

APPENDIX 3.01

(See paragraph 3.008)

Lease of Government Building

This indenture made this day of between the Governor of the C.G. acting through (hereinafter called the lessor which expression shall, where the context so admits, include his successors in office) of the one part and hereinafter called the lessee which expression shall where the context so admits, include his heirs, executors, administrators, representatives and assigns) of the other part.

Witness that in consideration of the rent herein after reserved and the covenants on the part of the lessee hereinafter contained.

The lessor hereby demises unto the lessee all that bungalow, out houses, compound, etc. situated at more particularly described with the boundaries thereof in the schedule below with furniture (an inventory of which has been made at the beginning of the terms of this lease and a copy furnished to the lessee) for the term of years from the day of subject to the following conditions.

- (1) The lessee shall deposit in cash a sum equivalent to one month's rent of the bungalow which shall be refunded to him on the termination of the lease and after all claims of Government are settled.
- (2) The lessee shall pay the monthly rent of Rs..... in advance for each month before the of that month, payment to be made clear of all deduction at the office of the
- (3) The lessee shall pay all rates, taxes and assessments which may be charged on the bungalow, outhouses, etc., on the landlord or on the tenant thereof. He shall also pay the charges for the electric lighting of the premises.
- (4) The lessor shall always maintain the bungalow outhouses, compound, etc; in through repair and condition and shall carry out the white washing of all the insides and outsides thereof annually at his own expense.
- (5) The lessee shall use the bungalow, outhouse, etc; only as and shall not use same or any part thereof or permit it be used for any other purpose.
- (6) The lessee shall not make, even at his own cost, any permanent or temporary additions or alteration in the bungalow, outhouses, compound, etc; with out the previous permission in writing of the Executive Engineer of the division; and the fact of any additions or alterations having been carried out with permission at the cost of the lessee shall confer upon him no right of ownership in such additions or alterations and further shall give him no claim to a set-off against or diminution of the rent payable under this lease.
- (7) The lessee shall use the bungalow, outhouses, compound, etc; and the premises generally and the furniture in a reasonable manner and maintain them in good condition.
- (8) The lessee shall, at his own cost and without delay, repair any damage to the bungalow, outhouse, compound, etc; and make good damage to or loss of the furniture resulting from any act or default on the part of the lessee.

- (9) The lessee shall take and cause to be taken all due precautions against fire and shall not do or permit to be done anything whereby any policy of insurance on the demised premises which the lessor may have taken out against damage by fire for the time being in force (a copy of which shall be furnished to the lessee by the lessor) may become void or voidable. The lessor shall not be responsible for maintaining a chowkidar.
- (10) The lessee shall have no right to sublet the bungalow, outhouses, etc; or any part thereof.
- (11) The lessor shall have the right to terminate this lease at a month's notice in case the bungalow is required by Government.
- (12) At the termination of the lease the lessee shall hand over the bungalow, outhouse, compound, etc. and the furniture according to the said inventory to the lessor in the same good condition as when occupied or received by the lessee, reasonable wear and tear and effect of causes beyond the control of the lessee expected.
- (13) The lessor covenants with the lessee that the lessee paying the rent hereby reserved and observing and performing the covenants and conditions herein contained and on his part to be observed and performed shall and may (subject to the provision in clause 10) peaceably and quietly possess and enjoy the said premises and bungalow, etc; hereby demised during the said term without any lawful interruption from or by the lessor or any person lawfully claiming from or under him.
- (14) The lessee shall pay the registration fees for this lease deed.

The Schedule above referred to

.....
Signature of the lessee

Date the 20

Witnesses :

- 1.
- 2.

APPENDIX 3.02

(See paragraph 3.015)

Occupation Report and Receipt

- (1) I acknowledge that I have taken over bungalow/quarters/circuit-house No. known as together with all electric, water and other fittings in good condition with the exceptions noted below :-
- (2) I am aware that I am responsible for any damage to the bungalow to the building or outhouses or loss of or damage to the fittings, whether caused by fire or otherwise which may occur during my occupation ; provided that I shall not be liable for damage arising from fair wear and tear or from causes not due to the negligence of myself or any member of my family any of my servants, while acting with in the scope of their employment.
- (3) I have seen the rules governing the occupation of Government accommodation and agree to conform to them as far as they are applicable to me.

Date.....

.....
Rank
(Occupant)

Note :- This receipt should, after signature, be forwarded to the E.E. for record.

Receipt for Electric/Water supply/Sanitary Fittings

No.

Fittings in

Particulars	Number
-------------	--------

Receipt

I acknowledge to have received in good condition and working order the above fittings.

I am aware that I am responsible for any loss or damage to these fittings other than that caused by fair wear and tear which may occur during my tenancy of the bungalow or charge of the office.

No additions or alterations in the installation or removal of any of its parts will be done by or through me without the previous consent in writing from the Works Department.

.....
**Tenant of bungalow or officer
Incharge**

Dated the

APPENDIX 3.03

(See paragraph 3.027)

**PASS BOOK
OF
LICENCE FEE
RECOVERED/ PAID FOR OCCUPYING
GOVT. ACCOMODATION.**

Name of occupant :-

This pass book should be maintained by all categories of occupants of Government accommodation.

Procedure in regard to recovery of license fee for occupying Government Accommodation.

A. From Government Servants:-

- (i) The D.A. of Division will furnish by 30th April every year each departmental officer at head quarters with an up to date license of residential buildings which are occupied by officials of his Deptt. for whom he prepares salary bills, giving the names of occupants, dates of occupation and the standard license fee 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 license fee of the building and date occupation.
- (ii) The departmental officer will see that the correct license fee is recovered from the officials by deduction from the pay and that it is adjusted by the treasury of 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 license fee due and recovered each official occupying Government accommodation.

The treasury office will within seven days after payment of the bill, forward two copies of the statement with the certificate of recovery, recorded thereon, to the Executive Engineer concerned and retain the third copy with bill.

The D.A. will check the correctness of the statement, complete the register of license 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 license 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 accommodation allotted shall maintain a pass book (Appendix. 3.03) of license fee recoveries. The departmental officer shall cause entries to be in it.

Government rules and instructions regarding G.P.F. pass book shall be applicable mutandis to the pass book of license and recoveries. Before 15th of every month the departmental 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 a no demand certificate concerning license fee of his/her accommodation for the period up to one year before retirement. Thereafter it will be the responsibility of the departmental officer to issue no demand certificate concerning license fee of accommodation to the incumbent for the remaining period.

- (iii) If any official is transferred, his L.P.C. should clearly indicate the license fee 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 license fee recoverable from the officials is limited to a certain percentage of his emoluments and if such emoluments are changed retrospectively the rate at which license fee is recovered should also be changed retrospectively and recovery made accordingly by the drawing and disbursing officer.

B- License fee From - Private persons :-

When any public building is licensed out under proper authority to a private person, company club, association or local body, license fee shall be payable and recovered monthly in advance.

The license fee 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.

License fee of public buildings occupied by Central Government establishments and its employees shall be as per rules in force.

Name of the occupant :-

This pass book should be maintained by the dependent family member if permitted to retain the accommodation after the death of the allottee.

- (v) It shall be the responsibility of the E.E. and T.O. to watch the recovery of license fee from pensioners and person who get grant through treasury. D. A. send to T.O. by 15th of every month a statement showing license fee recoverable from such occupant. The T.O. shall send to the Division by 15th of following month the license fee recovered from such persons.

STATEMENT OF OCCUPATION OF GOVT. ACCOMOTATION (10 & 11)

(To be filled by the occupant)

[illegible]

**STATEMENT OF THE RESIDENTIAL ACCOMODATION OWNED BY
THE GOVT. SERVANT OR ANY OF HIS DEPENDENT
FAMILY MEMBER**

For definition of family, see supplementary rule 8 Below Rule 9 (32) of Fundamental Rules Vol. I Fresh entries should be made as soon as any charge takes place
(To be filled by the occupant)

S. No.	Name of Owner.	Relationship with the Govt. servant.	Number & postal address of the residential accommodation owned by person named in column 2.	Monthly rent being received including rent taken for fixtures.	Period		Full date & signature of Govt. servant in attestation of entries.	Remark.
					From	To		
1.	2.	3.	4.	5.	6.	7.	8.	9.

STATEMENT OF LICENCE

Important instruction: - Every occupant must get this pass book

Month & Year	Pay	Special pay	Total	License fee paid/recovered.	Pay bill/Money receipt.	
					No	Date
April						
May						
June						
July						
Aug.						
Sept.						
Oct.						
Nov.						
Dec.						
Jan.						
Feb.						
March.						

Note :- In case of occupants other than government servants:-

- (a) Column Nos. 2,3,4,8, and 9, are not applicable.
- (b) In column Nos. 6 and 7 entry of the money receipt No. & the license fee.

FEE RECOVERED/PAID

Verified by D.A. at least once in every four months

Treasury Voucher. No. Date	Dated initials of pay disbursing officer or cashier receiving the license fee.	Results of Verification by Divisional Accountant.			Remarks
		Excess recovery or payment	Less Recovery or payment	Initial of Divisional Accountant.	

Its date and in column No. 10 initials shall be made by the Cashier receiving.

APPENDIX 3.04

(See paragraph 3.025)

Register showing the plinth area and additions to plinth area of subsequent additions or alteration of Government buildings for watching revision of rent under fundamental rule-45-A/fundamental rule – 45 - B

Plinth area of subsequent additions or alterations carried out from the date of fixation of the standard rent							
S.No	Name of buildings	Plinth area	Standard rent & authority fixing the same		Date from which standard rent fixed	Date on which allotment was placed	Date of sanctioning the provisional rent if any
			FR 45-A	FR 45-B			
1	2	3	4		5	6	7

Plinth area of subsequent additions or alterations carried out from the date of fixation of the standard rent					
Date of completion of work	Additions to plinth area added in each addition or alterations	Revised rent		Date of initials of D.A.	Remarks
		FR	FR		
		45-A	45-B		
8	9	10		11	12

Appendix 3.05

(See Paragraph 3.038(3))

Register showing Purchases of Buildings, Land, etc; in the..... Division.

S.No	Particular of deed with amount	S.No. of register and date on which the deed was registered	Name of the treasury where the deed is recorded	Number and date of Collector's letter intimating the recording of the deed with the treasury officer	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

APPENDIX 3.06**(See Paragraph 3.057)****Agreement to be Taken From Caretakers**

Know all men by these presents that I son of
 age years, resident of in thetahsil
 of the district am held and firmly bound unto the Governor
 of the C.G. (hereinafter called the Governor) in the sum of Rs..... to be paid
 to the Governor for which payment to be well and truly made I hereby bind myself, my
 heirs, executors, administrators and representatives firmly by these presents signed this
 day the day of 20.....

Now the conditions of the above written bond or obligation which is executed
 under the orders of the State Government and is given for the performance of a public
 duty in which the public are interested are such that,:-

- (i) I shall faithfully and diligently serve as caretaker of the house and
 be of good behavior;
- (ii) I shall protect from injury and interference the building and premises of the said
 house and preserve from loss or damage the articles made over to my
 charge and give an account of the same whenever demanded by the superior
 officers;
- (iii) I willingly and submissively shall perform the duties and observe the rules
 attached to my post and carry out the orders given from time to time by the
 superior officers ;
- (iv) I before leaving service, shall give one month's notice in writing ;
- (v) I, on default or breach of any of the provisions herein before mentioned, shall
 well and truly pay to the Governor the sum of Rs..... or any smaller sum
 which the E.E. division, may in his discretion determine.
 Otherwise the same shall be recovered as an arrear of land revenue.

And it is hereby agreed and declared by and between me and the Governor that the
 Governor may deduct Rs..... from my pay for every month, so as to make up a
 total of Rs.....to be invested by the Governor in the Post Officer Savings Bank for
 the purpose of securing the performance and observance by me of this bond and further
 that the Governor may on any default or breach of any of the provisions herein before
 mentioned committed by me instead of enforcing this bond in the manner herein
 provided, forfeit the said sum of Rs..... or any part thereof as the said

E.E. may in his discretion determine and in the event of such forfeiture the Governor shall again be entitled to make deductions from my pay to the extent and in the manner and subject to the conditions above described.

It is further agreed that on my death/vacating the said post the said deposit with interest thereon shall not be at once returned to the persons lawfully entitled to receive the same but shall remain with the Governor for the terms of three months as security against any loss or damage which may not have been discovered, until after my death or vacating the said post.

Witnesses :

1.....
2.....

.....
Signature of Caretaker.

Appendix 3.07

(See Paragraph 3.062)

**Statement Showing the General Conditions of Protected
Ancient Monuments in the.....circle.....**

Serial Number according to the register of protected monuments in C.G.	Districts	Tehsil	Locality	Description of monuments	Whether – (I)land plans prepared (II)Boundary pillars erected
(1)	(2)	(3)	(4)	(5)	(6)

Date of inspection	Rank of inspecting officer	Remarks of inspecting officer	E.E.'s remarks	S.E's remarks
(7)	(8)	(9)	(10)	(11)

Appendix 3.08**(See Paragraph 3.065)****Annual Report on the Condition of Government Buildings in Charge****of Sub-Division Division Requiring Special Repairs**

Serial Number	Name of building (Enter only the name of each group as noted in the register of buildings)	Item as per Register of buildings	Plinth & Walls	Floors	Doors and windows
(1)	(2)	(3)	(4)	(5)	(6)
Celling	Space between celing & roof	Roof including roof timber	Water supply	Remarks	
(7)	(8)	(9)	(10)	(11)	

Certified that I have made a careful inspection of the above building and have noted the special repair required in each case in the last column. As regards the other buildings in my charge the certificate required under paragraph 3.063 of the Works Department Manual is attached.

Sub-Divisional officer**-----Sub-Division**

Certified that I have inspected the above buildings and consider the special repairs, pointed out by the S.D.O. to be necessary during the year.

Executive Engineer**.....Division**

Appendix 3.09**(See Paragraph 3.067)****Electrical Installations Test and Inspection Sheet**

.....Sub-Division

.....Division head of office

Name of number of the building Name of
occupier/designation

Particulars of the installation	Inspection results	Note -Each circuit as well as the whole installation should be tested.	
	Conditions of -----		
	(i) Fan clamps		
No. W.	(ii) Fans		
	(iii) Other fittings.		
(a) No. and wattage of lamps	(iv) Wiring general	1. hole Installation	1
(b) No. and wattage of fans	Remarks-	2. circuits	2
(c) No. and wattage of other apparatus			3
(d) Total K.W.			4
(e) Total No. of points (N)			5
(f) Minimum safe resistance of installation of circuit-25/N.			6
(g) Size of fuses in main board.			7
(h) Size of fuses in branch board.			8
(i) Are all switches are line wire?			

Initial test		Final test	
To earth	Between	To earth	Between
Megohms	Meg ohms	Meg ohms	Meg ohms

Tested By..... **on** **Rank**
Checked By **on** **Rank**

Note: (1) Test results of further circuits, if any, should be entered on the reverse.
 (2) If the initial test of installation or any circuits shows resistance less than that prescribed in (f) the cause should be traced at once, and the circuit set right and retested the results of final test being entered above.
 (3) Where the test results of the whole installation 'To earth' and 'Between' are infinity, a detailed test of each circuit will not be necessary.

Appendix: 3.10**Appendix: 3.10****(See Paragraph 3.068 and 3.069)****Division.****Register of Building Borne on the Books of Works Department**

S.No. of Building	Serial number of subsidiary structures	Name of buildings	Source of funds from which purchased or erected	Funds from which maintained	Date of erection or purchase (If purchased enter also date of erection as nearly as can be ascertained)	Recorded value	By whom or how occupied
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Specifications of								
Foundations	Walls(a) plinth (b) Super-Structure	Floor	Roof and roof Covering	Number of storeys	Superficial plinth area including verandahs	Cubic content	Class of building	Annual maintenance
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
					Sq.metres.	Cubic Metres.		

Signature

Countersigned

E.E.

Draughtsman

Division

Division

APPENDIX 3.11
(See paragraph 3.081)

Rules Regarding Precautions to be taken against fire in Government Buildings (other than Residences) and in Buildings Rented by Government for use other than Residential

1. The head of an office should satisfy himself -
 - (i) that the lighting arrangements and any electric installation in his office are satisfactory from the point of view of safety;

Note.- If the building is provided with an electric supply, the head of the office should obtain a report from the works department periodically.

- (ii) that paper store rooms are safe from all possible causes of fire;
 - (iii) that oily and greasy rags, waste paper etc. which are liable to spontaneous combustion should not be allowed to accumulate on the premises;
 - (iv) that smoking and the use of naked lights in store rooms and record rooms is strictly prohibited ; chawkidars should have orders to see that no smouldering cigar or cigarette ends are left lying about when they are closing the building, and
 - (v) that night watchmen are employed in buildings which warrant their employment.
2. All buildings whose value is more than five lakhs, and any buildings of less value which are considered to require special protection should be provided with appliances for dealing with an outbreak of fire.
3. These appliances as enumerated below, are intended for dealing with an outbreak of fire in its initial stages and their effectiveness will depend on the promptness with which they are employed. The appliances should therefore be kept at depots in suitable parts of the building, such as passages and verandhas and not inside locked rooms . Particular attention should be paid to record rooms .
4. Each depot should consist of four buckets containing water, four buckets of kerosene oil tins of sand, one hatchet and a chemical fire extinguisher with one spare refill. These numbers may be varied to suit particular building. As a rule, one bucket per room should suffice for the whole building. In addition to the above mentioned appliance, each office should possess a light iron ladder about 3 meter long.

The bucket should have round bottoms, be painted red, be marked FIRE in black letters and be placed on suitable brackets or low stands. The hatchets should be in glass – fronted cases, so that they can only be removed by breaking the glass.

5. All water buckets should be emptied and refilled once a week and must not be used for any other purpose than fire. The head of the office will be held responsible that this rule is observed.
6. In large and important buildings where there is a piped water - supply, hydrants and hoses should be provided.

In buildings where there are roof tanks, the head of the office should see that they are kept filled and that all connections are in order. The hoses, properly rolled, will be kept locked in glass - fronted cases near the main entrance of the building.

Patent fire extinguishers should be examined once a month to make sure that they are in a proper working order. In the case of large and important buildings, provided with a number of extinguishers, one or two extinguishers may be discharged each year for purposes of demonstration and, when this is done, the extinguishers should be refilled immediately according to the instructions provided with the refills.

The head of the office may entrust the test to a responsible clerk and should see that it is carried out monthly. The head of the office is responsible for ensuring that the extinguisher is in a serviceable condition.

The result of the test showing the date of monthly inspection and the condition of the extinguisher should be recorded in an inspection card, which should be hung close to the extinguisher. The entries pertaining to each inspection should be initialed by the clerk concerned and the head of the office. The card will be seen and initialed by the Firm's representative, when he tests the extinguishers.

7. Canvas hose is of a perishable nature. It should therefore be examined and tested under pressure once every three months by the S.D.O. Works Department, in charge of the building, and a report be sent to the S.E.

The hydrants, couplings, nozzles, tank connections, etc. should be examined at the same time, each one being turned on to see that nothing is wrong.

8. An outbreak of fire should be reported at once, by telephone if available, to the nearest fire station or police post and to the authorities in charge of the water works. Meanwhile, efforts should be made to extinguish the fire by means of the appliance at hand

Note- Should kerosene oil or petrol catch fire, water should not be poured on the flame, but sand only should be used.

Where there is a water – supply and connections, the hoses be coupled up and the hydrants opened at once, and with the object of increasing the pressure, service mains to neighboring buildings should be closed as far as possible .

9. All doors and windows not to be used as entrances or exit should, as far as possible, be kept closed to prevent drafts of air from fanning the flames.
10. The commissioner of the Division in consultation with the S.E. should decide for which buildings and to what extent fire extinguishing appliances should be provided.

The Works Department will supply buckets and other appliances as may be necessary to all such buildings in their charge. All renewals and repairs will be attended to and the cost borne by the department occupying the buildings as also the cost, provision and maintenance of chemical extinguishers.

In the case of rented buildings, the cost of the necessary appliances will be met from the budget of the Department occupying the buildings, and the supply

hereof also arranged by that Department. The appliances should be removed when vacating the rented building.

11. In buildings where there are electrical installations there should be one or more main switches easily accessible which should be turned off immediately a fire breaks out. They must also be turned off at night at and at other times when the building is likely to be unoccupied. The Works Departments are responsible for the periodical testing and maintenance of electrical installations and special rules have been issued in that regard.
12. Special rules for application to buildings (such as laboratories) in which inflammable materials are stored or used, are given in the Annexure to appendix 3.11.

ANNEXURE TO APPENDIX 3.11

Special Rules regarding precautions to be taken against fire in Science Laboratory and Storage sheds for inflammable material attached to schools, colleges and hostels.

1. **Precautions against fire.**-(i) No person shall smoke in any laboratory or storage shed for inflammable materials.

(ii) No person shall carry matches, fuses or other appliances for producing ignition or explosion in any laboratory, except with the permission of the Demonstrator-in-charge or the Science Master, in a storage shed for inflammable materials.

(iii) No fire, furnace or other source of heat or light capable of igniting inflammable vapour shall be allowed in any laboratory except with the permission of the Demonstrator-in-Charge or the Science Master or in a storage shed, save in places specially authorized for the purpose.

(iv) An adequate supply of dry sand or earth together with the necessary implements for its convenient application or other efficient means of extinguishing fires, shall always be kept in every laboratory, and in or adjacent to every storage.

2. **Cleanliness of laboratory or storage shed.** - The ground in the interior of a laboratory and the protected area surrounding any storage shed or laboratory, shall be kept clean and free from all inflammable material, waste vegetation and rubbish.

3. **Exclusion of unauthorized persons.** - Precautions shall be taken to prevent unauthorized persons from having access to any storage shed or laboratory. Dangerous chemicals or inflammable liquids and their containers should be carefully guarded.

4. **Children**-No person under the age of 12 years shall be employed in or allowed to enter any premises included under those rules.

Note- Headmaster of high and middle schools may permit pupils below the age of 12 years to work with their classes in school laboratories.

5. **Night working.**- No laboratory shall be used at night unless with the written permission of the principal or headmaster. No night work shall be permitted in a storage shed, between sunset and sunrise, except where approved electric lighting as specified below is exclusively used.

6. (i) **Electric apparatus-** 1 All electric wires installed at less than 5 metres from the ground in any laboratory or situated within 6 metre of any building or receptacles containing dangerous chemicals or inflammable material shall consist of insulated cables enclosed in metallic coverings which shall be gastight, electrically and mechanically continuous throughout, and effectively

earthed outside the building.

- (2) No electric wire shall pass over any kerosene oil or petrol tank.
 - (ii). Kerosene oil or petrol shed (a) All electric meters, distribution boards, switches, fuses, plugs and sockets shall be enclosed in iron clad, gastight cases and shall be fixed at least 1.5 metres above the floor level in well-ventilated positions close to the door.
 - (b) All electric fixed lamps shall be enclosed in a gastight well glass fitting provided with substantial metal protection.
 - (c) All electric portable hand lamps shall be fitted with substantially protected gas-light globes and supplied through a flexible Cab tyre or other suitable sheathing and properly constructed gas-tight connectors.
 - (d) No single fixed lamp shall exceed 200 watts and no hand lamp shall exceed 30 watts.
- 7. No alterations shall be carried out in the storage shed without the previous sanction in writing of the Principal or Headmaster.
 - 8. No receptacles shall be repaired on the premises and no person shall repair or cause to be repaired any receptacle in which, to his knowledge, any dangerous chemical or inflammable liquid is or has been kept until he has taken all reasonable precautions to ensure that the receptacle has been rendered free from dangerous chemicals and any inflammable vapour .
 - 9. **Posting up of rules and conditions** -Copies of the preceding rules shall be exhibited in a conspicuous place in every laboratory and storage shed

Appendix: 3.12
(See Paragraph 3.085)

**Report on the Condition of lightening Arresteres attached to Building/Water Towers and
other tall Structures**

E & M Division..... For the year ending 30th june 20

Station	Building	Date of			Last inspection	Résistance	Remarks
		Last tesing	Last inspection	Present testing			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

No..... dated.....20.....Forwarded to the S.E.
Electrical Mechanical Circle the.....20

E.E.
.....**Division.**

APPENDIX – 3.13

(See paragraph 3.039)

Bid Sheet for the Auction of Government Buildings

Particulars of the property to be sold.....

Designation of the Officer holding the auction.....

Certified that the condition of sale specified below were read out to the bidders.....

.....

Signature of Officer**holding the auction**

•

Conditions of Sale

1. Every bidder shall be deemed to have accepted these conditions of sale.
2. No person shall be allowed to bid unless he has deposited with the Sub-Divisional Officer/Executive Engineer..... Sub-Division/Division, a sum of Rs..... (in words.....) in cash. The deposits of all except the highest bidder shall, unless the officer holding the auction directs otherwise, for reasons to be recorded in writing, be returned to the depositors immediately the auction is concluded.
3. The Officer holding the auction (1) may fix the amount at which the auction shall start and the minimum amount by which each successive bid will advance and (2) may close the auction at any bid .
4. After the auction is closed, all bidders who have taken part in the auction or such of them, as may be required by the office holding the auction shall sign or make their thumb marks on the memorandum at the foot of the list of bidders hereafter given .
5. The competent authority shall not be bound to accept the highest or any bid and may refuse any bid without assigning any reasons therefor. Any bid accepted by the competent authority shall be binding on the bidder.
6. The bidder whose bid is accepted shall, withindays of the intimation to him of the acceptance of Sub-Divisional Officer/Executive EngineerDivision, deposit a sum which, inclusive of the sum of Rs..... Deposited by him under condition 1, will be equal to the amount of his bid.

Appendix No. 3.14
(See Paragraph 3.054)

Covering List to Accompany Extract from Fee Books to be send monthly to Division Office

S.No.	Name of V.I.P. Guest house, circuit and rest houses inspection bungalows and huts.	Period to Which the extract relates		Amount due
		*From	To	
(1)	(2)	(3)	(4)	(5)

Amount recoverable	Balance due	Reference to credit in the Sub- Divisional account.	Remarks (action taken regarding recovery of balance and non- submission of extract to be stated briefly here
(6)	(7)	(8)	(9)

*Divisional Office should verify with the previous covering list whether the date is correct.
 ** To be noted in the register of recoveries and watched.
 *** To be filled up in Sub-Divisional Office.

N..... Dated 20

Submitted to the Ex-EngineerDivision.
 Certified that there is no item of fees overdue for recovery over six months.
 Audited on20..... Sub-
 Divisional officer.
 Auditor Accountant

Appendix No. 3.15
FINANCIAL POWERS IN RESPECT OF BUILDINGS, HIRE etc

Item No.	Particulars	Powers of (in Rs.)					Authority W.D. manual para	Remarks
		E-in-C	C.E.	S.E.	E.E.	S.D.O.		
1	2	3	4	5	6	7	8	9
1.	To fix the rents of public buildings occupied by private persons and government officials.	-	-	Full power	-	-	3.012, 3.021	With prior consultation with the Collector of the District.
4.	To accept the highest bids received in auction of (i) materials obtained after dismantling of permanent buildings and bridges (ii) dismantling of standing building / bridges and removal of the dismantled materials from site.	-	-	Full power	Upto Rs. 5.00 Lacs	-	3.039, 3(iii)	
5.	Hiring accomodation for Government use :-							
	(a) Sanction renting of ordinary office accomodation	Full power	-	-	-	-	3.042	Subject to a certificate of reasonability of rent from SDO (Revenue) upto Rs. 5000 and Collector for over Rs. 5000 and non availability of Govt. building from Executive Engineer concerned obtained.

	(b) When accommodation is provided in a building partly used as a private residence by Govt. servant.	Full power	-	-	-	-	3.042	Subject to the condition that the amount of the rent to be deducted from the Govt. servant who occupies the building as per rules.
6.	To sanction the estimates of purchases of items of furniture, crockery, equipment and appliances in existing VIP guest houses, circuit houses, Rest houses, inspection bungalows / Huts.	-	-	Full power	-	-	3.044 and 3.048	1. The funds available for should be kept in view. 2. As per the scale approved by the Govt. from time to time.

APPENDIX 3.16**(See paragraph 3.020)****Agreement of Transfer of Public Building to Local Bodies**

An agreement made this.....day of20.....between the Governor of Chhattisgarh acting through.....(here in after called the Governor which Expression shall, where the context so admits include his successors in office and assigns on the one part and thea local body constituted under the Act, (here in after the called “local-body” which expression shall, where the context so admits include its permitted assigns) of the other part.

Now it is agreed between the parties hereto:-

- (1) That the local body shall maintain the building in proper repair from its own funds,
- (2) That no additions or alteration shall be made to the building without the previous sanction of the “State Government”.
- (3) That when required by the State Government the building shall be vacated by the local body on receipt of three month’s notice,
- (4) That if the building is not found not to have been maintained in reasonable order any repairs required to put it in order may be carried out by the W.D. at the cost of the local body .In case of any dispute the S.E’ s.,-decision shall be final ,
- (5) That the building shall be liable to be resumed by Government if (a) it is used for other than the specified purpose or purposes for which it is transferred, or (b) on the breach, by the local body of any of the conditions of transfer,
- (6) That should the building be at any time resumed by the State Government, the compensation payable there for shall in no case exceed.—
 - (a) That the amount if any paid to the State Government as consideration for the original transfer less depreciation calculated in accordance with paragraph 3.020 for the period during which the building was in charge of the local body or the present value of the building , which ever is less,
 - (b) That the cost or the present value, whichever is less, of any addition a structures that may have been erected by the local body and which are taken over,
- (7) That should the building be resumed by the State Government , in the consequence of a breach of any of the conditions of the transfer on the part of the local body, the State Government shall have the option of (a) taking over any additional structures erected by the local body, on payment of their cost or present

value, whichever is less, or (b) requiring the local body to remove the additional structures and to restore the building to its original condition within a reasonable period to be fixed by the State Government. Should the local body fail to comply with the requisition, the additional structure shall lapse to the State Government.

In witness where of the parties of the here to have signed here in to the date and year respectively mentioned against their signature.

.....

Signature on behalf of the Governor of C.G.

.....

Witnesses:

Signature on behalf of Local Body.

1.....

2.....

[Appendix No. 4.01]

[See Paragraph 4.005) (x)]

Monthly Return of Muster Rolls for more than Rs. 5000 Each**MonthName of Division**

S. No.	No. Date of issue of muster roll	Name of work for which issued	Period for which issued	Nature of work carried out	Amount of muster roll	Voucher No.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature of D. A.

Signature of E. E.
Name of Division.

Endt.

Date

No.

.....

Copy forwarded to

(i) C. T. E. Raipur

(ii) S. E. Circle

E. E.

..... Division.

Appendix No. 4.02
(See Paragraph 4.012)

Register of Muster Rolls in
Division/.....Sub-Division.

No. of muster roll	Date of issue	To whom issued	Initials of E. E./ S. D.O.	No. and date of the acknowledgement of the S.D.O./S. O.	Voucher No. and date or date of return	Date of reissue if returned unused
(1)	(2)	(3)	(4)	(5)	(6)	(7)

E.E./S.D.O's initials	No. and date of acknowledgement of reissue	Voucher No. and date	Sanction of E. E.	Remarks
(8)	(9)	(10)	(11)	(12)

Appendix No. 4.03

(See paragraph 4.019)

DIVISIONAL REGISTER OF RECEIPT, ISSUE AND RECORD OF MEASUREMENT BOOKS

..... Sub-Division

Source of receipt	S.No.	Sub-Division or person to whom issued	Date of issue	Acknowledgement, signature or reference to letter	Item number of register maintained by the D.A.	Date of final record	Nature of measurements	Due date of destruction of Measurement Book	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Instructions for the maintenance of the register are as follows

Instructions for Maintenance of the Divisional Register of Measurement Books.

- (1) In the case of measurement books which have not been machine numbered the Divisional Officer will assign serial numbers immediately on receipt and these will be entered in column (2).
- (2) Column (3) – Issue from the Divisional Office will be usually be to a particular S.D.O. and that officer will keep the nominal register of issue. There are, however, occasions when books are specially issued to a particular subordinate on survey. In such cases the names of persons to whom the books are issued should be entered. The date of issue in column (4) should always be entered in figures thus (8-8-1983) as also the date in column (7).
- (3) On the closure of any Sub-Division or on any other occasion if partially used books are returned to the Divisional Office, they may, if desired, be recorded finally but should it be reissue these books, the entry of reissue should be made in the register prescribed in paragraph 4.033 of the W.D. Manual and reference to item number in that register noted in column (6) of this register against the original entry of the books.
- (4) The register should be signed by the E.E. on the occasion of each fresh supply of books and by both relived and relieving officers on the occasion of all transfer of the charge of the Division.
- (5) When books are written off, the authority sanctioning their write off should invariably be entered in column (10).
- (6) The head clerk, under the general supervision of the D.A. as head of the office, is responsible for the register of new and completed measurement books and for the custody of all incomplete books that are not in use.
- (7) The D.A. responsible for all books in use that are returned to the Divisional Office until they are handed over by him to the head clerk for record or reissue. The initials of the head clerk should in all such cases be obtained in column (6) of the register referred in paragraph (3).
- (8) No book will be regarded as completed until all measurements entered in it have been crossed off, bills for them have been paid, and the certificate and record order prescribed in paragraph 4.030 and 4.032 have been signed by the D.A. and the E.E. As a rule a book in which a few pages only remains unfilled should not be reissued.

Appendix No. 4.04

(See paragraph 4.019)

**SUB-DIVISIONAL REGISTER OF RECEIPT, ISSUE AND RETURN OF MEASUREMENT
BOOKS**

..... Sub-Division

Date of receipt from Divisional Office	Serial No.	Person to whom issued	Date of issue	Acknowledgement	Date of final measurement
(1)	(2)	(3)	(4)	(5)	(6)

Date of return to Divisional Office for reissue	Date of receipt from Divisional Office	Date and number of letter with which returned to Divisional Office	Remark
(7)	(8)	(9)	(10)

**Instructions for the Maintenance of the Sub-Divisional Register of
Measurement Books.**

- (1) The number and date of the Divisional Office letter with which the Measurement Books are issued will be noted in column (1) and the numbers of all books received should at once be entered in column (2) Column (3), (4) should be posted up as the books are issued to the various subordinates.
- (2) The date of issue in column (4) should always be entered in figure thus (1-4-1983) as also the dates in column (6) to (9).
- (3) The register should be signed by the S.D.O. on the occasion of each fresh supply of books and by both relieved and relieving officers on the occasion of transfers of the charge of the Sub-division.
- (4) When books are written off the authority sanctioning their write-off should invariably be entered in column (10).

Appendix No. 4.05
(See paragraph 4.046 and 4.058)

REGISTER OF BILLS FOR SUPPLIERS. DIVISION/SUB-DIVISION

S. No	Name of contractor/supplier or firm	Brief descriptio n of supplies	Reference to the No. & date of order to the supplier	Invoice/bill		Sent for verification	
				No. & Date	Amount	To S.D.D./S.O.	Date
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Date of return by S. D. O./S.O. to the Dn. Office/Sub-Dn. Office	Paid by cheque/Draft		Dated Initials of the D.A./S.D.O.	Remarks
	No.	Date		
(9)	(10)	(11)	(12)	(13)

- Note – (1) A reference to the register should be made every time a bill is received and the serial number of the register quoted in red ink at the top of the supplier's bill to facilitate tracing it in the Divisional/Sub-Divisional Register when it is received back after verification.
- (2) The E.E./S.D.O. should serenity the register at the end of every month and send extract of items remaining unpaid for over six months to the E.E., S.E. and A.G. with reasons.

Appendix No. 4.06

(See paragraph 4.059)

REGISTER OF DUPLICATE KEYS OF CASH CHEST SENT TO TREASURIES FOR SAFE CUSTODY.

S. No	Name of office to which the keys pertain	Name of treasury to which sent	Number of keys sent	Description of keys with distinguishing marks, if any
(1)	(2)	(3)	(4)	(5)

Number and Date of memorandum for warding the sealed packet of keys to treasury officer	Number and date of treasury officer's acknowledgment	Number and date of treasury officer's memorandum returning keys for yearly verification	Remarks regarding verification with date and initials of verifying officer.
(6)	(7)	(8)	(9)

APPENDIX 4.07

(See Paragraph 4.073)

Stores for which Survey Report is to be Prepared on Form 18

S.No.	Category	Capacity	Normal Life of equipment		Remarks
(1)	(2)	(3)	Years (4)	Hours (5)	(6)
1.	Scrapers				
	(A) Motorised Push Loaded Elevating and and self loading	(a) Upto 10 Cum.	8	9,000	
		(b) Above 10 Cum.	10	10,000	
	(B) Towed	--	12	15,000	
2.	Dumpers :				
	(A) Bottom Dumpers	(a) Upto 20 T	8	10,000	
		(b) 20 T to 50 T	10	16,000	
		(c) Above 50 T	12	20,000	
	(B) Rear Dumpers	(a) Up to 15 T	8	10,000	
		(b) 15 T to 35 T	10	12,000	
		(c) 35 T to 50 T	12	15,000	
		(d) Above 50 T	15	20,000	
	(C) Highway Dumpers	--	8	10,000	
3.	Excavators :				
	(A) Shovels & Draglines	(a) up to 1.5 Cum	10	12,000	
		(b) 1.5 to 3.0 Cum (Diesel)	12	15,000	
		(c) Above 3.0 Cum (Diesel)	15	25,000	
	(B) Dredger in Fresh Water	(a) Hull	25	...	
		(b) Machine	10	...	
	(C) Barges	(a) Hull	16	...	
		(b) Machine	10	...	
	(D) Tugs	(a) Hull	16	...	
		(b) Machine	10	...	
4.	Cranes :				
	(A) Mobile Pneumatic Wheeled	(a) 4 to 6 T	10	12,000	
		(b) 8 T to 12 T			
		(a) 15 T to 25 T	10	15,000	
		(b) Above 25 T			

S.No.	Category	Capacity	Normal Life of equipment		Remarks
			Years	Hours	
(1)	(2)	(3)	(4)	(5)	(6)
5.	(B) Grawler Mounted	(a) up to 3 T	10	12,000	
		(b) 4 T to 10 T			
		(c) Above 10 T	12	15,000	
	(C) Tower Cranes	...	20	30,000	
	(D) Truck Mounted	...	10	16,000	
	(A) Tractors	(a) up to 100 HP	8	9,000	
		(b) 100 To 300 HP	10	12,000	
		(c) Above 300 HP	12	15,000	
	(B) Wheeled Tractors	(a) up to 75 HP	8	10,000	
		(b) Above 75 HP	10	15,000	
6.	(A) Compressor, Diesel, Portable	(a) up to 300 CFM	8	10,000	
		(b) Above 300 CFF	10	12,000	
	(B) Electric Compressor Portables/Stationary	(a) up to 300 CFM	10	16,000	
		(b) above 300 CFM	12	20,000	
		...	20	30,000	
7.	Drills :				
	(A) Blast hole drills	...	10	10,000	
	(B) Core drills	...	8	8,000	
	(C) Wagon drills	...	8	8,000	
	(D) Tri0cone rotary drills	...	10	10,000	
8.	Batching & Mixing Plant :				
	(A) Cement handling batching & mixing plant	...	18	30,000	
	(B) Transit Mixing	...	10	10,000	
	(C) Agitating Cars	..			
	(D) Portable concrete Mixer's	...	5	6,000	
9.	Diesel Generating sets :-				
		(a) up to 50 KVA	10	20,000	
		(b) above 50 KVA	15	30,000	
10.	Portable Pumps :				
	(A) Diesel Engine Driven.	Above 10 HP	8	10,000	
	(B) Electrical	..	12	20,000	
11.	Graders :		10	12,000	

S.No.	Category	Capacity	Normal Life of equipment		Remarks
			Years	Hours	
(1)	(2)	(3)	(4)	(5)	(6)
12.	Compactors :				
	(A) Self propelled sheep foot rollers	..	10	12,000	
	(B) Drawn sheep foot rollers	..	8	10,000	
	(C) Vibratory rollers	..	8	8,000	
	(D) Smooth drum rollers	..	8	10,000	
	(E) Smooth drum vibrator	..	8	8,000	
	(F) Pneumatic rollers	..	8	10,000	
	(G) High speed compactors	..	10	16,000	
13	Road Rollers :				
		(a) D.R.R.			
		(b) S.R.R.			
14.	Pavers :				
15.	Hot Mix Plant				

Appendix 4.08

SURVEY REPORT OF STORES (FORM – 18-A)

(Referred to in Paragraph 4.073)

Report of the Survey of Stores which have become unserviceable. Division

[illegible]

No.....Dated the20.....Submitted to
the Superintending Engineer..... Circle for orders.

.....

Divisional Officer

No.....Dated the 20..... Returned to the Divisional
Officer for necessary action as per orders noted above.

.....

Superintending Engineer

4.08 (Part)

- (1) (i) Type of Machine, (ii) Project identification number, (iii) Engine No. (iv) Chasis No.
2. (i) Capacity (H.P.), (ii) Make, (iii) Model, (iv) Present Agent in India.
3. (i) Year of Purchase, (ii) Source of purchase, (iii) Present owner, (iv) Head of account to which original cost is debited.
4. (i) Purchase price, (ii) Cost of additions/alterations, if any, (iii) Original book value (iv) Present replacement cost of similar machine.
5. Brief History.
6. Location of the equipment.
7. (i) Prescribed standard life, (ii) Total No. of hours worked to date, (iii) Depreciated value, (iv) Actual present value on books, (v) Minimum scrap value (10% of original book value)
8. Head of account to which write-off is chargeable.
9. Present condition.-
 - (a) Condition of the equipment as a whole.
 - (b) Condition of various component of the equipment.Make Model Present defects Cost of restoration/reconditioning-
 - (i) Engine.
 - (ii) Transmission system
 - (iii) Fuel system.
 - (iv) Under carriage.
 - (v) Tyres, Tubes or Tracks.
 - (vi) Electrical system.
 - (vii) Operative structure.
 - (viii) Brief particulars of missing parts.
 - (ix) Reasons for condemnation with brief notes-
 - (i) Obsolescence.
 - (ii) Not required for use.
 - (iii) Beyond economical repairs.
 - (iv) Outlived its life.
 - (v) Heavily Consumed.
 - (vi) Not possible to dispose off by transfer as surplus.
 - (viii) Accidental and scrap.

10. Whether any part or sub-assemblies can be used on any other machine manufacturing operations. If so the approximate credits.

(i)

(ii)

(iii)

Total

11. Value for purpose of condemnation as per 4(i) (book value) Rs.....

12. Other remarks, if any,

(i) I certify that I have personally inspected the equipment proposed for condemnation onand the information furnished above is correct as per my official records.

(ii) I recommend that the equipment as per details given above is considered for condemnation and disposal.

SEAL.

Division Sub-Division Place Date Officer proposing condemnation and disposal.

.....A.E.(S.D.O.)

Endt. No.....Forwarded to E.E.

For use in Divisional Office.

Receipt No. Checked from technical records by Draughtsman and corrected where necessary.

Inventory keeper.

(Signature).

Checked from Accounts record byand corrected where necessary.

1. Certified that I have got the proposal checked as per technical and account record and have got the necessary correction made and I agree with the particulars and proposals as set out.

2. Certified that I have personally inspected the equipment referred to above on.....and satisfied myself that the information given in the Survey Report is correct as per the official records.

3. I accordingly recommend condemnation and disposal of the equipment.

Division. Place. Date. Executive Engineer,

Endt .No.

Forwarded to-

.....Secretary, Condemnation Board.

.....Zone/Basin/Project

For use by Condemnation Board (members to be nominated by Government)

1. Date of inspection.

2. Names of members of condemnation Board attending the meeting.

Shri.....

3. Observations and recommendations of the Condemnation Board-

(a) Inspected on

(b) We agree/ do not agree with the proposals for reason given below—

(i)

(ii)

(iii)

(c) The scrap value shall be Rs.....

(d) The machine may be disposed off by calling tenders/by transfer etc.

(e) We have following additional remarks and suggestions to offer:--

Signature. Member-1 Member-2. Member-3 Member-4 Chairman.

For use in the office of sanctioning authority (Sanctioning write-off/disposal).

Checked in office.

Condemnation sanction No. Date.

Signature of checking Officer.

Instruction for disposal.....

Chief Engineer/ S.E.

Copies of write-off sanction are forwarded to---

1. A.E. concerned.
2. E.E. concerned
3. S.E. concerned
4. Central Mechanical Unit.
5.
6.

Appendix 4.08 A

(See Per Paragraph ..4.074.. of W.D. Manual)

**GOVERNMENT OF CHHATTISGARH
WATER RESOURCES DEPARTMENT****(FORM - H)**

OFFICE OF THE EXECUTIVE ENGINEER (E & M)
 DIVISION
 WATER RESOURCES DEPARTMENT.....
 NOTICE INVITING TENDERS FOR DISPOSAL OF
 WRITTEN OFF MACHINES / STORES

NIT No.

Date

Sealed tenders for the sale of the following stores in form 'H' from the bidders will be received in the office of the Executive Engineer Light Machinery Lift & Gates, EM Dn Raipur on or before at 3.00 P.M.

The same will be opened ondate P.M..... the presence of the prospective bidders or their authorised representative who may choose to attend it.

Sl.No.	Machines/Stores description	No.	Location of stores	Total Earnest Money Rs.	Cost of tender form Rs.
1	2	3	3	4	5

The tenders who wish to call tenders by post should remitted 10/- (Rs. Ten only) extra along with the cost of each tender document. The cost of tender documents is not refundable. No. tender will be sold on date of opening. The tenderer will be responsible to

see that the tenders are received on or before the due date & time in this office. The Department will not be responsible for loss or delay in the postal dak.

APPLICATION BY TENDERER

Tender No.

Date and Time of Opening

Offers to Remain open upto

Tender for the Purchase of

To,

.....

.....

.....

The undersigned hereby tender for the purchase from you of the stores specified in column one of the first Schedule herewith (or such portion there of as you may determines by your acceptance) at the Prices quoted in column 4 of the said schedule and to take delivery thereof by the time Stated as per clause No. 29 of second Schedule of tender and subject to the conditions set out in the instructions to Tenders' to hold this tender open for your acceptance for the number of days specified above.

2. State Bank of India or Any nationalised Bank Deposit at Call Receipt No.dated.....for Rs.

..... is enclosed as Earnest Money.

Dated thisday

of

(Witness)

(Signature of tenderer)

(Address)

(Address)

IMPORTANT INSTRUCTIONS FOR TENDERER FOR SALE

1. The Tenderer must mention the Tender Notice No. and due date of opening in the top of the envelope containing tender document.
2. (A) Earnest money in any shape prescribed as per clause of N.I.T should invariably be submitted in a separate cover before submission of tender (i.e. upto 3CO PM) positively.

(B) The tender No. & due date of opening must also be entertained in the top of the envelope containing earnest money.

(C) Tenders without proper earnest money will not be entertained and liable to be rejected.
3. The tenders are advised to read the complete tender documents carefully, fill up it completely, sign himself and take signature of witness wherever necessary. Incomplete tenders are likely to be rejected.
4. Tender offer should be valid for atleast 120 days.
5. Telegraphic offer without the receipt of tender documents will not be opened. Similarly tenders on any forms except issued by this office for a particular supply/work/disposal will not be opened.
6. Not more than one tender shall be submitted by contractor or by a firm of contractor for any supply /work/disposal.
7. Not more than one tender shall be submitted by contractor or by a firm of contractor for any supply/work/disposal. If they do so all such tenders shall be liable to be rejected.
8. No single tender shall include more than one group of supply/work/disposal, but firms who wish to tender for two or more groups shall submit a separate tender for each. The tenders shall have to mention the name No. of the Group to which they refers written top of the envelope.
9. All tenders are cautioned that tenders confining any deviation from the contractual terms and condition specification or other requirements may be rejected.
10. All tenderers are urged to promptly submit a written. request whose clarification or additional information is desired and no later than seven days before tenders are due. No follow up correspondence will be entertained after opening the tender, until and unless called for by Department.

11. No tender will be considered for any part of the items within a schedule of supply/work disposal or for any lesser quantity of an item than specified.
12. Alternative tender/conditional tender/unsealed tender are likely to be rejected.
13. The Officer competent to accept a tender, reserve the right of accepting the tender for the whole work or for a distinct part of it or of distributing the work/disposal between one or more tenderers.
14. Department also reserve the right to alter/delete the quantity of supply/work /disposal at the time of accepting the tender.
15. The highest bid will be subject to approval of the competent authority.
16. All Stores are sold on 'as is where is basis' and the purchaser must satisfy himself before bidding by personally inspecting the machines/Stores at their location.

Executive Engineer
(E&M)..... Division
.....

FIRST SCHEDULE TO TENDER OFFER

Tender No. _____

Due on _____

Stores for which tender is made	Quantity	Location	Prices tender in Rs.	Security Earnest Money in Rs.	Remarks
1	2	3	4	5	6

Should this tender be accepted. I/We hereby agree to abide by and fulfill all the above Model / Machine / States specification and all the conditions of contract annexed be here to: or in default there of to forefeet and pay to the Governor of Madhya Pradesh or his successor the Penalties of sum of money mentioned in the above conditions.

Signature of witness_____
Signature of Tenderer

Address _____

Address _____

Date the 199

Dated the 199

The above Tender is herby accepted by me on behalf of the Government of Madhya Pradesh.

Dated

Government of Chhattisgarh

WATER RESOURCES DEPARTMENT NOTICE CALLING FOR TENDERERS

FORM "H"

SECOND SCHEDULE OF TENDER FOR DISPOSAL OF WRITTEN OFF MACHINES/STORES GENERAL RULES & DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS

1. SUPPLIER'S READING OF ALL CLAUSES ESSENTIAL :-

The submission of the tender by supplier implies that the he has read the notice and the conditions of the tender and contract and has made himself aware of the scope of the work to be made.

2. DELIVERY OF TENDER :-

This tender to be delivered in a sealed envelope and marked on the outside with the tender No. and due date.

3. SUPPLY OF BLANK TENDER FORM :-

Blank forms can be obtained from the office of the
.....on payment of
Rs.....(Rupees)
only (Non-refundable) being the cost of the tender form which may be seen, ascertained during office hours i.e. 11.00 A.M. to 5 P.M. on any working day in the above office. No. tender form will be issued on the date of opening of the tender.

4. CONDITIONAL TENDERS LIABLE FOR REJECTION :-

The Engineer in-Charge shall have the right to reject all or any of the tenders without assigning any reason for the same.

5. TENDER TO BE SIGNED AND COMPLETED :-

This tender must be signed and completed as also the 1st schedule. In the case of a partnership, all partners should sign or the one holding a power of attorney. Disregard of these instructions or if the tender is in any way incomplete, such tender is liable to be rejected.

6- CONDITIONS OF TENDER NOTICE TO FORM PART OF CONTRACT :-

All the conditions of the tender notice will be binding on the contract and will form a part of the agreement to be executed by the Contractor's in addition to the conditions of the contract in the prescribed form.

7. TENDER SHOULD BE SUBMITTED IN PRESCRIBED FORM :-

Tender should be submitted on prescribed form in sealed double covers clearly super-scribing tender NO and the date of opening. The sealed cover should

be addressed to the

 and send under the registered cover, so as to reach him by the due time and the DATE OF OPENING.

8. **FURTHER INFORMATION :-**

All available particulars are given in the first schedule if the purchaser desires further information he will satisfy himself by physical inspection at site stores, This tender will serve as a permit to view the stores for disposal

Further particulars if any required in this tender will be furnished on application. (before the closure of Tender).

9. **ASSIGNMENT OF SUB-LETTING OF CONTRACT :-**

The buyer shall not assign or sublet this contract or any part thereof without the written permission of the Engineer-in-charge and even it permitted to do so shall remain liable for fulfillment of the contract.

10. **LAWS OF GOVT. OF M-P. SHALL BE FINAL :**

To any contract of sale resulting from or in connection with this tender the laws of the Govt. of M.P. shall apply.

11. **TIMELY DELIVERY OF TENDER IS ESSENTIAL -**

Tender not received in time will be ignored.

12. **CONDITION OF GOODS :-**

The machine/stores are sold on "As is where is basis", They shall be removed by the Buyer with all faults and notwithstanding any errors or misstatements or description, measurement, quantity, weight enumeration otherwise and without question on the part of buyer, and no claim shall lie against Government for compensation nor shall allowance be made on account of any such faults. mis-statement or errors although the same be of a considerable nature In particular the description of the goods may be identical with or similar to the description of goods of some previous sale by tender but no reliance must be placed on any such description . The buyer should satisfy himself thoroughly as to what is offered for sale before submitting his tender and may inspect the stores prior to tendering and shall be deemed (Whether or not such inspection shall have in fact taken place) to have noticed all defects and faults or otherwise and any errors and any misstatement as aforesaid which he might have discovered on inspection and shall not be entitled to any conversion of account thereof not shall any party to this contract by way of damages or otherwise. If the goods sold are not available by reasons of not being at the specified places the contract shall stand cancelled and no claim will be made by the contractor.

13. **EARNEST MONEY/SECURITY DEPOSIT -**

The earnest Money deposited by the tenderer whose tender is accepted shall be treated as a security deposit, 10% (Ten percent) of the tendered value in Indian rupees by way of security deposit for due performance of the stipulation to keep the offer open.

- (i) The tenderer shall hold the offer valid till such date as may be specified in the tender it is understood that the tender documents have been sold to the tenderer and the tenderer is being permitted to tender in consideration of the stipulation on his part that after submitting his tender he will not terms & conditions there of in a manner not acceptable to the Engineer-in-Charge, should the tenderer fail to observe and comply with foregoing stipulation, aforesaid amount shall be forfeited by the Govt. (ii) The Earnest Money/Security deposit should be in the form of deposit - at-call receipt in the name of the
.....
- (iii) TENDER TO PLEASE NOTE THAT IF FULL AMOUNT OF EARNEST MONEY/SECURITY IS NOT FURNISHED ALONGWITH THE TENDER, THEIR TENDER WILL BE IGNORED WITHOUT FURTHER REFERENCE TO THEM.
- (iv) EARNEST MONEY/SECURITY DEPOSIT RECEIVED AGAINST ANY OTHER TENDER INVITED BY THIS OFFICE WILL NOT AT ALL BE ADJUSTED AGAINST THE PRESENT TENDER WHICH PLEASE NOTE.
- (v) On due performance of the contract and on submission of No demand certificate, the Security deposit will be returned to the successful tenderer, provided always that no claim shall lie against the Govt. in respect of the interest there on nor for any loss or depreciation thereof while in the custody of the Govt.
- 14 **FORFEITURE OF EARNEST MONEY :-**
The Earnest Money shall be forfeited if the party fails to enter in to contract agreement within fixed time, when offer made by him is accepted by the competent authority,
15. **MADE OF DEPOSIT :-** The mode of the deposit of the Earnest Money be taken as provided in P.W.D. Manual 1980.
Approved by the Govt. of M.P. as below :-
1. Treasury Receipts.
 2. National saving certificate duly hypothecated in the name of Governor of M. P.
 3. Treasury Bonds.
 4. Approved interest bearing security .
 5. Govt. Promissory notes in National Plan Loan.
 6. Post office cash certificates.
 7. 10 years treasury saving deposit certificates.
 8. 12 years National Plan saving Certificates.
 9. 10 years defense deposit certificates.
 10. 12 years National defense certificates.
 11. All small saving securities.

16. TENDERS TO REMAIN VALID FOR ATLEST FOUR MOTHS :-

The tenders which are not valid for at least for months are likely to be rejected straight away, Therefore the intending must make it clear in their offer that it will remain valid atleast four months the date of opening the tenders.

17. DATE OF OPENING :-

If the date of opening of tender is declared as holiday for Government offices the tender will be opened on the next working day.

18. PRICES :-

Prices must be quoted in English in figures and words and as per unit shown in the 1st schedule. Overwriting should be neatly scored out and should be duly attested prior to submission of tender.

19. NO VARIATION IN PRICE :-

The prices quoted in the tender for the various items will not be altered by the Contractor during the currency of the contract.

20. RATE TO BE EX WORKSHOP/LOCATION WHERE MACHINE/STORES IS KEPT -

The rate quoted shall be Ex. Workshop/Location where machine / Stores is kept.

21. EXECUTION OF AGREEMENT :-

The successful enterers will have to execute an agreement with the authority as directed by the Engineer - in - charge.

22. TRANSPORTATION PRIORTIES :-

The contractor shall make his own arrangement for transportation of all machines/ stores per agreement. The Govt are not bound to arrange for priority for getting wagon or any other materials thought all possible assistance by way of recommendation will be given if is found necessary in the opinion of the Engineer in charge. If it proves in effective the contractor shall have no claim for any compensation on this account.

23. MODE OF PAYMENTS :-

The entire sale value be paid within twenty five days from the date of issue of the sale letter . The buyer shall make the payments for the stores purchased by a demand draft of state Bank of India payable at such a place as the Engineer - in - charge, shall specify and for the fixed The payment shall deem to be completed only on receipt of the said documents within the specified fixed time No relaxation shall be allowed in the time fixed for making payments.

24. STIPULATION OF TIME OF PAYMENT & REMOVAL :-

TENDER OF THE FIRM / PFRSONS STIPULATING TIME OF PAYMENT AND REMOVAL MORE THAN 25 DAYS RESPECTIVELY ARE LIABLE TO BE IGNORED AND LIABLE FOR FORFEITURE OF THE EARNEST MONEY.

25. **PRODUCTION OF VALID INCOME TAX CLEARANCE CERTIFICATE :-**

- (i) Every tenderer should furnish valid Income Tax clearance certificate a photo state copy of there of from his Income Tax officer indicating that the tenderer is assesses of his ward and has permanent Account No. if already allotted such a certificate should be produced along with this tender in case quotation against individual lot or of the lots in a tender exceeds Rs. 50.000/ -
- (ii) In case the tenderer is unable to furnish such a certificate along with his tender he should confirm in the tender that he would furnish it along with balance payment.
- (iii) It he does not furnish the certificate or does not confirm as (ii) above, his offer is liable to be ignored without any further reference to him and the earnest money will be forfeited.

26. **PAYMENT OF ALL TENDERES :-**

The buyer will pay all the taxes (including sales Tax if application) and other charges of any nature what ever loveable by any Government authority.

27. **OCTROI DUTY OF TERMINAL TAX :-**

Octroi duty or Terminal Tax shall be payable by the purchaser exclusive of the sale price and the purchaser shall be responsible for the payment of such dues within the time stipulated for removal of the stores. Delivery of stores will be given by the stock holder, only on production of proof of having paid these charges or any exemption in writing from the municipal Board concerned.

28. **DELIVERY OF STORES :-**

Delivery of stores will be Ex Workshop Site of location. All necessary equipment and labour etc. required for the purpose will have to be arranged by the purchaser themselves. It will be assured that the removal stores will be completed within 25 days from the date of issue of sale release order.

NO RELAXATION IN THE PERIOD OF REMOVAL OF STORES WILL BE ALLOWED

29. **DELIVERY OF STORES BY LETTER OF AUTHORITY :-**

The stores sold will be removed by the buyer form the position where they lie as shown in the first schedule and without packing. Should the original Buyer wish to take delivery of the stores purchased through the medium of representative then he will give a letter authorizing him to take delivery of the same. That letter must contain details of the goods together with reference the number and date of the Engineer - in - Charge letter accepting his offer. Unless these instructions are complied with implicitly, the officers holding the store will not give delivery.

30. **EXTENSION :-**

Extension. if any, (if demanded within 15 days or from; the date of agreement, in the date of payment and the period of such extension if any. shall be at the discretion of the/ Superintending Engineer / subject to the payment of at the rate of 10% of 1% sale value per day of default. The deposit - at - all receipt for the amount of compensation payable will be for warded by the buyers before or

along with the deposit at call receipt for the sale value. Permission to remove or take delivery of the stores will only be given on production of the deposit at call receipt for the sale value and composition where paid.

31. **FAILURE TO PAY PRICE :-**

In case where delivery is to be taken by installments and payment to be made before delivery, If the buyer shall make default in paying for any stores in accordance with this contract, the Superintending Engineer shall be at liberty to resell the same as and when he thinks best and recover any loss from the Buyer, without affecting the contract regarding delivery of other stores at some later date or the superintending Engineer may treat any such default as a breach of the contract and in that case. (or where delivery of all goods purchased is to be taken at one time and default, is made in paying for the goods contracted bought) cancel the contract by notice in writing to the buy buyer and after 30 days of the agreement Superintending Engineer can resell the same as and when he thinks best and recover from the buyer any loss incurred on such sale. In any case Government shall in addition is entitled to recover from the buyer any costs of storage Warehousing or removal of the goods and any expenses incurred in or in connection with a sale or attempted sale thereof. Any gain on any resals as aforesaid shall belong to Govt. This is without prejudice to Governments rights under clause 33 thereof otherwise.

32. **FAILURE TO TAKE DELIVERY AFTER PAYMENT :-**

If the buyer having paid the full amount to his purchase money, shall fail to remove the stores by the dates to be specified in a sale/ release order to be issued upon payment of the price. Government may keep the goods at the buyer's risk and recover from the buyer compensation at the rate of 10% 1% per day of the sale value of the lot or lots or portion there to such failure to take delivery continues such charge to be paid before the states or any part the real we are removed.

If the stores are not claimed within a month of the date of delivery Govt. may shall the same without further notice as and when they think best and treat the default as a breach of contract and cancel the contract and sell the balance of the stores and recover the difference from the buyer.

33. **RISK -**

The stores shall be and remain in every respect at the risk of the Buyer from the date of acceptance of this office by the competent authority & Government shall not be under any liability for the safe custody or preservation of stores from that date.

34. **RECOVERY OF SUMS DUE -**

Whenever any claim for the payment of money arises out of or under this contract against the buyer. Government shall without prejudice to any other remedy be entitled to deduct it from the proceeds of such resale for to appropriate the said security Deposit in whole or part and sell or cancel any Govt. promissory notes forming the whole or part or such security and in the event of the security being insufficient the balance may be deducted from any such other due or which at any time here after may become due to the buyer under this or any other

contract with Govt. and if this is not sufficient the Buyer shall pay the balance to Government on demand.

35. **SET OFF -**

Any sum of money due and payable to the contract (including Security deposit returnable to him) under the Contract may be appropriated by the seller or Govt. or any other person or persons contracting through the Govt. and set off against any claim of the seller or Govt. or such other person or persons for the payment of a sum of money arising out of or under any other Contract made by the contractor with the seller or Govt. or such other person or persons.

36. **CORRUPT RRATICES -**

Any brave, commission, gifts, or advantages given, promised or offered by or on behalf of the buyer or his partner, agent or servant or any one of his on their behalf (Whether with or without the Knowledge of the Buyer) to any officer /servant representative or agent of Govt. in relation to the obtaining or to the execution of this or any other contract with the Govt. shall in addition to any criminal liability which he may incur. Subject the Buyer to the cancellation of this and all other contract and also to payment to Govt. of any loss resulting from any such cancellation.

37. **INSOLVENCY -**

The Govt. may at any time terminate this contract if the buyer is adjudicated insolvent or enters in to any agreement with creditors or being a company is wound up voluntarily or otherwise, unless it be for the purpose of reconstruction and recover from the Buyer any loss resulting there-from.

38. **BREACH OF CONTRACT -**

On the breach of any term or condition of this contractor, Govt. shall be entitled to realize the amount due as damages and compensation for the said breach, but without prejudice to the right of the Govt. to recover the same from any due or which may become due to the Contractor by Govt. or otherwise what so ever.

39. **DISPUTE AND ITS MODE & PERIOD OF SETTLEMENT -**

The decision of the Chief Engineer, in all matters of disputes of whatever nature relating to the meaning of the stores and rates, instructions mentioned in the tender documents or contractors/officer and so the condition of stores and as to any other question claim right matter or thing whatsoever in any way arising out of or relating to the contract and orders concerning the sole whether before commencement or during the progress or after completion of the sale as in respect of dealing or due between the parties shall be final conclusive and binding on the parties.

If any party to the contract is dissatisfied with the final decision of the Chief Engineer, E & M Water Resources Deppt., Bhopal in respect of any matter, he may within 30days from receiving notice of such. decision, give notice in writing to the Chief Engr. E/M Water Resources Deptt. requiring the matter may referred to arbitration and furnishing detailed particulars of the dispute or difference and satisfying clearly the point at issue. as stipulated above, the

decision of the Chief Engineer. E/M Water Resources Deptt. Bhopal, already given shall be conclusive final and binding on the parties.

In case an arbitration is to be held it shall be affected by an arbitrator to be appointed by the State Govt. whose decision shall be conclusive. Final and binding on all the parties The arbitrator to be appointed shall not be the officer of the M.P. Water Resources Department.

In the event of the arbitrator neglecting of refusing and or resigning or being unable to act for any reason of being it shall be lawful for the State Govt. To appoint another arbitrator in place of the out-going arbitrator.

The arbitrator shall make the award a period of months and only the consent of both parties to the contract in large time for making award.

Obligation under the contract shall be continued during the arbitration proceedings and the payment due to or payable by the Engineer-in-Charge shall be with held on account of such proceedings.

40. **COMPENSATION -**

Under no circumstances whatsoever shall the contractor be entitled to any compensation from the Govt. on any account.

41. **ACCEPT OR REJECT OF TENDERS -**

Government reserves the right to accept or reject all or any of the offers, without assigning any reasons for the same.

42. **DAMAGES -**

The Buyer shall make good all damages which may be caused to the property of Government, or any other person by any act of default of the Buyer, his agent or servants, in connection with the removal of any of the stores provided. The Government may at their option make good such damages and charge the Buyer with the expenses thereof.

Executive Engineer

APPENDIX - 4.09
(See paragraph 4.078)

GOVERNMENT OF CHHATTISGARH

Commerce and Industry Department

Extracts from

**Rules for the supply of articles for the Public Service (store Rules) and
Instructions for the guidance of officers who are required to make
purchases of stores under the provision thereof.**

Preamble of the Rules

The policy of State Government is to make their purchases of stores for the public service in such a way as to encourage the development of the industries of this State in particular and the country in general to the utmost possible extent consistent with economy and efficiency, and the following rules, which are applicable for the purchase of stores (other than printing and Stationary Stores) are prescribed for Chhattisgarh by the State Government in accordance with the policy. These Rules supersede all previous orders on the subject.

In order to give effect to the above policy, preference in making purchases will be given in the following order:--

First:-- to articles which are produced by small Scale Industries of Chhattisgarh and registered as such with the Director of Industries provided the quality is sufficiently good.

Second:-- to articles which are produced by Medium and Large Industries of Chhattisgarh provided the price and quality is comparable with the article produced outside the state.

Third:-- to articles which are produced in India in the form of raw materials or are manufactured in India from raw materials produced in India provided that the quality is sufficiently good for the purpose.

Fourthly:-- to articles wholly or partially manufactured in India from imported materials provided that the quality is sufficiently good for the purpose.

Fifthly:-- to articles of foreign manufacture held in stock in India provided that they are of suitable type and requisite quality and,

Sixthly:-- to articles manufactured abroad which need to be specially imported.

“Competent authority shall give preference to articles manufactured by the Small Scale Industries of Chhattisgarh registered as such for the concerned articles with the Director of Industries”.

1. The rules express a definite preference for articles which are produced by small scale industries of Chhattisgarh.
2. The difference in the character of the preferences which may be given should be carefully noted. In the case of first four categories mentioned in the preamble the condition is that the quantity is sufficiently good for the purpose, and for the fifth category that the articles are of suitable type and requisite quality. This means that the articles coming under first four categories should be accepted in that order unless it is considered that the quality is definitely not up to the standard required even though articles manufactured elsewhere and imported articles may be considered to be of better quality.
3. The other kind of preference referred in the rule is the reservation for of certain articles produced or manufactured by the Small Scale Industries, to be purchased only through the C.G. Laghu Udyog Nigam Ltd.
4.
5. Every proposal for the grant of price preference, (other than in accordance with these rule), should be referred by purchase officers concerned through proper channel to State Government in Commerce and Industry Department.

Rule—1. SAVE AS PROVIDED IN RULE-9 AND 10 ALL ARTICLES REQUIRED
TO BE PURCHASED FOR THE PUBLIC SERVICE SHALL BE
PURCHASED ON THE CONDITION THAT DELIVERY SHALL BE
MADE IN INDIA FOR PAYMENT IN RUPEES IN INDIA.

6. It should be carefully noted by all purchasing officers that under revised rules the purchase in India of all articles (with the exception of the clauses of stores specified in rule-9) required for the Public Service is obligatory.
7.
8. It should be clearly stated in all invitations to tender, issued by purchasing officers in India, that tenders must provide in their tenders for delivery in India and that payment for the articles will be made in rupees in India.
9. With reference to the principles of preference and reservation mentioned in the preamble, tenderers should be requested to furnish information in regard to the country of manufacture and/or origin of the material used in the manufacture of the articles.
10. Purchasing Officers may exercise full discretion regarding the point or place of delivery to be specified in their invitations to tender. They may specify C.I.F. or F.O.R. Indian port, F.O.R. place of dispatch, in India or Free Delivery receiving station in India. Where tenders are invited for plant and equipment in which the erection of the plant at site is to be undertaken by the successful tenderer, appropriate terms in regard to delivery at site should be included in the invitation to tender or in the general specifications.

11. When specifying the point or place or delivery purchasing officers should endeavor to lay down terms which will give all tenderers equal opportunities to put forward their lowest prices.
12. Except in special cases full payment for the stores should not be made against shipping documents but only after delivery of stores has been taken by the receiving officers and they are found to be satisfactory in every respect.

RULE-2. TENDERS SHALL BE INVITED IN INDIA AND ABROAD ALSO WHEN CONSIDERED DESIRABLE FOR THE SUPPLY OF ALL ARTICLES WHICH ARE PURCHASED UNDER RULE-1 TO 5 UNLESS THE VALUE OF THE ORDER TO BE PLACED IS SMALL OR SUFFICIENT REASONS TO BE RECORDED EXIST WHICH INDICATE THAT IT IS NOT IN THE PUBLIC INTEREST TO CALL FOR TENDER. NO TENDER WHICH FAILS TO COMPLY WITH CONDITION AS TO DELIVERY AND PAYMENT PRESCRIBED IN RULE-1 SHALL BE ACCEPTED.

PROVIDED THAT SUBJECT TO RULE-14.

“WHERE PURCHASE OF ITEMS RESERVED IN ANNEXURE-FOR THE REGISTERED SMALL SCALE INDUSTRIES OF CHHATTISGARH IS TO BE MADE, NO TENDER SHALL BE INVITED AND THE RATES QUOTED BY THE C.G. LAGHU UDYOG NIGAM LIMITED SHALL BE BINDING ON THE COMPETENT AUTHORITY”.

Note.—For the purchase of articles or group of articles costing up to Rs.250 (Rs. Two Hundred And Fifty Only) on each occasion tenders may not be invited, if in the opinion of competent authority which should be recorded in writing, it is not possible to follow the usual procedure.

13. In selecting the tender to be accepted the financial status of the individual and firms tendering must be taken in to consideration in addition to all other relevant factors. In cases where the lowest tender is not accepted, reasons therefore should be placed on record.
14.
15.
16. If the response to any invitation to tender indicates that, owing to inadequate publicity or some other reasons, favourable tenders have not been received then fresh tenders should be invited and measures taken to bring the invitation to, tender to the notice of all possible tenders.
17.
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21.
22.

23. Rule-2 does not preclude the use of limited on single tenders, nor does it require that tenders should be called for where it is clearly not in the public interest do so.

The following procedures for obtaining tenders should be followed as far as practicable:-

Tenders should be obtained—

1. By advertisement (Open tender)-
 2. By Direct invitation to limited number of firms (Limited tender)
 3. By invitation to one firm only (single tender, or private purchased)
24. The “Open Tender” system i.e. invitation to tender by Public advertisement should be used as a general rule and must be adopted subject to the exception noted below in all cases in which the estimated value of the tenders to be received is **Rs.15,000** or over.
25. The Indian Trade Journal Published by the Director General of Commercial intelligence and statistics, Kolkata, which is a Government Publication, should be regarded as the standard medium for public advertisement in India. Advertisement may, however, at the discretion of the purchasing officer be inserted in one or more of the principal newspaper in India.
26.
27. The “Limited Tender” system should ordinarily be adapted in the case of all orders the estimated value of which is less than **Rs.15,000**.
28. For the purposes of the limited tender and single tender procedure, the purchasing officers will maintain a list of firms, both Indian and foreign, of known reliability who have been able to satisfy them that they possess the necessary equipment and facilities for the supply of stores which they offer. The list should be subjected periodically to examination and revision, and any application from firm for inclusion in the list should be considered on its receipt. Before the name of a firm is added to the list such enquiries may be considered necessary should be made by the purchasing officer to ascertain the ability of the firm to execute contracts satisfactorily. From this list the names of firms to be invited to tender should be **elected**.
29. Such a list is already maintained by the Indian Store Department and the Director General of Supplies and Disposals will, on receipt of a request, furnish purchasing officers with such information as he may possess regarding the capability and standing of any firm approved by him.
30. The “Single Tender” system may be adopted in the case of small orders or when the articles required are of a proprietary character and competition is not considered necessary. A “Small order” shall be interpreted to mean for this purpose, an order the total value of which does not exceed RS. 500. In all such cases however, the purchasing officer should consider whether it is not feasible to enter in to a rate or

running contract for the articles in question or to utilize the rate or running contracts entered into by the director General of Supplies and Disposals.

31.
32. When tenders are invited by public advertisement the issue of the tender forms need not be restricted to firms whose names are on the list of approved contractors. Firms not on the list should on enquiry, be informed that they are at liberty on payment of the prescribed fee tender for advertised requirements when a tender which appears to be satisfactory has been received from an unknown firm steps should be taken before any order is placed to ascertain whether the firm is capable of executing the work in a proper manner. If the enquiries prove satisfactory, the order or a portion of it, may be placed with the firm . If the order for the portion there of is satisfactorily executed the name of the firm should be added to the list of approved contractors.
33. Chhattisgarh Laghu Udyog Nigam Limited, C.G. State Agro Industries Development Corporation limited and the small Scale Industries registered with the Directorate of Industries are exempted from payment of an earnest money, Security deposit for the purpose of participating in Government purchase programme. Tenders from such industries whose competency is certified by the Director of Industries should therefore be accepted without security deposits. A competency certificate issued by the Director shall be in force for a period of two years unless it is withdrawn.

Whenever in such cases supplier fails to deliver the stores the Director of Industries should be immediately apprised of it. He may take appropriate action having regard to merits of each case and remove the name of the firm from the list of industrial units qualified for the above concession for a period not exceeding two years.

33. (A)

Rule-3. SUBJECT TO RULE—14, ARTICLES WHICH ARE PRODUCED OR MANUFACTURED IN CHHATTISGARH SHOULD BE PURCHASED IN PREFERENCE TO ARTICLES PRODUCED OR MANUFACTURED IN OTHER PARTS OF INDIA PROVIDED THAT THE QUALITY IS SUFFICIENTLY GOOD AND THE PRICE REASONABLE.

Rule—4. ALL ARTICLES WHETHER MANUFACTURED IN INDIA OR ABROAD SHALL BE SUBJECT TO INSPECTION BEFORE ACCEPTANCE AND ARTICLES FOR WHICH SPECIFICATIONS AND/OR TESTS HAVE BEEN PRESCRIBED BY THE GOVERNMENT OF INDIA OR THE STATE GOVERNMENT SHALL BE REQUIRED TO CONFORM TO SUCH SPECIFICATIONS AND/OR TO SATISFY THE PRESCRIBED TEST OR TESTS WHICH MAY BE CARRIED OUT DURING MANUFACTURE OR BEFORE OR AFTER DESPATCH FROM THE SUPPLIER'S PREMISES.

Rule—5— SUBJECT TO RULE—14, IMPORTANT PLANT MACHINERY AND IRON AND STEEL WORK SHALL BE OBTAINED ONLY FROM FIRMS APPROVED BY THE DIRECTOR GENERAL OF SUPPLIES AND DISPOSALS, INDIA STORE DEPARTMENT AND SPECIFIED IN THE LIST ISSUED BY HIM FROM THE TIME TO TIME.

- 34 The intention of rule—5 is to ensure that plant, machinery and other Engineering equipments, e.g., bridge girders, roof trusses which form important components of a project shall be obtained only from firms which possess workshops and appliances capable of turning out work of the desired standard.
35. The lists referred to in this rule will be maintained and issued from time to time to all purchasing departments by the Director General of Supplies and Disposals, India Store Department. They will include the names of firms in India and abroad which have been approved for the supply of important plant, machinery and iron and steel work.
- 36
37. Cases may arise in which tenders may be received from whose names do not appear in the lists of approved firms. If the tenders are prime facie satisfactory, they should be summarily rejected but a reference should be made to the Director General of Supplies and Disposal, India Store/ Department, who will if he considers it necessary, make enquiries in regard to the capabilities and standing of the tendering firms and will intimate the result of the enquiries to the purchasing officer concerned.

Rule---6. IN THE CASE OF IMPORTANT CONSTRUCTION WORKS LET OUT ON CONTRACT, ARTICLES REQUIRED FOR THE CONSTRUCTION OF SUCH WORKS MAY BE SUPPLIED BY THE CONTRACTING FIRM PROVIDED THAT WHEN SPECIFICATIONS AND/OR TESTS HAVE BEEN PRESCRIBED SUCH ARTICLES FOR THEY SHALL CONFORM TO SUCH SPECIFICATIONS AND/OR SHALL SATISFY SUCH TESTS.

38. The object of rules 4 and 6 in to emphasize the important of ensuring that articles purchased for the public service conform to the specification which may be prescribed by competent authority, and the necessity, for careful inspection of all stores before acceptance the appropriate specification should be annexed to or quoted in the invitations to tender and it should be stipulated in the condition of contract that the articles supplied will be subject to inspection and/or tests prescribed in the specifications before acceptance.

39. When tenders for important construction works are invited the officer concerned also stipulate in the invitations to tender that the articles required for the construction of such works must comply with the specifications prescribed for such articles. The articles should be inspected and/or tested in accordance with the provisions of the specifications before acceptance.
40. All purchasing officers should pay special attention to these points, and should take steps to ensure that adequate inspection arrangements are made in each case.
41.
42.
43. With regards to the inspection of articles obtained or manufactured in India, all purchasing officers can if they so desire utilize the service of the India Store Department for the inspection and/or test during manufacture and before dispatch .
44. In the case of orders for plant and machinery, whether purchased in India or obtained from abroad, which include erection and test at site of work arrangements for inspection and test after erection at site can also be made through the India Store Department.

Rule 7. INDENTING OFFICERS IN THE CASE OF PURCHASE IN INDIA ABOVE Rs.50,000 EACH IN VALUE MUST USE THE AGENCY OF THE DIRECTOR GENERAL OF SUPPLIES AND DISPOSALS, UNLESS THEY CAN SHOW THAT THEY CAN THEMSELVES PURCHASE THE MATERIALS MORE CHEAPLY OR IN A CASE OF URGENCY MORE EXPEDITIOUSLY.

“ PROVIDED THAT WHERE PURCHASES ARE MADE THROUGH THE **C.G. LAGHU UDYOG NIGAM LIMITED**. THE ABOVE RESTRICTION SHALL NOT APPLY.

45. The intention of Rule-7 is that the agency of the Director General of Supplies and Disposal should be utilized when the value of a purchase made at one time exceeds Rs. 50,000 irrespective of whether such a purchase is of a single article or of a number of articles of the same kind. When a number of diverse articles are included in the indent, the limit of Rs.50,000 shall apply to each such article or group of articles of one kind included in the demand.

Rule 8. NOTHING IN THESE RULES SHALL BE DEEMED TO PROHIBIT THE PURCHASE OF ARTICLES BY ONE DEPARTMENT FROM ANOTHER.

Rule 9. THE ARTICLES ENUMERATED IN ANNEXURE "A" OR ANY OTHER ARTICLES OF A SPECIAL OR UNUSUAL CHARACTER MAY WHEN SUITABLE AND ECONOMICAL PURCHASE CAN

NOT BE MADE IN ACCORDANCE WITH THE PRECEEDING RULES BE OBTAINED WITHOUT REFERENCE TO THOSE RULES SUBJECT TO FOLLOWING CONDITIONS--

- (a) Where the value of the purchase exceeds Rs.50,000 the purchasing officer shall place on record his reasons for not affecting the purchase in accordance with the preceding rules.

46.

47.

48.

49. It should be noted that the inclusion of "Scientific Instruments: in item (viii) of annexure "A" under this rule is not intended to permit the purchase of drawing, surveying and other mathematical instruments, either from manufactures dealers direct or through the Director General, India Store Department, London. Indents for such instruments should be placed with the mathematical Instruments Officer of the Survey of India Department.

Rule 10.

Rule 11.

Rule 12.

Rule 13. FINANCIAL LIMITS ON POWERS OF OFFICERS TO MAKE PURCHASE IN INDIA AND ABROAD A DEPARTMENT OR OFFICER'S FINANCIAL POWERS IN THE MATTER OF THE PURCHASE OF STORES ORDINARILY EXTENDED TO THE LIMITS TO WHICH IT OR THEY ARE EMPOWERED TO ENTER INTO CONTRACT BUT IN THE CASE OF PURCHASE MADE IN INDIA UNDER CLAUSE "FIFTHLY" AND "SIXTHLY" OF PARAGRAPH-2 OF THE PREAMBLE THE LIMITS UPTO WHICH POWER TO PURCHASE ANY ONE ARTICLE OR ANY NUMBER OF SIMILAR ARTICLES PURCHASED AT ONE TIME EXTEND ARE AS FOLLOWS:

- (a)

(B) Public Works Department

- | | | |
|-------|---|--------------|
| (i) | EXECUTIVE OR ASSISTANT ENGINEER HOLDING CHARGE OF DIVISION. | 1,000 |
| (ii) | SUPERINTENDING ENGINEER | 5,000 |
| (iii) | STATE GOVERNMENT | Full Powers. |

Note-1. The money limits are inclusive of all incidental charges involved in effecting a purchase and these powers are subject to the rules of the budget system. No sanction will be given which will involve expenditure from the budget grant of any future year.

Note-2. The rule does not over ride the provisions of Financial Rule 100 in respect of contingent expenditure nor does it confer upon the officer concerned power to incur such expenditure to the extent detailed therein without the sanction of the competent authority.

Rule-14. ARTICLES INCLUDED IN ANNEXURE-B WHICH IS SUBJECT TO REVISION FROM TIME TO TIME PRODUCED OR MANUFACTURED BY SMALL SCALE INDUSTRIES OF CHHATTISGARH REGISTERED AS SUCH WITH DIRECTOR OF INDUSTRIES FOR CONCERNED ARTICLES SHALL BE PURCHASED THROUGH THE C.G. LAGHU UDYOG NIGAM LIMITED ONLY AT THE RATES FIXED BY THEM . NO TENDERS FOR PURCHASE OF SUCH ARTICLES SHALL BE CALLED BY THE COMPETENT AUTHORITY SEPARATELY.

Note-1. The C.G. Laghu Udyog Nigam Limited, shall circulate lists of Small Scale Industries products intended to be marketed through the Nigam to the Heads of Departments and the Industries Organisations from time to time.

Note-2 The C.G. Laghu Udyog Nigam Limited, shall float tenders keeping in view the demands of various departments, for items of standard specifications only. However, in case any department, requires an item of particular specifications suiting to their requirements, the C.G. Laghu Udyog Nigam shall invite tenders accordingly.

Note-3. The respective purchasing departments shall nominate their representatives in the Laghu Udyog Nigam Marketing Committee for opening tenders and finalization of rates.

Note-4. The rates decided by the Marketing Committee of Laghu Udyog Nigam shall be binding on the purchasing departments.

In case the purchasing authority is not satisfied about the quality of items or competence of manufacturer the matter shall be decided by a Joint Committee consisting of the Nominees of the purchasing officer, the Director of Industries and the Laghu Udyog Nigam.

Note-5. The aforesaid Marketing Committee may enter into negotiations with the tenderers, if necessary.

Note-6. The rates thus arrived at by the Marketing Committee of the Laghu Udyog Nigam shall be binding on the purchasing departments and all other departments requiring such items of the same specifications. No tenders shall be separately floated by the individual department for the same items.

In case of any dispute in regard to the rate with the purchasing department, the matter shall be referred to the Government (Commerce and Industry Department in consultation with Finance Department) for decision.

Note-7. While distributing the orders amongst the tendering units, the capacity, location and past performance of the unit along with the destination of the supplies shall be considered.

Note-8. Normally, the inspection of goods shall be made at the indenting stores, however, where necessary, inspection may be arranged at the manufacturing works.

Note-9. In case of disputes between the manufacturing unit and the purchasing departments, where supplies have been inspected at works, the matter shall be referred to the Marketing Committee of Laghu Udyog Nigam for arbitration whose decision shall be final and binding on both the parties. In all other cases the decision of the purchasing department shall be final and binding.

Note-10. "All payment shall be routed through the C.G. Laghu Udyog Nigam. The Departments should remit payment of Laghu Udyog Nigam within 21 days of the receipt of material. In case of delay, the Laghu Udyog Nigam shall charge 1 ½ % p.m. Interest on payment, due from the date of receipt of materials.

OR

The C.G. Laghu Udyog Nigam Limited, may authorize such of the SSI units who may desire to raise direct bills on the indenting Department/Departments and receive payments directly, and may do so after executing necessary agreement with the Nigam.

Note:-- Order will however continue to be received directly by the Chhattisgarh Laghu Udyog Nigam from indenting Officer/Purchasing Officers as provided in Rule 14. Similarly the procedure for placement of orders with the SSI units will also be continued as per existing practice under rules.

Note-11. The Laghu Udyog Nigam shall release payment to the supplying Small Scale Industries within 10 days of the receipt of the payment from the purchasing department.

50. The intention of Rule 14 is that items, reserved for purchase, from the Small Scale Industries shall be purchased from these industries only. Whenever such items are required to be purchased indent should be placed with the Laghu Udyog Nigam without inviting tenders and reasonable time should be given to them for making the supply. Only if the Chhattisgarh Laghu Udyog Nigam certify their inability to make the supply the purchase should be made from other sources in accordance with these rules.
51. The purchasing authority while sending the bills to Treasury shall record a certificate on it to the effect that provisions of Rule 14 have fully complied with.

Rule— 15: Power to Sanction departures from the rules : The State Government have power to sanction departures from the rule in cases in which departure is in the public interest. Application for sanction in such cases should be made to the State Government in the Commerce and Industry Department.

ANNEXURE “A”

- (i) Seeds.
- (ii) Cinchona bark.
- (iii) Articles for experimental or research purposes.
- (iv) China, glass, cutlery, plate, crockery and perishable fabrics, including linen for residences which are furnished by Government.
- (v) Copper, Zinc and other non-ferrous metals produced in Australia or America.
- (vi) Timber produced in Australia or North America.
- (vii) Such articles as the Superintendents of Vaccine Depots may require for the preparation of vaccine lymph.
- (viii) Chemical and scientific instruments.
- (ix) Preserved and tinned foodstuffs.
- (x) Articles required for Governor's residence.

ANNEXURE “B”

(See Rule 14)

LIST OF ARTICLES

1. Paints, Varnishes and Distempers.
2. Hides, raw and tanned.
3. Leather and leather goods of all kinds excluding industrial items.
4. Timber :-
 - (a) Timber sawn and scantlings.
 - (b) Wooden furniture of all kinds.
 - (c) Doors, windows and other building fixtures.
 - (d) Other wooden articles including **tentage** requirements.
5. Non-ferrous utensils, Kettles hot-water boilers, fitting and other utility articles.
6. Agricultural implements:-
 - (a) Bullock driven ploughs of all types.
 - (b) Rehats (Persian wheels).
 - (c) Winnowers.
 - (d) Ridgers.
 - (e) Threshers.
 - (f) Chaff-cutters.
 - (g) Seed drill and seed graders.
 - (h) Hoes (Akoloas).
 - (i) Spades.
 - (j) Pickaxes.
 - (k) Phawaras.
1. General Engineering :-
 - (a) Hardware articles like wire nails, panel, pins, rivets washers, nuts and bolts, doors and window fittings.
 - (b) Iron castings like C.I. Pipes and specials, sewage fittings and other drainage items, surface boxes, manhole covers, ventshafts, distance markers.
 - (c) Building, materials like steel structures, trusses, steel doors, window, grills, storage tanks, rolling shutters, centering plates, C.I. sluice gates.
 - (d) Barbed wire, M.S. Wire, wire netting, link chains.
 - (e) Sheet metal goods like steel trunks and boxes, drums, containers, buckets, office stationery articles, trays, waste paper baskets, confidential boxes, racks etc.
 - (f) Steel furniture of all kinds including office, hospital and other requirements.
 - (g) Conduit pipes.

8. Electric cables and wires.
9. Electric heaters, room coolers.
10. Automobile :--
 - (a) Spring leaves.
 - (b) Hub Drums.
 - (c) Bushes.
11. Weights and measures $\frac{1}{2}$ commercial.
12. Animal/hand driven trolleys and carts.
13. Brushes.
14. Umbrellas.
15. Gymnastic items.
16. Stationary articles like pins, tags, gem clips, wooden rules, paper weights, pincushions, slate, pen stand, blotters, envelopes, gum bottles, writing ink.
17. Chemical products :--
 - a. Acids- Sulphuric, nitric, hydrochloric.
 - b. Soap, soap powder, toilet and laundry.
 - c. Phenyl.
 - d. Lime.
 - e. Distilled water.
 - f. Shellac.
18. Bakelite moulded switches, plugs, bulbs, holders, ceiling roses.
19. Plastic goods, furniture, cane, polythene bags, lay flat tubing, buckets, tumblers, jars, etc.
20. Cement castings, pipes, fittings and tiles.
21. Asbestos cement pipes and fittings.
22. Vulcanised Rubber goods.
23. Bicycles and cycle parts.
24. Hosiery Goods.
25. Beam scales.
26. Enamel and pigments.
27. Spirits, Alcohol and Alcoholic product.
28. Rubber tyres and tubes.
29. Drawing and craft paper.
30. Glass-ware.
31. Medical stores:--
 - a. Drugs.
 - b. Surgical instruments.
 - c. Dressings including absorbent cotton
32. Hand tools.
33. (i) Electrical.
 - (a) Ceiling, table and cabin fans.
 - (b) Motors.
 - (c) Transformers.
 - (d) Electric batteries and cells (other than dry cells)
 - (e) Electric instrument and meters.

(ii) Other Electrical fittings and accessories.

34. Mechanical Engineering :--

- (a) Internal combustion engines
- (b) Other industrial engine.
- (c) Pumping sets, motors driven.
- (d) Deep-well turbine pumping sets.
- (e) Pumping sets, engine driven.
- (f) Earth moving machinery and spares.
- (g) Steel casting.
- (h) Centrifugal pumps.

35. Pipe fittings, G.I. Bends, tees, sockets, cocks sluice and valves.

36. Water meters.

37. Tractor accessories and implements

38. Expanded metal.

39. Coils and collars and poles.

40. Casting, housing and slotted pipes for tube wells.

41 Pins, splot, taper cotter etc.

42 Steel pipes and fittings.

43 (i) Workshop machinery (other than machines tools)

(ii) Machine tools.

44. Radio equipment.

45. Well boring plant.

46 Enamelled iron goods.

47. Electrical :--

Electric screens, iron clad switches, copper tapes, Air conditioning plant, Whetstones bridges, Earth Meggar, Series resistance box, steel poles, incubators, autoclaves electrical carpet cleaners, carbon rheostat meggar, insulation tests chick tester, ammeters, electrical accessories such as button holders, tumbler switches, key holders, lamp locks for brackets holders, cut-outs, fluorescent tubes.

48 Amplifiers (sound equipment).

49 Insecticides, pesticides and fungicides formulations.

50 Mathematical and survey equipment

51. Laboratory equipment ,cotton waste, munjbam.

52. Crockery, cutlery and enamel ware.

53. Fire fighting equipment, Hoses, pumps, fire extinguishers, refills etc.

54. Clocks and watches.

55. Tinned and canned foods stuffs.

56. Animal feeds

57. Door mats.

58. Head pan, Wash up sinks, slab urinals.

59. ACSR and ASC conductors.

60. Asbestos pressure pipes.
61. Automobile axles.
62. Wipers and Horns.
63. Speed meter cables.
64. Brake lining.
65. Pressure guage.
66. Commutator.
67. Bus body building, bus kits, bus windows, trucks bodies and coach bodies.
68. C.I. surface plates.
69. Road roller rims.
70. Spun pipes.
71. Electrical meters.
72. Fluorescent lighting fixtures.
73. Gears.
74. C.I. wires.
75. Toughened.
76. Glues.
77. Ice machinery and refrigerating equipment.
78. Drilling machines.
79. Metallic flexible tubes.
80. Oscilloscope.
81. Pharmaceuticals.
82. Straw boards.
83. Stay wire.
84. Signaling wire and ground wire.
85. Traffic signaling equipment.
86. Sewing machines.
87. Safety matches
88. Tubular structures, poles .
89. Wire ropes.
90. Waxes and water proof papers.
91. Webbing products.
92. Optical lenses.
93. Optical instruments.
94. Welding transformers generators.
95. Anneled wires.
96. Automobile armature coil and dynamos.
97. Sawing blades.
98. Fire bricks and febractories.
99. Fire clay.
100. Machine screw and wood screw.
101. Metal labels and badges.
102. Tarpaulins
103. Room Coolers.
104. Handsaw blades.
105. Pressure Gauge.
106. Gelatine.
107. Polished Stone.
108. Metal Rods of wire, Non ferrous metals in extended shapes and brass rods.

109. Rolled steel sections and rod angles.
110. Tubular nuts.
111. Pistons.
112. Battery charges and Eliminators.
113. Voltage booster, Transformer, Automatic Voltage Stabilizers, Low Voltage Transformer, Motor starting auto transformer, high voltage insulation testing transformer, phase shifting and phase conversion transformers.
114. Small ovens and furnaces, electrically operated water distilling plants.
115. M.S. Pipes/Flat.
116. Round Bars, angles, channels flats, Tees, pipe joints etc. Products of a steel rerolling mills and foundries.
117. Spring Pins.
118. Kingpin bushes
119. Silencers.
120. Crank shafts connecting rods.
121. Handloom articles such as guage, bandage cloth, sarries, chaddar, bed spreads, curtain and upholstery materials, tussar fabrics.
122. Laboratory fine chemicals and analytical reagents.
123. Ayurvedic medicines.
124. Ready made garments.
125. Alum.

126. Plough corn shellers seed drills Spare C.I. and M.S. spares.
127. Square bars.
128. Castings like manhole covers, gates etc. All types of ferrous , and Non ferrous casting. All kinds of steel castings.
129. Buttons (Plastic).
130. Woolen blankets.
131. File pads.
132. Register ruled 1.Qr.
133. Register ruled 2 Qr.
134. Shorthand Note Books.
135. Typing Paper 20.5x331 .4/1, 5/16 Kg. (31bs8"x 13").
136. Bells, Call Nickel, Plated.
137. Blotters, nickel plated.
138. Desk Knives.
139. Erasers, Ink and pencil combine.
140. Carbon paper.
141. Gem paper-clips.
142. Office paste battles, Rubber tipped.
143. Paper clips small .
144. Laces for files.
145. Letter weighing scales.
146. Nibs.
147. Pads, Rubber stamps.
148. Pencils, Audit brown.
149. Pencil copying Hard.
150. Penholders.
151. Pin common.
152. Pin Cushion

- 153. Rubber stamps Racks.
- 154. Sealing wax Red.
- 155. Tags, cotton.
- 156. Twine balls.156
- 157. Wax candles.
- 158. Sewing thread real.
- 159. Staple machine
- 160. Staple wire
- 161. Ink Liquid Blue black.
- 162. Ink Indelible for writing cheque.
- 163. Ink thumb impression black.
- 164. Brushes for cleaning Typewriter.
- 165. Correcting fluid.
- 166. Dupligrath developing solution.
- 167. Pen cyclostyle.
- 168. Ribbon black.
- 169. Typewriter oil.
- 170. Ink tablets Blue-Black

APPENDIX 4.10
(See Paragraph No. 4.078)

The Financial Powers to Sanction Write off/Disposal/Payment etc.

Item No.	Particulars	Power of				Authority	Remarks
		C.E.	S.E.	E.E.	S.D.O.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	To submit indents for stationery	Full powers for his own office subject to the limit of the money allotment for the year	Full powers for his office and those of the Divisional and Sub-Divisional offices subject to the money limit of his circle for the year	..	..	..	Rules 7, 8 and 17 of the Stationery Rules
2	DELETED						
3	DELETED						
4	DELETED						
5	To issue orders for the disposal of unserviceable stores viz. stock, tools & plants including mathematical instruments furniture, crockery, etc. of circuit & rest houses and inspection bungalows and huts, materials at site and materials received from works dismantled or under going repairs and sanction their write off.	-	Full Power	Rs. 50,000	..	W.D.Manual Para 4.085	Note (i) An E.E. has no power to sanction the write off of unserviceable articles of famine reserve / natural calamity related to tools and plants.
6	To accept the tenders for sale/auction of unserviceable and obsolete stores listed in Appendix 4.07	Rs. 2.00 Crore	Rs. 75.00 Lacs	Rs. 40,000	Nil	..	Power to issue orders for write off these stores shall vest with "Condemnation Board" or any other committee to be constituted by the Government

Item No.	Particulars	Power of				Authority	Remarks
		C.E.	S.E.	E.E.	S.D.O.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
7	Power to write-off special serviceable tools and plants (eg. Compressor machines) the full cost of which has been recovered. (which has been specifically purchased for the specific project and not required in the same or other project / work)	..	..	Full powers provided full book value or when there is no book value, estimated value is recovered	..	W.D.Manual Para 4.085	1. Provided full book value or when there is no book value estimated value is recovered. 2. Supervision charges at the rate of 10 percent must be recovered except when they can be waived under paragraph 4.084 of W.D.Manual
8	To write off irrecoverable value of stores as described in item 5 Col (2), subject to condition laid down in section-1 of book of Financial powers Volume-I.	Rs. 25,000	Rs.20,000	Rs. 5,000	..	..	Note (1) These limits apply to the book value of the article. (2) The powers delegated to E.E. does not apply to short ages in road materials, which are governed by the rules in para 4.098 to 4.112 of WD. Manual (3) The powers delegated to S.E. shall, in the cases of road material be exercised by them with respect to the total amount of shortage on any one road at any one time

Item No.	Particulars	Power of				Authority	Remarks
		C.E.	S.E.	E.E.	S.D.O.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
9	To sanction payment of demurrage/ wharfage charges.	Rs.1,000 in each case	Rs. 1000 in each case	Rs.1000 in each case	..	W.D.Manual para 4.126	(i) Such charges should not be allowed to increase due to delay in taking decisions regarding payment. (ii) Where there is a prima facie case of wilful negligence resulting such charges an enquiry should be ordered for fixing responsibility and appropriate disciplinary action including recoveries may be taken. (iii) Head of office would report the reason of delay to the Head of Department immediately after the payment.
10	To write off irrecoverable amounts of public money.	Rs. 25,00	Rs.20,000	Rs. 5,000	..	Book of Financial power Vol-I Para 30	Note (1) These limits apply to the book value of the article. (2) The powers delegated to E.E. does not apply to short ages in road materials, which are governed by the rules in para 4.098 to 4.112 of WD. Manual (3) The powers delegated to S.E. shall, in the cases of road material be exercised by them with respect to the total amount of shortage on any one road at any one time
11	To write off irrecoverable amounts of occupation fees of circuit houses, rest houses, inspection bungalows and huts	..	upto Rs.5000	..	..	..	..

Item No.	Particulars	Power of				Authority	Remarks
		C.E.	S.E.	E.E.	S.D.O.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
12	To write off irrecoverable sums due on account of rents of Government buildings	upto Rs. 5000	..	..	..	..	..
13	To sanction remission as a concession for losses incurred by the leasses in the sale of fruits of trees, dead trees etc. on road/lands in charge of the department	..	Rs.10000	Rs.2000	..	..	.
14	To sanction write off of measurement books	..	Full powers	..	..	..	..
15	To sanction write off of blanks forms of muster rolls which may be missing or torn or became useless from any cause, also muster rolls on which the attendance was entered but no payment was made	..	..	Full powers	..	W.D.Manual Para 4.014	...
16	To sanction the issue of tools and scientific mathematical and drawing instruments on loan to non-commercial departments of the State Government free of rent and to commercial department of State Govt. on payment of rent @ 1% per mensem on book value or when the book value is not known, the estimated value of the articles	For a period not exceeding 6 months provided book value or when book value is not known the estimated value of the articles does not exceed Rs.10,000 in each case	For a period not exceeding 3 months provided book value or when book value is not known the estimated value of the articles does not exceed Rs.5,000 in each case.	..	..	..	..

Item No.	Particulars	Power of				Authority	Remarks
		C.E.	S.E.	E.E.	S.D.O.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
17	To grant advances to contractor on the security of materials	..	..	Full powers up to 75% of the value of materials. For steel upto 90% of its value.	..	..	(i) Provided contract is for finished work and the material is to be used for the project within next 6 months. (ii) Advance must be granted only in respect of materials that have been brought to site, and its value does not exceed more than the rate payable for its finished item under the contract. No advance can be granted on perishable items and sand. (iii) The advance is to be recovered in equal monthly installments subject to the condition that full advance must be recovered when 85% value of work is done or 75% time is over whichever ever is earlier.
18	Power to sanction advance payment to the railway authorities and other Govt. Departments and Govt. of India undertaking if so required by the rules of those departments in connection with works of Works Departments.	-	Full Powers	..	..	..	...
19	Power to make advance payments to suppliers up to 90% of the value of materials including sales tax etc. on actual receipt of supply.	Full Powers	Rs. 5.00 Lacs	Rs. 1.00 Lacs	..	..	...

Item No.	Particulars	Power of				Authority	Remarks
		C.E.	S.E.	E.E.	S.D.O.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
20	To issue orders for the disposal of surplus stores as described in item 5 column 2 above and to sanction their write off	..	Full powers provided the loss incurred on the book value (or when there is no book value, the estimated value) does not exceed Rs. 50,000.	Up to Rs.25000 provided full book value or when there is no book value the estimated value is received; up to Rs. 2500 when less than the full value is recovered	..	W.D.Manual Para 4.085	In case of materials borne on the stock account supervision charges at 10% must be recovered except when they are waived under Para 4.084 of W.D.Manual
21	To sanction the sale of Stores to local bodies or to private persons when it can be done without inconvenience to the public service.	..	..	Upto Rs. 5,000 in each case	..	W.D.Manual para 4.085	Note The charge to be made will be the stock rate plus 10% supervision charges unless waived under para 4.084 of the W.D.Manual by the officer having powers to sanction the sale. When sales are made to a Govt. officers in his private capacity, one month's credit may be allowed after the date of the presentation of the bill after which date the bill should be sent to his pay disbursing officer with the request that he will recover the amount from the officer's next pay bill.
22	To dispose off by sale fruits of trees and dead trees etc. on roads side and lands incharge of Works Department.	..	..	Full powers	Upto Rs. 1.00 Lacs not exceeding 10% over the current stock rates or Rs. 1,000 whichever is less .	W.D.Manual Para 9.021	1. By regular auction. 2. The lease after acceptance will be sent to division office for record and note made in the miscellaneous recoveries register. Bid-sheet may be disposed with when Sub Divisional Officer holds the auction himself.

Item No.	Particulars	Power of				Authority	Remarks
		C.E.	S.E.	E.E.	S.D.O.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
23	Payment of running bills	..	..	Full powers	Up to Rs. 1.00 Lacs except every fourth bill. Which will be paid after pre-audit by the E.E.	W.D.Manual Para 4.047	The E.E. may at any time call in for :- 1. Scrutiny the measurement book relating to any bill, running or final paid by S.D.O. 2. Before forwarding every fourth bill, the SDO shall check fully the measurements. 3. Before payment of fourth bill the E.E. must check at least 10% of measurements.
24	Payment of final bills	..	..	Full powers	Up to Rs. 20,000*	W.D.Manual Para 4.084 and 4.050	*Provided the amount of the final bill including previous payments does not exceed Rs. 20,000. The S.E. may in his discretion lower this limit in individual cases
25	To incur expenditure in connection with the carriage and handling etc. of stores.	-	-	Full powers	-	-	Subject to the condition that all such charges are detailed in P.W.A. form No.72
26	To incur expenditure in connection with legal charges -	-	-	-	-	W.D.Manual para 9.037	
	(i) charges other than fees to be paid to public prosecutors and private legal practitioners.	-	upto Rs. 5000 in each case	upto Rs. 5000 in each case			
	(i) charges on account of fees to be paid to public prosecutors and private legal practitioners.	-	To the extent prescribed in Chapter II & III of the Law Dept. Manual	To the extent prescribed in Chapter II & III of the Law Dept. Manual	-	W.D.Manual para 9.037	W.D.officers must consult Collectors about the engagement of counsel and fees. Where the rate of proposed fees higher than those fixed in Chapter's II & III of the legal Dept. Manual are proposed to be paid Govt's orders should be obtained.

Item No.	Particulars	Power of				Authority	Remarks
		C.E.	S.E.	E.E.	S.D.O.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
27.	To permit their subordinate officials to make payments in cash instead of by cheque, when this is necessary in the interest of works.	..	Up to Rs. 5,000	Up to Rs. 1,000	Up to Rs. 5,00	..	Not applicable for wages of work charge or contingent paid employee.
28	To reappropriate funds for "ordinary repairs" to "Special repairs" and vice versa under minor head "Repairs"	Full powers provided that no reappropriation may be made from "Communications" to "Building" & vice versa.	-	-	-	-	-
29	To adjust the balance of manufacture accounts	-	Rs. 1.00 Lacs	Not excee-ding 10% over the current stock rates or Rs. 1,000 which ever is less.	-	-	-
30	To sanction the engagement of special guards temporary for specific time period.	Full powers	-	-	-	-	-
31	To sanction the engagement of a coolie / gardener to look- after there garden of residences unoccupied temporary for specific time period.	-	Full powers	-	-	-	-
32	To sanction the holding of stock by any Division	Full powers	Up to Rs. 5.00 Lacs	-	-	-	Subject to availability of suspense head in budget provision.
33	To sanction estimate for losses to depreciation of stock	Full powers	Rs. 40,000	Rs. 5,000	-	-	As per para 10 of Booklet of Financial power Vol.-II