

APPENDIX – 9.01
(See paragraph 9.010)

INSTRUCTIONS FOR S.D.O's AND SUB-ENGINEERS (E. & M.)
For care and maintenance of steam plant
General

1. (a) The Sub-Engineer (E & M) in his examination of a boiler and its fittings should carefully examine the safety valves and should at every inspection satisfy himself that they are in good working order; if he has any doubt as to the pressure on them, he should see them tried under steam and satisfy himself that they blow off properly at the pressure assigned to them.
(b) The safety valves should be set to the working pressure and locked. The keys shall be kept by the S.D.O.
(c) In setting the safety valves care should be taken that each safety valve has a lift equal to at least one-fourth its diameter and that the openings for the passage of steam (to and from the valves), as well as the waste steam pipe should each have an effective area of discharge not less than the driver combined area of valves they serve.
2. A pressure once allowed in the boiler is not, under any circumstances to be increased or the safety valve altered by the driver.
3. The Sub-Engineer (E&M) should see that the steam pressure gauge, glass water gauge and gauge cocks and blow off cocks are in order.
4. The fusible or lead plug should be examined by the Sub-Engineer E&M on every inspection and a report sent to the E.E. that this has been done.

Inspection of boilers

The inspection of a boiler may be either:-

- (a) To ascertain its general condition.
- (b) A full test.

The former will be carried out when there is no doubt as to its generally satisfactory condition; the latter when this is doubtful.

For the former (a)-

The boiler should be examined externally for wasting from corrosion and leaks and their location recorded.

All internal seams should be carefully examined and the effect of corrosion or pitting noted.

All stays should be examined and tested by light blows of a hammer to reveal by sound whether they are cracked or broken.

For the full test (b) –

The boiler should when necessary after the above, subjected to a careful test by hot water at a temperature of 100⁰ to 208⁰ Fahr. and at a pressure which exceeds the working pressure by 5 percent.

The pressure to be applied after the boiler has become sufficiently warm to produce uniform expansion of the plates while the pressure is on. All exposed surface of the boiler should be tested with light blows of a hammer and all flat stayed surface proved with a straight edge and any change in form noted.

When the test pressure is removed permanent set and alteration of shape should be noted and search made for indication of weaknesses developed during the test. A boiler should be inspected if in regular use twice a year but if used only during the rains, one inspection is sufficient. After the boiler has been examined and tested the parts of the engine must be carefully examined and the results entered in the form given in appending 9.05.

APPENDIX 9.02
(See paragraph 9.010)

INSTRUCTIONS FOR DRIVERS

The care and maintenance of steam plant

1. Wash-out of a boiler – (a) The boiler to be washed out once a week.
(b) The tubes, fire-box and fire-bars to be cleaned. A man-hole is provided in the side of a boiler for cleaning of the fire-box, crown stays and the outside of the tubes. This is a most important duty and the drivers must not neglect it.

Boiler fluid – Boiler fluid should be used for wash-out to remove all the accumulated scale inside the boiler due to dirty water, etc.

2. Boiler to be kept clean – The boiler must be kept clean and care taken that there is no blowing through the piston.
 3. The drivers should not fill the boiler whilst hot, this damages it by the consequent contraction of the plates.
 4. The boiler must not be blown off under steam.
 5. Bearings and brasses – To keep the engine in good working order, the bearing and brasses must have careful attention. No bearing should, at any time, be allowed to work hot or to knock whilst working; the brasses to be kept tight enough (but not too tight) both heating or knocking must be prevented.
 6. Bolts and nuts – All bolts and nuts and studs must be kept perfectly tight and split pins should not be loose.
 7. All the oil holes and channels to be kept clean it is essential that the oil used should go to the part for which it is intended.
 8. The engine must be kept clean by wiping off oil, etc., instead of allowing it to accumulate and form scale.
 9. The practice of leaving engines in the evening with steam pressure on is most objectionable and dangerous. Driver also must not leave their engines till the pressure is run down.
 10. After a day's work the engine should be left on the side of the road and not in the centre.
 11. Rollers left at roadside at night must have side red lamps. and a chowkidar.
 12. After the consolidation is over the engine must be kept under cover, emptied and cleaned, the turned steel parts covered with a paste of white lead to prevent corrosion.
 13. Engine must always be started on lowest speeds and top speed must not be used until the metal is nearly consolidated.
 14. S.D.O (E&M) and subordinates are responsible for the observance of these instruction.
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APPENDIX 9.03

(See Paragraph 9.010)

**List of Stores Required for Day's Use and for a Wash-out of Steam
Roller Weighting 10 to 12 tonnes
(For guidance only)**

S.No.	Description of Materials	Quantity required for 8 hrs. working	Quantity required for washout after 100 working hrs.	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Cylinder oil Nassa 79 or 1000 G or 666 G or Cylinder oil H.	1 Litre	Nil	
2.	Main gear oil as above	Nil	2 Litre	
3.	Rotella 30 for oil cups	1.5 Litre	Nil	
4.	Grease cardium E for pump and steering gear	½ Kg.	Nil	
5.	Grease cups-cup Grease 3	1 Kg.	Nil	
6.	Kerosene	0.5 Litre	1 Litre	
7.	Cotton waste	½ Kg.	1 Kg.	
8.	Coconut Oil	Nil	100 gm.	
9.	Wool	Nil	20 gm.	
10.	Copper wire 36 swg.	Nil	20 gm.	
11.	Red lead	Nil	250 gm.	
12.	White lead	Nil	250 gm.	
13.	Washing soap	Nil	1 Bar (250 gm.)	
14.	Washing Soda	Nil	500 gm.	
15.	Asbestos Rope of 15 mm. dia.	Nil	½ kg.	
16.	Steam Joint Sheet	Nil	500 gm once a month	
17.	Coir string	100 gm.	200 gm.	
18.	Hemp Superior	Nil	200 gm.	
19.	Boiler Composition	Nil	1 Litre. Use one day prior to wash out.	
20.	Match box	Nil	One	
21.	Fire Wood	6 Kg.	Nil	
22.	Steam coal or Fire Wood	0.3 to 0.5 Cum according to the Quality OR 12 to 14 quintals of dry fire wood.		
23.	Emery	Nil	1 sheet	
24.	Brasso Polish	Nil	1 Tin	

APPENDIX 9.04

(See Paragraph 9.010)

History Register of Boiler in the**Circle.....Department**

Engine number	Name of mark	Single compound or double cylinder engine	Tonnage	Date of manufacture	Date of inspection
(1)	(2)	(3)	(4)	(5)	(6)

Working pressure	Estimated amount of repairs as per Appendix 9.05	Expenditure	Drivers name and qualifications	Remarks
(7)	(8)	(9)	(10)	(11)

APPENDIX 9.05

(See Paragraph 9.010)

**Form of Report on the Condition of Engine and Boiler and Repairs
Executed**

Name of Part	Condition when inspected by Sub Engineer and S.D.O.	Cost of repairs	Remarks after completion of repair
(1)	(2)	(3)	(4)
Boiler		Rs. Ps.	
1. Boiler tubes			
2. Crown Plates			
3. Fire-box and fire-bars			
4. Smoke – box			
5. Steam gauge			
6. Test cocks and gauge column cocks			
7. Blow-off cock			
8. Results of test under hydraulic pressure			
Engine			
1. Cylinder piston head and piston rings			
2. Slide valve setting and steam parts			
3. Big end and little end brasses			
4. Main Brasses			
5. Eccentric straps			
6. Link motion with blocks			
7. Gears			

Name of Part	Condition when inspected by Sub Engineer and S.D.O.	Cost of repairs	Remarks after completion of repair
(1)	(2)	(3)	(4)
8. All pins, cottars etc.			
9. All glands and bushes			
10. Feed pump			
11. Injector			
12. Drain cocks			
13. Side wheel and front bogie			
14. All bolts and nuts			

Note :- The repairs to boiler shall be got done only after the inspection of Boiler Inspector and approval for the agency for such repairs: After the repairs, the boiler shall be got inspected by the Boiler Inspector and his test certificates obtained before putting the boiler for use.

Signature of Sub-Engineer (E & M)

Signature of S.D.O.

Signature of E.E.

Description of engine with maker's name and No.

.....Division

.....Sub Division

Place date of inspection , vide column (2)

Place date when engine

is handed over to S.D.O., vide column (4)

APPENDIX 9.06

(See paragraph 9.024)

WORKS DEPARTMENT

पब्लिक वर्क्स डिपार्टमेंट

Bid- sheet

नीलाम की बोली का तख्ता

(A copy, in Hindi and English of this sheet and of the prescribed form of agreement applicable to the contract shall be available for inspection at the place of auction, and their contents shall be fully explained of the bidders.)

(इस तख्ते की ओर ठेके के लिये लागू होने वाले इकरारनामे के निश्चित नमूने की एक नकल अंग्रेजी और हिन्दी में नीलाम के मुकाम पर मुलाहिजे के लिये रखी जावेगी और बोली बोलने वालों को उसका मजमून अच्छी तरह समझा दिया जायेगा)

Particulars of the property to be sold by auction :-

नीलाम में बेची जाने वाली जायदाद की तफसील :-

Designation of the officer competent to accept the bid (hereinafter called the competent authority)

बोली मंजूर करने योग्य अफसर का ओहदा (जो कि आगे योग्य अधिकारी कहा गया है)

Designation of the officer holding the auction –

नीलाम करने वाले अफसर का ओहदा —

CONDITION OF SALE**बिक्री की शर्तें**

1. With the approval of the competent authority the officer holding the auction shall fix the amount at which the auction shall be started and the lowest amount by which bid shall advance.
1. योग्य अधिकारी की मंजूरी से नीलाम करने वाला अफसर नीलाम की शुरू बोली की रकम ठहरा देगा और बोली बढ़ाने की कम से कम रकम भी ठहरा देगा.
2. The officer holding the action shall have power to close the auction at any bid.
2. नीलाम करने वाले अफसर को अख्त्यार होगा कि किसी भी बोली पर नीलाम खत्म कर दे.
3. No person shall be allowed to bid unless he has deposited within S.D.O. Sub-Division /E.E. Division, a sum of Rs. (in words) in cash.
3. किसी भी शख्त को जब तक कि वह सब-डिविजनल ऑफिसर सब डिवीजन / एक्सीक्यूटिव इंजीनियर डिवीजन के पास

..... रूपये (अक्षरी) नगद जमा न कर दे बोली बोलने की इजाजत नहीं दी जावेगी.

Note :- This clause may be deleted, when the value of the lease did not exceed Rs. 200 in the previous year or when if there was no similar lease in the previous year, the lease is not expected to fetch more than Rs. 200.

4. After closure, all bidders taking part in the auction or such of them as may be required by the officer holding the auction, shall sign or make their thumb marks on the memorandum at the foot of the list of bidders hereinafter given.
4. नीलाम खतम होने के बाद कुल बोली बोलने वाले जो नीलाम में भाग ले या उनमें से ऐसे लोग जिनको नीलाम करने वाला अफसर कहे आगे दी हुई बोली बोलने वालों की फेहरिस्त के नीचे को याददाश्त पर दस्तखत करेंगे या अगूठे के निशान लगावेंगे।
5. Any bid accepted by the competent authority shall be binding on the bidder. The competent authority shall not be bound to accept the highest or any bid.
5. योग्य अधिकारी की मंजूर की हुई कोई बोली बोलने को कबूल करना जरूरी होगा. योग्य अधिकारी के लिये यह जरूरी नहीं है कि सबसे ज्यादा रकम की बोली या कोई भी बोली मंजूर करे.
6. No contract shall be complete until the competent authority has passed an order accepting the bid and the bidder shall have no right to work under the contract until such order is passed.
6. जब तक योग्य अधिकारी बोली मंजूर करने का हुक्म न देगा तब तक कोई ठेका पक्का न होगा और ऐसा हुक्म होने तक बोली बोलने वाले को ठेके के मुताबिक काम करने का कोई हक न होगा.
7. The person whose bid is accepted shall, if instructed by the competent authority, execute an agreement in the prescribed form within the time fixed by the said authority.
7. जिस शख्स को बोली मंजूर की जायेगी वह हाकिम मजाज के निर्देशन के मुताबिक उसके मुकर्रर किये हुए वक्त के अन्दर मुकर्रर नमूने में एक इकरारनामा लिखेगा।
8. If any person fails to execute the agreement within the time fixed as aforesaid, the competent authority may accept any other bid in this bid-sheet or order a re-auction, and such persons shall be liable for any loss that may be sustained by the Government. The amount of the loss may be recovered as an arrear of land revenue.
8. अगर कोई शख्स पहले कहे गये निश्चित समय के अन्दर इकरारनामा न लिखे तो योग्य अधिकारी इस बोली के तख्ते में दर्ज की हुई किसी दूसरी बोली को मंजूर कर सकता है या फिर से नीलाम करने का हुक्म दे सकता है और वह शख्स उस नुकसान का देनदार होगा जो सरकार को उठाना पड़े नुकसान को रकम बतौर बकाय मालगुजारी के वसूल की जा सकती है।

LIST OF BIDDERS
बोली बोलने वालों की फेहरिस्त

Name of bidder बोली बोलने वाले का नाम	Amount of bid बोली की रकम
Rs. रु.	Ps. पैसे

MEMORANDUM

याददाश्त

We, being the person who have made the bids as shown against our names in the aforesaid list, have understood the condition of this bid-sheet and the agreement applicable to the contract which have been explained to us and we agree that each of us is liable to be held to his respective bid if it is accepted by the competent authority.

उपर बतलाई हुई फेहरिस्त में हमारे नाम के सामने दर्ज की हुई बोलियां हमने बोली हैं और इस बोली के तख्ते और ठेके इकरारनामों की शर्तें जो हमें बतला दी गई हैं हमने समझ ली है हम इकरार करते हैं कि योग्य अधिकारी के मंजूर करने पर हममें से हरएक शख्स अपनी-अपनी बोली की रकम का देनदार होगा.

Name in Full and Address	Signature or thumb-mark of the bidder
पूरा नाम व पता	बोली बोलने वाले के दस्तखत या अंगूठे का निशान

Date 20
तारीख 20

.....
Signature of officer holding the auction
नीलाम करने वाले अफसर के दस्तखत

I accept the bid of Rs. (in words)
Rs. made
by

मैं की रुपये (अक्षरी)
.....
..... की बोली मंजूर करता हूं।

Date 20
तारीख 20

.....
Signature of competent authority
योग्य अधिकारी के दस्तखत

APPENDIX 9.07

(See paragraph 9.028)

Agreement form for Lease of Encamping Grounds

I/We son(s) of
resident of in tahsil
of district, do hereby agree to lease the
encamping ground situated in kilometer of the road
from the
..... Division for a period of
..... years that is to say from
to for which I/We agree to pay Rs.
only in two installment annually on the 1st April and 1st September of each year.

I/We further agree to plough up the entire land and to use the said land for
agriculture purpose and for growing food crops only.

I/We also agree to vacate the encamping ground at any time when required by the
department after 24 hour's notice has been given by the E.E.

In the event of my/our being required to vacate the encamping ground, I/We
agree to accept full payment for damage such compensation as may be assessed by the
Collector.

Appendix 9.08
(See paragraph 9.031)

**Executive Instructions for the Transport of Heavy Machinery
and Plant on W.D. Roads**

1. Heavy machinery and plant, which cannot be carried in the ordinary Country carts or in vehicles drawn by not more than four bullocks or in licensed motor vehicles shall not be transported along Government roads unless the permission of the E.E. has been obtained in accordance with these rules and an agreement has been executed in the form prescribed in Annexure A.
2. Any person, who transports heavy machinery or plant along Government road without executing an agreement as required by rule I shall be deemed to have trespassed on the road and shall be proceeded against according to law.
3. An application for permission to transport heavy machinery shall be made to the E.E. of the division not less than 21 days before the date on or from which such transport is to be commenced. in exceptional cases, the E.E. may accept less than 21 days notice, if there is sufficient time to allow him to take action in accordance with rule 8(a).
4. The application shall contain the following information :-
 - (a) Weight of load, which it is proposed to carry (taken from railway receipt if possible and certified as such)
 - (b) Weight of lorry or other conveyance proposed to be used for carrying the load.
 - (c) Weight of the locomotive or tractor (if any) which it is intended to use for the haulage of the load.
 - (d) Numbers of wheels of lorries, locomotive or tractor if any.
 - (e) Diameter and width of tread of wheels of lorries locomotive or tractor if any.
 - (e) Route which it is intended to follow and distance to be traversed, giving names of starting place and destination.
 - (f) Date of departure.
 - (g) Name and address of responsible agent who will accompany the transport.
 - (h) Precautionary arrangement to be adopted to prevent accidents on sharp curves or gradients.
5. The following limits are prescribed for dimensions and loads :-
 - (a) The maximum load on any one vehicle including the weight of the vehicle itself shall not exceed 16 tones.
 - (b) The diameter of wheels shall not be less than 46 c.m.
 - (c) The disputes distance axles of lorries carrying weight in excess of 8 tonnes shall not be less than 3 meters.
 - (d) The weight carried shall not exceed 1/8 tonne per c.m. width of tyre, nor shall the total weight on one axle exceed 11 tonnes.
6. The following rules shall be observed as to the rate of travel and precautions to be taken at night and at the time the vehicles are in motion :-

- (a) The rates haulage over bridges shall not exceed 10 km per hour.
 - (b) At night the vehicle shall be drawn up to one side of the road and the road width shall not be obstructed.
 - (c) At night, the vehicle so drawn up shall have two head lights and two tails lights coloured red, and a chowkidar shall be kept in its charge.
 - (d) No vehicle shall travel between sunset and sunrise except with the special permission of the E.E., which will only be given in a case of emergency.
7. The following instruction shall be observed in the case of break down :-
- (a) The owner shall be responsible for clearing his vehicles and load off the road within 24 hours of the break-down.
 - (b) The break- down shall be reported at once by the owner or his agent who so ever is on the spot to the nearest W.D. official.
 - (c) Crowbars or other implements likely to damage the road surfaces shall not be used to facilitate transport.
8. (a) Before granting the permission requested in application, made in accordance with rule 3 and drawing up an agreement, the E.E. shall satisfy himself that the bridge on the roads to be traversed are capable of carrying the load, and shall expressly forbid the applicant to use such bridges as he considers unsafe and shall enter details of them in the agreement. This shall not however render Government in any way responsible for any damage caused to the applicant's conveyance, engines, plant, machinery or staff by his taking them over bridges not specified as unsafe.
- (b) The applicant shall himself at his own expense, make side –tracks where necessary owing to bridges not being considered capable of carrying the load which he wishes to transport. He shall immediately after transport restore to its original state any portion of the roadway which may be distributed in the course of the transport.
9. (a) The applicant shall deposit such amount as may be fixed by the E.E. but the amount so fixed shall not ordinarily exceed Rs. 10 per Km. of the road traversed.
- (b) All sums due under the agreement shall be paid out of the deposit made under clause (a) and the balance if any shall be refunded to the depositor after the transport is completed.
 - (c) Should an applicant give such information under rule 4, which in the opinion of the E.E. is incorrect, the whole of his deposit shall be liable to be forfeited.
 - (d) Should the deposit be insufficient to meet the cost of the damage caused to the roadways or any workers in connection with it, the applicant shall pay the additional amount as may be required by the E.E. with in 10 days of receipt of intimation from him.
10. In the case of any doubt or dispute arising out of or under the agreement referred to in rule 1, the matter shall be referred to the S.E. whose decision shall be final and binding on both parties to it.

APPENDIX 9.08**ANNEXURE - A****Form of agreement for the transport of heavy machinery on W.D. roads, referred to in rule 1**

This agreement made this day of 19 between the Governor of Madhya Pradesh acting through the E.E., Division of one part and.....son of resident of district (hereinafter called the applicant which expression shall when the context so admits, be deemed to include his heirs, executors, administrator and assigns) of the other part.

Whereby it is agreed as follows :-

1. The applicant is hereby permitted to transport the following loads :-

Number of Lorry

Weight Loaded in Lorry.

.....

Details of lorries :-

Lorry No.	Weight of lorry	Width of tyre	Diameter of wheel	Distance between axles
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along the following roads in charge of the Department

Name of road	From	To	Kilometre
.....			
.....			
.....			

Numbers must correspond i.e. numbers against weights must be those of the lorries in which the articles are transported.

2. The applicant hereby undertakes to abide by the rules attached hereto in so far as they are applicable, and to deposit, before commencing the transport a sum of Rs. () from which amount such recoveries as may become due from him may be made by the said E.E. In the event of such recoveries being in excess of the amount deposited the applicant agrees to make payment of such excess amount to the said E.E. with in 10 days of the receipt of notice from him of the amount due.

3. The applicant hereby absolves Government from all responsibility and liability for any loss which he may incur due to bridges, culverts or causeways, other than those mentioned below proving insufficiently not to make use of the following bridge, etc., which are according to the said E.E. unsafe on the date of execution of this agreement for the loads which he is permitted to transport :-

Kilometre	Description of work

4. Any money falling due under this agreement shall, if not paid by the applicant, be recoverable from him as an arrear of land revenue.

Applicant.

Date

Witness.

Witness .

Date

Executive Engineer.

Date

Witness

Witness

Date

APPENDIX 9.09**(See paragraph 9.037)****Extracts of the Law Department****Chapter VIII – Prosecution of Criminal Cases
Instituted at the Instance of Departmental Officers**

Para 107. Scope of the Chapter :

The rules in this chapter relate to departmental prosecution i.e. criminal cases instituted at the instance of a Government Officer relating to acts of which he has knowledge in his official capacity. Its contents are intended mainly to help officers who have no experience of the procedure followed in the institution and conduct of cases in criminal Courts .

Para 108.-Expediency of consulting district Magistrate in all cases;

Before launching a prosecution a government officer should consult the district magistrate informally regarding the procedure to be adopted, unless the cases of a kind which is frequently launched by the department to which such officer belongs and the procedure is familiar to him. In all cases of doubt the District Magistrate should be consulted.

Para 109.- Report to police in cognizable cases ;

When the offence is cognizable (i.e., one in which column 4 of the first schedule of the code of criminal procedure 1973 (No.2 of 1974), shows that the police may arrest without warrant) there is no difficulty. A report should be sent, giving a clear, consecutive and chronological statement of the salient facts to the nearest police station.

Note: - Amendments issued from time to time are also to be taken into Account before taking action.

All further steps will be taken by the police, but the officer making the report must render all assistance in his power.

Para 110. District Magistrate to be consulted in Non-cognizable cases:

When the offence is non-cognizable (i.e. one in which column 4 of the first schedule of the code of criminal procedure.1973 (No. 2 of 1974) shows that the police may not arrest without warrant) and is of a kind not familiar to the departmental officer instituting the prosecution. the District Magistrate should always be consulted as certain formalities may be required in the institution of the case to ensure that the prosecution is legal. These formalities are set-out in sub-section(1) (a) of section 195 and in section 197 of the code of criminal procedure. 1973 (No. 2 of 1974).

Para 111. Complaint in cases not requiring sanction of Government :

- (1) When the case does not fall within the scope of section.197 of the code of criminal procedure. 1973 (No.2 of 1974), the officer instituting the prosecution should send a written complaint to the magistrate having jurisdiction.

- (2) The complaint should give a clear consecutive and chronological statement of the salient facts.
- (3) If the case falls within the scope of Subsection (1) (a) of section 195 of the Code, the complaint should contain a statement that, with reference to that section, the complainant is the public servant concerned.
- (4) Under clause (a) of the first proviso to section 200 of the code it is no longer necessary for a public servant to be examined by the Court when he makes a complaint in his official capacity; but if the complaint is intricated the officer making it should present it personally in order that the Court may have an opportunity of elucidating any obscure point.

Para 112. Procedure in cases requiring sanction :

- (1) When the case falls within the scope of section 197 (of the Code of Criminal prosecution 197) of the Code of Criminal procedure; 1973 (No. 2 of 1974), no prosecution can be instituted without the previous sanction (as the case may be) of the Government.
- (2) The Departmental authorities should consult the District Magistrate and submit a complete report to Government through the head of the department concerned. Further steps to be taken will be indicated in Governments orders.
- (3) If there be doubt whether section 197 of the code or Criminal procedure, 1973 (No. 2 of 1974), applies, the legal Remmembrancer should be invariably be consulted.

Para 113 Appointment of Prosecutor in simple cases :

In simple cases of departmental prosecutions, for which the police are not responsible, the officer laying the complaint is responsible for the proper prosecution of the case. This should ordinarily be done by appointing a departmental officer or subordinate familiar with the facts of the case to be prosecutor. Such prosecutor must ask for the Court's permission to appear under section 302 of the Code of Criminal procedure, 1973 (No. 2 of 1974).

Para 114 Engagement of public prosecutor in complicated cases;

When the case is a complicated one, the officer instituting it should approach the District Magistrate with a view to the engagement of the public prosecutor.

Para 117. Procedure in cases involving loss mentioned in rule 22 of Financial Code :

When a prosecution against a Government servant is or is likely to be necessary in connection with the losses mentioned in rule 22 read with the instruction in Appendix I Fin. Code Vol. 11 of the Financial Code Volume I, the following procedure shall be followed by the officer of the department concerned.

- (a) The officer of the department concerned shall follow the procedure laid down in the said rules 22 read with the instruction in Appendix I Fin. Code Vol. II in making reports of losses to the competent authority.
- (b) As soon as a reasonable suspicion exists that a criminal offence has been committed, the senior officer of the department concerned present in the station shall report to the District Magistrate and ask for a regular police investigation under the Code of criminal procedure, 1973 (No. 2 of 1974).

- (c) If the District Magistrate agrees that an investigation may be made, the senior officer of the department concerned present in the station should (i) request the District Magistrate to arrange for the investigating to proceed from day to day (ii) see that all witnesses and documents are made available to the investigating officer and (iii) associate with the investigation officer an officer of the department who is not personally concerned with the irregularity leading up to the loss, but who is fully cognizant of the rules and procedure of the office in which the loss has occurred.
- (d) When the investigation is completed an officer of the department (accompanied by the officer who attended the investigation) shall be made available for conferences with the authority who will decide whether a prosecution should be instituted if it is decided not to prosecute the case shall be reported through the usual channel to government for orders.
- (e) If it is decided to prosecute the departmental representative should ascertain from the prosecuting officer whether having regard to the engagements of the prosecuting staff and the state of work in the court which would ordinarily hear the case, it is necessary to move the district Magistrate to make special arrangements for a speedy trial and should request the prosecuting officer to make any application that he may think necessary.
- (f) When the case is put in to court by the police, the senior officer of the department concerned present in the station should see that all witnesses serving in the department and all documentary evidence in the control of the department are punctually produced and should also appoint an officer of the department (preferably the officer who attended the investigation) to attend the proceedings in Court and assist the prosecuting staff.
- (g) If any prosecution results in the discharge of acquittal of any person or in the imposition of sentences which appear to be inadequate the senior officer of the department concerned should at once consult the District Magistrate as to the advisability of instituting further proceedings in revision or appeal as the case may be and if the District Magistrate is of the opinion that further proceedings are necessary should request him to proceed as he would in any other case.
- (h) The Senior Officer of the department concerned present in the station should see that in addition to the reports required under clauses (a), (b) and (d) above prompt reports are submitted to Government through the usual channel regarding, –
 - (i) the commencement of a police investigation ;
 - (ii) the decision to prosecute in any particular case ;
 - (iii) the result of any prosecution;
 - (iv) the decision to proceed further in revision or appeal in any case ;
 - (v) the result of any proceedings in revision or appeal ;
 - (i) Not withstanding anything contained in clauses (b) to (h) the senior officer of the department concerned present in the station may; if he thinks fit ;refer any matter through the usual channel for ;the orders of government before taking action .

Chapter IX— Assistance to Government Servants in Criminal Cases Instituted by or against them.

Para 118. Scope of the Chapter:

The rules in this chapter provide for assistance to be given to government servants in instituting criminal cases for defamation and in defending criminal cases instituted against them in relation to acts done by them in their official capacity.

Para 119. Assistance in prosecutions for defamation :

When Government, on an application by a government servant consider it desirable that he should prosecute under section 500 of the Indian Penal Code, (XLV of 1960) for a defamation uttered or published against him in his capacity as public servant if will assist him and engage the Public Prosecutor to appear. The application should be made through the District Magistrate or the head of the department .

Para 120. Reporting prosecution:

- (1) When a prosecution is instituted against a Government Servant for anything done by him in his official capacity he shall at once inform his superior officer and the head of the department and report to them as soon as possible there after the facts and circumstances of the case.
- (2) The head of the department shall then make or have such enquiries made be necessary and forward the report to Government with his comments and recommendations for orders.

Para 121. Defence of Government servant:

- (1) When a prosecution is instituted against a Government servant on account of an act done by him in his official capacity, government may defray the expenses of his defence, provided his act was justified by law, or provided he believed himself after due care and attention to be justified by law in doing it. A pre-requisite for Government's assistance is that the act of the Government servant must be either---
 - (a) in strict ;accordance with law ; or
 - (b) else be covered by any of the recognised exceptions enumerated in section 76 to 79 of the Indian Penal Code (XLV of 1960).
- (2) When Government declines to defend a Government servant he may, on his own responsibility and at his own expense, take such measures as he considers necessary provided that they will not interfere with the performance of his official duties. In such a case if the final decision is in favour of the Government servant Government will ordinarily reimburse such expenses as it may consider to be reasonable.
- (1) Procedure when section 197, criminal procedure code applies :- When a prosecution is instituted against a Government servant who is not removable from his office save by or with the sanction of Government or some higher authority as required by section 197 of the code of criminal procedure 1973. (No. 2 of 1974) and such sanction has not been obtained the court should be requested to reject the complaint for want of the sanction.

Para 122. Engagement of counsel:

When the defence of a Government servant is sanctioned by Government, the services of the public prosecutor may be engaged if this is considered desirable. Where the services of the public prosecutor are not engaged, a private legal practitioner may be engaged. The fee payable to the Public Prosecutor or private legal practitioner for the whole case shall be such amount, not exceeding Rs.100 as the District Magistrate may fix according to the importance of the case. If it is proposed to fix the according to the importance of the case. fee at a figure higher than Rs 100 sanction of Government shall be borne by Government. In petty cases the appearance of the Government servant himself should ordinarily suffice.

Para 12 (1) Procedure when decision is in favour of the Government servant :-If the case the defence of which was sanctioned by Government is decided in favour of the Government servant and if any compensation, costs or damages are awarded to him the amount of expenses paid by Government shall be refunded by him up to the limit of such compensation costs or damages .

(2) Procedure when decision is against Government servant:- If the case is decided against the Government servant the question whether an appeal should be at the expense of Government or whether the damages awarded to the complainant or the fine imposed should be paid by Government either of the application of the officer concerned or on the representation of his superior officer the application or representation shall be submitted to Government through the head of the department Both officers should give their own considered opinion on it.

Para 124. Duty of counsel when proceedings are likely to prolong :- Whenever it appears to the public prosecutor or the private legal practitioner appearing on behalf of the Government servant that the proceedings in the court are likely to be prolonged and to interfere with the discharge of the Government servants public duties or likely to harass him. the public prosecutor or the private legal practitioner should request the court to deal with the proceedings with the utmost possible expedition .

Chapter XII- Suits and other proceedings against Government – proceedings prior to Institution of Suits

Para 137. Legal advice before receipt of notice:-

This portion of the chapter relates only to the stages subsequent to the receipt of notice mentioned in rule 141. If a dispute of a civil nature is proceeding but the claimant has not yet sent such a notice, a departmental officer may obtain legal advice by following the procedure laid down in chapter IV.

Para 138. Previous notice of suit against Government :

Section 80 of the code of civil procedure 1908 (5 of 1908) provides that no suit shall be instituted against public officer in his official capacity until the expiration of two months next after notice in writing has been delivered to or left at the office in the case of a suit against the central Government or the collector of the district and in the case of a suit against public officer delivered to him or left at his office stating the cause of action the name description secretary to that Government in the case of a suit against state Government a secretary to the Government Government or a of ant act purporting to be done by gainst a public officer in respect such and place of residence of the plaintiff and the relief which he claims and plaint shall contain a statement that such notice has been so delivered or left.

Para 139. Procedure when suit ;filed without due notice:

When a suit is brought against Government or a public officer without the notice required by section 80 or the code of civil procedure 1908 (V of 1908) having been duly served or before the expiry of the period of two months from the date of service of notice the collector should move the court to dismiss the suit on the ground that it has been instituted in contraventions of the provisions of that section .

Para 141. Notice to be endorsed and copy sent to law Department:

Immediately on receipt of a notice a claim in which Government is primarily concerned the officer to whom it is sent should endorse therein the date and manner of its delivery and furnish certified copy of the notice so endorsed.

Para 142. Duty of the officer-in- Charge:

- (1) On receiving the notice the officer in charge shall forth with make a careful enquiry in to the case and within fifteen days of the of the receipt thereof submit to the collector a detailed report containing ---
 - (a) a clear Chronological statement of facts and circumstances of the case in narrative form with reference to the documentary evidence on both sides and indications of the oral evidence of either side ;
 - (b) a separate statement answering serially all points raised in the notice ;
 - (c) copies of all documents relevant to the case.
- (2) In case in which the facts are complicated and of a technical character the officer in charge should ascertain from the claimant whether if Government agrees, he himself will agree to have the dispute referred to arbitrator in accordance with chapter II of the Arbitration Act 1940 (X of 1940). The provisions of that chapter and the first schedule of that Act should be explained and the advantages or its cheapness and speedy decision of arbitration proceedings should be pointed out to

the claimant If he agrees the proposal in detail should be submitted to the collector;

Para 143. Papers to be filed in certain circumstances:

If on a perusal of the report of the officer-in-charge the collector considers that the notice is frivolous or that the notice is frivolous or that the claim made by the notice-giver is on the face of it untenable he may take no further action on it and file the papers and give an intimation according to the notice-giver.

Para 144. Procedure for compromising claims below rupees one thousand:

Where the value of the claim is below rupees one thousand, action shall be taken as follows:-

- (a) If on the perusal of the report of the officer-in-charge the collector considers the claim to be genuine in whole or in part, he shall forward all the connected papers to the public Prosecutor for his opinion on the merits of the claim and also as to whether the claim should be compromised.
- (b) If on considering the opinion of the public prosecutor, the collector is satisfied that the claim should be compromised, he shall either himself or through the officer-in-charge open negotiations for compromise with the notice-giver. But it should be borne in mind that negotiations should as far as possible, be carried out verbally and without prejudice to the pleadings of Government in the event of a suit being filed and on the distinct understanding that any arrangement agreed upon will be subject to the sanction of the appropriate authority.
- (c) If the notice-giver is willing to settle his claim amicably on terms which appear to the collector to be reasonable the collector shall forthwith send all the connected papers along with the opinion of the public prosecutor and his recommendation to the head of the department. be construed as referring to the secretary to Government in that department).

Note:- All action under this rule shall be completed by the collector within one month from the date of the receipt of notice.

- (d) If the head of the department is satisfied that the claim is genuine and should be compromised on the terms recommended by the collector he shall issue orders forthwith to have the claims settled and the collector shall then take steps to effect a compromise accordingly .

Para 145 Procedure in other cases:

The collector shall in the following cases forward a detailed report with all connected papers to the secretary to Government in the appropriate department within one month from the date of receipt of notice:-

- (i) Where the value of the claim is Rupees one thousand or more;
- (ii) Where the value of the claims is below rupees one thousand and the claim has not been disposed of under rule 144 ;
- (iii) Where a proposal for arbitration has been received under sub-rule (2) of rule 142.

Para 146. Orders of Government :

- (1) The secretary to the Government in the appropriate department shall, after examining the case and recording his opinion on the merits thereof, send the papers to the law Department for advice.

- (2) The Law Department shall examine the case and advise whether it should be defended or where the question of compromise has not been considered whether the claim should be compromised or where there is a proposal for arbitration, whether the proposal should be accepted.
- (3) The Secretary to the Government in the appropriate department will then obtain the orders of the minister in charge and send the papers to the Law Department for issuing orders.

Para 147. Procedure where orders direct compromise:

When the orders under rule 146 direct the collector to compromise the claim of a notice giver, the collector shall either himself or through the officer-in-charge open negotiations for compromise with the notice-giver. But it should be borne in mind that negotiation should as far as possible be carried on verbally and without prejudice to the pleading of Government in the event of a suit being filed and on the understanding that any arrangement agreed upon will be subject to the sanction of Government .

Explanation:- For the purpose of this rule and other rules in this chapter, the officer-in-charge means the executive officer who is primarily concerned with the case and is cognizant of the facts of the case namely the Executive Engineer in the public works/ Irrigation/ Public Health Engineering Department, in the Forest Department the Divisional Forest Officer. In a case not falling in a definite recognised department he is ordinarily the Collector provided that the Government may having regard to the character of the suit as disclosed by the notice appoint the head or any other officer of the department concerned to be the officer-in-charge for the purpose of that suit.

B-PROCEEDINGS SUBSEQUENT TO INSTITUTION OF SUITS :-

Para 148. Collector appointed to receive processes :

For the purpose of rule 4 of Order XXVII of the First schedule of the code of Civil Procedure, 1908 (V of 1908) the Collector shall be the agent of Government for receiving processes against Government issued by any suit against Government or against a Public officer in their service.

Para 149. Transfer of summons to officer-in-charge :

When a summons is served upon the Collector to appear and answer claim against Government he shall immediately transfer the summons to the officer-in-charge.

Para 150 . Officer-in-charge to be recognised agent of Government :

Unless otherwise ordered the Officer-in-charge of a suit shall sign and verify the written statement in that suit as required by rules 1 of Order XXVII of the First Schedule of the Code of Civil Procedure 1908 (V of 1908) Under rule 2 of the said order the Officer-in-charge is also authorised ex-officio to act for the State Government in the suit and shall be deemed to be the recognised agent by whom appearance acts and application under said Code may be made or done on behalf of the State Government.

Para 151. Engagement of public prosecutor :

Unless the case is of very simple nature which the Officer-in-charge can conduct efficiently without legal assistance in court he should move the Collector to engage the service of the Public Prosecutor who shall assist in the preparation of the report mentioned in rule 152 and in the conduct of the case.

Para 152. Report after receipt of summons :

(1) The officer-in-charge shall submit a report on the case as soon as may be to Government. The report need not repeat anything contained in the report submitted under rule 142 but it should meet all points if any not covered therein. It should further mention the date of hearing of the suit.

(2) Along with the report there shall be sent :-

- (a) a copy of the plaint;
- (b) a draft of the proposed written statement;
- (c) a list of all documents which it is proposed to file in evidence or, of which production in court is required;
- (d) copies of any papers needed for the elucidation of the case.

(3) When the Public Prosecutor has been engaged the Officer-in-Charge shall render him all possible assistance.

Para 153. Orders of Government on report

Order of Government on the report will be obtained by the Law Department through the Secretary to Government concerned with the subject matter of the suit. The orders will be communicated to the Officer-in-charge by the Law Department through the head of the department together with any instruction which may be necessary. The notes recorded by the Law Department in the case should be treated as confidential.

Para 154. Responsibility of Officer-in-charge for production of evidence :

During the trial of the case the Officer-in-charge shall be responsible for the production of all available evidence and shall assist the Public Prosecutor to the best of his ability. In particular he shall ascertain if oral evidence is available on any issue on which evidence is required and shall keep the Public Prosecutor fully informed of the existence of such evidence.

Para 156. Responsibility of Officer-in-charge or Public Prosecutor for timely action in suit :

The Officer-in-charge or the Public Prosecutor if engaged shall be responsible for seeing that timely action is taken where revision of any interim order passed on the course of a suit is required. He should therefore forward through the head of the department a copy of such order as soon as it is passed to Government with his recommendations.

Para 157. Report of result of suit :

As soon as the suit is decided the officer-in-charge or the Public Prosecutor if engaged will report the result to Government through the head of the department. A copy of the Judgement should be obtained and sent with the report.

CHAPTER XIII

Para 159. Sanction to institution of suit by Government :

No suit on behalf of Government shall be institution without the sanction of Government.

Para 160. Desirability of amicable settlement :

- (1) The institution of a suit on behalf of Government should not be recommended until the proposed defended has been given ample opportunity to state his views and come to an amicable to an amicable settlement.
- (2) While it is the duty of officers of Government to enforce the right and protect the interest of Government they should not have recourse to the Law Courts until all efforts to an amicable settlement have failed.

Para 161. Preliminary department inquiry :

Before the institution of a suit is recommended the case for Government should first been quired into departmentally and evidence accured on all points which are likely to be contested.

Para 162. Report when suit recommended :

Whenever it appeares to any officer of Government that a suit should be instituted on behalf of Government he shall submit a complete report through the head of the department for the orders of Government.

Para 163. Contents of report :

The report should be contain the following particulars :-

- (a) a clear chronological statement of the facts and circumstance which in his opinion render the institution of the suit necessary, and precisely when and where they occurred ;
- (b) a clear statement of all the evidence both oral and documentary by which the claim can be supported ;
- (c) copies of the written documents if any upon which claim is based and any other papers the inspection of which is considered necessary for the elucidation of the case ;
- (d) the plans on objections if any, which have been urged by the proposed defendant against the claim;
- (e) the evidence, both oral and documentary which so far as is known the proposed defended will be able and is likely to adduce in his defense ; and
- (f) any other materials facts e.g. the circumstances of the proposed defendent any special reasons for the institution of the suit apart from the amount claimed whether its decision will affect other claims and the like.

Para 164. Order of Government on the report :

Orders of Government on the report will be obtained by the Law Department through the Secretary to Government concerned with the subject matter of the proposed suit. The orders will be communicated by the Law department to the head of the department together with any instruction which may be consider necessary and the head of department will transmit them to the officer-in-charge of the suit. The notes recorded by the Law Department in the case should be treated as confidential.

Para 165. Engagement of Public Prosecutor :

- (1) If Government decides to institute the suit the officer-in-charge should move the Collector to engage the Public Prosecutor to appear on behalf of Government.
- (2) In difficult cases the Public Prosecutor may be engaged to help in the departmental enquiry under rule 161 or in the preparation of the report under rule 163.

Para 166. Submission of draft complaints

Before the suit is instituted a draft of the complaint with a list of the documents to be filed and copies of these documents, should be submitted through the head of the department to Government and instructions should be awaited.

Para 167. Officer-in-charge to sign and verify complaint:

The officer-in-charge shall sign and verify the complaint and also discharge the other functions described in rule 150 in regard to the suit . Any processes issued to Government in the suit shall be received by the collector as provided in rule 148.

Para 168. Further procedure:

After the suit is instituted the provisions of rule 154 .156 and 157 should be followed as far as they are applicable.

CHAPTER XIV

A—APPEALS AND REVISIONS

Para 169. Procedure when decision is adverse:

When a suit has been decided wholly or in part adversely to Government the officer-in-charge of the suit should at once consider the advisability of filing an appeal and should consult the public prosecutor if he was engaged in the case.

Para 170 Report when appeal recommended :

- (1) If he considers that an appeal should be filed he shall submit a report through the head of the department for the orders of Government giving his reasons for recommending an appeal.
- (2) The report shall be accompanied by:-
 - (i) A copy of the judgement and decree against which it is proposed to appeal; and
 - (ii) A draft of the proposed memorandum of appeal which shall be drawn up by the public prosecutor if he was engaged in the case.
- (3) The report must be despatched so as to reach Government within fifteen days after the date of the decree in cases where the appeal lies to the District court and within one month where the appeal lies to the High Court.

Provided that in a case where the appeal lies to the District court if there is a risk of appeal becoming barred by time the officer-in-charge may on his own responsibility after consultation with the public prosecutor file the appeal and immediately report the action taken to Government .

Para 171. Orders of Government on the report:

Orders of Government on the report will be obtained by the law department through the secretary to Government concerned with the subject matter of the proposed appeal. The orders will be communicated to the officer-in-charge by law department together with any instruction which necessary. The notes recorded by the Law Department in the case should be treated as confidential.

Para 172. Departmental assistance to counsel conducting an appeal:-

The officer-in-charge shall render all possible assistance to the counsel appearing for Government in an appeal ; and he should himself be present at the hearing of a complicated case or should arrange for the attendance of an officer competent case or should arrange for the attendance of an officer competent to advise counsel on the facts and on technical matters.

Para 173. Appeals against decisions in favour of Government :

- (1) When an appeal is made against any decision given in favour of Government the Officer-in-charge of the case shall take such measures as may be necessary to uphold the decision.
- (2) Ordinarily it should not be necessary to apply for instructions to the Law Department but a reference may in case of doubt or difficulty or when new pleas are raised :

Provided that in important cases the Public Prosecutor shall report his proposals for the defense of the appeal to the Law Department for approval.

- (3) A notice of an appeal filed in the High Court shall be forwarded to the Advocate-General through the Law Department.

Para 174. Second appeals and revisions :

Rules 163 to 167 shall be applicable to appeals against appellate Judgment and mutatis mutandis to applications for revision.

Para 175. Responsibility of office-in-charge or Public Prosecutor for timely action in appeals :

The officer-in-charge or the Public Prosecutor if engaged shall be responsible for seeing that timely action is taken in appeals coming within the scope of section 97 of the Code of Civil Procedure 1908 (V of 1908)

B-APPEALS TO SUPREME COURT

Para 176. Advocate-Generals duty in respect of certificate under Article 132(1) of the Constitution :

In every case before the High Court in which a substantial question of law as to the interpretation of the Constitution is involved and in which a notice is issued to the Advocate General he should request the High Court to state in its judgement whether or not it withholds a certificate under Article 132 (1) of the constitution.

Para 177. Procedure to be followed in regard in regard to an Appeal to the Supreme Court :

- (1) When ever an appeal or other proceeding in which Government is involved is decided against the Government by the High Court the Advocate-General shall intimate the fact to Law Department alongwith his opinion whether an appeal should be preferred to the Supreme Court.
- (2) When it is decided by Government to go up in appeal to the Supreme Court from any judgement decree or any final order of the High Court the Advocate-General shall if necessary apply to the High Court for grant of a certificate as required by Article 132(1) of the constitution.
- (3) When an appeal is to be filed the Supreme Court the, Advocate- General shall without delay take steps to have the record prepared in the high court in accordance with the supreme court Rules and the rules of the High court for transmission to the Registrar; Supreme court. He shall at the same time prepare a brief of the case and the tentative grounds of appeal for the use of the Government agent and counsel at Delhi and forward the same to the law Department for further action .
- (4) If a certificate is refused by the High Court the Advocate-General shall without delay intimate the fact to the law department along with his advice whether an application for special leave to appeal should be filed in the supreme court The Law Department shall then issue necessary instructions to the Government Agent Delhi.
- (5) If a certificate is refused on receipt of intimation regarding the grant of special leave to appeal by the supreme court in any case the law department shall inform the Advocate-General, of the fact of case as laid down in sub-rule (3).

- (6) After receipt of the brief of the case and the tentative grounds of appeal from the Advocate-General the Law Department shall take necessary steps for the filling of the appeal and for engagement of Counsel for the proper conduct thereof in the Supreme Court.

Para 178. Procedure in regard to an appeal or a petition for leave to appeal in the supreme court by a private party:

- (1) On receipt of a notice of appeal or of a petition for leave to appeal in the Supreme court by a Private party against Government the Law Department shall intimate the fact to the Advocate-General and to the department concerned. The Law Department shall also at the same time send intimation in respect of such notices to the Government Agent, Delhi.
 - (2) On receipt of intimation the Advocate-General shall prepare a brief of the case for use of the Government Agent and Counsel at Delhi and send the same to the Law Department .
 - (3) The Law Department shall then send necessary instructions to the Government Agent for the proper conduct of the appeal or petition on behalf of the State Government.
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APPENDIX 9.10

(See paragraph 9.056)

RULES FOR THE CUSTODY AND USE OF EXPLOSIVES

1. The rules to regulate the possession sale etc; of explosives are laid down in the Explosives Rules; 1940, published by the Government of India . Department of Labour with their notification No. M- 1217(1) dated the 30th November 1940.
2. For ordinary blasting purposes only Gun-powder Gelignite and Gelatine may be kept in stock .
3. The purchase and use of high explosives other than the Nitrocompounds commonly used for blasting purposes require the prior sanction of the State Government .
4. Whenever it is necessary to store explosives the Executive Engineer will estimate his requirements intimate them to the District Magistrate and inform him where he intends to keep them . Before obtaining the explosives the Executive Engineer shall arrange for a magazine built and erected in accordance with the Explosives Rules 1940. A plan in duplicate, showing the site and details of construction of the magazine shall be submitted to the chief Inspector of Explosives in India for approval .
5. (a) Magazines shall be small and shall be so constructed as to provide 1.5 sq.m. of storage space for each 1000 kg. of explosives to be kept therein.
- (b) Nitro-Compounds; Gunpowder and safety fuse may be stored in the same cell. Detonators must be stored by themselves in an annexe and safety cartridges and percussion caps in a separate cell built on the opposite side of the magazine to that of the detonators annexe. The annexe must be so constructed that not less than two feet of masonry and three feet of air space intervenes between any detonators in such annexe and the interior of the main magazine and there must be no direct communication with; or doorway leading to the main magazine or lobby. If the number of detonators to be stored exceeds 40,000, a separate magazine shall be built and erected in accordance with the Explosives Rules 1940, and shall observe the safety distances laid down in those Rules.
6. (a) Where explosives have to be kept away from the main magazines, portable magazines of corrugated iron lined with wood and capable of being taken down and re-erected to follow the progress of the work shall be built in accordance with plans approved by the Chief Inspector of Explosives in India and shall maintain the distance required to be kept clear round a magazine as laid down in the Explosives Rules 1940. Detonators must be stored in a similar magazine situated at a distance of 100 metres from the blasting explosives magazine. A guard of such strength as the District Magistrate may consider to be sufficient must be provided for the safe custody of the magazine .

- (b) The quantity of explosives to be stored in portable magazines must be strictly limited No more than a months supply at a time shall be issued from the nearest main magazine.
- 7 (a) Registers for main or portable magazines will be maintained by the S.D.O.or W.D. subordinate in charge showing ---
- (1) the stock in hand of explosives;
 - (2) the amount issued and the date or issue;
 - (3) the name of the contractor or workmen to whom the explosives are issued and the work for which the same is issued;
 - (4) the balances in hand after each issue.

Each transaction will be initialed and dated by the S.D.O. or the subordinate in charge. Entries in the register must be made daily immediately after each transaction.

- (a) Any explosives not used during the days work shall be replaced in the magazines or portable magazine by the officer-in-charge before leaving the work.
 - (b) Explosives should not be allowed to remain in the portable magazines mentioned in rule 6 above longer than is absolutely essential ; As soon as the blasting operations in a locality are completed or temporarily suspended the balance of the explosives must be returned to the nearest magazine with out delay;
8. Before issuing any explosives the S.D.O.or W.D.subordinate in charge of the work shall. If the locality of the operation is within easy distance. satisfy himself personally or by a reliable agent of the number of holes;the depth of each hole and the number and quantity of the explosives actually necessary. record take same and limit the supply accordingly For distant localities the number of holes proposed to be made must be ascertained and supplies made accordingly.
9. The maximum quantities of explosives issued at one time will be regulated as follows according to the distance of the place of work from the magazine:-
- (a) Within a radius of 5km.—For one days use .
 - (b) Within a radius of 8km—For two days use.
 - (c) Beyond 8km—For one weeks use.
 - (d) Over 30km—For such period as may be allowed by the E.E.subject to a maximum of one months consumption .
10. (a) The locks of the magazines and detonator annexe and also of the portable magazines mentioned in rule 6 shall be such that they cannot be opened by the same key.
- (b) The keys must ;never leave the custody of the S.D.O.or W.D.subordinate in charge who must be present to unlock and lock the doors when any explosives are issued or returned.
 - (c) The duplicate keys must remain locked up in the Divisional safe and must only be removed there from when the original key is lost or for any other good

reason with the approval of the E.E. when the original key of a lock is lost the existing lock should immediately be replaced by a new lock.

11. In cases where it is necessary to entrust contractors with explosives they must provide themselves with premises licensed under the explosives Rules 1940 and keep a register in the form mentioned in rule 7 and to report at the close of each operation the number of charges exploded the number unexploded if any and to certify in writing that they have no balance in hand Before being entrusted with explosives contractors will be required to sign a declaration to the effect that they will give a full and true account of the explosives issued to them and the quantity used the number of charges exploded the number unexploded and the balance in hand at the close of each particular operation and that they will balance is returned to the W.D. subordinate in charge immediately after the close of each operation They must also be made to understand that explosives are allowed to be kept only by persons duly licensed to possess them and that unless they hold a licence and comply with the conditions there of they render themselves liable to criminal prosecution .
12. Applications for licences to possess explosives should be submitted in form C of the Explosive Rules 1940; to the authority empowered to grant such licences .
13. (a) The E.E. will personally inspect and check the register mentioned in rules 7 and 11 above at frequent intervals ; these inspections being as far as possible in the nature of surprise checks. Any irregularities found are to be immediately reported to the S.E.
(b) S.Es. will also bring to notice any irregularities and make suggestions for their prevention or removal .
(c) The following are the minimum number of inspections to be made by the E.E.:--
 - (I) For magazine at Divisional and Sub- Divisional headquarters stations –Once every six months.
 - (II) For explosives kept in portable magazines vide rules 6 and 7 –Every time he inspects a work in progress on which explosives are being used.
14. Explosives and register of explosives should be always open to inspection by the D.M. and the District Superintendent of Police.
15. A copy of the general rules to be observed in magazines is given in Annexure 1.
16. A copy of the precautions to be taken in using explosives is given in Annexure 2.

ANNEXURE 1**GENERAL RULES TO BE OBSERVED IN EXPLOSIVE
MAGAZINES**

1. The magazines must be at all times kept scrupulously clean.
2. No unauthorised person is at any time to be admitted into the magazine.
3. The licensee or person in charge is to take care that the magazine is well and securely locked.
4. The magazine is on no account to be opened during or on the approach of thunderstorm and no person should remain in the vicinity of the magazine during such storm.
5. Magazine shoes without nails must be kept at all times in the magazine and a wood tub or cement trough about 30 cm. high and 45 c.m. in diameter filled with water is to be fixed near the door of the magazine.
6. Anyone wearing shoes on entering the magazine must put on the magazine shoes provided for the purpose and be careful--
 - (a) not to put their feet on the clean floor unless they have on the magazine shoes;
 - (b) not to allow the magazine shoes to touch the ground outside the clean floor; and
 - (c) not to allow any dirt or grit to fall on the clean floor.
7. A brush or broom is to be kept in the lobby of the magazine for cleaning of the magazine for cleaning out the magazine on each occasion it is opened for the receipt delivery or inspection of explosives .
8. No lights nor smoking are to be allowed inside or near the magazine .
9. No person having any matches or articles of steel or iron on him is to be allowed to enter the magazine .
10. Oiled cotton rags and waste and any articles liable to spontaneous ignition must not be taken in to the magazine.
11. No tools or implements other than those of copper brass gunmetal or wood are to be allowed inside the magazine. Tools must only be used with great gentleness and care.
12. Boxes of explosives are not to be thrown down or dragged along the floor and should be stacked on wooden trestles. Where there are white-ants; the legs of the trestles should rest in shallow copper; lead or brass bowls containing a little thick oil.

13. Empty boxes are to be kept in the magazine nor any loose packing material.
14. The following are to be hung up in the lobby of the magazine:-
 - (a) A copy of these Rules;
 - (b) A copy of the licence.
 - (c) Certificate showing the last date of testing of the lightning conductors.

ANNEXURE 2

PRECAUTIONS TO BE TAKEN IN USING EXPLOSIVES

I . The shotfirer

- (a) Any person in charge of shotfiring, hereafter mentioned as the authorised shotfirer, shall show to the owner or manager of the working that he understands the rules here with laid down and the authorised shotfirer shall be held responsible for any accident that may occur.
- (b) He shall be authorised in writing by the owner or manager of the working.

II.-Shot preparing room

In the case of quarries or prospects only

- (a) If charges are not prepared by a special shot preparer then the authorised shotfirer shall himself prepare them.
- (b) The fitting of fuse to detonators and detonators to cartridges shall be done in a small clean room, hut or tent. in which no other person than the special shot preparer referred to or authorised shotfirers shall be allowed.
- (c) The special shot preparer shall show to the owner or manager of the working that he understands his duties and the rules here with laid down and he shall be duly authorised in writing by the owner or manager.

III.-Taking explosives to or from the shot preparing room

- (a) Cartridges shall not be carried from the magazines to the preparing room in the same receptacle as the detonators. Secure separate carrying receptacles for each shall be provided. A receptacle shall consist of a secure case, canister or bag.
- (b) In the quarries not more than 2.5 kg. of explosives shall be served from the shot preparing room to each authorised shotfirer.

IV.—Shot preparing

- (a) Sawdust shall be cleared from the inside of the detonator; this can be done by tapping the open end gently. No instrument shall be inserted in to the detonator.
- (b) The safety fuse shall be cut squarely across and after inserting in the detonator it shall be fixed by means of the nippers only.
- (c) The explosive cartridge shall be opened at one end and a suitable hole for receiving the detonator shall be made with a copper, wooden or bone pricker. The detonator shall be inserted in to this hole so that about one –third of the copper tube is left exposed out side the explosive.
- (d) The safety fuse just above the detonator shall be securely tied in position in the cartridge.
- (e) Only waterproof fuse shall be used in wet or damp holes.
- (f) If there is water present or if the borehole be damp; the junction of the fuse and detonator shall be made water-tight by means of a stiff bituminous compound.

V.- Charging the hole

- (a) Bore holes shall be of such a size that cartridges can easily pass down them. All debris shall be cleared from inside a borehole before cartridges are inserted.
- (b) Boreholes shall be charged by or under the direct supervision of an authorised shot firer.
- (c) Only wooden tamping rods or wooden tamping rods provided with a smooth copper head shall be used in charging holes. The tamping roads shall not be pointed but shall be cylindrical throughout.
- (d) One cartridge at a time shall be inserted and gently pressed home with the tamping rod.
- (e) No smoking or steam locomotive shall be allowed near the place where shotfiring is being carried out during the time allotted to loading and shotfiring.

VI.- Warning to be given before firing a blast

Immediately before firing a blast due warning shall be given by whistle, bugle or gong and the authorised shotfirer shall see that all persons including persons occupied at work on other groups of holes in the vicinity have retired to safety.

VII. – Firing a blast**In the case where shots are fired by safety fuse**

The safety fuses of the charged holes shall be lighted in presence of the authorised shotfirer.

In the case where shots are fired electrically

- (a) The exploder shall not be connected to the shotfiring table until the warning above has been given and all person have retired to safety.
- (b) The authorised shotfirer shall himself only connect the exploder to the shotfiring table and fire the blast.
- (c) He shall if he requires to leave the exploder, whether during or after a blast, disconnect the exploder from the shotfiring table and remove it to a place of safety.

VIII. – Inspection after the blast

- (a) After the blast the authorised shotfirer shall carefully inspect the work and satisfy himself that all charged holes have exploded.
- (b) In case of a misfire, no one shall approach for at last half an hour or ten minutes when firing electrically, when the authorised shotfirer shall first examine the same and at once mark a red cross over the hole.

IX – Procedure in case of misfire

- (a) No person shall bore out a hole that has once been charged or attempt to withdraw a charge either before firing or after a misfire or deepen or tamper with holes or socket left after blasting.

- (b) When a misfire occurs a portion of the tamping may be sludged out with compressed air and water or water only under pressure, but no kind of tools shall be used for this purpose and the hole thereafter be reprimed and fired.
or alternatively and preferably –
- (c) A new hole be drilled not less than 30 cm from the misfired hole and care shall be taken that the new hole is drilled in such a direction that there is no danger of touching the unexploded charge. This new hole shall be bored in the presence of the authorised shotfirer and fired.
- (d) The authorised shotfirer shall be present during operations undertaken for the removal of debris liable to contain unexploded explosive near the misfired hole. A careful search amongst the debris shall be made for cartridges and detonators.

X- Report on misfired holes

- (a) The authorised shotfirer shall at once report to the office or manager all cases of misfire, the cause of same and what steps were taken in connection therewith.
- (b) If a misfire has been found to be due to defective fuse, detonators or explosive, special notice shall be sent to the office so that the whole quantity or box from which the defective article was taken can be inspected.

XI – Notification of misfire to oncoming shotfirer

In the case of quarries, before leaving his work the authorised shotfirer shall inform the authorised shotfirer of the next shift relieving him of any case of misfire and shall point out the position of the red cross denoting same, also stating what action, if any, he has taken in the matter.

APPENDIX 9.11

(See Paragraph 9.038)

**Statement showing the minimum periods for which the account records prepared in
P.W.A.F. should be preserved**

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
1.	XVII-E	1	Cash book	20	..	
2.		2.	Copies of Sub-Divisional cash books received from the S.D.O.		20	
3.		3.	Imprest cash book	10	3	
4.		4.	Receipt for payment to Government (counterfoils)	..	3	
5.		5.	Treasury remittance book	3	..	Or until the next inspection by the A.G. whichever is later.
6.		6.	Cash balance report	3	3	
7.		7.	P.W.cheques (counterfoils)	..	5	
8.		8.	Indent and invoice for stores	10	5	
9.		<u>9</u> 10	Register of stock <u>Receipts</u> Issues	5	5	
10.		<u>11</u> 12	Abstract of stock receipts	5	..	
11.		<u>13</u> 14	Abstract of stock issues	5	..	
12.		<u>15</u> 16	Half-yearly balance return of stock	5	..	
13.		<u>17</u> 18	Half-yearly register of stock	5	..	
14.		<u>19</u>	Accounts of <u>receipt</u> of tools and plant and	5	5	

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
		20	bungalow issues furniture.			
15.		21	Register of Tools and Plants	5	..	
16.		22	Statements of receipts, issues and balance of road metal	5	5	The period is to count from the last day of the year of the closing of the estimate for the construction or repair of the road concerned.
17.		23	Road metal rate book	10	..	
18.		<u>24</u> 25	Survey reports of stores	..	5	
19.		<u>26</u> 27	Sale accounts	..	5	
20.		..	(Form No.S-62) Acquittance roll for salaries	..	40	
21.		..	(Form No.S-62) Acquittance of roll for travelling allowance	..	5	
22.	30,31,32 and 33	Muster Rolls	5	..		
23.		35	Measurement books	10	..	Ten years after the date of completion of works, the measurements of any part of which are recorded therein.
				10	..	All measurement books will be destroyed 15 years after the date on which they are recorded irrespective of the date on which the works, the measurements of which are entered in them are completed.
				10	..	Measurement book which contains only measurements of repairs will invariably be destroyed then years after the date on which they are recorded.
24.	XVV-E	<u>36</u> 37	First and final bill for contractors and suppliers	10	5	Or when relating to large projects five years after closing of the estimate whichever is later.

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
25.	41,42,44,47 and 48	Final bills	10	5	-do-	
26.	38,39 and 40	Running account bill A	..	5		
27.		43	Running account bill B	..	5	
28.		45 46	Running account bill C	..	5	
29.		49	Hand receipt	10	5	Or when relating to large projects five years after closing of the estimate whichever is later.
30.		50 51	Pay bill of work charged establishment & of establishment paid from establishment contingencies	35	..	In the case of vouchers for amounts exceeding Rs.25 sent to the Audit office with the monthly accounts, certified copies should be kept in the Division Office.
31.	XVII-E	52	Account of Petty contractors	5	..	
32.		53	Indenture for secured advances	10	..	Or when relating to large projects five years after closing of the estimate whichever is later.
33.		54	Petty works requisitions and account	10	..	
34.		55 to 57	Works abstracts A and B	10	..	Or when relating to large projects, five years after closing of the estimate whichever is later.
35.		58,59	Detailed statement of expenditure of materials compared with estimate requirements.	10	..	do
36.		60	Outturn statement of manufacture	10	..	do
37.		61	Report on the value and verification of unused materials	10	..	do
38.		62	Register showing clearance of suspense head "Materials" in the account of works	10	..	do

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
39.		63	Works slip (copy)	..	3	After closing of accounts of the work concerned.
40.		64 ---- 65	Register of works A and	10	..	After closing of account of expenditure relating to work which is recorded therein.
41.		66	Register of manufacturers	10	..	do
42.		67 --- 68	Contractor's ledger	10	..	
43.		69 ---- 70	Completion reports	..	10	
44.		71	Register of revenue, refund of revenue and receipts on capital and revenue accounts .	5	..	
45.		72 ----- 73	Register of revenue (Buildings and Roads)	5	..	
46.		74 ----- 75	Register of revenue (Irrigation	5	..	
47.		77	Statement of rents recoverable from pay bills	5	..	
48.		78	Register of rents of lands and buildings	5	..	Provided none of the balance are outstanding on date of destruction.
49.	XVII-E	80	Schedule of monthly settlement with treasuries	..	..	This form is submitted in original to the Audit office. The details recorded in it should be entered in the cash book of the Division Office, the entries being made over the signature of the Divisional Officer just after the closing entries of the month.

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
50.		81	Register of Cheque books ----- Receipts	5	..	After date of record of lasat entry in the register.
51.		82	Trasnfer entry order	..	5	
52.		83	Trasnfer entry book	5	..	
53.		84	Advice of trasnfer Debit ----- Credit	2	2	
54.		85	Acceptance of transfer Debit ----- Credit	2	2	
55.		86	Register of transfer awaited	3	..	After clearance of the last liability noted in the register.
56.		87	Register of sanctions to fixed charges	3	..	
57.		88	Register of miscellaneous sanctions	3	..	From date of completion
58.		89	Register of D.A.'s audit objections	5	..	do
59.		90	Schedule docket	..	1	Divisional record is in work abstracts. If office copy is made it should be preserved for one year.
60.		91	Schedule docket for percentage recoveries	..	5	Divisional record in the trasnfer entry book. If an office copy is prepared it should be preserved for five years.
61.		92-95	Schedule of works expenditure (office copy)	..	5	
62.		96	Schedule of deposit works	..	5	
63.		97	Schedule of tacovi works	..	5	
64.		98	Suspense ----- register Deposit	5	..	Provided none of the balances are outstanding on date of destruction.
65.		99 100	Schedule of purchases	..	..	

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
66.		101	Schedule of Miscellaneous Public Works advance	..	5	
67.		102	Schedule of London stores	..	5	
68.		103	Schedule of debits to stock	..	5	
69.		104	Stock account	..	5	
70.	105 to 108	98	..	5		
71.		109	Schedule of rents of land and buildings	.	..	No office copy to be kept
72.		110	Schedule of debits to miscellaneous heads of accounts ----- credits	..	5	
		111				
73.		112	Schedule of debits to remittance ----- credits	..	5	
		113				
74.		114	Schedule of deposits	..	..	
		115				
75.		116	Monthly accounts	..	5	
76.		117	Cash abstract book	..	..	
		118				
77.		119	Extract from contractor's ledger	..	..	
78.		120	List of accounts submitted to audit	..	5	
79.		121	Divisional Officer's report of scrutiny of accounts	..	5	
80.		122	Register of interest bearing securities	..	5	
81.		123	Accounts of interest bearing securities	10	..	Counting from the date of completion in all respects.
82.		124	Indent for service postage stamps	..	2	
83.		125	Register of endowment receipts	..	..	
84.		126	Ledger account of cemetery endowments	..	..	
85.		127	Annual account of cemetery endowments	5	..	After completion of the work

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
86.		128	Annual certificate of balances	..	3	
87.	XVII-E	129	Travelling allowance bill for subordinates	..	3	
88.		130	Register of miscellaneous revenue	5	..	
89.		133	Credit note-books	3	..	
90.		134 135	Contingent bill	..	..	
91.		136 137	Application for re-appropriation of budget grants	..	2	
92.		138 139	Return of major and minor works	..	3	
93.		140	Travelling allowance journals of sub-Engineers not submitted to audit	3	3	
94.		142	Combined muster and petty bill	10	10	
95.		143	List of accounts to be submitted by S.D.O.'s	5	..	
96.		144	Detailed list of work abstract -			
			A- for major wokrs B- for minor works Petty works, requisitions, etc.	5	..	
97.		145	Register of miscellaneous recoveries	5	..	
98.		147	Register of destruction of records	P	..	Permanent Record
99.	XVII-A 33,36, 224, 225 and 349	Contract agreement (forms A,B,C,D and E)	3	3		

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
100.		62	Extract from divisional statement of objectionable items	..	3	
101.		91	Audit note on initial account	3	3	
102.		92	Audit note of imprest account	3	3	
103.		101	Balance return of furniture	5	5	
104		114	Capital and revenue accounts of Government buildings let or available for rent	3	3	
105.		193	Register of estimates and requisitions sanctioned	5	..	
106.	XVII-A	199	Register of bills of suppliers	3	..	
107.		234	Ferry lease	3	3	After the contract is closed
108.		272	Completion certificate of original works	2	2	
109.		273	Completion certificate for repairs	2	2	
110.		282	Register of arrears of labour paid	2	2	
111.		..	Register of arrears to work establishment	3	..	
112.	XVII-D	122 to 126	Schedule A,B,C, D and E to accompany the completion report of irrigation projects	3	..	Provided no amounts for payment remains outstanding
113.			Tender for lump sum contract	5	5	
114.			Register of appropriation	3	3	
115.			Treasury pass-book	2	..	
116.			Divisional stock sub-ledger	2	..	
117.	XVII-A	312 313	Supplements to the balance return of tools and plant	3	..	
118.			Workshop warrants adjusted	2	2	
119.			Adjustment vouchers	3	3	

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
120.			Office copies of A.G.'s audit notes on monthly divisional accounts	3	3	
121.			Railway money receipt for cash payment of railway freight	5	5	
122.			Receipt for service labels supplied by the treasury and not submitted for audit	5	5	
123.			Bills of firms, suppliers and local bodies such as Municipality or District Council	5	5	
124.			Money order commission receipts for postal remittance	5	5	
125.			Statement of arrears of labourers paid	5	5	
126.			Cancelled	3	3	
127.	XVII-A	303	Register of advances granted to labour	..	..	
128.	XVII-A	307	Register of labour agreements in Sub-Divisions	5	..	Provided no advance is outstanding on the date of the destruction of this record
129.		310	Register of proforma accounts in Sub-Divisions	10	..	
			Establishment			
130.	X-105		Statement of casual leaves	1	1	
131.		I-1	Pay bill of gazetted officers (office copy)	..	6	
132.		3&5	Pay bill of establishment (office copy)	..	40	
133.		I-8	Last pay certificate	..	3	
134.		9	Increment certificate	..	3	
135.		10	Acknowledgement of permanent advance	..	1	
136.		11	Absentee statement	..	40	
137.		15	Office copy of travelling allowance bill for gazetted officers	..	..	

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
138.		16 132	Office copy of travelling allowance bill for non-gazetted and ministerial officers.	..	3	
139.		62	Application for pension or gratuity (Form No.25)	..	5	
140.		63	Application for pension or gratuity (Form No.26)	..	5	
141.		64	Application for extraordinary pension or gratuity	..	5	
142.		69	Memorandum of service and leave for verification for pension.	..	5	
143.	XVII-A	70 71	Detailed statement of establishment on 1 st April (Form No.3/4)	..	40	
144.		72	Register of contingent expenditure	5	..	
145.		134	Order sanctioning the grant of pension or gratuity	..	5	
146.		143	Schedule of repayment of advances	..	..	May be destroyed along with pay bills.
147.		146	Schedule of General Provident Fund deductions (General Provident Fund Form No.8)	..	3	
148.			Abstract of ledger accounts submitted by district council	2	..	From the date of completion of works to which they relate.
149.		108	Application for sanction to conveyance (horse or bicycle allowance)	..	1	
150.		271	Transfer report on relief of a S.D.O.	..	3	
151.		..	Statement of Income-tax	3	3	
152.		..	Service books	5	..	
153.		..	Leave accounts of non-gazetted officers	5	..	S.R. 34 (C) under F.R. 74 – Service books of officials who have ceased to be Government servants should be disposed of as follows :-
						(1) In case of death, the book may be destroyed if not claimed by the heir of the deceased servant after three years following the decease of the original holder, if

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
						claimed an entry should be made in it to that effect and the book given to the claimant.
						(2) The service book may be made over to an officer if he resigns or is discharged without fault, an entry being made in it to this effect. If it is not claimed, it should be retained for three years, so that it may be available in case of re-employment under Government of the original holder.
						(3) In the case of dismissal the book should be retained at the discretion of the head of the office for such a period as it is likely to be required.
						(4) In the case of pension the service book should be filed with the pension case, An officer may be granted a certified copy of his service book on payment of copying fees.
			Establishment (cont.)			
154.			Cases containing intermediate correspondence in which pensions are sanctioned by Heads of Departments or State Government	5	..	
155.			Statement of monthly progressive expenditure and correspondence in figure	..	..	
156.			Monthly return of pension	5	5	
157.			Register of disbursement of pay and travelling allowance of non-gazetted establishments	..	6	
158.	XVII-A-316 P.W.D.		Register of expenditure incurred on account of pay and travelling allowance of establishment (Form 16-B)	..	3	

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
159.	XVII-E-153 and 154		Register of disbursement of pay, travelling allowance and other personal claims of the non-gazetted establishment	20	..	
			Revenue			
160.	XVII-D-48		Kistbandi Khataoni	4	4	
161.		63	Tauzi of collection of revenue	1	1	
162.		68	Register of miscellaneous	3	..	After the expiry of the leases
163.		74	Schedule of payments of commission to Panchas of irrigation revenue	7	..	
164.		81	Lease of fishing rights in Government tanks	3	..	After the expiry of the leases
165.		82 84	Agreement form to be signed by applicant to cultivate land	3	..	After the expiry of the agreement
166.	XVII-D	100	Khasra shudkar	4	..	
167.		102	Order on petition of complaints	1	..	
168.		105	Amin's and sectional officers weekly diary	1	..	
169.		107	Irrigation Inspectors daily report	1	..	
170.		108	Complaints register	4	..	
171.		109	Details of land coming under agreement	3	..	After the expiry of the agreement
			Revenue (Cont.)			
172.		110 111	A-1 Agreement for supply of water (Form No.----) B	3	..	
173.		112 to 118	Weekly irrigation reports	2	2	
174.		127	Register showing the names of Sirpanchas and panchas	3	..	
175.		128	Abstract kistabandi Khataoni	3	.	

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
176.		130	Irrigation ledger	2	..	
177.		131	Application for the remission of irrigation revenue	3	..	
178.		132	Application forms A,B and C for construction of water- courses	3	..	After recovery is effected.
179.		133	Form No. W-Parcha	3	..	do
180.		134	Form No. W-2 Jamabandi	3	..	do
181.		135	Form of calculation of hectareage rate for the recovery of cost of system of water-courses.	3	..	do
			Miscellaneous			
182.		136	Form No. W-4- Distribution of cost of water course system	3	..	After complete recovery.
183.		137	Form No. W-5- Defaulters' list	3	..	do
184.		138	Form No. W-6- Record of recoveries	3	..	do
185.		139	Form No. W-7-S E.E's abstract of expenditure on water-course	3	..	After complete recovery.
186.		145	Statement showing agreements entered in to by villagers under Government works for irrigation	3	..	
187.		146	Mouzawar statements	10	..	
188.		147	Statement of remissions sanctioned	3	..	
			Miscellaneous			
189.		148	Darkhast Abpasahi	3	..	
190.		150	Statement of refunds of water-rates to cultivators for the Kharif----- crops Rabi	3	..	

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
191.	XVII-D	151	Statement of commission for collection payable to Sirpanchas.	7	..	
192.			Village maps	4	..	
193.		79	Abstract return of expenditure on stores	2	2	
194.		87	Report of Committee on condemned tents	2	2	
195.		88	Application for purchase of new tents	2	2	
196.		16	Indent for London stores	3	3	
197.		49 --- 50	Register of civil buildings borne on the books of the P.W.D.	.	.	Two consecutive editions of the printed register must be retained always.
198.		80	Indents on the Mathematical Instrument Office	3	3	
199.		116	List of surplus materials and tools and plant available for transfer	3	3	
200.		123	Register of land	P	.	Permanent Record
201.		164	Check register of estimate received in the S.E.'s office	3	..	
202.		165	Register of contract agreement	10	..	
203.		192	Form of requisition on the Mathematical Instruments Office for repairs.	2	..	
204.		196	Register of sanctions to articles of European manufacture purchase locally.	3	..	
205.		219	Monthly statement of grant and expenditure	3	..	
206.		233	Proposition statement of assessment of revision of rent	..	..	May be retained till a new statement is prepared
207.		245	Notification for tenders	3	..	
208.		258	Report of inspection of Sub-Divisional Offices	3	3	Three years or until after the next inspection whichever is later

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
209.		296 ---- 297	Report of inspection of sub-divisional account by the D.A.	3	3	do
210.	XVII-D	17	Register of completion reports	3	..	
211.		93	Statements showing the distribution of budget grants	3	..	
212.		104	Amins gauge report	1	1	
213.		140 to 142	Progress reports on works etc.	2	2	
214.		141	Monthly statement of grant and expenditure (Irrigation Branch)	3	..	
215.	XVII-D	144	Form of an inspection of the office of E.E. by the S.E. C.E.	3	..	Three years or unti after the next inspection whichever is later.
216.		152	Report of an inspection of the Sub-Division	3	..	Three years or unti after the next inspection whichevers later.
217.			Daily reports of labour	3	..	
218.			Allocation sheet of labour	3	..	
219.			Advice slips	2	..	
220.			Unsanctioned tenders for bazar materials	1	..	
221.			Registger containing abstract of expenditure statement A-Annual repairs to civil buildings and roads	3	..	
222.			Register of statement showng expenditure on works and probable sacing or excess on them	1	..	
223.			Monthly list of incomplete works	1	..	
224.			Stamp (Service labels) account book (or form of outstation dak book-form XV-79)	3	..	

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
225.			Detailed budget estimate of an office	5	..	
226.			Register of ferries	10	..	
227.			Register of stationery and forms	3	..	
228.			Requisition for stationery and forms	1	..	
229.			Register of measurement books	..	..	As soon as all measurement books are destroyed.
230.			Register of permanent encroachment	P	..	Permanent Record
231.			Register of muster roll	3	..	Or until the next inspection by the A.G. whichever is later
232.	XVII-D	153	Register of important Tools and Plant	P		Permanent Record
233.	XVII-A	14	Field books	10	..	These books will be destroyed after ten years from the date on which they are recorded.
234.		17	Level books	10	..	The books which contain records made in connection with repairs will be destroyed after three years from the date on which they are recorded.
235.	XVII-A	18	Fee books of rest-houses	3	..	From the date of the last entry in the book.
236.			Maintenance register of repair works maintained in Sub-Divisional Offices	3	..	
237.	XVII-A	270	"Nil" form register (counterfoil)	3	..	
238.	Form No.	136	Register of buildings	2	..	On receipt of printed copies
239.			Register of level books in Sub-Division	10	..	
240.			Register of note-book	3	..	

S. No.	Reference to Schedule No. of forms	Description		Minimum period of preservation expressed in complete account years		Remarks
				Original of foil	Copy of copy foil	
(1)	(2)		(3)	(4)	(5)	(6)
241.	XVII-A	334 337	Toll tickets	3	..	Or till the next inspection of accounts of the Sub-Division by an Accounts Officers, whichever is later
242.	XVII-A	340	Register showing tickets sold at the toll house at a bridge	3	..	Or till the next inspection of accounts of the Sub-Division by an Accounts Officer whichever is later.

APPENDIX 9.12

(See paragraph 9.043)

Permanent Pass for Crossing The Bridge**Not transferable**

Permanent Pass No.....

Permit

the*.....
 of (Name of Pass holder)
 when travelling on duty, to cross the bridge in
 kilometer of road, free of toll.

Executive Engineer,

Date the20

..... Division

* Here enter conveyances and equipage, cart, motor, cycle, etc., as the case may be.

Notes :- (1) This pass must be shown to the officer on duty before passing the barrier.

(2) If this pass is lost or destroyed the holder shall at once report the fact to the
 E.E. Division and obtain a duplicate copy thereof which shall be
 supplied on payment of rupee one.

(3) This pass should be return to the E.E. Division when the holder is
 transferred to another station or if for any other reason it is not required by
 him.

(4) The holder of this pass should sign it at a place provided below and should
 give his signature every time he crosses the bridges if called upon to do so.

Signature of the holder of the pass

APPENDIX 9.13

[See paragraph 9.043 (7)]

CHALAN**(To be prepared in duplicate)**

Chalan of money paid to the S.D.O. / S.O.

By whom brought	On what account	Amount	
		Rs.	P.
	TOTAL		

Rs. (in words)

.....

Tenderer

Dated20

Received

Signature of S.D.O. / S.O.

Dated20

Certified that the amount shown above has been entered in the register.

Dated Signature of S.D.O.,

.....Sub Division