



# ARCHAEOLOGICAL WORKS CODE



**Containing rules to regulate the execution  
and accounting of Archaeological  
works corrected upto  
*07.04.2017***



**GOVT. OF INDIA  
(MINISTRY OF CULTURE)  
ARCHAEOLOGICAL SURVEY OF INDIA  
NEW DELHI**



# ARCHAEOLOGICAL WORKS CODE



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## PREFACE

### (BRIEFING TO THE THIRD EDITION MAY PLEASE BE MODIFIED)

Preservation of the cultural heritage of the country is one of the primary functions of the Archaeological Survey of India. The maintenance of monuments and the conduct of conservation works has hitherto been regulated by the Archaeological Works Code, published in 1938. During the past four decades/the activities of the Survey have increased manifold, necessitating certain changes in the procedures for the execution of works in the various fields. In fact, the 1938 edition of the Code has become obsolete. There has, thus, been a long-felt necessity to revise this Code, so that this could meet the requirements of the executing staff in the Survey. Accordingly, the work of revising this Code was entrusted to Shri S. L. Nagar, Junior Accounts Officer in the Survey, who has completed the work with assiduity and devotion. The work, no doubt, was of an involved nature and required incorporation of relevant provisions of the C.P.W.D. Code, C.P.W.D. Manual, C.P.W.D. Accounts Code, Treasury Rules and General Financial Rules. The present Archaeological Works Code is supplemented by the book of forms. For facility of reference, an Index has also been added at the end of the Code.

In the compilation of this work, Shri Nagar has received guidance from Shri B. V. Easwaran, Deputy Director (Accounts), Archaeological Survey of India, Shri S. Ranganathan, Assistant Financial Adviser, and

Shri Narendra Singh, Accounts Officer in the Ministry of Education, Social Welfare and Culture, to whom our grateful thanks are due. I shall be failing in my duty if I do not express my deep appreciation of the hard work that Shri Nagar has put in for the compilation of this revised Code.

**New Delhi**  
**07 April 2017**

**Rakesh Tewari**  
**Director General**  
**Archaeological Survey of India**



## LIST OF CONTENTS

*(MAY PLEASE BE FINALIZED AFTER COMPILATION)*

Description	Para No.	Page No.
1. <b>CHAPTER 1: INTRODUCTORY</b>	1	1
2. <b>CHAPTER 2: DEFINI-TIONS</b>	2.1-56	2-10
3. <b>CHAPTER 3: GENERAL SYSTEM OF ACCOUNTS</b>	11-14	
(i)    Scope and functions	3.1	
(ii)    List of offices which operate different works heads	3.2	
(iii)   Main features of sys- tem of works account	3.3	
(iv)    Accounts to be main- tained to the entire satisfaction of audit and Directorate	.3.4	
4. <b>CHAPTER 4: BUDGET GRANTS AND APPROPRIATIONS</b>	15	
(i)    Budget grants and ap- propriations	4.1.1	
(ii)    Withdrawal from the public accounts	4.2.1	
5. <b>CHAPTER 5: CONTINGENT CHARGES</b>	16	
(i)    Contingent Charges	5.1.1	

- |       |  |       |
|-------|--|-------|
| (ii)  | Tools and Plants                               | 5.1.2 |
| (iii) | Advance for contingent charges not permissible | 5.1.3 |

Para No.

Page No

## 6. CHAPTER 6: STORES 17-32

- |       |  |       |
|-------|--|-------|
| (i)   | Stores required for execution of works                               | 6.1   |
| (ii)  | Purchase of stores for works to be governed by provisions of Chapter | 6.1.2 |
| (iii) | Different types of stores  | 6.2.1 |
| (iv)  | Purchase of stores out of contingent grants                          | 6.2.2 |

## 7. CHAPTER 7: ARCHAEOLOGICAL WORKS OF CONSERVATION 33-41

- |       |  |        |
|-------|--|--------|
| (i)   | The term work defined                              | 7.1.1  |
| (ii)  | Laying down policy for Archaeological Works        | 7.1.2. |
| (iii) | Responsibility for executing Archaeological Works. | 7.1.3  |
| (iv)  | Watch over works expenditure                       | 7.1.4  |
| (v)   | Stages of Conservation                             |        |



Works	7.2.1
(vi) Expenditure sanction for works	7.3.1
	Para No. Page No.
(vii) Technical sanction for works	7.4.1
(viii) Appropriation and Re-appropriation	7.5.1
(ix) Fundamentals of Conservation and other works	7.6.1
<b>8. CHAPTER 8: POWERS OF AUTHORITIES TO SANCTION 42-44 WORKS ESTIMATES</b>	
(i) A group of works at monuments to be treated as one work	8.1.1
(ii) Expenditure sanction for works	8.2.1
(iii) Technical sanction for works	8.3.1
(iv) Excess over sanctioned Estimates	8.4.1
(v) Technical sanction for Revised Estimates	8.4.2
(vi) Powers of Head Office to pass excess over sanctioned Estimates	8.4.3
(vii) Excess over sanctioned Estimates if discovered at an advanced stage of the execution of works	8.4.4

(viii)	Utilisation of material of abandoned work	8.5.1	
(ix)	Sanction of Revised Estimates	8.5.2	
			Para No.      Page No..
(x)	Execution of work without sanction of proper Estimates	8.6.1	
(xi)	Communication to audit of technical sanctions	8.8.1	
<b>9.</b>	<b>CHAPTER 9: RULES TO BE OBSERVED BEFORE 45-47 EXECUTION OF WORKS</b>		
(i)	Preparation of Estimates described	9.1.1	
(ii)	Anticipated saving of an estimate not to be utilised to carryout additional items of work	9.2.1	
(iii)	Savings from abandoned works not to be utilized for other works	9.2.2	
(iv).	List of Protected Mo- numents to be kept by the Survey	9.3.1	
(v)	Initiating proposals for acquisition of land	9.4.1	



	Para No.	Page No.
(vi) Acquisition of land within the cantonment limits .	9.4.2	
(vii) Payments of compensation for temporary acquisition of land	9.4.3	
(viii) Acquisition of land for permanent retention with the A.S.I.	9.4.4	
(ix) Sale or purchase of buildings	9.5.1	
(x) Proposals for acquisition of buildings by the Survey to be sanctioned by Govt.	9.52	
<b>10. CHAPTER 10: RULES TO BE OBSERVED DURING THE EXECUTION OF WORKS</b>		
(i) No religious edifice to be destroyed or injured while executing Works	10.1.1	
(ii) Serious accidents, during execution of works to be reported		

to the Director General 10.1.2

	Para No.	Page No.
(iii) Every subordinate authority has to report to higher authority for execution of any defective or bad work	10.1.3	
(iv) No works are to be commenced without sanction of proper authority	10.1.4	
(v) Preparation of Supplementary Estimates	10.2.1	
(vi) Preparation of Revised Estimates	10.3.1	
(vii) Circumstances under which excess over the Estimates is to be explained in completion statement	10.3.2	
(viii) Completion statement of works submission of	10.4.1	
(ix) Types of archaeological works and the period upto which such sanctions are valid	10.5.1	
(x) Preparation of Estimates for Special		



Repair Works . . . . .10.5.2

Para No. Page No

(xi) Execution of works in anticipation of approval of Estimates . . . . .10.5.3

(xii) Term ‘Deposit Work’ defined . . . . .10.6.1

(xiii) Authority competent to approve to taking up of Deposit Works, . . . . .10.6.2

(xiv) Contributions for Deposit Works to be credited as Archaeological Receipts . . . . .10.6.3

(xv) Deposit Works to be carried out according to archaeological principles . . . . .10.6.4

(xvi) No interest is to be allowed over the amount tendered for Deposit Works . . . . .10.6.5

(xvii) Departmental charges leviable on Deposit Works . . . . .10.6.6

(xviii) Contributions for Deposit Works to be realised in advance . . . . .10.6.7



	Para No.	Page No.
(xix) Works partly to be carried out by Survey and partly as Deposit Works	10.6.8	
(xx) Rules to be observed during execution of Deposit Works	10.6.9	
(xxi) Execution of Works relating to modern buildings	10.7.1	
(xxii) General rules applicable for the execution of Modern Works	10.7.2	
(xxiii) Modern Works in the A.S.I, are to be executed by the Survey, or state or central P.W.D.	10.7.3	
(xxiv) Sanitary Works and Electric installations	10.7.4	
(xxv) Powers to sanction estimates for original works	10.7.5	
(xxvi) Estimate for works outside India	10.8.1	
(xxvii) Estimates for works in foreign countries to be prepared in the currency of that country and then converted into Indian currency	10.8.2	

(xxviii) Approval of the Ministry of Finance is necessary before taking up works in foreign countries	10.8.3
(xxix) Procedure to be followed for execution of works	10.8.4
(xxx) Advances to be drawn for execution of works in foreign countries	10.8.5
(xxxi) Accounts for works in foreign countries are to be audited by A.G.C.R.	10.8.6
(xxxii) Leader of the team to function as Drawing and Disbursing Officer	10.8.7
(xxxiii) Winding up of works in foreign countries	10.8.8
(xxxiv) Estimate for Exploration and Excavation works not necessary	10.9.1
(xxxv) Authority for execution of Exploration or Excavation work should be restricted to the work for which it is issued	10.9.2
(xxxvi) Requirements of sections of A.M. and A.S. & Remains Act, 1958, to be	21-24

Para No.      Page No.

Fully observed for Excavations/



Explorations works	10.9.3
(xxxvii) Acquisition of land for Exploration/Excavation works	10.9.4
(xxxviii) Acquisition of land for permanent retention by the Survey .	10.9.5
(xxxix) Maintenance of stock account of camp equipments, Tools & Plants and consumable stores of Exploration/ Excavation camps etc.	10.10.1
(xl) Register of Tools and Plants	10.10.2
(xli) Register of consumable stores	10.10.3
(xlii.) Powers of Branch Officers to purchase Tools and Plants, etc.	10.10.4
(xliii) Purchase of stores	10.11.1
(xliv) Stock taking of stores	10.11.2
(xliv) Procedure for initial and compiled accounts for Excavations and Explorations works	10.12.1

Para No.

Page No.

(xlvi) Keeping watch over the progress of expenditure of Explorations/	
--	--



Exploration works	10.12.2
(xlvii) Drawal of advances for Excavation/Exploration works	10.12.3
(xlviii) Rules for maintaining cash book for Exploration and Excavation works	10.13.1
(xlix) Types of charges for Exploration and Excavation works	10.13.2
(1) Rules for purchase of Exploration and Excavation stores	10.13.3
(li) Purchases made for Exploration/Excavation works are not to be recorded in measurement books	10.13.4
(lii) Monthly accounts submission of	10.14.1
(liii) Annual report of Exploration and Excavation works	10.15.1

Para No.      Page No.

**11.      CHAPTER11: TENDERS  
PROCEDURE FOR CALLING, 59-95  
ACCEPTAN-CE AND AWARD OF**



(i)	Limits for call of Tenders	11.1.1
(ii)	Tender Notices to be issued well in time	11.1.2
(iii)	Time limit between the call of Tenders and the dates of their opening	11.1.3
(iv)	Publicity of Notice inviting Tenders	11.1.4
(v)	Supply of drawings concerning works, to contractors	11.1.5
(vi)	All Tenders to be invited in the name of the President	11.1.6
(vii)	Sale of Tender Documents	11.2.1
(viii)	Types of contractors to whom the works of the Survey could be entrusted	11.2.2
(ix)	Inviting of Tenders for specialised jobs	11.2.3
(x)	Issue of Tender Forms	11.2.4
		Para No.
		Page No.
(xi)	Charges for sale of Tender Forms.	11.2.5
(xii)	Accounting of Tender Forms.	11.2.6





(xiii)	Receipt and opening of Tenders	11.3.1
(xiv)	Acceptance of Tenders	11.4.1
(xv)	Authority competent to accept Tenders	11.4.2
(xvi)	Agreement to be signed by the contractor	11.4.3
(xvii)	Award of different contracts to a contractor	11.4.4
(xviii)	Acceptance of Tenders above the Estimated rates	11.4.5
(xix)	Gall of single Tender;	11.4.6
(xx)	Reinviting of Tenders 11.4.7	86
(xxi)	Classification and interpretation of different clauses of contract forms	11.4.8
(xxii)	Earnest Money to be appended with Tender Forms	11.5.1
		Para No.      Page No.
(xxiii)	Scale of deposit of Earnest Money	11.5.2
(xxiv)	Mode of deposit of Earnest Money	11.5.3
(xxv)	Exemption from deposit of Earnest Money not permissible	11.5.4



(xxvi) Refund of Earnest Money	11.5.5
(xxvii) Refund of Earnest Money deposited in T reasury or Bank	11.5.6
(xxviii) Return of earnest money received in form of currency notes .	11.5.7
(xxix) Security deposit for works	11.6.1
(xxx) Conditions applicable for security deposit, by a contractor .	11.6.1.2
(xxxi) Conditions stipulated for signing of agreements or contract	11.7.1
(xxxii) Custody of original documents	11.7,2
(xxxiii) Award of contract without call of Tender	11.8.1

Para No.      Page No.

(xxxiv) Limits applicable for award of contract without call of Tenders.	11.8.2
--	--------

**12. CHAPTER 12: GENERAL PRINCIPLES GOVERNING 96-136 THE MAINTENANCE OF ACCOUNTS OF ARCHAEOLOGICAL**



**WORKS**

- |        |   |        |
|--------|---|--------|
| (i)    | Procedure relating to the maintenance and completion of accounts              | 12.1.1 |
| (ii)   | Keeping watch over the progress of expenditure and execution of works         | 12.1.2 |
| (iii)  | Procedure for strict observations by officers responsible for executing works | 12.1.3 |
| (iv)   | Documentation of works accounts   | 12.2.1 |
| (v)    | Maintenance of works Gash Book  | 12.3.1 |
| (vi)   | Daily closing of works Gash Book  | 12.3.2 |
| (vii)  | Entries in the cash book not to be erased                                     | 12.3.3 |
| (viii) | Attestation of Cash Book entries by Drawing and Disbursing Officer            | 12.3.4 |
| (vix)  | Sanction of Imprest advances  | 12.4.1 |

Para No.

Page No.

- |       |   |        |
|-------|---|--------|
| (ix)  | Recoupment of Imprest advances                              | 12.4.2 |
| (xi)  | Drawal of temporary works advances                          | 12.5.1 |
| (xii) | Temporary works advances to be drawn on simple receipt form | 12.5.2 |



(xiii)	Types of cash charges relating to works	12.6.1
(xiv)	Comparison.- of work-charged staff with regular establishment	12.6.2
(xv)	Drawal of pay and allowances of work charged staff	12.6.3
(xvi)	Pay bills of work-charged staff posted at outstations to be drawn by 20th of the month to which they relate	12.6.4
(xvii)	Staff on Muster Roll is to be engaged for jobs of purely casual nature	12.7.1
(xviii)	Form of Muster Rolls	12.7.2
(xix)	Maintenance of Muster Rolls .	12.7.3
(xx)	Labour engaged through contractor	12.8.1

Para No.      Page No

(xxi)	Labour engaged for short durations can be paid on form C.P.W.A/ 22	12.8.2
(xxii)	Use of Muster Roll or Measurement Book not permissible for labour supplied through contractor	12.8.3



fxiii) Payment to labour engaged on Excavation/ Exploration works	12.8.4
(xxiv) Measurement Books, recording of measurements, their custody, etc.	12.9.1. tc 12.9.16
(xxv) Test check of measurements	12.10.1
(xxvi) Record and test checking of measurements	12.10.2
(xxvii) Review of measurement Books	12.11.2
(xxviii) Standard Measurement Books	12.12.1
(xxix) Site Order Book—its maintenance and importance	12.13.1 to 12.13.2
(xxx) Issue of materials to contractors- Procedure/Instructions to be followed .	12.14.1 to 12.14.2

Para No.

Page No.

(xxxi) Extension of time Procedure/Instructions to be followed	12.15.1 to 12.15.6
(xxxii) Bills of contractors .	12.16.1 to 12.16.6
(xxxiii) Aid to contractors .	12.17.1



(xxxiv) Advance to contractors	12.18.1 to 12.18.3
(xxxv) Payment for sub-standard work	12.19.1 to 12.19.4
(xxxvi) Works abstract	12.20.1 to 12.20.6
(xxxvii) Register of Works .	12.21.1 to 12.21.2
(xxxviii) Contractors Ledger .	12.22.1 to 12.22.6
(xxxix) Closing of Works Account	12-23.1 to 12.23.7
(xl) Schedule of Rates .	12.24.1
(xli) Execution of works by other Departments	12.25.1 to 12.25.2

Para No, Page No.

### **13. CHAPTER 13: ARBITRATION 137-140**

#### **CASES**

- |  |                     |
|--|---------------------|
| (i) Appointment of Arbitrator, jurisdiction of Courts, examination of claims and the authority competent to appoint Arbitrator | 13.1.1 to<br>13.1.7 |
| (ii) Appointment of Arbitrator without Agreement   | 13.2.1 to<br>13.2.6 |



- |       |   |                     |
|-------|---|---------------------|
| (iii) | Appointment of<br>Ar bitrator in place of<br>original one . | 13.3.1              |
| (iv)  | Extension of time for<br>giving evidence                    | 13.4.1              |
| (v)   | Issue of award .  | 13.5.1 to<br>13.5.4 |

**14. CHAPTER 14: INSURANCE  
OF BUILDINGS AND  
OTHER PROPERTIES**

- |      |   |        |
|------|---|--------|
| (i)  | Movable and immo-<br>vable Govt, properties .<br>not to be insured                | 14.1.1 |
| (ii) | Insurance of articles<br>received on loan permissible<br>under certain conditions | 14.1.2 |

Para No.      Page No.

**15. CHAPTER 15: REGISTER  
OF IMMOVABLE  
PROPERTIES**

- |     |  |        |
|-----|--|--------|
| (i) | Register of immovable<br>properties to be maintained | 15.1.1 |
|-----|--|--------|

**16. CHAPTER 16: SECURITY  
DEPOSITS**

- |      |                     |        |
|------|---------------------|--------|
| (i)  | Form cf Surety Bond | 16.1.1 |
| (ii) | Mode of Security    |        |



	Deposit	16.1.2
(iii)	Form of Fidelity Bond	16.1.3
(iv)	Safe custody of Savings Bank Pass book	16.1.4
(v)	Conditions under which Security Deposits are to be retained after relinquishing charge	16.1.5
(vi)	Percentage deductions of Security amount from Pay bills .	16.1.6
(vii)	Release of Security Deposit	16.1.7

## **17. CHAPTER 17: GRANT-IN-AID 148-177**

(i)	Conditions regulating the Grants-in-Aid	17.1.1 to 17.1.7
(ii)	Grant of financial assistance to Universities and other Institutions	17.2.1



## **CHAPTER 1**

### **INTRODUCTORY**

1 Extent of application. The Rules in this Code describe primarily the financial methods and procedures to be followed by the Archaeological Survey of India in dealing with the transactions' relating to the maintenance and rendering of the accounts of various types of works viz. Structural conservation/Preservation, Chemical treatment of Monuments, Annual/Special Repairs, Exploration and Excavation works, Development and. Maintenance of Gardensand Deposit works etc. and other technical and research activities of the Survey. These Rides arc supplementary to the financial rules contained in General Financial Rules, Treasury Rules of the Union Government, C.P.W. Account Code and the Book of Financial Powers.

NOTE. — Structural conservation/Preservation comprises of all archaeological works including those involving restoration or the provision of new features (like fencing of the sites/monuments) not integral with but incidental to the preservation of ancient monuments.

## CHAPTER 2

### DEFINITIONS

2.1 Unless there be something repugnant in the subject or context, the terms defined below are used in this Code in the sense explained here.

2.1.1 A.C.P. means Annual Conservation Programme.

2.1.2 R.C.P. means Revised Conservation Programme.

(1) **Accountant General** means the head of an office of Accounts and Audit, subordinate to the Comptroller and Auditor General of India, who keeps the accounts of government, controller of accounts and when used in relation to a branch or circle, the head of the office to whom the accounts of the Branch/Circle are rendered.

(2) **Administrative Apporval/ Conservation Works Programme** : This term denotes the formal acceptance by the administrative department concerned, of the proposal for incurring any expenditure in the Archaeological Survey of India work initiated by, or connected with it according to the requirements of such administrative departments. It is, in effect, an order by the Archaeological Survey of India to execute certain specified works at a stated sum to meet the administrative needs of the department requiring the work.

(3) **Advance Payment** means a payment made on a running account to a contractor for work/supply done by him but not measured.

(4) **“Ancient Monument”** means any structure, erection or monument; or any tumulus or place of internment, or any cave; rock sculpture, inscription or monolith, which is of historical, archaeological and artistic interest or any remains thereof declared as protected by the Survey under Ancient Monuments Preservation Act, 1958 and subsequent amendment and validation act 2010 includes:

- (a) the site of an ancient monument,
- (b) such portion of land adjoining the site or an ancient monument as may be required for fencing or covering in or otherwise preserving such monument, and carrying out all such conservation works.
- (c) the means of access to and convenient inspection of an ancient monument.

**(5) “Antiquity” includes:****(I)**

- (i) any coin, sculpture, painting, epigraph or other work of art or craftsmanship;
- (ii) any article, object or thing detached from a building or cave;
- (iii) any article, object or thing illustrative of science, art, crafts, literature, religion, customs, morals-or politics in bygone ages;
- (iv) any article or thing of historical interest;
- (v) any article, object or thing declared by the Central Government, by notification in the Official Gazette, to be an antiquity for the purpose of this code which has been in existence for not less than one hundred years; and

(II) any manuscript, record or other document which is of scientific, historical, literary or aesthetic value and which has been in existence for not less than seventy-five years.

**(6) Appropriation** means the allotment of a particular sum of money to meet expenditure on a specified object, on the basis of conservation programme

**(7) Assets.** In the accounts to works, this term- also indicates all outstanding or anticipated credit, which have to be taken in reduction of final charges.

Examples: Recoveries of advance or recoverable payments and sale proceeds or transfer value of surplus materials.

**(8) Bank** means the particular branch/branches of the Reserve Bank of India/State Bank of India or its subsidiary or the public-sector bank with which the Pay and Accounts Officer or the Drawing and Disbursing Officer, as the case may be, is placed in accounts.

**(9) Book transfer.** This term applies to the process whereby financial transactions which do not involve the giving or receiving of cash, or of stock materials, are brought to account. Such transactions may either affect the book of more than one accounting officer whose accounts are ultimately incorporated in the account of Government. They usually represent liabilities and assets of Government brought to account either by way of settlement or otherwise, but they may also represent corrections and amendments made in cash, stock or book transfer transactions previously taken to account. Expenditure booked by

purchasing materials under one head or in one estimate, and transfer to some other heads/estimate for materials/surplus material utilisation.

**(10) Branch or Branch Officer.** This term is applied to the executive charge held by an officer as Head of a Branch viz. Chemistry, Horticulture, Museum, Epigraphy, etc.

**(11) Charged.** Revenue is realised and placed to the credit of Government as it falls due under -the statutory or other rules governing it, but expenditure can be incurred only against a grant voted by Parliament or against appropriation provided for to meet charged expenditure. The incidence of expenditure between voted and charged is determined by the relevant provisions of the Constitution of India.

**(12) Circle and Circle Officer.** This term is applied to the executive charge held by a Circle officer and the head of such a charge.

**(13) Competent Authority.** The term “Competent Authority” means the Government or other authority to whom the relevant powers may be delegated by Government.

**(14) Completion and completed.** The expression “Completion of work” may be understood to include “Abandonment of a work” and “Completed work” to include “Abandoned work”.

**(15) Contingencies.** When used in respect of the accounts of work, the term “Contingencies” indicates the incidental expenses of a miscellaneous character, which cannot appropriately be classified under any distinct subhead or sub work, yet pertain to the work as a whole.

**(16) Contract and Contractor.** The term “Contract.” means any kind of undertaking, written or verbal, express or implied by a person, not being a Government servant, or by a syndicate or firm, for the construction, maintenance or repairs of one or more works, for the supply of materials or for the performance of any service in connection with the execution of works or the supply of materials. The term “Contractor” means a person, syndicate or firm that has made such an undertaking by written agreement but often its use is restricted to contractor for the execution of works or for services connected therewith.

**(17) Controlling Officer.** Controlling Officer means a head of Department/ head of officer or other departmental officer, who is entrusted with the responsibility of controlling the incurring of expenditure and for the collection of revenue by authorities subordinate to the Department.

**(18) Department.** The term, when qualified by the prefix “The” is used to indicate the “Archaeological Survey of India”.

**(19) Deposit works.** This term is applied to works of construction or repair, the cost of which is met, not out of Government funds, but out of funds from non-Government sources which may either be deposited in cash or otherwise placed at the disposal of the Archaeological Survey of India, works executed for State Government, Municipalities and other public bodies fall under this category when the cost is chargeable either to cash deposits made for the purchase, or to their credit balances at treasuries.

**(20) Executive Assistant/Subordinate** means a Senior Conservation Assistant, Senior Horticultural Assistant, Conservation Assistant, Horticultural Assistant or a Chemical Assistant, Assistant Archaeological Chemist.

**(21) Final Payment** means the last payment on a running account made to a contractor on the completion or determination of his contract and in full settlement of the accounts.

**(22) Financial Year** means the year beginning on the 1st of April and ending on the 31st March following.

**(23) Government** means the Union Government. A State Government means the Government of a State specified in Parts A, B and C of the First Schedule to the Constitution.

**(24) Head of Department.** “Head of a Department” in relation to an office or offices under its administrative control means: -

- (i) an authority specified in Schedule I of the De-delegation of Financial Powers Rules, 1958, and
- (ii) any other authority declared as such under any general or special orders of the competent authority”.

**(25) “Head of Office”** means

- (i) a gazetted officer declared as such, under Rule 10-A of the Delegation of Financial Powers Rules, 1958, and
- (ii) any authority declared as such under any general or special orders of the competent authority.

**(26) Imprest.** This term represents the standing advance of a fixed sum of money given to an individual to enable him to make certain classes of disbursements which may be entrusted to his charge by the head of an office of the Survey.

**(27) Intermediate Payment** is a term applied to a disbursement of any kind on a running account not being the final payment.

It includes an “Advance Payment” a “Secured advance” and an “on account payment (other than the final payment on a running account)” or a combination of these.

**(28) Issue Rate.** This term denotes the cost per unit fixed in respect of an article borne on the stocks of the Department at a valuation, for the purpose of calculating the amount creditable to the sub-head concerned (i.e. the sub-head under which the article is classified) of the stock account by charge to the account or service concerned, when any quantity of that article is issued from stock. “Handling Charges” and “storage charges” will be included in the “Issue Rate” by adding a suitable percentage based on the carriage and other incidental charges of previous year, the storage charges as reviewed and fixed at the beginning of a year.

**(29) “Land”** includes a revenue-free estate, a revenue paying estate, and a permanent transferable tenure, whether such an “Estate or tenure be subject to encumbrances or not”.

**(30) Liabilities.** When used in respect of accounts of works, this term includes all anticipated charges which are adjustable as final charges, but have not been paid, regardless of whether or not they have fallen due for payment, or having fallen due, have or have not been placed to the credit of the persons concerned in a suspense head subordinate to the account of the work concerned.

**(31) “Maintain and Maintenance”** includes the fencing, covering in repairing, restoring, conserving, preserving, and cleaning of a protected monument, and its protected/adjoining area of monument, if it in private possession also and the doing of any act which may be necessary for the purpose of maintainingpreserving and conserving a protected monument or of securing convenient access thereto.

**(32) Major Head.** In the case of Expenditure and Revenue Heads, the main unit of classifications is known as Major Head, and further divisions of it. as minor heads, each one of which has a number of subordinate heads, generally known as detailed heads.

**(33) “Owner”** includes a joint owner invested with power of management on behalf of himself and other joint ownership and any manager or trustee, exercising power of management over an ancient monument, the successor in title of any such owner and the successor in office of any such manager or trustee.

**(34) On Account Payment or Payment on Account** means a payment made, on a running account, to a contractor in respect of work done or supplies made by him and duly measured. Such a payment may or may not be for the full value of work or supplies, if it is an inter-mediate payment; it is subject to the final settlement of the running account on the completion of the contract for the work or supplies.

**(35) Pay and Accounts offices/Controller of Ac-counts.** See notes 1-3, below paras 3.2

**(36) Primary Unit of Appropriation.** A grant or supplementary grant may be in respect of expenditure falling under one or more major heads or sections of a major head. For the purpose of financial control the grant allotted to each major head of account is divided into primary units of appropriation, each of which maybedivided and sub-divided as may be necessary, into secondary units of appropriation.

**(37) Progress** means the up-to-date quantities of work done or supplies made.

**(38) Survey** means the entire Archaeological Survey of India.

**(39) Quantity.** In the accounts of works, this expression is used to describe the extent of work done, supplies made or services performed, when these can be measured, weighed or counted.

**(40) Rate.** In estimates of cost, contracts, contractors' bills and vouchers generally, 'rate' means the consideration allowed for each unit of work, supply or other service. Except in the case of lump sum contracts, every bill or other demand for payment should, as far as possible, set forth the unit rate at which payment is to be made.

**(41) Rate of Cost and Inclusive Rate of Cost** "Rate of Cost" means generally the total cost of a work of supply divided by its quantity. In the accounts, it represents the recorded cost per unit, as arrived at by dividing the up-to-date final charge on a sub-head, by the up-to-date progress thereof. "Inclusive Rate of Cost" means the rate of cost of the entire work relating to a sub-head, including the cost of materials if recorded separately in the accounts.

**(42) Re-appropriation** means the transfer of funds from one unit of appropriation to another such unit.

**(43) Running Account** is a term applied to the account with a contractor when payment for work or supplies is made to him at convenient intervals subject to final settlement of the account on the completion or de-termination of the contract.

**(44) Secured.** Advance is a term applied specifically to an advance made on the security of materials brought to site of work to a contractor whose contract is for the completed item of work.

**(45) Secondary Unit of Appropriation.** See para (38).

**(46) Storage Charges** means expenditure incurred, after the acquisition of the store, on work-charged establishment employed on handling, keeping initial accounts, the custody of stock and the maintenance of the store godown or yards including the rental charges, etc, and are added on a percentage basis to the issue rate, so as to form part of the issue rate.

**(47) Sub-head.** In the accounts of works and in working estimates, this term is used to describe the sub-divisions into which the total cost of a work (or of its sub-works, if it is a large work) is divided for purposes of financial control and



statistical convenience. The several descriptions of work that have to be executed in the course of construction or maintenance of a work or sub-work, e.g., excavation, brick-work, concrete, wood work etc., are usually treated as the sub-heads of it.

**(48) Sub-work.** In the case of a large work consisting of several building or smaller works, or groups thereof, the term sub-work is often applied to a distinct unit of the same, if that unit is sufficiently large or important to be kept distinct for the purpose of accounts. For example, the outer wall, the solitary cells, the cook-houses, the jailor's quarters, etc., in the case of a large central jail. In the case of irrigation, etc., projects, the Head Works, A Line each branch of a canal, each group of distributaries relating to each branch separating the drainage and protective works, the Water Course Scheme, and Special Tools and Plant, all form separate sub-works.

**(49) Supervision Charges** This term, is ordinarily applied to the charges which are levied, in addition to book value in respect of stock materials sold or transferred, and are intended to cover such, items of the expenditure incurred on the stores as do not enter their book value. [See clause (55)].

**(50) Technical Sanction** This name is given to the order of competent authority sanctioning a properly detailed estimate of the cost of a work of construction or repair proposed to be carried out through the Public Works Department, or the Circle or Branch offices of the Archaeological Survey of India. Ordinarily, such sanction can only be accorded by the Director General or by such authorities of the Department to whom the power has been delegated by Government. Sanction accorded to a work by any other department of Government is regarded merely as a Technical officer i.e. Assistant Superintending Archeological Engineer, DySuperintending Archeological Engineer/ Superintending Archeological Engineer, Director(Conservation), Joint Director General(Conservation), Additional Director General(Conservation), Director General (administrative) forAdministrative/ approval of the Workclause 2.

**(51) Treasury Rules** means the Treasury Rules of the Union Government.

**(52) Work.** The, term “work” when by itself, used in a comprehensive sense and applies not only to works of construction or repair, but. also to other individual

items of expenditure connected with the supply, repair and carriage of tools and plants, the supply on manufacture of other stores, or the operations of a workshop.

**(53) Works Expenditure and Works Outlay.** These terms are used to indicate respectively the expenditure, and the capital charges, on the special services connected with the construction, repair and maintenance work. The charges falling under these categories may be met when, under rule, any receipts are taken in reduction of the charges, but they do not include the cost of the general services. Tools and Plant and Establishment, or any charges not taken to final heads of account but kept under one of the suspense accounts.

**(54) Works Advance** means the amount advanced to an executive subordinate for the purchase of material, payment to labour engaged in Mustor Rolls, for the execution of work.

## CHAPTER 3

### GENERAL SYSTEM OF ACCOUNTS

3.1 The Scope and Functions of the Archaeological Survey of India are divided into the following categories:

(1) Structural Conservation/Chemical/Scientific preservation of Ancient Monuments/Sites and Remains (Protected or otherwise) including electrification and flood lighting by Special/Annual Re-pairs works.

(2) Chemical/Scientific preservation of Ancient Monuments (Including the paintings thereon)/Antiquities and Research in Chemical Laboratories.

(3) Original works including original construction work Sanitaryfittings and electrification, floodlighting, maintenance of Modern Buildings(construction work of stores quarters, sub offices, public amenities etc)under the Archaeological Survey of India.

(4) Acquisition of land.

(5) Development and maintenance of Gardens around the Protected Monuments, etc.

(6) Exploration & Excavation works.

(7) Documentation of Antiquities.

(8) Setting up and maintenance of Site Museums.

(9) Archaeological Expeditions outside India.

(10) Cultural Exchange Programme.

(11) Promotion of Archaeological Studies in Universities.

(12) Printing and publication of Archaeological publications.

(13) Training of Post Graduate Diploma Students in Civil Engineering /Archaeology.

- (14) Implementation of rules and regulations, amendment and validation act 2010 and its implementation;
- (15) Issuing notices for illegal Construction works within prohibited area/regulated area.
- (16). Collection of revenue and revenue receipts through different sources etc.

3.2 The Survey is divided into various administrative units viz. Circles and Branches. A list of these Circles/Branches/Offices and Drawing and Disbursing Officers is given in Appendix I.(revised list of circles and branches with ddo officers may please be given here instead of appendix) The details of the offices which operate the different work heads are given below:

<b>Works Head</b>	<b>Name of Office operating it</b>
(i) Special Repair works	All Circle offices, Horticulture, Chemistry Branches.
(ii) Annual Repair works	All Circle offices, Horticulture, Chemistry Branches.
(iii) Original/Modern works.	All Circle Offices.
(iv) Exploration and Excavation works.	Excavation Branches, Director General's office and Circle office Swhen specifically, authorised to do so.
(v) Maintenance of Museums (Internal decoration of galleries only).	Museums Branch of the Archeological Survey of India.
(vi) Under water Archaeology	Goa circle.

**NOTE 1.** Consequent to the Departmentalization of the accounts vide Ministry of Finance, Department of Economic Affairs vide order No. F. 1(15)-B(A)/CS/76, dated 2fi-8-76, functions relating to the Archaeological Survey of India hitherto performed by the Comptroller and Auditor General of India, have been taken over by the Department of Education and Culture with effect from 1-10-76. Accordingly, the Secretary of the Department of Education will be the Chief Accounting Authority in respect of all transactions of the Department. This responsibility will be discharged by the Chief

Accounting Authority through and with the assistance of the integrated Financial Adviser of the Ministry as a whole who will function for and on behalf of the Chief Accounting Authority.

In order to facilitate proper accounting a Principal Accounts Officer has been established under the charge of the Controller of Accounts. The Principal Accounts Office and Pay and Account Offices will function under the overall supervision of the Controller of Accounts. (latest order of ministry of culture added)

NOTE 2. Each departmental Drawing and Disbursing Officer, will as at present prepare bills: in respect of salary, T.A., Medical, long and short term advances, grants-in-aid, scholarship, office contingencies with the administrative and financial sanctions and rules and orders applicable in each case.

NOTE 3. For the purpose of payments, the Drawing and Disbursing Officers will be divided into three categories:

- (i) Those who will submit all bills on Pay and Accounts Office for free check and payment (Appendix XXIV).(APPENDIX XXIV may please be revised with latest order)
- (ii) Those will not be vested with chequedrawing powers and will make payment of their bills themselves (Appendix XXV).(.APPENDIX XXIV may please be revised with latest order)
- (iii) Those who will not be having cheque drawing powers but will submit their bills for payment to the cheque drawing and disbursing- offices (Appendix. XXVI).(APPENDIX XXIV may please be revised with latest order)

The drawing and disbursing officers of the first category will submit all the bills to Pay and Accounts Office. The bills will be subject to prechecks and passed for payment by the Accounts Officer concerned of the Pay and Accounts Office. Cheques for net amount will be issued by the Pay and Accounts Office in favour of the departmental Drawing and Disbursing officers. For this purpose, the Accounts officers in charge of the Pay and Accounts office will be placed in Account with the nearest branch of the State Bank of India, or its subsidiary or Branch of a Public-Sector Bank.

3.3 The main features of system of works account of the Archaeological Survey of India, are:

(i) The funds are drawn from the Canara Bank as per provisions of the departmentalized accounting system.

(ii) Detailed accounts of the funds drawn from the Banks for payment to work-charged staff and for the execution of works are to be submitted to the concerned Pay & Accounts Office by each Drawing officer by the 20th day following the month to the month to which the withdrawals relate.

(iii) Each Head of the office, entrusted with:

(a) the execution of works of maintenance and upkeep of ancient monuments,

(b) carrying out works of excavation and exploration and

(c) construction and maintenance of Departmental Civil buildings, will operate the funds required for all disbursements in connection with the execution of such works. The accounts of these disbursements are kept by the Head of Office concerned and are submitted monthly to the Pay & Accounts Office concerned, who audits them, against sanctions and appropriation of funds and then incorporates them in the General accounts of Government.

(iv) Each Head of the office is further required to maintain clear accounts of all stores received by him and to make these accounts available for audit by the Accountant General or Pay & Accounts office, as the case may be.

3.4 It is not sufficient that an officer's accounts should be correct to his own satisfaction. A disbursing officer has to satisfy not only himself but also the Pay & Accounts Office as well as the Audit Department and the Director General that a claim which has been accepted is valid, that a voucher is a complete proof of the payment which it supports, and that an account is correct in all respects. It is necessary that all accounts should be so kept and the details so fully recorded, as to afford the requisite means for satisfying any enquiry that may be made into the particulars of any case, even though such enquiry may be as to the economy or the bonafides of the transactions. It is further essential that the records of payment, measurement and transactions in general must be so clear, explicit and self-contained as to be producible as satisfactory and convincing evidence of facts, if required in a Court of Law. All transactions involving the giving or taking of cash, stores, other properties, rights, privileges and concessions which have money value, should be brought to account at once.

## **CHAPTER 4**

### **BUDGET GRANTS**

#### **4.1 BUDGET, GRANTS AND APPROPRIATIONS.**

6.1.1 The procedure relating to the preparation of the demands for grants, the appropriation of funds, the distribution of funds and budget matters generally, is laid down in Chapter 5 of the General Financial Rules. These rules are applicable to the Survey as a whole.

#### **4.2 WITHDRAWAL FROM THE PUBLIC ACCOUNT**

4.2.1 The General Rules governing withdrawals from the Public Account as laid down in Chapters I-II.I of Part V of Treasury Rules, Volume I, should be observed in all transactions relating to withdrawal of money for Departmental purposes.

## CHAPTER 5

### CONTINGENT CHARGES

5.1.1 General. The rules in part. V, Chapter V of the Treasury Rules, Volume I and Chapter 7 of the General Financial Rules apply generally to the Archaeo-logical Survey of India, to the extent that they may not be inconsistent either with the authorised method of obtaining cash for contingent charges (vide Para 7.1.2 below) or with any of the special rules in this code. (LATEST ORDER OF GFR AND ITS CHAPETR MAY PLEASE BE ADDED)

#### 5.1.2

(a) Charges for new supplies or, and repairs to, articles of the classes which in the case of heads of offices are classified under the head “Tools and Plant” are treated as contingent charges, etc., in the case of the office of Director General, Archaeological Survey of India. EXAMPLE. —Scientific instruments and drawing materials, camp equipage, motor cars, etc.

(b) The account procedure prescribed for heads of offices need, not be observed in the Office of the Director General Archaeological Survey of India in respect of the articles referred to in article 7.1.2 though these will otherwise be treated as tools and plant for the purpose of this code. Suitable register showing the receipt, issues disposal and balance of the articles should, however, in-variably be maintained.

NOTE. If any articles of this class are transferred to a Circle/ Branch or other subordinate office of the Directo-rate, the fact of the transfer should forthwith be reported to the Accountant General though no ad-justment of cost is required to be made under rule.

5.1.3 Circle/Branch Officers are not authorised to draw contingent advances out of the budget grant, under office expenses as is done in the case of advances under Works Heads. Contingent advances can only be drawn with prior approval of the Ministry of Finance. (DIRECTOR GENERAL) (CONTINGENT ADVANCES IS REQUIRED TO MEET OUT THE EMERGENCY EXPENDITURE ARAISE, SO RS.20,000.00 MAY PLEASE BE ALLOWED TO CIRCLE OFFICER)

NOTE. The charges for operation and maintenance of Government Jeep or other vehicles, in the Circles/ Brandies, should be debited under relevant Works Head.



## CHAPTER 6

### STORES

6.1 Stores of the Archaeological Survey of India may be divided into:

(i) Stores or materials required for execution of various types of works and charged to estimates,

(ii) Stores purchased out of contingent grants of the Survey, such as Mathematical Instruments, Scientific and Drawing Instruments, Photographic equipments, etc., and

(iii) Other valuable stores.

6.1.1 Purchase of all the stores required for the execution of works as per provisions made in the estimates will be governed by the provisions contained in Chapter 13 of these rules, AND CPWD MANUAL while the stores purchased out of office contingent grant will be governed by the provisions of Chapter 8 of the General Financial Rules. (LATEST VERSION OF GFR MAY PLEASE BE ADDED)

NOTE. The special rules relating to purchase of stores from contingent grant in this Chapter are supplementary to the General Financial Rules and have to be applied wherever necessary in conjunction with them.

6.2 STORE-WORKS

6.2.1 The store-works comprise of such types of stores and materials which are required for the execution of Archaeological as well as modern works and charged to estimates.

It also includes:

(i) Chemical Apparatus and Laboratory equipments.

(ii) Garden implements including pumping sets and Live Stock of Garden Branch.

(iii) Machinery, Tools and Plants.

6.2.2 All Circle/Branch Officers will exercise such of the powers of purchase of stock/stores of permanent and consumable nature, out of contingent grants of their respective offices, as defined in Book of Financial Powers.

### 6.2.3 Mathematical Instruments.

All new instruments required for the Archaeological Survey of India which have been provided for on a sanctioned scale, should be obtained by indent from the National Instruments Factory, Calcutta. All indents on the National Instruments Factory, Calcutta, should be accompanied by a certificate from the indenting officer to the effect that the supply of the articles detailed therein are covered by the sanction of the competent authority and necessary budget provision exists to meet the ex-penditure involved. The specific reference, number of the instrument shown in the catalogue of the National Instruments Factory, Calcutta, or to the Depot from which they are supplied for the purpose is to be noted in the indent. Surveying and Mathematical instruments should not be stocked in excess of requirements and surplus instruments should be returned either to the National Instruments Factory, Calcutta or to the Depot from which they were obtained. (MATHEMATICAL INSTRUMENT/SURVEY INSTRUMENT SHALL BE PURCHASED BY INVITING NIT BY CIRCLE OFFICER AS PER THE FINANCIAL LIMIT DELEGATED)

6.2.4 The Heads of offices are responsible for seeing that the surveying and mathematical instruments in their circle are properly cared for. Any damage to the instruments due to neglect or carelessness should be made good at the expense of the officer responsible for the damage.

6.2.5 Special attention of the Heads of offices is invited to the Rules and instructions governing the:

- (i) Purchase of stores;
- (ii) Receipt of stores;
- (iii) Issue of stores; and

(iv) Transfer of charge of stores laid down in Rules 102 to 108 of the General Financial Rules, which should be strictly observed in such cases in the Archaeological Survey of India.

## **6.3 CHEMICAL APPARATUS AND LABORATORY EQUIPMENT.**

6.3.1 Laboratory equipment and other scientific apparatus and instruments shall be entered in a separate stock register, recording therein complete details of the equipment, the price paid, source of the receipt, etc. The charge of these equipments, etc., should be entrusted to a responsible officer, who should ensure against any mishandling or misuse of these apparatus.

6.3.2 A separate register for the Chemical and other consumable stores required for use in the Chemical Laboratory may be maintained. However, the Head of each office will ensure the proper and judicious use of all Chemicals.

6.3.3 The rules relating to purchase, issue, receipt and transfer of stores as contained in Rules 102-108 of the General Financial Rules also apply in the case of Chemical and Laboratory equipments, etc.

#### **6.4 OTHER STORES.**

6.4.1 A reliable list of inventory or account of following stores should be maintained by each Head of Office on the prescribed form and kept ready for verification of stores and checking of accounts at any time and transactions must be recorded in it as and when they are carried out.

- (i) Accession register of Library books in form D.G.A. (App'-.VIII).
- (ii) Accession register of Museum, antiquities in form D.G.A. "(App.-IX).
- (iii) Stock and issue registers of Departmental publications, picture post cards, albums, blocks, photographs, plaster casts in prescribed form for stock and for issues.

NOTE 1. Price lists, recording both quantities and values, should be maintained in respect of articles of category (iii) as the stores are intended to be converted into money as departmental receipts.

NOTE 2. Purely numerical inventories i.e. recording quantities only, will suffice for articles costing upto Rs. 250/-when the articles are intended solely for departmental purposes.

6.4.2 A physical verification of all stores should be made at least once in every year under rules prescribed by the Director General and subject to the condition that the verification is not entrusted to a person:-

- (i) below the rank of a Gazetted Officer;

(ii) who is the custodian, the ledger-keeper or the accountant of the stores to be verified, or who is a nominee of, or is employed under the custodian, the ledger keeper, or the accountant; or

(iii) who is not conversant with the classification, nomenclature and technique of the particular classes of stores to be verified.

The verification should never be left to low paid sub-ordinates and in the case of large and important stores it should be, as far as possible, entrusted to a responsible officer who is independent of the superior executive officer in charge of the stores.

6.4.3 A certificate of verification of stores with its results should be recorded on the relevant registers, inventory or accounts, as the case may be, where such a verification is carried out.

NOTE 1. In making a physical verification, the following instructions should invariably be observed:

- (i) verification must always be made in the presence of the officer responsible for the custody of the stores or a responsible person deputed by him,
- (ii) all discrepancies noticed should be brought to account, immediately so that the stores account may represent the true state of the stores, and
- (iii) shortages and damages as well as unserviceable stores should be reported immediately to the authority competent to write off the loss for write off/disposal.

NOTE 2. Where priced inventory is maintained it is essential that the price recorded therein should not be materially in excess of the market value of stores. The Director General as the Head of the Department/ head of office is competent to issue instructions to govern:

- (i) the fixation of prices with reasonable accuracy,
- (ii) the periodical review and revision of rates, and
- (iii) the agency to be employed in periodical revaluation.

NOTE 3. The “Market value” of an article for this purpose means the cost per unit at which the article or an article of similar description can be procured at a given time at the stores Godown, from some suitable public markets.

## **6.5 MACHINERY, TOOLS AND PLANT**

6.5.1 A register of Machinery, Tools and plant, in Form C.P.W.A.-13 should be maintained and kept upto date in each Circle/Branch office where such articles are purchased. The Conservation/Chemical/Horticultural Assistant incharge of these articles will furnish a complete list of these articles in his charge to the Circle/ Branch office concerned, by the 30th September and 31st March every year. The Circle/Branch office will in turn maintain a centralised register of Tools and Plant (in C.P.W.A.-13 Form.) and furnish by 20th April every year, a complete list of these articles to the Accountant General concerned, showing the exact position as it stands on 31st March of the previous year.

NOTE ‘[“he Accountant General to whom the statement of Machinery, Tools and Plant is sent will compare it with the earlier statements and point out discrepancies of minor nature to the Circle/Branch officer concerned while those of serious nature will be re-ported by him to the Director General.

## **6.6 STORES (GENERAL).**

6.6.1 Articles of Dead Stock and other Consumable Stores, can be purchased out of office contingent grant with the sanction of the competent authority, in each office of the Survey. Separate registers for Dead Stock and Consumable Stores should be maintained for each type of stores.

NOTE 1. Each Head of Office entrusted with stores of any kind should take special care for arranging for their safe custody, for keeping them in good and efficient condition and for protecting them from loss, damage and deterioration. Suitable accommodation should be provided more particularly for valuable and combustible stores. He should maintain suitable ac-counts and inventories and prepare correct returns in respect of the stores in his charge with a view to preventing losses through theft,- accident, fraud, or otherwise and making it possible at any time to check the actual balances with the book balance and the payment to suppliers, etc.

NOTE 2. An inventory of dead stock should be maintained by each office in respect of the articles of stores of non-perishable character, showing the number received, the number disposed of by transfer, sale, loss, etc., and the balance in hand for each kind of article.

NOTE 3. (a) For purposes of numerical inventory articles of a similar description such as: tables, diaries, carpets, etc., should be put into separate categories, each category comprising

articles of the same measurement and make and manufactured with the same material, wood or other metal.

(b) The Inventory should ordinarily be kept at the site of the dead stock.

(c) The Inventory should be checked by the competent administrative authority once a year not less than the rank of a Gazetted Officer and a certificate of the result of check recorded.

(d) Articles of dead stock should be verified at least once a year by a Gazetted Officer and the result of verification recorded in the inventory. All discrepancies noticed must be properly investigated and brought to account immediately, so that the inventory may represent the true account.

NOTE 4. Instructions contained in Notes 1-3 above, also apply mutatis mutandis to all other types of stores described in Paras 8.1 to 8.6.1.

## **6.7 PERISHABLE OR CONSUMABLE STORES**

6.7.1 A register of perishable or consumable stores should be maintained in Form D.G.A. 74 in respect of perishable or consumable articles purchased by the Heads of Offices for Departmental purposes. Separate registers for different categories of articles may be opened at the discretion of the Heads of offices to facilitate maintenance of accounts.

## **6.8 SALE AND DISPOSAL OF STORES AND WRITE OFF OF STORES.**

6.8.1 All losses due to depreciation should be reported to the Head of Office concerned. This should be done at once on discovery of the fact. Stores which are reported to be obsolete, surplus or unserviceable may be disposed of by sale or otherwise under the orders of the Head of Office. Each order declaring stores as un-serviceable should record the full reasons for condemning them and how the condemned stores are to be disposed of i.e., whether by sale, public auction or otherwise.

6.8.2 A register of condemned articles as per specimen of Appendix X (revised form) should be maintained by each office. Whenever an article is transferred to the condemned articles register, a note may be kept in the Dead Stock register.

6.8.3 All losses of stores not due to depreciation should immediately be investigated and steps taken to obtain the sanction of competent authority to their write off if necessary.

NOTE 1. In the case of serious losses, the Head of Office should hold a departmental enquiry and record the evidence and his findings thereon, including the finding with regarding to the responsibility and culpability of persons concerned.

NOTE 2. The Director General may write off the irrecoverable value of stores lost by fraud, negligence of individuals, etc., upto a maximum limit of Rs. 5,000/-(100,000.00) in any individual case, and the Circle/Branch Officers, upto a limit of Rs. 500/-(50,000.00) in any individual case.

## **6.9 PUBLIC AUCTION OF STORES.**

6.9.1 No public stores may be sold otherwise than by public auction, without the permission of the Head of the Office. Commission which should ordinarily not exceed 5 percent may be allowed to the auctioneer not being a departmental subordinate, but no commission should be allowed on private sales.

NOTE 1. When stores are sold by auction, a responsible officer or subordinate should attend and record the final bids, in order to enable the sale accounts rendered by the auctioneer to be checked.

NOTE 2. A register for the sale of stores/articles. / usufructs, etc., by public auction should be maintained in each Circle/Branch office in the prescribed form.

(General request/information form for conducting public auction) security deposit to be collected from intending bidders along with their ID proof and mobile number, and to be recorded in the security deposit register for conducting public auction. It shall have columns with financial year, specific item for conducting auction, date of auction, officer witnessing auction, and columns –sno, name and address, signature of the bidder while receiving back the sd. The last three highest bidders' sd should not be returned till the full collection of bid amount from the highest bidder.)

### **SAMPLE FORM FOR CONDUCTING AUCTION REQUEST**

Sub:- Request for conducting public auction for the financial year .....-reg.

I have the honour to inform you that the lease period awarded to lessees for the following items, for the current financial year are going to expire on ..... under ..... sub circle. So, it is requested that, kindly take necessary steps for floating public auction call notice/TENDER cum public bid for the following items. Auction form is enclosed herewith for approval.

**Name of the monument.....**

(a) canteen-presentlyrunby ..... @  
 Rs.....per month Rent paid Rs.....for the year.....vide  
 ..... dt. ....

2012-13	2013-14	2014-15	Proposed book value/reserve value
Rs.....	Rs. ....	Rs.....	Rs.....?

**(b) Collection of Parking fee:-**

S.I No	Collection of parking fee	present rate	proposed rate
1	Bus	Rs.50/-	Rs.100/-
2	Mini bus	Rs.30/-	Rs.50/-
3	Car/jeep/Auto rickshaw	Rs.10/-	Rs.20/-
4	Two-wheeler	Rs.5/-	Rs.10/-
5	Byecycle	Rs.2/-	free

The last three years collected amount and proposed amount is furnished hereunder for perusal.

S.I No	2013-14	2014-2015	2015-16	proposed 2016-17
	Rs.....	Rs.....	Rs.....	Rs.....

**(c)Enjoying to collect yield Tender coconut from .....nos. Tree.**

S.I No	2013-14	2014-2015	2015-16	proposed 2016-17
	Rs.....	Rs.....	Rs.....	Rs.....



**(d) Selling soft drinks, bottle water, packed items, ice cream etc.**

S.I No	2013-14	2014-2015	2015-16	<b>proposed 2016-17</b>
	Rs.....	Rs.....	Rs.....	Rs.....

**(e) Collection of fee from users for using Toilet unit and its day to day maintenance up keeping.**

S.I No	2013-14	2014-2015	2015-16	<b>proposed 2016-17</b>
	Rs.....	Rs.....	Rs.....	Rs.....

**(f) Collection of fee from the users for chappal stand.**

S.I No	2013-14	2014-2015	2015-16	<b>proposed 2016-17</b>
	Rs.....	Rs.....	Rs.....	Rs.....

Proposed reserve prize may please be conveyed to officer witnessing public auction. Collection of vehicle parking fee and selling soft drinks may please be done through NIT cum BIDDING. Security deposit of **Rs.20000/-** may please be fixed for both items. **The date of public auction may please be fixed on ..... at ..... hrs..... premises**

**Terms and condition**

1. The intending bidders to participate in the auction programme are requested to deposit a sum of **Rs.20000/-** (Rupees Twenty Thousand only as **security deposit with ID proof any** and the same will be refunded after fall of final hammer, except the last three highest bidders.
2. The successful bidder has to deposit 30% of highest bid amount (except SD) on fall of final hammer. The rest amount has to be deposited in the office of the Superintending Archaeologist, Archaeological Survey of India, Thrissur Circle, in shape of D D within 10 days, if the highest bid is approved by the competent authority failing which, the S.D and collected amount will be forfeited. The competent authority ..... reserves the right to accept or reject any bid without assigning any reason and the final decision will rest with ..... and is not subject to any legal notice. The decision of the ..... circle. will be final and binding in any case of dispute .

3. Local taxes Vat @ .... % and IT @ ..... shall be charged extra as per rule at sources.
4. The sealed Tender, without the security deposit in D.D form shall be rejected at the initial stage itself.
5. The Demand Draft may please be **favoured the .....**
6. The highest bidder should take at most care not to damage the monument or part thereof while enjoying the right.
7. The successful bidder will only be allowed to collect the parking fee as per the prescribed rate.
8. Necessary rate chart board should be placed conspicuously for public by lessee.
9. The lessee, while enjoying the right to collect parking fee, **should keep the parking lot and its premises in neat and tidy condition**, and timing of parking lot will be ..... pm only and no vehicles should parked after ..... pm in the parking lot.
10. Subleasing/transfer of lease ship, sublet will not be accepted.
11. Government vehicles are exempted from parking fee.
12. Lease Tender cum quotation will be conducted as per Archaeological rules and regulations, archaeological works code, and the highest bidder shall abide the said rules.
13. The Lease agreement will be cancelled with immediate effect, in case of any violation of any of the terms and conditions and the highest bidder will not have any right to claim further.
14. The complete information regarding auction programme can be had from the office of the ....., and Senior Conservation Assistant, Archaeological Survey of India, ..... on all working days.
15. Government of India/Archaeological Survey of India shall only provide the space for selling sea foods/soft drinks etc. and it is **the sole responsibilities of the lessee to remit any local taxes/to obtain permission trade licence from the local, FSSAI Authority/department/to follow the FOOD SAFTY AND STANDARD ACT 2006, as F B O/to throw/ the dispose wastage/garbage, prescribed by the local department etc. and lessee shall abide the rules and regulation of the local department.**
16. Timing of the seafood/soft drinks parlour will be from 8.00 Am to 6.00 Pm
17. Seafood/soft drinks parlour area should be neat and eco friendly, and there should not be any permanent structure and it is the sole responsibility of the lessee to keep the monument area free from all sort of disposable items.
18. Sale of only sea food materials are permitted in snack bar. Quality of the food stuff should be authenticated by the food inspector.
19. 50% discount to be given to the ASI staff.
20. E B/water charges/local taxes if any will be borne lessee.
21. Any temporary structure to be removed immediately after the completion of lease period.
22. Leasing of seafood is a provisional licence, and cannot be claimed as a matter of right in future, and ASI can cancel the agreement at any time
23. with one month notice, and the amount deposited will be forfeited to government.

24. Lessee should obey the instructions of the Sr. Conservation Assistant, Archaeological survey of India, .....

25. Sealed quotation should be **super scribed as**

**(a) Collecting Parking fee from the parking lot at..... for the period from ..... To .....**

**(b) Right for selling soft drinks, ice cream inside the protected area, at .....for the period from ..... To .....**

Sealed quotation should be addressed to **The Superintending Archaeologist,**

**Archaeological Survey of India, ..... circle,**

.....

And should reach in the office of the Senior Conservation Assistant, Archaeological Survey of India, ..... on or before ..... 17.00 hrs. The quotation received after the stipulated time and date will not be considered.

Sale of Tender form will be up to (one day before the auction) and cost of tender form is Rs. 500 + 5% vat.

ASI will not be responsible for in case of any theft/damage of the vehicle. The amount is levied only for the space occupied by vehicle in the area allotted for parking vehicle.

Copy of the notice may please be given to:

**No physically handicapped/ physically challenged person accompanied with one attendant shall be charged for entry to monument/museum and parking fee, etc.**

1. District Collector, ..... District.
2. The Secretary, District Tourism promotion Council, .....
3. The Tehsildar, .....
4. The Village Officer, .....
5. The Post Master, Post office, .....
6. The Sub Inspector, Police Station, .....
7. The District Coordinator, Kudumbasree,.....
8. Cantonment Board,/panchayath/municipality/corporation .....
9. Station Head Quarter, DSC, .....
10. Police Station, .....police Station
11. ASI web site/cpp/ASIND web site

Yours faithfully,

Senior Conservation Assistant ASI, ..... Sub circle

TEMPORARY RECEIPT

Received Rs..... (Rupees.....)

Only from.....

Towards the auctioned part amount for ..... at ...../ selling soft drinks at ...../enjoying TO COLLECT usufructs from the Three numbers Mango TREE, subject to approval of Superintending Archaeologist, ASI, ..... Circle.

Senior Conservation Assistant,

ASI, ..... Sub Circle

(Once the auction bid is approved by the competent authority ca should collect the full amount and to remitted in to bank and cashier should issue tr-5 receipts to the highest bidder)

Circle:

Sub-circle:

(Sample form of auction form as per AWC 4.1.1-2&3)

**FORM FOR CONDUCTING PUBLIC AUCTION OF ARCHAEOLOGICAL RECEIPTS**

**(Rule 4.1.1.-2&3 of AWC Code) APPENDIX 1V - Date.....**

Name of Article: ....at,.....Period,.....

Reference to previous auction Last year..... .Rs.....	RESERVE/B OOK VALUE	SECURIT Y	IT & VAT %
--	------------------------	--------------	---------------

Sl.No	Name & address of the Bidder	BID AMOUNT	SIGNATURE OF BIDDER
1	a		
2	b	And so on ,the final hammer will be rounded off	
3	c		

. Tender forms **issued**..... Nos.; Sealed tenders **received** .....

Nos. <b>EMD Rs.</b> .....					
Tenders were opened after auction bidding.. Opened on..... at.....by.....in presence of all bidders. Tender rejected without security deposit.....					
slno	Name&address of the tenderer	Q.Amount	sl	Name &address of the tenderer	Q.Amount
1.			5.		
2.			6.		
3.			7.		
4.			8.		

1. The **highest bidding** amount was knocked down/called by  
Sri..... Rs.

2. The **highest Tendered** amount is quoted by  
Sri..... Rs.

From above comparison **Tender amount/bid amount** quoted by  
Sri.....,

For Rs..... is on **higher/lower side** and same may please be  
**approved/disapproved.**

With reference to SA's approval /Tender notice  
No..... dated..... auction cum tender was  
conducted on.....At .....in presence of  
..... witnessing officer. As per the comparative list stated as  
above for  
Rs.....Rupees.....  
is on higher/lower side & reasonable/unreasonable and **may please be  
approved/disapprovingly rejected** Approved order copy may please be  
communicated to this office for depositing cash in to treasury. To be  
recorded in the sales register Book. No. P. No.

Sr. C.A, ASI, Kannur. (**Remark of the officer conducting auction.**)

<b>Final Bid /Tender amount</b>
..... Rs.....
VAT &Cess..... .Rs.....
I T and cess..... Rs.....
<b>Total amount including all Taxes..... . Rs.....</b>

Remark and Signature of the officer witnessing auction

**The Superintending Archaeologist,  
Archaeological Survey of India,  
..... Circle, .....**

Sub: - Submission of Auction Sale proceeding documents along with Tender 3 Nos - for approval  
Ref: - Your Tender cum Auction call notice No....., Dated:- .....

Madam/Sir,

In responds to the auction call notice cited above, I have the honour to inform you that auction programme for the right of collecting parking fee from the parking lot/canteen/chappal stand/..... at ....., ..... for the period of ..... to ..... within the protected area of ..... was **conducted on ..... in the presence of ....., ASI, .....** and other bidders on the basis of wide publicity.

**The highest bidding amount of Rs...../-(Rupees only)** was knocked down by .....

We have issued **3** number Tender forms, and received back 3 numbers sealed Tenders. After conducting auction sale programme, the received tenders were opened by ....., ASI..... in presence of tenderers and all other participant presence in the auction sale programme.

**The highest quoted tender of Rs...../-(Rupees only)** is quoted by Sri....., .....(mob).

While observing the auction sale programme and tenders received as stated above, it is seen that **the amount quoted in the tender is on the higher side. It is  $\pm$  59.07 % higher than the last year amount.**

**The book/reserve value fixed in the item for the year is Rs. ....00**

The approved auction sale amount for the preceding three years is given below for ready reference.

2015 – 2016	Rs.
2014 – 2015	Rs.
2013 – 2014	Rs.

Considering the above points, **the highest tender amount of Rs...../-**

**Quoted by .....** for the right of collecting parking fee from the parking lot at ..... of **may please be approved.**

If approved the approval order may please be communicated to party to remit the balance amount/ tax/ IT etc. if any, within ten days from the date of issuing order in the office of.....  
He may also be warned failure of depositing the bid amount in time, will lead forfeiting of EMD.

The auction sale proceedings and .... Nos. tenders along with .... Nos. DD are enclosed herewith for your kind per usual approval and to release the disapproved tender DD Please.

Encl: - as stated above.

Yours faithfully,

Senior Conservation Assistant,  
..... Sub Circle.

## **6.10 PURCHASE, MANUFACTURE AND RE-PAIRS OF STORES.**

6.10.1 Materials required in the ordinary course for the execution of works on sanctioned estimates may be procured on the responsibility of the Head of the Office as per provision of these rules.

6.10.2 Articles comprised within the head “Tools and Plant” can only be purchased against the sanctioned estimates (UPTO WHICH HE CAN APPROVE THE ESTIMATE) with the exception of purchases not exceeding Rs. 500/- under each item for which estimates are not required. The powers of the Head of Office to sanction estimates for the purchase, manufacture and repair of tools and plant are subject to the above exception and to the note below, and are the same as their powers to sanction estimates technically.

NOTE 1. The Circle/Branch officers of the Survey can sanction expenditure on the purchase of stores or show cases upto a limit of Rs. 10,000/- (50,000.00 under OE and 25,00,000.00 for works) in each case. The Director General can sanction such expenditure up to a limit of Rs. 1,00,000/- (500 LAKHS) and on Live stock without any limit.

6.10.3 Manufacture and collection of materials should be regarded as part of that work for which they are intended and should be covered by the relevant estimate for special repairs or original work, as the case may be.

6.10.4 Ordinarily material should be purchased only for works in progress and no reserve of stores should be kept except with the specific sanction of, and upto a monetary limit to be prescribed by the Director General, Archaeological Survey of India. If such a reserve has been sanctioned, the Head of Office is authorised to purchase stores to an extent, sufficient to keep it to that limit.



## CHAPTER 7

### ARCHAEOLOGICAL WORKS OF CONSERVATION

#### 7.1 GENERAL

7.1.1 The term ‘Work’ used in this chapter applies only to Archaeological Works in connection with the conservation of the ancient monuments. It includes expenditure on supply, repair, carriage of tools and plant, chemical treatment of ancient monuments and maintenance and upkeep of gardens attached to them. And modern works including construction of store, offices etc

NOTE. Repairs comprise all Archaeological Works including those involving restoration or the provision of new feature whether or not integral but are incidental to the preservation of ancient monuments and repairing to modern building etc

7.1.2 The Director General in the capacity of the Head of the Department is responsible to the Government of India for the efficient administration, maintenance and upkeep of monuments of national importance in India. It will be the duty of the Director General to lay down Archaeological policy of the department in consultation with the Government of India and exercise concurrent control with the Audit Officer, over the duties of the Heads of the Office of the Archaeological Survey in connection with the maintenance of the accounts and will give all legitimate support to the Audit Officer in enforcing attention to the regulations concerning the disbursement of money, the custody of stores and submission of accounts. He will arrange that the Audit Officer is kept fully cognizant, of all proceedings and proposals to enable the latter to fulfil his functions. It will be his duty as the administrative Head of the Department, to administer the grant and with this object, to keep a close watch over the progress of expenditure against it, with a view to seeing that no excess is permitted to occur and that, if additional funds are necessary, application for the same is made. It will, further, be his duty to see that, the grant is fully expended in so far as it is consistent with general economy and the prevention of large expenditure in the last months of the year and that any money that 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,

7.1.3 For the purpose of these rules, the executive-units of the Department in Circles and Branches and the respective Heads of the Offices are responsible for the execution and management of all works within his Circle and Branch. Each Head of the Office is required to take necessary steps for obtaining cash for the works under his control, to keep accounts and to submit them punctually to Audit Officer under the rules for the time being in force. He is responsible for the arrangements for accounts keeping with the help of his subordinates, The responsibility for the correctness, in all respects of the original records of cash and stores receipts and expenditure as also for seeing that complete vouchers are obtained, rests with each Head of the Office, who will, before submitting the monthly accounts, carefully examine the books, returns and papers from which the same are compiled. It will be the duty of each Head of Office to inspect: the various works-in-progress within his circle and to satisfy himself that the system of management prevailing is efficient, and economical, that the different stores are duly verified according to rules laid down and that, there is no accumulation of stocks beyond its requirements. Each Circle

/Branch Officer or any other Officer, so authorised by him is required to inspect regularly at least once a year, subject to availability of T.A. grants, all the monuments where important special repairs of national importance are in progress, in his charge and draw up conservation notes on the measures necessary for their preservation and to prevent encroachment of Governmentlands in his charge. He is further required to keep accurate plans and photographs of all monuments in his charge and take care that his subordinates make themselves acquainted with the boundaries and see that they are maintained.

NOTE. In the discharge of their executive functions, the Heads of the Office may at their individual responsibility authorise officers of: the status of Deputy Superintending Archaeologist, Deputy Superintending Archaeological Engineer, Assistant Superintending Archaeological Engineer, Senior Conservation Assistants and other technical subordinates to perform such specified functions as they may care to delegate according to their individual judgement in consultation with the Director General. (ASAE/DYSAE working under head office of each circle will inspect the major works periodically and will draw technical notes for preparation of estimates and watch over the progress of work and to submit the report to head of office)

7.1.4 Each Head of the Office is responsible for keeping a close watch over the expenditure incurred on various works in his Circle and taking early steps to revise the estimate where excess over sanctioned cost is likely to occur. He is required to report immediately to the Director General any important accident or un-usual occurrence connected with his Circle and to state how he has acted in consequence. Immediately after the work is finished, it is the duty of each Head of the Office to close the accounts of it and to prepare the completion report

(If the expenditure is beyond 10 percent of the sanctioned estimate then completion report supported with, details of measurement, detailed analysis, inspection note for the reason of revision and excess expenditure, photographs etc with certificate is necessary, other wise completion statement of work is sufficient) (completion statement of works as per the format given below) as required by the rules.

CPWA-45-(COMPLETION STATEMENT OF WORKS AND REPAIRS)									
CIRCLE				SUBCIRCLE					
ITEM NO	NAME OF WORK LOCATION, DIST, STATE	ESTIMATE SANCTIONED/APPROVED AUTHORITY	APPROVAL NUMBER,DATE	FINANCIAL YEAR	AMOUNT OF ESTIMATE	EXPENDED		PERCENTAGE OF EXCESS	REMARKS
						EXCESS(+)	LESS (-)		
1	SR (P) Basilica of Bom Jesus, Old Goa, Goa	Director General, ASI, New Delhi	5/2015-16/, dated:25.08.2015	2015-16	75,28,688		-3,00,000	-3.98%	Work has been completed as per the estimate provision through NIT.
<p>“CERTIFIED THAT THE MATERIALS PURCHASED FOR THE WORK HAVE BEEN FULLY VERIFIED AND UTILISED AND WORK ITEMS EXECUTED HAVE BEEN FULLY GOT CHECK MEASURED. THE APPROVED COPY BE GIVEN TO PAO AND DG FOR INFORMATION)</p> <p>Senior Conservation assistant Goa Circle</p>									
		Checked & recommended for approval ASAE/DySAE Goa Circle	Approved Superintending Archaeologist Goa Circle						
<p>Copy to: DG, ASI, New Delhi for information and necessary action. PAO, ASI, Hyderabad for information and necessary action.</p>									
Completion statement is prepared if the actual expenditure cost is less than 10% of the original estimate.									

## 7.2 BASIC RULES APPLICABLE TO ALL CONSERVATION WORKS EXECUTED BY THE AR-CHAEOLOGICAL SURVEY OF INDIA.

7.2.1 There are three/four main stages in all conservation works to be executed, viz.,

- (i) Expenditure sanction in the annual Conservation Programme
- (ii) Technical sanction, and (approval of the estimates in technical and financial approvals)

ORDER COPY OF DELEGATIONS OF POWERS No.23-55/2014-Adm 1/(B&A)  
Dated.07.04.2016

In pursuance of Rule 13(2) of Delegation of Financial Powers Rules, 1978, as amended from time to time, and in supersession of earlier orders on the subject, the sanction of Competent Authority in the Ministry of Culture is hereby conveyed to delegate the technical and financial powers to the Officers of Archaeological Survey of India viz. Director General, Directors/Regional Directors/Superintending Archaeologists and other Head of Offices in respect of archaeological works and non-archaeology works, as indicated in Annexure “A” & “B” (enclosed).

The exercise of these powers shall be subject to all the relevant provisions of the Delegation of Financial Powers Rules, 1978 and General Financial Rules, 2005 and orders/instructions/decisions of the Government, issued from time to time. In the event of any doubt arising in the exercise of such powers, the matter may be referred to the IFD/Ministry of Culture through DG, ASI for clarification/decision.

This issues with the approval of the Minister of Culture, Secretary(Culture) dated 11.01.2016 and also concurrence of I.F.D., Ministry of Culture vide Dy. No.1003/AS&FA(C) dated 11.01.2016.

Enclosure : Annexure “A” & “B”.

**ANNEXURE “A”**

**Technical Powers under Conservation Works/Works (Original Works) :**

Sl. No.	Designation of Technical Officer in ASI (with Grade Pay)	Technical Powers(IN LAC)	
		Under Works/ Original Works	Under Conservation Minor Works
1.	***ASAE (Existing Grade Pay - Rs.4600/-) with technical qualification i.e. Diploma in Civil Engineering. OR I.T.I.	2.00	2.00
2.	Dy.S.A.E.(GP-5400/-)	**4.00	5.00
3.	SAE (GP-6600/-)	8.00	25.00
4.	Director(Cons.) – GP 7600/-	40.00	100.00
5.	JDG(Cons.) – GP-8700/-*	250.00	150.00
6.	ADG(Cons.) – GP-10,000/-*	400.00	250.00
7.	Director General	500.00	Full Powers
8.	CPWD		

\* Shall become operational on filling of the posts.

\*\* Repair and maintenance of minor nature of modern ASI buildings,

\*\*\* In case ASAE is not holding a technical qualification (Diploma in Civil Engineering OR I.T.I. Certificate) then he cannot exercise the power as delegated above.

- (a) A Committee comprising Director(Cons.), SAE and Deputy Director(Accounts) will examine, assess and recommend the estimates for approval of the DG until the post of the Jt.DG(Conservation) is filled up. In addition experts from different disciplines such as Civil Engineering Department, IIT/Geologist/Other experts can be co-opted as per necessity.
- (b) A Committee comprising Jt. DG, Director(Cons.), SAE and Deputy Director(Accounts) will examine, assess and recommend the estimates for approval of the DG until the post of the ADG(Conservation) is filled up. In addition experts from different disciplines such as Civil Engineering Department, IIT/Geologist/Other experts can be co-opted as per necessity.
- (c) A Committee comprising ADG(Cons.), Jt. DG, Director(Cons.), SAE and Deputy Director(Accounts) will examine, assess and recommend the estimates for approval of the DG until the post of the ADG(Conservation) is filled up. In addition experts from different disciplines such as Civil Engineering Department, IIT/Geologist/Other experts can be co-opted as per necessity.
- (d) Works above Five Crore will be get executed from CPWD/Central Government Agencies.

**Hence, the Financial Powers would be applicable subject to the clearance of the Conservation works estimates/proposals by the concerned Technical Officers/ appropriate Technical Committees of ASI.**

**Annexure “B”****Delegation of Financial Powers to the Director General and Regional Directors/Field Officers of Archaeological Survey of India :**

Sl. No.	Item of expenditure	Description / Works/Projects/ Expenditure	Designation of Officer/ Authority	Extent of Financial Powers Delegated (In Lac)	Remarks		
1 (A)	<b><u>Indents, contracts and purchases:</u></b>  Powers as per Rule 21 of DFPR and paras there under.	<b><u>For open or limited Tender contracts :</u></b> <b><u>(i)(a) For conservation, preservation of monuments/sites</u></b>	Director General	Full Powers	Subject to Technical Sanction of the Estimate/ Proposal by the concerned Technical Officers/Competent Authority (As mentioned in the Annexure-“A”).		
			Regional Directors	Above 25 lac and up to 50 Lac			
			S.A., Circles	Up to 25 Lac			
		<b><u>For open or limited Tender contracts :</u></b> <b><u>(i)(a) For chemical treatment works of Monuments/ sites, etc.</u></b>	Director General	Full Powers			
			Director (Science)	Above 25 Lac and up to 50 lac			
			S.A. Chemist	Up to 25 Lac			
			Dy.S.A. Chemist	Up to 10 Lac			
		<b><u>For open or limited Tender contracts :</u></b> <b><u>(i)(a) Horticulture works/ activities/ environmental development of monuments.</u></b>	Director General	Full Powers			
			Director (Horticulture)	Above 25 Lac and up to 50 Lac			
			Chief Horticulturist	Up to 25 Lac			
			Dy. Suptdg. Horticulturist	Up to 15 Lac			
		<b><u>For open or limited Tender contracts :</u></b> <b><u>(i)(a) Exploration and Excavation works / activities</u></b>	Director General	Full Powers			
Regional Director	Above 25 Lac and up to 50 Lac						
SA Circles & Excavation Branches/	Up to 25 Lac						
Dir(Epigraphy) / (Institute of Archaeology)/ SA, TSP/BSP/ Suptdg. Epigraphist	Up to 2 Lac						
Dy. Suptdg. Epigraphist	Up to 0.50Lac						

Sl. No.	Item of expenditure	Description / Works/Projects/ Expenditure	Designation of Officer/ Authority	Extent of Financial Powers Delegated (In Lac)	Remarks
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1 (A)	<b><u>For open or limited Tender contracts :</u></b>  (i)(a) <b>For Museum Works / activities</b>	Director General	Full Powers	
		Regional Director	Above 25 Lac and up to 50 lac	Subject to Technical Sanction of the Estimate/Proposal by the concerned Technical Officers/Competent Authority.
		S.A., Circles	Above 5 lac and up to 25 Lac	
		ASA/Dy.SA (Museums) & Head of office	Up to 5 Lac	
	<b><u>For open or limited Tender contracts :</u></b>  (i)(b) <b>For Works/ Original Works</b>	Director General	Up to Rs.5.00 Crore	
		Regional Director	Above 10 lac and up to 40 Lac	Subject to Technical Sanction of the Estimate/ Proposal by the concerned Technical Officers/ Competent Authority. (As mentioned in the Annexure-“A”).
		SA, Circles	Up to 10 Lac	
	(ii) : <b>For negotiated on single tender of proprietary contracts</b>	Director General	Up to Rs.25.00 Lac	Subject to concurrence of IFD, Ministry of Culture.
	(iii) : <b>For Agreements OR Contracts for technical collaboration and Consultancy Services.</b>	Director General	Up to Rs.25.00 Lac	
	1(B)	<b>Contingent Expenditure</b>	Director General	(i) Recurring – Rs.20.00 Lac in each case. (ii) Non-Recurring – Rs.40.00 Lac in each case.
	R.Ds./Dir(Adm)/ Dir(Science)/ Dir(Hort.)/Dir (Institute)/ Dir (Epigraphy)		Up to Rs.2 Lac recurring and Rs.4 Non-recurring (in each case)	
	SAs, Circles/ Branches		Up to Rs.1 Lac recurring and Rs.2 Lac Non-recurring ( in each case)	
	Other head of offices		Up to Rs.0.50 Lac recurring and Rs.1 Lac Non-recurring (in each case)	

: 3 :

Sl. No.	Item of expenditure	Description / Works/Projects/ Expenditure	Designation of Officer/ Authority	Extent of Financial Powers Delegated (In Lac)	Remarks
	<b><u>Legal Charges</u></b>		Director General	(i) Recurring – Rs.20.00	Powers as specified

1(C)				Lakh in each case. (ii) Non-Recurring – Rs.40.00 Lakh in each case.	under Rule, orders, restrictions of DFPRs/other extant rules.
			RD/Dir(Adm)/Dir(Science)/Dir(Hort.)/Dir(Institute)/ Dir. (Epigraphy) SAs, Circles/Branches	Up to Rs.2 Lac recurring and Rs.4 Non-recurring (in each case)	
			Other head of offices	Up to Rs.0.50 Lac recurring and Rs.1 Lac Non-recurring (in each case)	
2	<b><u>Miscellaneous expenditure :</u></b>		Director General	(i) Recurring – Rs.20.00 Lakh in each case.  (ii) Non-Recurring – Rs.40.00 Lakh in each case.	Powers to incur Miscellaneous Expenditure as per the provisions in Schedule-VI of DFPR and other extent rules/ restrictions/orders (especially Austerity measures/ instructions) of Govt of India issued from time to time.
		RD/Dir(Adm)/ Dir(Science)/ Dir(Hort.)/Director (Epigraphy)/ Dir (Institute of Archaeology)	Up to Rs.2 Lac recurring and Rs.4 Lac Non-recurring (in each case)		
		SAs, Circles/ Branches	Up to Rs.1 Lac recurring and Rs.2 Lac Non-recurring (in each case)		
		Other head of offices	Up to Rs.0.50 Lac recurring and Rs.1 Lac Non-recurring (in each case)		

### (iii) APPROVAL OF ESTIMATES

(iv) Appropriation and reappropriation of funds. These stages are described in the following rules.

## 7.3 EXPENDITURE SANCTION

7.3.1 Expenditure sanction means the concurrence of the Director General in the expenditure proposed. For this purpose, in the month of February every year, each Head of the Office will submit to the Director General, statement (through conservation portal with hard copy as per the latest format – please type the latest format) showing separately all works in order of priority with explanatory notes proposed to be carried out by him during the next financial year, for according necessary expenditure sanction. Works for which expenditure sanction has not been obtained should not be executed, except in cases of urgency, and that too with prior intimation to Director General.

## 7.4 TECHNICAL SANCTION

7.4.1 For each individual work proposed to be carried out except petty works, petty repairs for which lump sum provision has been sanctioned, a properly detailed estimate must be prepared for the sanction of the competent authority. This sanction is known as the

Technical sanction to the estimate. Save as provided in Para 9.6.1, it must be obtained before the actual execution of any work. As its name indicates, it amounts to no more than a guarantee that the proposals are structurally sound and that the estimates are accurately calculated and based on adequate data. Such sanction will be accorded by the

(By the technical officers as per the list and power of sanction delegated please type)

SLNO	DESIGNATION OF TECHNICALLY QUALIFIED OFFICER IN ASI	TECHNICAL POWER IN LACS		APPROVED BY
		ORIGINAL WORKS	CONSERVATION WORKS MINOR	
1	ASAE WITH TECHNICAL QUALIFICATION DIPLOMA OR ITI	2.00	2.00	SA
2	DYSAE	4.00	5.00	SA
3	SAE	8.00	25.00	SA
4	DIRECTOR CONSERVATION	40.00	100.00	DG
5	JTDG CONSERVATION	250.00	150.00	DG
6	ADG	400.00	250.00	DG
7	DG	500	FULL POWER	DG

#### REGIONAL DIRECTORS MAY BE DELEGATED FINANCIAL POWER APPROVAL UPTO 50.00 LAKHS

NOTE 1. It is not essential that expenditure sanction should invariably be obtained before technical sanction is given, in some cases it may be convenient to reverse the orders of these stages.

NOTE 2. Where the circumstances are such as to make it practically impossible to prepare estimates for the Conservation Work done departmentally or excavation of sites owing to the structural urgency of work or conservation having to be done actually with the excavation of remains, such estimates may be dispensed with, the previous concurrence of the Director General. The Head of the Office is empowered to exercise his discretion in deciding whether or not estimates for such Conservation Works are practicable in particular cases, but in exercising this discretion he should keep in mind that detailed estimate should always be prepared unless the difficulties in attending to their preparation cannot be surmounted.

NOTE 3. Estimates for all works carried out departmentally should, be prepared in the form prescribed by the Central P.W.D. (till the ASI standardises its own forms).

NOTE- 4. Charges on account of work charged and temporary establishments sanctioned by the competent authority and other charges of petty contingent nature, which are not likely to involve unlimited liability may be incurred when absolutely necessary pending sanction to estimate or estimates to which they relate.

(7.4.2) Approval of estimates-as per the approval of rcp/expenditure sanction, estimates will be prepared by the executive assistant, on the basis of inspection note and technical note.the



submitted estimate items will be got approved by the head of office, then will scrutinise and accord technical sanction and be submitted to the competent authority for approval. generally, before technical scrutiny, items approval shall be taken from the competent authority)

## **7.5 APPROPRIATION AND REAPPROPRIATION.**

7.5.1 Appropriation and reappropriation represents the allotment of a particular sum of money to meet expenditure on a specified object, it is operative only for the financial year for which it is made.

## **7.6 SUMMARY.**

7.6.1 To sum up it is a fundamental rule that no conservation or any other work shall be commenced or liability incurred in connection with it until a properly detailed design and estimate have been sanctioned and allotment of funds made. In cases of emergency or if so required by the Director General, Head of Office. may proceed to carry out the necessary work without allotment, or estimate subject to the condition that, in the former cases he should immediately intimate to the Director General and the Audit Officer that he is incurring the amount of liability which he is likely to incur. A similar report regarding such unauthorised liability whether undertaken on his own authority or that of the Director General, should be sent by the Head of the Office to the Audit Officer who will bring the facts in-stantly to the notice of the competent authority so that the requisite steps may be taken either to stop the work or to regularise its execution. The estimate should, however, be prepared as soon as possible.

## **CHAPTER 8**

### **POWERS OF AUTHORITIES TO ACCORD APPROVAL OR SANCTION TO ARCHAEO-LOGICAL CONSERVATION WORKS**

#### **8.1 GENERAL**

8.1.1 A group of works or items of work pertaining to or ancillary to one main work shall be considered as one work and the necessity for obtaining the approval or sanction of the higher authority to a work which consists of such a group of works is not avoided by the fact that, the cost of such particular work or item of work in the main work is within the powers of approval or sanction of the officer concerned.

NOTE. While no Officer may sanction any estimate for a work which cannot be completed or fully executed without and unless other works are also sanctioned at the same time, if the cost of all such works collectively exceeds his power of sanction. It is not the intention that two or more works should be regarded as forming part of one and the same main work merely because they are of similar nature, if they are otherwise, mutually independent.

## **8.2 EXPENDITURE SANCTION**

8.2.1 Expenditure sanction to all archaeological works can only be accorded by the Director General, Archaeological Survey of India.

## **8.3 TECHNICAL SANCTION**

8.3.1 The Director General exercises full powers to accord technical sanction to archaeological works of Conservation of ancient: monuments. In respect of original or modern works he exercises full powers upto Rs. 2,00,000(500.00 LACS). technical officers as per 9.4.1. CHART) are competent to accord technical sanction to similar works (a committee comprising adg(con), jtdg(cons), sae, and dydir. accounts will examine assess and recommend the estimate for technical sanction and approval of the dg asi New Delhi. in addition experts from different disciplines such as civil engg department, iit/other experts can be co opted as per necessity. works above five crores in original works will be got executed through cpwd/central govt agencies.)

## **8.4 EXCESS OVER ESTIMATES**

8.4.1 When the expenditure upon a work exceeds or is found likely to exceed the amount of sanctioned estimate by more than 10%, a revised estimate must be prepared as soon as such an excess is foreseen, sanction of the competent authority be applied for the cost so enhanced.

8.4.2 The powers of the authorities to accord technical sanction to revised estimates are the same as their powers to accord original sanction.

8.4.3 Head of the Office (TECHNICAL OFFICER) may pass excesses over estimate provided that the excess is not more than 10 per cent of the amount sanctioned and does not exceed the amount upto which he is authorised to accord sanction to an original estimate.

NOTE. No Officer of the Archaeological Survey is entitled to pass any excess over a revised estimate sanctioned by a higher authority than himself.

8.4.4 When excess occurs at such an advanced period in the execution of an archaeological work as to render the submission of a revised estimate purposeless, the Head of an office or the Director General, as the case may be, (APPROVE THE COMPLETION REPORT ON THE BASIS OF THE TECHNICAL OFFICERS PASS ORDER ACCORDINGLY). THE COMPLETION REPORT SHOULD SUPPORT WITH NECESSARY INSPECTION NOTE JUSTIFYING THE REASON FOR EXCESS EXPENDITURE, DETAILS OF MEASUREMENT, ANALYSIS OF RATES, ABSTRACT, PHOTOGRAPHS, DRAWINGS ETC) pass the completion report accordingly if the total expenditure in question is not greater than that, which the respective officers are empowered to sanction in the case of a revised estimate.

## **8.5 MODIFICATION IN AMOUNT TECHNICALLY SANCTIONED.**

8.5.1 In cases where a substantial part of an Archaeological Conservation work sanctioned by the Director General has been abandoned, or where material deviation from the original proposals are expected the Circle/Branch Officer must revise the amount of the estimate and intimate both to the Audit Officer and to the Director General that the amount of expenditure sanctioned should be revised accordingly. In cases where the saving is due to material deviations of a structural nature from the design originally approved, and the amount of the revised estimate is greater than that upto which he is empowered to sanction estimates technically, a revised technical sanction must, be obtained from the competent authority.

8.5.2 If at any time, either before or during the execution of a work, it is found that the original estimate for it is excessive for reasons other than those mentioned in para 10.5.1 above, the Head of Office may sanction/approve a revised estimate for it, even though the amount of such estimate may exceed that to which he is ordinarily empowered to accord approval/sanction. When according to such sanction he should intimate to the Audit Officer and the Director General that the amount, of the expenditure sanctioned should be reduced accordingly.

## **8.6 TECHNICAL SANCTION TO COMPONENT PARTS OF A PROJECT.**

8.6.1 In exceptional cases when it is desirable to commence execution of an archaeological work or project to which expenditure sanction has been accorded by competent authority before detailed estimate for the whole work or project has been sanctioned, it is permissible for the authority competent to accord sanction to the final estimate as a whole to accord technical sanction to detailed estimates for component parts of the Archaeological work on project in question subject to the condition that:

- (1) For each such work or component part, there must be a fully prepared detailed estimate and in the expenditure sanction as a whole, there must be a clear and specific amount corresponding to the work or component part, in question.
- (2) The amount of the detailed estimate must not exceed the amount included in the expenditure sanction.
- (3) The sanctioning authority must be satisfied before according sanction that no material deviations from the whole work as prepared for the purpose of expenditure sanction are to be anticipated.

NOTE This rule does not apply to estimates for parts of individual buildings or monuments.

## **8.7 APPROPRIATION AND REAPPROPRIATIONS.**

8.7.1 (Please type the latest rule OF GFR) Subject to the provisions of Rule 8 of the Book of Financial Powers, the Heads of Offices are authorised to sanction reappropriation between all Conservation works against sanctioned estimates not exceeding Rs. 10,000/- (15 LACS) whether for 'Special Repairs' or 'Annual Repairs' and 'Maintenance'. Sanction for reappropriation of funds exceeding Rs. 10,000/- (15 LACS) should invariably be obtained from the Director General, who exercises full powers in the matter.

## **8.8 COMMUNICATION TO AUDIT OF TECHNICAL SANCTIONS.**

8.8.1 A return of all estimates to which technical sanction has been accorded by technical officers and approved by the Heads of the Offices and those sanctioned by the Director General should be communicated to Audit. Officer concerned, with the monthly accounts as and when they are sanctioned.

8.9.1 The Director General, Archaeological Survey India.

8.9.1 The Director General Archaeological Survey of India, may sanction estimates for original works to the extent of Rs. 2,00,000 (500.00 LACS) in each case.

## **CHAPTER 9**

### **RULES TO BE OBSERVED BEFORE THE EXECUTION OF WORKS**

#### **9.1 ESTIMATES**

9.1.1 The papers to be submitted with the project for a work will in general, consist of a Conservation note, for a monument, inspection note and technical note a report, plans, photograph, specifications, a detailed estimate of measurements, quantities and rates, with an abstract, showing the total estimated cost of each item. These documents together are called 'The Estimate' in the sense of these rules.

In addition to the provision for all expenditure which can be foreseen five percent should be added to the estimate to cover the cost of the unforeseen contingencies. Subject to the rules contained herein the Director General may lay down subsidiary rules regarding the preparation of estimates and prescribe the details to be shown therein.

#### **9.2 SCOPE OF SANCTION TO AN ESTIMATE.**

9.2.1 The authority granted by a sanction to an estimate, must on all occasions be looked up as strictly limited to the precise objects for which the estimate was intended to provide. Accordingly, any anticipated or actual savings on a sanctioned estimate for a definite project should not, without special authority, be applied to carry out additional work not contemplated in the original estimate or fairly contingent on its actual execution.

9.2.2 Saving due to abandonment of a substantial part of a work are not to be considered as available for other works. The Heads of the Office should prepare a revised estimate and intimate to the Accountant General after sanction by the appropriate authority.

#### **9.3 PRELIMINARY OPERATIONS**

9.3.1 Maintenance of Certain Protected Monuments: It shall be the responsibility of the Archaeological Survey of India, to maintain every monument in respect of which the Central Government has acquired any of the rights mentioned in Sections 3, 4, 5 or which the Central Government has acquired by compulsory purchases under Ancient Monuments and Archaeological Sites and Remains Act 1958 (24 of 1958)(AMENDMENT AND VALIDATION ACT 2010)AND ITS RULE) or have been declared to be monuments of national importance, under the Ancient and Historical Monuments and Archaeological Sites and Remains (Declaration of National Importance Act, 1951 (AMENDMENT AND VALIDATION ACT 2010)AND ITS RULE

NOTE. Each Head of the Office should maintain a list of protected ancient monuments of national importance in his charge showing area of the monuments and boundaries as per revenue records, their location, viz., name of the District, Tehsil, etc., ownership, reference to agreement regarding maintenance, if privately owned, and other useful information. A consolidated list of such monuments has to be maintained in the office of the Director General, which, should always be kept up-to-date.

## 9.4 LAND ACQUISITION

9.4.1 When land is required for public purposes by the Survey, the Head of the Office, should, in the first instance consult the Collector/Revenue Officer of the District and obtain from, him, all possible information as to the probable cost of the land, together with the value of the building, 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 Head of the Office and submitted to the Director General for his sanction. When sanction to such an estimate has been obtained, the Head of Office should communicate the matter to the Revenue Officer, who will take the necessary preliminary action for the acquisition of the land, under the Land Acquisition Act, or its acquisition by private negotiation. Should it subsequently be 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, the Head of Office will submit a revised estimate for sanction. In cases where the amount claimed by the owner is largely in excess of the amount awarded by the Revenue Officer, possession should not be taken except under the specific orders of the authority sanctioning the work until the time has elapsed within which an appeal may be preferred.

9.4.2 All proposals for the occupation of land within the cantonment limits forming part of an encamping ground or otherwise held, for military purposes should be submitted in cases of land within cantonment limits, to the cantonment authority, and in other cases, to the General Officer commanding the division, or the independent Brigade. These officers will take the necessary steps to obtain the sanction of the Government of India in the Ministry of Defence to the proposals.

NOTE. President is pleased to authorise the Director General, A.S.I., New Delhi, to exercise the power to sanction acquisition of land from private owners for departmental purposes upto a financial limit of Rs. 25,000/- (ONE CRORE ) only in each case subject to the following conditions:

- (a) There is no Central Government land available for the purpose,
- (b) Each purchase is made under the provision of the Land Acquisition Act,
- (c) Where land is proposed to be acquired by private negotiation (and not under the provision of the Land Acquisition Act of 1894), prior consultation with the Director General, Central P.W.D. will be made by him regarding the reasonability of compensation paid for the land, and
- (d) Availability of due specific provision for the purpose in the sanctioned budget grant of the Archaeological Survey of India.

9.4.3 When privately owned land is temporarily required for exploration or excavation works and it is proposed to fill up the trenches later on, the Head of the Office may settle with the approval of the Director General the amount of crop compensation, rent of land, etc., with the owner of the land with the help of revenue authorities.

NOTE. The Director General, exercises full power to sanction expenditure on crop compensation and rent of land settled under this paragraph.

9.4.4 When land is required for permanent retention by the Archaeological Survey for works of exploration and excavation or for keeping ancient structures open to view,

steps should be taken to acquire the land by the Head of Office, in whose territorial jurisdiction the land lies, according to the procedure laid down in paras 11.4.1 and 11.4.2

## **9.5 SALE, DISMANTLEMENT OR PURCHASE OF BUILDINGS**

9.5.1 No public building which is not a purely temporary structure may be sold or dismantled without the sanction, previously obtained of the Government of India.

9.5.2 All proposals regarding acquisition of a building by purchase are required to be sanctioned by the Government of India.

## CHAPTER 10

### RULES TO BE OBSERVED DURING THE EXECUTION OF WORK

#### Section I

#### 10.1 GENERAL

10.1.1 No religious edifice should be destroyed or injured in the execution of Archaeological works with-out the full and free consent of the persons interested in it, or of a representative body of such persons, nor without the concurrence of the proper concerned authority of the area or stationed on the spot, in writing except under the orders of the local Government within whose jurisdiction the edifice stands.

10.1.2 Serious accidents should be reported to the Director General and Circle/Branch. Officers. Officers or subordinates in-charge of works should also furnish immediate information to the concerned proper autho-riety 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.

Every Officer or subordinate in-charge of a work carried out under contract, should furnish to the Circle/ Branch Officer at the beginning of each, month a pro-gress 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.

10.1.3 It is the duty of the officer incharge to bring- to the notice of the superior authority any dilatoriness, bad work, or any thing militating against the interests of Government, on- the part of the contractor and he will be responsible for any neglect, in this respect. In the case of work executed by daily labour, labour reports in the prescribed form showing the number of each cate-gory of the labourers employed on each work or sub-work should be submitted to the Head of Office regu-larly. The outturn of work for the day should also be shown in the labour report.

10.1.4 Heads of Offices are strictly prohibited from. commencing the execution of any work, or expending public funds, without the sanction of competent autho-riety, also from making or permitting any, deviations, from any sanctioned design in the course of execution, except under specific, authority or in a case of an emer-gency and in that case the change should be forthwith reported to the Director General.



## **10.2 SUPPLEMENTARY ESTIMATES**

10.2.1 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 justifying 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.

## **10.3 REVISED ESTIMATE**

10.3.1 When any excess over a sanctioned estimate is foreseen and there is likely to be unavoidable delay in the preparation of a revised estimate, an immediate report of the circumstances should be made to the authority whose sanction will ultimately be required. When a revised estimate is submitted, it must be accompanied by a statement comparing it with the latest existing sanction of competent authority, and by a report of the progress made to date.

10.3.2 When excess occurs at such an advanced period in the construction of a work as to render the submission of a revised estimate purposeless, the excess, if beyond the power of the head of the Office to pass, may be explained in a completion report or statement prepared under the rules in Paragraph 10.4.1

## **10.4 PROCEDURE ON COMPLETION OF WORKS**

10.4.1 A consolidated completion statement in proper form (CPWA-45) should be prepared at the end of the month in which the work is completed by the subordinates in charge of works and submitted to the Head of the Office, (if the actual expenditure is within the sanctioned estimate plus ten percentage. if the actual expenditure is beyond ten percentage then executive assistant should submit completion report supported with inspection justifying the reason for excess expenditure, details of measurements, detailed analysis of rates, reference numbers measurements, stock register, photographs abstract etc) who will approve and forward it to the Accountant General for information.

In cases in which the completion statement, is used instead of a revised estimate under Paragraph 10.3.2, sufficient details should be given, if the excess is beyond the power of sanction of the Head of the Office, to satisfy the authority whose sanction is necessary. A detailed completion statement should be prepared in respect of works on which the outlay has been recorded by sub-heads and the estimate therefor is exceeded by (TEN PERCENTAGE OF THE SANCTIONED ESTIMATE) an amount greater than that which the Head of the Office is empowered to pass.

A copy of the completion statement for the works executed against the estimate sanctioned by the Director General should, also be sent to that office.

## 10.5 SPECIAL RULES REGARDING REPAIRS

10.5.1 The estimates for Archaeological works may be prepared:

(i) for annual repairs, and (ii) for special repairs.(iii) original works

Each annual repair estimate should include the whole expenditure (including municipal and other taxes, if any, payable by Government) on employment of tempo-rary and work-charged staff, cost of additional labour, cost of materials including notice boards, contingencies and details of works outlay of recurring nature, which it is anticipated will be incurred during the financial year on a particular monument or a group of monu-ments. The sanction to an annual repair estimate lapses on the last day of the financial year to which it relates. If, however, inconvenience would arise in any exceptional case from the stoppage of the work on the close of the financial year, the repairs may be carried to completion, the expenditure after that, date being treated as expenditure against a fresh repairs estimate for the next, working year.

10.5.2 Each special repair estimate should include the whole expenditure on structural repairing, restoring and cleaning of a protected monument or group of mo-numents, expenditure on casual labour, cost of materials and tools and plant, which it is anticipated will be incur red. till the completion of the repairs. The technical sanction, accorded to such an estimate, will, unless such work has been commenced, cease to operate after a period of five years from the date upon which it was accorded. Works of recurring nature every year, viz., vegetation clearance, white-washing, colour-washing, dressing up pathways, pointing, etc. should not be included under special repairs.

10.5.3 In cases of urgency, the Director General may authorise the commencement of periodical repairs in anticipation, of formal sanction to the estimate, but in such cases an approximate sum for which details are given must be fixed to the expenditure of which sanc-tion is provisionally given and the Circle/Branch Officer will be responsible for seeing that the regular estimate is prepared at the earliest possible date and sanctioned by the competent authority. Whatever may be the ur-gency, execution of work should not, however, be com-menced until and unless written sanction of the Director General is obtained for the expenditure sanction.

10.5.4 Each original works/nonplanshould include the whole expenditure for the recurring nature of the office establishment, house keeping services,electrical and sanitary works,day to day upkeeping works of office establishment, cost of materials for day to day office/toilet maintenance/etc and minor repairing works to kiosks,ticket counter/water cooler out let/payment of electricty charges/water charges/ taxes/etc and employment of temporary or daily work charged staff for duty.the sanction to own/p estimates lapses on the last day of financial year to which it related.

10.5.5 Each original works plan should include the whole expenditure on modern construction work of office, toilets, stores/ticket counter, refreshment area etc in the meaning of new modern construction works.it shall include construction work/electrical works/plumbing/sanitary works etc.the technical sanction accorded to such an estimate shall be valid as that of special repair estimate.(12.5.2).

## **10.6 DEPOSIT WORKS**

10.6.1 The term Deposit work is applied to such of the structural Conservation, Chemical Preservation and Horticultural Works, carried out to monuments/sites, etc., cost of which is not met from Government, funds, but financed from Non-Government sources, which may either be deposited or otherwise be placed at the disposal of the Survey. Works carried, out by Municipalities or other Public or Private Bodies fall under this category, when the cost is charged to cash Deposit made for the purpose at Government Treasury. Such funds may be provided wholly or partly from:

- (a) Funds of public nature (such, as those of municipality, local boards, etc.) but not included in the financial estimates and accounts of the Government of India or a Local Government.
- (b) Contributions from Public and other Private organisations.

10.6.2 Deposit Works should be taken up by Circle/Branch office only with the prior approval of the Director General.

10.6.3 Where any such work is authorised to be done, the contributions or funds received will be deposited into Government Treasury as Archaeological Receipts and the work executed from Departmental funds, strictly in accordance with the provisions of this code, for executing departmental works.

NOTE 1. In case the funds required for executing Deposit Works are not available in the normal Budget of the Survey, the required funds may be re-appropriated out of the amount so deposited as Archaeological Receipts, with the concurrence of the Ministry of Finance.

NOTE 2. If delay is anticipated to the above procedure, the execution of work may be taken up, with the prior approval of the Director General in writing, under the strict supervision and guidance of the departmental representative, not lower in rank than the Conservation Assistant, Chemical Assistant or Horticultural Assistant, as the case may be. In such cases the attendance of the daily labourers and their payment should be the full responsibility of the doner or his authority/representative.

10.6.4 The contributors or the authority on whose behalf the work is to be executed, may be made to understand clearly that the Survey does not bind itself to complete the work within the amount of the estimate, or to undertake any item of work which is contrary to the Archaeological principles. The authority depositing or administering the funds, should agree to these conditions and to finance the excess that may occur. An

acknowledgement of these clear understandings is required to be obtained in writing from the party/parties concerned, before the work is commenced.

10.6.5 No interest will be allowed, on sums deposited as private contributions for works.

10.6.6 A departmental charge of 18% is leviable on the estimated cost of such of the Non-Departmental Works, which the Survey is required to undertake on behalf of a State Government, Municipality or a Public Body. This rate may be revised from time to time, on the basis of the one in vogue in C.P.W.D. for maintenance works.

10.6.7 The contributions from Private Bodies, Municipalities or States should be realised in full before any liability is incurred on account of work. In cases where the Director General is satisfied that: the money will be forthcoming when required, the work may be undertaken in anticipation of actual recovery.

10.6.8 In cases where a work is to be carried out partly from funds provided by the Government of India and partly from, private contributions, the contributions will be deposited as Archaeological Receipts and the works executed from Government funds, strictly in accordance with the procedure laid down for Archaeological works.

10.6.9 In cases, where the Archaeological Survey undertakes to design, execute or construct wholly from the sources described in the foregoing rules, the following rules will be observed:

- (1) An agreement will be drawn in consultation with the Ministry of Law, Justice and Company Affairs between the Government of India and the party intending to contribute for the works.
- (2) The design and estimate will in the first instance, be drawn up in consultation with the party or parties depositing or administering the funds and must be submitted for sanction by the competent authority as in the case of sanction of an estimate of departmental works.
- (3) Provision must be made to cover the cost of tools and plants, work-charged establishment, and departmental charges as per Para 12.6.6.
- (4) Before taking up the work, written consent to the estimate and design must be obtained from the authority depositing or administering the funds.
- (5) Necessary funds for executing the works must be realised and paid into the Government Treasury either in lump sum or in such number of instalments and by such dates as the Director General may decide. No advance of Government money for such purpose will be permitted and in a case where the money is paid, in installments, Government will not be responsible for the increase in cost or damage to incomplete work caused by a temporary stoppage of the work, pending receipt of further installments.
- (6) The Officer in-charge of work will bring at once to the notice of the higher authorities and the party depositing or administering funds, any anticipated excess over the

estimate and also furnish fullest information in connection with the progress of expenditure so that no responsibility may be attached to the Government in the event of the work having to be stopped' for want of funds.

(7) The Archaeological Survey should thoroughly satisfy itself that the extent to which the Government is responsible in regard to the execution of works is thoroughly understood both by the parties for whom the work is undertaken and the executive Officers to whom the execution is to be entrusted.

(8) A fee @ one percent of the estimated cost of the works will be chargeable by the Survey at the time of preparation of the estimate irrespective of the fact whether the works are actually executed or not.

## SECTION II

### **10.7 WORKS RELATING TO MODERN CENTRAL ARCHAEOLOGICAL BUILDINGS**

10.7.1 The term "work" used in this Section applies to all works relating to construction, repair and maintenance of modern Central Archaeological buildings under the administrative control of the Archaeological Survey of India, such as Museum buildings under the administrative control of the Archaeological Survey, Archaeological Rest Houses, toolsheds and godowns, Dak Bungalows, and residential buildings for the employees of the Archaeological Survey of India.

NOTE. Expenditure incurred on the construction of Chowki-dar huts and out-houses required in the interest of upkeep of religious living ancient monuments should be treated as new works within the meaning of the Section.

10.7.2 The general rules relating to works laid down in rules 89 to 92 of the General Finance Rules, are applicable to the transactions of the work of Civil Buildings carried out by the Archaeological Survey. The special rules in this Chapter are supplementary to those rules and have to be applied wherever necessary in conjunction with them.

10.7.3 Works relating to Central Archaeological buildings may be carried out either departmentally or through the agency of the Central Public Works Department, the State P.W.D. or the local body, subject to the condition laid down in para 14.7.5. When works are carried out departmentally, the conditions and limitations applicable to Archaeological Works to ancient monuments as laid down in Section I apply mutatis mutandis to such works. When works are proposed to be carried out through the agency of the C.P.W.D., the State P.W.D. or the local body allotments and administrative approval is required to be given by the Heads of the Offices out of the sanctioned grants of the Archaeological Survey.

Special Rules for Sanitary, Water Supply and Electrical Installations to Government Buildings, etc.

10.7.4 Except in special cases, under the orders of the Government of India all works and repairs in connection with sanitary, water supply and electric installations to

Archaeological buildings should be carried out through the agency of the C.P.W.D), according to the procedure laid down in Rule 142 of the General Financial Rules except that the limits of expenditure that may be incurred shall be raised from Rs. 1,000/- in the case of the electric installation and Rs. 3,000/- in the case of sanitary fittings to Rs.(8 LACS) 2,000/- and Rs.(25 LACS) 5,000/- in the case of Head of an office and Head of Department respectively.

### **Sanction of Estimates**

10.7.5 Estimates for all original works of construction costing more than Rs.(4 LACS) 2,00,000/- should be submitted to the Government of India for sanction. Approval of the Director General should be obtained for all works of construction costing under Rs.(4 LACS) 2,00,000/- and also for any improvement in the amenities of any Circle Office, rest house, Dak Bungalow or residential building or residential building of the Archaeological Survey of India irrespective of its cost. Heads of the Offices are competent to (APPROVE)/sanction ordinary/annual repair estimates to Archaeological civil buildings amounting to Rs. (4 LACS)10,000/- or less.

### **Works Outside India**

10.8.1 Estimate for all the Conservation/ Preservation Works to be executed in foreign countries may be carried out as per special provisions in the relative agreement between the Government of India and foreign Government concerned. Only such items of works should be carried out which are specifically provided in the agreement. In case some items other than those provided for in the original agreement are required to be taken up, it should be done at the express approval of the foreign Government concerned and the Government of India.

10.8.2 Estimate for all Conservation/Preservation works that are to be executed in a foreign country may be prepared in the currency of the country concerned as per rates prevalent there and total of each such estimate may be converted in Indian currency. The rate of the foreign exchange of that country with that of Indian currency should also be prominently shown in the report of the estimate.

10.8.3 Since the expenditure in such cases will involve use of the foreign exchange, approval of the Ministry of Finance, Government of India, has to be taken/obtained invariably in each individual case before taking up the projects.

10.8.4 While executing Conservation/Preservation works in Foreign countries the procedure laid down for execution of such works in India may be followed as far as practicable. In case, however, any particular provision of the rules cannot be followed, due intimation of the same, may be sent to the Director General, giving full justification for the same.

10.8.5 The funds proposed to be spent in the foreign countries for the Archaeological works may be arranged with the approval of the Ministry of Finance and the advances for the execution of these works may be drawn from the Embassy concerned in the respective countries.

10.8.6 The amount spent in the foreign countries for execution of Archaeological works fall within the audit purview of the Accountant General, Central Re-venues, New Delhi.

10.8.7 The leader of the team to the foreign country or an Officer so authorised by him will function as Drawing and Disbursing Officer and due intimation of this fact should invariably be sent to the embassy concerned.

10.8.8 After the works in the foreign countries are wound up/completed, the stock articles rendered surplus may be disposed off by Public auction and the sale pro-ceeds should be credited with the Embassy as the Archaeological receipts. In case, however, any specific condition in the agreement with the foreign Government contrary to these provisions exists, the materials/stock/ stores may be disposed of accordingly.

## **10.9 EXPLORATION AND EXCAVATION WORKS**

10.9.1 Since it is not possible to anticipate the amount of exploration and excavation works beforehand no estimates for such works need be prepared, but each Circle/Branch Officer-in-charge of excavation/explora-tion works is required to obtain the Technical as well as expenditure sanction of the Director General before starting such works.

10.9.2 The authority granted by the Director Gene-ral for an exploration or excavation work must on all occasions be looked upon as strictly limited by the precise objects for which it was intended. Accordingly any anticipated or actual savings on a definite project should not without special authority, be applied to carry out additional work not contemplated beforehand. Savings due to abandonment of a project are not to be considered as available for other works.(while granting the permission for conducting excavation to a licensee should also provide a clause to his assistant/deputy that the licensee/deputy has to submit the excavation report within the stipulated period to the government).

10.9.3 Before undertaking works of archaeological explorations and excavations, the Head of the office concerned should satisfy himself that the requirements of sections 2.1 to 24, as the case may be, of the Ancient Monuments and Archaeological Sites and Remains Act, 1958 are fully observed in so far as the land is concerned.

### **Land acquisition for excavation purpose**

10.9.4 When privately owned land is temporarily required for exploration or excavation works and it is proposed to fill up the trenches later on, the Head of the Office may settle the amount of crop compensation, rent of land etc. directly with the owner, subject to the approval of the Revenue Authorities of the District. In cases of urgency, he may settle with the owner directly the amount of crop compensation, rent of land etc. and have the rates so fixed confirmed by the Chief Revenue Office of the District, in due course.

NOTE. The Director General exercises full power to sanction expenditure on crop compensation and rent of land settled under this paragraph.

10.9.5 When land is required for permanent retention by the Archaeological Survey for works of exploration and excavation or for keeping ancient structures open to view, steps should be taken to acquire the land by the Head of office, in whose territorial jurisdiction the land lies, according to the procedure laid down in consultation with the local Revenue authorities, and formal approval of the Director General.

## **10.10 EXCAVATION AND EXPLORATION STORES**

10.10.1 The Stores required for exploration and excavation works are divided into (a) 'Tent and Camp equipment (b) Tools and Plant, including photographic, drawing' and survey equipment of permanent nature and (c) consumable articles required for works and at camps. Each Head of the office is responsible for seeing that proper arrangements are made both at headquarters and in the camp for the custody of stores and for their protection from deterioration and fire.

NOTE. The Head of the Office may make his subordinates individually responsible for different categories of stores, e.g., the Draftsman for drawing materials, Photographer for photographic materials and the Surveyor for survey articles, etc.

10.10.2 All articles of stores should be brought on to a register of Tools and plant and equipment in form D.G.A.-74.

NOTE. Issues made from, stock of tools and plant and camp equipment at camps, may at the discretion of the Head of the Office be effected on temporary hand receipts in order to avoid numerous entries of a temporary nature in the issue register.

10.10.3 All consumable materials should be accounted for in a register of consumable materials form D.G.A.-74 which is a combined Stock and Issue register.

10.10.4 Materials required in the ordinary course of works of exploration and excavation other than 8-1 D of ASI/ND/78

"Tools and Plant" may be procured by the Heads of Offices upto a limit of Rs. 1000/- in each case. Articles comprising within the head "Tools and Plant" may be purchased by the Head of Office up to the same limit, in each case.

NOTE: The Director General can sanction an expenditure on the purchase of stores for exploration and excavation works upto any limit.

## **10.11 SALE AND WRITE OFF OF STORES FOR EXPLORATION AND EXCAVATION WORKS**

10.11.1 The rules laid down in paras 8.4.1 to 8.4.3 of this Code apply mutatis mutandis to stores purchased for Archaeological works.

10.11.2 Heads of Offices are required to have stock taking at the commencement and the closure of each excavation or exploration camp. They should see that a proper list of articles brought from Headquarters is made and verified with the actual stock at the close of the works.



## **10.12 EXPLORATION and EXCAVATION ACCOUNTS, GENERAL PRINCIPLES**

10.12.1 The rules contained in this section describe primarily the procedure relating to the initial and com-plied accounts for exploration and excavation works car-ried out by the Archaeological Survey.

10.12.2 It is an important function of the Head of Office to keep a constant watch over the progress of ex-penditure and to keep himself informed of such circum-stances as may affect that progress in order to take early steps for obtaining extra funds or surrendering probable savings, as may be necessary.

10.12.3 The Circle/Branch Officers in charge of ex-cavation works are authorised to draw advance for making payment to labourers employed on muster roll and. for meeting out other expenditure on such of the consumable stores, which are contingent to the excava-tion works, but the amount of advance so drawn should in no way exceed a month's requirements. The adjust-ment account, of the advance so drawn will have to be submitted within a month and a second advance can under no circumstances be drawn unless the advance drawn earlier is fully adjusted. The Head of Office while submitting a bill for the drawal of an advance will also furnish a certificate that no previous advance drawn by him, remains outstanding on the date of sub-mission of the bill.

NOTE I. Advances for the purchase of Stores and equipment, .needed for the excavation works, cannot be drawn. The purchase of such article should he governed by the normal purchase rules as defined in Chapter 7 of the General Financial Rules.

NOTE 2. Since the exploration and excavation works are not susceptible to measurements, entries relating to these works will not pass through the measurement books.

## **10.13 Cash Book, etc.**

12.13.1 The rules contained in Chapters 7 and 8 of this Code are applicable to all. transactions relating to Archaeological exploration and excavation works.

10.13.2 Cash charges on works of exploration and excavation consist of (a) payment to members of work charged establishment and (b) to labourers for their wages.

10.13.3 The rules laid down in Chapters 7 and 8 relating to purchase of stores are applicable to Archaeo-logical works of exploration and excavation as well.

10.13.4 As exploration and excavation works are required to be carried out departmentally the transac-tions relating to purchases of stores, etc., are not required to be recorded into measurement books but the stores should be taken direct to the relevant stock registers. Before passing for payment any bill or voucher of a sup-plier, the Head of Office should see that reference to sanction of the competent authority, against which, the stores are purchased and the page number of the stock register in which such stoics are entered, are recorded on the body of the bill by the storekeeper. The Head of Office or any other officer so authorised by him should also at the same time initial the relevant entry in the Stock register to ensure that all articles purchased arc brought on the stock register and no bills or vouchers are doubly paid.

#### **10.14. MONTHLY ACCOUNT**

10.14.1 The Head of the Office is further required to submit his monthly accounts to the Accountant General concerned in the following forms by the 20th of the month following that to which they relate:

- (i) A memorandum of adjustment of advances.
- (ii) Schedule of Works expenditure to which all vouchers above the value of Rs. 250/- and except the muster rolls, should be attached.
- (iii) Monthly accounts of tools and plant.

#### **10.15 ANNUAL REPORT**

10.15.1 Each year in the month of April a detail-ed annual report of the exploration and excavation works executed during the previous financial year should be submitted to the Director General for incorporation in the Departmental report of works executed by the Survey.

## CHAPTER 11

### ***TENDERS PROCEDURE FOR CALLING, ACCEPTANCE AND AWARD OF***

### ***CONTRACTS AND FORMS***

WHENTWOORMOREPERSONSHAVEACOMMONINTENTIONCOMMUNICATEDTO EACHOTHERTOCREATE SOME OBLIGATION BETWEEN THEM,THERE IS SAID TO BE AN AGREEMENT.AN AGREEMENT WHICH IS ENFORCEABLEBYLAWISA"CONTRACT."

ACCORDINGTOSECTION10OFTHEINDIANCONTRACTACT,1872,ONLYTHOSEAGREEMENTSAREENFORCEABLE BY LAW WHICH ARE MADE BY THE FREE CONSENT OF PARTIES COMPETENTTO CONTRACT,FOR A LAWFUL CONSIDERATIONANDWITHALAWFULOBJECT,ANDARENOTEXPRESSLYDECLAREDTOBEVOID.THISISUBJECT TOANYSPECIALLAWACCORDINGTOWHICHA CONTRACTSHOULDBEINWRITINGANDATTESTEDBYWITNESSES.

THEFOLLOWINGAREESSENTIALINGREDIENTSOFACONTRACT:-

(A)OFFER MADEBYONEPERSONCALLEDTHE "PROMISOR".

(B)ACCEPTANCE OFANOFFER MADEBYTHEOTHERPERSONCALLEDTHE"PROMISEE".

(C)DOINGOFANACT,ORABSTINENCEFROMDOINGAPARTICULARACTBYPROMISORFORPROMISEE,THATIS CALLEDCONSIDERATION.

(D) THEOFFERANDACCEPTANCESHOULDRELATETOSOMETHINGWHICHISNOTPROHIBITEDBYLAW.

(E)OFFERANDACCEPTANCECONSTITUTEANAGREEMENT,WHICHWHENENFORCEABLEBYLAW,BECOMES ACONTRACT.

(F)INORDERTOMAKEAVALIDANDBINDINGAGREEMENT,THEPARTYENTERINGINTOSUCHANAGREEMENT SHOULD BECOMPETENTTOMAKESUCHAGREEMENT.

FORTHEPURPOSEOFANAGREEMENT,THEREMUSTBEACOMMUNICATIONOFINTENTIONBETWEENTHE PARTIESTHERETO.HENCEINTHEFORMSOFACONTRACTTHEREIS:

- (A) APROPOSAL.
- (B) COMMUNICATIONOFTHEPROPOSAL.
- (C) COMMUNICATIONOFACCEPTANCEOFTHEPROPOSAL.

THECOMMUNICATIONOFACCEPTANCEOFTHEPROPOSALCOMPLETETHEAGREEMENT.ANOFFERMAYLAPSE FORWANTOFACCEPTANCEORBEBEVOKEDBEFOREACCEPTANCE.ACCEPTANCEPRODUCESSOMETHINGTHAT CANNOTBERECALLEDORUNDONE.ACONTRACTSPRINGSUPASSOONASTHEOFFERISACCEPTEDANDIMPOSES AN OBLIGATION UPON THE PERSON MAKING THE OFFER.ITHAS BEEN OPINED BY THE MINISTRY OF LAW THAT BEFORECOMMUNICATIONOFACCEPTANCEOFANOFFER,THETENDERERWOULD BEWITHINHISRIGHTTOWITHDRAW, ALTER AND/OR MODIFY HIS TENDER BEFORE ITS ACCEPTANCE,UNLESS THERE IS A SPECIFIC PROMISE TO KEEP THE OFFER OPEN FOR A SPECIFIC PERIOD, BACKED BY A VALID CONSIDERATION.

FORMSTOBEUSEDFORCONTRACTS

- (1) THEFOLLOWINGFORMSSHALLBEUSEDFORAGREEMENTSWITHTHECONTRACTORSFORTHEPURPOSENOTED AGAINSTEACH.

- (2) EXCEPTFORTHESTATUTORYCLAUSES,THENITAPPROVINGAUTHORITY, NOTLOWERTHANTHE SUPERINTENDING ARCHAEOLOGIST, CAN INTRODUCE ADDITIONAL TERMS AND CONDITIONS IN THE NIT TO SUIT THE EXIGENCIES OF A WORK,ANDTHESEWOULDOVERRIDETHECORRESPONDINGSTANDARDCLAUSE SOFTHEVARIOUSFORMS

CPWDFORM6

- (1) THISISNOTICEINVITINGTENDERFORM,ANDINBRIEFISKNOWNASNIT.ITIS REQUIREDTOBEINVARIABLY ISSUED IN RESPECT OF WORKS FOR WHICH TENDERS ARE TO BE CALLED. THE FORM INCLUDES THE NAME OF WORK,ESTIMATEDCOSTPUTTOTENDER,PERIODOFCOMPLETION,TIMEANDDATESOFRECEIPTANDOPENINGOF TENDERS, AND OTHER RELEVANT CONDITIONS. CARE IS REQUIRED TO BE TAKEN WITH REGARD TO PARA 4 OF CPWDFORM6,WHICHPROVIDESTWOALTERNATIVES,VIZ.

- (I) THESITEFORTHEWORKISAVAILABLE,OR

(II) THE SITE FOR THE WORK SHALL BE MADE AVAILABLE IN PARTS AS SPECIFIED.

ONLY ONE OF THESE TWO ALTERNATIVES IS REQUIRED TO BE RETAINED.

(2)

PARA 16.3(1) AND (2) OF THIS MANUAL MAY BE REFERRED TO REGARDING PROVISIONS TO BE MADE IN THE

INIT (FORM 6) WHILE INVITING TENDERS WITH SPECIALISED COMPONENTS OF WORKS.

PARA 13.2.8(4)(V) MAY BE REFERRED TO REGARDING PROVISIONS TO BE MADE IN THE INIT (FORM 6) WHEN

ALL THE PARTICIPATING TENDERERS ARE TO BE PAID BY THE DEPARTMENT FOR FURNISHING THEIR DRAWINGS AND

DESIGN ALONG WITH THEIR TECHNICAL BIDS IN THE CASE OF LUMP SUM TENDERS

PARA 15.4 MAY BE REFERRED TO REGARDING PROVISIONS TO BE INCORPORATED IN THE INIT (FORM 6) FOR COMPOSITE TENDERS.

PARA 17.1 MAY BE SEEN REGARDING PROVISIONS TO BE INCORPORATED IN THE INIT (FORM 6) FOR POSTING OF TENDER NOTICE ON THE WEBSITE.

CPWD FORM 7 - PERCENTAGE RATE TENDER

(1)

THIS FORM SHOULD BE USED IN TENDERS FOR A WORK WHERE THE ITEMS OF WORK CONSTITUTING A MAJOR PART OF THE ESTIMATED COST PUT TO TENDER ARE BASED ON THE DEPARTMENT'S SCHEDULE OF RATES, IRRESPECTIVE OF THE VALUE OF THE WORK.

(2)

IN OTHER WORKS, WHERE THE BULK OF THE ITEMS ARE NOT BASED ON THE DEPARTMENT'S SCHEDULE OF RATES, THIS FORM SHOULD BE RESTRICTED TO WORKS WHOSE VALUE DOES NOT EXCEED RS.10 LAKHS. HOWEVER, THE INIT APPROVING AUTHORITY MAY DECIDE TO GO IN FOR THIS FORM EVEN FOR HIGHER VALUES OF WORK FOR VALID REASONS.

CPWD FORM 8 - ITEM RATE TENDER

THIS FORM SHOULD BE USED IN TENDERS FOR A WORK OF VALUE EXCEEDING RS.10 LAKHS, WHERE THE ITEMS OF WORK CONSTITUTING A MAJOR PART OF THE ESTIMATED COST PUT TO TENDER ARE NOT BASED ON THE DEPARTMENT'S SCHEDULE OF RATES. HOWEVER, THE INIT APPROVING AUTHORITY MAY DECIDE TO GO IN FOR THIS FORM EVEN FOR LESSER VALUES OF WORK FOR VALID REASONS.

CPWD FORM 9 - SUPPLY OF MATERIALS

THIS FORM SHOULD NORMALLY BE USED WHERE THE PURCHASE OF MATERIALS IS INVOLVED. ACCORDING TO THE CPWD FORM 9, THE CONTRACTORS ARE REQUIRED TO QUOTE RATES FOR SUPPLY OF THE REQUIRED QUANTITY OF MATERIALS, WHETHER RAW OR FINISHED.

#### CPWD FORM 10-PIECEWORK

(1) THIS FORM IS TO BE USED:

(I) FOR A WORK COSTING LESS THAN RS. 5 LAKHS

(II) IN CASES IN WHICH IT IS NECESSARY TO START THE WORK IN ANTICIPATION OF OR FOR MALACCEPTANCE OF CONTRACT, AND

(III) FOR RUNNING CONTRACTS.

(2) IN CASE OF (II) ABOVE, THE PIECEWORK CONTRACT IS CANCELLED AS SOON AS REGULAR CONTRACT IS SIGNED.

(3) IN CASE OF (III) ABOVE, QUOTATIONS ARE CALLED PERIODICALLY AND A RUNNING RATE CONTRACT IS DRAWN UP. PAYMENT OF STIPULATED RATES ONLY WHEN IT REFERS TO SUCH QUANTITY OF TIME AND ALSO STIPULATES THAT THE ENGINEER-IN-CHARGE MAY PUT AN END TO THE AGREEMENT AT HIS OPTION AT ANY TIME. AS A RESULT OF THOSE QUOTATIONS, USUALLY FOR ONE YEAR. THE PIECEWORK CONTRACT FORM PROVIDES FOR

#### CPWD FORM 11-WORK ORDER

THIS FORM MAY NORMALLY BE USED FOR WORKS COSTING RS. 10 LAKHS AND BELOW. IT IS NOT MUCH DIFFERENT FROM FORM 10, BUT ANY WORK AWARDED ON FORM 11 MAY BE STOPPED BY THE ENGINEER-IN-CHARGE AT ANY TIME, AND THE CONTRACTOR IS ALSO ENTITLED TO STOP THE WORK AT ANY TIME.

#### CPWD FORM 11A-WORK ORDER

THIS FORM MAY BE USED FOR SMALL WORKS COSTING LESS THAN RS. 10 LAKHS WHERE IT IS NOT CONSIDERED NECESSARY TO USE REGULAR FORMS 7, 8 OR 12, AND AT THE SAME TIME IT IS DESIRED TO BIND THE CONTRACTOR IN RESPECT OF THE QUANTITY OF THE WORK AND THE TIME IN WHICH IT IS TO BE COMPLETED.

#### CPWD FORM 12-LUMP SUM CONTRACT

(1)

THIS FORM, AS ITS NAME INDICATES, IS USED FOR WORK IN WHICH CONTRACTORS ARE REQUIRED TO QUOTE A LUMP-SUM AMOUNT FOR COMPLETING THE WORKS IN ACCORDANCE WITH THE GIVEN DESIGNS, DRAWINGS, SPECIFICATION AND FUNCTIONAL REQUIREMENTS AS THE CASE MAY BE. LUMP-SUM TENDER CAN BE EITHER:

(I)

FOR ONLY EXECUTING THE WORK AS PER DESIGN, DRAWING AND SPECIFICATION GIVEN BY THE

DEPARTMENT, OR

(II)

FOR EXECUTING THE WORK INCLUDING THE ELEMENT OF DOING DESIGN WORK AND PREPARATION OF STRUCTURAL DRAWINGS AS WELL, WHICH SHALL BE IN KEEPING WITH THE GIVEN FUNCTIONAL, STRUCTURAL AND ARCHITECTURAL PARAMETERS, AND SUBJECT TO APPROVAL BY THE COMPETENT AUTHORITY BEFORE HAND.

(2) DRAWING AND DESIGN BY THE DEPARTMENT

IN CASES WHERE WORK IS TO BE EXECUTED AS PER DESIGN AND DRAWING OF THE DEPARTMENT, ALL THE DETAILED WORKING DRAWINGS, BOTH ARCHITECTURAL AND STRUCTURAL MUST BE PREPARED BEFORE HAND, AND SHOULD FORM PART OF THE TENDER DOCUMENTS, WHICH SHOULD ALSO CONTAIN COMPLETE AND DETAILED SPECIFICATIONS OF THE WORK. THE TENDER DOCUMENTS MUST SET OUT COMPLETE SCOPE OF THE WORK. ONLY THE DRAWINGS AND THE DETAILED SPECIFICATIONS AS CONTAINED AND/OR REFERRED TO IN THE TENDER DOCUMENTS SHALL FORM THE BASIS OF EXECUTION AND PAYMENT.

THE EXTRA PAYMENT OR RECOVERY OVER AND ABOVE THE ACCEPTED RATES SHALL BE CALLED FOR ONLY IN THE EVENT OF AUTHORIZED DEVIATIONS FROM THE DRAWINGS AND SPECIFICATIONS (AS GIVEN AND/OR REFERRED TO IN THE TENDER DOCUMENTS) IN COURSE OF EXECUTION AND NOT OTHERWISE.

(3) DRAWING AND DESIGN BY THE CONTRACTOR - AFTER THE AWARD OF WORK

IN CASES WHERE THE DETAILED ARCHITECTURAL AND STRUCTURAL DRAWINGS ARE TO BE PROVIDED BY THE CONTRACTOR, ALL THE ARCHITECTURAL AND STRUCTURAL DATA/PARAMETERS NECESSARY TO WORK OUT THE COST OF THE WORK, DETAILS OF THE FUNCTIONAL REQUIREMENT AND COMPLETE/DETAILED SPECIFICATION

THEREOF, INCLUDING PRELIMINARY DRAWINGS, IF ANY, MUST BE FINALISED BEFORE CALL OFF TENDERS, AND THE TENDER DOCUMENTS MUST CONTAIN ALL THESE DETAILS SO THAT THERE IS LITTLE SCOPE OF GUESS WORK ON THE PART OF THE CONTRACTOR WHILE TENDERING, AND CHANCES OF DISPUTE AT A LATER STAGE ARE MINIMIZED. ANY CLARIFICATION OR DOUBT AS MAY BE RAISED BY THE INTENDING TENDERERS SHOULD BE CLEARED BEFORE THE RECEIPT OF TENDER.

A CONDITION SHOULD BE STIPULATED IN THE TENDER DOCUMENTS THAT THE WORK SHALL BE EXECUTED AS PER DETAILED DESIGN AND ARCHITECTURAL/STRUCTURAL DRAWINGS TO BE PREPARED BY THE SUCCESSFUL CONTRACTOR CONFORMING TO THE GIVEN PARAMETERS AND FUNCTIONAL/DESIGN REQUIREMENTS AS MENTIONED IN THE TENDER DOCUMENTS, AND SUBMITTED TO THE DEPARTMENT WITHIN SPECIFIED TIME AFTER THE AWARD OF WORK. THE CONTRACTOR SHALL ACCORDINGLY GET THE DESIGN/DRAWINGS APPROVED BY THE DEPARTMENT BEFORE TAKING UP THE WORK

IN CASE ANY MODIFICATION FOR ANY REASON IS ORDERED IN COURSE OF EXECUTION, SUITABLE ADJUSTMENT FOR EXTRA PAYMENT OR RECOVERY SHALL BE EFFECTED ONLY IF SUCH MODIFICATION RESULTS IN CHANGE IN THE SCOPE OF WORK AS GIVEN IN THE TENDER DOCUMENTS, OR ANY CHANGE FROM THE SPECIFIED PARAMETERS.

(4) DRAWING AND DESIGN BY THE CONTRACTOR - BEFORE THE AWARD OF WORK WHERE THE CONTRACTOR IS REQUIRED TO GIVE THE DESIGN AND STRUCTURAL DRAWINGS, THE CONTRACT CAN SUFFER FROM THE FOLLOWING INFIRMITIES:

THE CONTRACTOR MAY UNDERDESIGN THE STRUCTURE IN ORDER TO REDUCE THE COST AND WIN THE CONTRACT, OR,

DURING THE PROOF CHECKING OF THE STRUCTURAL DESIGN, THERE COULD BE A TENDENCY ON THE PART OF THE CONTRACTOR NOT TO AGREE TO THE DEPARTMENT'S GENUINE CONSENTION FOR REVISING THE STRUCTURAL DESIGN THAT MAY INCREASE THE COST OF STRUCTURE TO HIS DISADVANTAGE.

WHEREVER THE ABOVE PROBLEM(S) IS/ARE ANTICIPATED, THE TENDERS SHALL BE INVITED IN A TWO-BID SYSTEM,

THE TECHNICAL BID, CONTAINING THE ARCHITECTURAL PLANS, STRUCTURAL DESIGN CALCULATIONS, STRUCTURAL DRAWINGS, SERVICE PLANS, THE DETAILED MEASUREMENT SHEETS, AND OTHER TECHNICAL PARAMETERS AS MAY BE REQUIRED, ETC.



THE PRICE BID.

THE TECHNICAL BIDS SHALL BE EVALUATED BY A COMMITTEE CHAIRED BY THE TENDER ACCEPTING AUTHORITY (NOT HIGHER THAN THE CHIEF ENGINEER), AND COMPRISING THE SENIOR ARCHITECT/ARCHITECT, SUPERINTENDING ENGINEER (P)/EXECUTIVE ENGINEER (P). THE COMMITTEE SHALL CO-OPT APPROPRIATE OFFICERS FROM OTHER DISCIPLINES CONCERNED WITH THE WORK. THE COMMITTEE SHALL OBTAIN CLARIFICATIONS FROM THE TENDERER(S) AND/OR CALL THEM FOR DISCUSSIONS WHEREVER REQUIRED, AND SELECT A FINAL SCHEME. THE SAME SHALL BE MADE AVAILABLE OR MADE KNOWN TO ALL THE PARTICIPATING TENDERERS, PREFERABLY THROUGH A PRE-BID CONFERENCE, AND INVITE REVISED TECHNICAL BIDS FROM THEM, IF REQUIRED.

AFTER EXAMINING THE TECHNICAL BIDS/REVISED TECHNICAL BIDS, AND EQUALLYING THE SAME IN RESPECT OF ALL THE TENDERERS, THE PRICE BIDS SHALL BE OPENED. IF THE TENDERERS ARE ASKED TO MODIFY THEIR STRUCTURAL DESIGN AND CALCULATIONS AS A RESULT OF THIS EXERCISE, OR IF THE VALIDITY PERIOD OF THE PRICE BID EXPIRES, THEY SHALL BE GIVEN THE CHANCE OF OFFERING REVISED PRICE BIDS, AND IN THAT EVENT, ONLY THE REVISED PRICE BIDS SHALL BE OPENED.

THE APPROVING AUTHORITY SHALL CONSIDER PAYING TO ALL THE PARTICIPATING TENDERERS A REASONABLE AND SPECIFIED AMOUNT FOR FURNISHING ALL THE ABOVE DETAILS ALONG WITH THEIR TENDERS, IF IT IS FELT THAT THE SPECIFIED REQUIREMENTS SO WARRANT. IN THAT EVENT, THE SAME SHOULD BE SUITABLY INCORPORATED IN CPWD FORM 6 AS WELL AS IN THE ADVERTISEMENTS THROUGH WEBSITE/PRESS.

THE LUMP SUM TENDER DOCUMENTS SHALL CONTAIN:

- (I) THE DETAILED ARCHITECTURAL AND STRUCTURAL DRAWINGS,
- (II) DETAILED SPECIFICATIONS FOR THE VARIOUS ITEMS AND COMPONENTS OF THE WORK,
- (III) THE SCHEDULE OF QUANTITIES FOR THE VARIOUS ITEMS AND COMPONENTS OF THE WORK,

(IV)

THE INCLUSIONS IN AND EXCLUSIONS FROM THE SCOPE OF THE CONTRACT, IF REQUIRED, FOR BETTER CLARITY, AND,

(V)

THE VARIOUS STAGES OF WORK, AND THE PERCENTAGE OF THE CONTRACT VALUE FOR EACH STAGE FOR RELEASE OF INTERMEDIATE AND FINAL PAYMENTS

THE SCHEDULE OF QUANTITIES REFERRED TO ABOVE IS ONLY LIMITED FOR THE PURPOSE OF ASSESSING THE QUANTUM OF WORK INVOLVED BY THE TENDERERS. IT IS NOT MEANT FOR SUBSEQUENT MEASUREMENT AND PAYMENT IN THE COURSE OF EXECUTION OF THE WORK. BEFORE SUBMITTING THEIR TENDERS, THE TENDERERS SHALL, THEREFORE, HAVE TO SATISFY THEMSELVES THAT THE QUANTITIES GIVEN IN THE TENDER DOCUMENTS FOR THE VARIOUS ITEMS AND COMPONENTS OF THE WORK ARE CORRECT. DEFICIENCIES NOTICED, IF ANY, SHOULD BE IMMEDIATELY BROUGHT TO THE NOTICE OF THE TENDER INVITING AUTHORITY, WHO SHALL EXAMINE THE SAME, AND MAKE NECESSARY CORRECTIONS, IF REQUIRED, TO THE TENDER DOCUMENTS BEFORE RECEIPT OF THE TENDERS.

THE CONTRACTOR SHALL EXECUTE THE WORK AS PER THE DRAWINGS AND SPECIFICATIONS AS GIVEN IN THE TENDER DOCUMENTS, AND SHALL HAVE NO CLAIM FOR ANY PAYMENT ON ACCOUNT OF DEVIATIONS AND VARIATIONS IN QUANTITY OF ANY ITEM(S) OR COMPONENT(S) OF THE WORK, UNLESS THEY ARE AUTHORISED DEVIATIONS FROM THE PARAMETERS, DRAWINGS AND SPECIFICATIONS CONTAINED IN THE TENDER DOCUMENTS.

THE RATES OF DEVIATED ITEMS

SHALL BE DETERMINED ON THE LINES OF CLAUSE 12.2 OF CONDITIONS OF CONTRACT FOR PERCENTAGE/ITEM RATE CONTRACTS.

THE JUNIOR ENGINEER AND ASSISTANT ENGINEERS SHALL SATISFY THEMSELVES THAT THE WORK HAS BEEN DONE IN EACH STAGE IN CONFORMITY TO THE DRAWINGS AND SPECIFICATIONS CONTAINED IN THE TENDER DOCUMENTS, AND CERTIFY THE SAME BEFORE RECOMMENDING TO THE DIVISIONAL OFFICE FOR THE RELEASE OF THE STAGE PAYMENT. THE EXECUTIVE ENGINEER SHALL CONDUCT TEST CHECKS TO THE PRESCRIBED LEVELS AS UNDER PARA 7.10.2

PREPARATION OF TENDER DOCUMENTS

PREPARATORY WORKS

I. BEFORE TENDERS FOR A WORK ARE INVITED, A DETAILED ESTIMATE SHOWING THE QUANTITIES, RATES AND AMOUNTS OF THE VARIOUS ITEMS OF WORK, AND ALSO THE SPECIFICATIONS TO BE ADOPTED SHOULD BE PREPARED.

II.

THE ESTIMATED COST PUT TO TENDER IN THE NIT SHALL BE WORKED OUT BY ADJUSTING THE ESTIMATED COST OF SCHEDULE ITEMS BY THE COST INDEX AND COMBINING IT WITH COST OF NON-SCHEDULED ITEMS IF ANY, WORKED OUT ON MARKET RATES. (OM/MAN/243)

BEFORE APPROVAL OF NIT, THE FOLLOWING ARE DESIRABLE.

(I) AVAILABILITY OF CLEAR SITE, FUNDS AND APPROVAL OF BUILDING PLANS FROM LOCAL BODIES.

(II) CONFIRMATION THAT MATERIALS TO BE ISSUED TO THE CONTRACTOR WOULD BE AVAILABLE.

(III) AVAILABILITY OF STRUCTURAL DRAWINGS FOR THE FOUNDATIONS.

(IV) LAYOUT PLAN FOR ALL SERVICES.

TENDER DOCUMENTS OF WORK COMPRISING OF THE FOLLOWING SHOULD BE PREPARED AND APPROVED BY AN AUTHORITY WHO IS EMPOWERED TO APPROVE THE NOTICE INVITING TENDERS (NIT) BEFORE IT IS ISSUED.

(I) THE NOTICE INVITING TENDER IN FORM MCPWD 6.

(II) THE FORM OF TENDER TO BE USED ALONG WITH A SET OF CONDITIONS. PARTICULAR SPECIFICATIONS AND SPECIAL CONDITIONS SHOULD NOT BE REPETITIVE AND IN CONTRADICTION WITH EACH OTHER. ADDITIONAL CONDITIONS SHOULD BE DECIDED BY THE NIT APPROVING AUTHORITY, AND HE SHALL BE RESPONSIBLE FOR THE SAME. WHEREVER SPECIAL CONDITIONS HAVE FINANCIAL IMPLICATIONS, THESE SHOULD BE ENFORCEABLE.

(III) THE SCHEDULE OF QUANTITIES OF WORK.

(IV) A SET OF DRAWINGS REFERRED TO IN THE SCHEDULE OF QUANTITIES OF WORK. (V) SPECIFICATIONS OF THE WORK TO BE DONE.

THE CONSERVATION SECTION WHO COMPILES THE TENDER DOCUMENTS FOR SALE, SHOULD INVARIABLY DATE AND INITIAL ALL CORRECTIONS, CONDITIONS AND ADDITIONS IN THE SCHEDULE OF QUANTITIES, SCHEDULE OF MATERIALS TO BE ISSUED AND SPECIFICATIONS AND OTHER ESSENTIAL PARTS OF CONTRACT DOCUMENTS, AND ALSO DATE AND INITIAL ON ALL THE PAGES OF THE TENDER DOCUMENTS, IRRESPECTIVE OF FACT WHETHER THEY CONTAIN OR DO NOT CONTAIN ANY CORRECTIONS OR OVER WRITINGS ETC. THE OFFICER

CONCERNED SHOULD RECORD THE FACT IN WRITING AT THE END OF THOSE PAGES INDIVIDUALLY.

#### PREPARATION OF NOTICE INVITING TENDERS

(1)

THE NOTICE INVITING TENDERS SHOULD BE CAREFULLY PREPARED. ALL NOTICES CALLING FOR TENDERS SHOULD BE IN THE STANDARD FORM, AND BE SERIALLY NUMBERED. A PROPER REGISTER SHALL BE MAINTAINED FOR THIS PURPOSE. THE NOTICES SHOULD BE ISSUED ONLY AFTER THE AUTHORITY COMPETENT TO ACCORD TECHNICAL SANCTION HAS APPROVED THE NOTICES.

(2) AVOIDANCE OF USE OF SYMBOLS

THE USE OF SYMBOLS, SUCH AS %, AND 'PER THOUSAND' IN THE SCHEDULE OF QUANTITIES ACCOMPANYING THE NOTICE INVITING TENDERS IS PROHIBITED, AND THE WORDS 'HUNDRED', 'THOUSAND', ETC. MUST BE WRITTEN, E.G. "PER HUNDRED SQ. METER" MUST BE WRITTEN, AND NOT "% SQ. METER". THE UNITS SHOULD THUS BE MORE SPECIFIC.

(3) LUMP SUM TENDERS

IN CASE OF LUMP-SUM TENDERS, THE SUPERINTENDING ARCHAEOLOGIST SHOULD ENSURE THAT THE DETAILED DRAWINGS AND SPECIFICATIONS, DULY AUTHENTICATED BY THE COMPETENT AUTHORITY, FORM PART OF THE NOTICE INVITING TENDERS, AND THAT THE COST OF VARIOUS ITEMS FORMING PART OF THE SANCTIONED ESTIMATE OF THE WORK IS CORRECTLY ASSESSED WITH REFERENCE TO THE RELEVANT SCHEDULE OF RATES, AND IN THE CASE OF NON-SCHEDULED ITEMS, ON THE BASIS OF RATES SUPPORTED BY DETAILED ANALYSIS OF THE WORK HEREOF AND DULY SANCTIONED BY THE COMPETENT AUTHORITY.

(4) AUTHENTICATION OF ALL CORRECTIONS

THE NIT PAPERS ARE VERY IMPORTANT DOCUMENTS, ON WHICH CALL OF TENDERS AND SUBSEQUENT AGREEMENTS WITH THE CONTRACTORS ARE BASED. IT IS, THEREFORE, VERY NECESSARY THAT EACH PAGE AND THE CORRECTIONS SLIPS, AS WELL AS OTHER CORRECTIONS AND MODIFICATIONS MADE IN THE NIT PAPERS, ARE NUMBERED AND SIGNED BY THE COMPETENT AUTHORITY IN TOKEN OF APPROVAL SO THAT CHANCES OF TAMPERING WITH SUCH DOCUMENTS ARE AVOIDED. MERE APPROVAL ON FORWARDING LETTERS WOULD NOT SERVE THE PURPOSE. ALL CORRECTIONS IN THE NIT'S AND PAGES OF THE NIT'S APPROVED BY THE SUPERINTENDING ARCHAEOLOGIST.

(5)

ALL THE PAGES/FORMS FORMING PART OF NIT, WHETHER PRINTED OR OTHERWISE, SHOULD BE CLEAR, LEGIBLE AND UNAMBIGUOUS. THE SCHEDULE OF QUANTITIES ATTACHED TO THE TENDER DOCUMENTS OTHER THAN FORM CPWD 7 MUST ALSO CONTAIN A COLUMN FOR THE "AMOUNT" AFTER THE COLUMN "RATE". CARE SHALL BE TAKEN IN THE PREPARATION OF THE SCHEDULE OF QUANTITIES SO THAT THERE IS ADEQUATE SPACE BETWEEN THE ITEMS TO ENABLE THE CONTRACTOR TO QUOTE THE RATES WITHOUT BEING CRAMPED FOR SPACE. THE CONTRACTOR MUST CALCULATE THE AMOUNT OF EACH ITEM, AND ENTER IT IN THE COLUMN. THE CONTRACTOR MUST ALSO TOTAL THESE AMOUNTS BY SUB-HEADS, AND GIVE A GRAND TOTAL IN WORDS AND FIGURES AT THE END OF THE SCHEDULE.

(6)

THE NIT FOR ALL WORKS FOR WHICH TENDERS ARE INVITED ON CPWD FORM 7 SHOULD PROVIDE THAT THE CONTRACTOR SHOULD QUOTE THE PERCENTAGE ABOVE OR BELOW TO TWO PLACES OF DECIMAL ONLY.

(7)

THE TIME PERIOD FOR COMPLETION OF WORK SHOULD BE REASONABLE AT DECIDED BY NIT APPROVING AUTHORITY, KEEPING IN VIEW THE QUANTUM OF WORK, REQUIREMENT OF USER DEPARTMENT, GEOGRAPHICAL CONDITIONS OF THE SITE AND OTHER CONSTRAINTS

**REGISTER OF NIT'S ISSUED DURING THE YEAR.....**

**NAME AND ADDRESS OF THE CIRCLE.....**

<i>Sl. No.</i>	<i>Date</i>	<i>Sub-Division/</i>	<i>Nameof work</i>	<i>EstimatedCost</i>	<i>Dateofopening</i>	<i>Remarks</i>

**EXAMPLE:**

SERIALNUMBERFIRSTAVAILABLEINTHEREGISTER: 1

YEAR.....: 2016-17

DIVISION.....: GOA

SUBDIVISION GOALOCATION.....OLD GOA

SUB-DIVISION.....: GOA

NUMBER ASSIGNED TO THE NIT SHALL BE.....1/2016-17/GOACIRCLE/GOASUBCIRCLE

**PUBLICITYOFTENDERS****WIDEPUBLICITY**

WIDEPUBLICITYSHOULDBEGIVENTOTHENOTICEINVITINGTENDERS(FORMCPWD6).TENDERSMUSTBE INVITEDINTHEMOSTOPENANDPUBLICMANNERPOSSIBLE,BYADVERTISEMINTIN THEWEBSITE/PRESS,AND BYNOTICEINENGLISH/HINDIANDTHEWRITTENLANGUAGEOFTHEDISTRICT.. THE NOTICE MAY ALSO BE SENT TO THE LOCAL MUNICIPALITY,COLLECTOR'SOFFICE,ANDTHESTATEPWDDIVISIONSFORWORKSINPLACESWHERTHEREARE NOTENOUGH CONTRACTORS.

NOTICESFORALLTHEWORKS,IRRESPECTIVEOFTHEIRVALUE,SHALLBEPUBLISHEDONTHEWEBSITE OF CENTRAL PUBLIC PROCUREMENT PORTAL, ASI HQ WEB SITE, ASI GOA CIRCLE WEB SITE,INRESPECTOFWORKSESTIMATEDTOCOSTMORETHANRS.1LAKHS,ABRIEFADVERTISEMINTINVITING

TENDERS SHOULD INVARIABLY BE INSERTED IN THE PRESS IN THE CLASSIFIED CATEGORY

### **TIME LIMIT FOR PUBLICITY OF TENDERS**

THE FOLLOWING TIME LIMITS BETWEEN THE DATE OF PUBLICATION OF TENDERS ON WEBSITE OR PRESS WHICHEVER IS EARLIER AND THE DATE OF RECEIPT OF THE TENDERS ARE DESIRABLE:

- |  |    |
|--|----|
| (I)  | 10 |
| DAYS IN THE CASE OF WORKS WITH ESTIMATED COST PUT TO TENDER UP TO RS. 20 LAKHS                   |    |
| (II)   | 15 |
| DAYS IN THE CASE OF WORKS WITH ESTIMATED COST PUT TO TENDER BETWEEN RS. 20 LAKHS TO RS. 2 CRORES |    |
| (III)  | 20 |
| DAYS IN THE CASE OF WORKS WITH ESTIMATED COST PUT TO TENDER MORE THAN RS. 2 CRORES               |    |

THE ABOVE TIME LIMITS MAY BE VARIED AT THE DISCRETION OF THE NIT APPROVING AUTHORITY KEEPING IN VIEW THE EXIGENCIES OF WORK

### **11.2. SALE OF TENDER DOCUMENTS**

11.2.1 Tender documents should be prepared and kept ready for sale to the Contractors before the notice is actually sent to the press or are pasted to the notice board and every contractor desiring to tender should make a written application with the prescribed fees.. It is the responsibility of the Circle/Branch Office to see that the tender documents are made available to the contractors as soon as application is made.

11.2.2 As far as possible, only contractors registered with -"the Central P.W.D., Railways, P. & T. De-partment, M.E.S., Local P.W.D. or Irrigation Department may be entrusted with the execution of works or supply of materials, in the Archaeological Survey of India. In exceptional cases, however, if the cost of the work or supply of material does not exceed Rs. 10,000/- the Circle/Branch Officer may entrust the work to a non-registered firm/contractor, if he is, other-wise, satisfied with their bonafides, capacity and financial status. In case of works/supplies exceeding Rs. 10,000/- approval of the Director General would be necessary.

11.2.3 In order to obviate difficulty in getting competitive rates, in respect of the specialised jobs, it is necessary that the tenders for such specialised works should be issued to the firms of repute, dealing with such items of work, in addition to the registered contractors. For this purpose the following should be considered as special items of works:

Electric Installations, Sanitary works, Marble work, Collapsible steel gates, Tile flooring, melthoiding, water proofing of roofs, Tube Well, pumping sets and other such works.

11.2.4. Tender forms should be issued under the signatures of the Circle/Branch Officer, or any other Gazetted Officer, specially authorised by him to do so. Every tender document should contain the following information at the time of issue:-

- |        |  |        |
|--------|--|--------|
| (i)    | Sale Price   | S. No. |
| (ii)   | Name of Contractor.  |        |
| (iii)  | Date of Application for Tender form by Contractor.   |        |
| (iv)   | Date of receipt of Application in Circle/Branch Office.  |        |
| (v)    | Date of issue of Tender papers.  |        |
| (vi)   | Date of receipt of Tender papers.  |        |
| (vii)  | Details of cuttings, over-writings and erasings found on the Tender at the time of opening it. |        |
| (viii) | Names and designations of Officers/Contractors, present at the time of opening                 | the    |
|        | Tender (a)   | (b)    |

The Circle/Branch Office should have a rubber stamp made with the above information and affixed on each tender before issue/sale. Items (i) to (v) may be filled at the time of sale of the tender form, while columns (vi) to (viii) may be filled at the time of opening it.

Authorities competent to issue N.I.T. have the discretion to add to the prices mentioned above, any additional cost of drawings to be supplied alongwith tender documents depending upon the labour and material used in their preparation. When the tenders are re-called, the tender documents will be sold at half the prices to such of the contractors who had purchased tenders in first instance provided there is no change either in the specifications or drawings.

11.2.6 The following procedure is laid down for the accounting of tender forms:

- (a) All tender forms should, be priced and the price should be as per para 13.2.5.
- (b) All tender forms should be kept in charge of the cashier in the Circle/Branch Office.
- (c) All forms received in the Circle/Branch Office should be entered in the register together with the number and date of advising despatch or invoice with which they are received.
- (d) The register should contain a chronological record of the issue of tender forms showing the name of person to whom issued, the number and details of challan under which the sale amount is tendered into the Treasury.



- (e) The register of the sale of tender forms should be machine numbered.
- (f) Acknowledgements for the tender forms sold should invariably be obtained from the Cont-tractor to whom the tender forms are sold.

**SALE OF TENDER DOCUMENTS**

**GENERAL**

1. THE TENDER DOCUMENTS SHOULD BE PREPARED AND KEPT READY FOR SALE TO THE TENDERERS BEFORE THE NOTICE IS ACTUALLY SENT TO THE PRESS OR IS PASTED ON THE NOTICE BOARD. EVERY CONTRACTOR DESIRING TO PURCHASE THE TENDER DOCUMENTS SHALL BE ASKED TO GIVE A WRITTEN APPLICATION. IT IS THE RESPONSIBILITY OF THE EXECUTIVE ENGINEER/ASSISTANT ENGINEER TO SEE THAT TENDER DOCUMENTS ARE MADE AVAILABLE TO THE CONTRACTORS AS SOON AS THE APPLICATION IS MADE. THE APPLICATION MAY BE MADE BY THE CONTRACTORS IN THE PRESCRIBED FORMS SHOWN GIVEN.

**APPLICATION FORM FOR ISSUING TENDER FORM**

SIR,

TO

THE SUPERINTENDING ARCHAEOLOGIST,  
..... CIRCLE,

SUBJECT: PURCHASE OF TENDER DOCUMENTS

\*I/WE AM/ARE REGISTERED WITH THE ASI/ CPWD/PWD AS CLASS  
..... CONTRACTOR/CONTRACTORS AND OUR

REGISTRATION NO. IS ..... IT IS CERTIFIED THAT THE SAID  
REGISTRATION IS VALID AS ON DATE .....

2. \*I/WE AM/ARE NOT REGISTERED WITH CPWD.

3. \*I/WE AM /ARE REGISTERED CONTRACTOR(S) WITH  
MES/RAILWAYS/P&T/STATE PWD ALSO.

PARTICULAR OF THE AUTHORITY, CLASS AND TENDER AMOUNT/LIMIT UPTO WHICH I/WE AM/ARE ELIGIBLE TO TENDER ARE FURNISHED BELOW:

AUTHORITY	CLASS
TENDERING LIMIT	

IT IS CERTIFIED (CONFIRMED) THAT THIS REGISTRATION/THESE REGISTRATIONS IS/ARE VALID AS ON DATE AND WE SHALL INFORM THE DEPARTMENT OURSELVES AS SOON AS MY / OUR REGISTRATION EXPIRES OR IS CANCELLED/REVOKED.

THE PARTICULARS OF WORK DONE ARE FURNISHED/ENCLOSED (FOR STATE PWD CONTRACTORS)

\*I/WE REQUEST THAT PERMISSION MAY BE GRANTED TO ME/US FOR THE PURCHASE OF TENDER DOCUMENT FOR THE WORK OF .....

YOUR FAITHFULLY, (CONTRACTOR)\*

(\*STRIKE OUT INAPPLICABLE PORTION)

(2)

THE TENDER DOCUMENTS SHOULD BE SOLD TO ONLY THOSE CONTRACTORS WHO FULLY FILL THE ELIGIBILITY CRITERIA SET OUT IN THE NOTICE, AND WHO ARE NOT NEAR RELATIVES OF THE STAFF OF THE CIRCLE IN WHICH THE WORK IS TO BE EXECUTED.

NOTE: A NEAR RELATIVE INCLUDES WIFE, HUSBAND, PARENTS, IN-LAWS, CHILDREN, BROTHERS, SISTERS, UNCLAS, AUNTS AND COUSINS.

(3)

ANY TENDER FORM THAT IS ISSUED, EITHER FOR SALE OR FOR OFFICE USE, SHOULD BE ISSUED UNDER THE SIGNATURE OF THE SUPERINTENDING ARCHAEOLOGIST/OR HIS AUTHORIZED OFFICER, AS THE CASE MAY BE.

**TIME INTERVAL BETWEEN SALE OF TENDER DOCUMENTS AND OPENING OF TENDERS**

ANY TENDER FORM WHICH IS ISSUED EITHER FOR SALE OR FOR OFFICE USE SHOULD BE ISSUED UNDER THE SIGNATURE OF THE SUPERINTENDING ARCHAEOLOGIST OR HIS AUTHORIZED THE OFFICER, AS THE CASE MAY BE. IN ORDER TO GIVE CONTRACTORS SUFFICIENT TIME TO STUDY TENDER DOCUMENTS AND WORK OUT REASONABLE

RATES, THE TENDER PAPERS SHALL BE SOLD AS PER FOLLOWING TIME SCHEDULE:

RECEIPT OF APPLICATIONS FOR ISSUE OF FORMS WILL BE STOPPED BY TWO DAYS BEFORE THE DATE FIXED FOR OPENING OF TENDERS. ISSUE OF TENDER FORMS WILL BE STOPPED TWO DAYS BEFORE THE DATE FIXED FOR OPENING OF TENDERS.

**SCALE OF CHARGES FOR TENDER DOCUMENTS**

- (1) THE FOLLOWING WILL BE THE SCALE OF CHARGES FOR THE SALE OF TENDER FORMS TO CONTRACTORS:- (A)  
 WORKS COSTING UP TO RS. 1 LAKH:.....  
 RS. 150 (B)  
 WORKS COSTING BETWEEN RS. 1 LAKH AND RS. 50 LAKHS.....  
 RS. 500 (C)  
 WORKS COSTING MORE THAN RS. 50 LAKHS AND UP TO RS. 2 CRORE.....RS. 1000 (D)  
 WORKS COSTING ABOVE RS. 2 CRORES:.....RS. 1500

AUTHORITIES COMPETENT TO APPROVE IT SHALL HAVE GOT THE DISCRETION TO ADD TO THE PRICES MENTIONED ABOVE ANY ADDITIONAL COST OF DRAWING TO BE SUPPLIED ALONG WITH TENDER DOCUMENTS DEPENDING ON THE LABOUR ACTUALLY INVOLVED IN THEIR PREPARATION.

**ACCOUNTING OF TENDER DOCUMENTS**

(1) THE FOLLOWING PROCEDURE IS LAID DOWN FOR THE ACCOUNTING OF TENDER DOCUMENTS:

- (A) ALL THE TENDER DOCUMENTS SHOULD BE PRICED AND THE PRICE GIVEN ON THE DOCUMENT.
- (B) ALL THE TENDER DOCUMENTS SHOULD BE KEPT IN THE CHARGE OF THE CONSERVATION SECTION IN THE CIRCLE OFFICES AND THE CONSERVATION ASSISTANTS SUB-OFFICES.
- (C) ALL THE TENDER DOCUMENTS RECEIVED BY THE CASHIER/SUB-CIRCLE IN CHARGE SHOULD BE ENTERED IN THE REGISTER
- (D) THE REGISTERS SHOULD CONTAIN A CHRONOLOGICAL RECORD OF THE ISSUE OF T

ENDER DOCUMENTS, SHOWING THE NAMES OF THE PERSONS TO WHOM ISSUED, THE NUMBER OF FORMS ISSUED AND THE AMOUNT RECEIVED.

(E) THE REGISTER OF THE SALE OF THE TENDER DOCUMENTS SHOULD BE TREATED AS A SUBSIDIARY CASH BOOK AND ITS PAGES SHOULD BE MACHINENUMBERED.

(F) THE MONEY RECEIVED BY THE CASHIER OR THE SUB-DIVISIONAL CLERK ON ACCOUNT OF SALE OF TENDER DOCUMENTS SHOULD BE ENTERED IN THE DIVISIONAL OR SUB-DIVISIONAL CASH BOOK DAILY AS A LUMP SUM. THIS DAILY TOTAL SHOULD AGREE WITH THE DETAILED RECORD IN THE REGISTER OF THE SALE OF TENDER DOCUMENTS.

(G) ON THE 25TH OF EACH MONTH, THE CASHIER OR THE SUB-DIVISIONAL CLERK CONCERNED SHOULD CLOSE THE REGISTER BY STRIKING THE BALANCE OF TENDER DOCUMENTS IN STOCK, THE NUMBER OF DOCUMENTS SOLD, AND THE AMOUNT OF CASH REALIZED. HE SHOULD ALSO COUNT THE DOCUMENTS IN HAND. THEREAFTER, THE TENDER DOCUMENTS AND THE ENTRIES IN THE REGISTER SHOULD BE CHECKED AND VERIFIED BY THE DIVISIONAL OR THE SUB-DIVISIONAL OFFICER CONCERNED.

(H) SURPLUS/UNUTILIZED TENDER DOCUMENTS MUST BE DESTROYED AFTER ONE MONTH OF ACCEPTANCE OF TENDERS.

(2) TO AVOID THE POSSIBILITY OF BOGUS AND FAKE TENDERS BEING SUBMITTED, IT IS NECESSARY THAT THE TENDER DOCUMENTS ARE SOLD INDIVIDUALLY AND ACKNOWLEDGEMENTS TAKEN FROM CONTRACTORS OR THEIR ACCREDITED REPRESENTATIVES IN THE REGISTER OF THE SALE OF TENDER DOCUMENTS WHILE HANDING OVER THE TENDER DOCUMENTS TO THEM. WHERE THE TENDER DOCUMENTS ARE TRANSMITTED BY POST, THESE SHOULD BE DISPATCHED BY REGISTERED A.D. POST/SPEED POST.

### **11.3 RECEIPT OF TENDERS AND THEIR ACCEPTANCE.**

11.3.1. In order to avoid the possibility of original tender documents being tampered with, the following procedure should be adopted in connection with the receipt and opening of tenders:

(i) Officer opening the tenders should, invariably record the date and time of opening of tenders and also specifically indicate any corrections, erasures, overwritings in the rates, quantities, conditions and additions, etc., on top, in the tender form itself at the time of opening them. This should be scrupulously followed in each case of opening of tenders.

(ii) The number of such corrections and overwritings, etc., duly attested by the

respective tenderer with the full signature should be clearly mentioned at the end of each page of schedule attached to the tender papers. Any omission observed should be brought out clearly on each page of schedule. The corrections, additions and overwriting<sup>^</sup>, etc., should be allotted separate numbers and total number of such corrections/overwritings /erasings, etc., should be noted on first page of the tender forms.

(iii) Any omission or ambiguities in rates quoted by tenderers, in words or figures, etc., contained on each page of the schedule attached to the tender, should be clearly brought out at the time of opening of tender.

(iv) In the N.T.T. the tenderers should be clearly instructed to strictly follow the instructions contained in the N.T.T. and any deviations from the same or any suggestions given in the tender will be liable for summary rejection at the opening of the tender.

(v) All tenders should be opened by the Branch or Circle Officer or any other officer so authorised by him, in the presence of the Administrative Officer, Jr. Accounts Officer, or Head Clerk and in their absence of the U.D.C. (Works) and such of those intending tenderers or their respective representative as may choose to attend at the time, date and place fixed for the purpose in N.I.T. All tenders received should be entered in the register C.P.W.D.-41 according to serial number as and when they are received, with the dated initials on top of the cover by an official not less than rank of the Jr. Accounts Officer and in his absence the Head Clerk.

(vi) A complete comparative statement of all tenders received in response to the N.I.T. should be drawn up in the Circle/Branch offices, in C.P.W.D. form No. 13 or 14, as the case may be, and the following instructions should be clearly noted:

(a) The tenders should be opened by the Circle/Branch Officer himself, in case he is present at Headquarters. In case it is not possible to do so, due to some unavoidable reasons, he may entrust the opening of the tenders to any other Gazetted Officer under him, reserving the power of acceptance or rejection of the said tender to himself. If no other Gazetted Officer is available for such work, it should be opened only by himself at the earliest convenient time suitable to him, duly informing the tenderers or representatives of the same.

(b) The tenders received should be thoroughly checked by the Administrative Officer/Jr. Accounts Officer /Head Clerk/ U.D.C. (Works) against any difference in rates, given in words and figures or other calculations. In case there is difference in the rates noted in words or in figures, the tender has to be rejected.

(c) When the rate quoted by the contractor in figures and in words tallies but total amount is not worked out or the total amount recorded for any item is incorrect, the rate quoted by the contractor will be taken as correct and not the total amount.

#### **11.4 ACCEPTANCE OF TENDER**

11.4.1 Circle/Branch Officers are authorised to accept tenders upto a financial limit of Rs. 10,000/- (Rupees Ten Thousand) (25 LACS) in each case, while tenders above this limit will be accepted by the Director General.

11.4.2A tender may not be accepted by an authority if:

- (a) it exceeds the limit upto which he is empowered to accept tenders or incur expenditure under works;
- (b) funds for the execution of work have not been made available;
- (c) it relates to the work for which no estimate has been sanctioned;
- (d) it exceeds the amount of sanctioned estimate for the work by an amount greater than what he is empowered to pass;
- (e) any of its provisions infringes any standard rule or order of higher authority, e.g., the rules for supply of materials or articles for public service;
- (f) it involves liabilities in excess of the amount of Budget allotment;
- (g) it involves an uncertain or indefinite liability or any condition of an unusual character;
- (h) it relates to the work not yet technically sanctioned;
- (i) the same is a conditional one;
- (j) the prescribed amount of earnest money is not appended with the tender documents as per the relevant para of N.I.T.; and
- (k) the columns are not duly filled as conditions in the respective paras of the tender schedules,

11.4.3 (a) The agreement with the contractor /contractors must be in writing and should be precisely and definitely expressed; it should state the quality of the work to be done, the specification to be complied with, the time within which the work is to be completed, the conditions to be observed, the security to be lodged, the terms upon which the payments will be made, and penalties exacted, with any provisions necessary for safeguarding the property entrusted to the contractor. If necessary drawings should be appended, showing the general dimensions of the proposed work and details of various parts. Only the prescribed standard forms should be adopted for this. If any special agreement is to be adopted, the same should be duly vetted by the Ministry of Law and Justice.

(b) The terms of a contract once entered into should not be materially varied, without previous consent of the authority competent to enter into the contract as so varied.

(c) Circle/Branch Officers will ensure that Engineers and other conservation staff are duly apprised of the conditions of contracts, and no act is done to nullify, alter or vitiate a contract. They should, therefore, be fully apprised of the conditions of the contract, along with the schedule, drawing, etc.

11.4.4 It is not the intention to prevent the Officers mentioned in paragraphs 11.4.1 and 11.4.2 from giving out on contracts, to different contractors, a number of contractors relating to different works, even though such work may be estimated to cost more than the amount upto which they are empowered to accept tenders. But no individual contractor

may receive a contract amounting to more than this sum, nor, if he has received one contract, may receive a second contract, 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 officer concerned.

11.4.5 Where the tenders are submitted, at the rates above those provided in the estimate, the authorities accepting the tenders should satisfy themselves about their reasonableness, taking into consideration the prevalent schedule of rates, plus increase in the cost of index and rates of daily wages for labour plus other such factors, if any, and the same should be recorded. While it is not incumbent on the Circle/Branch Officer to accept the lowest tender, but reasons for not accepting or rejecting the tenders should, be recorded on a separate sheet, which should be attached to the comparative statement. This sheet, should be treated as confidential document and should be kept in the personal custody of the Drawing and Disbursing Officer and shown to the Audit Officer on demand during local inspection of accounts of the Circle/Branch.

11.4.6 On occasions, when in response to call for a tender only single tender is received, it can be accepted subject to the provisions of paras 11.4.1 to 11.4.5, by:

- (i) the Circle/Branch Officer if it does not exceed Rs. 5,000/-; and
- (ii) the Director General, if it exceeds Rs. 5,000/-.

11.4.7 Where response to call of tenders is considered unsatisfactory, the matter should be reported to the Director General if the cost exceeds Rs. 10,000/- for orders as to reinvoke tenders or to conduct negotiation. As a general rule negotiations for award of work to the tenderers should not be resorted to, but in cases where it becomes necessary to do so, negotiations should be restricted only to lowest tenderer provided his tender is in order unless otherwise advised by the competent authority. The powers of acceptance of negotiated tenders are as prescribed in para 13.4.6.

11.4.8 Clarification and interpretation with regard to different clauses of the standard forms being used, are contained in Appendix XII. “

## **RECEIPT, OPENING AND ACCEPTANCE OF TENDERS**

WITH A VIEW TO AVOID THE POSSIBILITY OF ORIGINAL TENDER DOCUMENTS BEING TAMPERED WITH, THE FOLLOWING PROCEDURES SHALL BE ADOPTED IN CONNECTION WITH THE RECEIPT AND OPENING OF TENDERS AND THEIR ACCEPTANCE.

### **RECEIPT OF TENDERS**

(1) ALL THE TENDERS IN THE POWER OF SUPERINTENDING ARCHAEOLOGIST AND HIGHER OFFICERS SHALL BE RECEIVED IN THE CIRCLE OFFICE..

(2) PROVISIONS UNDER PARA 19.2 OF THIS MANUAL MAY BE SEEN REGARDING DEPOSIT OF EARNEST MONEY.

SINCE THE NIT STIPULATES DEPOSIT OF EARNEST MONEY WITH THE

TENDER APPLICATION, A FEW SETS OF TENDER DOCUMENTS SHOULD BE KEPT READY IN THE OFFICE OF THE TENDER SALE AUTHORITY TO FACILITATE THE INTENDING TENDERER TO SEE THEM IF THEY SO DESIRE. A REGISTER SHOULD BE MAINTAINED BY THE DESIGNATED OFFICIAL TO OBTAIN THE SIGNATURE OF THE INTENDING TENDERER(S) AS A PROOF OF HAVING SEEN THE TENDER DOCUMENTS.

**THE SIGNATURE OF THE INTENDING TENDERER IS NOT REQUIRED IN CASE OF TENDERS INVITED THROUGH E-TENDERING.** (MODIFIED VIDEO MDG/MAN/254 DT. 07.12.2012)

**WITNESSING THE OPENING OF TENDERS**

(1)

ALL THE TENDERS SHOULD BE OPENED IN THE PRESENCE OF SUCH INTENDING TENDERER OR THEIR REPRESENTATIVES AS MAY CHOOSE TO ATTEND AT THE TIME AND PLACE, WHICH SHOULD BE ADVERTISED. THE TENDERS SHOULD BE ENTERED IN THE REGISTER FORM MCPWD 41.

(2)

THE DIVISIONAL ACCOUNTANT (SUB-DIVISIONAL CLERK IN SUB-DIVISION) SHOULD BE ENCOURAGED TO BE PRESENT AT THE TIME OF OPENING OF TENDERS. THE TENDERERS SHOULD ALSO BE ENCOURAGED TO BE PRESENT AT THE TIME OF OPENING OF THE TENDERS.

(3)

THE TENDERS THAT ARE RECEIVED AFTER THE DUE DATE AND TIME OF RECEIPT ARE NOT TO BE CONSIDERED AT ALL.

THEY SHOULD NEITHER BE OPENED NOR ENTERED IN THE TENDER OPENING REGISTER.

(4)

WHEN TENDERERS SIGN THEIR TENDERS IN ANY INDIAN SCRIPT OR AN ONLY WRITE THEIR NAMES IN ENGLISH, THE AMOUNT OF THE TENDER, OR RATE OF PERCENTAGE ABOVE OR BELOW OFFERED BY THEM, SHOULD BE WRITTEN IN THE TENDERER'S OWN HANDWRITING IN INDIAN SCRIPT, AND IN THE CASE OF ILLITERATE TENDERER, THE AMOUNT OF TENDERS SHOULD BE ATTESTED BY ONE OF THE WITNESSES.

(5) PERCENTAGE AND LUMP SUM TENDERS SHOULD BE READ OUT TO THE TENDERERS AS FAR AS POSSIBLE. IN THE CASE OF ITEM RATE TENDERS, THE TOTAL AMOUNT WORKED OUT BY THE DIFFERENT TENDERERS MAY BE READ OUT, IF REQUIRED BY THE TENDERERS PRESENT.

**PROCEDURE FOR DEALING WITH CORRECTIONS, ETC**

(1) THE OFFICER OPENING THE TENDERS SHOULD ENCIRCLE ALL CORRECTIONS, CUTTINGS, CONDITIONS, ADDITIONS AND OVER-WRITINGS AND NUMBER THEM AND ATTEST THEM IN RED INK.

(2)

IN CASE OF A NUMBER OF CORRECTIONS IN THE RATE OF ANY ONE ITEM, EITHER IN WORDS OR IN FIGURES OR IN BOTH, THE NUMBER OF CORRECTIONS MARKED SHOULD INDICATE THE CORRECTIONS SERIALLY, THAT IS TO SAY, IN CASE OF, SAY, THREE CORRECTIONS IN RATES OF ANY ONE ITEM, EACH OF THESE CORRECTIONS SHOULD BE ALLOTTED INDEPENDENT NUMBERS SERIALLY AND NOT ON ONE NUMBER TO REPRESENT ALL THE THREE CORRECTIONS.

(3)



THE NUMBER OF SUCH CORRECTIONS, CUTTINGS, ADDITIONS, CONDITIONS AND OVERWRITINGS MUST BE CLEARLY MENTIONED AT THE END OF EACH RELEVANT PAGE OF THE SCHEDULE ATTACHED TO THE TENDER DOCUMENTS, AND THEY SHOULD BE PROPERLY ATTESTED WITH DATE. ANY OMISSION OBSERVED SHOULD ALSO BE BROUGHT OUT CLEARLY ON EACH RELEVANT PAGE OF THE SCHEDULE.

(4)

THE CORRECTIONS, CUTTINGS, CONDITIONS, ADDITIONS AND OVERWRITINGS ETC., SHOULD BE ALLOTTED SEPARATE NUMBERS, I.E. CORRECTIONS SHOULD START FROM 1, 2, 3, ETC. AND OVER WRITINGS SHOULD SIMILARLY START SEPARATELY FROM 1, 2, 3, ETC.

USE

OF CORRECTION FLUID ANYWHERE IN TENDER DOCUMENTS SHOULD NOT BE ALLOWED. IN CASE USE OF CORRECTION FLUID IS NOTICED, SUCH TENDER WILL BE LIABLE FOR REJECTION.

### **PROCEDURE FOR DEALING WITH OMISSIONS**

(1)

ANY AMBIGUITY IN RATES QUOTED BY THE TENDERERS, EITHER IN WORDS OR FIGURES, MUST BE CLEARLY INDICATED ON EACH RELEVANT PAGE OF THE SCHEDULE ATTACHED TO THE TENDER DOCUMENTS TO WHICH IT CONCERNS.

(2)

WHERE THE CONTRACTOR HAS QUOTED RATES IN RUPEES AND NO PAIS IS MENTIONED, THE WORD "ONLY" SHOULD INVARIABLY BE ADDED AFTER THE WORDS 'RUPEES', AND THE CORRECTIONS SHOULD BE INITIALED AND DATED WITH SUITABLE REMARKS AT THE END.

(3)

WHERE THE CONTRACTORS HAVE OMITTED TO QUOTE THE RATES/AMOUNT EITHER IN FIGURES OR IN WORDS, OR BOTH AS APPLICABLE, THE OFFICER OPENING THE TENDER SHOULD RECORD THE OMISSIONS ON EACH PAGE OF THE SCHEDULE.

(4) THE CIRCLE

OFFICER/HIS

DEPUTIES SHOULD SEE THAT THE TENDERERS QUOTE ENTIRE RATES IN WORDS INCLUDING PAISE TO AVOID CHANCES OF TAMPERING IN RATES, AND IF THE CONTRACTOR FAILS TO DO SO THE EXECUTIVE ENGINEER/ASSISTANT ENGINEER SHOULD HIMSELF WRITE THE RATES IN WORDS AT THE TIME OF OPENING OF TENDERS

(5)

THE TENDERERS SHOULD BE ASKED TO FILL IN THE TENDERS PROPERLY AND CAREFULLY. THEY SHOULD AVOID QUOTING ABSURD RATES AND MAKING TOO MANY CORRECTIONS IN THE TENDERS. THE AMOUNTS SHOULD ALSO BE CORRECTLY WORKED OUT. IF ANY CONTRACTOR DOES NOT FOLLOW THESE INSTRUCTIONS AND DESISTS FROM FILLING THE TENDERS CAREFULLY, IT WOULD BE OPEN TO THE DEPARTMENT TO TAKE DISCIPLINARY ACTION.

CTIONAGAINSTTHECONTRACTOR.

**SCRUTINY OF TENDERS**

(1)

AFTER OPENING THE TENDERS IN THE MANNER MENTIONED ABOVE, AND KEEPING A RECORD AS GIVEN IN PARA

20.2.2.(1)(I), AND PREPARATION OF COMPARATIVE STATEMENT, THE SUPERINTENDING ARCHAEOLOGIST WILL ACCEPT/SEND THE SAME TO THE OFFICE OF THE DIRECTOR GENERAL (I.E. THE TENDER ACCEPTING AUTHORITY CONCERNED) AND THE DETAILED SCRUTINY WILL BE DONE IN THE OFFICE OF THE TENDER ACCEPTING AUTHORITY. THE MARKET RATES FOR PREPARATION OF JUSTIFICATION WILL, HOWEVER, BE SENT BY THE SUPERINTENDING ARCHAEOLOGIST.

**PREPARATION/CHECKING OF COMPARATIVE STATEMENT**

(1) PREPARATION OF COMPARATIVE STATEMENT

A COMPLETE COMPARATIVE STATEMENT OF ALL THE TENDERS RECEIVED IN RESPONSE TO THE NOTICE SHOULD BE DRAWN UP IN THE OFFICE OF THE SUPERINTENDING ARCHAEOLOGIST IN CPWD FORM NO. 13 OR 14 AS THE CASE MAY BE, AND THE FOLLOWING INSTRUCTIONS SHOULD BE CAREFULLY NOTED:

(I)

THE OFFICER OPENING THE TENDERS SHOULD PREPARE IN HIS OWN HAND IN THE TENDER OPENING REGISTER A STATEMENT OF THE "PERCENTAGE" OR "LUMP SUM" TENDERS RECEIVED AND SHOULD SIGN THAT STATEMENT. IN THE CASE OF ITEM RATE TENDERS, HE NEEDS TO PREPARE ONLY A LIST OF TENDERS RECEIVED.

(II)

CARE SHOULD BE TAKEN IN PREPARING AND SCRUTINIZING THE COMPARATIVE STATEMENT OF TENDERS TO GUARD AGAINST ARITHMETICAL AND OTHER MISTAKES. FAILURE TO DO THIS MAY RESULT IN THE WORK BEING AWARDED TO A CONTRACTOR WHO IS NOT THE LOWEST ACCEPTABLE TENDERER, A CONTINGENCY WHICH MUST BE GUARDED AGAINST.

(2) CHECKING OF COMPARATIVE STATEMENT

THE DETAILED ARRANGEMENTS FOR PROPER CHECK OF TENDERS AND COMPARATIVE STATEMENT ARE LEFT TO THE TENDER ACCEPTING AUTHORITY, BUT ANY SUCH ARRANGEMENTS MUST PROVIDE:

THAT THE WORK WILL BE CARRIED OUT UNDER THE CONTROL OF THE ASAE/DYSE, BY CONSERVATION SECTION/HC/JAO

(II)

THAT THE OFFICIALS DATE AND INITIAL ALL PAPER WITH THE CALCULATIONS OF WHICH THEY HAVE CHECKED AND THAT ALL WORKING SHEETS ARE PRESERVED.

THAT THE JAO/HC OR THE CONCERNED OFFICER MENTIONED MAKES SATISFACTORY AND EFFICIENT ARRANGEMENTS FOR CHECKING THE

COMPUTED TENDERS. HE SHOULD ALSO CONDUCT PERSONALLY A TEST CHECK OF COMPUTED AND CHECKED TENDERS, SUFFICIENT TO SATISFY HIMSELF REASONABLY THAT THE CHECKING WORK HAS BEEN PROPERLY DONE. HE SHOULD ALSO SEE THAT THE COMPARATIVE STATEMENT CORRECTLY INCORPORATES THE TOTAL AS CHECKED IN INDIVIDUAL TENDERS.

(I) PROCEDURE FOR DEALING WITH AMBIGUITIES IN RATES:

(II)

THAT IF ON CHECK THERE ARE DIFFERENCES BETWEEN THE RATES GIVEN BY THE CONTRACTOR IN WORDS AND IN FIGURES OR IN AMOUNT WORKED OUT BY HIM, THE FOLLOWING PROCEDURES SHALL BE FOLLOWED:

(III)

(A) WHEN THERE IS A DIFFERENCE BETWEEN THE RATES IN FIGURES AND IN WORDS, THE RATES WHICH CORRESPOND TO THE AMOUNTS WORKED OUT BY THE CONTRACTOR SHALL BE TAKEN AS CORRECT.

(IV)

(B)

WHEN THE AMOUNT OF AN ITEM IS NOT WORKED OUT BY THE CONTRACTOR, OR IF IT DOES NOT CORRESPOND WITH THE RATES WRITTEN EITHER IN FIGURES OR IN WORDS, THEN THE RATE QUOTED BY THE CONTRACTOR IN WORDS SHALL BE TAKEN AS CORRECT.

(V) WHEN THE RATE QUOTED BY THE CONTRACTOR IN FIGURES AND IN WORDS TALLIES, BUT THE AMOUNT IS NOT WORKED OUT CORRECTLY, THE RATES QUOTED BY THE CONTRACTOR SHALL BE TAKEN AS CORRECT AND NOT THE AMOUNT.

(I)

(D)

IN THE CASE OF PERCENTAGE RATE TENDER, THE TENDERERS ARE REQUIRED TO QUOTE THEIR RATES, BOTH IN AMOUNT AS WELL AS IN THE PERCENTAGE BELOW/ABOVE THE RATES ENTERED IN THE SCHEDULE. IN SUCH CASES, IN THE EVENT OF ARITHMETICAL ERROR COMMITTED IN WORKING OUT THE AMOUNT BY THE CONTRACTOR, THE TENDERED PERCENTAGE AND NOT THE AMOUNT SHOULD BE TAKEN INTO ACCOUNT.

(II)

(E)

ALL CORRECTIONS IN THE COMPARATIVE STATEMENTS SHOULD BE CARRIED OUT NEATLY AND CLEARLY, AND INITIALED BY THE PERSON MAKING THE CORRECTIONS. THE CORRECTIONS SHALL THEN BE ATTESTED BY THE AUTHORITY CONCERNED.

## **PROCESSING OF TENDERS**

### **TIMELY PROCESSING OF TENDERS**

1. TOP PRIORITY SHOULD BE GIVEN TO DECIDE THE AWARD OF WORK ON RECEIPT OF TENDERS

**ACCEPTANCE OF TENDERS**

THE POWERS DELEGATED TO VARIOUS OFFICERS OF THIS DEPARTMENT FOR ACCEPTANCE/APPROVAL OF TENDER WITH OR WITHOUT NEGOTIATIONS ARE THE SAME AS PER THE POWER DELEGATED TO APPROVE THE ESTIMATE. THESE SAME POWERS SHALL BE APPLICABLE IN CASE OF REJECTION OF TENDER ALSO

**COMMUNICATION OF ACCEPTANCE/REJECTION OF TENDERS**

1. AFTER THE TENDER FOR THE WORK HAS BEEN ACCEPTED, THE SAME SHALL BE COMMUNICATED TO THE CONTRACTOR IN A SAMPLE FORM SHOWN IN ANNEXURE-I. PARA 21.1 MAY BE SEEN FOR SUBMISSION OF THE PERFORMANCE SECURITY/GUARANTEE BY THE CONTRACTOR.

**SAMPLE LETTER OF ACCEPTANCE OF TENDER**

NO..... DATED,  
 THE.....  
 FROM  
 THE SUPERINTENDING ARCHAEOLOGIST  
 ASI  
 TO  
 (NAME AND ADDRESS OF THE CONTRACTOR)  
 SUBJECT..... (NAME OF THE  
 WORK AS APPEARING IN THE TENDER FOR THE WORK)  
 DEAR SIR(S),

YOUR TENDER FOR THE WORK MENTIONED ABOVE HAS BEEN ACCEPTED ON BEHALF OF THE PRESIDENT OF INDIA AT  
 YOUR TENDERED/NEGOTIATED TENDER AMOUNT OF RS.....(RUPEES.....  
 .....ONLY), WHICH IS  
 .....% BELOW/ABOVE THE ESTIMATED COST OF RS.....(RUPEES.....  
 ....ONLY).

2. YOU ARE REQUESTED TO SUBMIT THE PERFORMANCE SECURITY/GUARANTEE OF RS..... (RUPEES.....  
 .....ONLY) WITHIN ..... DAYS\* OF ISSUE OF THIS LETTER. THE PERFORMANCE GUARANTEE SHALL BE IN THE PRESCRIBED FORM AS PROVIDED IN CLAUSE 1 OF THE GENERAL CONDITIONS OF CONTRACT FOR CPWD WORKS, AND SHALL BE VALID UP TO .....

3. ON RECEIPT OF THE PRESCRIBED PERFORMANCE GUARANTEE, NECESSARY LETTER TO COMMENCE THE WORK SHALL BE ISSUED, AND THE SITE OF WORK HANDED OVER TO YOU THEREAFTER.

YOURS FAITHFULLY,

SUPERINTENDING ARCHAEOLOGIST  
FOR AND ON BEHALF OF PRESIDENT OF INDIA  
SAMPLE LETTER FOR HANDING OVER THE SITE TO THE APPROVED  
CONTRACTOR.

.....DIVISION, CIRCLE.....

1. AFTER SUBMISSION OF THE PERFORMANCE SECURITY/GUARANTEE BY THE CONTRACTOR IN AN ACCEPTABLE FORM, AN INTIMATION TO COMMENCE THE WORK SHALL BE GIVEN IN A SAMPLE FORM SHOWN IN ANNEXURE-II
2. COPIES OF THESE LETTERS SHOULD ALSO BE ENDORSED TO THE FOLLOWING IN ADDITION TO THE CONCERNED DEPARTMENTAL OFFICERS AND THE CONCERNED BRANCHES

- (I) ASSISTANT LABOUR COMMISSIONER (CENTRAL).
- (II) CONCILIATION OFFICER (CENTRAL).
- (III) INCOME-TAX OFFICER (CONCERNED).
- (IV) LABOUR OFFICER.

3. IN SPECIAL CASE WHERE THE WORK IS REQUIRED TO BE COMPLETED IN A SHORT TIME, AND IT IS NOT DESIRABLE TO ALLOW 10 DAYS' PERIOD FOR COMMENCEMENT OF WORK, THE CENTRAL PW OFFICERS MAY REDUCE THIS PERIOD AND MAKE THE NECESSARY CHANGE IN THE CONTRACT FORM AND THE LETTER OF ACCEPTANCE OF TENDER.
4. IN THE ACCEPTANCE LETTER, THE OFFICER ACCEPTING THE TENDERS SHOULD GIVE A REFERENCE TO ALL THE CONTRACTOR'S LETTERS RECEIVED WITH THE TENDER OR THEREAFTER, AND/OR INCORPORATE THE FACT OF ACCEPTANCE OR REJECTION OF THE CONDITION(S) MENTIONED IN THESE LETTERS OF THE CONTRACTOR.
5. THE TENDERERS WHOSE TENDERS ARE REJECTED SHOULD BE SENT WRITTEN INTIMATION ABOUT THE REJECTION.

**SAMPLE LETTER FOR COMMENCEMENT OF WORK**

NO

DATED

FROM  
THE SUPERINTENDING ARCHAEOLOGIST  
----- CIRCLE,

TO  
(NAME AND ADDRESS OF THE CONTRACTOR)

SUBJECT..... (NAME OF THE  
WORK AS APPEARING IN THE TENDER FOR THE WORK)

REF:1.  
PERFORMANCE SECURITY/GUARANTEES SUBMITTED BY YOU VIA YOUR LETTER  
RNO..... DATED..... FOR THE ABOVE WORK.

2. THIS OFFICE LETTER OF INTENT/ACCEPTANCE OF YOUR TENDER NO.....  
..... DATE.....

DEAR SIR(S),

YOU ARE REQUESTED TO CONTACT THE SRCA/ CA.....  
(COMPLETE ADDRESS) FOR TAKING  
POSSESSION OF SITE AND STARTING THE WORK AT ONCE.

IN CONTINUATION TO THE LETTERS REFERRED TO ABOVE, YOU ARE REQUESTED  
TO ATTEND THIS OFFICE TO COMPLETE THE  
FORMAL AGREEMENT WITHIN FIFTEEN DAYS FROM THE DATE OF THIS LETTER.

YOURS FAITHFULLY,

SUPERINTENDING ARCHAEOLOGIST  
FOR AND ON BEHALF OF PRESIDENT OF INDIA

To

C.S YALWAR  
PWD Contractor,  
Old Goa.

Sub: Handing over possession of worksite in R/s to SR (P) CHURCH AND  
CONVENT OF ST.FRANCIS OF ASSISI(ASI MUSEUM) OLD GOA  
Ref. No: 5/153/2016-17/ DATED: 15.06.2016

Sir,

With reference to the above referred work order, the worksite of the tendered work/supply is hereby given/handed over to you today ..... for starting the work at once.

Please note that the time allowed (120 DAYS) for carrying out the work as entered in the tender shall be reckoned from.....

Yours faithfully

Conservation Assistant  
CONTRACTOR'S SIGN

Copy to:  
The Superintending Archaeologist, ASI, Goa Circle, Old Goa for information and necessary action.



.....SA

.....CIRCLE

GRANT OF EXTENSION OF TIME FOR CONTRACT

TO  
NAME .....  
ADDRESS OF THE CONTRACTOR .....

.....  
SUBJECT: .....

DEAR SIR (S),  
REFERENCE YOUR LETTER NO. .... DATED ..... IN  
CONNECTION WITH THE GRANT OF EXTENSION  
OF TIME FOR COMPLETION OF THE WORK

.....  
THE DATE OF COMPLETION FOR THE ABOVE MENTIONED WORK IS .....  
AS STIPULATED IN THE AGREEMENT  
DATED THE .....EXTENSION OF TIME FOR COMPLETION OF THE  
ABOVE MENTIONED WORK IS GRANTED UPTO ..... WITHOUT PREJUDICE TO  
THE RIGHT OF THE GOVERNMENT TO RECOVER LIQUIDATED DAMAGES IN  
ACCORDANCE WITH THE PROVISION OF CLAUSE 2 OF THE SAID AGREEMENT  
DATED THE .....

**PROVIDED THAT NOTWITHSTANDING THE EXTENSION HEREBY  
GRANTED, TIME IS AND SHALL STILL CONTINUE TO BE THE ESSENCE OF  
THE SAID AGREEMENT.**

YOURS FAITHFULLY  
ENGINEER-IN-CHARGE  
FOR AND ON BEHALF OF THE PRESIDENT OF INDIA

**RE-INVITATION OF TENDERS**

IF THE LOWEST TENDERER BACKS OUT, THERE SHOULD BE RE-TENDERING  
IN A TRANSPARENT AND FAIR MANNER. IN  
SUCH A SITUATION, THEN IT APPROVING AUTHORITY MAY ADVISE CALL FOR LIMITED  
TENDER SHORT NOTICE TENDER IF SO JUSTIFIED IN THE INTEREST OF WORK AND  
TAKE DECISION ON THE BASIS OF LOWEST TENDER. WHILE RETENDERING  
FOR THE WORK, TENDER WILL NOT BE ISSUED TO THE CONTRACTOR WHO  
HAS BACKED OUT

**UPLOADING OF BID DOCUMENTS**

ALL THE DOCUMENTS SUCH AS NIT INCLUDING INFORMATION AND INSTRUCTION  
FOR CONTRACTORS, ALL THE CONDITIONS  
OF NIT, SCHEDULE OF QUANTITIES, DRAWINGS AND OTHER DOCUMENTS SHALL BE  
UPLOADED AT ON TIME.

**EARNEST MONEY****NECESSITY FOR EARNEST MONEY**

ACCORDING TO THE PRACTICE IN CENTRAL PWD, EARNEST MONEY IS PAID BY EACH TENDERER TO ENABLE THE GOVERNMENT TO ENSURE THAT A TENDERER DOES NOT BACK OUT OF HIS TENDER BEFORE ITS ACCEPTANCE, OR REFUSE TO EXECUTE THE WORK AFTER IT HAS BEEN AWARDED TO HIM.

**WHEN TO BE DEPOSITED**

THE EARNEST MONEY IS TO BE DEPOSITED BY THE INTENDING TENDERERS IN ONE OF THE ACCEPTABLE FORMS AS SPECIFIED IN PARA 19.4 ALONG WITH THEIR TENDER DOCUMENTS FOR A WORK, AND IT SHALL BE AS STIPULATED IN THE TENDER (FORM 6). (MODIFIED AS PER OM/MAN/164)

**RATES OF EARNEST MONEY**

THE AMOUNT OF THE EARNEST MONEY, WHICH A CONTRACTOR SHOULD DEPOSIT WITH THE TENDER, IS REGULATED BY THE FOLLOWING SCALES. IN CASE OF PETTY WORKS COSTING RS. 5,000/- OR LESS THE EXECUTIVE ENGINEER MAY, AT HIS DISCRETION, DISPENSE WITH THE CONDITIONS FOR CALLING FOR EARNEST MONEY.

- (I) FOR WORKS ESTIMATED TO COST UP TO RS. TEN CRORES:  
2% (TWO PERCENT) OF THE ESTIMATED COST.
- (II) FOR WORKS ESTIMATED TO COST MORE THAN RS. TEN CRORES:  
RS. TWENTY LAKHS PLUS 1% (ONE PERCENT) OF THE ESTIMATED COST IN EXCESS OF RS. TEN CRORES.

**MODE OF DEPOSIT**

(1) THE EARNEST MONEY MAY BE ACCEPTED ONLY IN THE FOLLOWING FORMS:

- (I) BANKER'S CHEQUE OF SCHEDULED BANK.
- (II) DEMAND DRAFT OF A SCHEDULED BANK.

**REFUND OF EARNEST MONEY**

THE EARNEST MONEY GIVEN BY ALL THE TENDERERS EXCEPT THE LOWEST TENDERER SHOULD BE REFUNDED IMMEDIATELY AFTER THE OPENING OF THE TENDERS, OR LATEST WITHIN A WEEK FROM THE DATE OF RECEIPT OF

TENDERS. ENTRY OF DEMAND DRAFT/BANKERS'S CHEQUE RECEIVED AS EARNEST MONEY WITH THE TENDERS MAY BE KEPT IN THE TENDER OPENING REGISTER, AND THESE NEED NOT BE DEPOSITED IN THE BANK EXCEPT FOR THE LOWEST TENDERER. **(MODIFIED AS PER OM/MAN/164)**

(1) THE HEAD OFFICE SHOULD PERIODICALLY REVIEW THE TENDER OPENING REGISTER WITH A VIEW TO ENSURE THAT THE EARNEST MONEY IS REFUNDED IN TIME. IF THE TENDERERS DO NOT COME FORWARD TO GET THEIR CHALLANS ENDORSED FOR REFUND, THE CHALLANS SHOULD BE SENT TO THEM BY REGISTERED POST WITHIN A WEEK AFTER EXPIRY OF THE PRESCRIBED PERIOD. IT WILL BE THE RESPONSIBILITY OF DIVISIONAL ACCOUNTANT TO ENSURE THAT EARNEST MONEY IS REFUNDED TO UNSUCCESSFUL TENDERERS IN TIMES SPECIFIED ABOVE.

**FORFEITURE OF EARNEST MONEY**

(1) IF ANY TENDERER WITHDRAWS HIS TENDER BEFORE THE EXPIRY OF THE VALIDITY PERIOD, OR BEFORE THE ISSUE OF LETTER OF ACCEPTANCE, WHICHEVER IS EARLIER, OR MAKES ANY MODIFICATION IN THE TERMS AND CONDITIONS OF THE TENDER WHICH ARE NOT ACCEPTABLE TO THE DEPARTMENT, THEN THE GOVERNMENT SHALL, WITHOUT PREJUDICE TO ANY OTHER RIGHT OR REMEDY, BE AT LIBERTY TO FORFEIT 50% OF THE EARNEST MONEY ABSOLUTELY. THIS PROVISION WOULD NATURALLY APPLY ONLY TO THE LOWEST TENDERER ONCE THE EARNEST MONEY OF ALL THE TENDERERS EXCEPT THOSE OF THE LOWEST IS REFUNDED AS PER PROVISION UNDER PARA 19.5(1).

(2) IF CONTRACTOR FAILS TO FURNISH THE PRESCRIBED PERFORMANCE GUARANTEE WITHIN THE PRESCRIBED PERIOD, THE EARNEST MONEY IS ABSOLUTELY FORFEITED TO THE PRESIDENT **AUTOMATICALLY WITHOUT ANY NOTICE. (MODIFIED AS PER OM/MAN/164)**

(3) IN CASE OF FORFEITURE OF EARNEST MONEY AS PRESCRIBED IN 1 AND 2 ABOVE, THE TENDERERS SHALL NOT BE ALLOWED TO PARTICIPATE IN THE TENDERING PROCESS OF THE WORK

## 11.6 SECURITY DEPOSIT FOR WORKS

11.6.1 The rate of security deposit for all works (supply of materials and works) in the Archaeological Survey of India, will be as follows:

(i) For works costing up to Rs. 1 lakh (25 LACS) 10% of the estimated cost. (tendered cost)

(ii) For works costing Rs. 1 (25 LAKHS) lakh 10% on the first Rs. 1 (25 LAKHS) lakh and 7½% on the balance.

11.6.2 The Security deposit by a contractor will be governed by the same terms and conditions applicable in case of deposit of earnest money.

11.6.3 The Security from a contractor should be taken in the form recognised/prescribed by the Government of India. The terms and conditions noted in the Security form should be strictly adhered to.

11.6.4 In case of works /supply executed against agreements in form pwd-78 the refund of sd to a contractor on the completion of works/supply is regulated by clause 17 thereof and certificate issued by ca.

### SECURITY DEPOSIT

(1)

**THE SECURITY DEPOSIT SHALL BE COLLECTED BY DEDUCTIONS FROM THE RUNNING BILL OF THE CONTRACTORS AT THE RATE MENTIONED BELOW. THE SECURITY DEPOSIT CAN ALSO BE DEPOSITED IN CASH OR IN THE FORM OF GOVERNMENT SECURITIES, FIXED DEPOSIT RECEIPT ETC.**

THIS IS IN ADDITION TO THE PERFORMANCE GUARANTEE THAT THE CONTRACTOR IS REQUIRED TO DEPOSIT

### **DEDUCTION OF VAT AND CESS (BUILDING AND OTHER WORKERS' CESS ACT 1996)**

CESS ACT IS A CENTRAL LEGISLATION BUT IT IS TO BE IMPLEMENTED BY STATE GOVERNMENT BY FORMATION OF CESS COLLECTION MECHANISM AND CONSTITUTION OF WELFARE BOARD. IT HAS NOT BEEN PUT TO IMPLEMENTATION BY SOME STATE GOVERNMENT YET. THERE ARE PROVISIONS OF DEDUCTION OF CESS FROM CONTRACTORS BILLS AND DEPOSITING THEM WITH STATE WELFARE BOARD. VAT IS A STATE SUBJECT. THE RATE AND OTHER PROVISIONS VARY FROM STATE TO STATE. UNDER VAT ALSO THERE IS A STATUTORY PROVISION FOR DEDUCTION OF TAX AT SOURCE I.E. FROM CONTRACTOR'S BILL.

**DEDUCTION OF INCOME TAX AT SOURCE**

1. UNDER SECTION 194C OF THE INCOME TAX ACT, 1961, DEDUCTION OF INCOME TAX IS REQUIRED TO BE MADE AT SOURCE BY DISBURSING OFFICERS FROM PAYMENTS MADE TO CONTRACTORS.

2. BEFORE SIGNING THE FIRST AND FINAL BILL/RUNNING ACCOUNT BILL/FINAL BILL, THE SUB-DIVISIONAL OFFICER/DIVISIONAL OFFICERS SHOULD SEE THAT:  
 (I) THE STATUTORY DEDUCTION ON ACCOUNT OF INCOME TAX, WHEREVER DUE, HAS BEEN MADE FROM THE BILL OF THE CONTRACTOR, AND  
 (II) THE SAME IS SPECIFICALLY SHOWN IN THE MEMORANDUM OF PAYMENTS THEREOF UNDER THE ITEM, "BY RECOVERY OF AMOUNTS CREDITABLE TO OTHER WORKS OR HEADS OF ACCOUNTS". (NOTE 5 BELOW PARA 12.2.16 OF CPWA CODE).

3. IT IS OPEN TO THE CONTRACTOR OR THE SUB-CONTRACTOR AS THE CASE MAY BE, TO MAKE AN APPLICATION TO THE INCOME TAX OFFICER CONCERNED AND OBTAIN FROM HIM A CERTIFICATE AUTHORIZING THE PAYER TO DEDUCT TAX AT SUCH LOW RATE OR DEDUCT NOT AS MAY BE APPROPRIATE TO HIS CASE. SUCH CERTIFICATE WILL BE VALID FOR THE PERIOD SPECIFIED THEREIN UNLESS IT IS CANCELLED BY THE INCOME TAX OFFICER EARLIER, AND IN SUCH CASES DEDUCTION WILL BE MADE ACCORDINGLY.

(4)  
 IN VIEW OF THE EXISTING PROVISION OF SECTION 288B OF THE INCOME TAX ACT, 1961, THE AMOUNT OF TAX TO BE DEDUCTED AT SOURCE SHOULD BE ROUNDED OFF TO THE NEAREST RUPEE BY IGNORING AMOUNT LESS THAN FIFTY PAISE AND ROUNDING OFF AMOUNTS OF FIFTY PAISE OR MORE TO ONE RUPEE.

(5)  
 THE TAX DEDUCTED ON BEHALF OF THE GOVERNMENT SHOULD BE PAID TO THE CREDIT OF THE CENTRAL GOVERNMENT ON THE SAME DAY BY BOOK ADJUSTMENT. IN OTHER CASES, THE TAX DEDUCTED SHOULD BE PAID TO THE CREDIT OF THE CENTRAL GOVERNMENT WITHIN ONE WEEK FROM THE LAST DAY OF THE MONTH IN WHICH THE DEDUCTION IS MADE.

(6)  
 CHALLANS, FOR PAYING TAX INTO THE GOVERNMENT ACCOUNT, CAN BE OBTAINED FROM THE INCOME TAX OFFICER CONCERNED OR THE BANK.

(7)

THE AUTHORITY RESPONSIBLE FOR MAKING ANY PAYMENT TO A CONTRACTOR OR A SUB-CONTRACTOR, AS THE CASE MAY BE, SHOULD ISSUE A CERTIFICATE OF TAX DEDUCTED AT SOURCE IN THE SPECIFIED FORM.

### **30.7 DEDUCTION OF VAT AND CESS (BUILDING AND OTHER WORKERS' CESS ACT 1996)**

CESS ACT IS A CENTRAL LEGISLATION BUT IT IS TO BE IMPLEMENTED BY STATE GOVERNMENT BY FORMATION OF CESS COLLECTION MECHANISM AND CONSTITUTION OF WELFARE BOARD. IT HAS NOT BEEN PUT TO IMPLEMENTATION BY SOME STATE GOVERNMENT YET. THERE ARE PROVISIONS OF DEDUCTION OF CESS FROM CONTRACTORS BILLS AND DEPOSITING THEM WITH STATE WELFARE BOARD. VAT IS A STATE SUBJECT. THE RATE AND OTHER PROVISIONS VARY FROM STATE TO STATE. UNDER VAT ALSO THERE IS A STATUTORY PROVISION FOR DEDUCTION OF TAX AT SOURCE I.E. FROM CONTRACTOR'S BILL.

### **37.3 PROCEDURE FOR PURCHASE OF MATERIALS.**

1. PURCHASES COSTING UP TO RS. TWO THOUSANDS CAN BE MADE THROUGH HAND RECEIPT/IMPREST/CASH. SUCH PURCHASES SHALL NOT COUNT TOWARDS ANNUAL CEILING OF POWERS OF PURCHASE OF MATERIALS.
2. PURCHASES OF MATERIALS COSTING UP TO RS. FIFTEEN THOUSANDS ON EACH OCCASION MAY BE MADE WITHOUT INVITING QUOTATIONS OR BIDS ON THE BASIS OF A CERTIFICATE TO BE RECORDED BY THE COMPETENT AUTHORITY IN THE FOLLOWING FORMAT.
3. I, ..... AM PERSONALLY SATISFIED THAT THESE GOODS (MATERIALS) PURCHASED ARE OF THE REQUISITE QUALITY AND SPECIFICATION AND HAVE BEEN PURCHASED FROM A RELIABLE SUPPLIER AT A REASONABLE PRICE.
4. PURCHASE OF GOODS/MATERIAL COSTING ABOVE RS. 15,000/- (RUPEES FIFTEEN THOUSAND) ONLY AND UP TO RS. 1,00,000/- (RUPEES ONE LAKH) ONLY ON EACH OCCASION MAY BE MADE ON THE RECOMMENDATIONS OF A DULY CONSTITUTED LOCAL PURCHASE COMMITTEE CONSISTING OF THREE MEMBERS OF AN APPROPRIATE LEVEL AS DECIDED BY THE HEAD OF THE OFFICE. THE COMMITTEE WILL SURVEY THE MARKET TO ASCERTAIN THE REASONABLENESS OF RATE, QUALITY AND SPECIFICATIONS AND IDENTIFY THE APPROPRIATE SUPPLIER. BEFORE RECOMMENDING PLACEMENT OF THE PURCHASE ORDER, THE MEMBERS OF THE COMMITTEE WILL JOINTLY RECORD A CERTIFICATE AS UNDER: -
5. "CERTIFIED THAT WE ....., MEMBERS OF THE PURCHASE COMMITTEE ARE JOINTLY AND INDIVIDUALLY SATISFIED THAT THE GOODS/MATERIALS RECOMMENDED FOR PURCHASE ARE OF THE REQUISITE SPECIFICATION AND QUALITY, PRICED AT THE PREVAILING MARKET RATE AND THE SUPPLIER RECOMMENDED IS RELIABLE AND

- COMPETENT TO SUPPLY THE GOODS IN QUESTION."
6. HOWEVER TO AVOID WASTAGE OF TIME IN CONSTITUTING COMMITTEE ON EACH OCCASION, CHIEF ENGINEER MAY CONSTITUTE A STANDING COMMITTEE OF 3 OFFICERS BY DESIGNATION FOR EACH OFFICE I.E. DIVISION/CIRCLE/ZONE. (MODIFIED AS PER OM/MAN/208)
  7. PURCHASE OF MATERIALS COSTING MORE THAN RS. ONE LAKH SHALL BE MADE AS UNDER:-
  8. THE ITEMS WHICH ARE BORNE ON DGS&D RATE CONTRACT AND THE RATE CONTRACT IS VALID AT TIME OF MAKING PURCHASE, AND THE TOTAL COST OF SUCH ITEMS BEING MORE THAN RS. ONE LAKH SHALL BE PURCHASED AT SUCH RATE CONTRACTS EITHER THROUGH DGS&D OR FROM THE FIRM DIRECTLY AT RATE CONTRACTS.
  9. (B) ITEMS FOR WHICH NO VALID RATE CONTRACT EXISTS SHALL BE PURCHASED FROM OPEN MARKET THROUGH CALL OF TENDERS/QUOTATIONS
  - 10.(C) ABOVE PROCEDURE AT (A) & (B) CAN BE DEVIATED IN THE INTEREST OF WORK BY THE CHIEF ENGINEER WITH RECORDED REASONS.
  - 11.(2) QUOTATIONS OR TENDER SHOULD BE INVITED PREFERABLY FROM MANUFACTURERS DIRECTLY. IN CASE MANUFACTURES ARE UNWILLING TO SUPPLY THE MATERIALS, QUOTATIONS/TENDERS CAN BE INVITED FROM AUTHORIZED DEALERS.
  - 12.(3) WHILE INVITING QUOTATIONS/TENDERS, PROPER PUBLICITY SHOULD BE GIVEN AS LAID DOWN UNDER SECTION 17 OF THIS MANUAL WITH THE ONLY CHANGE THAT THE PUBLICITY IN PRESS SHALL BE GIVEN FOR THE SUPPLY HAVING ESTIMATED COST MORE THAN RS. 2 LAKH. PROVISION OF EARNEST MONEY/PERFORMANCE GUARANTEE MAY BE DECIDED BY THE NOTICE APPROVINGAUTHORITY.

## 11.7 AGREEMENTS /CONTRACTS

11.7.1 (i) No contract shall be made by a subordinate authority which has not been directed or auth-orised to do so by or under orders of the Direc-tor General, Archaeological Survey of India.

(ii) All contracts/agreements should be signed "For and on behalf of the President of India" and the designation of the Officer authorised to sign the contract /agreement, should be append-ed below his signature.

(iii) Terms of contract/agreement should be pre-cise and definite and there should be no room for ambiguity or misconstruction therein. The standard form of agreement/contract prescrib-ed in the Central P.W.D. (Form P.W.D. 7 & 8) should be used to avoid this contingency. The alternatives used in standard form, which are not applicable, should be scored out. In case of any doubt or in cases where standard forms of agreement are not used, legal and financial advice should be taken in drafting the contracts, before they arc finally entered into.

(iv)No relaxation of the terms and conditions of the contract/agreement entered into, should be made without prior approval of the Director General.

(v) No contract involving any uncertain or inde-finite liability or any condition of an unusual character should be entered into without the prior approval of the Ministry of Finance.

(vi) Contracts enduring or likely to endure for the period of more than 3 years,

wherever feasible, should include a provision for unconditional power of revocation or cancellation by Govern-ment at any time on the expiry of six month's notice to that effect.

(vii) All agreements for execution of works/supply of material can be signed by the Circle/Branch Officer if the cost does not exceed the power of his sanctioning works estimates. Since the prior approval of the Director General for accept-ance of the tender would be necessary, if it exceeds his limits, there should be no delay in executing the agreement as soon as tenders have been accepted.

11.7.2 The original contract documents should be kept in the personal custody of the Drawing and Disburs-ing Officer.

Certified copies of agreements/contracts may be sup-plied to the contractor on demand after charging fee at the following rate:

Monetary Limit	Price to be charged
(i) For works up to Rs. 10,000(10 LACSRs.	2(500.00)
(ii) For works over Rs. 10,000 and upto Rs. 1 lakh(25 LACS TO 1 CRORE	Rs. 5(1000)
(iii) For works over Rs. 1 lakh(ONE CRORE)	Rs. 102000.00)

Completion of the agreement/contracts should be communicated to the Accountant General concerned and to the Director General, if the cost, exceeds Rs. 10,000/-(5 LACS).

## **11.8 AWARD OF WORKS WITHOUT CALL OF TENDERS - PROCEDURE FOR**

11.8.1 As a general rule the purchase of material. and execution of works the cost of which does not. exceed Rs. 200/- (5000)under individual item, no quotation would be necessary, though it will be the responsibility of the Officer incurring the expenditure, to ensure that the rates paid are reasonable. The rate should not, however, exceed, the estimated rates. The purchase of material/ execution of works, the cost of which ranges between Rs. 200/- and Rs. 1,000/-, (5000.00 TO 25000.00)quotations from three to four reputed firms would be necessary, and all the formalities specified in Chapter 8 for such purchases are to be ob-served. No work order need be issued for supplies upto Rs. 1,000/- .(5000.00) However, work order would be necessary towards the execution of work, if this limit is exceeded.

11.8.2 In emergent cases or when the interest of work so demands the Circle /Branch Officer may award work without call of tenders on work order, upto a limit of Rs. 5,000/(25000.00)-when:

- (a) the work is of such an urgent nature; that the formalities relating to the call of tenders, may deteriorate the condition of monuments or in other such contingency; and
- (b) there is no response after repeated call of tenders.





## CHAPTER 12

### WORKS ACCOUNTS

#### 12.1 GENERAL PRINCIPLES GOVERNIN MAINTENANCE OF ACCOUNTS OF ARCHAEOLOGICAL WORKS.

12.1.1 The rules contained in this section describe primarily the procedure relating to the maintenance and compilation of accounts of various types of works carried out. by the Archaeological Survey of India, with regard to structural Conservation, Chemical preserva-tion, Horticultural, Modern Works etc. and those gov-erning day to day maintenance of Archaeological Monu-ments/Sites and Museums. ‘These rules are supplemen-tary to the rules contained in the General Financial Rules, Treasury Rides and C.P.W.D. Account Code.

12.1.2 It is an important function of the Circle/ Branch Officer to keep a constant watch over the pro-gress of expenditure and the actual execution of works. He may keep himself informed of such circumstances as may affect the progress and take immediate timely action for obtaining extra hinds or to surrender pro-bable savings as may be necessary.

12.1.3 The following procedures are laid down for strict observance by all Circle/Branch Officers responsi-ble for executing works:

(i) The progress of expenditure on various works or other items for which there are specific pro-visions of funds available, should, be watched month by month through the register of works and other relevant accounts.

(ii) In respect of Works items, for which lump sum appropriations are placed at the disposal of the Circle/Branch Officer the progress of ex-penditure will be watched (a) in the form of a progressive abstract showing month by month, the up-to-date expenditure for the years and (b) of the Grants in the form of a register showing the appropriations sanctioned from time to time.

(iii) The progress of expenditure will be reviewed every month. This review will be of special importance in the last three or four months of a financial year.

(iv) No work should be undertaken except those for extra-ordinary reasons, without any pro- vision either in the Budget or R.C.P. particu-larly so, without the written sanction of the competent authority.

(v) A site order Note book to be maintained, in-variably at all places where major works are being undertaken to record in writing by In-specting Officer, competent to do so, with re-gard to any change in specification either in the execution of the work or the

design, as instructed by them on the spot. This should be got confirmed in writing at the earliest.

## **12.2 DOCUMENTATION OF WORKS AC-COUNTS**

12.2.1 The following documents are required to be maintained in each Circle/Branch Office, executing various types of works in the Survey: -

### **(a) CASH BOOK**

(i) Cash Book in form TR. 4, will serve as main record for all monetary transactions in a Circle or a Branch.

(ii) Works Cash Book in form C.P.W.D.-1 which should serve as subsidiary to the main Cash Book.

### **(b) Measurement Books, etc.**

(i) Bill Book as prescribed in Appendix XTII.

(ii) Register of Measurement Books in form C.P.W.D.-92 (Part 1 & II).

(iii) Measurement Book in form C.P.W.D.-23.

(iv) Standard Measurement Book.

### **(c) Tenders and Contract Documents.**

(i) Contractor's Ledger.

(ii) Register of Sale of Tenders Documents.

(iii) Register of Agreements/Contracts.

(iv) Register of Security Deposit by Contractors.

### **(a) Estimates.**

(i) Register of Deposit Works. (ii) Register of Sanctioned Estimates.

(e) Other Works Records.

- (i) Register of Tools and Plants form C.P.W.D. —15.
- (ii) Register of Bills for Payment.
- (iii) Register of Un-paid Wages in form C.P.W.D.-21 A.
- (iv) Register of Audit Objections.
- (v) Muster Rolls—D.G.A. 17 and in C.P.W.D. Form.
- (vi) Cement Register.
- (vii) Register of Modern Buildings.
- (viii) Register of Work-charged establishment.
- (ix) (REGISTER OF CONDEMNED ARTICLES
- (x) SEPARATE STOCK REGISTER FOR EACH SANCTIONED/APPROVED ESTIMATE
- (xi) WORK LOG BOOK MONUMENT WISE
- (xii) REVENUE RECEIPT REGISTER

NOTE: The above list is. not exhaustive but illustrative only. 'Besides these documents, other registers or records, required to be maintained, as per provisions of this Code and any other orders on the subject, may have to be maintained by Circle/Branch Officer.

### **12.3 CASH ACCOUNT**

12.3.1 Cash Book in Form TR. 1 should be maintained in each Circle/Branch office in which all monetary transactions relating to the Circle/Branch, should be entered. Besides this a subsidiary Cash Book in form C.P.W.A.-1 should also be maintained in all Circle/ Branch office, entrusted with the execution of works, which will serve as a subsidiary Cash Book, and all monetary transactions relating to works should pass through this Cash Book. Those officers of the Survey who are entrusted with imprest or temporary advances should maintain and render Account, in form No. C.P.W.A.-2.

NOTE. The Cash Book is a most important accounts record of the Survey and utmost care should be taken in maintaining it and to keep it under safe custody. The detailed instructions contained in Treasury Rules Vol. I and those given in notes on form C.P.W.A.-1 should be strictly observed by all concerned.

12.3.2 The Cash book must, be closed and balance arrived daily, when the Drawing and Disbursing Officer is at. Head Quarters. It is advisable that cash be counted whenever a balance is struck, or at convenient, intervals, as it affords an independent check on the

accuracy of postings and the cash balance in hand. Each Cash Book should be closed at the end of each month, striking out the balances. The results of such, immediate counting should be recorded in red ink, in form, of a note (Specifying the actual Cash, out-standing balances of interest and temporary advances) in the body of the Cash Book, so as not to interfere with the up-to-date totals; the actual balance of cash in the chest should invariably be stated in notes both in words and figures.

12.3.3. An entry once made in the Cash Book should in no circumstances be erased. If a mistake is discovered before the Cash Book is submitted to the Drawing and Disbursing Officer, it should be corrected by drawing the pen through the incorrect entry and inserting the correct one, in red ink between the lines. The Drawing and Disbursing Officer should initial every such corrections and invariably date the initials. "When the mistake is discovered too late for correction in this way, the necessary correction should be brought to the notice of the Circle /Branch Officer, accompanied by a proposed transfer entry, if necessary.

12.3.4 The Drawing and Disbursing Officer, should check all the entries in the Cash Book as often as he could and he should initial each one of them after physical verification of each entry. The Cash Book should be signed by him at the end of the month and such signature should be understood as fixing responsibility for all entries of the month including the closing balance.

NOTE. The Drawing and Disbursing Officer should:

(i) Compare each entry of receipt and payment with the gross amount chargeable as shown in the connected vouchers seeing at the same time that it bears (a) a payment order recorded by the competent authority and (b) certificate of disbursement signed by the officer authorised to make payment, ticking off each voucher as passed.

(ii) See while examining the posting of vouchers on the payment side that all deductions shown in the vouchers (other than the deductions creditable to Head of accounts or work to which the payment relates) are posted as receipts, on the receipts side of the Cash Book.

(iii) Compare each entry of payment into the treasury with the Treasury Officer's receipt on the challan and satisfy himself that the amounts have been actually credited into the Treasury.

(iv) Verify the totalling of the Cash Book, after having it done by the Head Clerk and in his absence by any other U.D.C. (other than the writer of the Cash Book) who should initial and date it correct.

(v) Verify the total of the postings on the receipt side of the cash book, with reference to the bill register.

## 12.4 IMPREST

12.4.1 An imprest, is a standing advance of a fixed amount of money given to an individual to enable him to make certain classes of disbursements, which may be entrusted to his charge by the Circle/Branch Officer in accordance with such rules and subject to such restrictions as may be laid down by the Director General. The amount of an imprest should be kept, as low as possible and in no case should exceed five thousand, without the special sanction of the Director General. The account of Imprest cash should be kept in duplicate by the imprest-holder in form G.P.W.A.-2, Imprest Cash Account, in accordance with the instructions given in that form. The counterfoil should be retained by the imprest-holder and the original supported by the necessary vouchers, should be forwarded to the Circle/ Branch Officer. The balance of imprest should be re-funded in full by the Executive subordinates by the end of March, July and November, each year. The imprest account should be submitted monthly along with the vouchers to the Circle/Branch Officer, to enable him to incorporate the account in his cash book before it is closed for the month.

12.4.2 The recouping officer should examine the imprest cash account and the supporting vouchers, initial and date the voucher in token of approval and a formal pay order recorded on the account, authorise the recouping, enhancing, reducing or closing of the imprest, as the case may be. An abstract, form of the imprest account may be incorporated in the Cash Book in the manner prescribed in forms C.P.W.A.-1 and C.P.W.A.-2.

NOTE 1. If any item in imprest, account appears, to the recouping officer, to be open to objection, the imprest, nevertheless be recouped in full and the items under objection may be entered in the imprest Account and watched under "Miscellaneous Advance", until the objection is removed or the Amount re-funded by the imprest-holder.

NOTE 2. The Imprest-holder is responsible for the safe custody of Imprest money and he must all time be ready to produce the total amount of imprest in vouchers or cash.

NOTE 3. As a precautionary measure no imprest may be sanctioned to an executive subordinate who has, failed to furnish security and the security bond.

## 12.5 TEMPORARY ADVANCES

12.5.1 When a disbursing officer makes a remittance to a subordinate officer, to enable him to make a number of specific petty payments on the Muster Roll or other vouchers, which have already been passed for payment, the amount remitted should be treated as temporary advance and accounted for in form C.P.W.A.-2 in the same way as an imprest. The account of temporary advance should be closed as soon as possible. The account of a temporary advance should be closed fortnightly. (MONTHLY)

NOTE 1. This rule also applies to cash taken out of the chest by the disbursing officer himself to make payments at places away from his Headquarters.

NOTE 2. In no case should a second advance be sanctioned to an executive subordinate, against whom an earlier advance is outstanding. The amount of advance sanctioned to an executive subordinate will in no case exceed Rs. 10,000/- (ONE LAKH AT A TIME AGAINST EACH SANCTIONED ESTIMATE) at a time for each work and its account should be rendered within a month's time positively. Any amount advanced beyond this limit will be at the personal risk and responsibility of the Circle/Branch Officer, which must be discouraged.

12.5.2 Temporary advances may be drawn by the Circle /Branch Officers under various works Heads, in the usual manner in simple receipt form. The money drawn should in no case exceed a month's requirement towards works for which it is drawn.

Account of the amount spent out of the temporary advances should be rendered by the Officer concerned to the Circle/Branch Officer, who would include it in monthly accounts required to be submitted to audit. Any unspent balance remaining unadjusted after the close of the month should be added to fresh advance, next month, if required for any work in hand, other-wise refunded immediately into the Treasury. All balances of works advances must be refunded to the Drawing and Disbursing Officer or remitted into the Treasury by the end of March, July and November every year.

## 12.6 CASH PAYMENTS

12.6.1 Cash charged on works consist of payment:

- (i) to members of work-charged establishment,
- (ii) to labour employed on Muster Rolls; and
- (iii) to contractors, suppliers and others for work done or other services rendered.

12.6.2 Work-charged establishment means that establishment whose Pay and Allowances, etc., are directly chargeable to 'works'. Work-charged staff is employed on actual execution of a specific work and sub-work of specific work. The cost of entertainment of work-charged staff should invariably be shown as a separate sub-head of the estimate for a work, In other respect the work-charged staff is quite comparable to regular categories.

NOTE. Detailed rules governing the conditions of service of work-charged staff are contained in Appendix XIV.

12.6.3 (i) Pay and Allowances of work-charged establishment should be drawn on Form T.R. 22, separate bill should be prepared for permanent and temporary work-charged establishment of the Circle/Branch as a whole or for its one or more Sections every month. Members of the work-charged staff posted at one station and employed for one and the same work should be shown in one group in the pay bills. Names of all the members of the

Stall', including the absentees should appear in the pay bills. Sanction to the creation of posts and the period of sanction should invariably be noted in the pay bills. The Circle/Branch Officer should also certify that the work-charged staff for whom the Pay and Allowances have been claimed in any particular bill were on duty during the period and employed on the work for which their appointments were sanctioned.

(ii) Deductions /Recoveries should be shown in the pay bills against each individual as usual as per provisions of the Treasury Rules.

(iii) The acknowledgements of the amount received by each individual should be attached to the bill giving Serial Number of the item, to which it relates if their acknowledgements were not taken in the bill itself.

(iv) Pay bills of work-charged staff should be prepared in triplicate. Original should be presented at the Treasury, while duplicate copy should be retained in the office and the triplicate copy with, acquittances should be submitted to the Accountant General concerned, along with the monthly accounts.

12.6.4 Pay bills of work-charged staff posted at outstations, may be signed by the Circle/Branch Officer by the 20th of the month for which the Pay and Allowances relate, and encashed from the Treasury at least four working days prior to the close of the month and disbursed to the staff so as to reach them on the 1st or 1st week of the next month. However, the pay bills for the month of March should be encashed in the month of April only.

NOTE. Arrears bills of the members of the work-charged staff are not required to be pre-audited. Necessary funds may be drawn for these bills after such departmental checks of the claims, as may be necessary. As payments to work-charged establishment are essentially works, expenditure, money required for payment as arrears of pay and allowances, etc., due to work-charged staff, may be drawn on simple receipt form, but paid bills may be submitted to audit along with monthly accounts.

## **12.7 MUSTER ROLLS**

12.7.1 Muster Roll staff can be employed on all conservation works, chemical, horticulture, and excavation work for a period upto which the work extends jobs of purely casual nature for a period upto which the work extends. Such staff should be engaged only for seasonal work, or on original work done departmentally and to the barest minimum period required on a wage not higher than that notified by the local Government (labour commissioner/govt approved rate) from time to time. They are not regular Government servants and are in the nature of day to day employees. (and will not come under the purview of industrial act)

NOTE. Detailed rules governing the conditions of service of the Labour/Staff employed on Muster Rolls are contained in Appendix XV.



12.7.2 With, the following exceptions, all persons engaged departmentally for execution of works are considered as daily labourers and their wages should be drawn on Muster Rolls in Form D.G.A. 17 and C.P.W.I). form as the case may be and charged to the estimates for which they are employed:

- (i) Permanent and temporary employees whose pay is charged to the Head Establishment.
- (ii) Members of work-charged establishment..

12.7.3 Maintaining of Muster Roils should be dealt with in accordance with the following rules:

- (i) No Muster Roll should be maintained in duplicate.
- (ii) ‘The forms to be used for Muster Rolls should be numbered consecutively sheet by sheet and initialled by a Gazetted Officer, in order to avoid any possibility of substitution.

(iii) The Muster Rolls should generally be issued for a specific period only and for a specific works or item of work.

(iv) It is, however, permissible to keep one Muster Roll for labourers and workmen employed(FOR ONE SANCTIONED WORK AT A TIME) upon several small works, in cases in which, the total unpaid wages may be conveniently record-ed, as relating only to largest work in group.

(v) Employment of labourers and workmen on a Muster Roll should be planned in advance and request for issue of the Muster Rolls submitt-ed accordingly. The daily labour reports in Form C.P.W.I). 30 including the number of labourers and workmen in different categories as employed on each day, arc required to be submitted to the Circle/Branch Officer or the Head of Office, as the case may be. The number of the persons to be employed should be kept to the minimum(AS PER THE APPROVED ENGINEERING APPRECIATION) and it has to be seen by the executive assistant, concerned, that their output is commensurate with the expenditure incurred on their wages.

The rates to be paid to such labourers and workmen will be the same as prescribed in the current schedule of rates adopted in the sta-tion of work by the local P.W.I), or the District Collector.(ISSUED BY THE TAHASILDAR/PANCHAYATH)

(vi) The Executive Assistant Incharge (JCA)of the works should mark the attendance of Muster Roll daily at the time of roll call and check. twice in a day, i.e., once in the morning before the commencement of the work and once in the evening before the closing of the work. The presence in the morning may be marked by drawing slanting line from top to bottom stroke (/)(OR1 in the column pertaining to that date against each person present. In the evening the slanting stroke to be reversed drawing- from top to bottom (/)(ORP) which would mean that a particular labour is present for the whole day. In case a labour whose name is entered in the Muster Roll remains absent for the day his absence may be marked by inserting the letter ‘A’ in the column of date. The absence for half a day, should be marked by marking “a” above the reversed stroke, if absent in the mor-ning (a/)(P/2) and below the slanting stroke if ab-sent in the evening (/a)(P/2) in the appropriate column. At the end of each day, a daily labour report should be sent to the Head of Office or Circle/Branch Officer, as the case may be.

(vii) Attendance in the Master Roll should be marked by(*SUBCIRCLE INCHARGE/JCA/MTS*) (he Foreman/Caretaker/Mason/ Carpenter/Mistri and should be signed daily

(viii) The Circle/Branch offices and other heads of Offices should conduct

themselves or authorise other junior Officers under them to conduct surprise checks, as frequently as possible, to ensure that the workers as indicated in daily reports and Muster Roll are actually employed and their output is commensurate with expenditure incurred on them.

(ix) While marking attendance in the Muster Roll, father's name or husband's name in the case of woman labourer should be mentioned against each in the respective column. A register showing the addresses of each and every labourer engaged on daily wages should be maintained. Where the workers have no permanent residences, the locality of their labour camps or the villages, where they normally reside should be indicated.

(x) Daily attendance and absence of labourers should be marked in the Muster Roll in such a way as to:

(a) facilitate correct calculation of the net wages of each person for period of payment;

(b) render it difficult to tamper with or to make unauthorised additions to or alterations in the entries once made;

(c) facilitate correct classification of the cost of labour by works and sub-Heads of works, where necessary; and

(d) avoid any overwriting while marking.

(xi) The following certificate should be recorded in the daily labour reports, every day, and on last page of the Muster Rolls at the close of the Muster Rolls:

“Certified that the workers mentioned in the Muster Roll were actually employed by me on Government work”.

(xii) After closing the Muster Roll, the Executive Assistant incharge of work should complete all formalities regarding making entries in the measurement book, work out cost of the work done, record the abstract of measurements towards the progress of work and submit it to the head of Office for further action to fill up the part iii of mr as per the following:- item number-item of work,-work executed up to date of the closing date of the mr-deduct shown upto previous mr-present mr out put, showing quantity number of labours engaged, materials issued against that quantity, -balance quantity of work to done, showing balance materials, labours etc-estimated rate-executed rate.item wise labour and materials consumed and utilised and its balance be given in each item, item wise, where such work is susceptible of measurement. if the work is not susceptible of measurement a remark to this effect should be recorded. the work of horticulture, chemical, and conservation excavation and exploration by engaging labours through mr shall be given the detailed out put as stated above.),

(xiii) The labourers and workmen employed on Muster Roll must be paid, fortnightly. All Drawing and Disbursing Officers will ensure that the Muster Roll payment should in no case be delayed. The Officers maintaining the Muster Rolls should also ensure their prompt and timely submission to Drawing and Disbursing Offices.

(xiv) More than one Muster Roll may be kept for each item of a sanctioned work at one and the same station to facilitate early execution of the work. It need not necessarily be kept, by each individual. One Muster Roll Officer can be in charge of more than one Muster Roll, provided the places of work are not too distant apart.

(xv) As far as practicable payment of Muster Rolls should be made in the presence of the Drawing and Disbursing Officer, or any other Officer so authorised, by him. The Officer making payment will record the following certificate on the Muster Roll:

“Certified that, the payment of Rs\_\_\_\_\_ has been made to the labourers as per Serial Numbers\_\_\_\_\_ to\_\_\_\_\_ in m.y presence”.

If any item remains unpaid, the details there-of should be noted in the “Register of Unpaid Wages” and also in the concerned Muster Roll.

(xvi) Wages remaining unpaid for more than three months should be deposited into the Treasury. If any wages of labour remain unpaid after completion of a work, the accounts of the work may be open for a period of one month, which may be extended, to three months at the discretion of the Circle/TBranch Officer. There-after the accounts of the work should be closed-

(xvii) If unpaid wages of labour are claimed sub-sequent to the closing of the accounts of a work, the payment should ordinarily be charged against a fresh estimate under the same head of services as the original work, a suitable note being recorded by the Officer incharge against the closing entry relating to the original note in the register of works.

(xviii) The Officer incharge of works is responsible for the correctness of all the entries in the Muster Roll and disbursements made under his control. He should, invariably, be present at the time of payment of wages and countersign the pay sheets.

(xix) The measurements of the work done by daily labour on Muster Roll should, be recorded, in the measurement books.

(XX) casual labour roll in case of emergency where a large number of labourers are employed casually for a short period payments may be made on a casual labour roll form-cpwa 22. in such cases the payment should be made in presence of a gazetted officer.

12.7.5 maintenance of biometric attendance muster roll shall be maintained and payment be made through bank wherever it is possible but payment to labourers engaged through mr should only be made through their bank accounts only.)

## **12.8 LABOUR ENGAGED THROUGH A CONTRACTOR**

12.8.1 The payment of daily labour through a contractor instead of by Muster Roll in the usual way is objectionable and must, be discontinued. In exceptional cases of emergency, it may some time be found impossible to employ labour otherwise than through a contractor, should it be possible, in such a case to determine the quantities of work done after the completion or at intervals during its progress, it is expedient to pay the contractor at suitable rates, on the basis of the work actually executed. But if this method is not practicable, it is permissible to pay the contractor on the basis of the number of labourers employed, day by day, his own commission or profit being either included in the rates allowed, or paid separately in lump sum or at a percentage rate. When this course is adopted, a report of the number of labourers of each class employed day by day should be made by the subordinate incharge of the work daily to the Head of Office to enable the latter to keep a check on the expenditure and to deal with the contractor's claim when received. To avoid disputes with the contractors, they should be encouraged to sign the daily labour reports in token of their acceptance as correct.

12.8.2 In cases where labour is required to be engaged for not more than three days and the number of workers does not exceed live, payment in such cases may be made on Form C.P.W.A.-22 recording the names of the labourers on the reverse of the Form, duly obtaining their signature towards the payment made to them.

12.8.3 The use of Muster Roll or Measurement Book is not permissible in case of the labour employed, in exceptional cases, on Form as C.P.W.A.-22 or through a labour contractor, who should be paid according to the number of labourers supplied by him at the rates mutually agreed upon, on the basis of the local P.W.D. rates. These rates should include the contractor's commission charges.

12.8.4 In the case of excavations payments to labourers should ordinarily be made weekly by the clerk appointed for the purpose in the presence of the Assistant Incharge of the Muster Rolls, both of whom will certify on the pay sheets that the disbursement specified therein have been duly made. At the same time they should specify both in words and figures, at the foot of the Muster Rolls (Form D.G.A.-17), the total amount paid. If any items remain unpaid the details thereof should be recorded in the register of unpaid wages before the memorandum, at the foot of the Muster Roll is completed by the persons making the payment.

## **12.9 PAYMENT TO SUPPLIERS AND CONTRACTORS**

### **MEASUREMENT BOOK**

12.9.1 The Measurement Book is the basis of all accounts of quantities whether of works done by contractors or of labour employed departmentally or materials supplied and received. It should be so written that the transactions are readily traceable.

12.9.2 These books should be treated as very important accounts records and maintained very carefully and accurately as these may have to be produced as evidence in the Court of Law, if and when required. It should be kept under lock and key.

12.9.3 All measurement books relating to a Circle./ Branch should be serially numbered. A register in Form C.P.W.D).-92 should be maintained, showing the serial number of each book, on receipt, Officer to whom issued, date of its issue, date of its return to Circle/ Branch office, and date of its return after the required review in the Circle/Branch office has been completed. The Circle/Branch Officer should ensure that all the books issued are viewed at least once a year.

12.9.4 The books, no longer to be used by the Conservation/Horticultural/Chemical Assistant (ASSISTANT ARCHAEOLOGIST) or other Executive Assistants, should be withdrawn promptly even though not completely written up. and re-issued. (all executive assistant drawing advances for conservation, preservation, horticulture, excavation, exploration should record all types of expenditure bills in mb for passing the bills by ddo).

12.9.5 When an Executive Assistant incharge of the Measurement Books, is transferred, retired or his services dispensed with, he should hand over charge of all the Measurement Books to his successor. The handing over and taking over should be recorded in writing by the respective persons in their own hand, immediately below the last entry in the Measurement Books, with their full dated signature.

12.9.6 Each set of measurements to be recorded should commence with entries stating:

- (i) In the case of bills for work done
- (a) Full name of work as given in the agreement.
  
- (b) (Location) Estimate Number
- (c) Name of Contractor.
  
- (d) Agreement Number
- (e) Date of written order to commence work.
  
- (f) Date of actual completion of work.
  
- (g) Date of recording of measurements.
  
- (h) Reference to previous measurements.

(THE WORK HAS BEEN EXECUTED/CARRIED OUT AS PER WORK ORDER NO THROUGH THE APPROVED CONTRACTOR SRI/M/S..... FOR THE APPROVED/SANCTIONED ESTIMATE OF..... AS PER THE FOLLOWING

ITEM NO 1. ...EXAMPLE : BRICK WORK IN LIME MORTAR 1:2 INCLUDING.....( TOTAL QTY TO BE CALCULATED,AND AS PER THAT MATERIALS TO BE ISSUED IF THE WORK IS ONLY FOR LABOUR CONTRACT AND TO BE SHOWN IN STOCK REGISTER AND MB.AFTER RECORDING ALL ITEMS CA HAS TO CERIFY THAT “MEASURED BY ME” AND TO SIGN WITH DATE. THEN ‘ ABSTRACT OF BILL QUANTITES TO BE PREPARED AS THE ITEM WISE WORK ORDER AND TO SIGN BY CA.BELOW THAT CONTRACTOR SHOULD SIGN IN MB AS A TOKEN OF ACCEPTANCE OF MEASUREMENT “QUANTITY AND BILL AMOUNT ACCEPTED”

In the case of bills for the supply of materials(supply)

(a) TO (h)SAME AS ABOVE ) MAY PLEASE BE APPROVED

SUPPLY OF MATERIALS HAVE BEEN RECEIVED FROM THE APPROVED CONTRACTOR SRI/M/S-.....AS PER WORK ORDER NO.....FOR THE APPROVED ESTIMATE OF.....AS PER THE DETAILS GIVEN

EXAMPLE: SUPPLY OF KB BRICKS 25X12X7 -4 STACK X 27 LAYERS X 5 ROWS X 8 NUMBERS IN HEIGHT=.....

CERTIFICATE,ABSTRACT ARE THE SAME AS GIVEN ABOVE

(IN CASE OF MR FOR PAYMENTS/IMPRESH)

NAME OF THE WORK,LOCATION,ESTIMATE NUMBER,AGENCY-DEPARTMENTALLY,DATE OF COMMENCEMENT OF MR.DATE OF CLOSING MR ,REFERENCE TO PREVIOUS MEASUREMENTDATE OF RECORDING MEASUREMENT-

LABOURERS WERE ENGAGED AS PER MR NO FOR THE WORK OF .....FOR THE PERIOD FROM .....TO.....AS PER THE CATAGORAISATION GIVEN BELOW

10 NOS-HEAD MASON-@500=

100 FIRST CLASS MASON @400=

10 PAINTER@

10 LABOUR

5 WOMAN COOLIE

TOTAL RS.RUPPES.....

PAID RS.....RUPPES.....TO THE LABOURERS AS PER MR SERIAL NO .....TO.....IN PRESENCE OF OFFICER WITNESSING LABOUR PAYMENT .....NAME ADDRESS OF THE LABOURERS HAVE BEEN RECORDRD IN THE LABOUR REGISTER BOOK NO .....PAGE NO.....

OUT TURN OF WORKS

HERE EXECUTIVE ASSISTANT HAS TO FURNISH THE DETAILED ITEMS EXECUTED GIVEN MEASUREMENTS,LABOUR ALLOCATION, MATERIALS CONSUMED AND ISSUED AS PER STOCK REGISTER,ESTIMATED RATE,EXECUTED RATE ETC,

A suitable abstract should then be prepared which should collect in the case of measurement for works done, the total quantities of each distinct item of works done and the total amount, relating to each sanctioned estimate /sub-head.

12.9.7 If the measurements are taken in connection with a running contract a reference to the last set of measurement, if any, should be recorded. If the entire job or contract has been completed, the date of comple-tion should be noted in the prescribed place. If the measurements taken are the first set of the measurements on a running account,

or the first and final measurement, this fact should be suitably noted against the entries in the measurement books. In the latter case the actual date of completion should be noted in the prescribed place.

12.9.8 (a) All measurements should be recorded neatly and directly in the Measurement Books at the site of work. The signatures of the contractor or his authorised agent or representative should be obtained at the site of work and at the time, the measurements are recorded in the measurement books with a certificate that the measurement and quantity are accepted. The recording of measurements elsewhere and then copying them in the measurement books is strictly forbidden.

(b) Before the commencement of the work, it is obligatory on the part of the contractor to intimate name of his agent authorised to represent him in his absence at the site of work, about a particular, contract. If a contractor fails to attend at the measurements after such notice as prescribed in the C.P.W.D. Form 7 and 8 or fails to countersign or to record the difference within a week from the date of measurements taken by the Executive Assistant in charge of works or any other assistant specifically asked by him to do so, as the case may be, shall be final and binding, on the contractor and the contractor shall have no right to dispute the same.

NOTE 1. Where a contractor or his authorised agent fails to attend at the time of the measurements, or countersign the measurements book in token of his having accepted the measurements recorded in the Measurement Book, or to record the measurement, the facts should be reported to the Circle/Branch Officer within two days from such happening. The Circle/ Branch Officer will himself investigate or depute any of his Junior Officers to do so, and inform the contractor within a week's time about the result of his findings, which will be binding on the contractor.

NOTE 2. An authority, permitting the use of material of better/inferior specifications and or use of a bigger or smaller size of materials or altered specifications altogether, than that stipulated in the agreement for any item of work, should be given in writing" by the competent authority to the contractor or his authorised agent or representative. The description and the sizes in the nomenclature of the items recorded in the Measurements Book should depict correctly the work done at the site irrespective of whether such permission was accorded with or without change in the rate of the items concerned, quoting the appropriate authority. In such cases re-cording of the nomenclature of the item in the Measurement Book as per the provision of the agreement will not: be in order.

12.9.9 The entries should, be made in ink and corrections in red ink. No erasures or overwritings are allowed. If a mistake is made, it should be corrected by striking out. the incorrect, and underlining the correct entry between the lines. Every such correction must be

initialled and attested, by the Drawing and Disbursing Officer. 'The person recording the measurement, should also record a dated certificate 'Measured by me' over his full signatures and designation in the Measurement Book below the last entry for the day. In case of the final bills, payments should be made only after the corrections have been accepted by person making the measurements.

12.9.10 On completion of the abstract,' the Measurement Book along with bills {final bill/first running account bill/first and final bill/hand receipt} should be submitted to the Circle/Branch Officer. The Jr. Accounts Officer/IJ.D.G. (Works) or any other official who is specifically entrusted to do so, should then check the calculations of quantities, rates-allowed in the abstract comparing the same with the rates in the agreement and the bill in case of work done by a contractor or material supplied by him, and should then place the Measurement Book to the Circle/ Branch Officer for his signatures and recording of the pay order. From the Measurement Book all quantities should be clearly traceable into the documents on which payment is made. When a bill is prepared for a work or supplies measured, every page containing the detailed measurements must invariably be scored out by a diagonal red ink line. When the payment on the abstract of measurements is made, a reference to the number and date of voucher of payment, may be given.

12.9.11 Payment to the contractor for the supplies made or work executed should, not be made in cash but by Bank draft(*ECS*) alone, if the amount payable exceeds Rs. 1000/-. Payment to the contractors /suppliers at headquarters of a Circle Office, should only be made by the Drawing and Disbursing Officer himself and not by the Conservation staff.

12.9.12 The Officer accepting the tender for any-work may stipulate or may require in exceptional circumstances where the exigencies of work so demand, and direct Deputy or Assistant Archaeological Engineer or any other senior member of executive staff to record measurements for important items of works. These include such items, which owing to the situation cannot subsequently be check-measured or which have very high unit rates.

12.9.13. In case of the works of repetitive type the measurements for each building should be recorded separately and this practice should not be dispensed with merely on the ground that, the works are of repetitive nature.

12.9.14 In case of the supply of steel, the measurements recorded should indicate the total number with length of bars in each bundle, total number of bundles, weight of each bundle and total weight in metric tonnes. The entry should not be a copy from the invoice issued by the firm.



12.9.15 The pages of the Measurement Book should be machine numbered. Entries should be re-recorded continuously and no blank pages left or torn out. Any page left blank inadvertently should be cancelled by diagonal lines, and the cancellation should be attested and dated by a Gazetted Officer.

12.9.16 Each Measurement Book should be provided with an index which should be kept up-to-date.

12.9.17 All payments for works or the supplies required for specific work should be based on the entries on the Measurement Books. It is incumbent upon the person taking the measurements to record the quantities clearly and accurately. He will also work out and enter in the measurement book the figures for the 'Contents or Area' Column.

12.9.17-clauses of 8a of contract forms pwd 7&8 shall also be applied. The entries should be in ink/ballpen. no entry shall be erased if a mistake is made it should be corrected by crossing out the incorrect words or figures and inserting the correction, the correction thus made shall be initialled and dated. the person recording the measurements should record a dated certificate "measured by me" over his full signature in the mb. in one line one entry only be recorded. entries should be recorded continuously and no blank page left or torn out. the mb should be machine numbered. any pages or space left blank inadvertently should be cancelled by diagonal lines, the cancellation being attested and dated. the entry shall only be allowed in between lines and head or foot of the line is not permitted. on completion of the abstract the book along with appropriate bills in duplicate should be submitted to the circle office who directs technical officer to test check/check measurement of works. the technical officer shall verify the supply of materials/check measure the works recorded in the mb with site in presence of ca/executive assistant and to record "verified the materials/check measured the measurement at site and to sign with date and designation {generally verifying materials shall be in red ink and check measurement in green ink done). from the measurement book all measurements shall be clearly traceable in the document with recording of stock register book no, page number etc be signed with date. stock register shall be maintained as per the sanctioned estimate. materials issue shall also be shown in the mb, as per item wise and not in lumps. the abstract of bill for supply/works done shall be made separately. when a bill is prepared and passed for a work or supplies every page must be invariably scored out by a diagonal red ink line, when payment is made an endorsement must be made in red ink on the abstract of measurement giving a reference to the number and date of the voucher payment.)

## **12.10 TEST CHECK OF MEASUREMENTS**

12.10.1 It is obligatory on the part of the Circle/ Branch Officer to satisfy himself that the work/supply billed for and entered in the Measurement Book has actually been carried out/completed in accordance with the claim preferred. The technical officer ASAE/Dy. SAE/SAE/DIR(CON)/Jt. ADG(CON)/ADG (CON)/ should inspect all works before authorising any

payment in connection therewith. 14.10.2 A collective record of all the checks carried out from time to time will be prepared for each measurement book in the following tabular form:

1. Date of check.
2. Measurement Book number.
3. Page number recording the measurement subject to test check.
4. Name of work.
5. Amount of sanctioned estimate,
6. Value of the measurement checked.
7. Result of check exercised.
8. Dated initials and designation of the checking officer.

NOTE 1. The Engineering Officers of the Survey will inspect all Special Repair and other works, as frequently as possible. While visiting the sites where such works are executed, it will be the duty of the Executive Assistants in charge of sites/monuments to bring to the notice of the visiting Engineers, any such works carried out at these- Site/Monuments and get the works, executed so far, duly checked by them.

NOTE 2. The following will be the yard stick for test check of the measurements:

SLNO	DESIGNATION	TEST CHECK	REMARKS
1	SAE/DIRCON/JT ADGCON/ADGC ON	ALL WORKS COST OF WHICH EXCEEDS 25 LAC	50% AT CONVIENT INTERVAL
2	DYSAE/ASAE	ALL WORKS UPTO 25 LACS AND FURTHER AS PER DIRECTION	ALL WORKS AT -100% REGULAR INTERVAL

The yard stick is only illustrative and not exhaustive and technical officers are authorised to make any minor changes in the above schedule provided.

The above yard stick is only illustrative and not exhaustive and the Circle/Branch Officers are authorised to make any minor changes in the above schedule provided the prescribed percentage of test check measurement in a particular financial year, is in no way reduced.

## 12.11 REVIEW OF THE MEASUREMENT BOOKS

12.11.1 All measurement books in use in a Circle/ Branch office, should be collected, once in the month of September/April every year for review in the following respects or during the non-working or slack season, so that the progress in the execution of work is not affected:

- (i) To compare the books in use with Part 1 of the register of Measurement Book maintained in C.P.W.A.-92 and to note necessary corrections in the register.
- (ii) To see that no original sheet is torn or defaced out of a book nor any entry erased or disfigured and that the corrections made therein are initialled.
- (iii) To see that the entries in pencil are not inked over.
- (iv) To test check the accuracy of calculations and to ensure that the Measurement Books are otherwise in order.

12.11.2 The Measurement Book is an important account record and special care should be taken for its safe custody. Whenever it is required to be sent from outstation to Circle/Branch Office or vice versa, it should be sent only by Registered Post or by a special messenger, as the case may be. The loss of the Measurement Book has therefore, to be viewed very seriously. It should never be sent through a contractor or his agent.

Whenever a Measurement Book is lost an immediate report of the facts of the case together with the explanations of all parties concerned should be reported to the local Police authorities and the Circle/Branch Officer who will in turn report the matter to the Director General/Accountant General concerned, with his observations for further suitable action in the matter.

NOTE 1. The Director General is empowered to sanction the write of a lost Measurement Book, after conducting a proper enquiry on the same.

NOTE 2. The proforma for reporting loss of the Measurement Book is prescribed in Annexure XVI.

## **12.12 STANDARD MEASUREMENT BOOKS**

### 12.12.1

- (a) Standard Measurement Books are maintained to record the measurements of permanent nature standing in a building and are required to be brought up-to-date from year to year on the basis of the additions or alterations to be made to the building during the year. These are used for preparing estimates of Modern Buildings so as to avoid taking detailed measurements on each occasion.
- (b) All Measurement Books used as Standard books should be numbered in alphabetical series so that the number may be readily distinguished from those assigned to ordinary books, wherein detailed, measurements are recorded whenever work is actually done.

- (c) A register of standard Measurement Books should be maintained in Form No. G.P.W.A.-92 (Part II).
- (d) The entries of measurements (and abstract thereof) in the standard books shall be recorded legibly in ink, and certified by the Deputy or Assistant Superintending Archaeological Engineer and in His absence by the Circle /Branch Officer after duly checking the same cent-percent.
- (e) All Circle/Branch Officers 'will submit a Certificate to the Audit Officer by the end of September every year that all the standard books of the Circle/Branch have been inspected by him, that the entries therein have not been tampered with, and all corrections due to additions and alterations in the buildings have been made in the books and the latter are reliable and up-to-date records.
- (f) When a payment is based on standard measurements, the Officer preparing the bill for payment should be required to certify that the whole of the works as per standard measurements has been done, and- it has not been previously billed in any shape.

### **12.13 SITE ORDER BOOK**

12.13.1 Except where the Executive Assistant can-not visit the site of the work every day i.e. in respect, of the works which, are carried out at out of the way places, instructions' or orders in respect of such works, as a re-sult of supervision thereof, should not be given by the Foreman /Caretaker(JCA). The latter should bring defects to the notice of the Executive Assistant who should re-cord instructions in the site order book. The Foreman/ Caretaker(JCA) should maintain a separate note book for re-cording defects, if any, and bring them to the notice of the Executive Assistant when lie visists the site.(THE TECHNICAL OFFICER MAY ALSO RECORD INSTRUCTIONS IN THE SITE ORDER BOOK TO DO THE WORKS AS PER THE SANCTIONED ESTIMATE)

12.13.2 Site order book shall be maintained in Form prescribed in Appendix XVII. The Forms should be- machine numbered and should be issued, by the Circle/Branch Officer, in different sizes, containing varying number of pages depending upon the work. These books will be maintained properly and preserv-ed for a. period of five years after completion of a work in the same manner as a Measurement Book. The follow-ing procedure shall be followed for the maintenance of site order books:

- (a) Whenever a senior officer gives verbal instruction to his junior officers at the site of the work, it is necessary that he should confirm such orders in writing. Though verbal orders have got to be confirmed in all cases, the implementation of these verbal orders should not be delayed for want of confirmation.
- (b) It is not necessary for the Circle/Branch Officer to sign the site order books. If, however, they feel it necessary to record some of their observations in the site order books,

they can do so. The Officers subordinate to the Circle/Branch Officer, should invariably sign the site order book in token of having read all the instructions issued by various officers and replies made thereto.

(c) Site order book should be maintained at the site of the works and should never be removed therefrom till the work is completed,

(d) Any defective work going on or failure on the part of the contractor in not complying with any of the provisions of the Contract/Agreement should be recorded in the site order book.

(e) The contractors or their authorised agents will also have the liberty of recording their difficulties etc. in these books.

(f) The site order books should invariably be consulted at the time of making final or running account payment to the contractor.

#### **12.14 ISSUE OF THE MATERIALS TO THE CONTRACTOR**

12.14.1: The issue of the materials for works, whether from stock or by purchase, transfer or-manufacture .is divided into two classes:-

i) Issue to Contractors.

Issue of material to contractors with whom agreement in respect of completed items of work i.e. both for labour and materials have been entered..

(ii) Issue Birect to the works.

Issue of the materials when work is done'depart mentally or by the contractor whose agreement is for labour only 123

12.14.2 (i) The issue of the materials to the con-tractor for completed items of work is generally permis-sible only in the following cases:

(a) When it is necessary to retain in the hand of the Government the supply of controlled items like cement, steel, etc., and other imported materials.

(b) When in the interest of work, or with the ob-ject of utilising existing stock of the materials, it is desirable to retain in the hands of the Gov-ernment the supply of certain other materials or when a condition to this effect has been in-serted in the contract.

- (ii) In both cases the contract should specify:
- (i) the materials to be supplied by the Government for use on the work,
  - (ii) place or places of delivery,
  - (iii) periodicity of delivery,
  - (iv) the quantity of materials to be supplied at the time of each delivery, and
  - (v) specific rates to be charged by the contractor for each type of material supplied. The rates including the storage rates when the materials are to be issued from stock should be specified, vague quotations being avoided. The cost of the materials supplied should be deducted from the contractor's bill at the rates specified, regardless of fluctuations in the market rates or in the stock rates of the Circle/Branch.
- (iii) No carriage or identical charges are to be borne by Government for moving the materials beyond the place, where the contractor has agreed to take the delivery thereof.
- (iv) No provision for the supply of the materials to a contractor should be made in the tender, unless these materials are available in Government stocks.
- (v) Proper acknowledgement from the contractor should invariably be obtained for each supply of the material issued to him. A monthly statement of such materials issued to a contractor along with the copies of the acknowledgement should be sent to the Circle/ Branch Officer, at the end of each month,

12.14.3 The rates to be allowed to the contractor for the items of works should definitely be stated. But if for any reasons the contractor at a specified percentage below or above the rates entered in the sanctioned estimate of the works (or the schedule of the rates) it should be stated in clear terms in the contract, that the deductions or additions as the case may be, of the percentage will be calculated on the gross and not on the net amounts of the bills for work done and while fixing the percentage it should be borne in mind that the calculations should be so made.

12.14.4 If at any time, subsequent to the execution of the contract on a through rate basis, the contractor desires the issue to him, for use on a work, of materials, which exist in

the Government stocks, but the supply whereof was not provided by the Government in the contract, the materials should not be issued except with the express approval of the Circle/Branch Officer who : should specify in each case the rate to be charged for the materials inclusive of delivery at the place of work. 'The rate should be the market rate prevailing' at the time of-supply or the issue rate, whichever is greater and should include the storage charges. No carriage- or any incidental charges be borne by Government in connection with the supply.

12.14.5 When the materials are purchased, full details of the articles received should at once be entered in the measurement book as well as in the stock register duly referring therein the number and page number of the Measurement Book.

12.14.6 On the authority of the contractor's acknowledgement, the cost recoverable from him. as per provisions of the preceding Paras, should be.-debited at once to his personal account.

NOTE. The object of this rule is to ensure that the full amount recoverable from the Contractor Is debited to his account as soon as the materials are supplied so that (i) he may not receive payment at full rates, for the completed items of work prior to the value of the government materials used by him therein being charged to his account. pr (ii) his final bill for the work done may not be settled before the full value of the materials recoverable from bina has been debited to his account.

12.14.7 The recovery from a Contractor on account of the cost of the materials issued to him for-use on the works should ordinarily be made by deduction from the first bill authorising an advance payment for the work. When, however, a lump sum recovery is not considered desirable under exceptional circumstances, in any case, the Head of the Office may permit for reasons to be recorded in writing, the recovery to be effected gradually as the materials issued oh the works and items of works in which they are used, are paid for, whether by an advance payment or by an 'on account' of the payment.

12.14.8As the issue of materials to contractor under the foregoing rule is permissible solely for bonafide requirements of Government work, Heads of offices should make such arrangements as may be deemed suitable lor limiting the total issues to a contractor in connection with a particular' work, to the reasonable need of the work. This precaution is particular!)' necessary, when the rates at which any materials arc issued are lower than the prevailing market; rates, or the latter are expected. to rise appreciably.

### **Return of surplus materials**

12.14.9Government does not undertake to take over from contractor, whether before or after the completion or determination of contracts, surplus materials which were originally procured by the contractors for themselves, or were issued to them and charged to their account. Such materials are the property of the contractor, and can be taken over by Government if requiredfor use on other works in progress; only by special arran- gement

and at the prevailing market rates. If the materials were originally supplied by Government, the price allowed to the contractor on re-acquisition should not exceed the amount charged to the contractor, excluding storage charges, if any.

NOTE. Contractors should not remove surplus materials from site of works without the written permission of the Head of Office or the officer in charge of works. A provision to this effect should be made in the agreement.

12.14.10 Tools and Plants may be issued, to the contractor, in accordance with rules on hire charges prescribed by the local P.W.D. for the execution of Government work as per terms of the contract.

### **Direct to works**

12.14.11 In case of materials received from, suppliers, full details thereof should be entered in a Measurement Book and register of consumable at ARTICLES (form No. 1.3G.A 74). Issue of each kind of articles should be watched in the register. The officer in charge of works should exercise proper control over the transactions relating to materials issued to contractors and also arrange for the periodical verification of the stock in hand, of the unused materials and also in the event of the charge of the work passing from one officer to another.

12.14.12(a) Materials issued to works in excess of requirements may be transferred back to the stock, provided such, materials are serviceable and are required for other departmental use.

(b) Materials likely to be used for other works, within a reasonable time should be taken on stock re-gister of consumable stores (DGA form No. 74) and issued as and when required. The value of such materials should be deducted from the cost of the work to which they were originally issued. and credited the cost into which work it has been transferred.

© Value of materials which, are unlikely to be used within a reasonable time should be written off and disposed of under orders of the competent authority according to usual rules. No credit should be allowed, to a work on account of their sale proceeds. (no direct appropriation of departmental receipts by taking the amount of disposed articles for the work expenditure should be authorised under in any circumstances).

delegation of powers for purchase of materials

powers delegated to various officers for making purchases of materials through dgs & dorthrough open market shall be as laid down in appendix - 1. however, purchase of liveries, soaps,



dusters and shoes etc. given to workers be excluded from annual financial limit of local purchases as laid under para 35 of appendix-i. (added vide om/man/216) financial power to approve supply order to purchase materials from open market through quotations of tenders or through bids & rates contract are same irrespective of method of procurement. (added vide om/man/186a) the circular no. ce/acctt./599 dated 23.6.86 had ceased to exist and no more in existence after publication of cpwd works manual 2007. (added vide om/man/180)

### **unserviceable stores**

(1)

When stores of any kind become unserviceable, a report thereof should be made in form no. cpwa 18. This should be done at once on discovery of the facts. The materials obtained from the dismantlement of a structure wherever not sold by auction should be recorded in the concerned work stock register and marked without value. The unserviceable materials not required for the work should be disposed off by public auction in the same manner. To dispose off the materials/items, CA should report the matter in form no. cpwa 18, which should be verified by the officer and recommending for write off with a remark of reserve value suggested by the CA. Once the head of the office declared as condemned articles, it should be transferred to condemned article register and to be disposed off by public auction. Value of materials which are unlikely to be used within a reasonable period should be written off and disposed of under orders of the competent authority according to usual rules. No credit should be allowed to a work on account of their sale proceeds. Also see awc 4.22

## 12.15 EXTENSION OF TIME

12.15.1 At the time of issuing notice inviting tenders for a particular work, the time allowed for completion of the same should be specified keeping in view the magnitude and urgency of work.

12.15.2 The time allowed for carrying out the work as entered in the contract, shall be strictly observed by the contractor and shall be reckoned from 15th day after the date on which the orders to commence the work is given to the contractor, or from the day the site was handed over, to him for execution whichever is earlier:

12.15.3 The work shall, throughout the stipulated period of the contract, be preceded with all due diligence (time being deemed to be the essence of the contract) on the part of the contractor.

12.15.4 If the contractor desires an extension of time for the completion of work on the grounds of his having been unavoidably hindered in its execution or on any other convincing grounds, he shall apply in writing to the Circle/Branch Officer, within 30 days of the hindrance on account of which he desires such extension as aforesaid and the Circle/Branch Officer shall if in his opinion (which shall be final) reasonable grounds having been shown therefor, authorise such extension of time, if any, as in his opinion be necessary or proper.

12.15.5 The request from a contractor for extension of time can be considered if the following conditions are fulfilled:-

- (a) The contractor should apply in writing to the Circle/Branch Officer for extension of time in the form prescribed in Appendix XVIII,
- (b) Specific grounds on which the extension of time is applied for.
- (c) Such application is made within 30 days of the date on which such hindrance arose.
- (d) The Circle/Branch Officer must be satisfied that the grounds shown for extension of time are reasonable and convincing.

12.15.6 The opinion of the Circle/Branch Officer whether the grounds shown for the extension of time are or are not reasonable is final. In case the Circle/Branch Officer is of the opinion that the grounds shown by the contractor are not reasonable and declines to grant such extension of time, the contractor cannot challenge the soundness of the opinion by reference to arbitration.

NOTE. The Circle/Branch Officers have full powers to grant extension of time against the estimates approved by them and up to a period of 30(90 DAYS) days in respect of estimates approved by the - Director General. In case extension of time is required beyond 30(90 DAYS) days against the - estimates costing - above Rs. 10,000/- (50 LACS) approval of the Director-; General would be necessary.

## **12.16 BILLS OF CONTRACTORS**

12.16.1 Forms of bills and vouchers authorised to be used for making payments both to the contractors for the work done and materials supplied, are:

### **FORMS OF BILLS AND VOUCHERS**

**{PARA 12.16.1 OF ARCHAEOLOGICAL WORKS CODE}**

1. The authorized forms of bills and vouchers are the following:
  - (a) first and final bill form p.w.a. 24.
  - (b) running account bill a, p.w.a. 25.
  - (c) running account bill b, p.w.a. 26.
  - (d) running account bill c, p.w.a. 27.
  - (e) hand receipt form p.w.a. 28.

The use of the forms is explained in the following paragraphs and a few explanatory footnotes as are printed on the forms.

2. First and final bill, form p.w.a. 24.—this form should be used for making payments both to contractors for work and to suppliers, when a single payment is made for a job or contract, i.e. On completion. Running account bill a, form p.w.a. 25.—this form is intended for contractors for work only. It should be used: (1) if it is proposed to make an advance payment, or (2) if an ‘on account’ payment is to be made but an advance payment already made for the same work is outstanding. ‘this is not to be used if a secured advance is to be made or if such an advance is already outstanding against the contractor in respect of the same work.

4. Running account bill b, form p.w.a. 26'.—this form is also intended for contractors for work only. It should be used in all cases in which secured advances are to be made or are already outstanding, in respect of the same work, against the contractor. When this form is used it should also be utilised for making ‘on account’ and ‘advance’ payments, if any, in respect of the work.

5. Running account bill c, form p.w.a. 27.—this form is used both for contractors for work and for suppliers. It is intended to be used for contractors for work when only ‘on account’ payments are made. It is not to be used if a secured advance or an advance payment is to be made or if such an advance or advance payment in respect of the work is outstanding against the contractor.

6. Form p.w.a.- 27 is the only form for running account bills, which is suited for transactions with supplies. Form. P.w.a. 2fi is the only form which provides completely for all classes of running account transactions with contractors for work. If a secured advance is not outstanding, and if it is not proposed to make such an advance, the simpler form (p.w.a.

25) will serve the purpose. Similarly, if no advance payment is outstanding and if it is not proposed to make such a payment, the still simpler form p.w.a. 27 can be used. The form to be used on such occasions should be the one most suit-able for the correct exhibition of the state of the contractor's running account both before and after the transaction, regard-less of the form or forms which may have been used for any previous payment or advance.

7. Hand receipt, form p.w.a. 28.—this- is a simple form of voucher intended to be used for all miscellaneous payments and advances, for which none of the special forms p.w.a. 24, 25, 26 and 27 is suitable. This form can be used for all petty expenditures and all miscellaneous payment. The measurement of works/supply should be recorded in the mb should be signed by the contractor with a certificate that quantity of work/supply and amount accepted with dated signature. The date of measurement shall be the same as it is received/recorded in the mb and stock register and it should be shown in the bottom left side of the hand receipt form. Date of payment shall be shown the day the payment is effected and it should reflect in the stamped signature and at the top where in the paid line.

12.16.2 Before the bill of a Contractor for the works done, is prepared, the entiries: in the Measurement Book relating to the description and quantities of work or supplies should be scrutinised by and checked arithme-tically under his supervisionand technical officers. The bill should then be prepared from the measurement entries, in one of the prescribed forms applicable to the case. The rates al-lowed should be entered by the officer incharge of the works in the abstract of measurements and in the bill itself. Full rates as per agreement, catalogue, indent or other order should be allowed only if the quality of work done or supplies made are upto the stipulated specifications. When the work or supplies, fall short of that standard, and under the agreement, it is per-missible to make final payment if the contract is deter-mined, or an"on Account" of the Contract is to run on only such a fraction of the full rate should be allowed as is considered reasonable, with due regard to the work remaining to be done and the general term of the agreement.

NOTE 3, If the Contract;/agreement dose not specify the rates to be paid for several classes of work or supply, but merely states that the estimated rates, or a certain percentage beyond or above them, will be allowed, it'should be seen that the standard rates adopted are those of the sanctioned estimate, which were in force at the time the agreement was executed, or if an agreement was preceded by a tender, on the date the tender was signed by a contractor subsequent sanctions to original or revised esti-mates have no: effect on the terms of such an agree-ment. If no sanctioned estimates are in existance, at the time of signing the agreement or the tender, as the case may be, the rate of each item of work should be specified as any reference to an estimate not yet sanctioned is meaningless and cannot be acted upon.

NOTE 2. As a general rule, payment for supplies is not permissible unless the materials/stores have been received and surveyed. If in any case part payment on production of a Railway receipt, is permitted, the audit officer will place the amount paid under objection, pending receipt of a bill based on actual measurements.

NOTE 3. By a general or special order in writing the Head of an Office may permit an Executive Assistant to record measurements, to enter, in the abstract of measurements, or directly in the bill itself, the rate at which he recommends for payment for the work done, to be made, provided:

(i) The use of this permission is confined to those works in charge of the Executive Assistant: himself, the contract for which has already been approved by a competent authority.

(ii) No increase in the authorised rate is suggested without the prior sanction in writing of the competent authority.

(iii) When the authorised rate has not been fully earned, a suitable reduction is made therein and the reasons thereof are recorded briefly for the consideration of the Head of Office, .

(iv) It is clearly made known to the contractors that all entries of rates made by subordinates, in the abstract of measurements and bills, are subject to the approval of the competent authority.

(v) CP.W.A.26 (Revised) shall be used for all running account and final payment to contractors and suppliers.

(vi) The form of the final bill, may be coloured one. Form C.P.W.A.-26 is to be used when necessary for the account of the secured advances to the bill.

12.16.3 Before signing the bill, the Head of Office should compare the quantities in the bill with those recorded in the measurement book and see that all the rates are correctly entered and that all calculations have been checked arithmetically. When the bill is on a running account, it should be compared with the previous bill. Memorandum of payment should then be made up, any recoveries, which should be made on account of the work or supply or on other accounts being shown therein. The Head of Office should then record a pay order/specifying both in words and figures only the net amount payable, though the payee should be required to acknowledge in his acquittance, the gross amount payable including the recoveries made from the bill.:

NOTE 1. In calculating the value of each item of work the nearest tenfifty and should be taken round of to near ruppes

NOTE 3. If-the contract is for the completed Items of work and under provisions of paiagraph 14214.1 the con-tractor is required to obtain material of any kind. from Government, it should be seen that this con-dition is being complied with and that necessary recoveries of the cost of materials supplied to him. are made in accordance with the said paragraph. In such a case, it is not permissible for the contrac-tor to obtain materials otherwise, unless in case of emergency, the supply has been entrusted by the Executive Assistant in charge of works, for-record-ed reasons, to the contractor himself, at suitable rates.

NOTE 4. Before signing first and final bill, or the first bill on running account, the Head of Office should see that the relevant measurment entries were marked as pertaining to such bills by. the person-'taking the measurements as per provisions of Chapter 14.9 relating to the maintenance of Measurement Books.

12.16.4 From Measurement Books all quantities should be clearly traceable in the documents on which payments are-made. When a bill is prepared for work or supplies measured, every page containing the detailed measurements must invariably be scored out by a diagonal red ink line and when the payment is made, amendorsement must be. made in red ink on the abstractof measurements giving a'reference to the number and date of the voucher for payment.

NOTE The documents on which payment is made should invariably show the number and p'age of the Mea-surement Book in which detailed measurement were recorded.

12.16.5 (a) Payment for the work done or supplies made on a running account should invariably be made monthly. Both the quantities and amount of each distinct item of work or supply should be shown separately in the bill except in the case of advance payments, when quantities need not be specified.

(b) Such payment should be treated as payment "on account" subject to adjustment in the final bill which should be-drawn, in the appropriate form but prin-ted on-yellow paper. When the work or supply is completed or the running account is to be closed for other reasons, when a final payment is made on a running account the payee if he is able to write should add in his own hand that the payment is in "full settlement of all demands". If the payee is illiterate or-is unable to write beyond signing his name, these words may be incorporated by the officer making payment duly-attested by a witness.

NOTE 1. The addition of the words "in full'settlement of all demands", does not preclude the disbursing. officer' from entertaining a further bonafide claim which may have been omitted from the final bill-by mis-take or inadveitance. If despite this explanation, the

contractor objects to the additions, of the words in question the payment should be tendered unconditionally (vide Section 88 of the Indian Contract Act 1872).

NOTE 2. A form printed on yellow paper, is never to be used for final payment.

A separate running account is to be maintained of each contract. Transactions relating to two or more separate working estimates should not be brought on to the same running account, they should therefore, not be covered by a single contract. Transactions relating to two or more separate parts of the same working estimate for which separate works abstracts are prepared should also appear in separate running account.

12.16.6 (a) If the system of making, advance payment to contractors for work has been adopted, certificate 2 printed on running account Bill must be signed: by the Head of 'Office an'; lumpsum amount paid on account of each item: should be specified against it, in part I; of the bill. If a secured advance has been previously allowed to a contractor, on the security of any materials and such materials have been used in the construction of an item, the account of the advance payment for that item should not exceed a sum equivalent to the value of the work done, less the proportionate amount of the secured advance ultimately recoverable on account of the material used,

(b) Actually measurements should, however, be taken at the earliest opportunity, and when this has been done the lumpsum payment previously made on account of the item of work concerned, should first be adjusted in full so that the contractor may not be paid twice in respect of the same quantities of work.

NOTE : Delays in adjusting advance payments should be investigated and adjustments made otherwise than by crediting the value of work actually measured should be specifically looked into as being prima facie indication of overpayment in the first instance.

## **12.17 AID TO CONTRACTORS :**

12.17.1 It may be necessary sometimes in the interest of work to engage labourers or contractor or to incur other liabilities on behalf of the contractor concerned with a view to complete the work, which he has neglected or failed to complete. In such a case it is permissible to spend Government Funds on behalf of the Contractor in accordance with the terms of his agreement, otherwise, no advance, on recoverable payment should be made to or, on behalf of a contractor, nor should financial aid be given in any form except in accordance with paragraph 12.18.1 and 12.18.2.

NOTE I. Rules concerning the issue of materials to contractors are contained in paragraphs 12.14.9 to 12.14.12.

NOTE 2. With a view to avoid subsequent disputes with the contractor, suitable intimation should be sent to him well in time before the account is proposed: to be taken under this paragraph and subsequently when charges are incurred on his account.

## 12.18 ADVANCE TO CONTRACTORS

12.18.1 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 the work actually done. Exceptions are, however, permitted in the following cases:

(a) Cases in which a contractor, whose contract is for finished work, requires an advance on the security of materials brought to the site. The Head of an Office may in such cases sanction advances up to 75 % of the value of the material (as assessed by themselves) provided they are of non-perishable nature and that formal agreement is drawn up with the contractor, under which Government secures a lien and is safeguarded against losses due to the contractor’s 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.

Payments of such advances should not be made; on the certificate of an Officer not below the rank of Conservation Assistant, that the quantities upon which; the advances are made have actually been brought to site of work, that the contractor has not received any advance on that security, and that all the materials are 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 over payment which may occur in consequence. Recoveries of advances, so made, should not be postponed until the whole work entrusted to a contractor is completed. They should be recovered from the first bill payable to the contractor towards the work completed by him.

(b) cases in which in the interest of works, it is absolutely necessary to make petty advances, the Executive Assistance Incharge of works may do so, upto a maximum limit of Rs. 100-.(15000.00) -

(c) In any other cases, the Director General may in exceptional circumstances, authorise such advances as may be deemed indispensable, taking the necessary precautions for securing Government against any loss or for preventing the system from becoming general, or continuing longer than is absolutely essential.

12.18.2 An advance ‘payment for work actually executed may be made’ on the certificate of a responsible Officer (not below the rank of Assistant Superintending Archaeological Engineer) to the effect that not less than the quantity of work to be paid for has actually been; done, and the Officer granting such a certificate, shall be held personally responsible for any over payment which may occur on the work in consequence. Final



payments may, however, in no case be made without detailed measurements, duly check; measured by competent authorities.

- NOTE I. In order, however, to ensure: regular payment of wages to the labourers engaged by the contractor, the Circle /Branch Officer shall have the right to recover from: the dues of the contractor, any sum re-quired or estimated to : be required, for making good the loss suffered by a worker; or workers, non-payment of wages which.” arc-not justified by the term of; the contract or non observance of the Labour Regulations. In view of this and other ; provisions of lair wage clause as embodied in the agreement, it is incumbent upon the Circle/Branch Officer to see that the labour employed by the con-tractor is paid regularly and no arrears ;are allowed to accumulate on this account.

NOTE 2. When in any exceptional case an advance payment. has been authorised by the competent authority, it should be followed by detailed measurement within two months from the date on which it was made, subject to the extension of this period by the Director General, for reasons 10 be recorded in writing.

12.18.3 The grant of second advance before the first one has been recovered or adjusted, should not be permitted except in very exceptional circumstances. Where such circumstances exist and it becomes neces-sary to grant more than one advance in succession, it may be done with the prior written approval of the Government.

## **12.19 PAYMENT FOR SUB-STANDARD WORK**

12.19.1 The contractors are required to execute all works satisfactorily and according to the prescribed specifications. If certain items of work are found to be below specifications the contractor should be asked to re-do them according to specifications and if the con-tractor does not rectify the defects the work should be-got re-done or rectified departmentally at the contra-ctor’s cost in terms of Clause 14 of the contract, form P.W.D.-7 and 8 and Clause 5 of form P.W.D.-H) and similar conditions in other forms. The acceptance of work below the specifications and payment of reduced rates should be resorted to only for (hose items, where it is structurally impossible to get the work, re-done, with the approval of the Director General, if the cost of work exceeds Rs. 10,000 and by the Circle/Branch Officer if the cost is less than that amount. In case where sub-standard work has been accepted, the record of analysis of reduction in the rates together with the copy of the orders approving such reduction in the rates for acceptance of sub-standard work by the competent authority, should be kept in the Circle/Branch. Office for inspection by audit during local inspection of account.

12.19.2 The element of work or items of work re-maining’ unexecuted and the defects in the items of work which have been accepted and charged at reduced rates, should be duly entered in the Measurement Book, quoting (lie authority for such acceptance.

12.19.3 It has to be ensured that before claiming damages from the contractor in the form of reduction of rates for defective work, timely notice on the contractor, for such defective works should, be served, by the Circle/Branch Officer in Form prescribed in Appendix. XX

12.19.4 The acceptance of sub-standard work should be only in exceptional cases which cannot be re-done or rectified because of the nature of work and -the acceptance of sub-standard work should not become a routine affair.

NOTE. A quarterly statement of the sub-standard works accepted in such Circle/Branch should be submitted to the Director General by the end of March, June, September and December every year.

## **12.20 WORKS ABSTRACT**

12.20.1 An account of all the transactions relating to a work during a month, whether in respect of Cash, Stock or other charges, should be prepared by Head of Office in the Works Abstract Form C.P.W.A. 38. Ordinarily there should be only one works abstract for each working estimate, but if the estimate is for a major work which is divided into several sub-works, it will usually be found convenient to prepare works abstracts separately for each sub-work, which is executed independently of other works.

12.20.2 The account of each, sub-head in works abstract should ordinarily exhibit: :

- (i) "Amount" i.e. total charges fully classified under the sub-head.
- (ii) "Progress" i.e. total quantities executed from time to time.
- (iii) "Rate of Cost" i.e. cost per unit on the basis of recorded amount and progress.

12.20.3 The works abstract should be posted day by day from the Cash Book and the connected bills of contractors and suppliers.

12.20.4 When finally completed in all respects, all the works abstracts for a month should be examined by the Head of Office. The monthly examination of works abstracts is an important part of the duty of Head of Office and must not be omitted. He must initial and date them in token of the performance of this duty.

12.20.5. In the case of major works executed through contractors with whom agreements for completed items of work have been entered into, all necessary details, i.e. upto date quantities, rate and amount paid for each item of work as well as totals pertaining

to each sub-head are to be made available in the contractor's bills. The maintenance of accounts by sub-heads is, therefore, not necessary, in such cases.

12.20.6 Separate works abstracts should be prepared for works carried out under Plan and Non-Plan.

## **12.21 REGISTER OF WORKS**

12.21.1 (a) The permanent and collective record of expenditure incurred in a Circle/Branch Office during a year, on each work, is the register of works. (THIS RECORD) should be maintained in each Circle/Branch Office executing works.

(b) There are two forms of Registers of works, corresponding respectively to the two forms of works abstracts (GPWA-33-34) for major and minor estimates.

12.21.2 The registers of works should be posted monthly from works abstracts. The following instructions for maintaining these registers should be strictly followed:

(a) The register of works is a classified account of works, for feasibility of reference, it should be provided with an index, which should be sub-divided under the prescribed heads of account classification.

(b) The sanctioned amount of estimate should be entered in respect of each work, when supplementary estimates are sanctioned, the additional amount sanctioned, should be entered below the corresponding accounts of the original estimates and both totalled. When a revised estimate is sanctioned, the fact should be noted prominently against the original amount, quoting reference to the sanction of the competent authority.

(c) In the case of works for which, specific appropriations are sanctioned, individually, the amount, of the appropriation for the year should be noted in the register at the top of the page, any additions and deductions from the amount of the Conservation programme, as approved by the Director General, in any particular year should invariably be recorded in the register of works.

(d) The monthly account of each work should be, examined by the Head of the Office and initialled with date in the column provided for the purpose, in the course of this examination it should be seen that

(i) contractor's closing balance as shown in the works abstract agree with the corresponding figures in the Contractors' ledger.

(ii) detailed account of materials exist in respect of the amount appearing under the Suspense Head "Materials" in the works abstract, and

(iii) balance under the Suspense Head “Labour” agree with the details of unpaid wages recorded in part IT of Muster Rolls or any other record of unpaid wages.

## **12.22 CONTRACTORS’ LEDGER**

12.22.1 The accounts relating to contracts should be kept in the Contractor’s Ledger in Form C.P.W.A. 43, a separate folio or a set of folios being reserved for all the transactions with each contractor, for whom a personal account is maintained.

12.22.2A personal account should be opened in the ledger for every contractor, whether a formal contract has been entered into with him or not, unless the work or supply entrusted to him is not important and no payment is made to him, except on the first and final bill (Form C.P.W.A. 24), on completion. If only materials are issued to the contractor or any payments are made on his behalf a ledger account must be opened.

12.22.3 The Contractor’s ledger should be maintained in the Circle/Branch Office in the following-forms:

- (a) Particulars of bills or voucher
  - (1) Date
  - (2) Voucher Number
  - (3) Serial Number, if a Running Account Bill,
- (b) Net details by Suspense Head
  - (4) Advance Payments
  - (5) Secured Advances
  - (6) Other Transactions
  - (7) Name of work or Account and particulars of transactions.
- (c) Gross Transactions
  - (8) Debits
  - (9) Credits
  - (10) Total value of work or Supplies
  - (11) Remarks

NOTE. Detailed instructions for filling up columns of the Contractor’s Ledger are contained in Appendix XXI.

12.22.4 The ledger accounts should be closed and balances struck monthly. The closing balance of each personal account should be detailed so as to show, in respect of each account (stock or purchase) the amount outstanding if any under each of the three Suspense accounts.

- (i) Advance payments.
- (ii) Secured Advance, and
- (iii) Other Transactions

With quotation in each case of the last running account bill and or all vouchers supporting unadjusted/out-standings under “Other Transactions” not incorporated, in the last running account bill.

12.22.5 The Administrative Officer/Jr. Accounts Officer(Administrative Officer/Jr Accounts Officer/HC) or the Head Clerk of the Circle/Branch should be held responsible to ensure the correctness of the Contractor’s ledger and for securing agreement, month by month between the balances detailed in the works abstracts and the corresponding balances of the accounts in the Ledger. He should further see that there is no indication of a transaction pertaining to a running account, having been settled on a form, of bill not permitted to be used for the purpose.

12.22.6 A contractor requiring a copy of his running account bill or extract from his account in the Contractor’s ledger should be furnished with the same. He should be encouraged to look at his account in the ledger and sign it in token of his acceptance of it.

## **12.23 CLOSING THE ACCOUNTS ON COMPLETION OF WORKS**

12.23.1 It is very important to close the accounts of works as soon as possible after the actual work of Construction/Conservation/ Preservation or Horticulture etc. is completed. If there is any delay in closing the accounts due to unavoidable reasons, it should be ensured in particular that further charges are not incurred without the express permission of the Head of Office.

12.23.2 When the work is completed and its accounts have been settled and written up, a double red ink line should be ruled below the final entries and a note made in red ink as follows:-

### **“WORKS COMPLETED IN (MONTH) 19 (YEAR)”**

This note should be signed by the Head of Office in token of his having satisfied himself that all necessary action has been taken on the completion of the work. It will be the authority for treating the account as closed, and work should not be reported as completed unless this authority on the excess reported in the completion report or statement should also be noted in the register of work to complete the records.

12.23.3 The accounts of Annual Maintenance estimates must lie closed by the end of the financial year to which the estimate relates. Normally it should be possible to complete all repair works and to settle the accounts before the expiry of: the financial year. If, in any exceptional. case, any work remains to be done, the expenditure incurred in the next

financial year should be treated as expenditure against the annual maintenance estimate for that year by incorporating the items of work so executed in the Estimate for the latter year.

12.23.4 The accounts relating to contracts should be kept in the Contractor's Ledger, by the Head of: Office. The contractor's Ledger should be closed by the end of a financial year and his accounts cleared as far as practicable.

12.23.5 Should an error or omission in the recorded expenditure of a work come to light, after its accounts have been closed, the account may be re-opened in order to rectify the error or omission unless the amount involved is not more than ten Rupees, in which case it will be sufficient to make a note of the error/omission in the documents concerned. All corrections in accounts should be advised to the Accountant General, giving full details.

12.23.6 If the total expenditure on the work is in excess of the sanctioned estimate by not more than 10% of the estimated cost, the Circle/Branch Officer may pass the excess under his own authority, provided the total amount so spent against an estimate does not exceed his power of sanction. If it exceeds that limit, he may do so with the prior approval of the Director General.

12.23.7 In case a work is completed without proper sanction of the estimate, which is beyond the powers of the Circle/Branch Officer to sanction, a detailed completion report, in Form C.P.W.A. 44, should be submitted to the Director General for approval. Such cases should not ordinarily arise and submission of the completion statement in the above manner, will in no way

- (i) tantamount to absolving the Circle/ Branch Officer of the responsibility of incurring un-authorised expenditures, and
- (ii) nor shall it make obligatory on the part of the Director General to accord the post fact approval in such cases. Each such case should be considered on merit by the Director General and his decision in such cases would be final.

## **12.24 SCHEDULE OF RATES**

12.24.1(a) The Archaeological Survey has no compilation of the Schedule of Rates of its own. The Schedule of Rates for Labour, materials and conveyance of the C.P.W.D. or local P.W.D. as the case may be, shall be adopted (pending compilation of the Schedule of Rates for Archaeological works).

(b) The Schedule of Rates of C.P.W.D., or local P.W.D. or any Local Body, may also be adopted for modern work and for such items of works which are of Archaeological nature and are identical.

(c) Since P.W.D. Schedule of Rates do not apply to Archaeological Conservation/Preservation works, which need special technique and procedure, detailed analysis in respect of such items of work should invariably be prepared and appended with the respective estimates.

(d) The rates entered in the estimates should generally agree with the Schedule of Rates, but, where, for any reason, these rates are not considered sufficient the deviations should be explained in detail in the report: of the estimate.

The archaeological survey of india (asi), a central government department presently working under the ministry of culture. It is one of the premier organization for the archaeological conservation and protection of the cultural heritage of the nation for posterity. Maintenance and conserving of ancient monuments, sites and remains of national importance are the main objective of the asi .

The enactment of ancient monument and preservation act 1904 has started slowly to protect and preserve the monument and taken care by asi department

Sir. John marshall, has laid down the principles of conservation work of ancient monument. In course of time the conservation process become quite formalized and archaeologists and conservators in the field had gained and acquired cumulative knowledge.

initially as per the guidelines of archaeologist the archaeological conservation works were carried out by central public works department and it continued up to 1946,

From 1946 onwards asi has started departmental conservation works and is still continuing. The maintenance of monuments and the conduct of conservation works has hitherto been regulated by the archaeological works code, published in 1938. The awc describe primarily the financial methods and procedures to be followed by asi in dealing with transactions relating to maintenance and rendering of the accounts of various types of works

Viz. structural conservation/preservation etc. These rules are supplementary to the financial rules in gfr, treasury rules, and cpwa account code.

Archaeological conservation works to monuments is vary from monument to monument, place to place, raw materials to materials and construction technique etc. Every monument has got its own quality and identity as such every monument has got its own importance. The importance of taj mahal is only for taj mahal and it cannot compare with sun temple konark.

Generally, the big blocks used for the works are not readily available in the market/at quarry. the quality of materials used in those days may not readily available at present in the market. It may due to modern technique, time consumption, cost effective, non-availabilities, modernization and urbanization etc. conservation works to monument is a quite difficult job as to maintain its character, qualities, and specification etc. to maintain the homogeneity of the material as that of old one is also very tough task.

The cpwd/local pwd analysis/schedule of rates are based on the net market rate always available as per the current specification. so arriving a product rate at a particular place can easily is calculated by determining the source rate and its conveyance charge as per govt rate. But to get a material required for archaeological conservation works; (for an exam khondalite stone required for sun temple pidha stone blocks of old one 4.50x1.20x1.20 or lateriate stone blocks of 0.90x0.45x0.30 at goa monuments or teak wooden log beam of 9.00x0.60x0.50 are not readily available) is very difficult and have to reach the source. As a result the rate of materials adopted in asi required for the conservation works was not tallying with cpwd/local pwd manual.

Archaeological survey has no compilation of schedule of rates (12.24.1) of its own. The schedule of rates for labours and materials and conveyance charges required for the preparation of the detailed estimates in asi are either from local pwd/cpwd schedules as such items of work are identical to the archaeological nature and identical or as per the local rates which is in voyage and added with according to specifications.

Since pwd schedule of rates do not apply to archaeological conservation/preservation works, which need special technique and procedure, detailed analysis of rates in respect of such items of work should invariably be prepared and supported the estimates.(14.24.1.c).

The analysis of rates in asi conservation work is prepared considering location of site, nature of work, required materials to the tune ,working hours in living monuments, religious customs etc into account and the actual unit of labour strength and material quantity may vary according to the distance of works spot and commencement of work respectively.

## **12.25. EXECUTION OF WORKS BY OTHER DEPARTMENTS**

12.25.1 All original works costing more than Rs. 2(500 LACS) lakhs and such other works of Special Repairs, not dealing with conservation or those requiring special technical skill will be carried out by the Central P.W.D.

NOTE. In cast; the works as slated above, are proposed to he entrusted to the local P.W.D. or other agencies the aproval of the Ministry of Finance would be necessary in each case.

12.25.2 Whenever any work under the administrative control of the Archaeological Survey of India, is entrusted to the Central P.W.D. or any other Government agency

(1) the Central P.W.D. or concerned Government; agency should be responsible to the Archaeo-logical Survey of India to account for the funds placed at their disposal.



- (2) the Survey retains the budgetary control.
- (3) the work should be executed to the entire satisfaction of the Survey and should be subject to the inspection of the Engineers of the Survey, before issue of the completion statement. Any defects, noticed in the execution of such works by the Engineers of the Survey, shall have to be rectified by the Department concerned.

## **12.26. MONTHLY ACCOUNT**

12.26.1 The head of Office is required to submit his monthly accounts to the Accountant General concerned in the forms prescribed below by the 20th of the month, following that to which the expenditure relates:

- (i) Memorandum of adjustment of Advances (C.P.W.A. 77).
- (ii) Schedule of works abstract (C.P.W.A. 74) in respect of each work to which all vouchers above the value of Rs. 250/- should be attached.
- (iii) Extract from Contractor's Ledger (G.P.W.A-43).
- (iv) Monthly account of tools and plants (C.P.W.A. 14).
- (v) Schedule Docket (C.P.W.A. 61).
- (vi) Classified Abstract of Expenditure (C.P.W.A. 64).
- (vii) Schedule Docket (C.P.W.A. 62).

12.26.2 With the exception noted below, all vouchers in support of Cash payments and other charges in the accounts must accompany the monthly accounts:

- (a) Muster Rolls or other vouchers in support of payments to labourers irrespective of amounts,
- (b) Cash vouchers, whether relating to work or contingencies, the amount of which does not exceed Rs. 250/-(5000.00).

## **12.27 CLOSING OF THE ACCOUNTS FOR THE**

12.27.1 The financial year terminates on the March 31<sup>st</sup> of each year.

12.27.2 Each year in the month of April a detailed annual report of work executed during the last financial year and the expenditure incurred for each work-should be submitted to the Director General in the proforma prescribed in Appendix XXII for incorporation in the reports of work executed by the Survey.

## CHAPTER 13

### 13.1. ARBITRATION CASES

13.1.1 A clause in the agreement: provides for the appointment of an Arbitrator in case of questions and disputes relating to certain matters specified therein, arising at any stage whatsoever, between the parties (Clause 25 of the Agreement: Form C.P.W.I). 7 and 8) may be referred to in this connection as an example.

13.1.2 The contractor cannot have a recourse to a Court of Law for the redress of his grievances, unless he has exhausted the channel of arbitrations as envisaged in the relevant clause of the agreement. Even if a Contractor goes to a Court, the Circle/Branch Officer should take a plea that the Contractor being a signatory to the agreement containing arbitration clause, any dispute arising out of or in any way connected with the execution of work has first to be settled by reference to arbitration.

13.1.3 While examining the request for arbitration from a Contractor or a Supplier or any claim in a litigation case, the Circle /Branch Officers should examine whether the claim of the Contractor is time-barred, in accordance with the provisions of the Limitation Act 1908 or 1963, as the case may be. This point should be taken into consideration for preparation of defence.

13.1.4 On receipt of a request from the Contractor for appointment of an arbitrator the Circle/Branch Officers should examine the above facts and also whether the points of dispute fall within the purview of the relevant clause of the agreement. The Circle/Branch Officer should then send his report to the Director General for his final orders. The Director General shall then appoint an Arbitrator under the provisions of the agreement, with the concurrence of the Ministry of Law.

13.1.5 The authority of an appointed Arbitrator does not become revocable, except with the order of the Court. It shall not be revocable by the death of any party or parties to the contract.

13.1.6 The person thus appointed shall be the sole Arbitrator and his award shall be binding on all parties to the contract, unless it is set aside by the Court.

13.1.7 To avoid delays in disposal of requests for arbitration, following time schedule has been fixed for submission of the cases at various stages and appointment of an arbitrator:

- (a) The Circle/Branch Officer should submit his report within -3 weeks.
- (b) The- Director General shall examine the re-port for appointment of an Arbitrator within a month from the date of receipt of the report from the Circle/Branch.

### **13.2 APPOINTMENT OF ARBITRATOR WITH-OUT AGREEMENT**

13.2.1 In case where no clause exists in an agree-ment for referring the matters/dispute to the sole arbi-trator which is to be appointed by the Director General, the disputes should not be referred to arbitration by mutual agreement and no agreement should be drawn up for this purpose without obtaining the prior ap-proval of the Ministry of Law.

### **PREPARATION OF CASES FOR ARBITRATION**

13.2.2 When the arbitrator entered into reference and writes to the parties to the contract to file a de-tailed list of disputes in the statement of fads, before him, the Circle/Branch Officer should, take prompt action to prepare the defence duly supported by ade-quate documentary evidence and witnesses and arrange for its submission to the Director General expeditiously so as to reach the authority by the date within the speci-fied time.

13.2.3 The Circle/Branch Officer should always maintain a separate file so far as the disputes that have cropped up on the work, during the progress of the work. In case of his transfer or relinquishing charge, he should have a self-contained detailed note on the file at the time of his handing over charge, giving lull background of all the disputes that have cropped up during the time of his incumbency, various developments thereon and the order passed with due reference to the connected files. This should form a necessary and essential feature of all the handed over notes.

13.2.4 One of the important documents for de-fence in an arbitration case is the agreement. It is, therefore, essential that, the Director General's orders conveying his decision on recovery of compensation and copies of the sanctioned/extra/substiLuted and deviated items, details of abnormally high/low rates/items and sanctions to extension of time, etc., should be attached to original agreement, so that these arc readily available during the hearing of the arbitration case. It would be better if these papers are got signed by the Contractor as far as possible so that any claim on these issues can be disputed before the arbitrator.

13.2.5 Before a dispute is put to arbitration, the Survey should know its exact position, with regard to each item of the claims under dispute. It is of utmost importance that a very close and thorough study of the relevant documents is made and the case prepared accordingly.

13.2.6 For preparation of defence in an arbitration case following action should be taken by the Circle/ Branch Officer:

- (a) The final bill should be prepared as early as possible in any case before the disputes are re-referred to arbitration. It may also be ensured that all the bills are finalised immediately, if not already done.
- (b) After the disputes are referred to arbitration and before the statement or counter statement of facts is drafted, a detailed note on the facts of the case dealing with each and every item of the claims and/or counter claims should be prepared by the Circle/Branch Officer along with reference to various connected documents supporting the Government claim and negatiation of the Contractor's claim.
- (c) If the Contractor does not make any demand for arbitration in respect of any claims in writing within 90 days of receiving the intimation from, the Government that the bill is ready for payment, the claim of the Contractor/Contractors will be deemed to have been waived and absolutely barred and the Government, shall be discharged and released of all liabilities under the contract, in respect, of those claims.

### **13.3. APPOINTMENT OF ARBITRATOR IN PLACE OF ORIGINAL ONE**

13.3.1 If the arbitrator to whom the matter is originally referred for arbitration is transferred or vacates his office due to death, retirement or any other reasons, another authority may be appointed to proceed with the case from the stage at which it was left by his predecessor, with the concurrence of the Ministry of Law and Justice.

### **13.4. EXTENSION OF TIME FOR GIVING EVIDENCE**

13.4.1 It should be noted by the Circle/Branch Officer that the arbitrator has got powers to proceed ex-parte under the Arbitration Act after giving sufficient notice of his intention to do so, in case any of the parties fail to file the statement of facts or counter statement of facts within the specified time or does not attend the hearings of the case, even though, repeatedly asked for. He should not therefore delay any action in this behalf to be blamed for default at a later stage by the arbitrator.

### 13.5. ISSUE OF AWARD

13.5.1 Whenever an award is made by an arbitrator, appointed under these rules and if under the award some money is payable to the Government by the Contractor the Circle/Branch Officer should first supply to the arbitrator stamped papers of appropriate value, as may be asked by the arbitrator, according to the amount of the award, as per rules of the State where the award is likely to be made by the arbitrator and request the arbitrator to write the award on stamped paper (Non-judicial) so supplied to him.

13.5.2 A copy of the award should be supplied to the Contractor, the Circle/Branch Officer and the Director General, in due course.

13.5.3 After the award is written on stamped paper, it should be examined if it is acceptable to Government. Once it is decided to accept the award, immediate action should be taken to have the award made a rule of the Court by taking necessary steps before the Court by either party.

13.5.4 The party in whose favour the award is given will take steps to get it made rule of the Court.

## CHAPTER 14

### 14.1 INSURANCE OF THE BUILDINGS AND OTHER PROPERTIES

14.1.1 The Government property both movable and immovable should not normally be insured. No subordinate authority should, therefore, undertake any liability or incur any expenditure in connection with insurance of such property without prior consent of the Ministry of Finance.

14.1.2 The Director General is, however, em-powered to incur expenditure on the insurance of ma-terials and equipments received on loan or as aid from International or other Organisations if according to terms of contract or agreement, insurance of such mate-rials or equipments is necessary. Director General may also authorise specially valuable property, liable to special risk, to be insured in consultation with the Minis-try of Finance.

## **CHAPTER 15**

### **15.1 REGISTER OF IMMOVABLE GOVERNMENT PROPERTIES**

15.1.1 Each Head of the Office will maintain a register in the prescribed Form of all immovable Gov-ernment properties in the charge of his Circle /Branch office.



## CHAPTER 16

### SECURITY DEPOSIT

161.1 A subordinate who is entrusted with the custody of Government money or stores in the course of his official duties, shall furnish security to the extent of the amount specified here in

#### LIST OF POSTS, INCUMBENTS OF WHICH ARE REQUIRED TO *FURNISH SECURITY DEPOSITS*

{RULE 16.1.1 OF ARCHAEOLOGICAL WORKS CODE)

#### S.NO. DESIGNATION SECURITY DEPOSIT

	<i>RS.</i>
1.CASHIER (HEADQUARTER'S OFFICE)	5000.00
2.CONSERVATION ASSISTANT	5000.00
3.ASSISTANT ARCHAEOLOGICAL CHEMIST	5000.00
4ASSISTANT ARCHAEOLOGIST	5000.00
5. U.D.C.(ACCOUNTSCIRCLE/GARDEN /CHEMICAL/EXCA)	5000.00
6.SR.SURVEYOR & GR. I	5000.00
7.SR.DRAFTSMAN & GR. I&II	5000.00
8.ARTIST	5000.00
9.SR.PHOTOGRAPHER GR. I & II&III	5000.00
10. HEAD: STOREKEEPER	5000.00
11. BOOKING CLERK:	5000.00
12. SR. CARPENTER & CARPENTER	2500.00
13. U.D.C. CASH) (IN THE OFFICE OF THE MUSEUM BRANCH AND GOVERNMENT EPIGRAPHIST'S OFFICE)	5000.00
14. UPPER DIVISION CLERK (CASH) (EXCAVATION BRANCH)	5000.00
15.ACCOUNTS CLERK (EXCEPT EXCAVATION BRANCH)	.5000.00
16.STOREKEEPER/ASST	5000.00
17. SR.HORTICULTURAL ASSTT. & GR. I	5000.00

18.	<i>EPIGRAPHICAL ASSISTANT</i>	5000.00
19.	<i>WORKS ASSISTANT</i>	2500.00
20.	<i>HEAD CLERK /JAO</i>	2500.00
21.	<i>LOWER DIVISION CLERK</i>	2000.00
22.	<i>UPPER DIVISION CLERK</i>	2500.00
23.	<i>MECHANICAL SUPERVISOR</i>	2500.00
24.	<i>JCA</i>	5000.00
25.	<i>DRIVER MECHANIC</i>	2000.00
26.	<i>MECHANIC</i>	2000.00
27.	<i>FOREMAN</i>	5000.00
28.	<i>DRAFTSMAN-CUM-SURVEYOR</i>	5000.00
29.	<i>DRAFTSMAN GR. II &amp; III</i>	5000.00
30.	<i>MODELLER GR. I &amp; II</i>	5000.00
31.	<i>BLACKSMITH</i>	2000.00
32.	<i>FITTER</i>	2000.00
33.	<i>OPERATOR</i>	2000.00
34.	<i>ENGINE DRIVER</i>	2000.00
35.	<i>CHOWDHARY (GARDEN)</i>	2000.00

16.1.2 The security to be taken from a Government servant or a Contractor shall (SHALL) be in one of the following forms, or if so permitted by the Director General, partly in one and partly in another of such forms, subject to the conditions noted against each:

#### **Forms of Security      Conditions**

1      **(i) Cash      (1)      Government will not pay any interest** on any security deposit held in the Form of cash. Such security deposits may be converted, at the cost of the depositor, into any of the interest bearing forms of security mentioned in items (ii) to (v) below, if the depositor expressly requests in writing to that effect and the acceptance of the new form or forms of security is permissible under this rule and under the terms of agreement or : bond, Cash actually received or recovered may be converted into an interest-bearing form of security even when it forms part of a deposit which is being paid in instalments but has not been realised in full.

(2)      Percentage deductions made from Contractor's bills held as security for the due fulfilment of a contract shall not be converted into any other form of security unless there is a special rule for such conversion.

(ii) Promissory notes and stock

These securities shall be

certificates of the Central Government or a State Government. accepted at five per cent below their market price or at their face value, whichever is less and shall be dealt with in accordance with the rules in Chapter IX of the Government Securities Manual.

(iii) Post Office Cash Certificates, National Savings Certificates, Treasury Savings Deposit Certificates, National Plan Savings Certificates, 12-Year National Defence Certificates and 10-Year Defence Deposit Certificates. (1) These Certificates shall be formally hypothecated to the President. The departmental authorities authorised to accept security shall accept the same with the sanction of the Post Master of the office registration at their surrender value at the time of tender.

(2) Certificates which are not held in the name of the person furnishing the security shall not be accepted.

G.I., O. M. No. F.11(24)-EII (A)/625 dated the 7th January, 1963 and No. F.1.1(2)-EII(A)/63, dated the 14th February, 1963).

(iv) Post Office Savings Bank (1) A Pass Book for a Pass Books deposit made under the Post Office, Savings Bank Rules may be accepted as security provided that the depositor has signed and delivered to the Post-Master a letter in the prescribed form as required by those rules.

2) The Pass Books shall be sent to the Post Office as soon as possible after the 15th June of each year, so that the necessary entries on account of interest may be made in them.

(G.I., M.F., O.M. No. F. 11(21)-EII(A)/62, dated the 10th Dec, 62).

(v) Deposit receipts of recognised banks approved by Government for the purpose. (1) The deposit receipt shall be made out in the name of the pledgee or if it is made out in the name of the pledger, the bank shall certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee, The bank shall agree that on receiving a signed Treasury Challan and a withdrawal order from the pledgee in respect of the deposit or any part thereof, it will at once remit the amount specified into the nearest Treasury along with the Challan and send the Treasury receipt to the pledgee.

(2) The depositor shall agree in writing to undertake any risks involved in the investment and make good the depreciation, if any.

(3) The depositor shall receive the interest when due, direct from the bank on a letter from the pledgee authorising : the bank to pay it to him

4) The responsibility of the pledgee in connection with the deposit and the interest on it will cease when he issues a final withdrawal order to the depositor and sends an intimation to the bank that he has done so.

(vi) Fidelity Bond from Life Insurance Corporation of India.

Fidelity Bond in Form G.F.R. 34 may be accepted as security from a Government servant but not from a private party. When a Government servant has furnished security in Form G.F.R. 34 departmental authority authorised to accept security under rule 275 shall see that the Government servant pays the premia necessary to keep it alive on the due dates and continues to do so until he vacates his office.

If the Government servant fails to submit the premium receipts in time, he shall not be allowed to perform the duties of his post and dealt with in accordance with the terms of his appointment.

(G.I., M.F., O.M. No. F. 8(6)-EII (A)/66, dated the 7<sup>th</sup> August, 1967).

16.1.3. In cases where security is furnished in the form of cash, the security Bond should be executed in Form G.F.R. 30, and in cases, where security is furnished in the form of Fidelity Bond, the security Bond should be executed in Form G.F.R. 31.

16.1.4 Post Office Savings Bank Pass Books, deposit receipts of Banks, Fidelity Bonds and security bonds or agreements, etc. shall be kept in the safe custody of Head of Office.

“NOTE. “A register of security deposit should be maintained in prescribed Form.”

16.1.5 A security deposit taken from a Government servant shall be retained for at least six months from the date when he vacates his post, but a security Bond shall be retained permanently or until it is certain that there is no further necessity of keeping it.

16.1.6 The percentage deductions from the bills held as security in connection with Contracts to execute works, shall not be refunded till the final bill has been prepared and passed.

16.1.7 No security deposit shall be released, repaid or retransferred to the depositor or otherwise disposed of without the special authority of the Circle/Branch Officer or the controlling officer. While returning any security to the depositor, an acknowledgement duly signed and witnessed, should invariably be obtained.

## CHAPTER 17

### 17.1 GRANT-IN AID (IT HAS TO COMPILE AS PER LATEST GOVT ORDER AND CIRCULAR)

17.1.1 Subject to the provisions of paras 148-155 of the General Financial Rules, Grants-in-Aid may be sanctioned to Universities, Educational Institutions, Research Bodies, eminent scientists and Scholars for the promotion of:

- (a) Archaeology
- (b) Ancient Indian History
- (c) Excavations and Explorations
- (d) Development of existing Museums of Archaeology
- (e) Setting up of new Museums of Archaeology
- (f) Publication of archaeological reports.
- (g) Research in chemical conservation
- (h) Conservation/preservation works by the Director General, according to the powers vested in him in Rule 12 of the Delegation of Financial Powers.

17.1.2 The sanction of Grant-in-Aid will be subject to the following conditions, or any other conditions, that may be subsequently imposed by the Government of India for the sanction of such grants, from time to time:

- (a) Grants should, be made available, as far as possible on the basis of specific schemes, drawn up in sufficient details and duly approved by the Director General.
- (b) Before sanctioning Grants-in-Aid, to private institutions, it should be examined, that the institutions have the experience and technical/scholarly/managerial ability to carry out the purpose assigned to them and a machinery is devised to keep an effective and constant check to see that the money is utilised fruitfully and applied to the purpose intended.

(c) When recurring grants-in-aid are sanctioned to the same institutions for the same purpose, a certificate to the effect that the unspent balance of the previous grant has either been taken into account in sanctioning the subsequent grant or has been surrendered should be incorporated in the sanction letter in such cases.

(d) Grants-in-aid may be sanctioned to cover/meet the expenditure already incurred not earlier than one year, prior to the date of issue of the sanction.

(e) The grant-in-aid should not exceed:

(i) 25% of the approved administrative expenditure on pay and allowances of the personnel of the voluntary organisations concerned, and subject to a maximum of Rs. 10,000/-per annum in each case.

(ii) 50% of the cost of other items of the projects (except establishment charges) for which grant-in-aid has been sought.

17.1.3 The following procedure should be observed in regard to the assets acquired wholly or substantially out of Government Grants:

(a) An undertaking should be obtained by the sanctioning authority from the grantee institution that they (the institution) agree to be governed by the conditions of the grant, which result in the creation or acquisition of permanent, or semi-permanent assets.

(b) The grantee institution should maintain a register in form GFR. 19 of the permanent and semi-permanent assets acquired wholly or mainly out of Government grants. The register should be maintained by the grantee institution separately in respect of each sanctioning authority and a copy thereof furnished to the respective sanctioning authorities annually.

(c) The sanctioning authorities should maintain block accounts also in G.F.R. 19 of permanent and semi-permanent assets acquired wholly or mainly out of Government grants. This record should be of permanent nature and should be posted from annual returns furnished by the grantee institutions under (b) above.

(d) The register of assets and Block Accounts maintained by the grantee institutions and the sanctioning authorities respectively should be available for/open to, scrutiny by audit.

NOTE 1. The term “assets” used in sub clauses (a)-(d) means (i) Immovable property and (ii) movable property of a capital nature, where the value exceeds Rs. 1,000/-.

NOTE 2. Library Books and articles of furniture need not be taken as falling- within the term “assets”. It is-, therefore, not necessary to indicate such articles in form G.F.R. 19. Inventories of. such articles in the prescribed form should nevertheless be main-tained by the authorities and produced at the time of audit.

17.1.4 Before grant-in-aid is paid to any public body or institution, the sanctioning authority shall as far as possible insist on obtaining an audited statement of the account of the body or/institution concerned, in order to see that the grant-in-aid is justified by the fin-ancial position of the grantee and to ensure that any pre-vious grant was spent for the purpose for which it was intended. In the case of small institutions which cannot afford to pay the charges for audit, the sanctioning authority may exercise its discretion of exempting any such institution from the submission of accounts audited in this fashion.

### **Government of India Decisions**

1.

(i) It is not essential that the accounts should be audited in every case by the Indian Audit and Accounts Department and it will be sufficient, therefore, if the accounts arc certified as cor-rect by a Chartered Accountant or other reco-gnised body of Auditors.

(ii) The Authority sanctioning a grant, while com-municating sanction to the Audit Officer and/ or Accounts Officer, as the case may be, should state, whether the audited statement of accounts has been received, when required, or whether the grantee has been exempted from submitting the statement.

2.

(i) Grants-in-aid in excess of Rs. 1 lakh per annum recurring and Rs. .5 lakhs non-recurr-ing should normally be sanctioned with the specific condition laid down in the sanction letters that the accounts of the institutions re-ceiving the grant should be open to test check by the Comptroller and Auditor General at his discretion. The audit in pursuance of this pro- vision will be undertaken by the Comptroller and Auditor in consultation with the Depart-ment of the Central Government administra-tively concerned, who will make necessary ar-rangements with the institutions for the con-duct of such audit.

(ii) The Comptroller and Auditor General may, at his discretion, approach the Government when in any very special case he considers that the Audit of the grantee’s books, even when the grant is less than the monetary limits pres-cribed above, is called for.



3. When an institution receiving a grant is required to submit its accounts to audit, it should be ensured by the sanctioning authorities that the accounts whether complete or not, are rendered promptly, whenever the institution is called upon to do so.

4. Institutions or bodies receiving grants exceeding Rs. 1 lakh per annum recurring or Rs. 5 lakhs nonrecurring, should be required to maintain subsidiary accounts of the Government grants and furnish to Audit Officer.

- (a) a copy of the Audited accounts and
- (b) a copy of their constitution.

5. Where the Comptroller and Auditor General is the sole auditor for a local body/Institution, charges for auditing the accounts of Grant-in-aid will be payable in full by the institution, unless specially waived by the Government.

17.1.5 It is not permissible for a grantee institution, organisation, etc., to entrust, the implementation of the scheme or work for which grant-in-aid is intended, to another institution, organisation, etc., and to divert the grant-in-aid received from Government as assistance to the latter institution, organisation, etc. Such diversion of grant-in-aid, though for utilisation on the same or similar objects, amounts to mis-utilization of the grant-in-aid. It may be ensured that a specific condition is laid down in the sanctioning orders prohibiting the grantee institution from diverting the grant in-aid and entrusting the execution of the scheme for which the grant is made to another institution/ organisation. In cases, where, after having received the grant-in-aid from Government the grantee institution itself is not in a position to execute or complete the assignment, it should be required to refund, forthwith to the Government, the entire amount of grant-in-aid received by it. In order to ensure that this condition can be enforced through a court of law, in the event of its breach, it should be incorporated in the agreement bond executed by the grantee institution.

17.1.6 (a) unless in any case Government directs otherwise, every order sanctioning a grant shall indicate whether it is recurring or non-recurring in nature and specify clearly the object for which it is given and the conditions, if any, attached to the grant. In case of non-recurring grants for specified objects, the order shall also specify the time limit within which the grant of each instalment of it, is to be spent.

(b) An order for the payment of a grant-in-aid should be so worded that there is specific direction for the payment of a specified sum and should be distinguishable from orders approving a proposal for a grant-in-aid.

(c) Before a grant is released, the grantee should be asked to execute a bond with two sureties to the President that he will abide by the conditions of the grant by target dates if any, specified therein, and in the event of his failing to comply with the conditions or committing breach of the bond, the grantee and sureties individually and jointly will be liable to refund to the President, the entire amount of grant with interest thereon or the sum specified under the bond.

NOTE 1. In special cases in which such a bond is not found feasible, and/or on due consideration, the sanctioning authority decides not to insist upon a bond, on the above lines, it would be necessary, to work out alternative arrangements in consultation with the Ministry of Law and the Finance Ministry for ensuring that the interests of the Government are safeguarded effectively.

NOTE 2. The following institutions/organisations, etc., will not be required to furnish the bond as prescribed in para 19.1.6 above:

(a) Quasi-Government institutions, i.e. Institutions or organisations, set up by Government as autonomous bodies either under a Statute or a Society registered under Societies Registration Act, 1860 or otherwise.

(b) Government aided bodies i.e. institution or organisations which receive financial assistance from the Central Government on regular basis, and/or,

(i) whose annual budget is approved by Government or

(ii) Government is adequately represented or associated with the Hoards of Management or Committees of Management of the Institution.

(c) A certificate to the effect that the grantee has executed the requisite bond or has been exempted from doing so, after working out alternative arrangement in consultation with the Ministry of Law and Finance Ministry should be furnished alongwith the grant-in-aid bill, duly countersigned by the Officer, on whose signature or counter-signatures the grant-in-aid bill is drawn.

17.1.7 The following instructions shall be strictly observed by sanctioning authorities in connection with sanction and payment of grants-in-aid to public bodies, institutions or .Statutory bodies etc:

(a) Once a grant-in-aid has been sanctioned it is the responsibility of the grantee to prepare and submit the bill in T.R. Form 42 to the counter-signing authority for signature and the

Trea-sury Officer for payment. In no case, therefore, should the office of the sanctioning authority do this work on behalf of the grantee. ‘There is, however, no objection to the grantee being guided in the preparation of the bill, such guidance taking the form, of supply of blank T.R. form 42 and indication of the particulars to be filled in.

(b) Before a bill is accepted, it should be particularly seen that the conditions, if any, attached to the grant have been accepted by the grantee without any reservation.

(c) A register of Grants containing the following columns should be maintained.

(i) Serial number.

(ii) Number and. Date of sanction letter.

(iii) Purpose of grant.

(iv) Conditions, if any, attached to the grant.

(v) Amount sanctioned.

(vi) Date of receipt of the bill from the grantee and its amount.

(vii) Whether conditions attached to the grant have been accepted by the grantee without reservation.

(viii) Dated initials of the countersigning authority.

(ix) Date by which statements of accounts, etc., are required to be furnished by the grantee.

(x) Date by which utilisation certificate is required to be furnished by sanctioning authority to the Audit. Officer and/or Accounts Officer, as the case may be.

(xi) Date by which statements of accounts, etc., are actually received. (In case, there has been delay in the receipt of these statements, the reasons therefor as well as efforts made by the sanctioning authority/countersigning authority to expedite submission of such statements may be clearly indicated).

(xii) Date of submission of utilisation certificate to the Audit (in case there has been delay in submission of utilisation certificate to Audit, the reasons therefor may be clearly indicated.).

(xiii) Unspent balance, if any (Indicate whether the unspent balance has been surrendered by the grantee institution.).

The register should be maintained by the sanctioning authority if the bill is to be countersigned by the same authority. If, however, the powers of countersigning of grants' bill have been vested with an authority other than sanctioning authority, under Rule 406 of the Treasury Rules, the register should be maintained by the countersigning authority and not by sanctioning authority.

17.1.8 (1) Unless it is otherwise ordered by Government, every grant made for a specific object is subject to the implied conditions:

(i) that the grant shall be spent upon the object within a reasonable time, if no time-limit has been fixed by the sanctioning authority

(ii) that any portion of the amount which is not ultimately required for expenditure upon that object shall be duly surrendered to Government.

(2) Even in respect of unconditional grants-in-aid Government, reserve the right to have the accounts of the recipient body audited by the Comptroller and Auditor

General on their own initiative, if and when occasion demands, to satisfy themselves regarding the manner in which the affairs of the recipient, body are managed.

## **17.2 Financial Assistance**

17.2.1 The conditions governing the grant of financial assistance to the Universities/Educational Institutions, for exploration or excavation works are laid down below:

(i) The Financial Assistance to the extent of 100% of the expenditure on excavation/explorations/conservation / preservation and other Scholarly subjects, can be granted with the prior approval of the Ministry of Finance.

(ii) The expenditure on the salaries of the staff of the universities or the institution attached to the excavation /exploration parties, should not be taken into account while calculating the expenditure on excavation/exploration works.



**APPENDIX XI**

<i>FORM OF ANNUAL CONSERVATION/MODERN WORKS PROGRAMME</i>						
<i>(PARA 9.3.1 AWC)</i>						
<i>(A)</i>						
<i>ANNUAL CONSERVATION/MODERN WORKS PROGRAMME OF THE OFFICE..... FOR THE YEAR..... PLAN/NON-PLAN</i>						
<i>S.I No</i>	<i>Name of the work</i>	<i>Locality</i>	<i>District</i>	<i>State</i>	<i>CP Provisiion</i>	<i>Remarks</i>
<i>N.B. The Monuments have to be arranged alphabetically and according to State, District and Locality</i>						
<i>(B)</i>						
<i>Abstract of Conservation/Modern works programme and Budget Allotment for the year ..... Circle/Branch..... Plan/Non-Plan</i>						
<i>S.I No</i>	<i>State</i>	<i>No. of the Monuments proposed to be attended</i>	<i>CP Provision</i>	<i>Budget Allotment</i>		
	<i>Total</i>					
<i>Certified that the list of works as stated above has not been carried out since last five years.</i>						
						<i>Superintending Archaeologist</i>

**APPENDICES XII AND XIII SHALL BE MADE AFTER ADDING LATEST CPWA CODE AND CLAUSES SO THE PRINTOUT HAS NOT BEEN TAKEN OUT).**

**APPENDIX XIV**

**Rules Relating to Conditions of Service of Work-charged Staff of the Archaeological Survey of India**

(Rule 14.6.2 of Archaeological Works Code)

(IN ASI NO WORK CHARGED EMPLOYEE,SO THIS MAY PLEASE BE DROPPED)

**APPENDIX XV**

(ARCHAEOLOGICAL SURVEY OF INDIA IS THE ONLY ONE ORGANISATION IN THE FIELD OF CONSERVATION OF MONUMENTS BY ENGAGING DAILY LABOURS, TRADITIONAL LABOURS, AND WORKERS FOR ITS DAY TO DAY WORK AND CONSERVATION WORK. THESE TRADITIONAL WORKERS ARE EXPERTISE IN THIS FIELD DUE ITS CONTINUOUS PROCESS. THESE WORKERS ARE PASSING THE TRADITIONAL TRICKS/METHOD OF WORK TO THE NEXT GENERATION. IT IS A CONTINUOUS AND RECURRING PROCESS AND IT SHALL CONTINUE FOR THE POSTERITY OF THE MONUMENT. SO THEIR ENGAGEMENT AND THEIR CONTINUITY IS ESSENTIAL. IT IS ALSO ESSENTIAL THEIR FUTURE SERVICE AFTER A CERTAIN PERIOD. SO NECESSARY RULES TO BE INCORPORATED IN THIS WORKS CODE FOR THEIR BONUS/ REGULAR /TEMPORARY SERVICES IN THE FIELD OF MAINTENANCE OF CONSERVATION OF MONUMENTS. NOW THEIR PAYMENTS ARE BEING MADE THROUGH BANK ACCOUNTS NECESSARY RULES MAY PLEASE BE INCORPORATED IN THIS WORKS CODE)

**Rules relating to the service conditions of casual employees/  
Labour engaged on the Muster Roll**

**(Rule 14.7.1 of Archaeological Works Code)**

1. These rules shall apply to Casual Labour engaged on Muster Roll for carrying on Archaeological works i.e. Conservation, Preservation, Horticulture, Excavations, Explorations and watch and ward, etc.
2. Muster Roll staff can be employed on jobs of purely casual nature and for short durations, it should ordinarily be engaged for seasonal works of such of the Conservation/Preservation and other works done departmentally, and to the bare minimum, on the local government or local/Central P.W.D. rates in vogue in the area, in which such labour is employed from time to time. They are not regular employees and come under the category of day to day employees. Appointment of labour for more than 200 days in a calendar year would need approval of the Director General.

**D.G. Instruction No. 1**

I have the honour to state that it has been brought to the notice of this office that attempts have been made by the different organisations of this Survey to pay ad-hoc higher rates of wages than the scheduled rates to get their works done. This point was considered at the officer's meeting held at New Delhi on the 28th August, 1965, and it has finally been

decided that in no case should there be any attempt by one Branch of the Survey to tempt away any labour working with another Branch at the same place by offering higher wages.

It has further been decided that whenever different organisations of the Survey work at a particular place, the officers incharge and the subordinate should set in touch with each other to fix up local rates, based on prevailing certified marker. rates, for different categories of labour and hold periodical meet-ings to discuss matters of common interest. for the smooth running of the works of this Survey as a whole.

**(Circular No. 4/2/65-M, dated 7-10-65). 18—1 D of/ASI/ND/78**

### **D.G. Instruction No. 2**

It has been decided that henceforth employment of casual labour on works of casual nature which are likely to continue for more than four months may be made through the Employment Exchange.(Circular No. 46/5/64-M dated 22-8-74).

### **D.G. Instruction No. 3**

I have the honour to say that it has been observed that quite a number of staff is employed by various offices of the Survey on the Muster Roll for a considerably long period and in some cases even beyond one year or more.

As the very term Muster Roll denotes that the staff is re-quired to be employed on the jobs of purely casual nature and for a very short duration, the service of the workers employed for such types of work should normally terminate on the com-pletion of the job on which they arc employed. In any case such staff must not be employed for more than 200 days in a year.

It is also observed that in some cases the workers who are engaged on Muster Roll of a particular job are appointed to another job perhaps to give them continuity of employment on some or other administrative grounds. This practice is con-trary to the intentions of casual employment' and is, therefore, highly objectionable and should stop forthwith.

3. It is not, however, the intention to do away entirely with the employment of staff on the Muster Roll. The idea is to reduce the number of this category of staff to the barest minimum possible and for equally least period. For works likely to continue for more than a year on Muster Roll estab-lishment sanction of the Director General, Archaeological Survey of India, should be obtained though it is to be understood that such permission will be given in very rare cases, if at all unavoidable.



4. It may please be ensured that these instructions are strictly followed. Any instances of workers being employed for more than 200 days in any period of 12 months without the ap-proval of this office coming to our notice will be viewed seriously.

**(Circular No. 59/26/74-Adm.-II, dated 22-8-1974).**

### **Government of India's Decision No. 1**

Attention of the Ministries/Departments, etc., is invited to the Ministry of Finance O.M. No. F. 10/15-E. Cord.-67, dated the 23rd September, 1967, restricting employment of casual labour to work of truly casual nature. It was emphasised that the employment of staff paid from contingencies for work of a regular nature or against the requirements of vacant posts temporary or permanent on the regular establishment was irregular and was to be avoided.

2. It has come to the notice of this Ministry that several Ministrics/Dcpartments/Offices have been resorting to the prac-tice of employing clerical staff viz. clerks, stenographers, typists on daily wages basis and paying their wages from contingencies. A.G.C.R. has, therefore, raised objection to the payment of wages to casual hands employed to do clerical work on daily wages from contingencies.
3. The matter has been examined in this Ministry in con-sultation with the Department of Personnel and it has been decided that employment of casual hands to do clerical or stenographer work on daily wages is irregular and should not in any circumstances be resorted to and the practice of em-ploying Class III staff on daily wages should be terminated forthwith.
4. As regards the regularisation of action taken in the past by the various Ministries/Departments/Offices to draw wages of the Class III personnel (employed on daily wages) on con-tingent bills in contravention of the provision of G.F.R. 292 ex-post facto sanction in relaxation of the provisions of the Rule 202 ibid is hereby accorded to the cirawal of the wagesof clerks, stenographers and typists on contingent bills by the various Ministries/Departments. They are requested to bring this sanction to the notice of the Audit Office wherever necessary in order to regularise such drawals by them in the past.

**(Ministry of Finance O.M. No. Fl(61)-ECoord) 71, dated 15-9-72).**

3. Vacancies in Muster Roll should be filled through the nominees of the nearest Employment Exchange unless the Em-employment Exchange certifies that it is not possible for that office to sponsor any candidates, or the labour is require to be employed for less than four months and/or at an out of the way or remote locality.

**D.G.'s Instruction No. 1**

It has been decided that henceforth employment of casual labour on works of casual nature which are likely to continue for more than four months may be made through the Employment Exchange.(Circular No. 46/5/65, of 24-2-65).

4. All contemplated employment of labour of Muster Rolls which is likely to exceed four months should be approved by the Circle/Branch Officer. In rare cases, involving employ-ment of labour for more than two hundred days specific sanc-tion of the Director General would be necessary.

5. Appointment of workers from one job to another in order to continue them on Muster Roll beyond the period pres-cribed above, after causing break for one or two days, etc., is not permissible. Employment of Chowkidars and supervisory staff on Muster Roll should be discouraged.

6 (a) After putting in service for two years and in case the number of days of such employment are not less than 240 days in each year, a worker can be appointed against a regular post, provided his initial appointment on Muster Roll was made through the Employment Exchange.

(b) Service rendered on daily rates of pa}' by a worker who subsequently gets absorbed in work-charged/regular establish-ment, will not count, towards seniority, fixation of pay, incre-ments, etc., on the Regular or work-charged establishment.

**D.G.'s Instructions**

I have the honour to state that while considering casual labourers for posts on regular and work-charged establishments due weight should be given to their length of employment. For this purpose it has been decided by Government that the senio-riety of casual workers should be determined on the basis of the number of years of service rendered by them as casual labourers provided that the worker has put in at least 240 days of service in each year. As regards the inter se. seniority of casual workers having1 same years of service their seniority

should be reckoned on the basis of the number of days worked by them. For example a worker with a 2 years continuous service who has worked for a total of 481 days will be senior to a worker with the same years of service but who has worked for 480 days only. Again, a worker with 3 years continuous service who has put in only 720 days work will be senior to a worker with 2 years continuous service even though the latter may have put in 730 days oi' work.

2. The seniority lists of casual workers in your office should be prepared on the above basis for the purpose of their ap-ointments to posts on rcgular/work-chargcd establishment.

(D.G., Circular No. 50/61/66-Adrn. of 8-9-69).

### **D.G. Instruction No. 2**

In continuation of this office circular letters of even num-ber dated 1-3-69 and No. 50/61/66-Adm. dated 18-9-1969, on. the subject noted above, I have the honour to enclose for your information and guidance a copyv of the Ministry of Educa-tion and Youth Services' letter No. E. 2/15/70-CAI(I), dated the 28th March, 1970 conveying Government's decision to the appointment of casual labourers who have put in more than two years of service in the Archaeological Survey of India, to the regular posts of Monument Attendants in relaxation of the Recruitment Rides, subject to their having minimum educa-tional qualifications i.e. Primary School Standard Pass and also subject to the conditions laid down in the Ministry of Home Affairs O.M. No. 1.6/1/68-Esit.D dated 18 9-69 and No. 14/1/68-Estt(d) dated the 12th February, 1969.

(D.G.'s Circular No. 50/125/66-Adm. of 1-4-1970).

### **Director General Instruction No. 3**

I have the honour to state that according to the Ministry of Home Affairs O.M. No. 16/10/66-Ests(D), dated the 2nd De-cember, 1966, a copy of which was forwarded to you under this office endorsement No. 50/125/66-Adm., dated the 28th Janu-ary, 1967, casual labourers are eligible for appointment to posts on the regular establishment in an Office/establishment pro-vided they have rendered a minimum of two years continuous service as casual labour in the office/establishment to which they are to be appointed. Recently in a case, the term 'Office/ establishment' occurring in the Ministry of Home Affairs O.M. No. dated the 2nd December, 1966, referred to above was inter-pretcd to mean the Archaeological Survey of India as a whole and resulted in irregular appointments, which had to be set aside. It is, clarified that the term 'Office/establishment' in this context would mean Circle/Branch/Office, as the case may be, and not the Survey as a whole. In view of

these instructions you are requested to consider only such eligible casual labourers as Circle/Branch/Office and not those who have put in the required number of days in your Circle/ Branch/Office.

(D.G.'s Circular No. 50/125/66-Adm., of 9-7-70).

#### **Director General's Instruction No. 4**

I have the honour to state that according to the Ministry of Home Affairs O.M. No. 16/20/66-Esfs(D), dated the 2nd December, 1966, a copy of which was forwarded to you under this office endorsement No. 50/125/66-Adm., dated the 28th January, 1957, casual labourers are eligible for appointment to posts on the regular establishment in an office/establishment provided they have rendered a minimum of two years continuous service as casual labour in the office/establishment to which they are so appointed. Recently in a case, the term 'Office/ establishment' occurring in the Ministry of Home Affairs O.M. dated the 2nd December, 1966 referred to above was interpreted to mean the Archaeological Survey of India as a whole and resulted in irregular appointments which had to be set aside. It is clarified that the term 'Office/establishment' in this context would mean Circle/Branch/Office, as the case may be, and not the Survey as a whole. In view of these instructions you are requested to consider only such eligible casual labourers as have put in the required number of days in your Circle/ Branch/office and not those in other Circle/Branch/Office. This supersedes this office letter of even number dated the 9th July, 1970 which was wrongly typed.

**(Circular No. 50/125/66-Adm. dt. 6-10-70).**

#### **Government of India's Decision No. 1**

The undersigned is directed to refer to the discussions contained in the Ministry of Education file No. 1/14/67-CAI(I) (already returned) regarding appointment of casual labour to regular establishment of the Archaeological Survey of India, and to say that his Ministry agrees to waive the recruitment of "Employment Exchange Procedure" laid down in M.H.A. O.M. No. 16/10/66-Ests(D) dated 2-12-1966, as a special case. in respect of the casual labour of Archaeological Survey of India so as to bring them on their regular establishment, provided that such casual labour had put in a minimum continuous service of two years.

**(Ministry of Education and Youth Services No. 16/1/68-Estt. (D) of 18-9-68).**

**Government of India's Decision No. 2**

According to this Ministry's Office Memorandum No. 16/ 10/66-Estt.(D), dated the 2nd December, 1966 casual labourers are eligible for appointment to posts on the regular establishment in an office/establishment, provided they have rendered a minimum of two years continuous service as casual labour in the office/establishment to which they are so appointed. A question has been raised, whether the two years' spell of service mentioned in the Office Memorandum of 2nd December, 1966 should be strictly continued or whether some allowance should be given for periods of absence for reasons, like those of sickness or cessation of work which is not due to any fault on the part of the casual labourer/or other unavoidable causes. The matter has been considered and it has been decided that a casual labourer may be given the benefit of the orders of 2nd December, 1966, if he has put in at least 240 days of service as a casual labourer (including broken periods, of service) during each of the two years of service referred to above.

3. The Ministry of Finance, etc., are requested to bring these instructions to the notice of all concerned.

**(Ministry of Home Affairs No. 14/1/68-Ests(C) of 12-2-68).**

6. (c) The service rendered by a worker as casual labour on Muster Roll should be allowed to be deducted from their actual age, at the time of his appointment to a regular post. If after deducting this period, he is within the minimum, age limit prescribed for the service or the post in regular establishment he should be considered eligible in respect of minimum age.

**(Ministry of Home Affairs No. 4/9/61 Estt. (D) of 9-8-61).**

**Government of India Decision**

Reference this Ministry's Office Memorandum of even number dated the 9th August, 1961 on the subject noted above, it has been decided that broken periods of service rendered as casual labourer may also be taken into account for the purpose of age relaxation for appointment in regular establishment, provided that one stretch of such service is, for more than six months.

(Ministry of Home Affairs No. 4/9/61-Estt. (D) of 16-9-61).

7. (a) The Muster Roll labourers are not allowed weekly offs with pay. These weekly offs or existence of an accidental closed Holiday, whether paid or unpaid will not cause any discontinuity in employment of staff: on Muster Roll.

(B) Three paid National Holidays *ANY ELECTION DAY* are allowed to staff engaged on Muster Rolls.

Casual labourers are also eligible to get paid holidays if suffixing or prefixing falls weelyoff days/Absent

8. Besides the name of the worker and his/her father's name, the name of the village to which the labourer belongs should also be given in the Muster Roll. The name of the village will, be given as per labourer's statement.

9. Character antecedents of the labour engaged on watch and ward duty should invariably be verified.

10. The worker employed on Muster Roll shall be paid fortnightly. All payment of wages should be made during duty hours.

11. When it is necessary to bring labourers and artisans from a distance they may be allowed wages for the number of days occupied in the journey to and from the site of work, if they join the work with proper despatch. At the discretion of the Circle/Branch Officer, bonnfide Travelling-Expenses and actual expenses during the journey may also be allowed to them. These charges must be borne by the estimate of work.

**APPENDIX XVI**

Profonna for reporting loss of Measurement Book by the Circle/Branch Officer to the Director General

(Rule 14.11.2 of Archaeological Works Code)

1. Serial No. of the Measurement Book.
2. The date on which the M.B. was lost.
3. Detailed circumstances leading to its loss.
4. Name of the officer to whom the M.B. was issued.
5. Efforts made to trace the lost M.B.
6. By whom were the last measurements recorded.
7. Whether the measurements were checked up to the in-quired percentages by the Superior Officer as required under rules, and if not, why not.
8. Is any register maintained to watch the movement of the M.Bs.
9. Whether M.B. contained the details of any works for which payment has not been made or all the works have been finalised.
10. Whether any audit objection or Contractor's dispute relating to the M.B. is pending and if so, nature thereof, and how it is proposed to settle up.
11. Whether the work or works to which the M.B. relates are susceptible to measurement again, if not what are the basis on which it is proposed to make final payment of the relevant bills remaining outstanding.
12. Whether the Circle/Branch Officer is satisfied that by-writing such fresh measurement on the basis of the subsidiary records, if available, Government will not be put to any loss or disadvantageous position, and there will be no dispute from any quarter. If so, give reasons. If not, what steps are suggested to safeguard against any such happenings in future.
13. Details of disciplinary action taken against the persons responsible for the loss.
14. Details of remedial measures taken to avoid recurrence of such cases.
15. Any other remarks.

Circle /Branch Officer, Archaeological Survey of India  
Circle /Branch  
(Station)

**APPENDIX XVII****Sample Form for Site Order Book**

(Para, 14.13.2 of Archaeological Works Code)

Name of work Date of commencement period of Completion

S.No.	Remarks of the Inspecting Officer or Contractor	Action taken and by whom.
1	2	3 4



**APPENDIX XVIII**

**Form of Application for Extension of Time by Contractor**

(Para 14.15.5 of Archaeological Works Code)

1. Name of Contractor.
2. Name of works as given in the agreement.
3. Agreement. No.
4. Estimated amount put to tender.
5. Date of commencement of work as per agreement. <). Period allowed for completion of work as per agreement.
7. Date of completion stipulated in agreement.
8. Period for which extension of time has been given pre-viously —
  - (a) 1st extension vide signature of Circle/Branch Officer Dated Month Days.
  - (b) 2nd extension vide signature of Circle/Branch Officer Dated Month Days.
  - (c) 3rd extension vide signature of Circle/Branch Officer Dated Month Days.
  - (d) 4th extension vide signature of Circle/Branch Officer Dated Month Days.

Total extension previously given.
9. Reasons for which extensions have been previously given (copies of the previous applications should be attached).
10. Period for which extension is applied for.
- II. Hindrances on account of which extension is applied for with dates on which hindrances occurred and the period for which these are likely to last.

12. (a) Serial No.
- (b) Nature of hindrance.
- (c) Date of occurrence.
- (d) Period for which it is likely to last.
- (e) Period for which extension required for this particular hindrance.
- (f) Overlapping period, if any, with reference to item.
- (g) Net extension applied for.
- (h) Remarks, if any.

Total period for which extension is now applied for on account of hindrances mentioned above.  
Month Days.

13. Extension of time required for extra work.

14. Details of extra work and the amount involved:

- (a) Total value of extra work.
- (b) Proportionate period of extension of time based on estimated amount put to tender on account of extra work.

15. Total extension of time required for 11 & 12.

Submitted to the Sub Circle Office

Signature of Contractor

Dated:

**APPENDIX XVJII(a)**

**Application for Extension of Time—Part II**

(To be filled, in by the Dy./Assistt. Archaeological Engineers or Senior Conservation Assistant/Conservation Assistant).

1. Date of receipt of application from Contractor for the work by the Senior Conservation Assistant/Conservation Assis-tant.
  
2. Acknowledgement issued by Conservation Assistant vide his letter No..... dated.....
  
3. Recommendations of Senior Conservation Assistant/ Conservation Assistant as to whether the reasons given by the contractor are correct and what extension, if any, is1 reconr-mented by him. It he does not recommend the extension, rea-sons for rejection should be given.

Signature of Senior Conser. Assistant/ Conservation Assistant

Dated:

(To be filled in by the Circle /Branch Office)

1. Date of receipt in the Circle Office.
  
2. Circle/Branch Officer's remarks regarding hindrances mentioned by the Contractor—
  - (i) Serial No.
  - (ii) Nature of hindrance.
  - (iii) Date of occurence.
  - (iv) Period for which hindrance is likely to last.
  - (v) Extension of time applied for by the contractor.
  - (vi) Overlapping period, if any, giving reference to items which overlap.
  - (vii) Net period for which extension is recommended.
  - (viii) Remarks, as to why the hindrance occurred and justifi-cation for extension recommended.

3. Circle /Branch Officer's recommendations. The present progress of the work should be stated and whether the work is likely to be completed by the date upto which extension has been applied for, if extension of time is not recommended, what compensation is proposed to lie levied.

Dated Signature of Circle/Branch Officer.

+

Remarks by Director General  
Director General

**APPENDIX XIX**

(LATEST CPWD FORMS FOR EFFECTING PAYMENT TO CONTRACTORS/SUPPLIERS FOR EXECUTION OF WORKS/SUPPLY/PETTY OTHER EXPENDITURES MAY PLEASE BE ADDED).

**APPENDIX XX**

**Specimen of letter by the S.A to contractor for provisional reduction in Rate for sub-standard work.**

To

M/s

Dear Sir (s)

SUB JliCT:—Construction Agreement No

1. The President of India considers that the items of work (specified in the statement appended herewith relating to the work of undertaken by you in terms of the above agreement have not been executed in accordance with the prescribed specifications and/or in a workman like manner and, therefore, cannot be accepted in terms of the above said agreement for payment at the rates specified in the agreement.
2. President, however, is willing to consider acceptance of the same should you agree to receive payment at rates suitably reduced taking into consideration the sub-standard nature of the said items of work. The S.A. in charge of the concerned Circle of A.S.I, will determine as to what suitable reductions in the rates should be made from the agreed rates for the said items. His decision shall be final. Pending such decision of the S.A., however, the payment for the said items of work will be made at the provisional rates indicated against each item.
3. If you agree to the aforesaid conditions for acceptance of payment for the said items of work you may please return the enclosed form, duly executed by you.
4. If no reply is received from you within three weeks of the date of receipt of this letter it shall be presumed that the offer is not acceptable to you. In the said event the offer shall stand withdrawn, without prejudice to the rights, and remedies of the President of India in terms of the contract.

Yours faithfully,  
Superintending Archaeologist  
For and on behalf of the President of India.

**Specimen of letter of contractor’s acceptance of provisional reduction of rate for sub-standard work.**

To

\_\_\_\_\_  
\_\_\_\_\_

SUBJECT:—Construction of

REFERENCE:—Your letter No

Sir,

I/We have carefully read the terms and conditions offered in your letter number dated..... nd they are acceptable to me/us.

Fending the decision of the S.A. of the final rates of pay-ment against the items of work specified in the statement attach-ed to your above letter, which will be final and binding I/we agree to the same being paid at the provisional rates indicated against each of the said item of work for the above work as mentioned in your statement.

Yours faithfully,  
Con tractor(s)

**APPENDIX XXI**

**Instructions for Filling up the Contractor’s Ledger**

(Rule 14.23.3 of Archaeological Works Code).

Column 4.—’Advance payments’ it the bill is a running account, bill (Form 2(>)) figure D of the Memorandum of Pay-ments should be posted in this column.

Column 5.—’Secured advance’ Figure E of the Account of secured advances (Form 26-A) should be posted in, this column.

Column (6.—’Other Transactions’ in the case of the run-ning account bills figure G of the Memorandum of payments should be posted in this column. If a payment is made on first and final bill Form 24 no entry should be made in this column unless a recovery is made from the contractor on any account. In the case of the transactions other than these, the

amount paid or recovered should be entered. The amount of advance made should be posted in this column. In Column 4, 5, 6 debits to contractors should be posted as plus entries and credits as minus entries.

Column 5.—'Name of Work etc'. Here should be entered full name of the work to which the bill or voucher relates except in the case of the supplier's bill, when the name of the account concerned, stock or purchase, should be stated. Brief particulars describing the nature of the transactions should then be added, and against the line should then be posted, in money columns 4, 5, 6, 8, 9, and 10, the figures relating to that transaction only. When a deduction is made from a Contractor's Bill for one work, is creditable to the account of another work' and such credit is in connection with his contract of the latter work, two distinct sets of entries should be made in the ledger, one for the payment made on account of the former work and the other for the recovery creditable to the latter, as if the recovery had been made in cash. The second set of entries should be posted in a separate line in columns 6 and 9 against the name of the work concerned.

NOTE. If there are several contracts in connection with a work or account the transaction relating to each should be distinguished preferably by quoting the number and date of agreement.

Column 8.—'Gross Transaction—Debits'—If it is a running-account bill, figure H of the memorandum of payments, should be posted in this column, otherwise, the total amount paid or chargeable.

Column 9.—'Gross Transactions—Credits'. Here should be entered the value of work or supplies creditable to the Contractor which will be figure F of account I in the case of running account bill.

Column 10.—'Total value of: work or supplies'—in the case of the running account bill, here should be entered the total value of work done or supplies made up to date, as per the figure A of Account. I of the bill but before posting the bill it should be seen that the figure shown in Account I of it as 'Deduct value of work shown on the previous bill' agrees with the last entry in column 10 of the ledger against the work concerned. In token of this check, this last entry in column 10 should be initialled and (dated) by the Head Clerk or the Administrative Officer.

## APPENDIX' XXII

### **Annual Report on the Works executed in Circles/Branches (AS PER THE LATEST CIRCULAR AND AFTER COMPILATION)**

**APPENDIX XXIII**

**(REVISED RATE OF SECURITY DEPOSIT FOR THE STAFF AS PER THE LATEST DESIGNATION MAY PLEASE BE ADDED)**

**APPENDIX XXIV**

**List of Drawing and Disbursing Officers who will submit all their bills for payment to their Pay and Accounts Office**

**(LATEST ORDER MAY PL BE INCORPORATED)**

**APPENDIX XXV**

**List of Drawing and Disbursing Officers who will be vested with cheque drawing powers for making payment of bills themselves and the pay and Accounts Office to whom they will render the accounts of weekly payment.**

**Pay and Accounts Office, Archaeological Survey of India, New Delhi**

**(LATEST ORDER MAY PL BE INCORPORATED)**

**APPENDIX XXVI**

**(LATEST ORDER MAY PL BE INCORPORATED)**

**List of units whose Drawing and Disbursing Officers will submit their bills for Pay and Allowance and office contingencies to drawing officers.**

**APPENDIX XXVII**

**(LATEST ORDER/FORMS MAY PL BE INCORPORATED)**

**APPENDIX XXVIII**

**List of D.G. A's and other forms to be used as per provisions of A.W. Code**

**(LATEST ORDER/FORMS MAY PL BE INCORPORATED)**

**APPENDIX XXXIX**

**(LATEST ORDER/FORMS MAY PL BE INCORPORATED)**

**APPENDIX XXX**

**(LATEST ORDER/FORMS MAY PL BE INCORPORATED)**



**APPENDIX XXXII****(LATEST ORDER AND REVISED INSPECTION ROOM RATES OF EVERY CIRCLE MAY BE INCORPORATED)****Rules for the Occupation of Departmental Accommodation**

1. The rent and electricity charges for occupation of different categories of Departmental accommodation will be, with effect from the 1st May, 1962, as shown in the enclosed Schedule. The charges laid down therein are for occupation for every twenty four hours or part thereof, there being, however no charge for occupation for three hours or less. There will be no electricity charges at such accommodation as has no electric fittings: in such cases the occupant will make his own arrangement for light.
2. The charges laid down in the Schedule are applicable to officers travelling singly on official duty, ^In case an officer travelling on official; duty is accompanied by his family or friends, the rent charges will be double the amount given in the Schedule in the case of accommodation of Categories B & C, and Re. 0,50 in the case of accommodation of Category D, there will no increase in the electricity charges in any case.
3. For officers occupying Departmental accommodation while not on official tour, the charges will be as follows:
  - (a) Officers travelling singly double the amounts of rent and electricity charges given in the schedule; and
  - (b) Officers travelling with family and friend >-four times the amount of rent charges in the cases; of accommodation of Categories B & C Re. 1.00 in the case of accommodation of category D, and double the amount of electricity charges.
4. The occupation of Departmental accommodation by non-Departmental persons should be discouraged, but the Head of the office may, at his discretion, allow such occupation, on payment, of rent and electricity charges laid down in rule 3.
5. The example of the different categories of accommodation given in in the schedule are intended to guide the Heads of Officers in categorizing; other accommodation in their charge, keeping in view the nature of the amenities available there. All accommodations should be immediately categorized, so that these orders can operate in all cases with effect from the date specified in rule. 1. The categorization should be reviewed periodically, bearing in mind the increase or decrease of provided amenities.
6. The officer-in-charge, or subordinate-in-charge of each accommodation would familiarize himself with these rules and should enforce them. It will be his duty to realize the charges according to these rules from each occupant before his departure, irrespective of his status.

7. The amount realised will be treated as Departmental receipts and credited to the Treasury.
8. In each accommodation of categories A to C, there Will be a regis ter 6f occupants vvith the usnal columns, showing the name and designation of the occupant, the dates and times of arrival and departure, whether the occupant was on duty or not and the amount paid as rent and electricity charges separately. It will be the duty of the officer-in-charge or subordinate-in-charge to see that each occupant fills the register before his departure.

(ERRATE –PAGE NO 296-327 MAY PLEASE BE DELETED AND HERE IT HAS NOT BEEN ADDED)

**INDEX(IT HAS TO PREPARE AFTER COMPILATION ACCORDING TO PAGES)**

**Under preparation**