

APPENDIX 2.01

[See paragraph 2.022 and 2.178(2)]

Petty works Requisition and Account

To be used for works and repairs not likely to cost more than Rs

Requisition on the S.D.OSub. Division

For

Bungalow No.	<u>Original works</u>	Occupied By
	Special works	Mr/Mrs/Miss
		

Part I. - Requisition No of 20..... For Rs

(iii)

(Fund	..	..	..	No. dated.....20.....
Heads (Major	..	..	..	Returned to the E.E.
(Minor	..	..	..	division, duly approved/sanctioned
				together with an allotment of Rs.....
(Service	..	..	..	(Rs.)
(Departmental	..	..	..	.. only, debit to my assignment
				under the head
				for the year 20.....20.....

(i)

No.dated Encl. As above

Submitted to the E.E.

Division, for favour of sanction and allotment (iv)

of funds with reference to his endorsement

letter No.dated No dated

..... Forwarded to

the S.D.O.Subdivision

for note and early execution of work.

	S.D.O.	E.E.
	Sub-Division	Division
Encl	Encl	As above.

(ii)

No..... dated20..... (v)

Forwarded to the No. dated20.....

for favour of approval/sanction and allot - Returned to the E.E.

..... Division, duly

ment of funds (with reference to his letter/ completed.
 endorsement No.dated
 20)on receipt of which technical S.D.O.
 sanction will be accorded by the undersignedSub-Division
 and work executed. Encl.As above.

E.E.
 Division
 Encl

Part II - Report of Section Officer and estimated cost.

REPORT

This original works/special repairs requisition amounting to Rs.....
 has been farmed and cover the cost of

.....

Signature of Section Officer

Rough Estimate of Probable Cost

Description of Work	Quantity	Rate	unit	Amount	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Rs.

P.

Total
 Rupees.....

S.D.O. Sub-Division
approved/accepted and funds allotted.

Signature and)
designation of
responsible officer

E.E.Division
sanctioned for Rs.
.....
only and an allotment of
Rs.
is hereby given from my assign-
ment under the heads for the
year 20.....20.....

Executive Engineer
.....Division

PART - III - COMPLETION CERTIFICATE

The work was completed on the

.....
Signature of Section Officer.

.....
Signature and designation of the officer for
whom the work was carried out.

.....
S.D.O.
.....Sub-Division.

PART - IV - SUMMARY OF CHARGES

Date of	Voucher	Amount	Total of	Divisional	S.D.O.'s
Payments	No.		the month	Accountant's initials against the monthly totals.	initials against the monthly totals.
(1)	(2)	(3)	(4)	(5)	(6)
		Rs.	P.	Rs.	P.
Grand Total					

.....

Net saving/excess by ()

.....
Checked and found correct, Passed.

Rupees

Signature with date S.D.O.
*of the
Sub-Division*

Accountant, E.E.'s Office
.....Division

Executive Engineer
.....Division

APPENDIX 2.02**(See Paragraph 2.039)**

Estimate of cost of ordinary repairs to building non-residential/ residential in the
 Division for the year ending.
 march20.....

Name of building	Estimate of cost of ordinary repairs	Remarks
(1)	(2)	(3)

Minor Head :-

*Signature of
Sub-Engineer*

*Signature of
S.D.O.*

*Signature of
E.E.*

Name of Section
.....

Name of Sub-Division
.....

Name of Division
.....

APPENDIX 2.03**(See Paragraph 2.047)****Road Renewal Diagram**

Name of Road District Class
 Length
 Km. to be renewed annually Km, Width of crust.....
 Black topped Kilometers

Year	Length/ Renewed Km.	Expenditure incurred				Signature of Executive Engineer	Work done						
		Renewel	Mainte- nance	Tarmac	Total		Km.	Km.	Km.	Km.	Km.	Km.	Km.
(2)	(3)	(4)	(5)	(6)	(7)		(8)						

Nature of Soil

Note :- (1) Each sheet should not be more than about 30 Cm. long for ease in handling.
 (2) The thickness of metal coat to be shown only when other than 8 Cm.

Reference

- | | | | |
|----|--------------------------------|---------------------------------------|----------------------|
| 1. | <u> Metal </u>
Moorum | Collection
(to be shown in Pencil) | <input type="text"/> |
| 2. | <u> Metal </u>
Moorum | | <input type="text"/> |
| 3. | Tarmac | Collection
(to be shown in Pencil) | <input type="text"/> |
| 4. | Tarmac | Surfacing | <input type="text"/> |

APENDIX 2.04

(See Paragraph 2.049)

QUARRY CHART OF ROAD

	10	
Road-side	○ -30m -	0.8
Moorum Quarry.		0.6
Red laterite moorum.		0.4
		0.2
	9	○ -1.4 Km-
		Talo Metal Quarry. Very hard
		blue black lime stone, requires
		blasting Road-side moorum
		Quarry red laterite moorum
		0.8
		0.6
		0.4
		0.2
	8	
Road-side	○ -30m -	0.8
Moorum Quarry.		0.6
Red laterite moorum.		0.4
		0.2
	7	○ -0.4 Km-
		0.8
		0.6
		0.4
		0.2
	6	
○ -0.4 Km		0.8
Ranka moorum, Quarry,		0.6
Red laterite moorum		0.4
		0.2
	5	○ -50 m
○ -3.6 km.		Kotha Moorum Quarry,
		Yellow Moorum.
		0.8
Kirat Purghat metal quarry,		0.6
hard red sand stone, requires		0.4
blasting.		0.2
	4	○ - 5.0 km
		0.8
		0.6
		0.4
		0.2
	3	
○ - 30m-		Kharrigha Metal Quarry.
		Very hard blue black lime
		stone, requires blasting.

	0.8
Road-side	0.6
Moorum Quarry	0.4
Yellow Moorum	0.2
2	
	0.8
	0.6
	0.4
	0.2
1	
	0.8
	0.6
	0.4
	0.2

Certified that (1) the leads have been measured by the shortest route and
(2) the quarries hold sufficient materials of suitable quality.

S.O.Section
.....Sub-Division

APPENDIX 2.05

APPENDIX 2.05

(See paragraphs 2.029 and 2.050)

ROAD METAL RATE BOOK

Rate table showing the lowest rates at which metal can be supplied to the road side through out the Division.

Name of road	Km.	Quarry from which extracted	Lead		Rate per cubic meter					
			Km.	Description of material	Quarrying and breaking	Carriage	Stacking at road side	Other Misc. charges such as sorting clearing etc.	Total	Remarks
1	2	3	4	5	6	7	8	9	10	11
					Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs.P.	Rs. P.

Signature of S.D.O.
Sub-Division.....

Signature of Draughtsman
Division

Signature of E.E.
Division.....

APPENDIX 2.06

(See paragraphs 2.053)

.....**Division**

Detailed Abstract of the Estimates for Annual Repairs to State Roads the
 Sub-Division During the Year Ending on the 31st March 20.....

Part - I

Sub-Division	Main Head	Name of road	Length	Collection of materials for renewals	Collection of materials for repairs	Total cost of collection	Consolidation	Earthen sides	Total of Part-I estimate
1	2	3	4	5	6	7	8	9	10
		I. Metalled road. (1) (2) Total- II. Unmetalled roads. (1) (2) Total- III. Fair weather roads.							

APPENDIX 2.06

Sub-Division	Main Head	Name of road	Length	Part - II							
				Ordinary maintenance i.e. cost of work establishment gangs etc.	Repairs to bridges and culverts	Repairs to buildings and rest houses	Temporary bridges boats and ferries	Repairs to road side wells	Total of Part II estimate	Total of Part I,II	Remarks
1	2	3	4	11	12	13	14	15	16	17	18
		I. Metalled road. (1) (2) Total-									
		II. Unmetalled roads. (1) (2) Total-									
		III. Fair weather roads.									

Sanctioned for Rs.

S.D.O.

.....Sub-Division

E.E.

.....Division

APPENDIX 2.08

(See paragraphs 2.069, 2.072)

.....Division

PART - I

Half-Yearly Inspection Report on Bridges, Culverts and Causeways on the
 Road Canals for the year Ended on 20

Name of Road	Serial No. given in the register of bridges and culverts	Situation KM and No.	Description Whether slab, arched culvert Causeway, submersible or high level bridge	Name of the inspecting officer	Date of inspection	Nature of damage	Special repairs necessary		
							Particulars	Probable cost	Remarks
1	2	3	4	5	6	7	8	9	10

(1) Certified that I have thoroughly inspected every bridge, culvert or causeways on this road/canal and that with the exception of those shown in the statement above, they are in good order.

S.O.

(2) Certified that I have personally inspected every bridge, culvert of 6 meter span and above all those that are damaged and 10 percent of the remainder and have satisfied myself that the S.O. has carried out a proper inspection as required by the rules.

S.D.O.

.....Sub-Division

(3) Certified that I have scrutinized the half yearly inspection reports on crossings of the Sub -division for the half year ended on..... and found them to be properly completed under the rules and that a true description of the damage sustained by the various crossings is recorded above and reports have been sent to S.E. for the damaged bridges.

E.E.

.....Division

APPENDIX 2.09

(See paragraphs 2.069)

.....Division

PART - II

Half - Yearly Inspection Report of Bridges, Culverts and Causeways Constructed or Permanently dismantled on the Road in theSub-Division during the Half-Year ended on

Abbreviations :- Arch semi circular-A.Semi; Arch Segmental- A Seg., Girder Iron-G.I. Timber-T; Black cotton soil- B.S., Yellow clay- Y.C., Gravel-G, Moorum-M, Hard rock-H.R., Brick masonry-B.M., Basalt coarse-B.C., Bora of rubble-R.B., sand stone coarse- S.C., Hoop iron-H.I., Rolled Girders-R.G., Plategirder- P.G., Slabs stone vent- S.S.V., Sand stone rubble-S.R., Stone masonry -S.M.

Section (a) Bridges, culverts or causeways constructed

Name of Road	Serial No. of crossing	Station (Km.No.)	Description No. and size of opening	Nature of bridge etc.						Remarks
				Founded on	Foundation	Floor	Sub-structure	Super-structure	Nature of stream and bed of channel	
1	2	3	4	5	6	7	8	9	10	11

Section (b) - Bridges, culverts or causeways dismantled or replaced

Name of road	S.No. of crossing in the register	Remarks (whether dismantled or replaced giving reasons)
1	2	3

S.O

.....Sub-Division

S.D.O.

E.E.

.....Division