

CHAPTER III- BUILDINGS

Section 1.- Definition and Classification of Public Buildings

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

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

Section 2.- Additions and Alterations to Public Buildings

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

Section 3.- Capital Cost of Buildings

- 3.007. For alterations to a public building, two estimates are required:-
- (a) Original Works.
 - (b) Repairs.

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

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

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

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

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

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

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

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

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

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

Levy of Rent from Private Persons

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

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

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

Section 5—Residences for Government Officials

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

Allotment of Residential Buildings

- 3.014. Allotment to the residential buildings for residence shall be as per the State Government rules in force. The residential buildings of Works Department shall be allotted by departmental allotment committee headed by E-in-C/C.E. on C.E.'s H.Q., S.E. in case of S.E.'s H.Q.
- 3.015. The allotment order shall be issued by the competent authority. On receipt of the allotment order, the E.E. will get the occupation report and receipt (Appendix 3.02) signed by the tenant. In case of temporary allotments the allotting authority must specify the period and rent leviable.
- 3.016. In all cases of unauthorized occupation the allotting authority shall take suitable action to get the unauthorised occupant evicted.
- 3.017. Deleted

Responsibility of Government and Tenant

- 3.018. A tenant is responsible for the proper use of the buildings occupied by him and of their fixtures. The repairs of the fixtures and replacement of glass panes will be carried out by the Works Department as and when required except when the breakages are caused due to negligence of tenant.
- 3.019. Government maintains and repairs buildings including approach roads and paths, pavings and wells, if any, the values of which have been included in the capital cost of the residence. The tenant may not interfere with the Government labour employed on repair work.

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

Transfer of Public Buildings to Local Bodies

- 3.020. Public buildings, which are not immediately required for Government purposes, but considered desirable to retain on the Works Department books, may be

transferred to local bodies with the sanction of Government after executing a written agreement vide Appendix 3.16. Any other special conditions that may be necessitated by the particular circumstances of each transfer shall be included while executing a written agreement.

Section 6-Rent Rules

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

Powers to Rents of Residential Buildings

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

Procedure in regard to Recovery of Rent

- 3.027. The following procedure will be adopted to regulate the recovery of rent for the Government quarters:-
 - (i) The D.A. of Division will furnish by 30th April every year each Departmental Officer at head quarters with an up to date list of residential buildings which

are occupied by officials of his department for whom he prepares salary bills, giving the names of occupants, dates of occupation and the standard rent of

each such building. Thereafter the D.A. will send to the Departmental Officer one copy of the occupation order of each new occupant soon after occupation with details of standard rent of the building and date of occupation.

- (ii) The departmental officer will see that the correct licence fee is recovered from the officials by deduction from the pay bill and that it is adjusted by the treasury on the bill itself to the credit of the P.W.D. He will also attach to the pay bill a statement in triplicate showing the rate of emoluments and details of licence fee due and recovered from each officials occupying Government accommodation.

The Treasury Officer will, within seven days after closing the monthly account, forward two copies of the statement with the certificate of recovery, recorded thereon, to the Executive Engineer concerned and retain the third copy with the bill. The D.A. will check the correctness of the statement, complete the register of licence fee of buildings in his division and return the second copy of the statement duly certified that the entries have been incorporated in the register of licence fee to the departmental officer before the end of the month.

In case where the pay bills do not pass through Treasury Officer the functions of Divisional Officer drawing the pay bills will be the same as that of the Treasury Officer.

Every Government Employee to whom a Government quarter is allotted shall maintain a pass book (Appendix 3.03) of licence fee recoveries. The Departmental Officer shall cause entries to be made in it.

Government rules and instructions regarding G.P.F. pass book shall be applicable mutadis matandis to the pass book of licence fee recoveries.

Before 15th of every month the Department Officer shall send to Concerned E.E. a list of officials retiring after 12 months service. Before 15th of next month the E.E. will issue to each of such officials no demand certificate concerning licence fee of his/ her quarter for the period up to one year before retirement. Thereafter it will be the responsibility of the Departmental Officer to issue a no demand certificate concerning licence fee of accommodation to the incumbent for the remaining period

- (iii) If any official is transferred, his L.P.C. should clearly indicate the rent due for recovery from him. If such official is permitted by the allotting authority to retain the accommodation, the copy of such order should be sent by such authority to the head of the office where he has been transferred. The pay disbursing officer of the

tenant shall intimate to the E.E. the date on which he is relieved on his transfer or retirement or for any other reason.

- (iv) In case the rent recoverable from the official is limited to a certain percentage of his emoluments and if such emoluments are changed retrospectively, the rate at which rent is recovered should also be changed retrospectively and recovery made accordingly by the drawing and disbursing officer.

- (v) It shall be the responsibility of the E.E. and T.O. to watch recovery of rent from pensioners and persons who get grant through treasury. D.A. shall send to T.O. by 15th of every month a statement showing rent recoverable from such occupant. The T.O. shall send to the Division by 15th of following month the rent recovered from such persons.
- (vi) Recovery of rent from private parties will be regulated as per paragraph 3.011 and Appendix 3.01. Arrears of rent from pensioners and from private occupants, if not paid, should be recovered as arrears of land revenue.
- (vii) Water charges shall be paid by the occupant direct to the billing authority.
- (viii) The E.E. shall issue Revenue Recovery Certificate (R.R.C.) for recovery of dues not paid.
- (ix) Rules regarding recovery of rent apply mutandis to all government quarter s/and quarter constructed from contingency.

Period of Liability for Payment of Rent

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

Remission of Rent

- 3.030. Should circumstances arise which in the opinion of tenant entitle him to remission of whole or a part of the rent, he may apply to the Government in the Works Department for the remission. His application should be forwarded to Government through allotting authority.

Suspension of Allotment

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

Section 7—Purchase and Sale of Buildings

Purchase of Buildings

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

Calculation of the Cost of Repairs, etc.

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

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

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

Determination of Intrinsic Value

- 3.036. (1) If the building was originally well constructed, of good material and has been well maintained and no members show visible signs of deterioration, the value should be worked out as if the buildings were constructed at the prevalent market rates of construction by the E.E., P.W.D. and the rate of depreciation per annum should be taken at one percent or such higher percentages as may be decided by the E.E., P.W.D. who will be guided by the circumstances of each case, such depreciation being limited to 50 percent.
- (2) For a building which shows signs of deterioration or whose materials are not of good quality or whose maintenance has not been adequate or systematic, the annual depreciation may be 2 to 4 percent.

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

Sale Deeds

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

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

Sale and Dismantlement of Public Buildings Permanent Building

- 3.039. (1) Before a permanent building is proposed to be sold the E.E. should obtain a certificate from the Collector, that it is required by any other department or court not be conveniently utilized for any public purpose.
- (2) If it is proposed to write off or dismantle a permanent building and use the materials elsewhere or sell them by public auction the E.E. should report the matter to the S.E. who may sanction the proposal, if the capital cost of the building does not exceed Rs 1.00 Lakh.. If it exceeds Rs.1.00 Lakh, the S.E. should submit his proposal for approval to C.E. who will obtain the sanction

of Government in G.A.D. through the Works Department for works costing above Rs.5.00 Lakhs. The land should be surrendered to Department of Land Records after the materials are removed.

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

Amount	Authority to accept the bid
Up Rs.5,00,000	Executive Engineer
Over Rs.5,00,000	Superintending Engineer.
- (4) If it is proposed to sale a Government building with the appurtenant land, the matter should be reported to the C.E. intimating the value of the building. The C.E. will obtain the sanction of Government in the W.D. to the surrender of the property to the Department of Land Records for its final disposal.

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

Temporary Buildings

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

Section 8—Hire of Buildings

- 3.041. No lease for the hire of a private building required by W.D. for residential purposes shall be executed without the sanction of Government in the G.A.D.

3.042. When it is necessary to hire a private building or land for office, office-cum-residence, training center, stores or godown, the financial powers to sanction hiring of the same at the monthly rent are as under subject to the production of the certificates about reasonableness of rent and non-availability of public buildings/land from the Collector and E.E., P.W.D. respectively:-

Executive Engineer	Up to Rs. 1500
Superintending Engineer	Above Rs. 1500 and Up to Rs. 2500
Chief Engineer	over Rs. 2500

Note:- (i) Private buildings taken on lease for residential purposes should be brought on the books of Works Departments for purpose of payment of rent to the lesser and its realization from the tenant concerned as per rules applicable for deduction of rent for residential buildings.

(ii) When a private building is occupied for office-cum-residence, the rent payable by the occupant of the residence portion shall be proportional to the floor area occupied or as per the rules applicable for deduction of rent for Government residential buildings whichever is less.

Section 9—Fixtures and Furniture

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

Note:- (1) This rule does not apply to furniture for V.I.P. guest houses, circuit-houses, rest-houses, circuit-houses, inspection bungalows/huts, the outlay on the supply and repairs of which will be treated as charges of the W.D.

(2) Replacement of glass panes of buildings of educational institutions should be treated as special repairs to fixtures and paid for by that department.

Section 10—Circuit Houses, Rest Houses and Inspection Bungalows/Huts Furniture and Crockery

3.044. The scales of furniture and crockery for V.I.P. guest houses, circuit-houses, rest-houses, inspection bungalows/huts shall be fixed by Government from time to time for each category and for State Capital Divisional and District headquarters and other places separately.

- 3.045. Articles not included in the sanctioned scale will not be provided except under the Government sanction which must be applied for by the S.E. through the Collector/Commissioner.
- 3.046. For new V.I.P. guesthouses, circuit-houses, rest-houses, inspection bungalows/huts, provision for furniture, crockery, equipments and appliances etc. shall be included in the estimate of the buildings.

Replacement of Furniture and Crockery

- 3.047. At the commencement of each financial year the E.E. will prepare an estimate of the articles required for replacements in his Division during the year, for V.I.P. guest-houses, circuit-houses, rest-houses and inspection bungalows/huts separately. The spare articles so purchases will be charged in the first instance, to the suspense head "Stock" and kept in the Sub-Division stores. They will be available for issue against the estimates for immediate replacement in case of breakages, loss etc. such issues being covered by a sale account or survey report of the articles replaced. The cost of petty replacement up to Rs. 5000 will be debited to the annual repair estimate of the building concerned.
- 3.048. Replacement of furniture and crockery which cannot be financed from annual repair grant in V.I.P. guest houses, circuit-houses, rest-houses and inspection bungalows/huts are classified as "Special Repairs".
- 3.049. Prices of all the articles for V.I.P. guest-houses, circuit-houses, rest-houses, inspection bungalows/huts should be fixed by the E.E. and the price list maintained by the A.E. These rates shall govern the recovery for loss or breakage.
- 3.050. The cost of repairs and the supply of perishable articles such as tattis, chics, chimneys, wicks mantles for pertromax lamp, bulbs, tubelights, etc. should be met out of the annual repair estimate/grant.
- 3.051. The furniture and crockery in V.I.P. guest houses, circuit-houses, rest-houses, inspection bungalows/huts should be checked and counted by the S.D.O. once a year. The annual returns should be prepared for the twelve months (January to December) and closed on the date prescribed for the closing of Sub-Divisional accounts for December. The S.D.O. should submit them to the E.E. by the 15th January each year, for check and record in the Division Office.

Rules for Occupation

- 3.052. The rules for the occupation of V.I.P. guest houses, circuit-houses, rest-houses, inspection bungalows/huts shall be framed and revised from time to time by W.D. which maintains them.
- Government officers, while on tour, can occupy the rest-houses, inspection bungalows/huts maintained by any department of the State Government, provided accommodation is available.

- 3.053. A copy of the relevant rules neatly framed should be hung in a conspicuous place in V.I.P. guest houses, circuit-houses, rest-houses, and inspection bungalows/huts etc.
- 3.054. Two visitors books should be maintained at each V.I.P. guest house, circuit-house, rest-house, inspection bungalow/hut at the Divisional headquarters. Each of them should be sent by the S.O. to the S.D.O. who will forward it to E.E. for check in rotation. When one book is returned, the other should be sent, but not oftener than once a fortnight. In the case of circuit-houses, rest-houses and inspection bungalows/huts at other places, a certified copy of the entries in the visitors books should be submitted every month by the S.O. to the S.D.O. who shall forward the extracts to the Division Office with a covering list in the form printed as Appendix 3.14. The entries in the extracts should be verified by the D.A. with the visitors books during the inspection of the Sub-Division offices by the E.E.

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

- 3.055. In order that the rules regarding the occupation of rest-houses and inspection bungalows/huts may be properly enforced, pass books from which permits for occupation can be issued should be kept by all officers competent to issue such permits and a record kept on counterfoil of the date for which the permit has been granted.
- 3.056. To every V.I.P. guest house, circuit-house, rest-house and inspection bungalow/hut following classes of establishment will be attached according to its importance to take care of the building and its equipment:-
- (1) Khansama, who should be a fairly good cook,
 - (2) Caretaker who should be able to prepare tea and a plain meal when called upon to do so,
 - (3) Chowkidar, and
 - (4) Waiter, wherever necessary.

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

- (2) The term “Caretaker” occurring in this Manual and in the rules for the occupation of rest house etc. should be deemed to include Khansama and Chowkidar where the context so permits.
- 3.057. In order to secure Government against loss or damage to property in the building, a security deposit of Rs.100 should be taken by S.D.O. from caretakers in charge of rest-houses and inspection bungalows/huts and an agreement on the form printed as Appendix 3.06 be signed by them. The security deposit should be recovered from each caretaker in monthly instalments of Rs.5 and deposited in the Post Office Saving Bank in his name, the pass book being pledged to the S.D.O.

Electricity, Water and Kerosene Oil

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

Section 11.—Municipal Taxes on Public Buildings

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

Section 12.—Conservation of ancient monuments

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

Section 13.—Inspection of Public Buildings General

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

- 3.065. A report on the condition of buildings and structures costing above Rs.5,00,000 requiring special repairs, should be submitted in form given as Appendix 3.08 by S.D.O. to E.E. who shall forward the same to S.E. for special repair works beyond his competence of sanction. The report should be submitted as and when the building is inspected. All reports should reach S.E. by 31st December of every year.

Electrical Installation

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

Section 14—Registers of Buildings Responsibilities for Maintenance

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

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

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

Report of Changes

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

Special Instructions

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

Enumeration of Jail Buildings

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

- (a) The circumvallation and the internal walls, hexagonal and radial, and all entrances should be lumped together at the commencement. It is necessary to show these for the preservation of the correct statement of their length, area and value etc. but it would be confusing to enumerate them.
- (b) The main barracks of the successive yards should be numbered serially (vide column 1 of the register) and the subsidiary buildings in each yard then numbered under a subsidiary series.

Affixing Number Marks to Buildings

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

Section 15—Miscellaneous Rules Regarding Public Buildings

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

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

Treasury Strong-Room

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

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

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

Wild Growth in the Compounds of Public Buildings

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

Government under the appropriate head of account. The trees in the compound will remain the property of the government.

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

Tapping of Palm Trees

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

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

Insurance

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

Precautions Against Fire

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

Testing of Lighting Arresters

- 3.082. Annual tests of all lightning arresters on Government buildings must be made during the dry weather by the A.E., E/M. who will submit the report to E.E, E/M. The E.E., E/M should report in the form printed as Appendix 3.12 to the S.E., E/M by the 1st July that the tests have been made and the arresters have been found or have been put in good order. The report will be recorded in the S.E.'s E/M office. The A.E., E/M may also undertake the testing of lightning conductors attached to petroleum premises but only at the express request of a licensee and on payment of the prescribed fee laid down in paragraph 3.084.
- 3.083. A list of all explosive magazines is maintained by the S.E. P.W.D. The Collector should report to him whenever any new magazine is erected.
- 3.084. The fee for testing lightning arresters attached to petroleum premises shall be proposed by E.-in-C., P.W.D. and fixed by the Government from time to time.
- 3.085. Instructions for testing lightning arresters should be followed as per Indian standards as amended from time to time. The E.E. E/M should check the testing of a few conductors each year. Installation testing and all connected work for lightning arresters in W.R.D. and P.H.E.D. will be carried out by the E/M officials of the respective departments.
-