collector, as the case may be, within a maximum period of two years. In many sub-divisions the period should be one year, and Superintending Engineers and Divisional Officers should settle the period taking each case on its merits. A Sub-Divisional Officer transferred to a new Sub-Division or a Deputy Collector transferred to a new Division should obtain the distribution lists for the preceding one year or three half-years, as the case may be, from the Divisional Officer and note which stores, if any, remain to be counted. In the case of shortage of stores, it shall not be accepted as an excuse for not bringing home to any one the responsibility for the shortage that frequent transfers prevented any Sub-Divisional Officer or Deputy Collector, as the case may be from fully counting the stores in the Sub-Division. When one Subordinate or Zilladar is relieved by another, the Sub-Divisional Officer or the Deputy Collector, as the case may be, must see that a distribution list of all the stores in a Section is prepared, the stores counted and a certificate of the count given on the lists by both Subordinates or Zilladars, as the case may be. The distribution lists will be carefully filed in the Divisional Office.

(4) Superintending Engineers and Chief Engineer, Electricity Branch, will scrutinize the distribution lists at the time of their inspection of Divisional Offices in order to ascertain that the above instructions are complied with.

## V—DISPOSAL OF STORES

4.36. Unless specially authorized to write off finally the irrecoverable value of stores, etc., Divisional Officers should in case of any robbery, loss or destruction by fire or otherwise, of public stores, submit a report in the case of the Irrigation and the Buildings and Roads Branches to the Superintending Engineer and in the case of the Electricity Branch to the Chief Engineer, who will, if necessary, report the matter to the higher authority for orders. The Divisional Officer will, in every case, hold a departmental inquiry and record the evidence and his finding, especially in the matter of responsibility and culpability of the persons concerned.

4.37. An immediate report of the loss of stores must also be made to the police, and all proper steps taken for the recovery of the property. When an inquiry is held either by the police authorities or others, the Divisional Officer must, in cases where he is not himself authorised to write off the value of the property, obtain and forward, as soon as possible to the Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be, a copy of the proceedings.

4.38. When stock materials are (a) sold to the public or other Departments (including Guaranteed Railways and State Railways leased to or worked by Companies) or (b) issued on account of works executed for the public and other Departments, in workshops at their full value, an addition of 10 per cent must be made to cover charges on account of supervision apart from storage not provided for in the rates fixed under Rule 6.21 of the Department Financial Rules but leviable under Rule 6.24 *ibid.* The 10 per cent supervision charges may, however, be waived by the officer empowered to sanction the sales in the case of surplus stock, which, in his opinion, would otherwise be unsalable.

In this paragraph the term "full value" means market value unless it is less than the value at current issue rate in which case the latter should be taken.

4.39. At the end of each official year, lists of surplus stores in the Buildings and Roads, Electricity and Irrigation Branches separately, should be prepared and printed for

circulation to other Provincial Governments, Administrations and to Railways. In the case of the Electricity Branch, these lists should also be sent to various Electric Supply Companies.

NOTE.—All stores of the same description should be shown under the one item and one uniform issue rate fixed for it. Standard units should be prescribed for all articles of stores as far as practicable.

For instance, R.S. beams and other metals should be shown in the same lists either in cwts., maunds, or feet. Similarly, paints should be shown in tins, gallons or seers. Sub-Divisional Officers should personally see that the same units are adopted for articles of similar nature with a view to minimizing the number of units in nomenclature as far as possible.

4.40. When stores (including tools and plant) of any kind become unserviceable, a report thereof must be made in the Survey Report Form (Public Works Account Form No. 18); this should be done at once on discovery of the fact, as it is desirable to avoid keeping worthless materials on stock. In the report all proper explanations must be given, and the period stated during which the articles have been in store or in use, and the cause of deterioration.

(2) When stock materials have merely depreciated in value while remaining serviceable, either through deterioration of quality or through a fall in market price, their book value should be reduced by writing off under proper sanction a sufficient sum to bring the book rate down to a fair market rate.

(3) Stores which are completely unserviceable, should be written off and either sold by auction or destroyed, as may be ordered by the authority sanctioning the writing off.

4.41. Except as provided in paragraph 20.17 (4 and 5), B.F.P., no public stores may be sold otherwise than by public auction, without the permission of the Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be. Commission, which should ordinarily not exceed 5 per cent may be allowed to the auctioneer, not being a departmental subordinate but no commission can be allowed on private sales.

#### VI—MATHEMATICAL INSTRUMENTS

4.42. (a) All new instruments required for the Public Works Department, which have been provided for in a sanctioned estimate, other than levelling staves, should normally

be obtained by indent from the Mathematical Instrument Office, Calcutta, but may be obtained locally with the approval of the Superintending Engineer in the Buildings and Road and Irrigation Branches and the Deputy Chief Engineer in the Electricity Branch, in emergent cases, and with the approval of the Chief Engineer in other cases.

(b) The Mathematical Instrument Office issues biennially a complete price list of all instruments available and a copy of this list should be in every Divisional Officer's possession. It can be obtained, if required, from the officer in charge of the Mathematical Instrument Office, Calcutta. The specific reference number of the instruments shown in the price list should always be quoted in such indents.

(2) New levelling staves should be obtained from the Canal Central Workshops, Amritsar, but if not available these should be obtained from the Mathematical Instrument Office, Calcutta. The Chief Engineer may, however, sanction local purchase of levelling staves only in emergent and exceptional cases when they cannot be had from the Central Workshops, Amritsar.

(3) Instruments requiring repair should ordinarily be sent to the Mathematical Instrument Office, Calcutta *or to the depot from which they were supplied* for the purpose, or to an Government workshop more conveniently situated where the repairs can be properly executed, or in cases of urgency the work may be entrusted to a local firm.

(4) Except when the cost does not exceed Rs. 50 a indent on the Mathematical instrument Office, Calcutta or the Central Workshops, should be accompanied by a certificate by the indenting officer to the effect that the supply of article detailed therein is covered by a sanctioned estimate.

4.43. All Officers and subordinates to whom surveying and mathematical instruments are entrusted will be held responsible that they are carefully handled and maintained in good order. When repairs become necessary, the instrument should be forwarded to the Sub-Divisional, or Divisional Office for that purpose without delay, spare instruments being supplied for use in the meantime, if necessary. The cost of all repairs

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WORKSHOPS

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will be borne by Government, but where damage has resulted from negligence the responsible officer should be suitably reprimanded or punished.

(2) Superintending Engineers and the Chief Engineer, Electricity Branch, should satisfy themselves that surveying and mathematical instruments in the various offices and Divisions under them are sufficient in number and are maintained in good serviceable condition, and that no instruments are kept in excess of requirements.

(3) When any instrument is transferred, it should be carefully examined before despatch by the Sub-Divisional Officer or the Divisional Officer as the case may be, and no instrument which on examination proves to be out of working order, should be transferred.

#### E—STORE-KEEPERS

4.44. When the stores are sufficiently extensive to require it, a store-keeper will be appointed to the charge of them. The store-keeper will have nothing to do with the disbursement of cash, the supply of materials or the preparation of bills. His duties will be confined to the custody, preservation and issue of the stores under his charge, and to keeping the required returns relating to them.

#### F—LOSS OF CASH

4.45. Superintending Engineers and Chief Engineer, Electricity Branch, should report to the higher authority all losses of cash which are beyond their power to write off as soon as the loss comes to their notice ; a detailed report on how the loss occurred with their finding can be made at the time of obtaining sanction of the higher competent authority to its write off.

#### G—RULES FOR DIVISIONAL WORKSHOPS

4.46. The Divisional Workshops may be treated as a distinct sub-division, or they may form a portion of a sub-divisional charge, according to their size and importance.

(2) No work is to be undertaken in workshops of the Department other than work required for the various branches of the Department, except under some general or special order of Government.

4.47. No work should be undertaken for municipalities or private parties before the whole estimated cost, including all charges for supervision, profit, etc., that may be leviable under the rules or the time being in force, has been paid to the Divisional Officer or into a Government treasury to the credit of the Division concerned of the Public Works Department. This rule may be relaxed at the discretion of the Divisional Officer or Superintendent in the case of Government officers where full recovery is not open to doubt. In such cases, a rough estimate of the probable cost must be prepared in advance and the officer concerned required to give an undertaking that he agrees to pay the actual charges in full on completion of the work. The full expenditure incurred must be deducted from the officer's pay for the following month. In all cases, prior to work being put in hand, an undertaking should be procured from the party concerned that it will not hold the Department responsible for loss by fire or theft or any other factor which could not be foreseen when the estimate was prepared. In cases where it is found that the original estimate is likely to be appreciably exceeded, a revised estimate should be prepared and the procedure outlined above adopted.

4.48. The Central Workshops of the Irrigation Branch at Amritsar has been established primarily for the purpose of constructing machinery, bridge work and other articles required in the Irrigation Branch, and for the purpose of repairing important articles of machinery and tools and plant.

Orders regulating the execution of work at and the supply of stores by the Central Workshop are contained in the rules for the commercialisation of the Accounts of the Central Workshops Division at Amritsar (printed separately).

## H—TRANSFERS OF CHARGE

### I—GENERAL

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



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OF CHARGE

4.50. The relieving officer will take up the expenditure of cash and stores from and for the first day of the account month during which the relief took place, and submit the next monthly accounts in the same manner as if he has been in charge during the whole month. But the relieved officer remains responsible that proper explanation is forthcoming for transaction during his incumbency.

Para 595-A,  
P.W.A. Code.

4.51. If the relieving officer fails to bring to notice within a reasonable period any deficiency or defect in work or stores taken over from his predecessor, he will be held responsible for the same, both as to quantity and quality, so far as he was in a position to ascertain it.

NOTE.—Reasonable periods during which a relieving Sub-Divisional Officer/Overseer will make a complete check of all the works, encroachments, roadside materials and stores (including tools and plant) in his Sub-Division/Section, and report defects or deficiency in regard to them, will be 3 months/1 month\* from the date of his taking over charge of the Sub-Division/Section. Failure to carry out a complete inspection within this period will be regarded as serious irregularity.

4.52. In the case of any sudden casualty occurring or any emergent necessity arising for an officer to quit the Division, Sub-Division or work to which he is posted, the next senior officer of the Department present will take charge. When the person who takes charge is not of the Indian Service of Engineers, Punjab Service of Engineers, Overseers Engineering Service or a Sub-Engineer or Upper Subordinate, he must at once report the circumstances to his nearest departmental superior, or, in the absence of such an authority, to the commanding officer in a Military Station, and in other cases, to the nearest civil officer, and obtain orders as to the cash in hand, if any.

4.53. A register of incumbents of charges should be kept in every Divisional Office showing the period of incumbency of each officer who has held charge of the Division and of the several Sub-Divisions, and, in each Sub-Divisional office, a similar register of the incumbents of that Sub-Division only.

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\*In the case of hilly tracts, this period will be two months, if the winter months intervene (Buildings and Roads Branch only).

## II—DIVISIONAL AND SUB-DIVISIONAL OFFICERS

4.54. In the case of transfers of Divisional and Sub-Divisional charges, the cash book or imprest account should be closed on the date of transfer, and a note recorded in it, over the signature of both the relieved and relieving officers, showing the cash and imprest balances and the number of unused cheques, made over and received in transfer by them respectively. A copy of this note together with the following documents, should be forwarded the same day to the Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be, in the case of Divisional, or to the Divisional Officer in the case of Sub-Divisional charges :—

Para 595-B,  
P.W.A. Code.

- (i) Transfer report  $\frac{\text{B. \& R.}}{\text{I. B.}}$  Stereo Form No.  $\frac{30}{358}$  being used in the case of Sub-Divisional charges.
- (ii) Receipt of stock, tools and plant and other stores under the immediate charge of the relieved officer, Forms A and B being used for Divisional and Sub-Divisional charges, respectively.
- (iii) A detailed report (  $\frac{\text{B. \& R.}}{\text{5-A.}}$  Stereo Form No.  $\frac{35}{5-A.}$  ) on the state of surveying and mathematical instruments. In the case of transfer of Divisional charges this report should be in respect of instruments at headquarters only.

2. The receipts of cash and stores balances should be prepared by the relieved officer, but the relieving officer should note any inaccuracies therein so that the Superintending Engineer (Chief Engineer in the case of the Electricity Branch) or the Divisional Officer, as the case may be, may pass such orders in respect of any deficient articles as may be necessary. A copy of the receipts may be given to the relieved officer, if desired by him.

## FORM A

Received in transfer from A. B., late Divisional Officer, \_\_\_\_\_  
 \_\_\_\_\_ Division, the stores in his personal charge as  
 detailed in the annexed list.

The balance returns of stock and tools and plant in charge,  
 of all Sub-Divisional Officers for the half-year and year end-  
 ing \_\_\_\_\_ respectively are on record, and the Divisional  
 stock returns have been prepared to end of \_\_\_\_\_.

N. R. T.,

*Divisional Officer,*

*(Station and date)*

\_\_\_\_\_ Division.

## FORM B

Received in transfer from A. B., late officer in charge  
 \_\_\_\_\_ Sub-Division, the stock and tools and  
 plant which have been in his personal custody, as detailed in  
 the last balance return and accounts of receipts and issues to  
 date. The returns for the year ended \_\_\_\_\_, the  
 half-year ended \_\_\_\_\_ and for the month of \_\_\_\_\_  
 for the whole Sub-Division have been submitted to the Divisional  
 Officer, and the account of daily receipts and issues for the  
 current month has been written up to date.

N. R. T.,

*(Station and date.) Relieving Sub-Divisional Officer.*

NOTE.—In the Electricity Branch, the forms prescribed for the Buildings  
 and Roads Branch will be used.

4.55. The relieving officer should then, unless otherwise  
 ordered, proceed with the relieved officer to inspect the records,  
 cash, stores, works and materials at site of works, in charge  
 of subordinates but in the case of the transfer of a Divisional  
 charge, the relieved officer should accompany the relieving  
 officer in the inspection of the outstations only when so directed  
 by the Superintending Engineer or the Chief Engineer, Electricity

Branch, as the case may be. The relieving officer should examine the accounts, count the cash, inspect the stores, and count, weigh and measure certain selected articles, in order to test the accuracy of the returns, and should minutely examine the works in progress as to their quality, and as to their accordance with the sanctioned plans and estimates ; he should also record his opinion as to the correctness of the accounts of materials at site.

4.56. The relieved officer should further give the relieving officer a list and memorandum showing all the works in hand and the orders remaining to be complied with and of such matters as particularly require his attention, with full explanation of any peculiarity of circumstances, or apprehended difficulties. He should also furnish the relieving officer with a complete statement of all unadjusted claims, with the reasons for their not having been adjusted in due course, and a report as to any complication likely to arise owing to their non-adjustment.

4.57. The relieving officer, in reporting that the transfer has been completed, should bring to notice anything irregular or objectionable in the conduct of business that may have come officially to his notice. In the case of the transfer of a Divisional charge, he should describe the state of the records, cash, stores and works, mentioning what outstations he has yet to inspect, and when he proposes to visit each.

4.58. The relieving Divisional Officer should mention specially in his transfer report whether the accounts may be considered fairly to represent the progress of the works.

4.59. In the case of transfer of a Division, the detailed report of completion of transfer should, except in special circumstances, be submitted within a fortnight of such transfer. In the case of any disagreement between the relieved and relieving officers, a reference should be made to the Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be. The fact of taking over charge should, however, be reported (in Form No. Stereo. A.G. 75) as soon as the transfer is completed.

Chap. IV.] MISCELLANEOUS RULES—TRANSFER [ 4.60—4.62  
OF CHARGE

4.60. The transfer report of a Sub-Divisional charge should, on receipt by the Divisional Officer, be scrutinised by him, any remarks necessary being entered in the column provided for that purpose. The report should then be forwarded to the Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be, who, after passing such orders, as may be necessary, should return it to the Divisional Officer for record in the Divisional Office.

4.61. In the case of a Divisional or Sub-Divisional charge becoming vacant by the death or sudden departure of the officer-in-charge, the succeeding officer should take action as above prescribed and assume charge, forwarding to the Superintending Engineer or Chief Engineer, Electricity Branch, or Divisional Officer, as the case may be, the receipts which would otherwise be given to the relieved officer.

### III—OTHER OFFICERS

4.62. In the case of transfers of charges other than Divisions and Sub-Divisions, the Divisional Officer should issue instructions as to the works to be jointly inspected by the relieved and relieving officers.

(2) Special attention should be paid by all officers, especially Sub-Divisional Officers, to ensure that in cases of transfer the tools and stores in charge of a subordinate are made over correctly to his successor and receipts taken from the relieving subordinate. This is necessary in order to fix responsibility for the loss of stores on the particular person.

(3) Accordingly, when one subordinate makes over charge to another of a section of a sub-division, a joint transfer report ( Stereo B. & R. No. 146   
 Stereo I. B. No. 381 ), 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. The Sub-Divisional Officer will scrutinise 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

Branch, as the case may be. The relieving officer should examine the accounts, count the cash, inspect the stores, and count, weigh and measure certain selected articles, in order to test the accuracy of the returns, and should minutely examine the works in progress as to their quality, and as to their accordance with the sanctioned plans and estimates ; he should also record his opinion as to the correctness of the accounts of materials at site.

4.56. The relieved officer should further give the relieving officer a list and memorandum showing all the works in hand and the orders remaining to be complied with and of such matters as particularly require his attention, with full explanation of any peculiarity of circumstances, or apprehended difficulties. He should also furnish the relieving officer with a complete statement of all unadjusted claims, with the reasons for their not having been adjusted in due course, and a report as to any complication likely to arise owing to their non-adjustment.

4.57. The relieving officer, in reporting that the transfer has been completed, should bring to notice anything irregular or objectionable in the conduct of business that may have come officially to his notice. In the case of the transfer of a Divisional charge, he should describe the state of the records, cash, stores and works, mentioning what outstations he has yet to inspect, and when he proposes to visit each.

4.58. The relieving Divisional Officer should mention specially in his transfer report whether the accounts may be considered fairly to represent the progress of the works.

4.59. In the case of transfer of a Division, the detailed report of completion of transfer should, except in special circumstances, be submitted within a fortnight of such transfer. In the case of any disagreement between the relieved and relieving officers, a reference should be made to the Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be. The fact of taking over charge should, however, be reported (in Form No. Stereo. A.G. 75) as soon as the transfer is completed.

4.60. The transfer report of a Sub-Divisional charge should, on receipt by the Divisional Officer, be scrutinised by him, any remarks necessary being entered in the column provided for that purpose. The report should then be forwarded to the Superintending Engineer or the Chief Engineer, Electricity Branch, as the case may be, who, after passing such orders, as may be necessary, should return it to the Divisional Officer for record in the Divisional Office.

4.61. In the case of a Divisional or Sub-Divisional charge becoming vacant by the death or sudden departure of the officer-in-charge, the succeeding officer should take action as above prescribed and assume charge, forwarding to the Superintending Engineer or Chief Engineer, Electricity Branch, or Divisional Officer, as the case may be, the receipts which would otherwise be given to the relieved officer.

### III—OTHER OFFICERS

4.62. In the case of transfers of charges other than Divisions and Sub-Divisions, the Divisional Officer should issue instructions as to the works to be jointly inspected by the relieved and relieving officers.

(2) Special attention should be paid by all officers, especially Sub-Divisional Officers, to ensure that in cases of transfer the tools and stores in charge of a subordinate are made over correctly to his successor and receipts taken from the relieving subordinate. This is necessary in order to fix responsibility for the loss of stores on the particular person.

(3) Accordingly, when one subordinate makes over charge to another of a section of a sub-division, a joint transfer report ( Stereo B. & R. No. 146 / Stereo I. B. No. 381 ), 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. The Sub-Divisional Officer will scrutinise 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. The transfer report will be finally recorded in the Sub-Divisional office.

#### I—HEAVY EXPENDITURE IN MARCH

4.63. Disbursing Officers should refrain from incurring hasty and ill-considered expenditure at the end of the financial year with the mere object of spending their grants. They must realize that it is contrary to the public interest to expend money in a hurry, mainly for the reason that it is at their disposal, and that it is far more in the public interest to surrender money that cannot be profitably utilized in order that it may be diverted to other works which would otherwise have to lie over for want of funds. They should, therefore, surrender freely all money which cannot be expended advantageously and as far as possible include provisions for lapsed grants in the estimates of ordinary expenditure for the next year.

(2) Disbursing Officers are assured that failure to spend the total grant allotted to them will not in ordinary circumstances count against them in any way.

(3) Disbursing Officers should familiarise themselves with the procedure under which lapsed grants pass into the budget of the following year and the method of obtaining the grants as described in paragraph 13.8 of the Punjab Budget Manual (4th Edition).



**CHAPTER V.—Powers of Sanction of the Punjab Government in the Public Works Department and of the Authorities subordinate to it.**

**A—GENERAL**

**I—FUNDAMENTAL CONDITIONS**

5.1. The Punjab Government exercises, by virtue of the Government of India Act, 1935, full powers of sanction in regard to provincial public works expenditure other than that incurred in connection with the residences of His Excellency the Governor and has invested the authorities subordinate to it with powers in respect of that expenditure by means of rules and delegations which, except in regard to certain establishment matters, are detailed in this Chapter.

5.2. The essential conditions which must be fulfilled before the commencement of the execution of any public work are :—

Paragraph 18.2  
B.F.P.

- (i) 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.

See also paragraph 2.89.

5.3. A group of works which forms one project shall be considered as one work, and the necessity for obtaining sanction of competent authority to such a group of work is not avoided by the fact that the cost of each particular work in the group is within the powers of sanction of any authority subordinate thereto. But this restriction does not apply in the case of Irrigation and Electricity Projects, the construction estimates of which have been closed and further capital outlay on which is being incurred under the rules for open capital expenditure,—*vide* paragraph 5.13.

## II—COMMENCEMENT OF WORK IN ANTICIPATION OF DETAILED ESTIMATES OF THE COMPLETE PROJECT

5.4. 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 has been prepared, 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 :—

- (i) 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 a 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 per cent.
- (iii) The sanctioning 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 the work or component part in question can be appropriately commenced without affecting, or being affected by, any other part of the project, financially or otherwise.

NOTE.—This rule does not apply to estimates for parts of individual buildings unless the preliminary estimates for administrative approval have been similarly prepared.

5.5. To obviate delay in commencing work on a detailed estimate for complete project which has been prepared and submitted for technical sanction, but which requires minor amendments in the design or estimate, the sanctioning authority should adopt one or other of the following course :—

- (i) Amend the design or estimate in his own office and sanction it ; or
- (ii) Sanction the parts of the estimate which are approved subject to conditions (ii) and (iii) specified in paragraph 5.4, and call for amended detailed estimates for the other portions of the project.

5.6. In communicating the sanctions to parts of projects accorded under the provisions of paragraphs 5.4 and 5.5, the sanctioning authority should also intimate to the Audit Officer the amount administratively approved for the whole project.

### III—COMMENCEMENT OF WORK IN ANTICIPATION OF THE ORDERS ON THE PUBLIC WORKS BUDGET

5.7. Pending receipt of intimation of the budget grant for the year, disbursing officers in the Public Works Department are authorised to undertake work and incur expenditure, subject to the following limits :—

- I. All original works in progress at the end of the previous financial year may be continued.
- II. All original works for which an appropriation was made under proper authority in the budget estimate of the past year, but which may not have been begun in that year, may be commenced in the new year ; the expenditure on account of any such work, in anticipation of orders on 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.
- III. Expenditure may be incurred on annual repairs to the extent of the previous year's allotment under each of the budget sub-heads, provided that it does not exceed that entered in the budget estimate of the current year.
- IV. 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 Punjab Legislative Assembly in the current year ; also for casual temporary establishment at the average monthly rate of the current year.
- V. Expenditure on travelling allowance, contingencies and tools and plant may be incurred at the average monthly rate of the previous year.

NOTE.—As a matter of course all expenditure incurred under these rules in anticipation of sanction to the annual budget estimate must be treated as a charge against the grants eventually made.

## B—POWERS OF GOVERNMENT IN THE ADMINISTRATIVE DEPARTMENTS

NOTE.—In the following paragraphs, the term "Public Works Department" should be held to include the "Electricity and Industries Departments" which exercise the powers of an Administrative Department in respect of the Electricity Branch.

### 1—ADMINISTRATIVE APPROVAL

#### (a) Residential Buildings other than Ecclesiastical

5.8. Government in the Administrative Department concerned may accord administrative approval to the construction, purchase or conversion of buildings required as residence for officers connected with the administration of the province (excluding residences for His Excellency the Governor and those required for Ecclesiastical and other Central Departments) up to the extent and subject to the conditions laid down in serial No. 6 of paragraph 19.19, Book of Financial Powers, and in accordance with the principles set forth in paragraph 3.23 of this Code. Administrative approval to cases of expenditure beyond the limit referred to above will be accorded by Government in the Administrative Department concerned only with the prior concurrence of the Finance Department. The scale of accommodation appropriate to the status of the prospective occupant may be prescribed by Government in accordance with any standard designs suitable for the various classes and grades of Government officers.

(2) Applications for administrative approval for expenditure on additions and alterations to existing residential buildings should be submitted by the Head of Department concerned giving reason why the proposals are brought forward to Government in the Public Works Department, Buildings and Roads Branch, which is the Administrative Department for purposes of according administrative approvals in such cases. The above rule, however, does not apply to the Forest Department—*vide* Serial No. 7 of paragraph 19.19, B. F. P., in the case of which applications for administrative approval should be submitted to the Administrative Department concerned.

In the case of Irrigation and Electricity Branches, applications for administrative approval to expenditure on additions

and alterations to existing residential buildings belonging to the Branch, giving reasons in support of the proposals, should be submitted to the Chief Engineer of the Branch concerned, to whom powers have been delegated under paragraph 20.14 of the Book of Financial Powers. If the expenditure involved is beyond the limit of his powers and the proposals are justified, the Chief Engineer will obtain the approval of Government in the Administrative Department.

(3) Expenditure on a residential building should, by strict economy of design, be, as far as possible, confined to such a figure that the rent as calculated under the Fundamental Rules shall fall within 10 per cent in the case of major works and 12½ per cent in the case of minor works of the average emoluments of the class of Government servants who will usually occupy the building, calculated with reference to the revised scales of pay, since any outlay in excess of that limit involves loss to Government.

(4) In the case of an official residence except that of a menial whether newly constructed, purchased or hired, *punkhas* with their fittings (see paragraph 3.4) may be supplied, if asked for, in all rooms which are ordinarily used by occupants, such as office, drawing, dinning, dressing and bed rooms, studies and boudoirs and maintained by the Government. All other *punkhas* such as in the compounds, etc., and fittings should be provided and maintained by the tenant.

(5) (a) The Government does not undertake to maintain gardens attached to Government residential buildings (including leased buildings) other than those occupied by His Excellency the Governor, but the cost of planting shade trees, and of 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 (or Chief Engineer in the case of the Electricity Branch) 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) constructing approach roads and culverts,
- (iii) planting shade trees and hedges,

- (iv) transplanting soil,
- (v) sinking a well,
- (vi) constructing irrigation channels, and
- (vii) erecting boundary pillars.

(b) Item (i) includes terracing where necessary, and preparing ground for sowing grass, planting shrubs, etc., but the actual sowing and planting should be done by the tenant.

(c) The cost of items (i), (iii), (iv), and (vi) should not exceed Rs. 100 per acre of land included in the compound.

(d) In the event, however, of no one being either in occupation of a residence or responsible for the rent, or if the officer responsible for the rent has received permission to reside elsewhere and the residence is unoccupied, the pay of a suitable establishment, not exceeding one *mali* or one coolie, may, with the special sanction of Government in the Public Works Department, be charged to the annual repair estimate of the building.

(6) The provision of fowl-houses and sheds or shelters of any kind for cows, sheep, poultry, etc., at the expenses of Government, is not ordinarily admissible, but these restrictions do not apply to buildings acquired in Simla for the accommodation of the Punjab Government officials, provided the full rent on the outlay involved is recovered from the tenant.

NOTE.—The provisions of sub-paragraphs (3), (4), (5) (b), (c) and (d) and (6) above do not apply to the residences of His Excellency the Governor.

5.9. Government may, at its discretion, sanction the provision and maintenance of tennis courts at the official residences of Commissioners and other high officials who have heavy obligations in the way of entertainment, as also for any other official residences for which tennis courts are considered necessary, provided that the authorised limit of the capital cost of the residence admits of the further expenditure involved and that the rent is increased so as to cover both interests on the capital outlay incurred, and average actual maintenance charges for the past three years.

**Chap. V.] POWERS OF SANCTION—GOVERNMENT IN THE [ 5.10  
ADMINISTRATIVE DEPARTMENTS**

The charges which may be admitted in connection with the provision and maintenance of tennis courts are :—

A—In regard to courts in the plains :—

- (1) Construction of the court and of retaining walls where necessary ;
- (2) Surfacing of the court with *bajri*, grass, cement, etc., at the time of construction.

B—In regard to courts in the hills—

- (1) and (2) as in section A above ;
- (3) provision and erection of posts and wirenetting for the purpose of enclosing the court and of permanently fixed posts for suspending lawn tennis nets ;
- (4) provision and erection of fixtures and appurtenance for hanging screens ; and
- (5) maintenance of items (3) and (4) only.

The cost of providing and renewing tennis nets, the marking of courts, the provisions of screens, the maintenance of the surface of the courts and also the maintenance of items (3) and (4) in section B above, in so far as they relate to the courts in the plains, should, on no account, be admitted as a charge against the Government.

NOTE.—For the purpose of these rules, the maintenance charges shall be revised after every three years.

(b) *Other Public Works (other than Ecclesiastical)*

**5.10.** Government in the Public Works Department and other Administrative Departments may approve administratively expenditure on public works for their own departments other than residential buildings or ecclesiastical works up to the limits and subject to the conditions laid down in serial Nos. 1—5 of paragraph 19.19 Book of Financial Powers. In other cases, concurrence of the Finance Department will be necessary.

NOTE.—The Heads of Departments and other Local authorities are also empowered to accord administrative approval to such works, relating to their respective departments, up to the limits laid down in para 20.14 of the Book of Financial Powers.

## II—TECHNICAL SANCTION

(a) *General*

**5.11.** In the case of works financed partly by Government and partly by contributions, the application of the limits given in paragraphs 5.12 to 5.25 shall be determined by the following considerations :—

- I. If the work is undertaken by and on the responsibility of Government, *i.e.*, if Government is to be the eventual owner of the work, the limits apply only to the share of the cost which is met by Government.
- II. If the work is undertaken on the responsibility of a local body, *i.e.*, if the local body is to be the eventual owner of the work, the financial assistance given by Government is treated as a grant-in-aid. If the local body entrusts the execution of the work to the Public Works Department in accordance with the rules for deposit works, that department or any other subordinate authority to whom such powers may be delegated, will be responsible for the technical sanction to the estimate and the provisions of paragraphs 2.110 and 2.112 will apply.

(b) *Original Works*

**5.12.** Government in the Public Works Department has full powers to accord technical sanction to detailed plans and estimates for projects and other original works other than central, provided the requisite administrative approval as required by paragraphs 5.8 to 5.10 and the rules in Appendix V, has been previously accorded by competent authority and the amount of the estimate does not exceed the figure of administrative approval beyond the permissible limits,—*vide* paragraph 27.

**5.13.** No authority lower than Government, with the assent of the Finance Department, can sanction an original project estimate for an Irrigation, Navigation, Embankment or Drainage work.



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THE ADMINISTRATIVE DEPARTMENTS**

(2) Government in the Public Works Department, Irrigation Branch, is competent to sanction estimates chargeable to the open capital account of a completed project up to the limits given below :—

Serial No. 4 of Rule  
9.3 of D. F. R.

- (a) Works which are necessary for the full development of the project, but are not in themselves directly remunerative (except rest-houses and inspection bungalows) up to Rs. 1,00,000 for works alone.
- (b) Works which are directly remunerative in themselves up to Rs. 2,00,000 for works alone.

NOTE.—Estimates for higher amounts will also be sanctioned by Government in the Public Works Department after they have received approval by the Finance Department.

**5.14. Public Works Department Officers in the Punjab** have the same powers to accord technical sanction in respect of central civil works (including Post and Telegraph works) as may be delegated to them for Provincial works.

Government of India,  
Department of Industries and Labour P. W. Branch, No. Genl. 151 (6), dated 7th May, 1928.

**5.15.** The powers of Government in the Public Works Department to sanction estimates for military works are governed by the orders issued by the Central Government.

**5.16.** The powers of Government in the Public Works Department as regards technical sanction to Famine Relief works are the same as for other Provincial Civil Works.

(c) *Extensions and Improvements of Irrigation, Navigation, Embankment and Drainage Works*

**5.17.** The powers of Government in the Public Works Department to sanction estimates for extensions and improvements of Irrigation, Navigation, Embankment and Drainage works which are chargeable to capital are limited to their powers to accord sanction to works chargeable to the open capital account of the project. In the case of extensions

Serial No. 5 of  
Rule 9.3 of  
D. F. R.

and improvements other than expenditure in connection with a building intended to be used as the residence of a Government servant, which are chargeable to revenue under Public Works Account Code, Appendix 4 Statement A, their power of sanction is limited to Rs. 4,00,000.

NOTE.—Estimates for higher amounts will also be sanctioned by Government in the Public Works Department after they have received approval by the Finance Department.

(d) *Renewals and Replacements*

5.18. In the case of renewals and replacements of civil works, the powers of Government in the Public Works Department are the same as for original works under paragraph 5.12.

5.19. The powers of Government in the Public Works Department to sanction estimates for renewals or replacements of Irrigation, Navigation, Embankments or Drainage works are, in respect of such portion of the cost as may be chargeable to Capital, the same as they are empowered to exercise in the case of works chargeable to the open capital account of the project in question,—*vide* paragraph 5.13 (2). In respect of such portion of the cost as may be chargeable to revenue, their powers are limited to the amount given in paragraph 5.17. Should either of these limits be exceeded, or should the aggregate estimated cost of the works exceed the limit given in paragraph 5.17, the sanction will be accorded with the concurrence of the Finance Department.

(e) *Maintenance and Repairs*

5.20. Government in the Public Works Department is competent to deal finally with all estimates for *bona fide* maintenance and repairs including special repairs.

(f) *Supplementary and Revised Estimates*

5.21. Government in the Public Works Department is empowered to sanction supplementary and revised estimates provided the amount of the revised estimate and, in the ca

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THE ADMINISTRATIVE DEPARTMENTS

of supplementary estimates, the amount of the supplementary estimate when added to that of the original estimate, does not exceed the amount of administrative approval for the project, beyond the permissible limit of 5 per cent,—*vide* paragraphs 2.7 and 5.24.

5.22. No excess over a revised estimate sanctioned by Government in the Public Works Department can be sanctioned without the concurrence of the Finance Department.

5.23. In cases where a substantial section of a project originally sanctioned by Government has been abandoned, the aggregate assumed cost of the works included in that section should be excluded from the total sanctioned estimate before determining the amount of the additional charge or the excess over the estimate. *See* paragraph 2.93.

5.24. Government in the Public Works Department is empowered to sanction an estimate technically, if the technical sanction exceeds the amount of the financial sanction by a sum not exceeding 5 per cent. *See* also paragraph 2.117.

5.25. Government in the Public Works Department, Buildings and Roads Branch, is competent to sanction expenditure in any one year on the maintenance, improvement, etc., of the two residences of His Excellency the Governor up to the limits and subject to the conditions laid down in paragraph 3.26 of this Code.

### III—STORES

5.26. Government in the Public Works Department has full powers to purchase stores in accordance with the store purchase rules issued by the Punjab Government,—*vide* Appendix VIII.

5.27. The powers of Government in the Public Works Department in regard to the purchase of livestock and to the purchase, manufacture and repair of articles included under the minor head "Tools and Plant" except the purchase of motor vehicles, are restricted to Rs. 40,000 in any one case. The above limit does not apply in the case of sanction to an estimate to cover a book transfer from one unit of a sanctioned Project to another.

Serial No. 1 of Rule  
9.2 of D. F. R.

5.28. Chief Engineers in the Public Works Department are authorised to write off finally the irrecoverable value of stores lost by fraud or the negligence of individuals or other causes up to a limit of Rs. 5,000 in each case, and to write off losses of stock due to depreciation as opposed to actual losses up to Rs. 25,000 as per Serial Nos. 1 and 2 respectively of paragraph 19.12 of Punjab Financial Rules.

#### IV—REMISSION OF DEPARTMENTAL CHARGES

5.29. Government in the Public Works Department is competent to waive recovery of departmental charges for Establishment and Tools and Plant on non-Government works executed in the Public Works Department, provided the actual works outlay is less than Rs. 1,000.

Para 19.16 (item  
6). B. F. R.

NOTE 1.—These powers have been delegated to the Deputy Chief Engineer, Electricity Branch, and the Superintending Engineers in the Irrigation and the B.&R. Branches,—*vide* Serial No. 36 of para 20.12, B.F.P.

NOTE 2.—The Government of India having regard to the established convention in regard to petty claims as between different Governments, have decided that in the case of non-Government works estimated to cost less than Rs. 1,000 which have been exempted from the levy of departmental charges by competent authority the charge of 1 per cent on account of audit and accounts establishment need also not be levied.

Government of India, Finance Department, No. D.-2016-A., dated 20th September, 1928

#### V—MISCELLANEOUS POWERS

5.30. The miscellaneous powers exercised by Government in the Public Works Department are detailed in Chapters 9 and 19 of the Book of Financial Powers, Chapters 7 and 26 of the Subsidiary Rules and Chapters 2 and 3 of the Travelling Allowances Rules.

5.31. Powers of the Chief Engineers, Superintending Engineers, Divisional Officers and Sub-Divisional Officers in the matter of according financial and other sanctions are given in Chapters IX and X of Financial Hand book No. 3, Departmental Financial Rules, Chapter 27 of the Subsidiary Rules and Chapter 3 of the Travelling Allowance Rules.

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**ADMINISTRATIVE DEPARTMENTS**

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In addition to the above, the Chief and Superintending Engineers, the Deputy Chief Engineer, Electricity Branch, and the Divisional Officers exercise the following powers also—

*Chief Engineers*

To authorise the undertaking of deposit works without limit, subject to rules in paragraphs 2.110 to 2.113.

*Superintending Engineers*

(1) To sanction necessary alterations in the constructive details of works during their executions, provided that such alterations do not cause an increase of charge beyond the limit of their powers to deal finally with excesses over estimates,—*vide* Serial No. 26 of paragraph 20.15 B.F.P.

(2) To sanction deposit works up to the limit of Rs. 1,00,000, provided the rules in paragraph 2.110 to 2.113 are strictly observed.

(3) To sanction emergent repairs to irrigation or other works to any reasonable and necessary amount in case of imminent danger to the structure.

(4) To pass indents on other Departments for articles required for sanctioned works and to forward indents for European stores direct to the Director-General of Stores, India Office for all sanctioned works. *See* the Store Rules issued by the Punjab Government (Appendix VIII).

(5) To permit alteration in declared date of birth due to clerical errors,—*vide* Article 62 (1) (b) of the Civil Account Code, Volume I.

*Divisional Officers*

(1) To sanction trifling alterations in the constructive details of work during their execution in case of necessity reporting as a general rule, his action to the Superintending Engineer or Chief Engineer, Electricity Branch, as the case may be.

(2) To undertake deposit works up to the following limits subject to the rules laid down in paragraphs 2.110 to 2.113 :—

	Irrigation Branch	Buildings and Roads Branch	Electricity Branch
	Rs.	Rs.	Rs.
Selected Officers ..	10,000	10,000	10,000
Non-selected Officers	5,000	5,000	5,000

(3) To purchase or manufacture stock sufficient to keep the stock of the Division up to the reserve limit or which may be required for use on any sanctioned work (paragraph 4.30).

NOTE.—In the case of Electricity Branch the powers of Divisional Officers shall be subject to such restrictions as may, from time to time, be imposed by the Chief Engineer under the Central Purchasing Scheme.

(4) To submit to audit, bills of contingent charges of their Divisions, excluding special contingencies (Articles 82 of the Civil Account Code, Volume I), up to a limit of Rs. 600 per month, bills exceeding Rs. 600 to be submitted to the Superintending Engineer, as the case may be, for sanction which will be signified by that officer countersigning the bill.

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**APPENDICES**

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APPENDIX I

(Referred to in paragraph 2.76)

CLASSES OF DEEDS, CONTRACTS AND OTHER INSTRUMENTS  
AND THE OFFICERS AUTHORISED TO EXECUTE THEM  
FOR AND ON BEHALF OF THE GOVERNOR OF THE  
PUNJAB

*A—In the Department of Agriculture*

9. Leases for fishing canals . . . . .
- By the Executive Engineer in charge of the canal division concerned ; or by any Sub-Divisional Officer specially appointed by the Executive Engineer for the purpose.

*J—In the Public Works Department (Buildings and Roads and Irrigation Branches)*

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Instruments relating to the purchase, supply and conveyance or carriage of materials, machinery and Stores.                                                                                                                                                                                                                                    | } | By Chief Engineers, Superintending Engineers, Divisional Officers of the Irrigation Branch, Executive Engineers of the Buildings and Roads Branch, Electrical Engineers and (if the value does not exceed Rs 2,000) by Assistant or Assistant Executive Engineers of the I.B. and Sub-Divisional Officers of the Irrigation and Buildings and Roads Branches. |
| 2. Instruments relating to the execution of Works of all kinds connected with buildings, bridges, roads, canals, tanks, reservoirs, embankments and protection works: instruments relating to the construction of waterworks, bore-holes, sewage and drainage works and the erecting and installation of machinery and the working of coal mines. |   |                                                                                                                                                                                                                                                                                                                                                               |
| 3. Bonds of auctioneers and security bonds for the due performance and completion of Works.                                                                                                                                                                                                                                                       | } | By Chief Engineers, Superintending Engineers, Divisional Officers of the Irrigation Branch, Executive Engineers of the Buildings and Roads Branch and Electrical Engineers.                                                                                                                                                                                   |
| 4. Security bonds for the due performance of their duties by Government servants whom the officers specified have the power to appoint.                                                                                                                                                                                                           |   |                                                                                                                                                                                                                                                                                                                                                               |



- |                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <p>5. Leases for grazing cattle on canal banks or roadsides, for fishing in canals, for the cultivation of land under the Irrigation Department and sewage farms ; leases of water for irrigation and other purposes and leases of water power, and instruments relating to the sale of grass, trees or other produce on roadsides or in plantations, sewage farms and vacant plots.</p> | <p>By Chief Engineers, Superintending Engineers and Divisional Officers.</p>                        |
| <p>6. Leases of houses, land or other immovable property, provided that the rent reserved does not exceed Rs 5,000 a month. This includes leases of private buildings leased for Government purposes.</p>                                                                                                                                                                                | <p>By Chief Engineers, Superintending Engineers and Executive Engineers.</p>                        |
| <p>7. Instruments connected with the reconveyance of property given as security.</p>                                                                                                                                                                                                                                                                                                     |                                                                                                     |
| <p>8. Agreement for the recovery of fines on account of driftwood and other timber passing into a canal.</p>                                                                                                                                                                                                                                                                             |                                                                                                     |
| <p>9. Agreements relating to the loan of tools and plant to contractors and others.</p>                                                                                                                                                                                                                                                                                                  | <p>By Executive Engineers.</p>                                                                      |
| <p>10. Contracts and other instruments relating to house-building advances.</p>                                                                                                                                                                                                                                                                                                          | <p>By the authorities competent to grant the advances.</p>                                          |
| <p>11. Agreements relating to the sale of water from Government water-supply schemes.</p>                                                                                                                                                                                                                                                                                                | <p>By Chief Engineers, Superintending Engineers, Executive Engineers, and Electrical Engineers.</p> |
| <p>12. Instruments connected with the collection of farming of tools at bridges or ferries or other means of communication provided by Government.</p>                                                                                                                                                                                                                                   |                                                                                                     |
| <p>13. Appointment letters of agreement with establishment other than gazetted officers.</p>                                                                                                                                                                                                                                                                                             | <p>By Chief Engineers.</p>                                                                          |

*K—In the Public Works Department (Electricity Branch)*

1. Instruments relating to purchase, supply and conveyance or carriage of materials, stores and machinery.
  2. Instruments relating to the execution of works of all kinds connected with buildings, reservoirs, embankments; and instruments relating to the construction of water-works, the erection of machinery power and telephone lines and electrical equipment.
  3. Instruments connected with the reconveyance of property given as security.
  4. Leases of houses, land or other immovable property, provided the hiring of such houses, land or property has been sanctioned by competent authority.
  5. Security deposit agreements with the staff entrusted with the custody and handling of cash or stores.
  6. Agreements for the sale of energy with various Departments of the Government of India, the Punjab Government and local bodies.
  7. Agreement for the sale of energy with Indian States.
  8. Agreements for the sale of energy with consumers (General, Industrial and Bulk).
  9. Agreements relating to the loan of tools and plant to contractors and others.
  10. Bonds for auctioneers and security bonds for the due performance and completion of Works.
- } By the Chief Engineer, Deputy Chief Engineer and Divisional Officers.
- } By the Chief Engineer, Deputy Chief Engineer and Divisional Officers.
- } By the Chief Engineers.
- } By the Chief Secretary to the Punjab Government.
- } By the Chief Engineer and Divisional Officers.
- } By Divisional Officers.



No. of Forms	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or Copy foil	
	<b>PUBLIC WORKS ACCOUNTS</b> <i>Forms continued</i>			
17	Road Metal Rate Book ..	10	..	Buildings and Roads only
18	Survey report of stores ..	..	5	
19	Sale Account ..	..	5	
20	<i>Abolished</i>			
21	Master Roll ..	10	..	
22	Casual Labour Roll ..	10	..	
23	Measurement Book ..	15	..	The period of 15 years fixed for the preservation of Measurement Books counts from the date of last entry
	Standard Measurement Book	..	..	These books are preserved as long as they contain measurements of any work in existence
24	First and final bill ..	10	5	Or, when relating to large projects, 5 years after closing of the estimate, whichever is later
25	Running Account Bill A ..	10	5	
24	Running Account Bill B ..	10	5	
27	Running Account Bill C ..	10	5	
27-A	Running Account Bill (Lump sum Contracts)	10	5	
27-B	Final Bill (Lump sum Contracts)	10	5	
28	Hand Receipts ..	10	5	Or, when relating to large projects, 5 years after closing of the estimates whichever is later
29	Pay bill of work-charged establishment	35	..	



No. of Forms	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or Copy foil	
	PUBLIC WORKS ACCOUNTS FORMS—continued			
43	Contractor's Ledger ..	10	..	
44	Detailed completion report ..	..	3	If any copies are retained under any local orders
45	Completion Statement of works repairs	..	3	
46	Registers of Revenue realized, refund of revenue and receipts and recoveries on Capital Account	5	..	
47	..	..	..	
48	Statement of rents recoverable in cash or by deduction from pay bills	..	5	Provided none of the balances are outstanding on date of destruction.
49	Register of rents of buildings and lands	5	..	
50	Consolidated treasury receipts	..	..	Divisional record is in Remittance Book.
51	Schedule of monthly settlement with treasuries	..	5	
52	Register of cheque/receipt books	5	..	After date of record of last completed copy foil entered in the register.
53	Transfer entry order ..	..	5	
54	Transfer entry book ..	5	..	
55	Advice of transfer	debit	5	5
		credit	..	5
56	Acceptance of transfer	debit	..	5
		credit	5	5
57	Register of transfers awaited	5	..	
58	Register of sanctions to fixed charges	5	..	
59	Register of miscellaneous sanctions	5	..	From date of completion
60	Register of Divisional Accountants Audit objections	5	..	Ditto
61	Schedule docket ..	5	..	Divisional record is in works abstracts

No. of Forms	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS,
		Original or foil	Copy or Copy foil	
PUBLIC WORKS ACCOUNTS FORMS— <i>continued</i>				
30	Account of Petty Contractors	..	5	Irrigation Branch only
31	Indenture for secured advances	10	..	Stereo B. and R. No. 5 Or, when relating to large projects 5 years after closing of the estimate, whichever is later
32	Petty Works Requisition and Account	10	..	
33	Works Abstract A—For major works	10	..	Or, when relating to large projects, 5 years after closing of the estimate whichever is later
34	Works Abstract B—For minor works	10	..	Ditto
35	Detailed statement of materials compared with estimated requirements	10	..	Ditto
36	Outturn statement of manufacture	10	..	Ditto
37	Report of value and verification of unused materials	10	..	Ditto
38	Register of clearance of suspense account "Materials"	10	..	
39	Work slip (copy)	..	3	After closing of the accounts of works concerned.
40	Registers of works—For major works	10	10	After closing of estimate expenditure relating to any part of which is recorded therein. <i>Note.</i> —In the case of Buildings and Roads Branch record of detail of expenditure incurred,— <i>vide</i> instruction issued by Chief Engineer, Buildings and Roads, should be kept before destruction
41	Register of Works B—For minor works	10	..	After closing of estimate expenditure relating to any part of which is recorded therein
42	Register of Manufacture	10	..	

No. of Forms	Description	MINIMUM PERIOD FIXED IN YEARS PRESERVATION		REMARKS
		Original or foil	Copy or copy foil	
	<b>PUBLIC WORKS ACCOUNTS FORMS—continued</b>			
78	Schedule of deposits .. ..	..	..	Divisional record is in Deposit Register
79	Schedule of Deposits (Alternative form) .. ..	..	..	Ditto
80	Monthly Account .. ..	..	5	
81	Abstract Book .. ..	..	..	The use of this Form is optional
82	Extract from Contractor's Ledger .. ..	..	..	Divisional record is in Ledger (Form 43)
83	List of accounts submitted to audit .. ..	..	5	
84	Divisional Officer's report of scrutiny of accounts .. ..	..	5	
85	Register of interest bearing securities .. ..	10	..	Counting from the date of completion in all respects
86	Account of interest bearing securities .. ..	..	..	The Divisional record is in the register (Form 85)
87	Indent for service postage stamps .. ..	..	3	
88	.. ..	..	..	
89	.. ..	..	..	
90	.. ..	..	..	
91	Annual certificates of balances .. ..	..	5	
92	Register of measurement books, Part I, for ordinary book .. ..	10	..	After completion of the register
	'II' Standard measurement books .. ..	Permanently	..	
93	List of monthly Sub-Divisional Accounts .. ..	..	5	
94	Detailed list of— A— For major works, works abstracts .. ..	..	5	
	B— For minor works petty works requisition and accounts .. ..	..	..	



No. of Forms	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or copy foil	
	<b>PUBLIC WORKS ACCOUNTS FORMS—continued</b>			
62	Schedule docket for percentage recoveries	..	..	Divisional record is in Transfer Entry Book
63	Schedule of works expenditure (Office copy)	..	5	
64	Schedule of works expenditure (Pair copy)	..	..	Divisional record is in office copy (Form No. 63)
65	Schedule of deposit works	..	5	
66	Schedule of Taccavi Works	..	5	Irrigation Branch only
67	Suspense Register Deposit	..	5	Provided none of the balances are outstanding on date of destruction
68	Schedule of purchases	..	..	Divisional record in Suspense Register
69	Schedule of purchases (Alternative forms)	..	..	Ditto
70	Schedule of Miscellaneous Public Works Advances	..	..	Ditto
71	Schedule of London Stores	..	5	Following the limit for Suspense Register
72	Schedule of debits to stock	..	5	
73	Stock Account	..	5	
74	Classified abstract of expenditure	..	5	
75	Schedule of rents of buildings and lands	..	..	Divisional record is in the register (Form 49)
76	Schedule of <sup>debits</sup> to miscellaneous heads of Accounts <sub>credits</sub>	..	5	
77	Schedule of <sup>debits</sup> to remittances <sub>credits</sub>	..	5	

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
VERNACULAR RECORDS				
1	Vernacular imprest cash book. . .	3	..	Irrigation Branch only
2	Roznamcha of Zilladar and Patwari	3	..	
3	Register of Tawan Behi ..	3	..	
4	Register of remission and addition and seasonal papers of Zilladar's office	5	..	
5	Gauge register ..	Not to be destroyed	..	
6	Register of closing outlets ..	2	..	
7	Challan for dak ..	2	..	
8	Register of chakbandi and shajrahs	After completion of two settlements	..	
9	Register of Tanazas ..	3	..	
10	Pay bills of Patwaris ..	3	..	
11	Register of Dak ..	3	..	
12	Delta Register ..	Not to be destroyed	25	
13	Register of shudkar ..	1	..	
14	Register of Patta books ..	3	..	
15	Naksha No. 13—A (Tesdiq and Taqsim Parchas)	3	..	
16	Register of Naqsha No. 15 ..	3	..	
17	Register of Kham and Pukhta partal	3	..	
18	Receipts for Lambardari fees ..	5	..	
19	Register No. 3, parganawar ..	10	..	
20	Naqsha half-yearly submitted by the Zilladars	3	..	
21	Miscellaneous papers unimportant filed in office	3	..	
22	Warrant books ..	3	..	

No. of Forms	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or copy foil	
	<b>PUBLIC WORKS ACCOUNTS FORMS—concluded</b>			
95	Register of miscellaneous recoveries	5	..	These memos will be posted to the respective registers.
96	Memorandum of Review of registers	..	..	
97	Register of destruction of record	Permanently	..	Office copies are not to be kept.
98	Confidential report on the work and conduct of Divisional Accountants	..	..	

*Note.*—The Audit Office has been consulted with regard to the periods fixed for the preservation of Accounts forms.

## STATEMENT SHOWING THE MINIMUM PERIODS FOR WHICH OFFICIAL RECORDS IN THE ELECTRICITY BRANCH SHOULD BE PRESERVED

Serial No.	Form No.	Description	MINIMUM PERIOD FOR PRESERVATION		REMARKS
			Years		
			Original or foil	Copy or counter-foil	
	E.B. FORM C.A.				
1	1	Indent ..	10	5	
2	2	Enquiry ..	..	3	
3	3	Purchase Order ..	..	5	The period of 5 years counts from the date of last entry.
4	4	Railway Receipt Register ..	5	..	
5	5	Stock Measurement Book ..	15	15	
6	6	Bin Cards ..	5	..	The period of 5 years counts from the date of last entry.
7	7	Stock Receipts Abstract ..	5	..	
8	8	Stores Requisition ..	10	5	
9	9	Stores Return Warrant ..	10	5	
10	10	Stores Transfer Warrant ..	10	5	
11	11	Stock Issues Abstract ..	5	..	
12	12	Stock Balance Return ..	5	..	(C.A. 12 and C.A. 13 have been amalgamated into C.A. 12). P.W.A. Form 12 is being used for the present.
13	14	Short Stock Report ..	5	..	
14	15	Half-yearly Stock Return ..	5	..	
15	16	Stores Control Book or Card ..	5	..	
16	17	Stores Challans ..	10	5	
17	18	Stores Price Fixing Card ..	5	..	
18	19	Stores Classification List ..	Permanently	..	
19	41	Sundry Charges and Allowances Register ..	10	..	The period of 10 years counts from the date of last entry.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATIONS		REMARKS
		Original or foil	Copy or counter-foil	
	VERNACULAR RECORDS— <i>concl'd</i>			
23	Correspondence between Zilladar and Patwaris	1	..	Irrigation Branch only
24	Outlet Register Vernacular and English	Not to be destroyed	..	
25	File Book of Circular Orders ..	Ditto	..	
26	Tools and Plant Register ..	Ditto	..	
27	Miscellaneous Chakbandi, old and new	Ditto	..	
28	Register of bonus of Patwaris ..	5	..	
29	Receipt and issue of Vernacular forms with Ahlmad	3	..	
30	Receipt and issue of country stationery	3	..	
31	<i>Punjab Government Gazette</i> , Vernacular	In Divisions at Headquarters of Circle office 3 years and in others, 20 years.	..	
32	Naqsha No. 13 (Receipt for distribution of Purchas)	3	..	
33	Shudkar Khaarabs ..	3 unless for special reasons a longer period is prescribed by the Superintending Engineer.	..	

Serial No.	Form No.	Description	MINIMUM PERIOD FOR PRESERVATION		REMARKS
			Years		
			Original or foil	Copy or counter-foil	
	E.B. FORM C.S.— <i>contd.</i>	SALES— <i>contd.</i>			
31	I(b)	Application and Agreement for Industrial Supply (Executed)	10	..	The period of 10 years will count from the date of permanent disconnection of the consumer.
32	I(c)	Application and Agreement for Bulk Supply (Executed)	10	..	Ditto
33	I(d)	Agreement for Public Lighting (Executed).	10	..	Ditto
34	I(e)	Application and Agreement for Temporary Supply (Executed)	2	..	Ditto
35	2	Service Register	10	..	The period of 10 years counts from the date of last entry.
36	3	Request for Establishment of Credit.	3	3	After the consumer is disconnected permanently.
37	4	Justification Slip	5	5	
38	5	Intimation of Acceptance of Application.	3	3	
39	6	Intimation of non-acceptance of Application	3	3	
40	7	Service Estimate (Sanctioned)	10	..	After the consumer is disconnected permanently.
41	10	Wiring Contractors Test Report and Branch's Installation Test Order.	3	3	C.S. 10 and C.S. 11 have been amalgamated into C.S. 10.
42	12	Service Connection Order	3	3	
43	13	Meter Test Order	3	3	
44	14	Meter Change Order	3	3	
45	15	Fuse Replacement Order	3	3	
46	16	Disconnection Order	3	3	

Serial No.	Form No.	Description	MINIMUM PERIOD FOR PRESERVATION		REMARKS
			years		
			Original or foil	Copy or counter-foil	
20	E.B. FORM C. A— concl'd 42	Consumer's Ledger ..	10	..	*The period of one year counts from the date of issue of each bill provided the bill has not been disputed during this period and has been paid in full. In the case of disputed bill, the period for preservation will be one year from the date of issue of the disputed bill or up to the date of the final settlement of the dispute, which ever is later.
21	43(b)	Consumer's bills for Industrial Supply	..	1*	
22	44	Consumer's Cash Book ..	20	..	
23	45	Consumer's Peon Book ..	3	..	
24	46	Abstract Return ..	5	5	
25	50	Time Sheet ..	10	..	
26	51	Job Cost Sheet ..	10	..	
27	52	Revenue Statement ..	5	5	
28	53	Estimate for cost of energy required for local distribution schemes (sanctioned)	10	..	
29	54	Consumer's Receipt Bill Book	..	1	
	E.B. FORM C.S.—	SALES			
30	1(a)	Application and agreement for General Supply (Executed).	10	..	The period of 10 years will count from the date of permanent disconnection of the consumer.

Serial No.	Form No.	Description	MINIMUM PERIOD FOR PRESERVATION		REMARKS
			Years		
			Original or foil	Copy or counter-foil	
	<b>E.B. FORM C.D.— concl'd</b>	<b>DEVELOPMENT— CONCLD</b>			
62	2	Load Survey (Rural) ..	10	..	
63	3	Consumer's Load Sheet ..	10	..	
64	4	Irrigation Pumping Enquiry	10	..	
65	5	Preliminary Load Survey (General Supply).	10	..	
66	6	Consumer's Cost Sheet ..	10	..	
	<b>E.B. FORM H.E.</b>	<b>WORKS</b>			
67	1	Estimate (Double Sheet) ...	5	..	5 years from the date of completion of the works.
68	4	Comparative Abstract of Tenders	5	..	
69	5	Estimate (Single Sheet) ..	5	..	
70	A.S.C.	Request for making extra high and high pressure apparatus dead	2	1	
71	B-SC	Switching Instructions ..	1	1	
72	B-SC(a)	Permit to work ..	2	1	
73	B-SC(b)	Ditto ..	2	1	
74	B-SC(c)	Ditto ..	2	1	
75	E-Sc	Caution Notice ..	2	1	
76	D-SC-7	Danger Notice ..	2	1	
77	W-01	General Diary (not printed) ..	1	1	
78	W-02	Fault Report ..	Perma- nent Perma- nent 3		
79	W-03	Fault Register ..			
80	W-04	Daily Report of the Working in Telephone system		3	3



Serial No.	Form No.	Description	MINIMUM PERIOD FOR PRESERVATION		REMARKS
			Years		
			Original or foil	Copy or counter foil	
	F.B. FORM C.S.— <i>concl'd.</i>	SALES—CONCLD.			
47	17	Reconnection Order ..	3	3	
48	18	Sundry Jobs Order ..	5	5	
49	19	Meter Reading Record ..	10	..	The period of 10 years counts from the date of last entry.
50	20	Meter Card ..	2	..	The period of 2 years counts from the date of last entry.
51	21	Meter Movements Card ..	5	..	The period of 5 years counts from the date of last entry.
52	22	Application Return (Monthly)	5	3	
53	23	Connection Return (Monthly)	5	3	
54	24	Connected Load Register ..	5	..	The period of 5 years counts from the date of last entry.
55	25	Notice regarding non-delivery of bill.	5	5	
56	26	Access to Consumer's premises	5	5	
57	27	Intimation of Shut Down ..	3	..	From the date of shut down.
58	29	Meter Sealing Record ..	5	5	
59	30	Caution-Electric Wires and Apparatus.	5	5	
60	31	Notice to disconnect ..	5	5	
		DEVELOPMENT			
61	E.B. FORM C.D. 1	Load Survey (Urban) ..	10	..	

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE			
1	Civil List ..	1	..	
2	Station Dak Book ..	1	..	U.F. No. 20.
3	Daily Weather Reports ..	1	..	
4	Journal of the occupation and duties of officers	2	..	
5	Annual indents for estimates of English Stores	2	..	
6	Divisional Officer's indent for printed forms of accounts	2	..	A.G.O.F. 149 Routine.
7	Indent for cheque books ..	2	..	I.B. only.
8	Application for sanction to purchase European Stores in India	3	..	Stereo I.B. No. 7 and Stereo B. and R. No. 4.
9	Memo. of work done and material supplied	5	..	
10	Stock book of manual and general forms	3	..	
11	Public Works Department Code	Latest edition only to be retained	..	
12	Defaulter's book ..	20	..	I. B. only.
13	Circular files of Superintending Engineer	20	..	
14	Circular files of the Punjab and the Central Governments, Chief Engineer, Public Works Department, Accountant-General, Punjab, and other Provincial Governments	To be retained permanently	..	
15	All records relating to claims of service, such as Personal Files, Service Books, Qualification Reports, Personal Registers, Recommendation Rolls, Character Sheets, etc., of gazetted			

Serial No.	Form No.	Description	MINIMUM PERIOD FOR PRESERVATION		REMARKS
			Years		
			Original or foil	Copy or counter-foil	

## WORKS—CONCLD

## E.B. FORM C.D.—conclD

81	W-05	Weekly Telephone Battery Report	1	1	
82	W-06	Patrol Book	3	..	
83	W-07	Weekly Report (stationery batteries of 120 cells and under)	1	1	
84	W-08	Equipment Maintenance Register	Perma- nent	..	
85	W-09	Line Maintenance Register	Do	..	
86	G-Sc(a)	Daily Log Sheet Shalamar Receiving Station	5	..	
87	G-Sc(b)	Daily Log Sheet Shalamar Receiving Station 11kV. Switch board and synchronous Condensers	5	..	
88	G-Sc(c)	Daily Log Sheet Amritsar Receiving Station	5	..	
89	G-Sc(b)	Daily Log Sheet (General)	5	..	
90	G-Sc(e)	Daily Log Sheet Shanan Power House 11kV. System	5	..	
91	G-Sc (f)	Daily Log Sheet Shanan Machine Room	5	..	
92	G-Sc(g)	Daily Log Sheet Shanan 66 kV. Sub-Station	5	..	
93	W-0-16	Daily Log Sheet 33 kV. Sub-Station	5	..	
94	W-0-17	Daily Log Sheet 11 kV. Ring Sub-Station	5	..	

## ESTABLISHMENT

95	A-1	Report on the conduct and qualifications of Divisional Officers			As per item No. 15 under General Forms prescribed by Punjab Government.
96	A-2	Report on the conduct and qualifications of Engineers			
97	A-3	Annual Report on the qualifications of Clerical and Drawing Establishment			
98	A-4	Annual Report on Technical non-gazetted staff			

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE—contd			
23	Punjab Government Gazette ..	In Divisions at the Headquarters of the Circle Office 3 years and in others 20 years	..	
24	Irrigation Branch Memo Files ..	30 years in Divisional Offices and permanently in Circle Offices	25	Irrigation Branch only.
25	List of surplus stores ..	1	..	
26	Circle Irrigation Operation statement	3	..	I.B. only. Stereo I.B. No. 268.
27	Circle and Divisional half-yearly <i>kharaba</i> report	3	..	I. B. only.
28	Divisional and Circle monthly narrative progress report	20	..	Stereo I. B. Nos. 184 and 185.
29	Records of experiments and observations attached to the progress report	Not to be destroyed	40	I.B. only.
30	Indent for special forms ..	2	..	
31	Indent for standard forms ..	2	..	Stereo I.B. No. 274 and Stereo B. and R. No. 69.
32	Correspondence and indents for English stationery	2	..	
33	Check measurement statements ..	2	..	I.B. only. Stereo I.B. No. 307.
34	Distributary discharge statement	Not to be destroyed	40	Ditto
35	Note-books ..	20 years. Experiments of importance to be noted in separate book and placed in files.	..	I.B. only.
36	Discharge books ..	Ditto]	..	Ditto

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARK
		Original or foil	Copy or counter-foil	
15— <i>concl'd</i>	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>cont'd</i> and non-gazetted, permanent and temporary establishments—			
	(a) Who have retired permanently, or on completion of thirty years' service, or on reaching the age of superannuation	10	..	
	(b) Who have left service for any other reason, voluntarily or compulsorily	15	..	
	(c) Who have died	5	..	
16	Handbook of circulars and general orders and Civil Service Regulations and Punjab Financial Hand Books	On new edition being issued one copy each of the old editions to be kept for reference in Circle and Divisional Libraries and the remaining copies destroyed	..	
17	Public Works Account Code Form-Book	Ditto	..	
18	Annual progress report on arboriculture	Ditto	..	
19	Public Works Department Classified List	Copies for personal use to be destroyed when new editions issue	..	
20	Army lists	1	..	
21	Yearly list and distribution return of Punjab Irrigation Branch	One copy to be preserved in Circle and Divisional Offices	..	
22	Receipts and Despatch Registers (both official and non-official)	40	..	

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>contd</i>			
53	Report of Inspection of the Divisional Office by the Superintending Engineer and the Accountant-General, Punjab and correspondence relating thereto	5	..	Standard I.B. Form No. 11 and Stereo B. and R. No. 61.
54	Quarterly Postal Guide ..	1	..	B. and R. only.
55	Quarterly Telegraph Guide ..	1	..	Ditto
56	Counterfoils of Telegraph messages	..	1	Ditto
57	Classified list of State Railway Establishment and Distribution Return of Establishment of all Railways Railway Departments (Railway Roads)	1	..	Ditto
58	Attendance Register ..	1	..	Buildings and Roads and I.B. only.
59	Government of India Gazette ..	3	..	For Workshops of Irrigation Branch.
		1	..	Building and Roads only.
60	Counterfoils or passes of permission to occupy Public Works Department Rest-houses	..	2	Stereo B. and R. No. 87.
61.	Annual statement of inferior pensionable servants in service on 1st April	..	2	B. and R. only.
62	Station correspondence book between the Divisional Officers and Sub-Divisional Officers.	2	..	Ditto
63	Nil forms ..	2	..	Ditto
64	Composition Passes ..	2	..	Ditto
65	*Small size Note-books ..	8	..	Ditto

\*Note-books containing unimportant data need be recorded for more than a year, and may be destroyed at the end of this period after they have been carefully examined by the Divisional Officers.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>contd</i>			
37	Level and field books ..	Never to be destroyed	40	I.B. only.
38	Correspondence regarding indents for rubber-stamps	2	..	
39	Half-yearly Irrigation Operation statements	20	..	I.B. only. Stereo I.B. No. 263-67.
40	Half-yearly Form No. V ..	3	..	I.B. only. Stereo I. B. No. 55.
41	Monthly lists of unanswered references	1	..	Stereo I.B. Nos. 129, 130 and and Stereo B. and R. No. 1.
42	Correspondence regarding Hot Weather Leave	2	..	
43	Correspondence regarding Hot Weather Establishment	2	..	
44	Correspondence regarding promotion recommendation to 1. of permanent and temporary establishment, etc. Letters forwarding and acknowledging receipts of P.R. roll books, etc.	2	..	
45	Bonus statement of Patwaris ..	5	..	I.B. only.
46	Half-yearly Form No. VI ..	1	..	Ditto
47	Half-yearly Form No. VIII ..	3	..	Ditto
48	Transfer papers of Divisional and Sub-Divisional Officer	6	..	Stereo B. and R. No. 80.
49	Telegraph receipts and despatch registers	3	..	Stereo I.B. Nos. 193 and 194.
50	Gauge registers ..	Not to be destroyed	..	I.B. only. Stereo I.B. No. 211.
51	Gauge Cards ..	6 months from the date to which the card relates	..	
52	Report of Inspection of the Sub-Divisional Office by the Divisional Officer and correspondence relating thereto	5	..	Standard I.B. Form No. 313 and Stereo B.&R. No. 11.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy B or counter-foil	
	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>contd</i>			
79	Correspondence regarding minor works annual and petty repairs	5. Latest edition only to be retained	..	B. & R. only
80	Gazetteers ..	Permanently	..	Ditto
81	Printed List of periodical returns due to and from Divisional and Circle Offices	5. Latest edition only to be retained	..	Ditto
82	Punjab Famine Code ..	Ditto	..	Ditto
83	Army Regulations, India ..	Ditto	..	Ditto
84	Official report of the Punjab Legislative Assembly Debates and Indices thereto	10	..	Ditto
85	Sounding Register of Bridges ..	Not to be destroyed	..	} .B. only.
86	Probing Register ..	Ditto	..	
87	Lime Test Register ..	Ditto	..	
88	Register of river training Gauges	Ditto	..	
89	Register of soundings at Headworks	Ditto	..	
90	Register of trees ..	Ditto	..	
91	Stone Register ..	10	..	
92	Monthly Rainfall statement ..	3	..	
93	Monthly share statement of Bikaner State	10	..	
94	Ten days share statement of Patiala State from the Sirsa Branch, Western Jumna Canal	10	..	
95	Register of Lambardari Fees ..	3	..	
96	Register of Remission ..	3	..	
97	Statement of mileage of channels	10	..	
98	Report of daily supplies in Patiala Division to the Cis-Sutlej States	10	..	



Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>contd</i>			
66	Director-General of Stores Rate Lists, Classes A to G	3	..	B. and R. only.
67	Annual Report of the Working of District Boards	3	..	Ditto
68	Divisional Progress Reports ..	3	..	Stereo B. and R. Nos. 51 and 52.
69	Annual report of the Working of the Public Health Administration in the Punjab	3	..	Ditto
70	Registers of tenders received ..	3	..	Stereo B. and R. No. 3 and Stereo I.B. No. 418.
71	Tenders accepted ..	For the period of preservation prescribed for the work order issued or the contract executed thereon	..	I.B. only.
72	Tenders unaccepted ..	Completion of the work or subject to the exercise of audit check whichever is later	..	Ditto
73	* Transfer, etc., Orders ..	3	..	B. and R. only.
74	Divisional Officer's acknowledgment of responsibility	..	5	Ditto
75	Road Inspector's Note-book ..	3	..	Ditto
76	Annual Administration Report of the Railways in India	5	..	Ditto
77	Annual report on the working of Municipalities	5	..	Ditto
78	List of officers occupying public buildings (copy)	..	5	Ditto

\* May be retained longer at the discretion of the Head of Office.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
104	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>concluded</i> Applications for employment ..	2	..	(1) Only for Irrigation Branch.  (2) Original certificates wherever found are to be returned to the applicants.
105	Headworks Log-book ..	Permanently ..	..	Irrigation Branch only.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
99	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>contd</i> Ten days account of water of Rotational Turn in Day cusecs	10	..	For Sirhind Canal only.
100	Zilladar's Outlet Note-book	5	..	I. B. only. The period to count from the date of submission of the note-book to the Divisional Office for record.
101	Subordinate's Outlet Note-book	5	..	
102	Register of progress and instruction	..	5	Provided the Sub-Divisional Officer certifies that no claim has been put in during the preceding 3 years (Buildings and Roads only).
103	Originals of inland paid telegrams	Three months from the month following that during which the telegrams were handed in or the period up to one month after check by the Inspection Officer at the time of local annual accounts inspection of the Division by the Accountant-General whichever period is longer of the two. If however application is made by an interested party prior to destruction the period of preservation shall be extended as indicated in rule 13 of the Rules for dealing with paid telegrams from the public.		Only for Irrigation Branch telegraph offices open to the public.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS— <i>contd</i>			£
10	Daily reports ..	10	..	Stereo I.B. No. 217
11	Register of sanctions and appropriations	3	..	B.M. Form No. 26.
12	Supplement to Sub-Divisional Stock Register	5	..	
13	Divisional Stock Sub-Ledger ..	5	..	
14	Civil Officers' abstract of receipts and disbursements	..	5	
15	Civil Officers' Cash Book ..	..	20	I.B. only.
16	Monthly return for stores purchased	..	3	Stereo I.B. No. 29.
17	Statement of payments made in England	8	..	
18	Treasury Pass Book ..	3	..	
19	Supplement to balance return of Tools and Plant	5	..	Stereo I.B. No. 333
20	Expenditure against Budget grants	..	5	B.M. Forms Nos. 31 and 40
21	Schedule of General Provident Fund	..	5	
22	List of petty works ..	..	[5	I.B. only. Stereo I.B. No. 298.
23	Register of sanctions to estimates	5	..	
24	Capital and Revenue account of buildings	..	5	
25	Abstract of establishment charges	..	5	
26	Vouchers for Lambardari fees paid by Civil Department	10	..	I.B. only.
27	Correspondence relating to accounts documents			To be destroyed when documents are destroyed, provided they contain no Standing Orders, etc.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS			
1	Letters authorizing Treasury Officers to afford credit to Sub-Divisional Officers	..	2	I. B. only. Stereo I. B. No. 181.
2	Pay Bills	..	35 years in the case of Government servants for whom no establishment returns are submitted and no service books or service rolls are maintained and 6 years in other cases	Stereo A.G. No. 74 (b).
3	Statement of Income-tax	..	2	
4	Bill for travelling allowances	..	3	Stereo A.G. No. 90 (for non-Gazetted Officers) Stereo A.G. No. 80 (for Gazetted Officers).
5	Contingent Bill	..	5	Stereo A.G. No. 97 (b).
6	Application for re-appropriation	..	2	
7	Civil Officers' bill for Public Works	10	5	
8	Reports of expenditure on contribution works	..	2	
9	Civil Officers' application for funds	2	..	

	Out estimate should be kept for ever	years but in case of estimates 40 years	
41 Register of service postage stamps	3	..	Stereo I.B. No. 96 and Stereo B. and R. No. 6.
42 Account Book of Stationery ..	1	..	
43 Printed Budget Estimates of Civil Works and repairs (Provincial)	1	..	B. and R. only.
44 Account Book for receipt and consumption of fuel, wood, coal, etc., for office fires	2	..	Ditto
45 Sanctioned estimate and connected correspondence for repairs and carriage of Tools and Plant	2	5	B. and R. only.
46 Sanctioned estimates and connected correspondence for new supply of Tools and Plant	2	5	Ditto
47 Account Book of dusters, file baskets, waste-paper baskets, dak bags, etc.	2	..	
48 Transfer report of Accountants ..	3	..	
49 Invoice of English Stores ..	3	..	
50 Sanctioned estimate and connected correspondence for :—	..	..	
(i) Annual Repairs to Buildings and Roads	..	10	B. and R. only.
(ii) Special repairs to Buildings and Roads with plans, if any	..	Ditto	
(iii) Minor works in connection with Buildings and Roads with plans, if any	..	..	
		In cases involving acquisition of land to be preserved for ever and in others to be destroyed after 40 years	

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS— <i>contd</i>			
28	Budget files, Circle Offices ..	5	..	
29	Budget files, Divisional Offices ..	5	..	
30	Rate lists ..	Orders to be passed by S.Es., in each case	..	
31	Counterfoils of work orders ..	7 years from date of return to office completed or date of last claim if subsequent	..	Stereo B. and R. No. 34 Stereo I.B. No. 9 Stereo I.B. No. 9-A
32	Bill books ..	5 years from date of last entry	..	I.B. only. Stereo I.B. No. 311.
33	Schedule of rates ..	20	..	..
34	Office copies of mill rent bills. Counterfoils of mill rent bills	6 years from the completion	..	I.B. only. Stereo I.B. No. 262
35	Revenue Form No. VI—Monthly Statement showing water rates realized	1	..	I.B. only. Stereo I.B. No. 56.
36	Revenue Form No. VII—Monthly Statement of Demands, Remissions and realisations of water rates	3 years from the date of last entry	..	I.B. only. Stereo I.B. No. 58.
37	Working Statistics and Administration Reports	In Divisional Offices after 10 years. In Circle Offices (copies should be retained permanently)	..	
38	Correspondence relating to disputed cases of contractors	7	..	
39	Correspondence regarding estimates chargeable to maintenance and repairs	After 5 years but estimate should be kept for ever	After 5 years but in case of estimates 40 years	I.B. only.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS— <i>contd</i>			
40	Correspondence regarding estimates for tools and Plant	After 5 years but estimate should be kept for ever	After 5 years but in case of estimates 40 years	I.B. only.
41	Register of service postage stamps	3	..	Stereo I.B. No. 96 and Stereo B. and R. No. 6.
42	Account Book of Stationery ..	1	..	
43	Printed Budget Estimates of Civil Works and repairs (Provincial)	1	..	B. and R. only.
44	Account Book for receipt and consumption of fuel, wood, coal, etc., for office fires	2	..	Ditto
45	Sanctioned estimate and connected correspondence for repairs and carriage of Tools and Plant	2	5	B. and R. only.
46	Sanctioned estimates and connected correspondence for new supply of Tools and Plant	2	5	Ditto
47	Account Book of dusters, file baskets, waste-paper baskets, dak bags, etc.	2	..	
48	Transfer report of Accountants ..	3	..	
49	Invoice of English Stores ..	3	..	
50	Sanctioned estimate and connected correspondence for :—	..	..	
	(i) Annual Repairs to Buildings and Roads	..	10	B. and R. only.
	(ii) Special repairs to Buildings and Roads with plans, if any	..	Ditto	
	(iii) Minor works in connection with Buildings and Roads with plans, if any	..	In cases involving acquisition of land to be preserved for ever and in others to be destroyed after 40 years	



Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS— <i>contd</i>			
28	Budget files, Circle Offices ..	5	..	
29	Budget files, Divisional Offices ..	5	..	
30	Rate lists ..	Orders to be passed by S.Es., in each case	..	
31	Counterfoils of work orders ..	7 years from date of return to office completed or date of last claim if subsequent	..	Stereo B. and R. No. 34 Stereo I.B. No. 9 Stereo I.B. No. 9-A
32	Bill books ..	5 years from date of last entry	..	I.B. only. Stereo I.B. No. 311.
33	Schedule of rates ..	20	..	
34	Office copies* of mill rent bills. Counterfoils of mill rent bills	6 years from the completion	..	I.B. only. Stereo I.B. No. 262
35	Revenue Form No. VI—Monthly Statement showing water rates realized	1	..	I.B. only. Stereo I.B. No. 56.
36	Revenue Form No. VII—Monthly Statement of Demands, Remissions and realisations of water rates	3 years from the date of last entry	..	I.B. only. Stereo I.B. No. 58.
37	Working Statistics and Administration Reports	In Divisional Offices after 10 years. In Circle Offices 7 copies should be retained permanently.	..	
38	Correspondence relating to disputed cases of contractors	7	..	
39	Correspondence regarding estimates chargeable to maintenance and repairs	After 5 years but estimate should be kept for ever	After 5 years but in case of estimates 40 years	.B. only.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS— <i>Concl'd</i>			
64	Journal for jobs executed at the Workshop	5	..	For Superintendent, Central Workshops Division, only.
65	Time sheets ..	5	..	
66	1 Cost slip and 4 Workshops warrants	5	..	
67	Invoices ..	5	..	
68	Work Order Register (Small)	7	..	
69	Material allocation sheets ..	5	..	
70	Stores Indents ..	5	..	
71	Purchases Day Book ..	5	..	
72	Sales Day Book ..	5	..	
73	Journal ..	20	..	
74	Debtors Ledger ..	20	..	
75	Creditors Ledger ..	20	..	
76	General Ledger ..	20	..	
77	Invoices Register ..	5	..	
78	Stores Ledger ..	5	..	
79	Second Hand Tools and Plant Register	5	..	
80	Goods reserved sheets ..	10	..	

*Note.*—The Audit Office has been consulted with regard to the period fixed for preservation of Accounts Forms.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS— <i>contd</i>			
	(iv) Major works in connection with Buildings and Roads with plans	5	For ever	
51	Famine Accounts, Initial Accounts	5	..	B. and R. only.
52	Famine Naib-Tahsildar's Cash Book	5	5	Ditto
53	Contract Agreements ..	10	..	B. and R. only, Stereo Nos. 28, 29 and 30, etc.
54	Mill Leases	7 years after completion	..	I.B. only.
55	Brick burning agreements }		..	
56	Rental agreements for land or kiln	Ditto	..	Ditto
57	Agreement concerning sale of wood from canal plantation	Ditto	..	Ditto
58	Work Books ..	20	..	B. and R. only
59	Last pay certificate ..	..	2	
60	Correspondence regarding objectionable items statement	3	..	
61	Credit notes ..	..	5	From the date of last counterfoil in the book.
62	Register of unpaid wages ..	5	..	Irrigation Branch only. The period of preservation is to be counted from the date of completion of the register.
63	Public Works Department Rest House Visitors book (Stereo B. and R. Form No. 88).	3	..	Buildings and Roads Branch only. The period of three years is to be counted from the date of completion of the book.

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**APPENDIX IV**

**(Referred to in paragraph 1.165)**

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*List of Periodical Returns Printed separately*

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**APPENDIX IV**

**(Referred to in paragraph 1.165)**

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*List of Periodical Returns Printed separately*

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the tract affected, the sources of existing irrigation, and the means of drainage proposed, if such are required should be dealt with. The lengths of the main channels and distributaries should be given, these lengths being compared with those of channels of similar capacity actually constructed elsewhere, and a full account appended of the considerations governing the designs of all important works, with a careful analysis of any engineering questions involved. The cost of additional communications (other than the cost of construction communications) and other extraneous works involved in the project should not be regarded as part of its cost, but the report should include an estimate of expenses under this head so far as data for such an estimate are available.

6. Figures should be given showing the area of land commanded, the average area usually cultivated and the area probably irrigable. The opinion of the local revenue officers as to the desirability or necessity of the projected work, the fairness of the water rates proposed, and the probability of the anticipated financial results being realised should invariably be stated. The returns expected from the works, with a note as to the basis on which they are calculated, should be exhibited in Form No. I appended, part III of the form being signed by the chief revenue authority of the Province.

7. The report should also deal with the question of labour and the sources whence it is obtainable, the probable effects of the operations on the existing rates, the localities whence materials can be obtained and the facilities for manufacture. The manner in which the rates adopted for estimate purposes have been arrived at should also be commented on.

8. The method proposed of carrying out the work should be described and in particular such matters as the extent to which it is intended to use mechanical appliances, to employ manual labour, to give out work to large contractors or to resort to the agency of departmental labour or petty contractors should be dealt with. The number of circles and divisions into which the work is to be divided and the time likely to be occupied in construction should also be stated. Any permanent increase in the cadres of the Punjab Services of Engineers which will be necessary to provide for eventual maintenance of the works should be calculated and explained, and sanction should be applied for any posts, temporary and permanent, which the authorities subordinate to the Punjab Government are not themselves competent to create. [See also Civil Account Code, Article 63-I, Explanation (a).]

9. Special attention should be given to the following matters, which have been the cause of excesses in the past :—

- (a) The preliminary operations, including the surveys both of alignments and soil, with trial borings, where necessary, should be completed, under the orders of competent authority, as far as possible before the project is submitted. It should be clearly stated, in each case, to what extent this has been done and what still remains.

## APPENDIX V

(Referred to in paragraphs 2.41, 2.117, 2.122 and 5.12)

### RULES GOVERNING THE SUBMISSION OF ESTIMATES FOR, AND THE CONSTRUCTION OF, IRRIGATION WORKS

#### I—GENERAL

1. The following rules define the procedure to be adopted in connection with Irrigation Projects. Throughout the rules, the term "Irrigation Project" or "Irrigation Work" should be held to include also Navigation, Embankment, Drainage, Water-storage Projects or Works.

The expenditure on Works only should be the criterion for determining the authority whose sanction is necessary to an estimate (Original or Revised).

#### II—CLASSIFICATION OF WORKS

2. Irrigation works for which capital accounts are kept are classified as either "productive" or "unproductive". The criteria to be adopted in deciding questions of classification are given in paragraphs 1 to 5 of Statement A to Appendix 4 to the Public Works Account Code.

#### III—RULES REGARDING THE PREPARATION OF IRRIGATION PROJECTS

3. The papers to be submitted with the project for an irrigation work consist of a report, such plans, measurements, quantities, rates and specifications as may be necessary to enable the suitability of the designs and the adequacy of the estimated cost of the project to be adjudicated upon, and an abstract, classified under the heads prescribed in rule 11, bringing the various component items together. These documents together form what is called the "Estimate".

4. Every project for an irrigation work should contain a full report explanatory of the project. It is impossible to lay down headings which will be suitable in all cases, but the following points should, in general, be dealt with.

5. The report should give a general description of the proposed works, including the sources from which the supply of water is to be drawn, the maximum floods likely to be experienced, the quantity of water available at different periods of the year, and the quantity it is proposed to utilize. Reference should also be made to any rights in the water already existing. The reasons for the adoption of the particular scheme recommended in preference to any other should be explained, if necessary. The rainfall and depth of spring level in

- (j) When the circumstances of a project are such that there is reason to suspect that expenditure, other than that which can be definitely foreseen at the time of framing the estimate, may become necessary during the course of construction, provision to meet it, under the head "unforeseen expenditure" should be made in the estimate. When this is done, the circumstances should be fully explained in the Report.
- (k) In estimating the revenue likely to be obtained from a project, consideration should be given to the fact that, in some cases, the full discharge or storage will not invariably be available and that, in others, even if available, it may not be required. The average discharge or storage likely to be utilized, arrived at by analogy from similar works elsewhere, should be the basis of the revenue estimates.
- (l) In calculating what price will be secured for Government land, the sale-proceeds of which form part of the estimated revenue from the project, regard should be paid to the probable relation of supply and demand, especially when a project or different projects, are likely to bring land into the market simultaneously in the Punjab and any other province or an Indian State.

10. The expenditure proposed to be incurred upon a project should in every case be restricted to the minimum amount necessary to ensure the success of the undertaking. Estimates should be framed with a view to the canon that every Public Officer should exercise the same vigilance in respect of expenditure incurred from Government revenue as a person of ordinary prudence would exercise in respect of the expenditure of his own money.

11. The complete estimate for a project besides including all anticipated direct charge should further include as indirect charges the amount required to cover the capitalization of abatement of land revenue on the area occupied by the works, cost of audit and accounts establishment and simple interest on Capital Outlay prior to the work being brought into operation. The direct charges should be classified under the appropriate sub-heads of Account, the main heading being (1) Works, (2) Establishment, (3) Tools and Plant and (4) Leave and Pensionary Charges. The items included under the head "Works" should be classified under the prescribed "service" and "detailed heads" enumerated in Statements B and C of Appendix No. 4 to the Public Works Account Code. The cost of surveys, including expenditure incurred prior to the submission of the project, should also be included in the estimate. An abstract, framed on these lines, in the form given in Form No. II appended, must accompany every project submitted for sanction. In the case of a large project, the sub-works may, if desired, be further sub-divided so as to show individual large works.

12. If it is known that the project will constitute the sole charge of one or more Superintending Engineers, the estimate of the cost of the Superintending



The cost of such operations should in the first instance be charged to the Major Head "18—Other Revenue Expenditure financed from Ordinary Revenues, (2) Miscellaneous Expenditure."

- (b) In addition to the usual charge of 5 per cent for unforeseen contingencies, which percentage may, for reasons recorded be increased if circumstances render it desirable, all incidental expenditure which can be foreseen, such as sheds for workmen and stores, etc., should be separately provided for in the estimate. The utilization of "over-all" rates, intended to include such expenditure is to be deprecated.
- (c) The estimate of the cost of acquisition of land should receive special attention, and a valuation should be obtained in every case from the District Officer concerned.
- (d) The District Officer should also be consulted as to the number of bridges which will be required, and care should be taken that an adequate number of escapes is provided.
- (e) Special attention should be given to the probable cost of foundations, the measures to be adopted in connection with them, and the amount of pumping likely to be necessary.
- (f) The allowance, if any, for special tools and plant should be carefully considered. The inclusion of a lump sum for the purpose is generally to be deprecated and, if this method is adopted, the provision allowed should be tested with reference to the probable cost of the actual plant required. The amount of credit anticipated under this head and the source whence it will be obtained should be fully explained, the account rule in paragraph 231 of the Public Works Account Code being carefully borne in mind.
- (g) Where the estimates of several structures of the same kind are derived from a single type design, the most unfavourable conditions likely to occur should not be overlooked.
- (h) Estimates framed on the basis of analogies from existing work are usually unreliable, and, before this method is adopted the correctness or otherwise of the analogy should be very carefully tested for selected portions of the work. In particular, analogies drawn from small works should never be relied upon for the preparation of larger projects.
- (i) All calculations of quantities and costs should be independently checked to obviate clerical errors.

let off for irrigation. The questions of the available water-supply, number of times the reservoir will probably fill, rainfall and proportion flowing off the catchment, loss by evaporation and absorption, etc., should be fully dealt with, as well as the quantity of flood water for which provision must be made, the flood absorption capacity of the reservoir, and the waterway of the escape weirs or sluices. The results of any experiments bearing upon the strength of the materials proposed for use in the dam should be dealt with, as also the silt content of the water and the probable effective life of the reservoir.

#### V.—PROJECTS AFFECTING ANY OTHER PROVINCE OR AN INDIAN STATE

17. Where any other Province or an Indian State is also concerned, the report should detail the arrangements mutually agreed upon for financing the works, the terms upon which the water is to be shared, the agency by which the works will be constructed and, where an Indian State is concerned, the agency by whom the accounts are to be audited on behalf of the State. When a project or different projects are likely to bring land into the market simultaneously in the Punjab and any other Province, or an Indian State, and the sale-proceeds of such land form part of the estimated revenue from the project, the report should state what arrangement the Governments concerned have made to meet the contingency. A draft of any formal agreement into which it is proposed to enter to regulate these and any other matters in respect of which agreement is deemed necessary should accompany the project.

18. In all projects which may affect riparian or other interests in Indian States, Government will ascertain the views of the *Durbar* or *Durbars* through the political authorities concerned.

#### VI—EMBANKMENTS

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

#### VII—NATURE OF SANCTION

20. The sanction accorded by the Punjab Government to a project for an irrigation work shall be regarded as in the nature of an administrative approval to the project and not as the final technical sanction to the detailed estimates of the works. Such technical sanction will be accorded by those officers of the Public Works Department, Irrigation Branch, to whom power has been delegated by Government. Detailed working estimates for individual works in excess of Rs. ten lakhs in the case of specified projects and in excess of Rs. five lakhs in the case of all other projects must also be further approved by Government.

Engineers and other establishment should be framed in detail, a suitable amount being added to cover an adequate share of the cost of the Chief Engineer's establishment. Even where a Superintending Engineer's charge is not in question, the cost of the establishment required for the supervision of the construction of the project should ordinarily be estimated in detail, but Government may, at their discretion, calculate the provision to be made for establishment in such a case on a percentage basis, provided that the percentages are justified by comparison with past actuals. In the case of ordinary Tools and Plant, either the actual anticipated cost, or a reasonable percentage allowance, based on past actuals, may be entered in the estimate.

Unless Government directs otherwise, the provision to be made for establishment should include 25 per cent on the estimate of Works Outlay for departmental establishment and 1 per cent for Audit and Accounts, while the provision for Tools and Plant will be  $1\frac{1}{4}$  per cent on the Works Outlay. Estimates for large surveys for new irrigation projects should, however, provide only for a charge of 5 per cent on the cost of special establishment to cover the supervision charges thereon. In the case of irrigation projects, for which neither Capital nor Revenue Accounts are kept, it is unnecessary, except in the case of large surveys for new irrigation projects, to enter provision for establishment and Tools and Plant in the estimate unless, for any reason, it may be deemed desirable to do so in order to forecast the ultimate result of the project.

13. Charges for capitalization of abatement of land revenue should be calculated at twenty times the amount of land revenue remitted while provision for leave and pension allowances should be at the rate of 21 per cent on the gross charges for establishment.

14. Simple interest on Capital will be calculated at the rate sanctioned by Government from time to time, on the probable annual outlay.

15. No provision should ordinarily be made for the minor head "Suspense", as this head in the accounts represents services of a general character not necessarily pertaining to a particular project. If, however, one or more divisions are expected to be maintained exclusively in connection with stock required for the project, provision for "Suspense" may be included, but only to the extent of the balances likely to be outstanding under "Suspense" on the date of closing the construction estimate.

#### IV—STOPPAGE PROJECTS

16. The report should, in addition to the information specified in Rules 3—15, give the area of the tank and contents when full, the area to be irrigated per unit of storage, the length of the dam, its maximum height, materials of which it is proposed to construct it, form, etc., and the mode in which the water is to be

(3) General charges for establishment, audit and account, and tools and plant,—*vide* rule 11, should be entered in a project estimate but will not appear in any estimate subsidiary to it, but, after a project estimate has been closed, estimates chargeable to the open capital account should contain provision for these charges, except 1 per cent on account of audit and accounts establishment at the rates given in Rule 12.

25. When it becomes evident that the amount provided for a "Sub-work" or a "detailed" head in the Project estimate will be exceeded, the following rules must be observed :—

- (a) Subject to any orders which Government may pass in the matter the officer-in-charge of the project may transfer provision to meet such excess from another detailed head of the same sub-work on which a saving is anticipated.
- (b) Should it become evident that an excess over the amount provided in the abstract estimate for any sub-work will be exceeded, the officer-in-charge of the project must report the fact immediately to the Finance Department. He should at the same time intimate what savings, if any, are anticipated upon other sub-works of the project.
- (c) The Finance Department may transfer provision from one sub-work on which a saving is anticipated, to meet a probable excess on another or it may permit an excess over the provision made in the abstract estimate for any sub-work up to an amount to be stated by it.

*Note.*—The sub-works into which the minor head "works" is divided are enumerated in Form No. II, appended to these Rules.

#### X—MODIFICATION AFTER ACCORD OF SANCTIONS

26. After the approval by Government of the project for an irrigation work, the Chief Engineer, may, if necessary, and subject to the provisions of rule 25, modify the details of the works ; provided that if any such modification is in the opinion of the Chief Engineer substantial, a report of such modification should be made to Government.

*NOTE.*—Modification will include abandonment of items included in the original estimate, or provision of items not included therein, and an increase or reduction in the area to be irrigated by the Project.

#### XI—REPORTS OF PROBABLE EXCESSES

27. Wherever it is ascertained that the expenditure upon any project is likely to exceed the amount sanctioned by the Punjab Government by any amount greater than that which the Public Works Department, Irrigation Branch,

## VIII—COMMENCEMENT OF WORKS

21. It is a fundamental rule that no work shall be commenced upon an Irrigation Project to which these rules apply until the following conditions have been fulfilled :—

- (a) The approval of Government to the project has been obtained.
- (b) There is a sanctioned design and detailed estimate for the portion to be commenced.
- (c) The project has been scrutinized by the Public Health Department from malarial point of view.
- (d) Funds have been allotted for the work.

When these conditions have been fulfilled, Public Works Department, Irrigation Branch, are competent to authorize the commencement of construction.

22. Government in the Finance Department, in consultation with their Audit Officers, may prescribe rules to regulate expenditure debitable to a sanctioned project upon such survey and preliminary operations as may be necessary in order to enable the detailed estimates to be drawn up.

## IX—RULES GOVERNING THE ACCORD OF TECHNICAL SANCTION

23. When a project has been sanctioned by Government, an officer of the Public Works Department, Irrigation Branch, to whom power has been delegated by Government, may sanction detailed estimates for component parts of the Project against the amounts provided for the "Service" or "detailed" head in the abstract estimate (Form No. II). A register of sanctions should be maintained in Form II—A.

24. Detailed estimates, subsidiary to a project estimate, may be for a single work, such as a bridge, a certain number of miles of excavation, etc., or for a distributary, in which a number of small works are included. In the first case the cost of the work should be detailed by detailed head in the abstract (Stereo I. B. Form No. 216), while in the second case the abstract should be prepared to show the component items and localities separately in detail under the various service heads of classification laid down in Appendix 4, Public Works Account Code. But if a work of exceptional magnitude becomes necessary, costing more than Rs 10,000, a separate estimate should be prepared for it.

(2) A separate estimate should be prepared for each distributary or where there are minor channels, two estimates one for the main distributary and its important branches and one for the minor channels, but the whole expenditure under "A—Preliminary expenses" should be provided for in the estimate for the main distributary.

33. As soon as the construction estimate has been closed, the Public Works Department, Irrigation Branch, will prepare, for submission to Government through the Finance Department, a completion report of the project comprising the following documents in Form No. IV appended. Completion report in this form should be prepared only in respect of projects sanctioned by Government. For smaller projects and other open capital works which are sanctioned by the Public Works Department, Irrigation Branch, completion reports should be prepared in one of the forms prescribed in paragraph 2.122 of this Code.

*Schedule A.* A statement showing, by works and sub-works, classified under the relevant detailed heads, the actual expenditure on works completed up to the date of closure of the construction estimate.

*Schedule B.*—A statement of works which are within the scope of the sanctioned estimate and of which detailed estimates have been prepared and sanctioned by competent authority, but which were incomplete or had not been begun on the date of the closure of the construction estimate.

*Schedule C.*—A statement of works, whether included in the construction estimate or not, which have been sanctioned by competent authority under the provisions of paragraph 2.45 of this Code, between the date of closing the construction estimate and the date of the submission of the completion report.

*Schedule D.*—A statement of works for which no estimates have been sanctioned up to the date of the submission of the completion report, but the probable expenditure on which can be foreseen and which are necessary to complete the project.

*Schedule E.*—A statement compiled as a combination of statements A, B, C and D. This statement should also show, for purposes of comparison, the sanctioned estimate by works and sub-works, classified under the relevant detailed heads of account.

A report on the works executed up to the time of the closure of the construction estimate, and an index map or maps showing the Project as completed will accompany these documents. The report will discuss the financial result already attained and expected in the future and will be accompanied by forecast financial statements in Form No. I, based on Schedule E above, i.e., on the total anticipated ultimate expenditure on the Project. Part III of this form will be signed by the Chief Revenue Authority of the Province.

34. The Schedules A to E accompanying Completion Reports should initially be signed by the Officer-in-charge of the Project (who is particularly responsible for figures in columns 5—9 of Schedule D and consequently column 10 of Schedule E) and countersigned as "verified" by the Accountant-General, Punjab, in token of his verification of actuals and classification.

35. The financial statement submitted with Completion Reports should

are empowered to pass, the Finance Department should be immediately advised of the anticipated excess, without waiting for a revised estimate. The revised estimate, if necessary, should be prepared in due course and submitted to Government with a full explanation of the causes of the excess and of the probable effect on the financial results of the work. The Finance Department should also be immediately informed if, at any time during the course of construction, it becomes probable that a work, sanctioned as a productive, will fail, in operation, to satisfy the criteria which must be satisfied before a work can be regarded as productive.

#### XII—SUPPLEMENTARY AND REVISED ESTIMATES

28. Any development of a project thought necessary while the work is in progress, which is not fairly contingent on the proper execution of the work as first sanctioned, must be covered by a supplementary project estimate, accompanied by a full report of the circumstances which render it necessary. The abstract must show the amount of the original estimates and the total of the sanction required including the supplementary amount.

29. A revised estimate must be submitted when an original sanctioned estimate is likely to be exceeded by more than 5 per cent, and a second revised estimate when any excess is anticipated over a sanctioned revised estimate. The revised estimate should be accompanied by a comparative statement in Form No. III appended, comparing the revised estimate with the latest existing sanction of competent authority, and by a report showing the progress made to date.

30. When a revised or supplementary estimate is submitted under Rule 28 or 29, it should be accompanied by revised financial forecast statements as required in the case of an original estimate (*vide* Rule 6).

#### XIII—UTILIZATION OF COMPLETION REPORT AS REVISED ESTIMATE

31. When excesses occur at such an advanced period in the construction of a work as to render the submission of a revised estimate purposeless, the excess may, with the concurrence of the Finance Department be explained in a completion report prepared as prescribed in Rule 33. The adoption of this procedure in no way dispenses with the necessity for the immediate report of the excess required under Rule 27.

#### XIV.—COMPLETION REPORTS

32. The construction estimate of an Irrigation work should be closed as soon as the Project is practically in full operation, although there may be certain works, provided for in the construction estimate, either unfinished or which it is not desirable to construct at once.

## FORM I—FINANCIAL STATEMENTS

## PART I

*Summary of the Estimated Direct Charges to Capital Account*

Year	Works	Establishment including leave salary and pension charges	Tools and Plant	Suspense	Total	Less receipts on Capital Account	Net Total
1	2	3	4	5	6	7	8
							Rs
Total	..						



similarly be signed and countersigned but in this case the Audit Officer should do so under the words "Actuals and calculations checked".

36. These documents should ordinarily be prepared and submitted to Government within 6 months of the closure of the construction estimate, or 12 months in the case of an exceptionally large work. If this is not found possible within the period specified, the Finance Department should be advised of the reason for delay when the documents may be expected to be ready.

37. Schedule E will be treated as a revised forecast of expenditure against the sanctioned Project. All important works which had not been commenced and which were within the scope of the sanctioned estimate should be included in Schedule B, C or D as the case may be.

38. Subject to the restriction that the total expenditure against the Project shall not exceed the amount sanctioned for the Project by an amount greater than that which the Department are empowered to pass, the Public Works Department, Irrigation Branch, are competent to incur expenditure between the date of closing the construction estimate and that of the approval of the Completion Report by competent authority on—

(a) works entered in Schedules B and C.

(b) works entered in Schedule D, within the limits and subject to the conditions specified in paragraph 2.45 of this Code.

39. On receipt of approval of the Government to the Completion Report, works included in Schedules B and C may be carried to completion by the Public Works Department, Irrigation Branch, within their powers of sanctioning excesses over estimated amounts, approval of Government being obtained to any higher excess. Public Works Department, Irrigation Branch, may also, on receipt of such approval, sanction further outlay on other works against the open Capital Account of the Project subject to the condition laid down in paragraph 2.45 of this Code.

*Forms referred to in the Rules*

*Form I*—Financial Statement—Parts I—IV.

*Form II*—Abstract estimate of cost.

*Form III*—Revised Estimate.

*Form IV*—Completion Report—Schedules A—E.

FORM I—FINANCIAL STATEMENTS—CONTD

PART III

Estimate of Growth of Irrigation and Revenue Receipts and Charges

Year	Irrigated area at end of year	REVENUE RECEIPTS AND CHARGES						REMARKS	
		Gross Revenue due to work		Charges both direct and indirect against revenue account.	Net Revenue due to work				
		Direct receipts	Enhanced land revenue or indirect revenue		Including enhanced land revenue	Excluding enhanced land revenue			
1	2	3	4	5	6	7	8	9	

N.B.—This estimate should be endorsed both by Revenue and Public Works Authorities.

FORM I—FINANCIAL STATEMENTS—CONTD

PART II

Summary of the Estimated Indirect Charges to Capital

Year	Capitalized abatement of land revenue	Charges on account of Audit and Accounts Establishment	Total
	2	3	4
1			
Total	..		

## FORM II—ABSTRACT ESTIMATE OF COST

Project

Minor Head	Sub-work	Detailed Head	Amount
	<i>Direct Charges</i>		Rs.
Works ..	A. Head works ..	A Preliminary expenses ..	
		B Land	
		C Works	
		K Buildings	
		O Miscellaneous	
		P Maintenance	
		Contingencies	
	2. Main Canal ..	A Preliminary expenses	
		B Land	
		D Regulators	
		E Falls	
		F River and Hill Torrent Works	
		F(1) Other cross drainage works	
		G Bridges	
		H Escapes	
		I Navigation	
		J Mills	
		K Buildings	
		L Earthworks	
		M Plantations	
		N Tanks and reservoirs	
		O Miscellaneous	
		P Maintenance	
		Contingencies	
	2 (a) Branch No. 1 ..	As for main canal	
	2 (b) Branch No. 2 ..	Ditto	

FORM I—FINANCIAL STATEMENTS—(CONCLD)

PART IV

*Estimate of Net Financial Results of years after the probable date of completion of the work*

Year	Direct Capital Outlay during the year	Direct Capital Outlay to end of year	Simple interest at—per cent on Capital Outlay to end of previous year plus half outlay during the year	Net Revenue including enhanced land revenue, column 7 of Part III	Simple interest less net revenue	Net Revenue less simple interest
	2	3	4	5	6	7
1						
Net						

## FORM II-A—Register of Sanctions to Working Estimate for

Head of Classification—Project—Provision Rs

Item No.	BRIEF PARTICULARS OF WORKING ESTIMATE		Amounts of estimates	Pro- gressive totals	Month in which accounts were closed	Actual excess or saving		Reference to item No. of adjustment entry in this register	Balance available for new sanction	Dated initials of the Superintendent	Remarks (if any)	
	Particulars	Sanctioning authority				Excess	Saving					
	No.	Date										
1	2	3	4	5	6	7	8	9	10	11	12	13

## FORM II—ABSTRACT ESTIMATE OF COST—CONCLUDED

Minor Head	Sub-work	Detailed Head	Amount
			Rs.
Works— <i>concl'd</i>	3 (a) Distributaries Group No. 1 3 (b) Distributaries Group No. 2 3 (c) Distributaries Group No. 3 4. Drainage and Protective Works 5. Water courses 6. Special Tools and Plant Un- foreseen Expenditure		
Establi- ment (in- cluding leave salary and pension charges)			
Tools and Plant expense			
<i>Deduct—</i> Receipt on capital account			
Total Direct charges			
	<i>Indirect Charges</i>		
Capitalize abatement of land revenue			
Audit and Accounts			
Total Indirect Charges			
GRAND TOTAL			

*N.B.*—The number of branches and distributaries (or groups of distributaries) to be separately detailed will, of course, depend upon the nature and size of the project.

**FORM IV—COMPLETION REPORT**

**SCHEDULE A**

*Schedule of works showing actual expenditure on works completed up to the date of the closure of the construction estimate*

Serial Number of item	CLASSIFICATION				Name of work	Cost of work
	Minor head	Sub-work	Detailed Head			
1	2	3	4	5	6	





FORM IV—COMPLETION REPORT—CONTD

SCHEDULE C

*Estimates sanctioned against the Open Capital Account subsequent to the date of the closure of the construction estimate*

Serial No.	CLASSIFICATION			Name of work	AMOUNT SANCTIONED				Date on which sanction lapses
	Minor Head	Sub-work	Detailed Head		Works	Establishment	Tools and Plant	Total	
1	2	3	4	5	6	7	8	9	10

FORM IV—COMPLETION REPORT—CONTD

SCHEDULE B

*Schedule of works of which detailed estimates had been sanctioned prior to the date of the enclosure of the construction estimate, but which were incomplete or had not been begun on that date*

Serial Number of item	CLASSIFICATION			Name of work	Outlay to date of the closure of the construction estimate	Probable further outlay	Probable total outlay	Probable date of completion
	Minor Head	Sub-work	Detailed Head					
1	2	3	4	5	6	7	8	9



FORM IV.—COMPLETION REPORT—CONTD  
 SCHEDULE D

*Schedule of works of which no detailed estimates have yet been sanctioned but the construction of which is necessary for the completion of the Project*

Serial Number of item	CLASSIFICATION			Name of work	PROBABLE COST OF WORK			Total
	Minor Head	Sub-work	Detailed Head		Works	Establishment	Tools and Plant	
1	2	3	4	5	6	7	8	9

- (6) *Methods*—The methods proposed for carrying out the work, whether by lump sum contract, rate contract, petty contract, or departmental labour, or combinations of these.
- (7) *Establishment*—The number of Circles and/or Divisions required for construction and for operation after completion, with details of any provision made in the estimate for work-charged establishment when necessary.
- (8) *Construction Plant*—Any special methods of construction to be adopted, with reference to specifications and drawings and arrangements made for the necessary construction plant tools.
- (9) *Land*—Arrangements for the acquisition of Land, where necessary.
- (10) *Time*—Estimated dates of starting and completing the works.

(4) If the scheme concern Production, the aforesaid report should give a general description of the proposed works, including the source from which the supply is to be derived, e.g.,—

(a) in the case of a hydro-electric scheme :

the catchment area rainfall and run-off data, maximum and minimum flow data, available head, riparian and other interest affected if the river or canal is in an Indian State, head works, dams, reservoirs, tunnels, penstocks, power-station buildings, generating plant, control equipment, etc.,

and (b) in the case of a thermal generation scheme :

a description of the site selected for the power-station, with reasons for its selection, e.g., considerations regarding economic loading of system, transport facilities and water-supply, a general description of the main features of the generating plant and control equipment, with reasons, if any, for the adoption of any particular uncommon type of plant recommended.

Alternative schemes, if any such present themselves, should be examined and reasons given for the selection of the particular scheme recommended.

(5) If the scheme concerns Transmission, the aforesaid report should describe the main topographical features of the terrain through which the transmission line is to pass, the methods of surveying to be adopted, the length of span, the types of towers, conductors and insulators, river road and railway crossing, approach roads, compensation in respect of crops, trees and other property, transforming stations, including transformers, switchgear structure buildings, workshops and railway sidings, motor transport. For any works affecting Railway property—See paragraph 2.22.

## APPENDIX VI

(Referred to in paragraphs 2.29 and 2.122).

### RULES GOVERNING THE PREPARATION AND SUBMISSION TO THE PROVINCIAL GOVERNMENT OF ESTIMATES FOR THE CONSTRUCTION OF ELECTRICAL SUPPLY SCHEMES

#### *Classification of Works*

(1) Electrical Supply Projects for which capital accounts are kept are classified as either "Productive" or "Unproductive". The criteria to be adopted in deciding questions of classification are the same as given for Irrigation Projects in paragraphs 1 to 5 of Statement A to Appendix 4 to the Public Works Account Code. The interest should, however, be calculated at 5½ per cent.

#### *Preparation of estimate*

(2) The papers to be submitted with the project for an Electrical Supply Scheme consist of (i) a report, (ii) such plans, measurements, quantities, rates and specifications as may be necessary to enable the suitability of the designs and the adequacy of the estimated cost of the project to be adjudged upon, and (iii) an abstract classified under the heads prescribed in Rule 9 below bringing the various component items together. These documents together form what is called the "Estimate". As an Electrical Supply Scheme may be concerned with one or two of, or all, the three sub-heads of Production, Transmission and Distribution, the estimate should correspond with the system of classification laid down for the Commercial Administrative Accounts and should, therefore, comprise separate estimates under each of these three sub-heads as may be required.

(3) The aforesaid report should be framed under the following 10 heads :—

- (1) *History*—An account of the genesis of the proposed scheme and its general purpose, including references to previous correspondence, documents and specifications where necessary.
- (2) *Design*—Original and final designs with references to specifications, calculations and drawings where necessary.
- (3) *Scope*—An explicit statement of the work which is, and the work which is not covered by the estimate, and an indication of the arrangements being made for those portions not included in the estimate.
- (4) *Rates*—Explanation of how rates have been arrived at with references to the standard schedule of rates.
- (5) *Cost*—The resulting total cost of the work and a comparison with that originally provided for under any previous administrative sanction, or detailed estimates in case of revision. Allocation should also be given.

portions of the work. In particular analogies drawn from small works should never be relied upon for the preparation of larger projects.

- (h) All calculations of quantities and costs should be independently checked to obviate clerical errors.
- (i) When the circumstances of a project are such that there is reason to suspect that expenditure other than that which can be definitely foreseen at the time of framing the estimate may become necessary during the course of construction, provision to meet it under the head "Unforeseen Expenditure" should be made in the estimate. When this is done the circumstances should be fully explained in the report.
- (j) The revenue likely to be derived from a project should not be overestimated. The average energy consumed arrived at by analogy from similar works elsewhere should be the basis of the revenue estimates.

(8) The expenditure proposed to be incurred upon a project should in every case be restricted to the minimum amount necessary to ensure the success of the undertaking. Estimates should be framed with a view to the canon that every Public Officer should exercise the same vigilance in respect of expenditure incurred from Government revenues as a person of ordinary prudence would exercise in respect of the expenditure of his own money.

(9) The complete estimate for a project, besides including all expected direct charges (in which leave salary, Government Contributory Fund and pension charges should be taken into account) should, further, include as indirect charges the amount required to cover the capitalization of abatement of land revenue on the area occupied by the works and an allowance for the cost of audit and accounts. The direct charges should be classified under the appropriate minor heads of accounts,— *vide* page 140 of the List of Major and Minor Heads of Account issued by the Auditor-General, the minor head "Works" being sub-divided into appropriate detailed heads—see paragraph 2.44 and Appendix X of this Code. The cost of surveys, including expenditure incurred prior to the submission of the project, should be included in the estimate. An abstract framed on these lines in the form given in Form No. II appended to Appendix V of this Code should accompany every project submitted for sanction the detailed heads used being those prescribed in paragraph 2.44 and Appendix X of this Code.

(10) If it is known that the project will constitute the sole charge of one or more Superintending Engineers, or Executive Engineers the estimate of the cost of the Superintending Engineers and other Establishment should be framed in detail, a suitable amount being added to cover an adequate share of the cost of the Chief Engineer's establishment. Even where a Superintending Engineer's charge is not in question, the cost of the establishment required for the supervision of the construction of the project should ordinarily be estimated in detail,



(6) If the scheme concerns Distribution, the aforesaid report should give a list of the towns to be served by the scheme, with particulars of the locality, size, population, industries, railway and road facilities, water-supply and drainage amenities, etc. An estimate should be given of the number of consumers, connected load and annual consumption expected in each category of supply, e.g., General (including Domestic) Industrial, Bulk, Public Lighting, Irrigation Pumping, etc. The number of sub-stations should be stated and the kilowatt capacity of each. The estimated length of H.T. and L.T. mains also should be given, and the length of the Public Lighting lines and the minimum number of public lamps required.

(7) Special attention should be given to the following matters which have caused excesses in the past :—

- (a) The preliminary operations including the surveys should be completed as far as possible before the project estimate is submitted. It should be clearly stated, in each case, to what extent this has been done and what still remains.
- (b) In addition to the usual charge of 5 per cent for unforeseen contingencies, which percentage may, for reasons recorded, be increased if circumstances render it desirable, all incidental expenditure which can be foreseen, such as sheds for workmen and stores, etc., should be separately provided for in the estimate. The utilization of "over-all" rates intended to include such expenditure is to be deprecated.
- (c) The estimate of the cost of acquisition of land should receive special attention, and valuation should be obtained in every case from the District Officer concerned subject to the provisions of paragraph 2.82 of this Code.
- (d) The preparation of site for the erection of the requisite buildings, plant machinery, etc., and the cost of such buildings, plant and machinery and connected works.
- (e) The allowance, if any, for special tools and Plant. The inclusion of a lump sum for the purpose is generally to be deprecated and if this method is adopted the provision should be tested with reference to the probable cost of the actual plant required. The amount of credit expected under this head and the source whence, it will be obtained should be fully explained the account rule in paragraph 231 of the Public Works Account Code being carefully borne in mind.
- (f) Where the estimates of several structures of the same kind are derived from a single type design, the most unfavourable conditions likely to occur should not be overlooked.
- (g) Estimates framed on the basis of analogies from existing works are usually unreliable and before this method is adopted the correctness or otherwise of the analogy should be very carefully tested for selected

the minor head concerned in the Abstract Estimate, a register of sanctions may be maintained in Form II-A referred to in rule 23 of Appendix V when it becomes evident that the amount provided for such detailed head will be exceeded, the following rules should be observed :—

- (a) The Chief Engineer may transfer in the Project Estimates provision to meet such excesses from another detailed head of the same minor head on which a saving is expected.
- (b) Should it become evident that the amount provided in the abstract estimate for any detailed head under a Minor Head will be exceeded and the excess can be met from the savings from the amount provided for any other detailed head under that Minor Head, the Chief Engineer may readjust the amounts provided for the relevant detailed heads accordingly, but he should intimate the changes thus made to the Provincial Government. If, however, the excess under one Minor Head is to be met from the savings under another Minor Head in respect of the same project or estimate the Chief Engineer must report that fact immediately to the Provincial Government for sanction to the transfer of the amount from one to the other Minor Head.

*Modifications after accord of sanction by the Provincial Government*

(15) After the approval by the Provincial Government of the project, the Chief Engineer may, if necessary, and subject to the provisions of rule 14 above, modify the details of the works, provided that if any such modification is in the opinion of the Chief Engineer substantial a report of such modification should be made to the Finance Department through the Administrative Department of the Provincial Government.

NOTE.—Modifications will include abandonment of items included in the original estimate or provision of items not included therein, and an increase or reduction in the population to be served by the Project.

*Reports of probable excesses over the Project as a whole*

(16) Whenever it is ascertained that the expenditure upon any project sanctioned by the Provincial Government is likely to exceed the sanctioned amount by any amount greater than that which the Chief Engineer is empowered to pass a report should be made immediately by the Chief Engineer to the Administrative Department showing the probable amount of the excess and by the Administrative Department to the Finance Department without waiting for the revised estimate. Full explanations for the causes of the excess and of the probable effect on the financial results of the project, also the revised estimate if necessary should be submitted in due course. The Finance Department should be immediately informed if at any time during the course of construction it becomes probable that a work sanctioned as productive will fail in operation to satisfy the criterion which must be satisfied before it can be regarded as productive.

but the Chief Engineer may at his discretion calculate the provision for establishment in such a case on a percentage basis, provided that the percentages are justified by comparison with past actuals in the case of other similar projects. In the case of ordinary tools and plant either the actual anticipated cost or a reasonable percentage allowance based on past actuals may be entered in the estimate. See also paragraph 2.44 and Appendix X of this Code—Detail of overhead charges.

(11) No provision should ordinarily be made for the minor head "Suspense" as this head in the accounts represents services of a general character not necessarily pertaining to a particular project. If, however, one or more divisions are expected to be maintained exclusively for stock required for the project, provision for suspense may be included, but only to the extent of the balances likely to be outstanding under suspense on the date of closing the construction estimate.

#### *Nature of Sanction*

(12) The sanction accorded by the Governor for an Electrical Supply Scheme shall be regarded as in the nature of an administrative approval to the project and not as the final technical sanction to the detailed estimates for the works. Such technical sanction will be accorded by those officers of the Public Works Department to whom power has been delegated by the Provincial Government.

#### *Commencement of Work*

(13) It is a fundamental rule that no work shall be commenced upon an Electrical Supply Scheme to which these rules apply until the following conditions have been fulfilled :—

- (a) The approval of the Governor to the project has been obtained.
- (b) There is a sanctioned design and detailed estimate for the portion to be commenced.
- (c) Funds have been allotted for the work. When these conditions have been fulfilled the Chief Engineer is competent to authorize the commencement of construction.

#### *Technical Sanction*

(14) After a project has been sanctioned by the Provincial Government officer of the Electricity Branch to whom power has been delegated by the Provincial Government may sanction detailed estimates for component parts of the project against the amounts provided for the detailed head subordinate to

*Schedule A*—A statement showing, by works and sub-works, classified by minor heads and detailed head, the actual expenditure on works completed up to the date of the closure of the construction estimate.

*Schedule B*—A statement of works classified as in Schedule A which are within the scope of the sanctioned estimate and of which the detailed estimates have been prepared and sanctioned by competent authority, but which were incomplete or had not been begun on the date of the closure of the Construction Estimate.

*Schedule C*—A statement of works similarly classified, whether included in the construction estimate or not which have been sanctioned by competent authority between the date of closing the construction estimate, and the date of submission of the completion report.

*Schedule D*—A statement of works for which no estimates have been sanctioned up to the date of the submission of the Completion Report but the probable expenditure on which can be foreseen, and which are necessary to complete the project and are in its interest whether contemplated in the sanctioned Project Estimate or not, such as extension of Electricity to towns not contemplated in the sanctioned estimate.

*Schedule E*—A statement compiled as a combination of statements A, B, C and D. This statement should also show, for purposes of comparison, the sanctioned estimate by works and sub-works and by minor and detailed heads.

A report on the works executed up to the time of the closure of the construction estimate and an Index Map or Maps showing the Project as completed will accompany these documents. The Report will discuss the financial result already attained and expected in the future and will be accompanied by forecast financial statements in Form No. 1 appended to Appendix V, altered *mutatis mutandis* to suit the Electricity Branch based on Schedule E above, i.e., on the total anticipated ultimate expenditure on the Project.

Schedules A to E accompanying the Completion Report should initially be signed by the officer-in-charge of the Project who is particularly responsible for the figures in columns 5 to 9 of Schedule D and consequently column 10 of Schedule E, and countersigned as verified by the Accountant-General in token of verification of actuals and classification.

The financial statements should similarly be signed and counter-signed but in this case the Audit Officer should do so under the words "Actuals and Calculations Checked".

(23) These documents should ordinarily be forwarded within 6 months or in the case of an exceptionally large work within 12 months of the closure of the construction estimate. If this is not found possible within the period specified the Chief Engineer should within these periods report to the Finance Department through the Administrative Department the reason for the delay and when the documents may be expected.

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*Supplementary and Revised Estimates*

(17) Any development of a project thought necessary while the work is in progress which is not fairly contingent on the proper execution of the project as first sanctioned, must be covered by a supplementary project estimate accompanied by a full report of the circumstances which render it necessary. The abstract must show the amount of the original estimate and the total of the sanction required including the supplementary estimate.

(18) A revised estimate must be submitted when an original sanctioned estimate is likely to be exceeded by more than 5 per cent, and a second revised estimate when any excess is anticipated over a sanctioned revised estimate. The revised estimate should be accompanied by a comparative statement in Form No. III appended to Appendix V of this Code, altered *mutatis mutandis* to suit the Electricity Branch comparing the revised estimate with the latest existing sanction of competent authority, and by a report showing the progress made to date.

(19) When a revised or supplementary estimate is submitted under Rules 17 and 18, it should be accompanied by revised financial forecast statements as required in the case of an original estimate.

*Utilization of Completion Report as Revised Estimate*

(20) When excesses occur at such an advanced period in the construction of a project as to render the submission of a revised estimate purposeless the excesses may with the concurrence of the Finance Department be explained in the Completion Report. The adoption of this procedure in no way dispenses with the necessity for the immediate report of the excess required under Rule 16.

*Completion Reports*

(21) The construction estimate of an Electric Supply Project should be closed as soon as it is practically in full operation although there may be certain works provided for in the construction estimate which are either unfinished or *not* considered desirable to construct at once. The date of closing the construction estimates will be fixed by the Provincial Government in consultation with the Chief Engineer.

(22) \*As soon as the construction estimate has been closed, the Chief Engineer will prepare for submission to the Finance Department of the Provincial Government through the Administrative Department a completion report of the project comprising the following documents in Form No. IV appended to Appendix V of this Code:—altered *mutatis mutandis* to suit the Electricity Branch.

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\*Completion report in the form prescribed in this paragraph should be prepared only in respect of projects for which Government desires that such completion reports be prepared. For other projects the completion reports should be prepared in one or the other of the forms prescribed in paragraph 2.122 of the P.W.D. Code.

*Schedule A*—A statement showing, by works and sub-works, classified by minor heads and detailed head, the actual expenditure on works completed up to the date of the closure of the construction estimate.

*Schedule B*—A statement of works classified as in Schedule A which are within the scope of the sanctioned estimate and of which the detailed estimates have been prepared and sanctioned by competent authority, but which were incomplete or had not been begun on the date of the closure of the Construction Estimate.

*Schedule C*—A statement of works similarly classified, whether included in the construction estimate or not which have been sanctioned by competent authority between the date of closing the construction estimate, and the date of submission of the completion report.

*Schedule D*—A statement of works for which no estimates have been sanctioned up to the date of the submission of the Completion Report but the probable expenditure on which can be foreseen, and which are necessary to complete the project and are in its interest whether contemplated in the sanctioned Project Estimate or not, such as extension of Electricity to towns not contemplated in the sanctioned estimate.

*Schedule E*—A statement compiled as a combination of statements A, B, C and D. This statement should also show, for purposes of comparison, the sanctioned estimate by works and sub-works and by minor and detailed heads.

A report on the works executed up to the time of the closure of the construction estimate and an Index Map or Maps showing the Project as completed will accompany these documents. The Report will discuss the financial result already attained and expected in the future and will be accompanied by forecast financial statements in Form No. 1 appended to Appendix V, altered *mutatis mutandis* to suit the Electricity Branch based on Schedule E above, i.e., on the total anticipated ultimate expenditure on the Project.

Schedules A to E accompanying the Completion Report should initially be signed by the officer-in-charge of the Project who is particularly responsible for the figures in columns 5 to 9 of Schedule D and consequently column 10 of Schedule E, and countersigned as verified by the Accountant-General in token of verification of actuals and classification.

The financial statements should similarly be signed and counter-signed but in this case the Audit Officer should do so under the words "Actuals and Calculations Checked".

(23) These documents should ordinarily be forwarded within 6 months or in the case of an exceptionally large work within 12 months of the closure of the construction estimate. If this is not found possible within the period specified the Chief Engineer should within these periods report to the Finance Department through the Administrative Department the reason for the delay and when the documents may be expected.

(24) Subject to the restriction that the total expenditure against the project shall not exceed the amount sanctioned for the Project by an amount greater than that which he is empowered to pass, the Chief Engineer is competent to incur expenditure between the date of closing the construction estimate and that of the approval of the Completion Report by competent authority on—

- (a) Works entered in Schedules B and C.
- (b) Works entered in Schedule D within the limits of his power of sanctioning detailed estimates.

(25) On receipt of approval of competent authority to the Completion Report, works entered in Schedules B and C may be completed within Chief Engineer's power of sanctioning excesses over estimated amounts, any higher excess requiring the sanction of competent authority as usual.

The Chief Engineer may also, on receipt of such approval, sanction further outlay on other works against the open capital account of the Project within the limits and subject to the conditions in Rule 26 below.

*Open Capital Account*

(26) If subsequent to the closure of the Construction Estimate, it be found necessary to construct other works, whether included in the Construction Estimate or not, of which no detailed estimate had been sanctioned when the Construction Estimate was closed, the following procedure will be observed :—

- (a) Any work or group of connected works, the portion of the estimated aggregate cost of which chargeable to capital does not exceed the limits of the Chief Engineer's power, may be sanctioned by the Chief Engineer.
- (b) Revised and supplementary estimates for open capital works the original estimates of which were sanctioned by the Provincial Government may be dealt with by that authority.
- (c) The papers which should accompany a project estimate chargeable to the Open Capital Accounts of an existing Project and to which the approval of the Provincial Government is required will be the same as those prescribed in the case of an original project.

*Schedule A*—A statement showing, by works and sub-works, classified by minor heads and detailed head, the actual expenditure on works completed up to the date of the closure of the construction estimate.

*Schedule B*—A statement of works classified as in Schedule A which are within the scope of the sanctioned estimate and of which the detailed estimates have been prepared and sanctioned by competent authority, but which were incomplete or had not been begun on the date of the closure of the Construction Estimate.

*Schedule C*—A statement of works similarly classified, whether included in the construction estimate or not which have been sanctioned by competent authority between the date of closing the construction estimate, and the date of submission of the completion report.

✦  
*Schedule D*—A statement of works for which no estimates have been sanctioned up to the date of the submission of the Completion Report but the probable expenditure on which can be foreseen, and which are necessary to complete the project and are in its interest whether contemplated in the sanctioned Project Estimate or not, such as extension of Electricity to towns not contemplated in the sanctioned estimate.

*Schedule E*—A statement compiled as a combination of statements A, B, C and D. This statement should also show, for purposes of comparison, the sanctioned estimate by works and sub-works and by minor and detailed heads.

A report on the works executed up to the time of the closure of the construction estimate and an Index Map or Maps showing the Project as completed will accompany these documents. The Report will discuss the financial result already attained and expected in the future and will be accompanied by forecast financial statements in Form No. 1 appended to Appendix V, altered *mutatis mutandis* to suit the Electricity Branch based on Schedule E above, i.e., on the total anticipated ultimate expenditure on the Project.

Schedules A to E accompanying the Completion Report should initially be signed by the officer-in-charge of the Project who is particularly responsible for the figures in columns 5 to 9 of Schedule D and consequently column 10 of Schedule E, and countersigned as verified by the Accountant-General in token of verification of actuals and classification.

The financial statements should similarly be signed and counter-signed but in this case the Audit Officer should do so under the words "Actuals and Calculations Checked".

(23) These documents should ordinarily be forwarded within 6 months or in the case of an exceptionally large work within 12 months of the closure of the construction estimate. If this is not found possible within the period specified the Chief Engineer should within these periods report to the Finance Department through the Administrative Department the reason for the delay and when the documents may be expected.



(24) Subject to the restriction that the total expenditure against the project shall not exceed the amount sanctioned for the Project by an amount greater than that which he is empowered to pass, the Chief Engineer is competent to incur expenditure between the date of closing the construction estimate and that of the approval of the Completion Report by competent authority on—

- (a) Works entered in Schedules B and C.
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The Chief Engineer may also, on receipt of such approval, sanction further outlay on other works against the open capital account of the Project within the limits and subject to the conditions in Rule 26 below.

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- (a) Any work or group of connected works, the portion of the estimated aggregate cost of which chargeable to capital does not exceed the limits of the Chief Engineer's power, may be sanctioned by the Chief Engineer.
- (b) Revised and supplementary estimates for open capital works the original estimates of which were sanctioned by the Provincial Government may be dealt with by that authority.
- (c) The papers which should accompany a project estimate chargeable to the Open Capital Accounts of an existing Project and to which the approval of the Provincial Government is required will be the same as those prescribed in the case of an original project.

air, and in such circumstances it will also be advisable that the people should sleep on raised cots.

It is very important that there should be no overcrowding ; each person should be allowed at least 54 superficial feet and care should be taken to see that the huts are kept clean and in good order.

(b) As regards food, no special arrangements will be necessary in places where the work-people can draw their supplies from a neighbouring market without any difficulty.

Where no such facilities exist, it will be advisable to organize a bazar, and to see that the food provided is suitable both as regards quantity and quality. It is of importance also to secure a sufficient variety, and in addition to the ordinary staple articles of diet such as atta, rice, dal, ghee and condiments, such valuable additions to diet as meat, fowls, fruit and vegetables should not be omitted. A supply of good milk is necessary.

(c) Good and pure drinking water is of hardly less consequence than good food. Wells should be covered and fitted with some forms of apparatus for drawing water which does not necessitate the introduction into the well of any vessel or bucket handled by any individual.

A hand-pump or hand-persian wheel is a suitable form of apparatus.

If the only source of water-supply be a pond it should be adequately fenced off ; water should be pumped from it and led through clarification and chlorination tanks to a storage and distribution tank with taps.

(d) General cleanliness of the lines and their vicinity should be enforced. As the encampment will probably be constantly moving with the progress of the works, it is often impracticable to establish regular latrines. Under the circumstances, the trench system is most suitable. Every morning one or more fresh trenches should be dug according to the number of people to be provided for. They should not be deeper than one foot and should be covered in daily. The greatest dangers likely to arise from trench latrines are :—

(i) Contamination of water, and

(ii) Fly breeding.

In selecting a place for trenches, it is indispensable that they should be removed as far as possible, consistent with convenience, from the water-supply.

Fly breeding can be prevented if excreta be properly covered with dry earth immediately on deposition and the trench filled in at the end of each day.

## APPENDIX VII

[Referred to in paragraph 2.106 (2)]

## SANITARY RULES ON EXTENSIVE WORKS

1. On recruitment, members of a labour force, including women and children attached, should be vaccinated against smallpox and received anti-typhoid inoculation. Should cholera be present any where in the Province they should also receive anti-cholera inoculation.

Prior to engagement, inquiry should be made from individuals regarding bowel diseases, particularly chronic dysentery. Any individual suffering therefrom should be excluded from the force. Such individuals are uneconomic from a labour point of view and are a danger to the force as a whole. So also are individuals infected with malaria. Spleen examination should be carried out on all candidates for work and any one suffering from enlargement of spleen should be put under treatment with quinine.

Malaria is a particularly dangerous disease wherever large forces of labour are congregated and especially where labour has been imported into the area from outside and local conditions are such as to permit of mosquito breeding. Every effort should be made to prevent malaria occurring; *anti-mosquito* measures should be undertaken where necessary and every case of malaria, whether fresh or relapse, should be thoroughly treated with quinine.

Precautions should be taken in the course of construction work to avoid creating conditions conducive to mosquito breeding.

2. The great requisites for preserving the health of work-people may be conveniently considered under the following four heads, viz.,—shelter, food, water and conservancy. The measures which should be adopted on the actual appearance of disease, and specially of any disease likely to assume an epidemic form, will be separately discussed :—

(a) Huts of grass can be constructed at little expense in most parts of the country, and they will be sufficient for the accommodation of work people for short periods.

In erecting them, it is of great importance to select a good site. High ground removed from jungle, but well provided with trees, ought to be chosen wherever it is available. The neighbourhood of rank jungle grass or weeds is particularly to be avoided.

The huts themselves should be raised on an earthen plinth of 2 feet, and with open spaces of at least 10 yards between different rows. When a good natural site cannot be procured, the drainage should be particularly attended to. Whenever, owing to unavoidable circumstances, the huts occupy a situation in a low, swampy or otherwise unhealthy situation, the sides should be carefully and thinly plastered with mud so as to exclude the night

air, and in such circumstances it will also be advisable that the people should sleep on raised cots.

It is very important that there should be no overcrowding ; each person should be allowed at least 54 superficial feet and care should be taken to see that the huts are kept clean and in good order.

- (b) As regards food, no special arrangements will be necessary in places where the work-people can draw their supplies from a neighbouring market without any difficulty.

Where no such facilities exist, it will be advisable to organize a bazar, and to see that the food provided is suitable both as regards quantity and quality. It is of importance also to secure a sufficient variety, and in addition to the ordinary staple articles of diet such as atta, rice, dal, ghee and condiments, such valuable additions to diet as meat, fowls, fruit and vegetables should not be omitted. A supply of good milk is necessary.

- (c) Good and pure drinking water is of hardly less consequence than good food. Wells should be covered and fitted with some forms of apparatus for drawing water which does not necessitate the introduction into the well of any vessel or bucket handled by any individual.

A hand-pump or hand-persian wheel is a suitable form of apparatus.

If the only source of water-supply be a pond it should be adequately fenced off ; water should be pumped from it and led through clarification and chlorination tanks to a storage and distribution tank with taps.

- (d) General cleanliness of the lines and their vicinity should be enforced. As the encampment will probably be constantly moving with the progress of the works, it is often impracticable to establish regular latrines. Under the circumstances, the trench system is most suitable. Every morning one or more fresh trenches should be dug according to the number of people to be provided for. They should not be deeper than one foot and should be covered in daily. The greatest dangers likely to arise from trench latrines are :—

(i) Contamination of water, and

(ii) Fly breeding.

In selecting a place for trenches, it is indispensable that they should be removed as far as possible, consistent with convenience, from the water-supply.

Fly breeding can be prevented if excreta be properly covered with dry earth immediately on deposition and the trench filled in at the end of each day.

The importance of preventing fly-breeding cannot be overemphasised, since flies are carriers of deadly disease, particularly bowel diseases, such as dysentery, typhoid fever and cholera.

3. The precautions referred to in the foregoing paragraph, if carefully attended to, are calculated to safeguard the health of the people employed.

Should sickness occur in a labour force, those diseases which are liable to assume epidemic proportions require special attention. The more important of these are :—

Smallpox, cholera, plague, influenza and enteric, relapsing and cerebro-spinal fevers, but other infectious diseases require that special precautions be taken.

On the occurrence of a case of infectious disease the patient should be removed at once to an Infectious Diseases Hospital or Dispensary, if one exists in the neighbouring station, and the District Medical Officer of Health notified. The latter will arrange for the necessary measures to be undertaken for the immunization of contacts and the prevention of spread of the disease. If there be no special hospital or dispensary for the reception of such a case, the patient must be isolated in a separate hut well removed from the main camp. All communications between the case and the camp should be restricted to the absolute minimum. On termination of the illness, clothing, bedding and all other infected articles should either be thoroughly disinfected or destroyed by burning according to the instructions of the District Medical Officer of Health.

The occurrence of a case of cholera should at once be notified to the District Medical Officer of Health by telegram or through a special messenger. The patient should be isolated. Body discharges should be received in receptacles containing a suitable disinfectant and should be disposed of by burning or burial. All local sources of water-supply such as wells should be disinfected by treatment with potassium permanganate or chlorine according to the instructions of the Medical Officer of Health. Articles of food-and-drink must be protected from flies and dust, and all water and milk boiled before consumption. Uncooked food, particularly fruits and salads, should be avoided. All individuals should be inoculated against cholera as early as possible and contacts kept under surveillance for a period of at least a week. All cases of diarrhoea should be isolated, treated with Tomb's Essential Oil Mixture "A", and kept under observation.

Similar precautions must be observed on the occurrence of typhoid fever or dysentery.

Smallpox will not occur in a labour force if vaccination has been thoroughly carried out on recruitment.

All cases of malaria should receive adequate quinine treatment.

Should plague occur the strictest precautions must be taken at once to prevent its spread. Cases must be isolated, protective inoculation carried out and anti-rat and anti-flea measures instituted.

4. The following rules should be observed for the disinfection of bedding and clothing :—

- (1) All articles that may, by any chance, have come in contact with a case of infectious disease must be disinfected.
- (2) Straw, rags and articles of no value should be burnt.
- (3) Clothing, bedding, etc., should be completely immersed in boiling water and the water maintained at the boiling point for fifteen minutes ; the clothing etc., should subsequently be dried in the sun.
- (4) The cot, articles of furniture, the floor, etc., should be scrubbed with a solution of perchloride of mercury 1 : 1,000 or with a solution of Carbolic acid 1 : 20 or with a solution of Izal 1—600, and subsequently washed with soap and water and, if possible, dried in the sun.
- (5) The room should be thoroughly aired and the walls limewashed.

5. The general sanitation of the area in which a labour force is operating should be under the control of the District Medical Officer of Health and a subordinate Health Officer should be specially engaged to institute and supervise all health measures necessary for the well-being of the workers.

6. The question of general medical supervision apart from infectious disease has to be considered. It will be advisable that a Sub-Assistant or Assistant Surgeon with a small hospital should be attached to each large gang, or set of gangs, of work-people. In most cases, a central establishment will be sufficient for several miles of work. The hospital should be reserved for treating accidents and cases of a trifling nature, in which complete recovery may be soon expected. As a rule, it will be better to transfer the sick suffering from more severe illness to the neighbouring station where they can be better cared for. It is also necessary that the Assistant Surgeon or Sub-Assistant Surgeon should be under supervision. Whenever circumstances admit of it, the camp should be frequently visited by the Civil Surgeon of the District. Even when distant from his headquarters, it is very desirable that he should pay at least one visit in the month to ascertain that the Sub-Assistant or Assistant Surgeon is carrying on his duties properly. A weekly report should be submitted by the Sub-Assistant or Assistant Surgeon to the Civil Surgeon. He would thus be informed of what was going on, and on the occurrence of any emergency his services would always be available when called for by the Engineer-in-charge.

APPENDIX VIII

(Referred to in paragraphs 2.74, 4.20, 5.26 and 5.31)

STORE RULES FRAMED BY THE PUNJAB GOVERNMENT  
WITH INSTRUCTIONS REGARDING THE PREPARATION  
OF INDENTS

These rules shall regulate all future purchases of stores by all Departments and officers of the Government of the Punjab.

Punjab Government,  
Electricity and Industries Departments  
Resolution No. 4847.I.  
& L. 38/32634,  
dated 29th September, 1938.

2. The main features of the new rules consist in the assertion of a definite reference for stores produced and manufactured wholly or partly in India and of the utilization of the agency of the Indian Stores Department.

3. These rules should be taken as superseding the rules issued with Punjab Government, Finance Department Resolution No. 33118, dated the 10th November, 1926, as subsequently amended from time to time.

RULES FOR THE SUPPLY OF ARTICLES REQUIRED FOR  
THE PUBLIC SERVICE

PART I

PURCHASES IN INDIA

*Preamble*

The policy of the Government of the Punjab is to make their purchases of stores for the public service in such a way as to encourage the development of the industries of the country to the utmost possible extent consistent with economy and efficiency. In pursuance of this policy the following rules are

prescribed and except in the case of those Articles for the purchase of which special orders have been issued from time to time are applicable to all purchases of stores made through the Indian Stores Department and to all purchases of stores made by the Heads of Departments specified in Annexure A or by officers subordinate to them who are empowered to purchase stores, whether through the Indian Stores Department or otherwise :—

Rule 1—Conditions regarding quality and price being equal, preference in making purchases will be given in the following orders :—

Firstly, to articles which are produced in India in the form of raw materials, or are manufactured in India from raw materials produced in India ; further preference should be given to articles produced in the Punjab ;

Secondly, to articles wholly or partially manufactured in India from imported materials ; further preference should be given to articles produced in the Punjab ;

Thirdly, to articles of foreign manufacture held in stock in India ;

Fourthly, to articles manufactured abroad which need to be specially imported.

Even where conditions of quality and price are not equal, Heads of Departments should normally prefer articles which are produced in India in the form of raw material or are manufactured in India from materials produced in India, provided the quality is sufficiently good for the purpose and the price is reasonable. But the assent of the Finance Department will be required in all such cases, except where in any one case the total loss to Government involved in purchasing the more expensive article of Indian manufacture does not exceed Rs 200.

**Rule 2**—Save as provided in Rule 8 all articles required to be purchased for the public service shall be purchased on the condition that delivery shall be made in India for payment in rupees in India.

**Rule 3**—Tenders shall be invited in India, and abroad also when considered desirable, for the supply of all articles which are purchased under Rules 2 to 5, unless the value of the order to be placed is small or sufficient reasons, to be recorded in writing, exist which indicate that it is not in the public interest to call for tenders. No tender which fails to comply with the condition as to delivery and payment prescribed in Rule 2 shall be accepted.

**Rule 4**—All articles, whether manufactured in India or abroad, shall be subject to inspection before acceptance, and articles for which specifications and/or tests have been prescribed by competent authority shall be required to conform to such specifications and/or to satisfy the prescribed test or tests which may be carried out during manufacture or before/after despatch from the suppliers' premises.

**Rule 5**—Important plant, machinery and iron and steel work shall be obtained only from firms in India or abroad (as the case may be) approved by the Chief Controller of Stores, Indian Stores Department, and specified in the lists issued by him from time to time.

**Rule 6**—In the case of important construction works let out on contract, articles required for the construction of such works may be supplied by the contracting firm provided that when specifications and/or tests have been prescribed for such articles they shall conform to such specifications and/or shall satisfy such tests.

**Rule 7**—Nothing in these rules shall be deemed to prohibit the purchase of articles by one Department from another.

**Rule 8**—The articles enumerated in Annexure B, or any other articles of a special or unusual character, may, when suitable and economical purchase cannot be made in accordance with the preceding rules,



be obtained without reference to these rules, subject to the following conditions :—

- (a) Where the value of the purchase exceeds Rs. 1,000 for any one article or aggregates Rs 2,000 for a number of articles purchased at a time the purchasing officer shall place on record his reasons for not effecting the purchase in accordance with the preceding rules.
- (b) The purchasing officer may at his discretion, either obtain the article that he requires by indent on the India Store Department, London, or purchase it direct from manufacturers or dealers abroad. Where resort is had to direct purchase from manufacturers or dealers abroad, tenders shall, whenever practicable, be first obtained.
- (c) When articles are purchased abroad under this rule through the agency of the India Store Department, London, payment shall be made by that Department. In other cases payment shall be made :—
  - (i) in countries other than Great Britain and Northern Ireland direct to the suppliers by the purchasing officer by means of a bill of exchange to be obtained through the Accountant-General ;
  - (ii) In Great Britain and Northern Ireland, through the High Commissioner for India.

**Rule 9**—In the case of purchases made under these rules through the agency of the India Store Department, London, or direct from the manufacturers abroad, officers empowered to incur contingent expenditure and officers empowered to incur expenditure on stores debitable to works may continue to exercise full powers subject to the usual restrictions regarding budget appropriation.

In the case of purchases made in India under these rules they may exercise full powers of purchase subject to such money limits and such other conditions as may have been prescribed by Government from time to time in regard to specific articles or classes of articles, e.g. furniture, and subject to the usual restrictions regarding appropriations. Where it is necessary to enter into a formal contract for the purchase of stores, the sanction also of the person directed or authorized by the Governor under the provisions of sub-section (3) of section 175 of the Government of India Act, 1935, to make such contracts shall be obtained.

**Rule 10**—Departures from the rules in cases in which the departure is in the public interest will be sanctioned by the Administrative Department of the Secretariat after previous consultation with the Finance Department. Orders in these cases should be communicated to the Accountant-General through the Finance Department.

#### ANNEXURE A

(See preamble)

Department Buildings and Roads

- (2) Chief Engineer, Public Works Department, Electricity Branch.  
 (3) Chief Engineer, Public Works Department, Irrigation Branch.  
 (21) Secretary to Government, Punjab, Electricity and Industries  
 Departments. \* \* \* \*

## ANNEXURE B

(See Rule 8)

- (i) Seeds.  
 (ii) Cinchona bark.  
 (iii) Articles for experimental or research purposes required by officers approved by the Government of the Punjab from time to time up to a limit of £ 50 in each case. The Finance Department of the Punjab Government may in special cases remove the limit of £ 50 prescribed herein subject to the condition that no single article of which the estimated cost exceeds £ 50 shall be ordered from England otherwise than through the High Commissioner. A list of the officers thus approved is given in Annexure C. \* \* \* \*  
 (vi) Chemicals and scientific instruments which do not require careful inspection and testing, or which are of standard description usually quoted by well-known firms, provided that the articles cannot be procured from the Medical Stores Depots.  
 (vii) Articles required for His Excellency the Governor's residences in special and urgent cases. \* \* \* \*

## ANNEXURE C

- See item (iii) in Annexure B. \* \* \* \*  
 Principals of Technical and Industrial Institutes. \* \* \*

## PART II

## PURCHASES IN ENGLAND

Instructions regarding the Preparation of Indents on the India Store Department London, based on the Secretary of State's Despatch No. S.-10831/1924, dated 27th May, 1925.

1. On the front page of the indent, the following information should be given :—  
 (i) Head of Service (number and description), and whether "Central" or "Provincial" the name of the Province in the latter case being

given, e.g., "50—Civil Works—Central" or "50—Civil Works—Punjab, Provincial".

(i) Whether "Voted" or "Charged".

(ii) A certificate of funds in the following form:—

"Funds provided in the High Commissioner's budget for the financial year 19\_\_\_\_\_".

*N. B.*—If no provision exists in the High Commissioner's budget (although it may exist in the Indian portion of the budget of the Government), the indent should be accompanied either by a formal order transferring the necessary provision or by an intimation from or with the concurrence of Government that the indent may be complied with and that funds will be transferred to the High Commissioner's budget for the financial year concerned (the year being always stated).

2. It is not desired to restrict indentors to the use of a particular indent form, but it is suggested that the specimen form annexed might be adopted as a model where revision or reprint of existing forms is considered necessary.

3. Indent should be sent in sextuplicate. If the indent is accompanied by lengthy specifications, three copies of the later will suffice. If the indent is accompanied by drawings, these should be tracings. If for any reason tracings cannot be sent, not less than six ferro-prints are desirable.

4. Indents may be either printed or type-written, but should not be in manuscript.

*Note.*—As already decided in Finance Department, Memo No. 2163-F., dated 21st January, 1924 type-written skeleton forms of indents should be used.

5. Charges for all stores shall be passed through the current account for final adjustment in India. A certificate should be given on every indent that the necessary funds are available in India.

6. In the case of demands made by telegram, all essential data should be included, also the address to which the stores are to be despatched, the estimated cost, the head of service, and intimation that provision is included in the High Commissioner's budget.

7. Indents should be transmitted as early as possible in the financial year in which the funds are provided, and, wherever practicable, should be despatched from India so as to arrive in London by at the latest the 30th November. No usual purpose is served by certifying against the grant for a given financial year indents which are sent forward so late that they obviously cannot be complied with and paid for within the financial year.

8. Indents sent forward in one financial year which are to be met from funds which are expected to be provided in the budget for the ensuing financial year should invariably state either (a) that orders are not to be placed until the funds have been voted or sanctioned, or (b) that the Government concur in the orders being placed in anticipation of the necessary provision being made in the budget for the ensuing year (it being of course, understood that no payments will actually be made before the commencement of the financial year in which the necessary provision is made).

9. Each item should be separately priced, in pounds sterling, and additions should be made at the end of the indent for the estimated cost of freight, and, where applicable, for departmental expenses, etc. Shillings and pence should be omitted where this can conveniently be done. No items should be left unpriced, a rough estimate being inserted where reliable information of the cost is not

10. Each indent should be confined to one financial year and to one head of service.

11. When sending to the India Store Department London, indents which are subject to financial limits, a separate limit should be shown for each item. In such cases it is preferable to state that the limit of the sum allotted for each item should not be appreciably exceeded rather than to impose an absolute limit which must not be exceeded. It is advisable in these cases to leave it to the discretion of the Director-General whether—

- (i) stores under any one item should be purchased up to the limit of the amount allotted against the item and the balance of the item referred to India for further instructions, or
- (ii) the whole item should be referred to India before any order is placed, or
- (iii) the item should be ordered in full when it is known that savings more than covering the excess have been effected in the purchase of other items in the same indent.

12. The date by which the stores are required to be landed in India should be stated definitely. Vague phrases such as "urgently required", "as soon as possible", etc., should not be used. A brief explanation of the urgency should be furnished when necessary, especially in cases where the success of a scheme depends upon the early arrival of stores.

13. The address to which the stores are to be consigned should be clearly stated and should, preferably, consist of:—

- (1) the name of the Department or title of officer ;
- (2) the town ;
- (3) the Indian port of landing.

14. The items should be numbered consecutively, only a single series of numbers being used in an indent. This applies also to indents sent in the forms of a letter.

15. When demands have been made by letter or telegram, confirming indents are unnecessary and should not be sent.

16. When correspondence has taken place between indenting officers and manufacturers or direct quotations obtained, it is essential that copies of such correspondence should accompany the indent.

17. When it is desired that supply should be restricted to a particular firm, a specific statement to that effect should be made in the indent, and the reason stated briefly for the information of the High Commissioner. As it is necessary that competition in supply must be obtained wherever practicable,

such restrictions should be exceptional. Catalogue references and references to previous supplies are very useful, but, in the absence of any special marginal note, are interpreted as merely indicating the type or description of article required. The date of any catalogue quoted should be given.

18. When indenting for plant, machinery or electrical apparatus, the purpose for which it is required should be stated as fully as possible or reference given to previous suitable supply. In the absence of information to the contrary it is assumed that the latest model or type of the machine demanded will be acceptable. If for any reason an exact duplicate of an old type is required this should be stated.

19. Indents for spare parts should be compiled from maker's spare parts catalogues, where available, and care should be taken to quote the correct symbol number and nomenclature or code word applicable to the particular type of engine or plant. The maker's number of the machine should also be stated. Failing this, the date and source of original supply should be given.

20. Supplies of certain bulky articles, such as stoneware pipes, rainwater pipes, light castings, etc., are usually sent out unpacked, a percentage increase being made to the quantity actually required in order to cover possible breakages in transit. When such addition has been made by the Indenting Officer, the indent should be noted to that effect. In the absence of such note, the addition will be made by the Store Department.

21. When drawings are asked for in indents, they are usually despatched immediately after the plant has been inspected and approved. When advance drawings are required for foundations or other reasons, the demand should be noted accordingly. Instructional and erection drawings should always be asked for when demanding unfamiliar or complicated plant and machinery.

22. The stores should be examined immediately on their receipt at destination, and, whenever possible under the personal supervision of a responsible officer.

23. Particular attention should be given to the instructions on the front of the Packing Account, which should be in the hands of the Supervising Officer during the examination of the stores.

24. If stores are found to be in accordance with the particulars in the Packing Account, a receipt should be furnished in the following terms :—

“Stores received.....(date) and examined.....  
(date) found to be correct as to quantity and in accordance with the  
particulars in this Packing Account.”

25. All articles not enclosed in packages or loose bulk consignments, are held to have been counted or weighed by the master of the vessel on shipment consequently any discrepancy should first be referred to Port Officer, with an enquiry whether the ship discharged the full quantity.

26. Should any articles appear to have original defects, samples, upon which judgement may be formed, should in all cases be sent to the Director-General, India Store Department, with the complaint whether it relates to quality or to pattern.

27. If any article not described in the Packing Account be received, full particulars thereof should be entered in the Packing Account and reported by letter to the Director-General, India Store Department.

28. The Packing Account should in all cases be signed by the Senior Officer of the Department at the station to which the stores are consigned.

29. When any discrepancy, except as provided for in paragraph 30 is found on receipt of the stores, and especially where early replacement is required, the earliest possible intimation may be made by letter addressed to the Director-General, India Store Department, Lambeth, London, and a reference to this letter noted on the Packing Account. This letter should quote the shipping number of package and name of steamer by which the stores were shipped. In the case of damage, the report should state whether it is considered to be due to defective packing or to rough handling in transit and in what condition the case containing the stores was received by the consignee. In the case of deficiency it should in addition state whether the case showed any indication of pilfering in transit and whether the weight on receipt agreed with the weight shown on the Packing Account.

30. When discrepancies are discovered and are considered not of sufficient importance to be reported, having regard to the value, nature of the stores and percentage of Loss, the receipt of the Packing Account should be qualified as follows :—

“Except for sundry trifling discrepancies on which no action is required”. Reports of trivial discrepancies or breakages should be avoided, since correspondence with suppliers in cases in which the value involved is trivial is liable to prejudice the settlement of more important claims.

31. It should invariably be stated in Reports and Packing Accounts whether replacement is required or not. In ordinary circumstances, replacement will not be made unless specially asked for.

#### *Estimates of Expenditure in England*

32. These estimates represent the charges to be incurred in England, on behalf of the Punjab Government, by the High Commissioner for India on stores purchased or payable in England.

#### *Stores*

33. The Budget estimate of stores will be based on forecasts prepared by the Government and forwarded to the High Commissioner in the manner prescribed in Rule 34 following, and may be modified, if necessary by the High Commissioner with reference to more up to date information at his disposal as regards prices, etc., and with reference to the estimated carry over of previous year's indents.

34. Various indenting departments of the Government will prepare and forward annually forecasts of the value of their probable requirements in respect of stores which under the rules governing the supply of stores for the public service will be procured from England during the ensuing financial year. For purpose of these forecasts, stores should be divided into two categories, viz :—

- (1) consumable stores such as drugs, chemicals and such ordinary apparatus as from its frequent and general use is liable to breakage and regular replacement, and
- (2) special apparatus (including, e.g., microscopes models and costly materials for specialized investigations) the purchase of which does not frequently occur.

The forecast will be in Form A (Form B.M. 19) annexed to these rules, and will be submitted in two parts (i) for ordinary expenditure, (ii) for new expenditure, to the Government in the Finance Department through the Administrative Department not later than 15th October in the year preceding that to which it relates. Annual allotments fixed by Government for stores falling in category (i) should be included in the forecasts under a separate head 'ordinary recurring expenditure.' For stores falling in category (ii), an itemwise list of proposed purchases should be submitted with suitable explanatory remarks for consideration of the Government in the Administrative Department. The total approved by Government in the Administrative Department will be basis of the budget provision. The items falling in category (ii) will be treated as items of new expenditure. The serial number of an item in the forecast should be its budget number and reference should be made to it in the subsequent indent. When in the course of a year unforeseen emergency demands arise for stores falling in category (ii), indents should be sent with the previous approval of the Government in the Administrative Department. With the forecast for the budget year a revised forecast for the current year will be submitted in duplicate in Form B (Form B.M. 20). As regards ordinary expenditure the estimates should be carefully framed on the basis of previous experience, modified to meet the known or probable requirements of the ensuing year. The amounts entered in the forecasts should invariably be given in English money. It should be remembered that all charges paid at ports or elsewhere in India in connection with stores obtained from England, including now any customs duty payable, should be treated as Indian expenditure. These estimates are intended to show the probable amount expended in England in the financial year next following the date of their receipt, and as an interval must of necessity elapse between the arrival of an indent and the payment for stores demanded therein, it may, as a general rule, be assumed in their preparation that stores for which indents are received in the India Office after January 1 in any financial year will not be paid for until the following year. Hence indents should not be despatched between December 15 and the date of communication of grants without consulting Government as they anticipate the vote of the Assembly. The forecasts will be consolidated by the Finance Department, and the consolidated statements forwarded to the High Commissioner so as to reach him by the first mail in November.





FORM B  
Major Head : Revised Forecast of Stores to be purchased through the High Commissioner during 19— 19

1 Serial No. of item	2 Minor Head	3 Primary unit of appropri- ation	4 Description of item	5 ESTIMATED COST IN STERLING		6 Total for Primary unit	7 Total for Minor Head	8 REMARKS
				Price	Freight			
			Total of Major Head					

NOTE. (1) In columns (1), (2), (3) and (4) the entries in the original forecast will be repeated whether the items have been ordered or not and whether the items will be required or not.  
 (2) For items that have been ordered in time for payment within the year, or will be so ordered, column 5 will be filled in the revised estimate of cost being shown. In the remarks column it should be stated whether the item has been ordered or will be ordered. For items that have been ordered, the numbers, dates and Code words of the indents should be quoted.  
 (3) For items that are not required, or have not, or cannot, be ordered in time for payment within the year, column 5 will be blank and in the remarks column an entry "not required" or repayment will not be made within the year. column 5 will be blank.  
 (4) When the entries of the original estimate have been filled in, additional items not entered in the original estimate should be entered, the serial order being continued. These additional entries should include all items that have been ordered and delivered within the year and all items that have been or will be ordered, in time for payment within the year. They should not include any item in which payment will not be made within the year. The remarks column should show whether an indent has been sent or will be sent.

## APPENDIX IX

[ Referred to in paragraph 2.75 (2) ]

### INSTRUCTIONS FOR THE GUIDANCE OF SUPERINTENDING ENGINEERS ACTING AS ARBITRATORS

1. It should be remembered that reference to arbitration is intended to be an expeditious, inexpensive and decisive method of settling a dispute relating to a contract without resort to the dilatoriness, intricacies and complications of civil litigation. The Superintending Engineer when moved as arbitrator should, keeping these principles in view, do justice to the claims of both sides within the limitations imposed by the clause which empowers him to act.

2. The points which Superintending Engineer *qua* arbitrator should bear in mind in settling a dispute are as follows :—

- (a) 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 Indian 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.
- (b) He should thereafter, before arriving at, or in any case before recording any decision, give each side further 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 on any hearing, of which he has had due notice, the arbitrator may proceed *ex-parte* after recording a formal order to that effect. The Superintending Engineer should keep a brief 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 record briefly the statements of witnesses. But subject to these observations the proceedings may be conducted without any special formalities.
- (c) When the dispute is ripe for decision the Superintending Engineer should give a decisive award, and should avoid any vagueness or indefiniteness which might render the award incapable of execution. Here it should be noted that the law does not require any reasons to be recorded in justification of his decision.
- (d) In giving his decision the arbitrator must confine himself to the matters referred to him for arbitration. He should refrain from giving any decision on matters not referred to him for arbitration.

Particular care should be taken to decline to make an award on any matter which does not fall within the terms of the contract and on claims to which Government have not already agreed, e.g., claims of an extraordinary nature such as claims for a bonus for extra labour employed in completing a work before the contractual period at the request of the Engineer-in-charge of the work or claims for compensation where work has been brought to a stand still through no fault of the contractor. In such cases the claimant should be merely directed to submit his claim to the proper authority for consideration of Government as the claim falls outside the arbitrator's jurisdiction.

- (e) In giving his decision the arbitrator should apply the principle of justice, equity and good conscience ; and refrain from any intricate legal or general discussions. He should, as far as possible, abstain from reference as to matters outside the scope of the particular contract which he is called on to interpret.
- (f) If at any time prior to signing the award the arbitrator receives notice of the fact that a suit has been lodged relating to matters referred to arbitration, the arbitrator should at least pause sufficiently to ascertain whether a suit has been lodged prior to the reference to arbitration and, if so, or in any case if restrained by injunction, postpone all further proceedings unless or until the suit is stayed.
- (g) If under Article 12 of the Stamp Act the decision of an arbitrator when recorded will require stamp he should inform the parties of the amount (referring the question if in doubt to the local Collector) and leave the instrument unsigned until one or other party provides the amount payable.

3 The necessity for these instructions will be apparent from a reference to sections 20 and 21 of the Second Schedule of the Civil Procedure Code (of the corresponding provisions of the Indian Arbitration Act where applicable). It is open to either party on the award being announced to move a civil court having jurisdiction to pass judgment according to the terms of the award ; and the civil court when thus moved is bound to decree the award as made by the arbitrator, unless the opposite party can show that the award should be remitted or set aside for any of the reasons given in sections 14 and 15 of the Second Schedule of the Civil Procedure Code, etc. If, however, the Superintending Engineer conforms, to the directions suggested, there will be in practice no ground for remission unless (a matter which is outside the Superintending Engineer's control) it should subsequently be made to appear that either party has been guilty of fraudulent concealment or of wilfully misleading the arbitrator.

4. Subject to these observations the decision of the Superintending Engineer as arbitrator would be final and binding on both parties.

5. Intimations regarding awards made by Superintending Engineer should in all cases be sent to the Accountant-General, Punjab, for audit purposes.

6. The award made by an arbitrator is binding on both parties and there can be no question of the Audit Department or of Government criticising the action of the arbitrator unless misfeasance or malfeasance is so clearly apparent as to render it imperative for Government to take legal action to have the award made by the arbitrator set aside. As, however, it is desirable that the Audit Department should be in a position to ascertain whether the arbitration proceeding resulted from the failure of the Departmental Officers concerned to carry out their duties properly, it is necessary to acquaint the Accountant-General, Punjab, with the entire circumstances necessitating a reference to arbitration. To enable this to be done, the department in which a case is referred to arbitration should in future prepare a memorandum showing the full facts dealing with the circumstances leading up to arbitration and stressing whether or not there has been any failure on the part of any Departmental officers concerned which has contributed to the need for arbitration. The memorandum should be prepared as soon as arbitration proceedings are completed and sent to the Finance Department for consideration and then, on receipt of the latter's observations, forwarded to the Accountant-General, Punjab, to enable him to decide whether or not the case is a fit one for report to the Legislative Assembly through his Appropriation Accounts.

See A/C  
No. 21 dated  
the 13th  
November  
1957.

**APPENDIX X**

(Referred to in paragraph 2.44.)

**ABSTRACT ESTIMATE OF COST**

*Major Head : 79—Capital Outlay on Electric Schemes—I—H.E. Schemes*

*Sub-Major Head : Electric Supply Project.*

*Minor Head : W (Works).*

No.	Detailed Heads	Cost in Rupees	
		A—Main Distribution System	B—Local Distribution System
1	Preliminary expenses ..		
2	Land ..		
3	Telephone System ..		
4	Quarters ..		
5	Buildings (excluding quarters) ..		
6	Substation equipment ..		
7	Mains ..		
8	(i) General Service connections ..		
	(ii) General service meters ..		
9	(i) Industrial services connections ..		
	(ii) Industrial services meters ..		
10	Public lighting ..		
	Total ..		

*Sub-Head : No. (O)—Overhead Charge.*

No.	Detailed Heads	Cost in Rupees	
		A—Main Distribution System	B—Local Distribution System
1	Establishment ..		
2	Tools and Plant ..		
3	General Charges ..		
	Total ..		

DETAILS OF WORKS AND CHARGES INCLUDED IN DETAILED HEADS OF EXPENDITURE  
IN THE ABSTRACT ESTIMATE OF COST ACCOMPANYING  
PROJECT ESTIMATES

*Sub-Head : (W) Works.*

1. *Preliminary Expenses*—Surveys and Preliminary Investigations.
2. *Land*—All expenditure connected with land acquisition for quarters, buildings, feeders and mains (i.e., cost of land and compensation for any buildings, trees, crops, etc., including law charges incidental to acquisition and after adjusting sale proceeds on account of wood, building material, etc., obtained by clearing the land acquired) ; but this Detailed Head does not include compensation payable for damages to buildings, trees crops, etc., arising from the placing of power lines under section 10 of the Indian Telegraph Act, such compensation being debitable to the works concerned.
3. *Telephone System*—Telephone lines and instruments installed by the Branch.
4. *Quarters*—Residential Buildings, including (a) enclosure walls, (b) internal electrical wiring, service and meter, (c) water installation (piping from main to house including house fittings), (d) sanitary installation including latrines and bathing places, (e) internal roads, and (f) drainage.
5. *Buildings (excluding quarters)*—Offices, stores, switch houses sub-stations and all other buildings (excluding only quarters), including (a) transformer plinths, (b) cable trenches, (c) switchgear foundations, (d) enclosure walls, (e) fencing, (f) internal and external electric installations, (g) water installation (well, pump, water tower and mains), (h) sanitary installations (if any), (i) internal and approach roads, (j) internal and external drainage systems, (k) levelling site and (l) gardens.
6. *Sub-station equipment*—Electrical equipment for sub-stations including (a) transformers, (b) switchgear, (c) supporting steel-work, (d) internal cables, (e) earthing system, (f) protecting screens and (g) special lifting and transporting appliances for circuit-breakers and transformers.
7. *Mains*—High pressure feeders between sub-stations and 400 and 230 volt distributing mains, including (a) poles, cross arms, insulators, pole fittings, all conductors, link and junction boxes, sectionalising fuses and/or switches, ground wires, earthing cradles, etc., (b) cables not wholly contained in sub-stations, (c) railways crossing, (d) connections to feeders and distributing mains, (e) lightning arresters, (f) earthing devices, and (g) compensation payable for damage to buildings, trees, crops, etc., arising from the placing of the feeders of distributing mains under the Indian Telegraph Act.
8. (i) *General Services : connections*—Connection between a distributing main and the consumer's installation, including all conductors, insulators, supports, link, fuse boxes or switches, fuses, ground wires, meter box, etc.,

(NOTE.—A distributing main is any conductor designed to supply two or more consumers and forming part of a distribution system between a sub station and consumers service connections.)

excluding only the meter. Normally general services will be single phase but 3-phase general services may be required in exceptional cases.

8. (ii) *General Services : meters*—Service Meters.

9. (i) *Industrial Services : connections*—Connection between a distributing main and the consumer's installation, including all conductors, insulators, supports, earth wires, meter box, etc., excluding only the meter. Normally industrial services will be three-phase, four-wire, but singlephase industrial services may be required in exceptional cases.

9. (ii) *Industrial Services : meters*—Service meters including potential and current transformers (if necessary).

10. *Public Lighting*—Street lighting installation including (a) Street lamps brackets and wiring to the street lighting mains, (b) aerial street lighting mains, including conductors and insulators, usually supported on existing crossarms, (c) cable street lighting mains, (d) meters, time switches and cutouts, (e) section-alizing fuses or switches in mains, and (f) any special poles and/or supports for carrying street lamps where mains do not exist.

*N.B.*—(1) It is to be noted that under all work heads any additional provision of 5 per cent should be made for contingent expenditure ; also an additional provision of 1 per cent on cost of materials ordered through the Indian Stores Department to cover inspection charges.

(2) In the case of sterling purchases (i.e., materials purchased through the Director-General, India Store Department, London), care must be taken to add the customs duties as prescribed in the current Tariff Schedules.

*Sub-Head : (O) Overhead Charges.*

1. *Establishment*—Unless the Government direct otherwise, to be taken at 10 per cent on cost of works to cover supervision charges (direction and executive) and share of provident fund charges of permanent establishment.

2. *Tools and Plant*—Unless the Government direct otherwise, to be taken at 2 per cent on cost of works.

3. *General Charges*—These include (a) audit and account charges, 1 per cent on cost of works, (b) interest charges, 6 per cent per annum on expenditure during period of construction, (c) compensation for injuries and damages, an arbitrary allowance, (d) general contingencies, covers 1 per cent of Indian Stores Department Charges on materials purchased through the Indian Stores Department plus an arbitrary allowance for miscellaneous contingencies which are not debitable directly to works, and (e) capitalized abatement of land revenue to be taken at 20 times the land revenue to which the land is assessed.

**APPENDIX XI**

(Referred to in Paragraph 2.45 IV)  
*Form of Register of Expenditure against Open Capital Account.*

Serial No.	Name of work	Sanctioning authority	Amount sanctioned	Register No. of estimate	Reference to completion report	Date fixed for completion	If the work is not completed by the fixed date (column 7) or within the amount sanctioned (column 4) reference to sanction/sanctions of the competent authorities	Completed cost	Date of completion	REMARKS
1	2	3	4	5	6	7	8	9	10	11



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(This index has been compiled solely for the purpose of assisting references. No expression used in it should be considered as in any way interpreting the rules.)

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AND THE NUMBERS OF THE CORRESPONDING PARAGRAPHS  
IN THIS EDITION OF THE CODE

Paragraph of the 2nd Edition (2nd reprint)	Corresponding paragraphs in this edition	Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition	Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition
CHAPTER I		CHAPTER I—contd.		CHAPTER I—contd.	
1.1	1.1	1.30	1.29	1.59	1.57
1.2	1.2	1.31	Cancelled	1.60	1.58
1.3	1.3	1.32	1.30	1.61	1.59
1.4	1.4	1.33	1.31	1.62	1.60
1.5	1.5	1.34	1.32	1.63	1.61
1.6	1.6	1.35	1.33	1.64	1.62
1.7	1.7	1.36	1.34	1.65	1.63
1.8	1.8	1.37	1.35	1.66	1.64
1.9	1.9	1.38	1.36	1.67	1.65
1.10	1.10	1.39	1.37	1.68	1.66
1.11	Cancelled	1.40	1.38		
1.12	1.11	1.41	1.39	1.69	1.67
1.13	1.12	1.42	1.40	1.70	1.68
1.14	1.13	1.43	1.41	1.71	1.69
1.15	1.14	1.44	1.42	1.72	1.70
1.16	1.15	1.45	1.43	1.73	1.71
1.17	1.16	1.46	1.44	1.74	1.72
1.18	1.17	1.47	1.45	1.75	1.73
1.19	1.18	1.48	1.46	1.76	1.74
1.20	1.19	1.49	1.47	1.77	1.75
1.21	1.20	1.50	1.48	1.78	1.76
1.22	1.21	1.51	1.49	1.79	1.77
1.23	1.22	1.52	1.50	1.80	1.78
1.24	1.23	1.53	1.51	1.81	1.79
1.25	1.24	1.54	1.52	1.82	1.80
1.26	1.25	1.55	1.53	1.83	1.81
1.27	1.26	1.56	1.54	1.84	1.82
1.28	1.27	1.57	1.55	1.85	1.83
1.29	1.28	1.58	1.56	1.86	1.84

Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition	Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition	Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition
<i>CHAPTER I—concl'd</i>					
1.87	1.85	1.117	1.115	1.147	1.145
1.88	1.86	1.118	1.116	1.148	1.146
1.89	1.87	1.119	1.117	1.149	1.147
1.90	1.88	1.120	1.118	1.150	1.148
1.91	1.89	1.121	1.119	1.151	1.149
1.92	1.90	1.122	1.120	1.152	1.150
1.93	1.91	1.123	1.121	1.153	1.151
1.94	1.92	1.124	1.122	1.154	1.152
1.95	1.93	1.125	1.123	1.154-A	1.153
1.96	1.94	1.126	1.124	1.155	1.154
1.97	1.95	1.127	1.125	1.156	1.155
1.98	1.96	1.128	1.126	1.157	1.156
1.99	1.97	1.129	1.127	1.158	1.157
1.100	1.98	1.130	1.128	1.159	1.158
1.101	1.99	1.131	1.129	1.160	1.159
1.102	1.100	1.132	1.130	1.161	1.160
1.103	1.101	1.133	1.131	1.162	1.161
1.104	1.102	1.134	1.132	1.163	1.162
1.105	1.103	1.135	1.133	1.164	1.163
1.106	1.104	1.136	1.134	1.165	1.164
1.107	1.105	1.137	1.135	1.166	1.165
1.108	1.106	1.138	1.136		
1.109	1.107	1.139	1.137		
1.110	1.108	1.140	1.138		
1.111	1.109	1.141	1.139		
1.112	1.110	1.142	1.140		
1.113	1.111	1.143	1.141		
1.114	1.112	1.144	1.142		
1.115	1.113	1.145	1.143		
1.116	1.114	1.146	1.144		

Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition	Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition	Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition
CHAPTER II		CHAPTER II— <i>contd.</i>		CHAPTER II— <i>contd.</i>	
2.1	2.1	2.32	2.32	2.63	2.63
2.2	2.2	2.33	2.33	2.64	2.64
2.3	2.3	2.34	2.34	2.65	2.65
2.4	2.4	2.35	2.35	2.66	2.66
2.5	2.5	2.36	2.36	2.67	2.67
2.6	2.6	2.37	2.37	2.68	2.68
2.7	2.7	2.38	2.38	2.69	2.69
2.8	2.8	2.39	2.39	2.70	2.70
2.9	2.9	2.40	2.40	2.71	2.71
2.10	2.10	2.41	2.41	2.72	2.72
2.11	2.11	2.42	2.42	2.73	2.73
2.12	2.12	2.43	2.43	2.74	2.74
2.13	2.13	2.44	2.44	2.75	2.75
2.14	2.14	2.45	2.45	2.76	2.76
2.15	2.15	2.46	2.46	2.77	2.77
2.16	2.16	2.47	2.47	2.78	2.78
2.17	2.17	2.48	2.48	2.79	2.79
2.18	2.18	2.49	2.49	2.80	2.80
2.19	2.19	2.50	2.50	2.81	2.81
2.20	2.20	2.51	2.51	2.82	2.82
2.21	2.21	2.52	2.52	2.83	2.83
2.22	2.22	2.53	2.53	2.84	2.84
2.23	2.23	2.54	2.54	2.85	2.85
2.24	2.24	2.55	2.55	2.86	2.86
2.25	2.25	2.56	2.56	2.87	2.87
2.26	2.26	2.57	2.57	2.88	2.88
2.27	2.27	2.58	2.58	2.89	2.89
2.28	2.28	2.59	2.59	2.90	2.90
2.29	2.29	2.60	2.60	2.91	2.91
2.30	2.30	2.61	2.61	2.92	2.92
2.31	2.31	2.62	2.62	2.93	2.93

Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition	Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition	Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition
<i>CHAPTER II—contd.</i>		<i>CHAPTER II—Concl'd</i>		<i>CHAPTER III—concl'd</i>	
2.94	2.94	2.125	2.125	3.21	3.23
2.95	2.95	2.126	2.126	3.22	3.24
2.96	2.96	1.127	2.127	3.23	3.25
2.97	2.97	2.128	2.128	3.24	3.26
2.98	2.98	2.129	2.129	3.25	3.27
2.99	2.99	2.130	2.130	3.26	3.28
2.100	2.100	2.131	2.131	3.27	3.29
2.101	2.101	2.132	2.132	3.28	3.30
2.102	2.102	2.133	2.133	3.29	3.31
2.103	2.103	<i>CHAPTER III</i>		3.30	3.32
2.104	2.104	3.1	3.1	3.31	3.33
2.105	2.105	3.2	3.2	3.32	3.34
2.106	2.106	3.3	3.3	3.33	3.35
2.107	2.107	3.4	3.4	<i>CHAPTER IV</i>	
2.108	2.108	3.5	3.5	4.1	4.1
2.109	2.109	3.6	3.6	4.2	4.2
2.110	2.110	3.6-A	3.7	4.3	4.3
2.111	2.111	3.7	3.8	4.4	4.4
2.112	2.112	3.8	3.9	4.5	4.5
2.113	2.113	3.9	3.10	4.6	4.6
2.114	2.114	3.10	3.11	4.7	4.7
2.115	2.115	3.11	3.12	4.8	4.8
2.116	2.116	3.12	3.13	4.9	4.9
2.117	2.117	3.12-A	3.14	4.10	4.10
2.118	2.118	3.13	3.15	4.11	4.11
2.119	2.119	3.14	3.16	4.12	4.12
2.120	2.120	3.15	3.17	4.13	4.13
2.121	2.121	3.16	3.18	4.14	4.14
2.122	2.122	3.17	3.19	4.15	4.15
2.123	2.123	3.18	3.20	4.16	4.16
2.124	2.124	3.19	3.21	4.17	4.17
		3.20	3.22		

Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition	Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition	Paragraphs of the 2nd edition (2nd reprint)	Corresponding paragraphs in this edition
CHAPTER IV— <i>concl.</i>		CHAPTER IV— <i>concl.</i>		CHAPTER V— <i>concl.</i>	
4.18	4.18	4.50	4.50	5.18	5.18
4.19	4.19	4.51	4.51	5.19	5.19
4.20	4.20	4.52	4.52	5.20	5.20
4.21	4.21	4.53	4.53	5.21	5.21
4.22	4.22	4.54	4.54	5.22	5.22
4.23	4.23	4.55	4.55	5.23	5.23
4.24	4.24	4.56	4.56	5.24	5.24
4.25	4.25	4.57	4.57	5.25	5.25
4.26	4.26	4.58	4.58	5.26	5.26
4.27	4.27	4.59	4.59	5.27	5.27
4.28	4.28	4.60	4.60	5.28	5.28
4.29	4.29	4.61	4.61	5.29	5.29
4.30	4.30	4.62	4.62	5.30	5.30
4.31	4.31	4.63	4.63	5.31	5.31
4.32	4.32	CHAPTER V		APPENDICES	
4.33	4.33	5.1	5.1	I	I
4.34	4.34	5.2	5.2	II	II
4.35	4.35	5.3	5.3	III	III
4.36	4.36	5.4	5.4	IV	IV
4.37	4.37	5.5	5.5	V	V
4.38	4.38	5.6	5.6	V-A	VI
4.39	4.39	5.7	5.7	VI	VII
4.40	4.40	5.8	5.8	VII	VIII
4.41	4.41	5.9	5.9	VIII	IX
4.42	4.42	5.10	5.10	IX	X
4.43	4.43	5.11	5.11	X	XI
4.44	4.44	5.12	5.12		
4.45	4.45	5.13	5.13		
4.46	4.46	5.14	5.14		
4.47	4.47	5.15	5.15		
4.48	4.48	5.16	5.16		
4.49	4.49	5.17	5.17		

**ADDENDUM AND CORRIGENDUM**

TO THE

**PUBLIC WORKS DEPARTMENT CODE**

(2nd edition, 3rd Reprint, 1954)

No. 19, DATED 23RD AUGUST, 1957 (CASE 356/1893)

The existing para 1.105 (6) of the P. W. D. Code should be substituted by the following :—

“To pass, a candidate must obtain not less than 40 per cent of the marks in each subject and not less than 50 per cent of the maximum aggregate marks. A candidate who fails only in one subject, but obtains a percentage of not less than 60 per cent on the total of the other two, may appear again only in the subject in which he previously failed. In such case he must obtain not less than 50 per cent marks in that subject in order to pass”.

MANGAT RAI,  
Secretary to Government, Punjab,  
P. W. D., Irrigation Branch.

**ADDENDA AND CORRIGENDA**

TO THE

**PUBLIC WORKS DEPARTMENT CODE**

(2nd edition—3rd reprint, 1954)

No. 20/ACCOUNTS/1054/37, DATED 17TH SEPTEMBER, 1957 (CASE No. 1054/37)

After paragraph 3.22 the following may be added as paragraph No. 3.22-A :—

3.22-A. The revision of rent of residential buildings, cost of which exceeds Rs 5,000, is watched through the Capital and Revenue Accounts. The revision of rent of petty residential buildings cost of which does not exceed Rs 5,000 and which are excluded from the purview of the Capital and Revenue Accounts will be watched through the Register (in the form given in Appendix XII) to be maintained in each Circle and Division by Civil Districts.

MANGAT RAI,  
Secretary to Government, Punjab,  
P. W. D., Irrigation Branch.

**APPENDIX XII**  
**(Referred to in paragraph 3.22-A)**

*Division*

Register to watch the revision of rents due to increase in the capital cost of a residential building cost of which does not exceed Rs 5,000.

Reference to register number of the buildings	Name of Building	RECORDED COST OF BUILDING AS PER CURRENT RENTAL STATEMENT		DATE FROM WHICH CURRENT RENT TAKES EFFECT FROM REVISION		Five per cent on capital cost	EXPENDITURES INCURRED INCREASING THE CAPITAL COST SINCE THE DATE OF LAST REVISION BUT NOT ACCOUNTED FOR IN RENTAL STATEMENT					REMARKS					
		Value of site	Cost of building (amount on which rent has been calculated)	Authority	Date		1st year	2nd year	3rd year	4th year	5th year						
							Total for the year	Up-to-date expenditure	Total for the year	Up-to-date expenditure	Total for the year	Up-to-date expenditure	Total for the year	Up-to-date expenditure	Total for the year	Up-to-date expenditure	Date of revision of rent if the capital cost exceeds 5% before the expiry of 5 years since the date of last calculation of the standard rent of the building.— <i>vide</i> Finance Department's Notification No. 231-FA, dated 16th May, 1931

## ADDENDUM AND CORRIGENDUM

TO

PUNJAB P. W. D. CODE WITH APPENDICES (SECOND EDITION)  
(Third Reprint), 1954

No. 21, DATED 13TH NOVEMBER, 1957

Add the following words in line 18 of para 6 at Page XCI of Appendix IX between the words "sent 'J' to the Finance Department".

"to the Chief Engineer complete in all respects for onward submission".

A. C. MALHOTRA,  
Chief Engineer, Irrigation Works,  
Punjab.

## ADDENDA AND CORRIGENDA

TO THE

PUBLIC WORKS DEPARTMENT CODE

2nd edition, 3rd Reprint, 1954

No. 22, DATED 10TH DECEMBER, 1957

After paragraph 3.22 the following may be added as paragraph  
No. 3.22-A :—

3.22-A. The revision of rent of residential buildings, cost of which exceeds Rs 5,000 is watched through the Capital and Revenue Accounts. The revision of rent of petty residential buildings cost of which does not exceed Rs 5,000 and which are excluded from the purview of the Capital and Revenue Accounts will be watched through the Register (in the form given in Appendix XII) to be maintained in each Circle and Division by Civil Districts.

MANGAT RAI,  
Secretary to Government, Punjab,  
P. W. D., Irrigation Branch.

*Punjab Irrigation Department No. 17914-Irr-57/29244, dated Chandigarh, the  
17th/22nd October, 1957.*



**APPENDIX XII**

(Referred to in paragraph 3.22-A)

Division

Register to watch the revision of rents due to increase in the Capital cost of a residential building cost of which does not exceed Rs 5,000.

Reference to Register Number of the buildings	Name of Building	RECORDED-COST OF BUILDING AS PER CURRENT RENTAL STATEMENT		DATE FROM WHICH CURRENT RENT TAKES EFFECT FROM REVISION	Authority	Date	Five percent on capital cost	EXPENDITURE INCURRED INCREASING THE CAPITAL COST SINCE THE DATE OF LAST REVISION BUT NOT ACCOUNTED FOR IN RENTAL STATEMENT					REMARKS					
		Value of site	Cost of building (amount on which rent has been calculated)					1st year	2nd year	3rd year	4th year	5th year						
								Total for the year	Up-to-date expenditure	Total for the year	Up-to-date expenditure	Total for the year	Up-to-date expenditure	Total for the year	Up-to-date expenditure	Total for the year	Up-to-date expenditure	Date of revision of rent if the capital cost exceeds 5% before the expiry of 5 years since the date of last calculation of the standard rent of the building— side Finance Department's Notification No. 231-PA, dated 16th May, 1931

**ADDENDUM AND CORRIGENDUM**

TO THE  
PUNJAB P. W. D. CODE  
(Third Reprint), 1954

No. 23, DATED THE 1ST JULY, 1958

Under Sub-Para 2 to para 2.29 of P. W. D. Code (Third Reprint) the word "and" occurring in line 3 should be omitted and ";" inserted in its place and after the word "municipalities" in line 4, the words "and Market Committees" be inserted.

N. K. MUKARJI,  
Secretary to Government, Punjab,  
Irrigation and Power Departments.

**ADDENDUM AND CORRIGENDUM**

TO THE  
PUBLIC WORKS DEPARTMENT CODE  
(2nd Edition, 3rd Reprint, 1954)

No. E/356/93/24, DATED 23RD MARCH, 1960 (CASE No. 356/1893)

The existing para 1.105(6) of the P. W. D. Code should be substituted by the following :—

"To pass, a candidate must obtain not less than 50 per cent of the marks in each subject and not less than 60 per cent of the maximum aggregate marks. A candidate who fails only in one subject, but obtains a percentage of not less than 66 per cent on the total of the other two, may appear again only in the subject in which he previously failed. In such case he must obtain not less than 60 per cent marks in that subject in order to pass".

ISHWAR CHANDRA,  
Secretary to Government, Punjab,  
Irrigation and Power Departments.

**ADDENDUM AND CORRIGENDUM**

TO THE  
P. W. D. CODE (1957)  
(IInd edition)

No. 25, DATED 30TH JUNE, 1960

The note under Para 3.24 of P. W. D. Code, II Edition (1957) may be substituted as under :—

"The Certificate as to the reasonableness of rent required from the Divisional Officers will not be necessary in cases where the rent involved is less than Rs 50 per mensem".

(Sd.)  
Secretary to Government, Punjab,  
P. W. D., Buildings and Roads Branch.

## PUBLIC WORKS DEPARTMENT

## IRRIGATION BRANCH

Addendum and Corrigendum to Punjab P. W. D. Code, 2nd Edition,  
(4th reprint) 1957

No. 1/CASE No. S/535/27, DATED 21ST DECEMBER, 1959

Add the following as paragraph 2.67 (A) on page 139 :—

SALE OF TENDER FORMS AND KEEPING ACCOUNTS THEREOF

*The forms are to be bound in books of 100 forms each and machine numbered*

2. These forms are to be issued to the Contractor/Labour and Construction Co-operative Society, as the case may be, on payment of Rs 2 per form. In order to ensure that only those forms for which price has been paid are submitted, the name of the Contractor/Society and particulars of the work, for which tenders have been invited should be noted on the top of the forms with initials of the officer calling the tenders.

3. The tender forms used for preparing contract agreement (in which case the Department and the contractors are parties), and those used for keeping copies as records in Divisional Offices should be issued *gratis*. These forms should bear the remarks 'for official use.

4. An account of the receipts and issues should be kept in a register in the following form :—

Dated		Receipts		Issues			
Opening	Balance	Receipts	Total	Forms issued	To whom issued	Value realized	Balance in hand

Whenever a fresh stock of these forms is received from the Controller of Printing and Stationery, Punjab, an entry should be made in the register as below :—

"Received . . . . . forms from the Controller of Printing and Stationery, Punjab,—vide his No. ———, dated ———"

This entry will be countersigned by the S.D.O. or the Divisional Officer in token of verification.

5. Daily totals of the sale proceeds should be entered in the Cash-Book and verified daily as soon as possible with the Cash-Book by the S.D.O. or the Divisional Officer and entries in both of these documents initialled by him in token of his check. The Sale Proceeds should be credited to the general receipts of the P. W. D. Branch concerned.

6. At the end of the month, the register of receipts and issues should be properly closed and a certificate recorded as under :—  
 "Value of \_\_\_\_\_ forms sold during the month has been verified and the entries in Cash -Book duly initialled by me".

Signature \_\_\_\_\_  
 Sub-Divisional Officer.  
 \_\_\_\_\_  
 Divisional Officer.

ISHWAR CHANDERA,  
 Secretary to Government, Punjab,  
 P.W.D., Irrigation Branch, Chandigarh.

### PUBLIC WORKS DEPARTMENT

ADDENDUM AND CORRIGENDUM TO THE PUNJAB P.W.D. CODE  
 (SECOND EDITION)

(Fourth Reprint, 1957)

No. 2, DATED THE 1ST JULY, 1960

*Insert* the following as paragraph 3.11 (I-A) :—

3.11 (I-A).—When a building is to be hired at places other than District and Tehsil headquarters, where no suitable Government buildings are available, the Non-accommodation Certificate by the Divisional Officer of the P. W. D. Branch concerned will be accepted. The Divisional Officer may also issue the certificate regarding the reasonableness of rent for that building.

ISHWAR CHANDRA,  
 Secretary to Government, Punjab,  
 Irrigation and Power Departments.







