FOR Schedule XLV-Form No. 134

Executive Entineer R.W.D DIVISION

A.E.R.W.D. Work. SUB-DIVISION-

MEASUREMENT BOOK

.2754

Sch. XLV - Form No. 134

E.E. R.W.D. Work DIVISION -A.A. R.W.D. Work SUB-DIVISION -Majendynfur

Measurement Book

Name of officer (State Carried)

Date of first entry

Date of last entry

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(111-11-11)

प्रभाणित विभा जाता है। उन्हें ज्योन अडीन NOTES REFERENCE TO P. W. A. CODE, CHELON Para 39 कामपालक आमयता

1.In recording detailed measurements, and following

- general instructions should be refut be refut to such subsidiary orders and may be orders and may be laid down by the loos Executive or Assistant Engagers or by Executive subordinates in-charges of work to whom measurement books have been supplied by the Executive Engineer for the purpose.
- (b)All measurements should be bear taken down in a measurement book Form 23, issued for the purpose, no where else.
- (c) Each set of measurement should commende with entries tarting-
- In the case of bills for work done:-
 - (a) Full name of wok as given in estimate
 - (b) Situation of work
 - (c) Name of contractor,
 - (d) Number and date of his agreement and
 - (e) Date of measurement
 - (i) :Stock*, (ii) *Purchase* for direct issue to (here enter full name of work as given in estimate)
- (ii) "Purchase" for (here enter full name of work as given in estimate) issued to contractor and
- (d) Date of measurements and should end with the Paid initials of the officer marking the measurement, see also paragraph 24, A suitable abstract should than be

prepared which I should collect in the case of measurement for work done, the total quantities of each distinct item of work relating to each sanctioned subhead.

- (d) As all payments for work supplies are based on the quantities recorded in the measurement books it is incombent upon the person taking the measurement to record the quantities clearly and accurately. If the measurements are taken in connection with a running contract account on which work has been previously measured he is further responsible (1) that reference to the last set of measurements is recorded and (2) that if the entire iob or contract has been completed the fact is recorded prominently just above his initials.
- (e) Entries should be record continuously in the measurement book No blank pages may be left and no page be turn out. Any page left in adveitenty must be cancelled by diagonal lines. The cancellation being attested. See also paragraph or the Public Work Department Code.
- (f) No entry may be erased, of a mistake is made it should be correct (and dated) by the responsible officer in the manner prescribed in paragraph 335 of the Public Works Department Code. When any measurements are cancelled, the cancellation, must be supported by the dated initials of the officeer ordering the cancellation or by refrence to his orders initialied by the officer who made the measurements in either case the reason for cancellation should be provided with an index which should be kept upto date.

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Sch. XLV-Form No. 134

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