

297. (1)(a) Sub-divisional Officers should necessarily check measure before Payment and in proper time in the following cases :
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(i) all final bills on running accounts.

(ii) all first and final bills over Rs. 500; and

(iii) works including in all kinds of bills over Rs. 100/- (G.O.Ms.No. 244 P.W.D. 4-10-1960) which will not be susceptible of check measurement after a certain stage, for example, works in channel, river or tank beds, foundations which will be covered up, etc.

(G.O.Ms.No. 2445 P.WD., Dt. 4-10-60)

(b) As regards other bills not pertaining to works of the kind mentioned in item (iii) in the above sub-clause, viz., (i) intermediate bills on running accounts and (ii) first and final bills over Rs. 100 and not over Rs. 500, Sub-divisional Officers should check measure a large proportion of them: If in such cases, it is not possible for the Sub-divisional Officer to check measure before payment owing to pressure of work, etc., then the reasons for not having done the check measurement before payment should be recorded by him in the “remarks” column of the measurement books concerned and check measurement should be done by him at the earliest opportunity after Payment has been made.

(G.O.Ms.No.508 P.W.D. dated 17-3-66)

The Chief Engineers and Superintending Engineers of P.W.D. may condone irregularities arising out of failure to conduct check measurement subject to the following conditions:

(a) that the cost of work concerned is within the powers of the Chief Engineers or Superintending Engineers concerned to write off;

(b) that the Chief Engineer or Superintending Engineer concerned is satisfied that there has been no loss on account of lack of initial check measurement.

(G.O.Ms.No.227, P.W.D., dated 24-1-1958)

(c) The following will be exceptions to the above rules—

(i) In the case of Korambu works, where the quantities of perishable materials used, such as brushwood, nanal, etc., cannot be check measured after use, the Section Officer and the Sub-divisional Officer should inspect and stay on the works for as long a period as possible, having regard to the importance of the works and certify to the satisfactory execution of the works. On such certificates payment may be made.

(ii) In the case of first and final bills for Rs. 200 and less, pertaining to works of the kind mentioned in item (iii) in sub- clause (a) above, if the Sub-divisional Officer could not check measure them in proper time, owing to pressure of work, etc., it is sufficient if the Sub-divisional Officer enters in the measurement book the reason why check measurement could not be done in time and certifies that he is satisfied after inspection that the work has been done. On such certificates, payment may be made.

(iii) Check measurement is not necessary in the case of articles received by one Public Works Division from another and in the case of materials obtained from firms, departmentally for use on works, when the cost of materials purchased at a time is Rs. 500 or less:

Provided however, that check measurement will be necessary when supplies are arranged by the Public Works Stores Division from the firms direct to the Division concerned.

(iv) The Assistant Engineer [Electrical Engineer, (General Division)] who is in charge of Electrical Works in the mufassal, shall check measure all first and final bills of Rs. 1,000 and over before payment and all first and final bills over Rs. 25 up to Rs. 1,000, wherever possible before payment. In the case of works of which, it is not possible for the Assistant Engineer to check measure before, payment, the check measurement should be done by him at the earliest opportunity after payment, the reasons for not have done check measurement before payment being recorded by him in the ‘Remarks’ column of the measurement books concerned.

In the case of supplies of which, it is not possible for the Assistant Engineer to check measure before payment, he should satisfy himself to the extent possible at the earliest possible opportunity after payment that the supplies have been actually received and used on the works for which they were obtained and record to that effect in the concerned measurement book.

Note 1 : —This rule does not apply to advance payments made under paragraph 313 subject to detailed measurements. It applies to the bills in which the advance payments are adjusted after detailed measurements.

Note 2 :—Measurements of all jungle or prickly-pear to be cleared whether the jungle is solid or in patches should be recorded by the Section Officer in a measurement book before clearance. The Sub-divisional Officer should also check measure the works before clearance except in the case of those costing less than Rs. 50 in out of the way places where there are no other works requiring Sub-divisional Officer’s attention. In such cases the Executive Engineer

of the Division concerned will decide whether the work should be check measured or not.

Clearance works which cost more than Rs. 300 should be inspected by the Sub-divisional Officer after clearance and before payment.

“(2) In addition to check measurement by the Sub-Divisional Officers, it is an important duty of Executive Engineers/Divisional Engineers that they should, during their inspections, frequently check measure works which are in progress and that they should maintain a register of such check measurements. The Number of check measurements by the Executive Engineers/Divisional Engineers in charge of construction/maintenance divisions should be at least 36 and those by the Executive Engineers/Divisional Engineers incharge of Special Divisions should be at least 24 in a financial year. Further, the Executive Engineer/ Divisional Engineer should check measure at least once all individual works costing Rs. 50,000 and more.

The check measurements to be done by the Executive Engineer/Divisional Engineer should be spread out throughout the year and there should be no rush of check measurements towards the end of the financial year. The frequency of check measurements should be correlated with the amounts of bills to be paid in the respective months.

In addition to the above, the Superintending Engineers of Circles should also check measure works at random in a particular year or years as may be directed by the Chief Engineer from time to time.”
(G.O .Ms.No. 1740, P.W.D., Dt.30-12-1969).

(3) The fact of check measurement by the Sub-divisional Officer or the Executive Engineer should invariably be noted in the

measurement book at the time of check measurement and the items check measured should be indicated by the initials of the checking officer, which should be placed on the left side of the column “particulars” in line with the item check measured.

(4) The object of check measurement is to detect errors in measurement and to prevent fraudulent entries. Check measurement should therefore be conducted with direction and method, those items being selected which appear obviously incorrect or which would be most easily susceptible of fraud or which would most seriously affect the total amount of the bill if inaccurate.

(5) The entry “measured in my presence” by a Sub-divisional Officer cannot be accepted as check measurement. When measurements are taken jointly by officers or subordinates, the measurements should always be recorded and signed by the senior.

(6) In the case of works such as breach closing executed by the ryots of a place, estimates are usually prepared and sanctioned after taking measurements of the work done and after verifying the same with the claims of the ryots for each item of work. There is, therefore, no necessity to measure or check measure the work further.

(7) Superintending Engineers should make it a special point to see that these rules are duly observed.

Note : — In the Sanitary Engineering Branch where there are no Sub-divisional officers, check measurement required of Sub-divisional Officers under the above paragraph will be carried out by Executive Engineers (Public Health), subject to the proviso that the money limit of Rs. 25 prescribed in (1) (a)(iii) and (1)(b)(ii) above shall be Rs. 200 in the case of Executive Engineers (Public Health).

(8) “The Chief Engineers will be empowered to waive check measurement and authorize payment of bills upto Rs. 500 (Rupees Five hundred only) in respect of cases where check measurement as required under the rules, could not be done and become impossible afterwards subject to the condition, that the Sub-Divisional Officer records the reasons for the non-check measurement and certifies that the work has been done after inspection and that there has been no loss to Government on account of the lack of initial check measurement”.

(Inserted by G.O.Ms.No. 508, PWD, dated (17-3-1966))