

Subject :- Instructions for execution
of various constructional
works in Forest Department.

No.D-24/3/FE/43/1498 /92-93

Nagpur, Dated 11 February, 1993.

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The various constructional works are carried out under different schemes and all types of buildings, roads and other structures are required to keep in good condition by undertaking periodical repairs. All these activities involve the control over quality of material, workmanship, quantities and overall expenditure towards these works. In streamlining the procedure for execution of works and maintenance, the following instructions are hereby issued for strict compliance.

(1) New works and Maintenance:

No new constructional works be undertaken unless their plans and estimates are administratively approved, technically sanctioned by the competent authority and funds to that extent are made available during the year. The plans and estimates for maintenance of buildings, roads and other structures be prepared before hand by R.F.O. and those should be sanctioned by Dy.Conservator of Forests. Then only such works be taken up according to funds available during the year.

(2) The execution of works

The procedure for execution of works should be followed in confirmation to article 211, 212, 291, 292, 337, 339, 340 and 347 of Bombay Forest Manual, Vol.I. In following these orders, it is convenient to adopt the forms and procedure as vogue in Public Works Department. Accordingly, the works costing upto Rs. 50,000/- be carried out on Rate list, those costing upto Rs. 2/- lakh be carried out on A-1 form and works costing over Rs. 2/- lakh be carried out by inviting public tenders in B-1 form. The present practice of so called departmental execution without agreement be discontinued forthwith and the prescribed forms be used for execution.

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(3) The Rate list for petty works upto Rs. 50,000/-

In prescribing the details, the Rate list for works upto Rs. 50,000/- be prepared by R.F.O. in triplicate and this is to be approved by the Dy. Conservator of Forests. The works carried out on Rate list be executed as per estimated rates only. While approving the Rate list, the Dy. Conservator of Forests should verify the rates & quantities as per sanctioned plans and estimates. After receiving 2 copies from Division, the R.F.O. should hand over one copy of Rate list to the piece worker for starting the work. Not more than three works be entrusted to the same Piece worker but the aggregate cost should not exceed Rs. 2/- lakh and the entire responsibility of getting the work as per desired quality within time limit and workmanship will lie on R.F.O. only.

(4) The piece works costing upto Rs. 2/- lakh.

Emp { The minor works costing upto Rs. 2/- lakh be carried out on form A-1 (Percentage rate) by inviting quotations by giving wide publicity. Such A-1 quotations be compared to C.S.R. which should not exceed these rates and then those be accepted by the Dy. Conservator of Forests. Then only such works be started by issuing work order to the Piece worker. No. secured advances be granted to Piece workers.

(5) The B-1 contract for works above Rs. 2/- lakh

Not followed { In executing the works costing more than Rs. 2/- lakh, Public tenders be invited in B-1 form by giving Tender notice in newspapers and such B-1 tenders be accepted by the competent authority. Due attention be given in adopting the prescribed procedure.

(6) Security Deposit and Secured Advances

Not followed { The Earnest Money Deposit for B-1 tenders be 1% of the work portion of estimate and the initial Security Deposit will be 2%, which is to be obtained from Contractor at the time of agreement and then only

The work order be issued to the Contractor by specifying time limit. The balance 2% Security Deposit be recovered from Running bills of works along with 2% income tax and Secured Advances, if any, over the material brought on spot. Such secured Advances should not exceed 75% of the cost of material on site.

(7) Mode of Measurements

The mode of measurement for the various items of constructions are specified in the Standard specifications of P.W.D. so the respective officers may please refer this book for adopting the mode of measurement. No deviations are allowed in units of measurement than those specified in items of estimates like Cubic Meters, square meter, Running Meter, etc.

(8) Records at Site

In controlling the quality of work and workmanship, it is essential to keep necessary record at site of work as noted below :-

- (i) Material Consumption Register indicating the daily consumption of all materials purchased and directly charged to the work in progress. The Form-54 for material-at-site Account is attached hereunder for information.
- (ii) An order Book be maintained on each and every work and the inspecting officer should record his instructions on it in regards to quality, progress, testing of material etc. whenever he visits the work. Such instructions will be binding on the contractor. If the quality of work is not to the mark, then strict view be taken in all cases and all efforts be made to improve the quality as desired.

(9) Recording of Measurements & Checking

As per the progress of works, the Range Forest Officer should take the measurements of works and record the same on printed Measurements Book (Form No. 15) on every spot. Every such set of measurements be checked 10% by the Assistant Conservator of Forests by actual verification of work on spot and he should take entry on M.B. as checked and found correct with dated signature. The Dy. Conservator of Forests should also check every such measurement at 5% by taking entry on M.B. as "checked and found correct with dated signature" with every claim of Rs. 50,000/- or Running bill for all concerned measurements i.e. excavation of foundation, steel in concrete and plinth etc. be recorded by the Assistant Conservator of Forests only or 100% check over these measurements recorded by R.F.O. be exercised by him.

(10) Running Account Bills

Generally, Running bills be paid to the contractor every month to show progress of work. After every such set of measurements & checking, the Running bill in standard form be prepared in Range Office and these be submitted to Division Office for payment with M.B. If material like cement & steel is supplied by the contractor, then R.A. Branch should accompany the Running bill details and its receipt be effected through R.A. bills. The R.F.O. and A.C.F. should sign all Running bills and the Dy. Conservator of Forests should also affix his signature on all R.A. bills. The Running bills be given serial numbers from beginning, which will facilitate preparing completion Report smoothly.

(11) Retaining 10% Security Deposit upto Defect Liability Period

As work progresses, all items of work attended by contractor to that stage be accounted in R.A. Bill.

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After the completion of works, the final measurements be taken by Assistant Conservator of Forests for all items of work and these should be checked to the extent of 5% by Dy. Conservator of Forests with entry on M.B. as describe in para 7. Then final bill of the work be prepared with due accuracy. The defect liability period of important works to be considered at final payment is as under.

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|-----------------------------|---------------|
| 1. New Buildings | - one year |
| 2. Special Repairs | - Six months |
| 3. Water proofing treatment | - Ten years |
| 4. C.D. works | - One year |
| 5. New Roads | - Two years |
| 6. Maintenance of roads | - Six months. |

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complied.* { The final bill and the S.D. to the extent of 90% be paid to the contractor after retaining 10% of S.D. upto Defect liability period. So also, all recoveries of material issued to the contractor & secured Advances be effected fully from the final bill.

(12) The payment by cheque only

83 All payments of major & minor works to piece workers and contractor be made through the cheque only and no cash payment to any work be made to them by R.F.O. so also, the R.F.O. should not make any cash payment of materials required for the works or labour payment but these should be made by cheque only by Dy. Conservator of Forests. The cash payment be avoided all the while. Only the labour payment to the extent of Rs. 500/- in each case be made in exceptional circumstances. This applies to all original constructional works and maintenance works also.

(13) The Completion Report in B.F.M. - 33

Within 3 months from the final completion of work in all respect, a completion Report in B.F.M. Form-33 as per article No. 347 of B.F.M. Vol. - I be prepared by the A.C.F. with the assistance of R.F.O. along with itemwise comparative statement, indicating

estimated quantities, executed quality, rates, saving, excess with reasons and list of vouchers showing overall expenditure incurred over the work. The completion report be submitted to the Conservator of Forests by Divisions with copy to the Accountant General and to this office. If the actual expenditure over work is more than 5% then revised estimate be prepared and get sanctioned from competent authority.

(14) The entry into Building Register

After physical completion, the entry of the building be taken on the bound Building Register (P.W. -133) as per article 222 of B.F.M. Vol.-I as soon as possible and this register be kept upto date at Range, Division and Circle level.

(15) Inspection by the Civil Engineering Wing

Not followed
If necessary, the Civil Engineers of the Department be requested for inspecting the works during the progress and furnish the inspection reports. They may render technical guidance to the field staff in regards to quality of material and workmanship and record like measurements, R.A. Bills, etc. The jeep may be made available to the Forest Engineer and Dy. Forest Engineers from the H. divisions for such inspection as well as for other items like Survey and investigation, data collection for preparation of plans and estimate etc. They may utilise the same vehicle in the circle i.e. from one division to other division.

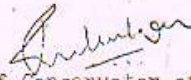
(16) Muster Payment

Some times, the labourers are engaged for departmental works like maintenance of roads, cleaning, plantations, soil working etc. on Muster Rolls and their presence is marked by Guards and Foresters. The attendance of labourers be verified by R.F.O. once in a fortnight and such entry be taken on Muster Roll with dated signature.

If the amount of Muster Rolls exceed above Rs. 5000/- then the attendance of labourers be verified by A.C.F. on spot with dated signature on Muster Rolls. The quantity of work, carried out on Muster Roll be measured and recorded on Printed Measurement Book by R.F.O. and be shown on allocation of Muster Roll.

The forms like (1) Rate list, (2) A-1 form and (3) Running Account bills, (4) Material-At-Site Account form are attached hereunder for guidance. These orders will be applicable even to the works in progress.

Encl :- As above.


Chief Conservator of Forests,
(Wild Life)
Maharashtra State, Nagpur.

Copy to :- Conservator of Forests (territorial) all.

Copy to :- Dy. Conservator of Forests, (All)

Copy to :- Dy. Forest Engineer, (All)

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