Schedule XLV-Form No. 134 L'AMPHILLE

NAMAR TO BERY PUT (MMCHSY)

Executive Enviseer K.W.D.DIVISION

P.E. R.W.D. WOK-SUB-DIVISION

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MEASUREMENT BOOK

No-2744

## Sch. XLV - Form No. 134

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## **Measurement Book**

No. 2744

Date of last entry \_\_\_\_\_\_

Sch. XLV-form No. 13-

In recording detailed measurements, the following general

- instructions should be carefully observed.

  (a) Subject to such subsidiary orders may be laid down by the lo Extecutive Tangides led measurements should be with Exercitive or Assistant Engineers on the Exercitive subordinates in-Exercitive, suborginates in-surement books have been incentor the purpose. charges of work to whon supplied by the Executive Eng
- (b) All measurements should bear taken down in a measurement book Form 23, issued for the purpose, no where else.
- (c) Each set of measurement should commence with entries stating -
  - (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
  - (ii) In case of bills for supply for materials :-
    - (a) Name of Supplier
    - (b) Number and date of his agreement for order,
    - (c) Purpose of supply in one of the following forms applicable of the case -
    - :Stock" (for all supply for stock purpose)
    - (ii) "Purchase" for direct issue to the work (full name of work as given in estimate may be mentioned)
    - "Purchase" for (full name of work as given in estimate) issued to contractor ..... .....on .....

(d) Date of measurements and should end with the Paid initials of the officer marking the measurement, see also paragraph 25)

A suitable 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 sub-head.

- (e) As all payments for work supplies are based on the quantities recorded in the measurement books it is incumbent 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.
- 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 advertently must be cancelled by diagonal lines. The cancellation being attested. See also paragraph or the Public Work Department Code.
- (g) 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 reference to his orders installed by the officer who made the measurements in either case the reason for cancellation should be recorded.

Each measurement book should be provided with an index which should be kept up to date

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## Sch. XLV-Form No. 134

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## Sch. XLV-Form No. 134

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