

will be printed on the bills or attached to them:—

"I have satisfied myself that the work entered in this bill has been actually done and is in accordance with the details entered therein".

Note.—As a general rule, a Sub-Divisional Officer should not pay finally for any work costing more than Rs. 200/- until he has personally inspected it and satisfied himself that the work has been correctly done. He must further make a note in the Measurement Book stating that he has inspected such work.

- (v) It is the duty of Divisional Officer to see that the instructions for the use and up-keep of measurement books which are contained in Appendix 10-B, are strictly observed. In the course of their inspection they should themselves see that these rules are being strictly observed by the Sub-Divisional Officers and others. They should also stamp the words "Examined" at the end of the entries, every time a measurement book is inspected. If, however, serious irregularities are discovered as the result of any examination, the words "unsatisfactory, see link file No. can be added.
- (vi) Measurements of excavation in foundations are to be made by the Sub-Divisional Officer, except in the case of very small works, before any building work is started. Similarly measurements of such items which get covered up should be entered by him, except in case of very small works.
- (vii) The Sub-Divisional Officer is expected to make personally all measurements required for the preparation of final bills for all classes of work, costing more than Rs. 5,000 in each case. He should also test/check a reasonable proportion of other measurements made by his subordinates.

The Sub-Divisional Officer should also test check 25 per cent of measurements in respect of works done departmentally and costing more than Rs. 2,000 and 50 per cent of measurements in respect of works costing more than Rs. 5,000. This, however does not apply to road works done by permanent road gangs.

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In the case of Sub-Divisional Officer, Kulu, Sub-Division, however; this procedure is not necessary. He is however required to exercise 50 per cent check on all the final measurements of works costing more than Rs. 5,000.

- (viii) Similarly the Divisional officer is expected to test check a reasonable quantity of work measured and checked by his subordinates.
- (ix) The test checks referred to above, should so far as possible, be carried out, before payment is made.
- (x) The individual items checked should be clearly shown in the M. Books and the result recorded by the officer concerned.
- (xi) The quantity checked should be such as forms a check on the whole e.g. to measure the doors and windows only of a rest house is no check on the whole when the Sub-Divisional or the Divisional Officers check reveals differences not exceeding 2 per cent in the case of Original Works and 5 per cent in the case of repairs, the subordinate's entries for the portion checked should only be rectified according to the check measurements. But when the differences exceed this limit the whole-work should be re-measured by the Sub-Divisional or Divisional Officer himself and payments made thereon, the case being reported to higher authorities for action against the subordinate concerned.
- (xii) A collective record of all the checks carried out from time to time will also be prepared at the end of each measurement book in the following form, which will be duly provided in the new standardised working forms:—

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Date of check	Pages recording measurements subjects to test checks	Value of measurements checked	Result of the check exercised.	Dated initials and designation of the checking officer

Notes.—(1) This result will be indicated by the word "Satisfactory" or "Unsatisfactory" as judged at the time on the merits of each case.
 (2) The Sub-Divisional and the Divisional Officers will be held personally responsible for any infringement of these rules which, if it comes to notice, will be severely dealt with.

9. When no work has been done in any item since the last measurements, the items should, nevertheless, be shown in the Measurement Book, but only the total quantity of area of work done need be given, together with a reference to the number of pages of Measurement Book on which the detail of the measurements appeared.

10. Every set of measurements must bear the signature of the officer by whom it was actually made, with the words "Measurements taken by me on the _____ of _____ 19 ____."

11. The Sub-Divisional Officer's clerk is responsible for the arithmetical check of all calculations entered in a Measurement Book, and he must initial and date a certificate—"calculation checked by me"—on each account in the book.

Note.—Asstt. Sub-Divisional Clerks are authorised to check measurement books and prepare bills of contractors provided that in the following cases measurement books should be checked and the bills prepared by Sub-Divisional Clerks personally:—

- (1) Final bills of all running accounts.
- (2) First and final bills for amount exceeding Rs. 500/-