Schedule XLV-Form No. 134

Kutima (kutina) se madayambut:

Executive Engineer Kinswork DIVISION-

A.C. R. W.D. WOOK - SUB-DIVISION

Jehanabad

Hurs Gan

MEASUREMENT BOOK 1663-0N

Sch. XLV - Form No. 134

R.W.D. Work DIVISION-RIW.D. WOOK SUB-DIVISION Hulas Gang

Measurement Book

No. 2),

Name of Officer

Date of first entry

Date of last entry

CODE, CHPI.VII In recording detailed measurements, the instructions should be carefully observed
(a) Subject to such subsidiary laid down by the mocal and the morning detailed measurements should be Assistant Engineers en books have been charges of work to wh supplied by the Executive ector the purpose. bel bear taken down in a (b) All measurements should measurement book Form 23, issued for the purpose, no where else. (c) Each set of measurement should commence with entries (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 onand

> (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.
- (f) 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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