

PREFACE

Madhya Pradesh Works Department Manual 1983 was adopted in this state of Chhattisgarh since its formation i.e. 1st November 2000. In view of remarkable advancement in the field of information and construction technologies, substantial rise in price indices of all construction components, and increase in budget allocations, the provisions in existing manual have become inadequate and are almost outdated. Under such conditions the revision of Manual had become essential. This Manual is termed as "The Chhattisgarh Work Department Manual 2006."

The task of revising the manual has been indeed of onerous, complicated and technical. The State government constituted a committee of secretaries and Engineer-in-Chief's of all three works department Viz Water Resources Department, Public Works Department and Public Health Engineering Department and Shri N.S. Bhadauria, Engineer-in-Chief, Water Resources Department was nominated as nodal officer. The draft was finalised by the Committee on 30th Aug. 2006. This revised manual has also been vetted by the Law Department and the finance Department.

Basically, the rules in the manual apply day to day working of all three Engineering Department viz Public Health Engineering Department, Public Work Department and Water Resources Department. The rules of the Manual can also be made applicable to other departments where the work are being carried out on the general public work pattern.

Economy, speed and quality of works are three important factors which works department are required to keep in view at each stage of the projects entrusted to them. I am confident that these ideal parameters would be achieved if proper administrative and accounting procedure provided in the Manual would be followed.

I wish, this manual will be an instrument to accelerate the speed of developmental works with quality which will ultimately improve the living standards of the people of Chhattisgarh. I record my appreciation and thanks to all the officers who have contributed in the revision and printing of this Manual.

I am privileged to present this Manual to the community, all sector partners and implementers in this field.

Dated : Sept, 2006

Raipur:

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INTRODUCTION

Since the formation of the new state of Chhattisgarh it was felt that the provision in the existing Work Department Manual do not match with present scenario of fast developmental activities. The State Government, therefore, constituted a Committee for revision of Works Department Manual.

The Committee held number of meetings between August - 2002 and August, 2006. All provisions of the manual were discussed and carefully examined so as to suit present standards and conditions. A few most importance features in the revision are Introduction of Electronic Tender Management System and formation of Chhattisgarh Irrigation Projects Board (CIBP) for expeditious execution of projects. In addition to this rules and procedures have been simplified, incentives have been provided for tedious job, irrelevant portions have been removed and last but not the least all activities of development works have been transparent.

My sincere thanks to Shri N.S. Bhadauria former Engineer-in-Chief, W.R.D. for arranging regular meetings and mutual discussion which enabled the Committee to complete the Herculean task and also for proposing effective and updated proposals for qualitative and expeditious completion of projects.

The Committee wishes to place on record their deep sense of appreciation for the hard work and sincere efforts of Shri G.S. Solanki, Engineer-in-Chief, PWD and Shri R.N. Gupta, Engineer-in-Chief, PHED to enable the Committee to complete its work in spite of their heavy normal duties. The Committee also places on record its appreciation of the co-operation rendered by of Mr. Serjius Minj, former Principal Secretary, W.R.D., Shri P.Joy Oommen, Principal Secretary, P.W.D., Shri K.D.P. Rao, former Secretary, P.H.E.D., and Shri Narayan Singh, Secretary P.H.E.D. without whose cooperation and active participation the enormous task assigned to the Committee could not have been accomplished.

It is very difficult task to mention names of all concerned persons who have sincerely worked in this task of revision, however I thank all those have appeared in chapter "Acknowledgement" in later pages.

Dated : Sept, 2006

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WATER RESOURCES DEPARTMENT**

ACKNOWLEDGEMENT

In bringing out the works department manual, all the shortcomings experienced in the past and application of information technology coupled with the enhancement of technical, financial and administrative powers have been considered. As a nodal officer, I would like to thank one and all who directly or indirectly have helped and without whose active support the manual would not have been possible.

I am grateful to Shri Vivek Dhand, IAS, Principal Secretary, Water Resources and Energy Department, for his valuable suggestion and guidance. It is very difficult to mention names of all concerned persons who have sincerely worked in the task of revision. However, I extend my sincere thanks for the rigorous participation to Mr. B. N. Roy, Ex.- C.T.E. & E-in-C, PHED, Mr. G.S. Solanki, E-in-C, PWD, Mr. R. N. Gupta, E-in-C, PHED, Mr. S. K. Bhaduri, Ex.- C.T.E. & E-in-C, WRD, Mr. B.S. Gupta, Technical Advisor of Public Works Department, Mr. P. S. Kshatriya, C.E., PWD, Mr. H. L. Tamrakar, S.E., WRD, Mr. V.N.V. Nair, S.E., WRD, Mr. G.M. Sheikh, E.E., WRD, Mr. K. K. Choubey, S.E., PHED, Mr. J. M. Lulu, E.E., PWD, Mr. M. L. Agrawal, E.E., PHED, Mr. Abhishek Bajpai, E.E., PHED, and Mr. G. R. Lilhare, A.E., WRD.

I am also pleased to acknowledge with thanks for active part taken by the following officers in discussion for revision of the manual :-

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ABBREVIATION

A.B.C.	Accounts ,Internal Audit, Budgetory Control and Ways and Means
A.D.M.	Assistant Draughtsman
A.E.	Assistant Engineer
A.G.	Accountant General
A.G.H.	Assistant Geohydrologist
A.H.	Ampere hour
A/R	Annual Repairs
A.R.O.	Assistant Research Officer
A.T.C.	Advice of Transfer Credit
A.T.D.	Advice of Transfer Debit
B.M.	Bench Mark
B.P.T.	Business Profit Tax
C.C.A.	Culturable Command Area
C.D.C.	Canal Deputy Collector
C.E.	Chief Engineer
C.E.A.	Central Electricity Authority
c.i.f.	Cost, insurance freight
Cm.	Centimetre
C.P.F.	Contributory Provident Fund
C.P.M.	Critical Path Method
C.P.W.A.	Central Public Works Accounts
C.R.	Confidential Report
C.S.	Civil Surgeon
S.O.R.	Schedule of Rates
C.W.C.	Central Water Commission
C.T.E.	Chief Technical Examiner
cumec.	Cubic metre per second
D.A.	Divisional Accountant/Daily Allowance
D.C.	District Collector
Dept.	Department
D.G.S.& D.	Director General of Supplies and Disposals
D.M.	District Magistrate
D.S.C.	Departmental Selection committee
E.E.	Executive Engineer
e.g.	exempli gratia/ for example
E.I.	Embankment Inspector

E-in-C	Engineer-in-Chief
E/M	Electrical Mechanical
E.M.	Earnest Money
E.P.T.	Excess Profit Tax
F.D.	Finance Department
Fin.	Financial
f.o.r.	Free on rail
F.R.L.	Full Reservoir Level
F.S.L.	Full Supply level
G.A.D.	General Administration Department
G.B.C.	General Book Circular
G.P.F.	General Provident Fund
G.T.S.	Geodetic Traverse Survey/ Great Trigonometric Survey
ha.	hectare
h.p.	horse power
W.R.D.	Water Resources Department
I.I.	Irrigation Inspector
I.R.C.	Indian Roads Congress
I.S.	Indian Standard
I.T.	Income tax
km.	kilometre
L.D.C.	Lower Division Clerk
L.O.C.	Letter of Credit
L.P.C.	Last Pay Certificate
L.S.L.	Lowest Sill Level
M.A.S.	Material At Site
M.B.	Measurement Book
m.	Metre
M.D.D.L.	Minimum Draw Down Level
M.D.R.	Major District Road
C.G.	Chhattisgarh
C.S.E.B.	Chhattisgarh State Electricity Board
C.G.F.D.	Chhattisgarh Financial Department
N.H.	National Highway
N.I.T.	Notice Inviting Tender
No.	Number
O.D.R.	Other District road
Paras.	Paragraphs

P.C.	Purchase Committee
P.E.R.T.	Project Evaluation Review Technique
P.H.E.D.	Public Health Engineering Department
P.O.L.	Petrol, Oil and Lubricant
P.R.C.	Progress Reviewing Committee
P.W.A.F.	Public Works Accounts Form
P.W.D.	Public Works Department
P.W.I.	Permanent Way Inspector
R.A.	Research Assistant
R.R.C.	Revenue Recovery Certificate
Rs.	Rupees
R.D.	Revenue Department
R.L.	Reduced level
R.C.C.	Reinforced Cement Concrete
S.B.I.	State Bank of India
S.D.C.	Sub-Divisional Clerk
S.D.O.	Sub-Divisional Officer
S.E.	Superintending Engineer
S.H.	State Highway
S.K.	Store -keeper
S.No.	Serial number
S.O.	Section Officer
S.O.I.	Survey of India
S.R.	Supplementary rules
S. & S.	Survey and Settlement
S.T.	Super Tax
T.A.	Travelling Allowance
T.O.	Treasury Officer
T & P	Tools and Plant
S.O.R.	Schedule of rates
V.I.P.	Very Important Person
Vol.	Volume
viz.	Videlicet/namely
W.B.M.	Water Bound Meccadam
W.D.	Works Department ,i.e. P.W.D., P.H.E.D., W.R.D.

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