Measurement Bool Shedule XLV Form No. 134, EKARI PWD good MB No-630 to Rejetur SUB-DIVISION DIVISION

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Para 39 & WD (W), Division

1.In recording detailed measurement, Universitying peneral instructions should be carefully objective (C)

- (a)Subject to such subsidiary orders as may be laid down by the local Government detailed measurements should be recorded only by Executive or Assistant Engineers 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-
- (i) 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)
- (d) Date of measurements and should end with the Paid initials of the officer marking the measurement, see also paragraph 24, Asuitable abstract should than be

prepared which / 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 job 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 adveitenly 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 officer ordering the cancellation or by refrence to his orders initialled 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.

Sch. XLV-form No. 134

Name of work -

Situation of work -

Agency by which work is executed -

Date of measurement -

No. and date of agreement.
(These four lines should be repeated at the commencement of the measurements relating to each work).

Particulars Details of actual measurement Contents
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