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ARCHAEOLOGICAL WORKS CODE

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PREFACE

Preservation of the cultural heritage of the country is one of the primary functions of the Archaeological Survey of India. The maintenance of monuments and the conduct of conservation works has hitherto been regulated by the Archaeological Works Code, published in 1938. During the past four decades, the activities of the Survey have increased manifold, necessitating certain changes in the procedures for the execution of works in the various fields. In fact, the 1938 edition of the Code has become obsolete. There has, thus, been a long-felt necessity to revise this Code, so that this could meet the requirements of the executing staff in the Survey. Accordingly, the work of revising this Code was entrusted to Shri S. L. Nagar, Junior Accounts Officer in the Survey, who has completed the work with assiduity and devotion. The work, no doubt, was of an involved nature and required incorporation of relevant provisions of the C.P.W.D. Code, C.P.W.D. Manual, C.P.W.D. Accounts Code, Treasury Rules and General Financial Rules. The present Archaeological Works Code is supplemented by the book of forms. For facility of reference, an Index has also been added at the end of the Code.

In the compilation of this work, Shri Nagar has received guidance from Shri B. V. Easwaran, Deputy Director (Accounts), Archaeological Survey of India, Shri S. Ranganathan, Assistant Financial Adviser, and
Shri Narendra Singh, Accounts Officer in the Ministry of Education, Social Welfare and Culture, to whom our grateful thanks are due. I shall be failing in my duty if I do not express my deep appreciation of the hard work that Shri Nagar has put in for the compilation of this revised Code.

New Delhi
4 August 1979

B. K. THAPAR
Director General
Archaeological Survey of India
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CHAPTER 1

INTRODUCTORY

1 Extent of application. The Rules in this Code describe primarily the financial methods and procedures to be followed by the Archaeological Survey of India in dealing with the transactions relating to the maintenance and rendering of the accounts of various types of works viz. Structural conservation/Preservation, Chemical treatment of Monuments, Annual/Special Repairs, Exploration and Excavation works, Development and Maintenance of Gardens etc. and other technical and research activities of the Survey. These Rules are supplementary to the financial rules contained in General Financial Rules, Treasury Rules of the Union Government, C.P.W. Account Code and the Book of Financial Powers.

NOTE.—Structural conservation/Preservation comprises of all archaeological works including those involving restoration or the provision of new features (like fencing of the sites/monuments) not integral with but incidental to the preservation of ancient monuments.
CHAPTER 2
DEFINITIONS

2.1 Unless there be something repugnant in the subject or context, the terms defined below are used in this Code in the sense explained here.

(1) Accountant General means the head of an office of Accounts and Audit, subordinate to the Comptroller and Auditor General of India, who keeps the accounts of government, controller of accounts and, when used in relation to a branch or circle, the head of the office to whom the accounts of the Branch/Circle are rendered.

(2) Administrative approval. This term denotes the formal acceptance by the administrative department concerned, of the proposal for incurring any expenditure in the Archaeological Survey of India on a work initiated by, or connected with it according to the requirements of such administrative departments. It is, in effect, an order by the Archaeological Survey of India to execute certain specified works at a stated sum to meet the administrative needs of the department requiring the work.

(3) Advance Payment means a payment made on a running account to a contractor for work/supply done by him but not measured.

(4) "Ancient Monument" means any structure, erection or monument; or any tumulus or place of interment, or any cave; rock sculpture, inscription or monolith, which is of historical, archaeological and artistic interest or any remains thereof declared as protected
by the Survey under Ancient Monuments Preservation Act, 1958 and includes:

(a) the site of an ancient monument,

(b) such portion of land adjoining the site or an ancient monument as may be required for fencing or covering in or otherwise preserving such monument, and

(c) the means of access to and convenient inspection of an ancient monument.

(5) "Antiquity" includes:

(I) (i) any coin, sculpture, painting, epigraph or other work of art or craftsmanship;

(ii) any article, object or thing detached from a building or cave;

(iii) any article, object or thing illustrative of science, art, crafts, literature, religion, customs, morals or politics in bygone ages;

(iv) any article or thing of historical interest;

(v) any article, object or thing declared by the Central Government, by notification in the Official Gazette, to be an antiquity for the purpose of this code which has been in existence for not less than one hundred years; and

(II) any manuscript, record or other document which is of scientific, historical, literary or aesthetic value and which has been in existence for not less than seventy-five years.

(6) Appropriation means the allotment of a particular sum of money to meet expenditure on a specified object.
(7) **Assets.** In the accounts to works, this term also indicates all outstanding or anticipated credit, which have to be taken in reduction of final charges.

Examples: Recoveries of advance or recoverable payments and sale proceeds or transfer value of surplus materials.

(8) **Bank** means the particular branch/branches of the Reserve Bank of India/State Bank of India or its subsidiary or the public sector bank with which the Pay and Accounts Officer or the Drawing and Disbursing Officer, as the case may be, is placed in accounts.

(9) **Book transfer.** This term applies to the process whereby financial transactions which do not involve the giving or receiving of cash, or of stock materials, are brought to account. Such transactions may either affect the book of more than one accounting officer whose accounts are ultimately incorporated in the account of Government. They usually represent liabilities and assets of Government brought to account either by way of settlement or otherwise, but they may also represent corrections and amendments made in cash, stock or book transfer transactions previously taken to account.

(10) **Branch or Branch Officer.** This term is applied to the executive charge held by an officer as Head of a Branch viz. Chemistry, Horticulture, Museum, Epigraphy, etc.

(11) **Charged.** Revenue is realised and placed to the credit of Government as it falls due under the statutory or other rules governing it, but expenditure can be incurred only against a grant voted by Parliament or against appropriation provided for to meet charged expenditure. The incidence of expenditure between voted and charged is determined by the relevant provisions of the Constitution of India.
(12) Circle and Circle Officer. This term is applied to the executive charge held by a Circle officer and the head of such a charge.

(13) Competent Authority. The term “Competent Authority” means the Government or other authority to whom the relevant powers may be delegated by Government.

(14) Completion and completed. The expression "Completion of work" may be understood to include "Abandonment of a work" and "Completed work" to include "Abandoned work".

(15) Contingencies. When used in respect of the accounts of work, the term “Contingencies” indicates the incidental expenses of a miscellaneous character, which cannot appropriately be classified under any distinct subhead or sub work, yet pertain to the work as a whole.

(16) Contract and Contractor. The term “Contract” means any kind of undertaking, written or verbal, express or implied by a person, not being a Government servant, or by a syndicate or firm, for the construction, maintenance or repairs of one or more works, for the supply of materials or for the performance of any service in connection with the execution of works or the supply of materials. The term “Contractor” means a person, syndicate or firm that has made such an undertaking by written agreement but often its use is restricted to contractor for the execution of works or for services connected therewith.

(17) Controlling Officer. Controlling Officer means a head of Department or other departmental officer, who is entrusted with the responsibility of controlling the incurring of expenditure and for the collection of revenue by authorities subordinate to the Department.
(18) **Department.** The term, when qualified by the prefix “The” is used to indicate the “Archaeological Survey of India”.

(19) **Deposit works.** This term is applied to works of construction or repair, the cost of which is met, not out of Government funds, but out of funds from non-Government sources which may either be deposited in cash or otherwise placed at the disposal of the Archaeological Survey of India, works executed for State Government, Municipalities and other public bodies fall under this category when the cost is chargeable either to cash deposits made for the purchase, or to their credit balances at treasuries.

(20) **Executive Assistant/Subordinate** means a Senior Conservation Assistant, Senior Horticultural Assistant, Senior Chemical Assistant, Conservation Assistant, Horticultural Assistant or a Chemical Assistant.

(21) **Final Payment** means the last payment on a running account made to a contractor on the completion or determination of his contract and in full settlement of the accounts.

(22) **Financial Year** means the year beginning on the 1st of April and ending on the 31st March following.


(24) **Head of Department.** “Head of a Department” in relation to an office or offices under its administrative control means:

(i) an authority specified in Schedule I of the Delegation of Financial Powers Rules, 1958, and
(ii) any other authority declared as such under any general or special orders of the competent authority”.

(25) “Head of Office” means

(i) a gazetted officer declared as such under Rule 10-A of the Delegation of Financial Powers Rules, 1958, and

(ii) any authority declared as such under any general or special orders of the competent authority.

(26) Imprest. This term represents the standing advance of a fixed sum of money given to an individual to enable him to make certain classes of disbursements which may be entrusted to his charge by the head of an office of the Survey.

(27) Intermediate Payment is a term applied to a disbursement of any kind on a running account not being the final payment.

It includes an “Advance Payment” a “Secured advance” and an “on account payment (other than the final payment on a running account)” or a combination of these.

(28) Issue Rate. This term denotes the cost per unit fixed in respect of an article borne on the stocks of the Department at a valuation, for the purpose of calculating the amount creditable to the sub-head concerned (i.e., the sub-head under which the article is classified) of the stock account by charge to the account or service concerned, when any quantity of that article is issued from stock. “Handling Charges” and “storage charges” will be included in the “Issue Rate” by adding a suitable percentage based on the carriage and other incidental
charges of previous year, the storage charges as reviewed and fixed at the beginning of a year.

(29) **Land** includes a revenue-free estate, a revenue paying estate, and a permanent transferable tenure, whether such an "Estate or tenure be subject to encumbrances or not".

(30) **Liabilities.** When used in respect of accounts of works, this term includes all anticipated charges which are adjustable as final charges, but have not been paid, regardless of whether or not they have fallen due for payment, or having fallen due, have or have not been placed to the credit of the persons concerned in a suspense head subordinate to the account of the work concerned.

(31) **Maintain and Maintenance** includes the fencing, covering in, repairing, restoring and cleansing of a protected monument, and the doing of any act which may be necessary for the purpose of maintaining a protected monument or of securing convenient access thereto.

(32) **Major Estimate** is a term applied to the estimate for a work when the sanctioned amount of the works expenditure exceeds Rs. 50,000/-. This term is also applied for the sake of convenience, to the work itself.

(33) **Major Head.** In the case of Expenditure and Revenue Heads, the main unit of classifications is known as Major Head, and further divisions of it as minor heads, each one of which has a number of subordinate heads, generally known as detailed heads.

(34) **Minor Estimate** is a term applied to the estimate for a work, when the sanctioned amount of the works expenditure does not exceed Rs. 50,000/-. This
term is also applied for the sake of convenience, to the work itself.

(35) "Owner" includes a joint owner invested with power of management on behalf of himself and other joint ownership and any manager or trustee, exercising power of management over an ancient monument, the successor in title of any such owner and the successor in office of any such manager or trustee.

(36) On Account Payment or Payment on Account means a payment made, on a running account, to a contractor in respect of work done or supplies made by him and duly measured. Such a payment may or may not be for the full value of work or supplies, if it is an intermediate payment, it is subject to the final settlement of the running account on the completion of the contract for the work or supplies.

(37) Pay and Accounts offices/Controller of Accounts. See notes 1-3, below paras 3.2.

(38) Primary Unit of Appropriation. A grant or supplementary grant may be in respect of expenditure falling under one or more major heads or sections of a major head. For the purpose of financial control the grant allotted to each major head of account is divided into primary units of appropriation, each of which may be divided and sub-divided as may be necessary, into secondary units of appropriation.

(39) Progress means the up-to-date quantities of work done or supplies made.

(40) Survey means the entire Archaeological Survey of India.

(41) Quantity. In the accounts of works, this expression is used to describe the extent of work done, sup-
plies made or services performed, when these can be measured, weighed or counted.

(42) **Rate.** In estimates of cost, contracts, contractors' bills and vouchers generally, 'rate' means the consideration allowed for each unit of work, supply or other service. Except in the case of lump sum contracts, every bill or other demand for payment should, as far as possible, set forth the unit rate at which payment is to be made.

(43) **Rate of Cost and Inclusive Rate of Cost** "Rate of Cost" means generally the total cost of a work of supply divided by its quantity. In the accounts, it represents the recorded cost per unit, as arrived at by dividing the up-to-date final charge on a sub-head, by the up-to-date progress thereof. "Inclusive Rate of Cost" means the rate of cost of the entire work relating to a sub-head, including the cost of materials if recorded separately in the accounts.

(44) **Re-appropriation** means the transfer of funds from one unit of appropriation to another such unit.

(45) **Running Account** is a term applied to the account with a contractor when payment for work or supplies is made to him at convenient intervals subject to final settlement of the account on the completion or determination of the contract.

(46) **Secured Advance** is a term applied specifically to an advance made on the security of materials brought to site of work to a contractor whose contract is for the completed item of work.

(47) **Secondary Unit of Appropriation.** See para (38).

(48) **Storage Charges** means expenditure incurred, after the acquisition of the store, on work-charged estab-
lishment employed on handling, keeping initial accounts, the custody of stock and the maintenance of the store godown or yards including the rental charges, etc., and are added on a percentage basis to the issue rate, so as to form part of the issue rate.

(49) Sub-head. In the accounts of works and in working estimates, this term is used to describe the subdivisions into which the total cost of a work (or of its sub-works, if it is a large work) is divided for purposes of financial control and statistical convenience. The several descriptions of work that have to be executed in the course of construction or maintenance of a work or sub-work, e.g., excavation, brick-work, concrete, wood work etc., are usually treated as the sub-heads of it.

(50) Sub-work. In the case of a large work consisting of several building or smaller works, or groups thereof, the term sub-work is often applied to a distinct unit of the same, if that unit is sufficiently large or important to be kept distinct for the purpose of accounts. For example, the outer wall, the solitary cells, the cook-houses, the jailor’s quarters, etc., in the case of a large central jail. In the case of irrigation, etc., projects, the Head Works, Main Line, each branch of a canal, each group of distributaries relating to each branch separating the drainage and protective works, the Water Course Scheme, and Special Tools and Plant, all form separate sub-works.

(51) Supervision Charges. This term is ordinarily applied to the charges which are levied, in addition to book value in respect of stock materials sold or transferred, and are intended to cover such items of the expenditure incurred on the stores as do not enter their book value. [See clause (55)].

(52) Technical Sanction. This name is given to the order of competent authority sanctioning a properly
detailed estimate of the cost of a work of construction or repair proposed to be carried out through the Public Works Department or the Circle or Branch offices of the Archaeological Survey of India. Ordinarily, such sanction can only be accorded by the Director General or by the such authorities of the Department to whom the power has been delegated by Government. Sanction accorded to a work by any other department of Government is regarded merely as an administrative approval of the work vide clause 2).

(53) **Treasury Rules** means the Treasury Rules of the Union Government.

(54) **Work.** The term "work" when by itself, used in a comprehensive sense and applies not only to works of construction or repair, but also to other individual items of expenditure connected with the supply, repair and carriage of tools and plants, the supply on manufacture of other stores, or the operations of a workshop.

(55) **Works Expenditure and Works Outlay.** These terms are used to indicate respectively the expenditure, and the capital charges, on the special services connected with the construction, repair and maintenance work. The charges falling under these categories may be met when, under rule, any receipts are taken in reduction of the charges, but they do not include the cost of the general services. Tools and Plant and Establishment, or any charges not taken to final heads of account but kept under one of the suspense accounts.

(56) **Works Advance** means the amount advanced to an executive subordinate for the purchase of material, payment to labour engaged in Mustor Rolls, for the execution of work.
CHAPTER 3

GENERAL SYSTEM OF ACCOUNTS

3.1 The Scope and Functions of the Archaeological Survey of India are divided into the following categories:

(1) Structural conservation/Chemical preservation of Ancient Monuments/Sites and Remains (Protected or otherwise) including electrification and flood lighting by Special/Annual Repairs works.

(2) Chemical preservation of Ancient Monuments (Including the paintings thereon)/Antiquities and Research in Chemical Laboratories.

(3) Original works—including original construction works—Sanitary fittings and electrification, floodlighting, maintenance of Modern Buildings under the Archaeological Survey of India.

(4) Acquisition of land.

(5) Development and maintenance of Gardens around the Protected Monuments, etc.

(6) Exploration & Excavation works.

(7) Documentation of Antiquities.

(8) Setting up and maintenance of Site Museums.

(9) Archaeological Expeditions outside India.

(10) Cultural Exchange Programme.

(11) Promotion of Archaeological Studies in Universities.
(12) Printing and publication of Archaeological publications.

(13) Training of students in Archaeology.

3.2 The Survey is divided into various administrative units viz. Circles and Branches. A list of these Circles/Branches/Offices and Drawing and Disbursing Officers is given in Appendix I. The details of the offices which operate the different work heads are given below:

<table>
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<th>Works Head</th>
<th>Name of Office operating it</th>
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<tbody>
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<td>(i) Special Repair works</td>
<td>All Circle offices, Horticulture, Chemistry Branches.</td>
</tr>
<tr>
<td>(ii) Annual Repair works</td>
<td></td>
</tr>
<tr>
<td>(iii) Original/Modern works</td>
<td>All Circle Offices.</td>
</tr>
<tr>
<td>(iv) Exploration and Excavation works.</td>
<td>Excavation Branches, Director General’s office and Circle office when specifically authorised to do so.</td>
</tr>
<tr>
<td>(v) Maintenance of Museums. (Internal decoration of galleries only).</td>
<td>Museums Branch of the Archaeological Survey of India.</td>
</tr>
</tbody>
</table>

NOTE 1. Consequent to the Departmentalisation of the accounts vide Ministry of Finance, Department of Economic Affairs, order No. F. 1(15)-B(A)/CS/76, dated 26-8-76, functions relating to the Archaeological Survey of India hitherto performed by the Comptroller and Auditor General of India, have been taken over by the Department of Education and Culture with effect from 1-10-76. Accordingly, the Secretary of the Department of Education will be the Chief Accounting Authority in respect of all transactions of the Department. This responsibility will be discharged by the Chief Accounting Authority through and with the assistance of the Integrated Financial Adviser of the Ministry as a whole who will function for and on behalf of the Chief Accounting Authority.
In order to facilitate proper accounting a Principal Accounts Officer has been established under the charge of the Controller of Accounts. The Principal Accounts Office and Pay and Account Offices will function under the overall supervision of the Controller of Accounts.

NOTE 2. Each departmental Drawing and Disbursing Officer, will as at present prepare bills in respect of salary, T.A., Medical, long and short term advances, grants-in-aid, scholarship, office contingencies with the administrative and financial sanctions and rules and orders applicable in each case.

NOTE 3. For the purpose of payments, the Drawing and Disbursing Officers will be divided into three categories:

(i) Those who will submit all bills on Pay and Accounts Office for free check and payment (Appendix XXIV).

(ii) Those will not be vested with cheque-drawing powers and will make payment of their bills themselves (Appendix XXV).

(iii) Those who will not be having cheque drawing powers but will submit their bills for payment to the cheque drawing and disbursing offices (Appendix XXVI).

The drawing and disbursing officers of the first category will submit all the bills to Pay and Accounts Office. The bills will be subject to prechecks and passed for payment by the Accounts Officer concerned of the Pay and Accounts Office. Cheques for net amount will be issued by the Pay and Accounts Office in favour of the departmental Drawing and Disbursing officers. For this purpose the Accounts officers in charge of the Pay and Accounts office will be placed in Account with the nearest branch of the State Bank of India, or its subsidiary or Branch of a Public Sector Bank.
3.3 The main features of system of works account of the Archaeological Survey of India, are:

(i) The funds are drawn from the Canara Bank as per provisions of the departmentalised accounting system.

(ii) Detailed accounts of the funds drawn from the Banks for payment to work-charged staff and for the execution of works are to be submitted to the concerned Pay & Accounts Office by each Drawing officer by the 20th day following the month to the month to which the withdrawals relate.

(iii) Each Head of the office, entrusted with:

(a) the execution of works of maintenance and upkeep of ancient monuments,

(b) carrying out works of excavation and exploration, and

(c) construction and maintenance of Departmental Civil buildings, will operate the funds required for all disbursements in connection with the execution of such works. The accounts of these disbursements are kept by the Head of Office concerned and are submitted monthly to the Pay & Accounts Office concerned, who audits them against sanctions and appropriation of funds and then incorporates them in the General accounts of Government.

(iv) Each Head of the office is further required to maintain clear accounts of all stores received by him and to make these accounts available for audit by the Accountant General or Pay & Accounts office, as the case may be.
3.4 It is not sufficient that an officer’s accounts should be correct to his own satisfaction. A disbursing officer has to satisfy not only himself but also the Pay & Accounts Office as well as the Audit Department and the Director General that a claim which has been accepted is valid, that a voucher is a complete proof of the payment which it supports, and that an account is correct in all respects. It is necessary that all accounts should be so kept and the details so fully recorded, as to afford the requisite means for satisfying any enquiry that may be made into the particulars of any case, even though such enquiry may be as to the economy or the bona fides of the transactions. It is further essential that the records of payment, measurement and transactions in general must be so clear, explicit and self-contained as to be producible as satisfactory and convincing evidence of facts, if required in a Court of Law. All transactions involving the giving or taking of cash, stores, other properties, rights, privileges and concessions which have money value, should be brought to account at once.
CHAPTER 4

REVENUE AND RECEIPTS

4.1 SOURCES OF ARCHAEOLOGICAL RECEIPTS

4.1.1 The Archaeological Survey of India earns revenue mainly from the following sources:

1. Sale proceeds of—
   (a) Admission tickets;
   (b) Picture post cards;
   (c) Departmental Publications;
   (d) Photographs, transparencies; and
   (e) Plaster Casts.

2. Auction of grass, etc., at archaeological sites, gardens and unserviceable stores.

3. Lease of shops and canteens at the archaeological sites/monuments.

4. Photo filming fees.

5. Charges for Guest/Rest Rooms.

4.2 ACCOUNTING OF ARCHAEOLOGICAL RECEIPTS

4.2.1 Separate set of registers should be maintained for:

(i) Stock and Issue.

(ii) Daily sale of admission tickets, picture post cards, publications and Plaster casts should be
maintained in each office of the Survey dealing with their sales in the prescribed form as given in Appendix II.

(a) In no case should the stocks and sale of the publications, etc., be entrusted to the same person.

NOTE 1. Prescribed form for the maintaining of the stocks and daily sale of Picture post cards, admission tickets, etc., is given in Appendix II.

NOTE 2. Rules for prescribing the sale price of the various publications, picture post cards, plaster Cards, etc. are contained in Appendix III.

NOTE 3. Prescribed form for auction of fruit, gram and flowers, etc., is given in Appendix IV.

NOTE 4. Rules relating to the sale of photographs, etc. are contained in Appendix V.

NOTE 5. Rules relating to the free distribution of publications to V.I.P. are contained in Appendix V-A.

NOTE 6. Rules relating to occupation of departmental rest houses are contained in Appendix XXXII.

(b) Save as hereinafter provided in this Section all moneys received by or tendered to Departmental officers on account of the Departmental receipts shall without undue delay be paid in full into a treasury, or into the Bank and shall be included in the Public Account of the Central Government. Each Head of the Office should accordingly arrange to obtain from his subordinate or other offices realising revenue on his behalf, monthly accounts and returns in suitable form/claiming credit for so much paid into the Treasury/Bank or otherwise accounted for and compare them with the statements of credits furnished by the Treasury/Bank
concerned to see that the amounts reported as collected have been duly credited in the Public Account.

If wrong credits thus come to the notice of the Head of the Office, he should at once inform the Pay & Accounts Office with a view to correct the accounts. If any credits are claimed but are not found in the accounts, enquiry is to be made first from the subordinate officer concerned.

NOTE 1. For this purpose, each Treasury/Bank will send to the departmental Head of the Office, an extract from his accounts showing the amounts brought to credit in them each month. In case such statements are not forthcoming from the Treasury or Bank concerned, the Head Office shall submit a statement of credits in duplicate to the concerned Treasury or Bank Officer, for verification, every month.

NOTE 2. It is essential that the departmental accounts of revenue should be compiled from the returns prepared by the subordinates which should be invariably got verified by the concerned Bank/or Treasury for submission to the Head of the Department.

NOTE 3. In order to minimise the difference between the Treasury/Bank figures and the departmental figures, it is essential that the challans with which money is remitted to the Treasury/Bank should bear full and correct classification of account.

4.2.2 No direct appropriation of departmental receipts for departmental expenditure should be authorised under any circumstances.

4.2.3 Save as otherwise expressly provided in these rules, the following rules shall be observed by all Departmental Offices, who are required to receive money on behalf of Government:

(i) All moneys received at the Headquarters of Circles and Branches of the Department should
at once be brought to account in the Cash Book and a receipt in form T.R. 5 should invariably be granted to the payer.

NOTE  As an exception to this rule, earnest money in legal tender notes attached to tenders and returned to the contractors whose tenders are rejected on the same day as the tenders are opened by the Heads of Offices need not pass through the Cash Book, provided that the contractor concerned gives a stamped receipt for money in the Register of Tenders maintained in the Headquarters of the Office concerned and that the Register is to that extent treated as a subsidiary Cash Book and consequently as an account form.

(ii) When money is realised not in cash, but by recovery from a payment made on a bill setting forth full particulars of the deduction, a receipt may be granted only if specially desired by the payer, the fact of the recovery having been made by deduction from the bill being clearly recorded on the receipt.

(iii) Final acquittance for private cheques and drafts on local banks accepted under proper authority (vide Rules 79. and 80 of the Treasury Rules, Volume I) should not be given to the payer until they have been cleared.

(iv) Before an officer signs a receipt in form T.R. 5 for cash actually received by him, he should see that the receipt of the money has been duly recorded in his Cash Book and in token of this check the entry in the Cash Book should be initialled and dated at the same time.

(v) Receipts in form T.R. 5 should be issued only by the Head of Office or the other Government servant specifically authorised by the Head of the Department/Office.

NOTE 2. Provisions of Rule 86 of the Treasury Rules should be observed for issue of duplicates or copies of receipts.

(vi) All money received at monuments and sites as Departmental receipts will be credited into the nearest local Treasury or Bank on the next working day regularly through Treasury chalans, the counter foils of which duly receipted by the Treasury Officer will be submitted to the Head of the Office concerned at the close of each month. The amount will be posted in the revenue register and passed through the Cash Book of the Head of the Office concerned.

NOTE. Where daily remittances into the Local Treasury are not possible due to distance to be traversed or for other special reasons, remittances may be made weekly, fortnightly or at such convenient intervals as may be prescribed by the Director General, Archaeological Survey of India/Head of Office. However, such receipt should not be allowed to accumulate more than Rs. 500/- at a time.

4.2.4 Special care should be taken by all concerned about proper assessment, collection and remission, etc. of revenue of the Department, accruing under:

(a) Admission fees at certain Archaeological monuments, sites and Central Museums.

(b) Sale of Departmental publications.

(c) Sale of photographs, picture post cards, and albums of historical monuments and sites.

(d) Licence fees from Licenced Guides and fees realised under Antiquities Export Act.

(e) Rent of Rest House and Dak Bangalows.

(f) Rent of land leased for cultivation.
(g) Sale of trees, grass, flowers, or right usufructs.
(h) Sale proceeds of unserviceable stores.
(i) Other miscellaneous receipts.

4.2.5 A register of revenue realised in Head Office and in each office of the Department should be maintained and kept up-to-date. Specimen of this Register is given in Appendix VI.

NOTE. A monthly return of departmental receipts realised in each Circle/Branch of the Department should be forwarded to the Office of the Director General Archaeological Survey of India along with the monthly accounts of expenditure under various sub-heads.

4.3 REFUNDS OF REVENUE.

4.3.1 The general rules outlying the procedure regarding refunds of revenue as given in Chapter IX "Miscellaneous Payments"—of Treasury Rules, Volume I and Rule 146 of G.F.R., Volume I, should be observed in transactions relating to refunds of revenue of the Archaeological Survey of India.

NOTE. The Director General, Archaeological Survey of India is competent to sanction refunds of revenue upto a limit of Rs. 100/- in each case.

4.4 SALE OF ADMISSION TICKETS

4.4.1 The rate of admission fees will be fixed by the Director General, Archaeological Survey of India in consultation with the Central Government from time to time. A list of monuments, where at present the prescribed admission fee @ 00.50 paise per adult visitor, is charged, is given in Appendix VII.

4.4.2 The subordinate in charge of the monument where admission fees are imposed will be responsible for the collection of admission fees with the assistance of
a clerk or a peon, as the case may be, and maintain an account of the money realised on in the form prescribed in Appendix VII-A.

4.4.3 The admission fees will be realised by the sale of tickets, a stock of which will be kept by the subordinate in charge and an account of them maintained in his stock register.

4.4.4 The subordinate in charge will credit the sale proceeds of admission tickets into nearest branch of the Bank, so authorised by the Govt. on the next working day regularly by Treasury challans, the counterfoils of which duly receipted by the Bank concerned should be submitted to the Circle/Branch office monthly along with the monthly account. When a book of tickets is completed the counterfoils should be sent to the Circle/Branch officer for verification.

4.4.5 The counterfoils of admission tickets will be kept for a period of three years only. Circle/Branch Officers should take steps to weed out, at least once in a year such of the counterfoils of admission tickets as are more than three years old on 31st March every year.

NOTE 1. No counterfoils are required to be maintained where tickets in rolls are used or entry to monuments is regulated by turn style gates. Wherever such arrangements for entry into monuments exist or may be introduced in future, it will be obligatory on the authorities concerned to devise fool-proof method of charging entry fee.

NOTE 2. Wherever admission tickets are sold, adequate safeguards against the re-sale of such tickets should be made by the concerned authorities.

NOTE 3. As one of the measures the Ticket Booking Clerks should declare their own pocket money at the starting time of the sales by recording the same on the Daily Sale Register.

NOTE 4. All admission tickets must bear the date of issue.
CHAPTER 5

5.1 RELATIONS WITH ACCOUNTANTS GENERAL

5.1.1 The Head of the Office is the primary disbursing officer of his Circle/Branch and is responsible not only for the financial regularity of the transactions of the whole Circle/Branch but also for the maintenance of the accounts of the transactions correctly and in accordance with the rules in force.

He is further required to submit his accounts to the Pay & Accounts Office and the Accountant General for Audit and for incorporation in the General Accounts.

NOTE. The accounts returns which have ordinarily to be submitted for audit and compilation are stated in paragraphs 14—26 but Pay & Accounts Office or the Accountant General is authorised to call for such additional accounts, registers, documents and subsidiary papers having relation thereto, as he may require for the elucidation thereof.

5.1.2 The Head of Office is responsible that the accounts of his office are not allowed to fall into arrears, but if arrears or confusion arise, which in his opinion cannot be cleared without extra assistance, he should at once apply to the Director General, Archaeological Survey of India, for such assistance giving detailed reasons/justifications, for the creation of these arrears/confusion and mention the steps taken by him at his own level to arrest these arrears, etc.
WORKS ACCOUNTANT

Internal Scrutiny and Maintenance of Works Accounts

5.2.1 Jr. Accounts Officer in each Circle/Branch wherever provided will check, compile the Accounts and render advice to the Head of the concerned Office on financial matters.

5.2.2 Two U.D.C.s. will be entrusted respectively with the task of maintaining works and general accounts in relation to the sphere of their duties, as distributed below to assist the Jr. Accounts Officer in discharge of his official functions:

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1. Compilation of Accounts.</td>
<td>All works accounts and connected records.</td>
<td>Compilation of all accounts (except works accounts) and connected records and accounts of all expenditure Heads.</td>
</tr>
<tr>
<td>2. Internal Checking or Primary Audit.</td>
<td>All works accounts, scrutiny of Bills, vouchers, receipts, contract deeds/documents, works registers, measurement Books, Muster Rolls, etc.</td>
<td>Scrutiny of all vouchers, receipts, Pay, Contingent, T.A. and other bills (excluding those relating to works).</td>
</tr>
<tr>
<td>3. General Financial Advice</td>
<td>All matters relating to works accounts and Budget estimates under works Heads. Operation for the works and operation of Financial Rules, so far as works</td>
<td>Budget estimates</td>
</tr>
</tbody>
</table>

(a) On matters relating to works accounts and Budget estimates and operation of Financial Rules, so far as works

(b) To keep himself fully conversant with all sanctions and orders passing through the office and with other proceedings of the Circles/Branches which may effect actual or anticipated receipts and charges. To advise the Circles/Branches Officer on financial effect of all proposals for expenditure and to keep watch over all liabilities against grants of the Circle/Branch as they are incurred.


1. Will attend to these functions in relation to works accounts.

2. Will be responsible for the timely submission of works accounts expenditure statements to the Pay & Accounts Office, the Accountant General, and the Director General A.S.I., as may be the case.

1. Will attend to these functions for the Circles/Branches as a whole (except works accounts).

2. Will be responsible for the timely submission of expenditure and reconciliation statements to the Director General.

3. Reconciliation of Archaeological receipts.

NOTE 1. Each Head of Office will provide suitable assistance where necessary to the Jr. Accounts Officer, for the efficient discharge of the duties, and also see that he is given fullest opportunity of becoming conversant with all the sanction orders, etc. Subject to the availability of staff, two separate U.D.Cs. may be
entrusted with the maintaining of works accounts under Plan and Non-Plan Heads.

NOTE 2. In the offices where no works are executed only one Cash Book in T.R. 1 is to be maintained and all accounts work has to be done as per provision of the Central Treasury Rules and General Financial Rules. In the Circle or Branch offices where works are executed, a subsidiary Cash Book for recording the cash transactions relating to works Heads has to be maintained in Forms C.P.W.A. 1.

NOTE 3. The Circle/Branch offices may make changes in the above schedule of duties in exceptional circumstances, under intimation to the Director General.

NOTE 4. The Jr. Accounts Officer and in his absence the Head Clerk of the Circle Branch office will supervise and co-ordinate the work of both the U.D.Cs. dealing with works and general accounting. In the offices where the post of an Administrative Officer is provided, the work of co-ordination will be done by the Administrative Officer.

NOTE 5. In the Chemistry/Horticulture Branches, the functions of the maintenance of works and general accounts may be distributed by the officers concerned amongst the available staff as judiciously as possible.

NOTE 6 The Directorate will arrange to hold bi-annually short-term training course for the staff (i.e. L.D.Cs., U.D.Cs., Head Clerks and the J.A.Os.) engaged on the maintenance of works accounts, in order to keep them fully equipped with the proper methods of accounting and latest orders or instructions on the subject.

NOTE 7. Separate Books should be maintained for works accounts under Plan and Non-Plan and other special grants under works.

5.3 INTERNAL CHECK

5.3.1 The Deputy Director Accounts of the office of the Director General, Archaeological Survey of India
should inspect and check periodically under the orders of the Director General, the accounts records of the Circles/Branches and also check a percentage of the initial accounts. The defects noticed should be reported to the Head of the Office and the result of inspections placed on record. Serious financial irregularities, should be reported at once for the information of the Director general even though set right under the orders of the competent authority. All defalcations or losses of the public money, stores or other property should be reported immediately to the Director General, Archaeological Survey of India, Audit and the Pay and Accounts Office concerned.

5.4 ACCOUNTANT GENERAL’S INSPECTION

5.4.1 The periodical test audit and local inspection of the Accounts of the Heads of Offices/Branches is conducted by the respective Accountant General or the Internal Audit of the Ministry of Education, Social Welfare & Culture.

5.4.2 The Heads of Offices/Branches are responsible for seeing that the initial accounts and other connected records are made available for inspection. Inspecting Officers are required, to discuss the drafts of their reports with the Heads of the Offices/Branches inspected before submitting them to the Accountant General concerned, or the Head of the Department and for this purpose it is desirable that the Head of the Office/Branch should be present at the time of inspection or at least on the closing day unless his presence is urgently required elsewhere.

5.5 COMMUNICATION OF SANCTIONS TO ACCOUNTANT GENERAL

5.5.1 As a general rule, every sanctioning authority is responsible that all sanctions and orders against which
audit of receipts or disbursements is to be conducted by the Accountant General are communicated to him in accordance with such procedure, as may have been prescribed.

NOTE 1. Audit of all sanctions accorded by the competent authority is conducted in the Audit offices. Hence copies of all sanctions should invariably be endorsed to the concerned offices.

NOTE 2. Sanctions to contracts or agreements accorded by the Head of Offices/Branches should be communicated by them to the Pay & Accounts office in such form as to enable that office to audit the payment to contractor on the basis of rates sanctioned for each item of work or supply and other necessary terms and conditions. Duplication of agreements should in no case be done that is to say, an authority who has concluded an agreement should not be required to draw up and sign again another agreement already executed for the same purpose.

5.6 RESULT OF AUDIT

5.6.1. The results of audit are communicated to the Heads of Offices/Branches in the form of Audit Notes, Objection Statement, inspection reports, letters or memoranda. These should receive prompt attention and replies of the Head of the Office/Branch which should be based as far as possible, on his own knowledge.

5.6.2 Objection statements reporting irregularities of a serious nature and inspection reports on the accounts of subordinate offices, should be routed through the Director General after receipt of their replies thereon. The Director General will pass orders in respect of matters, which he is competent to deal with finally, and record his remarks (with a note of the action taken) on all other points before returning the documents to the Accountant General concerned.
5.6.3 Once a transaction has been entered in the objection statement or otherwise challenged in one of the other documents referred to in paragraph 5.6.1, the responsibility for having the objection removed will devolve upon the Head of the Office/Branch. The Accountant General concerned may report to the higher authorities the cases in which objections are not cleared within a reasonable time.

NOTE 1. An audit objection is usually removed by obtaining the requisite sanction, by making the necessary recovery, by correcting or completing the relevant account or voucher, by furnishing or by otherwise securing compliance with the provisions of a specified rule. In cases in which a protest is made against an audit objection as being incorrect, the objection should be held to be in force unless a formal intimation of its withdrawal is received from the Audit office.
CHAPTER 6

BUDGET GRANTS

6.1 BUDGET, GRANTS AND APPROPRIATIONS.

6.1.1 The procedure relating to the preparation of the demands for grants, the appropriation of funds, the distribution of funds and budget matters generally, is laid down in Chapter 5 of the General Financial Rules. These rules are applicable to the Survey as a whole.

6.2 WITHDRAWAL FROM THE PUBLIC ACCOUNT

6.2.1 The General Rules governing withdrawals from the Public Account as laid down in Chapters I-III of Part V of Treasury Rules, Volume I, should be observed in all transactions relating to withdrawal of money for Departmental purposes.
CHAPTER 7

CONTINGENT CHARGES

7.1.1 General. The rules in part V, Chapter V of the Treasury Rules, Volume I and Chapter 7 of the General Financial Rules apply generally to the Archaeological Survey of India, to the extent that they may not be inconsistent either with the authorised method of obtaining cash for contingent charges (vide Para 7.1.2 below) or with any of the special rules in this code.

7.1.2 (a) Charges for new supplies or, and repairs to, articles of the classes which in the case of heads of offices are classified under the head "Tools and Plant" are treated as contingent charges, etc., in the case of the office of Director General, Archaeological Survey of India.

EXAMPLE.—Scientific instruments and drawing materials, camp equippage, motor cars, etc.

(b) The account procedure prescribed for heads of offices need not be observed in the Office of the Director General Archaeological Survey of India in respect of the articles referred to in article 7.1.2 though these will otherwise be treated as tools and plant for the purpose of this code. Suitable register showing the receipt, issues disposal and balance of the articles should, however, invariably be maintained.

NOTE. If any articles of this class are transferred to a Circle/Branch or other subordinate office of the Directorate, the fact of the transfer should forthwith be reported to the Accountant General though no adjustment of cost is required to be made under rule.
7.1.3 Circle/Branch Officers are not authorised to draw contingent advances out of the budget grant under office expenses as is done in the case of advances under Works Heads. Contingent advances can only be drawn with prior approval of the Ministry of Finance.

NOTE. The charges for operation and maintenance of Government Jeep or other vehicles, in the Circles/Branches, should be debited under relevant Works Head.
CHAPTER 8

STORES

8.1 Stores of the Archaeological Survey of India may be divided into:

(i) Stores or materials required for execution of various types of works and charged to estimates,

(ii) Stores purchased out of contingent grants of the Survey, such as Mathematical Instruments, Scientific and Drawing Instruments, Photographic equipments, etc., and

(iii) Other valuable stores.

8.1.1 Purchase of all the stores required for the execution of works as per provisions made in the estimates will be governed by the provisions contained in Chapter 13 of these rules, while the stores purchased out of office contingent grant will be governed by the provisions of Chapter 8 of the General Financial Rules.

NOTE. The special rules relating to purchase of stores from contingent grant in this Chapter are supplementary to the General Financial Rules and have to be applied wherever necessary in conjunction with them.

8.2 STORE—WORKS

8.2.1 The store-works comprise of such types of stores and materials which are required for the execution of Archaeological as well as modern works and charged to estimates.

It also includes:

(i) Chemical Apparatus and Laboratory equipments.
(ii) Garden implements including pumping sets and Live Stock of Garden Branch.

(iii) Machinery, Tools and Plants.

8.2.2 All Circle/Branch Officers will exercise such of the powers of purchase of stock/stores of permanent and consumable nature, out of contingent grants of their respective offices, as defined in Book of Financial Powers.

8.2.3 Mathematical Instruments.

All new instruments required for the Archaeological Survey of India which have been provided for on a sanctioned scale, should be obtained by indent from the National Instruments Factory, Calcutta. All indents on the National Instruments Factory, Calcutta, should be accompanied by a certificate from the indenting officer to the effect that the supply of the articles detailed therein are covered by the sanction of the competent authority and necessary budget provision exists to meet the expenditure involved. The specific reference, number of the instrument shown in the catalogue of the National Instruments Factory, Calcutta, or to the Depot from which they are supplied for the purpose is to be noted in the indent. Surveying and Mathematical instruments should not be stocked in excess of requirements and surplus instruments should be returned either to the National Instruments Factory, Calcutta or to the Depot from which they were obtained.

8.2.4 The Heads of offices are responsible for seeing that the surveying and mathematical instruments in their circle are properly cared for. Any damage to the instruments due to neglect or carelessness should be made good at the expense of the officer responsible for the damage.
8.2.5 Special attention of the Heads of offices is invited to the Rules and instructions governing the:

(i) Purchase of stores;
(ii) Receipt of stores;
(iii) Issue of stores; and
(iv) Transfer of charge of stores laid down in Rules 102 to 108 of the General Financial Rules, which should be strictly observed in such cases in the Archaeological Survey of India.

8.3 CHEMICAL APPARATUS AND LABORATORY EQUIPMENT.

8.3.1 Laboratory equipment and other Scientific apparatus and instruments shall be entered in a separate stock register, recording therein complete details of the equipment, the price paid, source of the receipt, etc. The charge of these equipments, etc., should be entrusted to a responsible officer, who should ensure against any mishandling or misuse of these apparatus.

8.3.2 A separate register for the Chemical and other consumable stores required for use in the Chemical Laboratory may be maintained. However, the Head of each office will ensure the proper and judicious use of all Chemicals.

8.3.3 The rules relating to purchase, issue, receipt and transfer of stores as contained in Rules 102-108 of the General Financial Rules also apply in the case of Chemical and Laboratory equipments, etc.

8.4 OTHER STORES.

8.4.1 A reliable list of inventory or account of following stores should be maintained by each Head of
Office on the prescribed form and kept ready for verification of stores and checking of accounts at any time and transactions must be recorded in it as and when they are carried out.


(iii) Stock and issue registers of Departmental publications, picture post cards, albums, blocks, photographs, plaster casts in prescribed form for stock and for issues.

NOTE 1. Price lists, recording both quantities and values, should be maintained in respect of articles of category (iii) as the stores are intended to be converted into money as departmental receipts.

NOTE 2. Purely numerical inventories i.e. recording quantities only, will suffice for articles costing up to Rs. 250/- when the articles are intended solely for departmental purposes.

8.4.2 A physical verification of all stores should be made at least once in every year under rules prescribed by the Director General and subject to the condition that the verification is not entrusted to a person:

(i) below the rank of a Gazetted Officer;

(ii) who is the custodian, the ledger-keeper or the accountant of the stores to be verified, or who is a nominee of, or is employed under the custodian, the ledger keeper, or the accountant; or

(iii) who is not conversant with the classification, nomenclature and technique of the particular classes of stores to be verified.
The verification should never be left to low paid subordinates and in the case of large and important stores it should be, as far as possible, entrusted to a responsible officer who is independent of the superior executive officer in charge of the stores.

8.4.3 A certificate of verification of stores with its results should be recorded on the relevant registers, inventory or accounts, as the case may be, where such a verification is carried out.

NOTE 1. In making a physical verification, the following instructions should invariably be observed:

(i) verification must always be made in the presence of the officer responsible for the custody of the stores or a responsible person deputed by him,

(ii) all discrepancies noticed should be brought to account immediately so that the stores account may represent the true state of the stores, and

(iii) shortages and damages as well as unserviceable stores should be reported immediately to the authority competent to write off the loss for write off/disposal.

NOTE 2. Where priced inventory is maintained it is essential that the price recorded therein should not be materially in excess of the market value of stores. The Director General as the Head of the Department is competent to issue instructions to govern:

(i) the fixation of prices with reasonable accuracy,

(ii) the periodical review and revision of rates, and

(iii) the agency to be employed in periodical revaluation.

NOTE 3. The “Market value” of an article for this purpose means the cost per unit at which the article or an article of similar description can be procured at a given time at the stores Godown, from some suitable public markets.
8.5 MACHINERY, TOOLS AND PLANT

8.5.1 A register of Machinery, Tools and plant, in Form C.P.W.A.-13 should be maintained and kept up-to-date in each Circle/Branch office where such articles are purchased. The Conservation/Chemical/Horticultural Assistant in charge of these articles will furnish a complete list of these articles in his charge to the Circle/Branch office concerned, by the 30th September and 31st March every year. The Circle/Branch office will in turn maintain a centralised register of Tools and Plant (in C.P.W.A.-13 Form) and furnish by 20th April every year, a complete list of these articles to the Accountant General concerned, showing the exact position as it stands on 31st March of the previous year.

NOTE The Accountant General to whom the statement of Machinery, Tools and Plant is sent will compare it with the earlier statements and point out discrepancies of minor nature to the Circle/Branch officer concerned while those of serious nature will be reported by him to the Director General.

8.6 STORES (GENERAL).

8.6.1 Articles of Dead Stock and other Consumable Stores, can be purchased out of office contingent grant with the sanction of the competent authority, in each office of the Survey. Separate registers for Dead Stock and Consumable Stores should be maintained for each type of stores.

NOTE 1. Each Head of Office entrusted with stores of any kind should take special care for arranging for their safe custody, for keeping them in good and efficient condition and for protecting them from loss, damage and deterioration. Suitable accommodation should be provided more particularly for valuable and combustible stores. He should maintain suitable accounts and inventories and prepare correct returns in respect of the stores in his charge with a view to preventing losses through theft, accident, fraud,
or otherwise and making it possible at any time to check the actual balances with the book balance and the payment to suppliers, etc.

NOTE 2. An inventory of dead stock should be maintained by each office in respect of the articles of stores of non-perishable character, showing the number received, the number disposed of by transfer, sale, loss, etc., and the balance in hand for each kind of article.

NOTE 3. (a) For purposes of numerical inventory articles of a similar description such as tables, durries, carpets, etc., should be put into separate categories, each category comprising articles of the same measurement and make and manufactured with the same material, wood or other metal.

(b) The Inventory should ordinarily be kept at the site of the dead stock.

(c) The Inventory should be checked by the competent administrative authority once a year not less than the rank of a Gazetted Officer and a certificate of the result of check recorded.

(d) Articles of dead stock should be verified at least once a year by a Gazetted Officer and the result of verification recorded in the inventory. All discrepancies noticed must be properly investigated and brought to account immediately, so that the inventory may represent the true account.

NOTE 4. Instructions contained in Notes 1-3 above, also apply mutatis mutandis to all other types of stores described in Paras 8.1 to 8.6.1.

8.7 PERISHABLE OR CONSUMABLE STORES

8.7.1 A register of perishable or consumable stores should be maintained in Form D.G.A. 74 in respect of perishable or consumable articles purchased by the Heads of Offices for Departmental purposes. Separate registers for different categories of articles may be opened at the discretion of the Heads of offices to facilitate maintenance of accounts.

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8.8 SALE AND DISPOSAL OF STORES AND WRITE OFF OF STORES.

8.8.1 All losses due to depreciation should be reported to the Head of Office concerned. This should be done at once on discovery of the fact. Stores which are reported to be absolute, surplus or unserviceable may be disposed of by sale or otherwise under the orders of the Head of Office. Each order declaring stores as unserviceable should record the full reasons for condemning them and how the condemned stores are to be disposed of i.e., whether by sale, public auction or otherwise.

8.8.2 A register of condemned articles as per specimen of Appendix X should be maintained by each office. Whenever an article is transferred to the condemned articles register, a note may be kept in the Dead Stock register.

8.8.3 All losses of stores not due to depreciation should immediately be investigated and steps taken to obtain the sanction of competent authority to their write off, if necessary.

NOTE 1. In the case of serious losses, the Head of Office should hold a departmental enquiry and record the evidence and his findings thereon, including the finding with regarding to the responsibility and culpability of persons concerned.

NOTE 2. The Director General may write off the irrecoverable value of stores lost by fraud, negligence of individuals, etc., upto a maximum limit of Rs. 5,000/- in any individual case, and the Circle/Branch Officers, upto a limit of Rs. 500/- in any individual case.

8.9 PUBLIC AUCTION OF STORES.

8.9.1 No public stores may be sold otherwise than by public auction, without the permission of the Head
of the Office. Commission which should ordinarily not exceed 5 percent may be allowed to the auctioner not being a departmental subordinate, but no commission should be allowed on private sales.

NOTE 1. When stores are sold by auction, a responsible officer or subordinate should attend and record the final bids, in order to enable the sale accounts rendered by the auctioner to be checked.

NOTE 2. A register for the sale of stores/articles/usufructs, etc., by public auction should be maintained in each Circle/Branch office in the prescribed form.

8.10 PURCHASE, MANUFACTURE AND REPAIRS OF STORES.

8.10.1 Materials required in the ordinary course for the execution of works on sanctioned estimates may be procured on the responsibility of the Head of the Office as per provision of these rules.

8.10.2 Articles comprised within the head “Tools and Plant” can only be purchased against the sanctioned estimates with the exception of purchases not exceeding Rs. 500/- under each item for which estimates are not required. The powers of the Head of Office to sanction estimates for the purchase, manufacture and repair of tools and plant are subject to the above exception and to the note below, and are the same as their powers to sanction estimates technically.

NOTE 1. The Circle/Branch officers of the Survey can sanction expenditure on the purchase of stores or show cases upto a limit of Rs. 10,000/- in each case. The Director General can sanction such expenditure upto a limit of Rs. 1,00,000/- and on Live stock without any limit.
8.10.3 Manufacture and collection of materials should be regarded as part of that work for which they are intended and should be covered by the relevant estimate for special repairs or original work, as the case may be.

8.10.4 Ordinarily material should be purchased only for works in progress and no reserve of stores should be kept except with the specific sanction of, and up to a monetary limit to be prescribed by the Director General, Archaeological Survey of India. If such a reserve has been sanctioned, the Head of Office is authorised to purchase stores to an extent sufficient to keep it to that limit.
CHAPTER 9

ARCHAEOLOGICAL WORKS OF CONSERVATION

9.1 GENERAL

9.1.1 The term 'Work' used in this chapter applies only to Archaeological Works in connection with the conservation of the ancient monuments. It includes expenditure on supply, repair, carriage of tools and plant, chemical treatment of ancient monuments and maintenance and upkeep of gardens attached to them.

NOTE. Repairs comprise all Archaeological Works including those involving restoration or the provision of new feature whether or not integral but are incidental to the preservation of ancient monuments.

9.1.2 The Director General in the capacity of the Head of the Department is responsible to the Government of India for the efficient administration, maintenance and upkeep of monuments of national importance in India. It will be the duty of the Director General to lay down Archaeological policy of the department in consultation with the Government of India and exercise concurrent control with the Audit Officer, over the duties of the Heads of the Office of the Archaeological Survey in connection with the maintenance of the accounts and will give all legitimate support to the Audit Officer in enforcing attention to the regulations concerning the disbursement of money, the custody of stores and submission of accounts. He will arrange that the Audit Officer is kept fully cognizant of all proceedings and proposals to enable the latter to fulfil his functions. It will be his duty as the administrative Head of the Department, to administer the grant and with this object, to keep a close watch over the progress of expenditure
against it, with a view to seeing that no excess is permitted to occur and that, if additional funds are necessary, application for the same is made. It will, further, be his duty to see that the grant is fully expended in so far as it is consistent with general economy and the prevention of large expenditure in the last months of the year and that any money that is not likely to be needed during the year is promptly surrendered so as to allow of its appropriation for other purposes by the proper authority.

9.1.3 For the purpose of these rules, the executive units of the Department in Circles and Branches and the respective Heads of the Offices are responsible for the execution and management of all works within his Circle and Branch. Each Head of the Office is required to take necessary steps for obtaining cash for the works under his control, to keep accounts and to submit them punctually to Audit Officer under the rules for the time being in force. He is responsible for the arrangements for accounts keeping with the help of his subordinates. The responsibility for the correctness, in all respects of the original records of cash and stores receipts and expenditure as also for seeing that complete vouchers are obtained, rests with each Head of the Office, who will, before submitting the monthly accounts, carefully examine the books, returns and papers from which the same are compiled. It will be the duty of each Head of Office to inspect the various works-in-progress within his circle and to satisfy himself that the system of management prevailing is efficient and economical, that the different stores are duly verified according to rules laid down and that there is no accumulation of stocks beyond its requirements. Each Circle/Branch Officer or any other Officer, so authorised by him is required to inspect at least once a year, subject to availability of T.A. grants, all the monuments where important special repairs of
national importance are in progress, in his charge and draw up conservation notes on the measures necessary for their preservation and to prevent encroachment of Government lands in his charge. He is further required to keep accurate plans and photographs of all monuments in his charge and take care that his subordinates make themselves acquainted with the boundaries and see that they are maintained.

**NOTE.** In the discharge of their executive functions, the Heads of the Office may at their individual responsibility authorise officers of the status of Deputy Superintending Archaeologist, Deputy Superintending Archaeological Engineer, Assistant Superintending Archaeological Engineer, Senior Conservation Assistants and other technical subordinates to perform such specified functions as they may care to delegate according to their individual judgement in consultation with the Director General.

9.1.4 Each Head of the Office is responsible for keeping a close watch over the expenditure incurred on various works in his Circle and taking early steps to revise the estimate where excess over sanctioned cost is likely to occur. He is required to report immediately to the Director General any important accident or unusual occurrence connected with his Circle and to state how he has acted in consequence. Immediately after the work is finished, it is the duty of each Head of the Office to close the accounts of it and to prepare the completion report as required by the rules.

9.2 **BASIC RULES APPLICABLE TO ALL CONSERVATION WORKS EXECUTED BY THE ARCHAEOLOGICAL SURVEY OF INDIA.**

9.2.1 There are three main stages in all conservation works to be executed, viz.,

(i) Expenditure sanction in the annual Conservation Programme,
(ii) Technical sanction, and

(iii) Appropriation and reappropriation of funds. These stages are described in the following rules.

9.3 EXPENDITURE SANCTION

9.3.1 Expenditure sanction means the concurrence of the Director General in the expenditure proposed. For this purpose, in the month of February every year, each Head of the Office will submit to the Director General, statement (in form prescribed in Appendix XI) showing separately all works in order of priority with explanatory notes proposed to be carried out by him during the next financial year, for according necessary expenditure sanction. Works for which expenditure sanction has not been obtained should not be executed, except in cases of urgency, and that too with prior intimation to Director General.

9.4 TECHNICAL SANCTION

9.4.1 For each individual work proposed to be carried out except petty works, petty repairs for which lump sum provision has been sanctioned, a properly detailed estimate must be prepared for the sanction of the competent authority. This sanction is known as the Technical sanction to the estimate. Save as provided in Para 9.6.1, it must be obtained before the actual execution of any work. As its name indicates, it amounts to no more than a guarantee that the proposals are structurally sound and that the estimates are accurately calculated and based on adequate data. Such sanction will be accorded by the Heads of the Office concerned themselves if the estimate amounts to Rs. 10,000/- or below, and by the Director General, if the estimate exceeds that amount.
NOTE 1. It is not essential that expenditure sanction should invariably be obtained before technical sanction is given, in some cases it may be convenient to reverse the orders of these stages.

NOTE 2. Where the circumstances are such as to make it practically impossible to prepare estimates for the Conservation Work done departmentally or excavation of sites owing to the structural urgency of work or conservation having to be done actually with the excavation of remains, such estimates may be dispensed with, with the previous concurrence of the Director General. The Head of the Office is empowered to exercise his discretion in deciding whether or not estimates for such Conservation Works are practicable in particular cases, but in exercising this discretion he should keep in mind that detailed estimate should always be prepared unless the difficulties in attending to their preparation cannot be surmounted.

NOTE 3. Estimates for all works carried out departmentally should be prepared in the form prescribed by the Central P.W.D. (till the ASI standardises its own forms).

NOTE 4. Charges on account of work charged and temporary establishments sanctioned by the competent authority and other charges of petty contingent nature, which are not likely to involve unlimited liability may be incurred when absolutely necessary pending sanction to estimate or estimates to which they relate.

9.5 APPROPRIATION AND REAPPROPRIATION.

9.5.1 Appropriation and reappropriation represents the allotment of a particular sum of money to meet expenditure on a specified object, it is operative only for the financial year for which it is made.
9.6 SUMMARY.

9.6.1 To sum up it is a fundamental rule that no conservation or any other work shall be commenced or liability incurred in connection with it until a properly detailed design and estimate have been sanctioned and allotment of funds made. In cases of emergency or if so required by the Director General, Head of Office may proceed to carry out the necessary work without allotment or estimate subject to the condition that in the former cases he should immediately intimate to the Director General and the Audit Officer that he is incurring the amount of liability which he is likely to incur. A similar report regarding such unauthorised liability whether undertaken on his own authority or that of the Director General, should be sent by the Head of the Office to the Audit Officer who will bring the facts instantly to the notice of the competent authority so that the requisite steps may be taken either to stop the work or to regularise its execution. The estimate should, however, be prepared as soon as possible.
CHAPTER 10

POWERS OF AUTHORITIES TO ACCORD APPROVAL OR SANCTION TO ARCHAEOLOGICAL CONSERVATION WORKS

10.1 GENERAL

10.1.1 A group of works or items of work pertaining to or ancillary to one main work shall be considered as one work and the necessity for obtaining the approval or sanction of the higher authority to a work which consists of such a group of works is not avoided by the fact that the cost of such particular work or item of work in the main work is within the powers of approval of sanction of the officer concerned.

NOTE. While no Officer may sanction any estimate for a work which cannot be completed or fully executed without and unless other works are also sanctioned at the same time, if the cost of all such works collectively exceeds his power of sanction, it is not the intention that two or more works should be regarded as forming part of one and the same main work merely because they are of similar nature, if they are, otherwise, mutually independent.

10.2 EXPENDITURE SANCTION

10.2.1 Expenditure sanction to all archaeological works can only be accorded by the Director General, Archaeological Survey of India.

10.3 TECHNICAL SANCTION

10.3.1 The Director General exercises full powers to accord technical sanction to archaeological works of
Conservation of ancient monuments. In respect of original or modern works he exercises full powers upto Rs. 2,00,000/-. The Heads of the Offices are competent to accord technical sanction to similar works except New construction works if the estimated amount is Rs. 10,000 or under.

10.4 EXCESS OVER ESTIMATES

10.4.1 When the expenditure upon a work exceeds or is found likely to exceed the amount of sanctioned estimate by more than 10%, a revised estimate must be prepared as soon as such an excess is foreseen, sanction of the competent authority be applied for the cost so enhanced.

10.4.2 The powers of the authorities to accord technical sanction to revised estimates are the same as their powers to accord original sanction.

10.4.3 Head of the Office may pass excesses over estimate provided that the excess is not more than 10 per cent of the amount sanctioned and does not exceed the amount upto which he is authorised to accord sanction to an original estimate.

NOTE. No Officer of the Archaeological Survey is entitled to pass any excess over a revised estimate sanctioned by a higher authority than himself.

10.4.4 When excess occurs at such an advanced period in the execution of an archaeological work as to render the submission of a revised estimate purposeless, the Head of an office or the Director General, as the case may be, pass the completion report accordingly if the total expenditure in question is not greater than that, which the respective officers are empowered to sanction in the case of a revised estimate.
10.5 MODIFICATION IN AMOUNT TECHNICALLY SANCTIONED.

10.5.1 In cases where a substantial part of an Archaeological Conservation work sanctioned by the Director General has been abandoned, or where material deviation from the original proposals are expected the Circle/Branch Officer must revise the amount of the estimate and intimate both to the Audit Officer and to the Director General that the amount of expenditure sanctioned should be revised accordingly. In cases where the saving is due to material deviations of a structural nature from the design originally approved, and the amount of the revised estimate is greater than that upto which he is empowered to sanction estimates technically, a revised technical sanction must be obtained from the competent authority.

10.5.2 If at any time, either before or during the execution of a work, it is found that the original estimate for it, is excessive for reasons other than those mentioned in para 10.5.1 above. The Head of Office may sanction a revised estimate for it, even though the amount of such estimate may exceed that to which he is ordinarily empowered to accord sanction. When according to such sanction he should intimate to the Audit Officer and the Director General that the amount of the expenditure sanctioned should be reduced accordingly.

10.6 TECHNICAL SANCTION TO COMPONENT PARTS OF A PROJECT.

10.6.1 In exceptional cases when it is desirable to commence execution of an archaeological work or project to which expenditure sanction has been accorded by competent authority before detailed estimate for the whole work or project has been sanctioned, it is permissible for the authority competent to accord sanction to the final estimate as a whole to accord technical sanction
to detailed estimates for component parts of the Archaeological work on project in question subject to the condition that:

(1) For each such work or component part, there must be a fully prepared detailed estimate and in the expenditure sanction as a whole, there must be a clear and specific amount corresponding to the work or component part, in question.

(2) The amount of the detailed estimate must not exceed the amount included in the expenditure sanction.

(3) The sanctioning authority must be satisfied before according sanction that no material deviations from the whole work as prepared for the purpose of expenditure sanction are to be anticipated.

NOTE. This rule does not apply to estimates for parts of individual buildings or monuments.

10.7 APPROPRIATION AND REAPPROPRIATIONS.

10.7.1 Subject to the provisions of Rule 8 of the Book of Financial Powers, the Heads of Offices are authorised to sanction reappropriation between all Conservation works against sanctioned estimates not exceeding Rs. 10,000/- whether for 'Special Repairs' or 'Annual Repairs' and 'Maintenance'. Sanction for reappropriation of funds exceeding Rs. 10,000/- should invariably be obtained from the Director General, who exercises full powers in the matter.
10.8 COMMUNICATION TO AUDIT OF TECHNICAL SANCTIONS.

10.8.1 A return of all estimates to which technical sanction has been accorded by the Heads of the Offices and those sanctioned by the Director General should be communicated to Audit Officer concerned, with the monthly accounts as and when they are sanctioned.

10.9.1 The Director General, Archaeological Survey GENERAL WORKS.

10.9.1 The Director General, Archaeological Survey of India, may sanction estimates for original works to the extent of Rs. 2,00,000 in each case.
CHAPTER 11

RULES TO BE OBSERVED BEFORE THE EXECUTION OF WORKS

11.1 ESTIMATES

11.1.1 The papers to be submitted with the project for a work will in general, consist of (a Conservation note, for a monument), a report, plans, photograph, specifications, a detailed estimate of measurements, quantities and rates, with an abstract, showing the total estimated cost of each item. These documents together are called 'The Estimate' in the sense of these rules.

In addition to the provision for all expenditure which can be foreseen 5 percent should be added to the estimate to cover the cost of the unforeseen contingencies. Subject to the rules contained herein the Director General may lay down subsidiary rules regarding the preparation of estimates and prescribe the details to be shown therein.

11.2 SCOPE OF SANCTION TO AN ESTIMATE.

11.2.1 The authority granted by a sanction to an estimate, must on all occasions be looked up as strictly limited to the precise objects for which the estimate was intended to provide. Accordingly, any anticipated or actual savings on a sanctioned estimate for a definite project should not, without special authority, be applied to carry out additional work not contemplated in the original estimate or fairly contingent on its actual execution.

11.2.2 Saving due to abandonment of a substantial part of a work are not to be considered as available for
other works. The Heads of the Office should prepare a revised estimate and intimate to the Accountant General after sanction by the appropriate authority.

11.3 PRELIMINARY OPERATIONS

11.3.1 Maintenance of Certain Protected Monuments

It shall be the responsibility of the Archaeological Survey of India, to maintain every monument in respect of which the Central Government has acquired any of the rights mentioned in Sections 3, 4, 5 or which the Central Government has acquired by compulsory purchases under Ancient Monuments and Archaeological Sites and Remains Act 1958 (24 of 1958) or have been declared to be monuments of national importance, under the Ancient and Historical Monuments and Archaeological Sites and Remains (Declaration of National Importance) Act, 1951.

NOTE. Each Head of the Office should maintain a list of protected ancient monuments of national importance in his charge showing area of the monuments and boundaries as per revenue records, their location, viz., name of the District, Tehsil, etc., ownership, reference to agreement regarding maintenance, if privately owned, and other useful information. A consolidate list of such monuments has to be maintained in the office of the Director General, which should always be kept up-to-date.

11.4 LAND ACQUISITION

11.4.1 When land is required for public purposes by the Survey, the Head of the Office, should, in the first instance consult the Collector/Revenue Officer of the District and obtain from him, all possible information as to the probable cost of the land, together with the value of the building, etc., situated on the property, for which compensation will have to be paid. Upon the
information thus obtained an estimate should be framed by the Head of the Office and submitted to the Director General for his sanction. When sanction to such an estimate has been obtained, the Head of Office should communicate the matter to the Revenue Officer, who will take the necessary preliminary action for the acquisition of the land, under the Land Acquisition Act, or its acquisition by private negotiation. Should it subsequently be found impossible to obtain the land required without materially exceeding the estimate, or to obtain some other plot of land in lieu of that originally proposed, the Head of Office will submit a revised estimate for sanction. In cases where the amount claimed by the owner is largely in excess of the amount awarded by the Revenue Officer, possession should not be taken except under the specific orders of the authority sanctioning the work until the time has elapsed within which an appeal may be preferred.

11.4.2 All proposals for the occupation of land within the cantonment limits forming part of an encamping ground or otherwise held for military purposes should be submitted in cases of land within cantonment limits, to the cantonment authority, and in other cases, to the General Officer commanding the division, or the independent Brigade. These officers will take the necessary steps to obtain the sanction of the Government of India in the Ministry of Defence to the proposals.

NOTE. President is pleased to authorise the Director General, A.S.I., New Delhi, to exercise the power to sanction acquisition of land from private owners for departmental purposes upto a financial limit of Rs. 25,000/- only in each case subject to the following conditions:

(a) There is no Central Government land available for the purpose,

(b) Each purchase is made under the provision of the Land Acquisition Act,
(c) Where land is proposed to be acquired by private negotiation (and not under the provision of the Land Acquisition Act of 1894), prior consultation with the Director General, Central P.W.D. will be made by him regarding the reasonability of compensation paid for the land, and

(d) availability of due specific provision for the purpose in the sanctioned budget grant of the Archaeological Survey of India.

11.4.3 When privately owned land is temporarily required for exploration or excavation works and it is proposed to fill up the trenches later on, the Head of the Office may settle with the approval of the Director General the amount of crop compensation, rent of land, etc., with the owner of the land with the help of revenue authorities.

NOTE. The Director General, exercises full power to sanction expenditure on crop compensation and rent of land settled under this paragraph.

11.4.4 When land is required for permanent retention by the Archaeological Survey for works of exploration and excavation or for keeping ancient structures open to view, steps should be taken to acquire the land by the Head of Office, in whose territorial jurisdiction the land lies, according to the procedure laid down in paras 11.4.1 and 11.4.2.

11.5 SALE, DISMANTLEMENT OR PURCHASE OF BUILDINGS

11.5.1 No public building which is not a purely temporary structure may be sold or dismantled without the sanction, previously obtained of the Government of India.

11.5.2 All proposals regarding acquisition of a building by purchase are required to be sanctioned by the Government of India.
CHAPTER 12

RULES TO BE OBSERVED DURING THE EXECUTION OF WORK

SECTION I

12.1 GENERAL

12.1.1 No religious edifice should be destroyed or injured in the execution of Archaeological works without the full and free consent of the persons interested in it, or of a representative body of such persons, nor without the concurrence of the proper concerned authority of the area or stationed on the spot, in writing except under the orders of the local Government within whose jurisdiction the edifice stands.

12.1.2 Serious accidents should be reported to the Director General and Circle/Branch Officers. Officers or subordinates in-charge of works should also furnish immediate information to the concerned proper authority on the occasion of every serious accident, and in the case of death on the spot, they should not allow the body to be removed till an enquiry has been held.

Every Officer or subordinate in-charge of a work carried out under contract should furnish to the Circle/Branch Officer at the beginning of each month a progress report of the measurements, and a calculation of the quantities of work paid for during the previous month, together with a return of all the materials at site on the last day of the month.

12.1.3 It is the duty of the officer in-charge to bring to the notice of the superior authority any dilatoriness, bad work, or any thing militating against the interests
of Government, on the part of the contractor and he will be responsible for any neglect in this respect. In the case of work executed by daily labour, labour reports in the prescribed form showing the number of each category of the labourers employed on each work or sub-work should be submitted to the Head of Office regularly. The outturn of work for the day should also be shown in the labour report.

12.1.4 Heads of Offices are strictly prohibited from commencing the execution of any work, or expending public funds, without the sanction of competent authority, also from making or permitting any, deviations, from any sanctioned design in the course of execution, except under specific authority or in a case of an emergency and in that case the change should be forthwith reported to the Director General.

12.2 SUPPLEMENTARY ESTIMATES

12.2.1 Any development of a project thought necessary while a work is in progress which is not fairly contingent on the proper execution of the work as first sanctioned, must be covered by a supplementary estimate, accompanied by a full report justifying the circumstances which render it necessary. The abstract must show the amount of the original estimate and the total of the sanction required including the supplementary amount.

12.3 REVISED ESTIMATE

12.3.1 When any excess over a sanctioned estimate is foreseen and there is likely to be unavoidable delay in the preparation of a revised estimate, an immediate report of the circumstances should be made to the authority whose sanction will ultimately be required. When a revised estimate is submitted, it must be accompanied
by a statement comparing it with the latest-existing sanction of competent authority, and by a report of the progress made to date.

12.3.2 When excess occurs at such an advanced period in the construction of a work as to render the submission of a revised estimate purposeless, the excess, if beyond the power of the Head of the Office to pass, may be explained in a completion report or statement prepared under the rules in Paragraph 12.4.1.

12.4 PROCEDURE ON COMPLETION OF WORKS

12.4.1 A consolidated completion statement in proper form should be prepared at the end of the month in which the work is completed by the subordinates in charge of works and submitted to the Head of the Office, who will forward it to the Accountant General for information.

In cases in which the completion statement is utilised instead of a revised estimate under Paragraph 12.3.2, sufficient details should be given, if the excess is beyond the power of sanction of the Head of the Office, to satisfy the authority whose sanction is necessary. A detailed completion statement should be prepared in respect of works on which the outlay has been recorded by sub-heads and the estimate therefor is exceeded by an amount greater than that which the Head of the Office is empowered to pass.

A copy of the completion statement for the works executed against the estimate sanctioned by the Director General should also be sent to that office.
12.5 SPECIAL RULES REGARDING REPAIRS

12.5.1 The estimates for Archaeological works may be prepared:

(i) for annual repairs, and

(ii) for special repairs.

Each annual repair estimate should include the whole expenditure (including municipal and other taxes, if any, payable by Government) on employment of temporary and work-charged staff, cost of additional labour, cost of materials including notice boards, contingencies and details of works outlay of recurring nature, which it is anticipated will be incurred during the financial year on a particular monument or a group of monuments. The sanction to an annual repair estimate lapses on the last day of the financial year to which it relates. If, however, inconvenience would arise in any exceptional case from the stoppage of the work on the close of the financial year, the repairs may be carried to completion, the expenditure after that date being treated as expenditure against a fresh repairs estimate for the next working year.

12.5.2 Each special repair estimate should include the whole expenditure on structural repairing, restoring and cleaning of a protected monument or group of monuments, expenditure on casual labour, cost of materials and tools and plant, which it is anticipated will be incurred till the completion of the repairs. The technical sanction, accorded to such an estimate, will, unless such work has been commenced, cease to operate after a period of five years from the date upon which it was accorded. Works of recurring nature every year, viz., vegetation clearance, white-washing, colour-washing, dressing up pathways, pointing, etc. should not be included under special repairs.
12.5.3 In cases of urgency, the Director General may authorise the commencement of periodical repairs in anticipation of formal sanction to the estimate, but in such cases an approximate sum for which details are given must be fixed to the expenditure of which sanction is provisionally given and the Circle/Branch Officer will be responsible for seeing that the regular estimate is prepared at the earliest possible date and sanctioned by the competent authority. Whatever may be the urgency, execution of work should not, however, be commenced until and unless written sanction of the Director General is obtained for the expenditure sanction.

12.6 DEPOSIT WORKS

12.6.1 The term Deposit work is applied to such of the structural Conservation, Chemical Preservation and Horticultural Works, carried out to monuments/sites, etc., cost of which is not met from Government funds, but financed from Non-Government sources, which may either be deposited or otherwise be placed at the disposal of the Survey. Works carried out by Municipalities or other Public or Private Bodies fall under this category, when the cost is charged to cash Deposit made for the purpose at Government Treasury. Such funds may be provided wholly or partly from:

(a) funds of public nature (such as those of municipality, local boards, etc.) but not included in the financial estimates and accounts of the Government of India or a Local Government.

(b) Contributions from Public and other Private organisations.

12.6.2 Deposit Works should be taken up by Circle/Branch office only with the prior approval of the Director General.
12.6.3 Where any such work is authorised to be done, the contributions or funds received will be deposited into Government Treasury as Archaeological Receipts and the work executed from Departmental funds, strictly in accordance with the provisions of this code, for executing departmental works.

NOTE 1. In case the funds required for executing Deposit Works are not available in the normal Budget of the Survey, the required funds may be re-appropriated out of the amount so deposited as Archaeological Receipts, with the concurrence of the Ministry of Finance.

NOTE 2. If delay is anticipated to the above procedure, the execution of work may be taken up, with the prior approval of the Director General in writing, under the strict supervision and guidance of the departmental representative, not lower in rank than the Conservation Assistant, Chemical Assistant or Horticultural Assistant, as the case may be. In such cases the attendance of the daily labourers and their payment should be the full responsibility of the donor or his authority/representative.

12.6.4 The contributors or the authority on whose behalf the work is to be executed, may be made to understand clearly that the Survey does not bind itself to complete the work within the amount of the estimate, or to undertake any item of work which is contrary to the Archaeological principles. The authority depositing or administering the funds, should agree to these conditions and to finance the excess that may occur. An acknowledgement of these clear understandings is required to be obtained in writing from the party/parties concerned, before the work is commenced.

12.6.5 No interest will be allowed on sums deposited as private contributions for works.
12.6.6 A departmental charge of 18% is leviable on the estimated cost of such of the Non-Departmental Works, which the Survey is required to undertake on behalf of a State Government, Municipality or a Public Body. This rate may be revised from time to time, on the basis of the one in vogue in C.P.W.D. for maintenance works.

12.6.7 The contributions from Private Bodies, Municipalities or States should be realised in full before any liability is incurred on account of work. In cases where the Director General is satisfied that the money will be forthcoming when required, the work may be undertaken in anticipation of actual recovery.

12.6.8 In cases where a work is to be carried out partly from funds provided by the Government of India and partly from private contributions, the contributions will be deposited as Archaeological Receipts and the works executed from Government funds, strictly in accordance with the procedure laid down for Archaeological works.

12.6.9 In cases, where the Archaeological Survey undertakes to design, execute or construct wholly from the sources described in the foregoing rules, the following rules will be observed:

(1) An agreement will be drawn in consultation with the Ministry of Law, Justice and Company Affairs between the Government of India and the party intending to contribute for the works.

(2) The design and estimate will in the first instance, be drawn up in consultation with the party or parties depositing or administering the funds and must be submitted for sanction by the competent authority as in the case of sanction of an estimate of departmental works.
(8) Provision must be made to cover the cost of tools and plants, work-charged establishment, and departmental charges as per Para 12.6.6.

(4) Before taking up the work, written consent to the estimate and design must be obtained from the authority depositing or administering the funds.

(5) Necessary funds for executing the works must be realised and paid into the Government Treasury either in lump sum or in such number of instalments and by such dates as the Director General may decide. No advance of Government money for such purpose will be permitted and in a case where the money is paid in instalments, Government will not be responsible for the increase in cost or damage to incomplete work caused by a temporary stoppage of the work, pending receipt of further instalments.

(6) The Officer incharge of work will bring at once to the notice of the higher authorities and the party depositing or administering funds, any anticipated excess over the estimate and also furnish fullest information in connection with the progress of expenditure so that no responsibility may be attached to the Government in the event of the work having to be stopped for want of funds.

(7) The Archaeological Survey should thoroughly satisfy itself that the extent to which the Government is responsible in regard to the execution of works is thoroughly understood both by the parties for whom the work is undertaken and the executive Officers to whom the execution is to be entrusted.
(8) A fee @ one percent of the estimated cost of the works will be chargeable by the Survey at the time of preparation of the estimate irrespective of the fact whether the works are actually executed or not.

SECTION II

12.7 WORKS RELATING TO MODERN CENTRAL ARCHAEOLOGICAL BUILDINGS

12.7.1 The term “work” used in this Section applies to all works relating to construction, repair and maintenance of modern Central Archaeological buildings under the administrative control of the Archaeological Survey of India, such as Museum buildings under the administrative control of the Archaeological Survey, Archaeological Rest Houses, toolsheds and godowns, Dak Bungalows, and residential buildings for the employees of the Archaeological Survey of India.

NOTE. Expenditure incurred on the construction of Chowkidar huts and out-houses required in the interest of upkeep of religious living ancient monuments should be treated as new works within the meaning of the Section.

12.7.2 The general rules relating to works laid down in rules 89 to 92 of the General Finance Rules, are applicable to the transactions of the work of Civil Buildings carried out by the Archaeological Survey. The Special rules in this Chapter are supplementary to those rules and have to be applied wherever necessary in conjunction with them.

12.7.3 Works relating to Central Archaeological buildings may be carried out either departmentally or through the agency of the Central Public Works Department, the State P.W.D. or the local body, subject to
the condition laid down in para 14.7.5. When works are carried out departmentally, the conditions and limitations applicable to Archaeological Works to ancient monuments as laid down in Section I apply mutatis mutandis to such works. When works are proposed to be carried out through the agency of the C.P.W.D., the State P.W.D. or the local body allotments and administrative approval is required to be given by the Heads of the Offices out of the sanctioned grants of the Archaeological Survey.

Special Rules for Sanitary, Water Supply and Electrical Installations to Government Buildings, etc.

12.7.4 Except in special cases, under the orders of the Government of India all works and repairs in connection with sanitary, water supply and electric installations to Archaeological buildings should be carried out through the agency of the C.P.W.D. according to the procedure laid down in Rule 142 of the General Financial Rules except that the limits of expenditure that may be incurred shall be raised from Rs. 1,000/- in the case of the electric installation and Rs. 3,000/- in the case of sanitary fittings to Rs. 2,000/- and Rs. 5,000/- in the case of Head of an office and Head of Department respectively.

Sanction of Estimates

12.7.5 Estimates for all original works of construction costing more than Rs. 2,00,000/- should be submitted to the Government of India for sanction. Approval of the Director General should be obtained for all works of construction costing under Rs. 2,00,000/- and also for any improvement in the amenities of any Circle Office, rest house, Dak Bungalow or residential building or residential building of the Archaeological Survey of India irrespective of its cost. Heads of the Offices are compe-
tent to sanction ordinary/annual repair estimates to Archaeological civil buildings amounting to Rs. 10,000/- or less.

Works Outside India

12.8.1 Estimate for all the Conservation/Preservation Works to be executed in foreign countries may be carried out as per special provisions in the relative agreement between the Government of India and foreign Government concerned. Only such items of works should be carried out which are specifically provided in the agreement. In case some items other than those provided for in the original agreement are required to be taken up, it should be done at the express approval of the foreign Government concerned and the Government of India.

12.8.2 Estimate for all Conservation/Preservation works that are to be executed in a foreign country may be prepared in the currency of the country concerned as per rates prevalent there and total of each such estimate may be converted in Indian currency. The rate of the foreign exchange of that country with that of Indian currency should also be prominently shown in the report of the estimate.

12.8.3 Since the expenditure in such cases will involve use of the foreign exchange, approval of the Ministry of Finance, Government of India, has to be taken/obtained invariably in each individual case before taking up the projects.

12.8.4 While executing Conservation/Preservation works in Foreign countries the procedure laid down for execution of such works in India may be followed as far as practicable. In case, however, any particular provision of the rules cannot be followed, due intimation of
the same, may he sent to the Director General, giving full justification for the same.

12.8.5 The funds proposed to be spent in the foreign countries for the Archaeological works may be arranged with the approval of the Ministry of Finance and the advances for the execution of these works may be drawn from the Embassy concerned in the respective countries.

12.8.6 The amount spent in the foreign countries for execution of Archaeological works fall within the audit purview of the Accountant General, Central Revenues, New Delhi.

12.8.7 The leader of the team to the foreign country or an Officer so authorised by him will function as Drawing and Disbursing Officer and due intimation of this fact should invariably be sent to the embassy concerned.

12.8.8 After the works in the foreign countries are wound up/completed, the stock articles rendered surplus may be disposed off by Public auction and the sale proceeds should be credited with the Embassy as the Archaeological receipts. In case, however, any specific condition in the agreement with the foreign Government contrary to these provisions exists, the materials/stock/stores may be disposed of accordingly.

12.9 EXPLORATION AND EXCAVATION WORKS

12.9.1 Since it is not possible to anticipate the amount of exploration and excavation works beforehand no estimates for such works need be prepared, but each Circle/Branch Officer-in-charge of excavation/exploration works is required to obtain the Technical as well
as expenditure sanction of the Director General before starting such works.

12.9.2 The authority granted by the Director General for an exploration or excavation work must on all occasions be looked upon as strictly limited by the precise objects for which it was intended. Accordingly any anticipated or actual savings on a definite project should not without special authority, be applied to carry out additional work not contemplated beforehand. Savings due to abandonment of a project are not to be considered as available for other works.

12.9.3 Before undertaking works of archaeological explorations and excavations, the Head of the office concerned should satisfy himself that the requirements of sections 21 to 24, as the case may be, of the Ancient Monuments and Archaeological Sites and Remains Act, 1958 are fully observed in so far as the land is concerned.

**Land acquisition for excavation purpose**

12.9.4 When privately owned land is temporarily required for exploration or excavation works and it is proposed to fill up the trenches later on, the Head of the Office may settle the amount of crop compensation, rent of land etc. directly with the owner, subject to the approval of the Revenue Authorities of the District. In cases of urgency, he may settle with the owner directly the amount of crop compensation, rent of land etc. and have the rates so fixed confirmed by the Chief Revenue Office of the District, in due course.

**NOTE.** The Director General exercises full power to sanction expenditure on crop compensation and rent of land settled under this paragraph.

12.9.5 When land is required for permanent retention by the Archaeological Survey for works of exploration and excavation or for keeping ancient structures
open to view, steps should be taken to acquire the land by the Head of office, in whose territorial jurisdiction the land lies, according to the procedure laid down in consultation with the local Revenue authorities, and formal approval of the Director General.

12.10 EXCAVATION AND EXPLORATION STORES

12.10.1 The Stores required for exploration and excavation works are divided into (a) Tent and Camp equipment (b) Tools and Plant including photographic, drawing and survey equipment of permanent nature and (c) consumable articles required for works and at camps. Each Head of the office is responsible for seeing that proper arrangements are made both at headquarters and in the camp for the custody of stores and for their protection from deterioration and fire.

NOTE. The Head of the Office may make his subordinates individually responsible for different categories of stores, e.g., the Draftsman for drawing materials, Photographer for photographic materials and the Surveyor for survey articles, etc.

12.10.2 All articles of stores should be brought on to a register of Tools and plant and equipment in form D.G.A.-74.

NOTE. Issues made from stock of tools and plant and camp equipment at camps, may at the discretion of the Head of the Office be effected on temporary hand receipts in order to avoid numerous entries of a temporary nature in the issue register.

12.10.3 All consumable materials should be accounted for in a register of consumable materials form D.G.A.-74 which is a combined Stock and Issue register.

12.10.4 Materials required in the ordinary course of works of exploration and excavation other than 8—1 D of ASI/ND/78
"Tools and Plant" may be procured by the Heads of Offices upto a limit of Rs. 1000/- in each case. Articles comprising within the head "Tools and Plant" may be purchased by the Head of Office upto the same limit, in each case.

NOTE: The Director General can sanction an expenditure on the purchase of stores for exploration and excavation works upto any limit.

12.11 SALE AND WRITE OFF OF STORES FOR EXPLORATION AND EXCAVATION WORKS

12.11.1 The rules laid down in paras 8.4.1 to 8.4.3 of this Code apply mutatis mutandis to stores purchased for Archaeological works.

12.11.2 Heads of Offices are required to have stock taking at the commencement and the closure of each excavation or exploration camp. They should see that a proper list of articles brought from Headquarters is made and verified with the actual stock at the close of the works.

12.12 EXPLORATION and EXCAVATION ACCOUNTS, GENERAL PRINCIPLES

12.12.1 The rules contained in this section describe primarily the procedure relating to the initial and compiled accounts for exploration and excavation works carried out by the Archaeological Survey.

12.12.2 It is an important function of the Head of Office to keep a constant watch over the progress of expenditure and to keep himself informed of such circumstances as may affect that progress in order to take early steps for obtaining extra funds or surrendering probable savings, as may be necessary.
12.12.3 The Circle/Branch Officers in charge of excavation works are authorised to draw advance for making payment to labourers employed on muster roll and for meeting out other expenditure on such of the consumable stores, which are contingent to the excavation works, but the amount of advance so drawn should in no way exceed a month's requirements. The adjustment account of the advance so drawn will have to be submitted within a month and a second advance can under no circumstances be drawn unless the advance drawn earlier is fully adjusted. The Head of Office while submitting a bill for the drawal of an advance will also furnish a certificate that no previous advance drawn by him, remains outstanding on the date of submission of the bill.

NOTE 1. Advances for the purchase of Stores and equipment, needed for the excavation works, cannot be drawn. The purchase of such article should be governed by the normal purchase rules as defined in Chapter 7 of the General Financial Rules.

NOTE 2. Since the exploration and excavation works are not susceptible to measurements, entries relating to these works will not pass through the measurement books.

12.13 Cash Book, etc.

12.13.1 The rules contained in Chapters 7 and 8 of this Code are applicable to all transactions relating to Archaeological exploration and excavation works.

12.13.2 Cash charges on works of exploration and excavation consist of (a) payment to members of work charged establishment and (b) to labourers for their wages.

12.13.3 The rules laid down in Chapters 7 and 8 relating to purchase of stores are applicable to Archaeological works of exploration and excavation as well.
12.13.4 As exploration and excavation works are required to be carried out departmentally the transactions relating to purchases of stores, etc., are not required to be recorded into measurement books but the stores should be taken direct to the relevant stock registers. Before passing for payment any bill or voucher of a supplier, the Head of Office should see that reference to sanction of the competent authority, against which the stores are purchased and the page number of the stock register in which such stores are entered, are recorded on the body of the bill by the storekeeper. The Head of Office or any other officer so authorised by him should also at the same time initial the relevant entry in the Stock register to ensure that all articles purchased are brought on the stock register and no bills or vouchers are doubly paid.

12.14 MONTHLY ACCOUNT

12.14.1 The Head of the Office is further required to submit his monthly accounts to the Accountant General concerned in the following forms by the 20th of the month following that to which they relate:

(i) A memorandum of adjustment of advances.

(ii) Schedule of Works expenditure to which all vouchers above the value of Rs. 250/- and except the muster rolls, should be attached.

(iii) Monthly accounts of tools and plant.

12.15 ANNUAL REPORT

12.15.1 Each year in the month of April a detailed annual report of the exploration and excavation works executed during the previous financial year should be submitted to the Director General for incorporation in the Departmental report of works executed by the Survey.
CHAPTER 13

TENDERS—PROCEDURE FOR CALLING, ACCEPTANCE AND AWARD OF

13.1.1 Calling of Tenders. Tenders must be invited in most open and public manner possible, whether by advertisement in press or by notice in English, Hindi and the language of the region duly pasted in public places. Wide publicity should, therefore, be given to the notice inviting tenders. A copy of the notice should be sent to prominent local officers like Collector, Revenue Officer, Block Development Officers, and Local Divisions of the P.W.D. or C.P.W.D. Notice inviting tenders for works cost of which does not exceed Rs. 10,000/- should be issued by the Circle/Branch Officers, themselves, but N.I.T. for works cost of which exceeds Rs. 10,000/- may be published in the Local Newspapers, through the Director, Audiovisual Publicity, New Delhi and the fortnightly issue of the Indian Trade Journal, published by the Director, Commercial Intelligence, Calcutta, with the prior approval of the Director General.

13.1.2 The Circle/Branch Officer will ensure that the N.I.Ts are issued to the Local Offices well in time and that they remain on notice boards from the date of issue to the date of opening of tenders.

13.1.3 The following time limits between the date of call for tenders and the date of opening of tenders are laid down, but this period may be varied at the discretion of officer competent to accept the tender:

(i) Fifteen days in case of works costing up to Rs. 10000/-.
(ii) Three weeks in case of works costing above Rs. 10,000/-.  

13.1.4. Since advertisements are sent to the Publicity Department of the Government of India, they take some time in actually sending the advertisements to Newspapers. It is, therefore, essential that sufficient margin should be taken into account in fixing the above period, so that the intending contractors get sufficient time to submit their tenders, from the date the advertisements appear in press.

13.1.5 If a complete set of N.I.T. alongwith drawings, etc., is demanded by any Contractor, the same should be supplied on payment of the usual price of the drawings.

13.1.6 All tenders should be invited by the Circle/Branch Officers in the name of President of India. It is, therefore, necessary that the words "On behalf of the President of India", should be incorporated in the draft press notices to be sent to the Director, Audiovisual Publicity, New Delhi and the Director, Commercial Intelligence, Calcutta.

13.2 SALE OF TENDER DOCUMENTS

13.2.1 Tender documents should be prepared and kept ready for sale to the Contractors before the notice is actually sent to the press or are pasted to the notice board and every contractor desiring to tender should make a written application with the prescribed fees. It is the responsibility of the Circle/Branch Office to see that the tender documents are made available to the contractors as soon as application is made.

13.2.2 As far as possible, only contractors registered with the Central P.W.D., Railways, P. & T. Department, M.E.S., Local P.W.D. or Irrigation Department may be entrusted with the execution of works
or supply of materials, in the Archaeological Survey of India. In exceptional cases, however, if the cost of the work or supply of material does not exceed Rs. 10,000/- the Circle/Branch Officer may entrust the work to a non-registered firm/contractor, if he is, otherwise, satisfied with their bonafides, capacity and financial status. In case of works/supplies exceeding Rs. 10,000/- approval of the Director General would be necessary.

13.2.3 In order to obviate difficulty in getting competitive rates, in respect of the specialised jobs, it is necessary that the tenders for such specialised works should be issued to the firms of repute, dealing with such items of work, in addition to the registered contractors. For this purpose the following should be considered as special items of works:

Electric Installations, Sanitary works, Marble work, Collapsible steel gates, Tile flooring, melthoiding, water proofing of roofs, Tube Well, pumping sets and other such works.

13.2.4 Tender forms should be issued under the signatures of the Circle/Branch Officer, or any other Gazetted Officer, specially authorised by him to do so. Every tender document should contain the following information at the time of issue:—

(i) Sale Price

(ii) Name of Contractor.

(iii) Date of Application for Tender form by Contractor.

(iv) Date of receipt of Application in Circle/Branch Office.

(v) Date of issue of Tender papers.
(vi) Date of receipt of Tender papers.

(vii) Details of cuttings, over-writings and erasings found on the Tender at the time of opening it.

(viii) Names and designations of Officers/Contractors, present at the time of opening the Tender (a)......... (b).............

The Circle/Branch Office should have a rubber stamp made with the above information and affixed on each tender before issue/sale. Items (i) to (v) may be filled at the time of sale of the tender form, while columns (vi) to (viii) may be filled at the time of opening it.

13.2.5 The following will be the scale of charges for the sale of tender forms to contractors:

(i) Tenders for works costing upto Rs.10,000, Rs.10
(ii) Tenders for works costing over Rs. 10,000 but below Rs.1 lakh, Rs. 20
(iii) Tenders for works costing between Rs. 1 lakh & below 5 lakh, Rs. 30
(iv) Tenders for works costing from Rs. 5 lakhs to Rs. 15 lakhs, Rs. 40
(v) Tenders for works costing above Rs. 15 lakhs, Rs. 50

Authorities competent to issue N.I.T. have the discretion to add to the prices mentioned above, any additional cost of drawings to be supplied alongwith tender documents depending upon the labour and material used in their preparation. When the tenders are recalled, the tender documents will be sold at half the prices to such of the contractors who had purchased tenders in first instance provided there is no change either in the specifications or drawings.
13.2.6 The following procedure is laid down for the accounting of tender forms:

(a) All tender forms should be priced and the price should be as per para 13.2.5.

(b) All tender forms should be kept in charge of the cashier in the Circle/Branch Office.

(c) All forms received in the Circle/Branch Office should be entered in the register together with the number and date of advising despatch or invoice with which they are received.

(d) The register should contain a chronological record of the issue of tender forms showing the name of person to whom issued, the number and details of challan under which the sale amount is tendered into the Treasury.

(e) The register of the sale of tender forms should be machine numbered.

(f) Acknowledgements for the tender forms sold should invariably be obtained from the Contractor to whom the tender forms are sold.

13.3 RECEIPT OF TENDERS AND THEIR ACCEPTANCE.

13.3.1. In order to avoid the possibility of original tender documents being tampered with, the following procedure should be adopted in connection with the receipt and opening of tenders:

(i) Officer opening the tenders should invariably record the date and time of opening of tenders and also specifically indicate any corrections, erasures, overwritings in the rates, quantities, conditions and additions, etc., on top, in the
tender form itself at the time of opening them. This should be scrupulously followed in each case of opening of tenders.

(ii) The number of such corrections and overwritings, etc., duly attested by the respective tenderer with the full signature should be clearly mentioned at the end of each page of schedule attached to the tender papers. Any omission observed should be brought out clearly on each page of schedule. The corrections, additions and overwritings, etc., should be allotted separate numbers and total number of such corrections/overwritings/erasings, etc., should be noted on first page of the tender forms.

(iii) Any omission or ambiguities in rates quoted by tenderers, in words or figures, etc., contained on each page of the schedule attached to the tender, should be clearly brought out at the time of opening of tender.

(iv) In the N.I.T. the tenderers should be clearly instructed to strictly follow the instructions contained in the N.I.T. and any deviations from the same or any suggestions given in the tender will be liable for summary rejection at the opening of the tender.

(v) All tenders should be opened by the Branch or Circle Officer or any other officer so authorised by him, in the presence of the Administrative Officer, Jr. Accounts Officer, or Head Clerk and in their absence of the U.D.C. (Works) and such of those intending tenderers or their respective representative as may choose to attend at the time, date and place fixed for the purpose in N.I.T. All tenders received should be entered in the
register C.P.W.D.-41 according to serial number as and when they are received, with the dated initials on top of the cover by an official not less than rank of the Jr. Accounts Officer and in his absence the Head Clerk.

(vi) A complete comparative statement of all tenders received in response to the N.I.T. should be drawn up in the Circle/Branch offices, in C.P.W.D. form No. 13 or 14, as the case may be, and the following instructions should be clearly noted:

(a) The tenders should be opened by the Circle/Branch Officer himself, in case he is present at Headquarters. In case it is not possible to do so, due to some unavoidable reasons, he may entrust the opening of the tenders to any other Gazetted Officer under him reserving the power of acceptance or rejection of the said tender to himself. If no other Gazetted Officer is available for such work, it should be opened only by himself at the earliest convenient time suitable to him, duly informing the tenderers or representatives of the same.

(b) The tenders received should be thoroughly checked by the Administrative Officer/Jr. Accounts Officer/Head Clerk/U.D.C. (Works) against any difference in rates, given in words and figures or other calculations. In case there is difference in the rates noted in words or in figures, the tender has to be rejected.

(c) When the rate quoted by the contractor in figures and in words tallies but total amount is not worked out or the total amount recorded for any item is incorrect, the rate
quoted by the contractor will be taken as correct and not the total amount.

13.4 ACCEPTANCE OF TENDER

13.4.1 Circle/Branch Officers are authorised to accept tenders upto a financial limit of Rs. 10,000/- (Rupees Ten Thousand) in each case, while tenders above this limit will be accepted by the Director General.

13.4.2 A tender may not be accepted by an authority if:

(a) it exceeds the limit upto which he is empowered to accept tenders or incur expenditure under works;

(b) funds for the execution of work have not been made available;

(c) it relates to the work for which no estimate has been sanctioned;

(d) it exceeds the amount of sanctioned estimate for the work by an amount greater than what he is empowered to pass;

(e) any of its provisions infringes any standard rule or order of higher authority, e.g., the rules for supply of materials or articles for public service;

(f) it involves liabilities in excess of the amount of Budget allotment;

(g) it involves an uncertain or indefinite liability or any condition of an unusual character;

(h) it relates to the work not yet technically sanctioned;
(i) the same is a conditional one;

(j) the prescribed amount of earnest money is not appended with the tender documents as per the relevant para of N.I.T.; and

(k) the columns are not duly filled as conditions in the respective paras of the tender schedules.

13.4.3 (a) The agreement with the contractor/contractors must be in writing and should be precisely and definitely expressed; it should state the quality of the work to be done, the specification to be complied with, the time within which the work is to be completed, the conditions to be observed, the security to be lodged, the terms upon which the payments will be made, and penalties exacted, with any provisions necessary for safeguarding the property entrusted to the contractor. If necessary drawings should be appended, showing the general dimensions of the proposed work and details of various parts. Only the prescribed standard forms should be adopted for this. If any special agreement is to be adopted, the same should be duly vetted by the Ministry of Law and Justice.

(b) The terms of a contract once entered into should not be materially varied without previous consent of the authority competent to enter into the contract as so varied.

(c) Circle/Branch Officers will ensure that Engineers and other conservation staff are duly apprised of the conditions of contracts, and no act is done to nullify, alter or vitiate a contract. They should, therefore, be fully apprised of the conditions of the contract, along with the schedule, drawing, etc.

13.4.4 It is not the intention to prevent the Officers mentioned in paragraphs 13.4.1 and 13.4.2 from giving
out on contracts, to different contractors, a number of contractors relating to different works, even though such work may be estimated to cost more than the amount upto which they are empowered to accept tenders. But no individual contractor may receive a contract amounting to more than this sum, nor, if he has received one contract, may receive a second contract in connection with the same work or estimate while the first is still in force, if the sum of the contracts exceeds the power of acceptance of the officer concerned.

13.4.5 Where the tenders are submitted at the rates above those provided in the estimate, the authorities accepting the tenders should satisfy themselves about their reasonableness, taking into consideration the prevalent schedule of rates, plus increase in the cost of Index and rates of daily wages for labour plus other such factors, if any, and the same should be recorded. While it is not incumbent on the Circle/Branch Officer to accept the lowest tender, but reasons for not accepting or rejecting the tenders should be recorded on a separate sheet, which should be attached to the comparative statement. This sheet should be treated as confidential document and should be kept in the personal custody of the Drawing and Disbursing Officer and shown to the Audit Officer on demand during local inspection of accounts of the Circle/Branch.

13.4.6 On occasions, when in response to call for a tender only single tender is received, it can be accepted subject to the provisions of paras 13.4.1 to 13.4.5, by:

(i) the Circle/Branch Officer if it does not exceed Rs. 5,000/-; and

(ii) the Director General, if it exceeds Rs. 5,000/-.

13.4.7 Where response to call of tenders is considered unsatisfactory, the matter should be reported to
the Director General if the cost exceeds Rs. 10,000/- for orders as to reinvite tenders or to conduct negotiation. As a general rule negotiations for award of work to the tenderers should not be resorted to, but in cases where it becomes necessary to do so, negotiations should be restricted only to lowest tenderer provided his tender is in order unless otherwise advised by the competent authority. The powers of acceptance of negotiated tenders are as prescribed in para 13.4.6.

13.4.8 Clarification and interpretation with regard to different clauses of the standard forms being used, are contained in Appendix XII.

13.5 EARNEST MONEY

13.5.1 Earnest money is required to be appended by each tenderer to enable the Government to ensure the bonafides of the contractor and that the tenderer does not refuse to execute the work awarded to him. In case where a tenderer fails to commence the work awarded to him, within a reasonable period, the earnest money will forfeit to the President. There shall not be any extension for this.

13.5.2. The scale of deposit of Earnest Money by the Contractor is prescribed below:

(i) For works costing upto Rs. 10,000/- 3% of the estimated cost.

(ii) For works costing above Rs. 10,000/- 2% of the estimated cost.

13.5.3 The Earnest Money may be accepted in cash for tenders for works, estimated cost of which does not exceed Rs. 10,000/- but when the cost exceeds that amount, mode of deposit of earnest money, should be
by means of Treasury challans or by means of Bank drafts drawn in favour of the Circle/Branch Offices concerned by their designation. Cash in no case should be accepted as Earnest Money in the case of tenders for works exceeding Rs. 10,000/. This provision may be relaxed in exceptional circumstances, for the reasons to be recorded, by the authority competent to accept tenders. Cheques in no case should be accepted as mode of deposit of earnest money.

13.5.4 No contractor should be exempted from depositing Earnest Money. In the case of reputed firms, towards supply of materials or finished products like prefabricated houses, etc., when exemptions are sought for, they should be referred to Director General for approval.

13.5.5 Earnest Money deposited by the contractors should be refunded in full within a week from the date of receipt of tenders except that of the contractor whose tender is proposed to be accepted.

13.5.6 In cases where earnest money is deposited into the Treasury or Bank and receipt Challan submitted along with the tenders, the amount should be refunded in the case of unsuccessful contractors, by making requisite endorsement on the original challan itself as per Rule 63 of the Treasury Rules, Volume I.

13.5.7 As an exception to the provisions of the Treasury Rules, earnest money received in legal tender notes to the tenders and deposit call receipts of Bank drafts attached to the tenders and returned to the contractors, whose tenders are rejected, on the same day on which the tenders are opened, need not pass through the Circle/Branch Cash Book, provided the contractors concerned give the stamped receipt for the money in the register maintained by the Circle/Branch office for the purpose.
13.6 SECURITY DEPOSIT FOR WORKS

13.6.1 The rate of security deposit for all works in the Archaeological Survey of India, will be as follows:

(i) For works costing upto Rs. 1 lakh  
10% of the estimated cost.

(ii) For works costing Rs. 1 lakh  
10% on the first Rs. 1 lakh and 7½% on the balance.

13.6.2 The Security deposit by a contractor will be governed by the same terms and conditions applicable in case of deposit of earnest money.

13.6.3 The Security from a contractor should be taken in the form recognised/prescribed by the Government of India. The terms and conditions noted in the Security form should be strictly adhered to.

13.7 AGREEMENTS/CONTRACTS

13.7.1 (i) No contract shall be made by a subordinate authority which has not been directed or authorised to do so by or under orders of the Director General, Archaeological Survey of India.

(ii) All contracts/agreements should be signed "For and on behalf of the President of India" and the designation of the Officer authorised to sign the contract/agreement, should be appended below his signature.

(iii) Terms of contract/agreement should be precise and definite and there should be no room for ambiguity or misconstruction therein. The standard form of agreement/contract prescribed in the Central P.W.D. (Form P.W.D. 7 & 8)

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should be used to avoid this contingency. The alternatives used in standard form, which are not applicable, should be scored out. In case of any doubt or in cases where standard forms of agreement are not used, legal and financial advice should be taken in drafting the contracts, before they are finally entered into.

(iv) No relaxation of the terms and conditions of the contract/agreement entered into, should be made without prior approval of the Director General.

(v) No contract involving any uncertain or indefinite liability or any condition of an unusual character should be entered into without the prior approval of the Ministry of Finance.

(vi) Contracts enduring or likely to endure for the period of more than 3 years, wherever feasible, should include a provision for unconditional power of revocation or cancellation by Government at any time on the expiry of six month's notice to that effect.

(vii) All agreements for execution of works/supply of material can be signed by the Circle/Branch Officer if the cost does not exceed the power of his sanctioning works estimates. Since the prior approval of the Director General for acceptance of the tender would be necessary, if it exceeds his limits, there should be no delay in executing the agreement as soon as tenders have been accepted.

13.7.2 The original contract documents should be kept in the personal custody of the Drawing and Disbursing Officer.
Certified copies of agreements/contracts may be supplied to the contractor on demand after charging fee at the following rate:

<table>
<thead>
<tr>
<th>Monetary Limit</th>
<th>Price to be charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) For works upto Rs. 10,000</td>
<td>Rs. 2</td>
</tr>
<tr>
<td>(ii) For works over Rs. 10,000 and upto Rs. 1 lakh</td>
<td>Rs. 5</td>
</tr>
<tr>
<td>(iii) For works over Rs. 1 lakh</td>
<td>Rs. 10</td>
</tr>
</tbody>
</table>

Completion of the agreement/contracts should be communicated to the Accountant General concerned and to the Director General, if the cost exceeds Rs. 10,000/-.

13.8 AWARD OF WORKS WITHOUT CALL OF TENDERS—PROCEDURE FOR

13.8.1 As a general rule the purchase of material and execution of works the cost of which does not exceed Rs. 200/- under individual item, no quotation would be necessary, though it will be the responsibility of the Officer incurring the expenditure, to ensure that the rates paid are reasonable. The rate should not, however, exceed, the estimated rates. The purchase of material/execution of works, the cost of which ranges between Rs. 200/- and Rs. 1,000/-, quotations from three to four reputed firms would be necessary, and all the formalities specified in Chapter 8 for such purchases are to be observed. No work order need be issued for supplies upto Rs. 1,000/-. However, work order would be necessary towards the execution of work, if this limit is exceeded.

13.8.2 In emergent cases or when the interest of work so demands the Circle/Branch Officer may award
work without call of tenders on work order, upto a limit of Rs. 5,000/- when:

(a) the work is of such an urgent nature that the formalities relating to the call of tenders, may deteriorate the condition of monuments or in other such contingency; and

(b) there is no response after repeated call of tenders.
CHAPTER 14

WORKS ACCOUNTS

14.1 GENERAL PRINCIPLES GOVERNING MAINTENANCE OF ACCOUNTS OF ARCHAEOLOGICAL WORKS.

14.1.1 The rules contained in this section describe primarily the procedure relating to the maintenance and compilation of accounts of various types of works carried out by the Archaeological Survey of India, with regard to structural Conservation, Chemical preservation, Horticultural, Modern Works etc. and those governing day to day maintenance of Archaeological Monuments/Sites and Museums. These rules are supplementary to the rules contained in the General Financial Rules, Treasury Rules and C.P.W.D. Account Code.

14.1.2 It is an important function of the Circle/Branch Officer to keep a constant watch over the progress of expenditure and the actual execution of works. He may keep himself informed of such circumstances as may affect the progress and take immediate timely action for obtaining extra funds or to surrender probable savings as may be necessary.

14.1.3 The following procedures are laid down for strict observance by all Circle/Branch Officers responsible for executing works:

(i) The progress of expenditure on various works or other items for which there are specific provisions of funds available, should be watched
month by month through the register of works and other relevant accounts.

(ii) In respect of Works items, for which lump sum appropriations are placed at the disposal of the Circle/Branch Officer the progress of expenditure will be watched (a) in the form of a progressive abstract showing month by month, the up-to-date expenditure for the years and (b) of the Grants in the form of a register showing the appropriations sanctioned from time to time.

(iii) The progress of expenditure will be reviewed every month. This review will be of special importance in the last three or four months of a financial year.

(iv) No work should be undertaken except those for extra-ordinary reasons, without any provision either in the Budget or R.C.P. particularly so, without the written sanction of the competent authority.

(v) A site order Note book to be maintained invariably at all places where major works are being undertaken to record in writing by Inspecting Officer, competent to do so, with regard to any change in specification either in the execution of the work or the design, as instructed by them on the spot. This should be got confirmed in writing at the earliest.
14.2 DOCUMENTATION OF WORKS ACCOUNTS

14.2.1 The following documents are required to be maintained in each Circle/Branch Office, executing various types of works in the Survey:

(a) CASH BOOK

(i) Cash Book in form TR. 4, will serve as main record for all monetary transactions in a Circle or a Branch.

(ii) Works Cash Book in form C.P.W.D.-1 which should serve as subsidiary to the main Cash Book.

(b) Measurement Books, etc.

(i) Bill Book as prescribed in Appendix XIII.


(iv) Standard Measurement Book.

(c) Tenders and Contract Documents.

(i) Contractor's Ledger.

(ii) Register of Sale of Tenders Documents.

(iii) Register of Agreements/Contracts.

(iv) Register of Security Deposit by Contractors.

(d) Estimates.

(i) Register of Deposit Works.

(ii) Register of Sanctioned Estimates.
(e) Other Works Records.

(i) Register of Tools and Plants form C.P.W.D. —15.

(ii) Register of Bills for Payment.

(iii) Register of Un-paid Wages in form C.P.W.D.-21A.

(iv) Register of Audit Objections.

(v) Muster Rolls—D.G.A. 17 and in C.P.W.D. Form.

(vi) Cement Register.

(vii) Register of Modern Buildings.

(viii) Register of Work-charged establishment.

NOTE: The above list is not exhaustive but illustrative only. Besides these documents, other registers or records, required to be maintained, as per provisions of this Code and any other orders on the subject, may have to be maintained by Circle/Branch Officer.

14.3 CASH ACCOUNT

14.3.1 Cash Book in Form TR. 4 should be maintained in each Circle/Branch office in which all monetary transactions relating to the Circle/Branch, should be entered. Besides this a subsidiary Cash Book in form C.P.W.A.-1 should also be maintained in all Circle/Branch office, entrusted with the execution of works, which will serve as a subsidiary Cash Book, and all monetary transactions relating to works should pass through this Cash Book. Those officers of the Survey who are entrusted with imprest or temporary advances should maintain and render Account, in form No. C.P.W.A.-2.

NOTE. The Cash Book is a most important accounts record of the Survey and utmost care should be taken in maintaining it and to keep it under safe custody. The detailed instructions contained in Treasury
14.3.2 The Cash book must be closed and balance arrived daily, when the Drawing and Disbursing Officer is at Head Quarters. It is advisable that cash be counted whenever a balance is struck, or at convenient intervals, as it affords an independent check on the accuracy of postings and the cash balance in hand. Each Cash Book should be closed at the end of each month, striking out the balances. The results of such immediate counting should be recorded in red ink, in form of a note (Specifying the actual Cash, outstanding balances of interest and temporary advances) in the body of the Cash Book, so as not to interfere with the up-to-date totals; the actual balance of cash in the chest should invariably be stated in notes both in words and figures.

14.3.3. An entry once made in the Cash Book should in no circumstances be erased. If a mistake is discovered before the Cash Book is submitted to the Drawing and Disbursing Officer, it should be corrected by drawing the pen through the incorrect entry and inserting the correct one, in red ink between the lines. The Drawing and Disbursing Officer should initial every such corrections and invariably date the initials. When the mistake is discovered too late for correction in this way, the necessary correction should be brought to the notice of the Circle/Branch Officer, accompanied by a proposed transfer entry, if necessary.

14.3.4 The Drawing and Disbursing Officer, should check all the entries in the Cash Book as often as he could and he should initial each one of them after physical verification of each entry. The Cash Book should
be signed by him at the end of the month and such signature should be understood as fixing responsibility for all entries of the month including the closing balance.

NOTE. The Drawing and Disburing Officer should:

(i) Compare each entry of receipt and payment with the gross amount chargeable as shown in the connected vouchers seeing at the same time that it bears (a) a payment order recorded by the competent authority and (b) certificate of disbursement signed by the officer authorised to make payment, ticking off each voucher as passed.

(ii) See while examining the posting of vouchers on the payment side that all deductions shown in the vouchers (other than the deductions creditable to Head of accounts or work to which the payment relates) are posted as receipts, on the receipts side of the Cash Book.

(iii) Compare each entry of payment into the treasury with the Treasury Officer's receipt on the challan and satisfy himself that the amounts have been actually credited into the Treasury.

(iv) Verify the totalling of the Cash Book, after having it done by the Head Clerk and in his absence by any other U.D.C. (other than the writer of the Cash Book) who should initial and date it correct.

(v) Verify the total of the postings on the receipt side of the cash book, with reference to the bill register.

14.4 IMPREST

14.4.1 An imprest is a standing advance of a fixed amount of money given to an individual to enable him to make certain classes of disbursements, which may be entrusted to his charge by the Circle/Branch Officer in accordance with such rules and subject to such
restrictions as may be laid down by the Director General. The amount of an imprest should be kept as low as possible and in no case should exceed five thousand, without the special sanction of the Director General. The account of Imprest cash should be kept in duplicate by the imprest-holder in form C.P.W.A.-2, Imprest Cash Account, in accordance with the instructions given in that form. The counterfoil should be retained by the imprest-holder and the original supported by the necessary vouchers, should be forwarded to the Circle/Branch Officer. The balance of imprest should be refunded in full by the Executive subordinates by the end of March, July and November, each year. The imprest account should be submitted monthly along with the vouchers to the Circle/Branch Officer, to enable him to incorporate the account in his cash book before it is closed for the month.

14.4.2 The recouping officer should examine the imprest cash account and the supporting vouchers, initial and date the voucher in token of approval and a formal pay order recorded on the account, authorise the recoupment, enhancing, reducing or closing of the imprest, as the case may be. An abstract form of the imprest account may be incorporated in the Cash Book in the manner prescribed in forms C.P.W.A.-1 and C.P.W.A.-2.

NOTE 1. If any item in imprest account appears to the recouping officer, to be open to objection, the imprest, nevertheless be recouped in full and the items under objection may be entered in the imprest Account and watched under “Miscellaneous Advance”, until the objection is removed or the Amount refunded by the imprest-holder.

NOTE 2. The Imprest-holder is responsible for the safe custody of Imprest money and he must all time be ready to produce the total amount of imprest in vouchers or cash.
NOTE 3. As a precautionary measure no imprest may be sanctioned to an executive subordinate who has failed to furnish security and the security bond.

14.5 TEMPORARY ADVANCES

14.5.1 When a disbursing officer makes a remittance to a subordinate officer, to enable him to make a number of specific petty payments on the Muster Roll or other vouchers, which have already been passed for payment, the amount remitted should be treated as temporary advance and accounted for in form C.P.W.A.-2 in the same way as an imprest. The account of temporary advance should be closed as soon as possible. The account of a temporary advance should be closed fortnightly.

NOTE 1. This rule also applies to cash taken out of the chest by the disbursing officer himself to make payments at places away from his Headquarters.

NOTE 2. In no case should a second advance be sanctioned to an executive subordinate, against whom an earlier advance is outstanding. The amount of advance sanctioned to an executive subordinate will in no case exceed Rs. 10,000/- at a time for each work and its account should be rendered within a month’s time positively. Any amount advanced beyond this limit will be at the personal risk and responsibility of the Circle/Branch Officer, which must be discouraged.

14.5.2 Temporary advances may be drawn by the Circle/Branch Officers under various works Heads, in the usual manner in simple receipt form. The money drawn should in no case exceed a month’s requirement towards works for which it is drawn.

Account of the amount spent out of the temporary advances should be rendered by the Officer concerned to the Circle/Branch Officer, who would include it in
monthly accounts required to be submitted to audit. Any unspent balance remaining unadjusted after the close of the month should be added to fresh advance, next month, if required for any work in hand, otherwise refunded immediately into the Treasury. All balances of works advances must be refunded to the Drawing and Disbursing Officer or remitted into the Treasury by the end of March, July and November every year.

14.6 CASH PAYMENTS

14.6.1 Cash charged on works consist of payment:

(i) to members of work-charged establishment;

(ii) to labour employed on Muster Rolls; and

(iii) to contractors, suppliers and others for work done or other services rendered.

14.6.2 Work-charged establishment means that establishment whose Pay and Allowances, etc., are directly chargeable to 'works'. Work-charged staff is employed on actual execution of a specific work and sub-work of specific work. The cost of entertainment of work-charged staff should invariably be shown as a separate sub-head of the estimate for a work. In other respect the work-charged staff is quite comparable to regular categories.

NOTE. Detailed rules governing the conditions of service of work-charged staff are contained in Appendix XIV.

14.6.3 (i) Pay and Allowances of work-charged establishment should be drawn on Form T.R. 22, separate bill should be prepared for permanent and temporary work-charged establishment of the Circle/Branch as a whole or for its one or more Sections every month. Members of the
work-charged staff posted at one station and employed for one and the same work should be shown in one group in the pay bills. Names of all the members of the Staff, including the absentees should appear in the pay bills. Sanction to the creation of posts and the period of sanction should invariably be noted in the pay bills. The Circle/Branch Officer should also certify that the work-charged staff for whom the Pay and Allowances have been claimed in any particular bill were on duty during the period and employed on the work for which their appointments were sanctioned.

(ii) Deductions/Recoveries should be shown in the pay bills against each individual as usual as per provisions of the Treasury Rules.

(iii) The acknowledgements of the amount received by each individual should be attached to the bill giving Serial Number of the item to which it relates if their acknowledgements were not taken in the bill itself.

(iv) Pay bills of work-charged staff should be prepared in triplicate. Original should be presented at the Treasury, while duplicate copy should be retained in the office and the triplicate copy with acquittances should be submitted to the Accountant General concerned, along with the monthly accounts.

14.6.4 Pay bills of work-charged staff posted at outstations, may be signed by the Circle/Branch Officer by the 20th of the month for which the Pay and Allowances relate, and encashed from the Treasury atleast four working days prior to the close of the month and disbursed to the staff so as to reach them on the 1st
or 1st week of the next month. However, the pay bills for the month of March should be encashed in the month of April only.

NOTE. Arrears bills of the members of the work-charged staff are not required to be preaudited. Necessary funds may be drawn for these bills after such departmental checks of the claims as may be necessary. As payments to work-charged establishment are essentially works expenditure, money required for payment as arrears of pay and allowances, etc., due to work-charged staff, may be drawn on simple receipt form, but paid bills may be submitted to audit along with monthly accounts.

14.7 MUSTER ROLLS

14.7.1 Muster Roll staff can be employed on jobs of purely casual nature for a period upto which the work extends. Such staff should be engaged only for seasonal work, or on original work done departmentally and to the barest minimum period required on a wage not higher than that notified by the local Government from time to time. They are not regular Government servants and are in the nature of day to day employees.

NOTE. Detailed rules governing the conditions of service of the Labour/Staff employed on Muster Rolls are contained in Appendix XV.

14.7.2 With the following exceptions, all persons engaged departmentally for execution of works are considered as daily labourers and their wages should be drawn on Muster Rolls in Form D.G.A. 17 and C.P.W.D. form as the case may be and charged to the estimates for which they are employed:

(i) Permanent and temporary employees whose pay is charged to the Head Establishment.

(ii) Members of work-charged establishment.
14.7.3 Maintaining of Muster Rolls should be dealt with in accordance with the following rules:

(i) No Muster Roll should be maintained in duplicate.

(ii) The forms to be used for Muster Rolls should be numbered consecutively sheet by sheet and initialled by a Gazetted Officer, in order to avoid any possibility of substitution.

(iii) The Muster Rolls should generally be issued for a specific period only and for a specific works or item of work.

(iv) It is, however, permissible to keep one Muster Roll for labourers and workmen employed upon several small works, in cases in which, the total unpaid wages may be conveniently recorded, as relating only to largest work in group.

(v) Employment of labourers and workmen on a Muster Roll should be planned in advance and request for issue of the Muster Rolls submitted accordingly. The daily labour reports in Form C.P.W.D. 30 including the number of labourers and workmen in different categories as employed on each day, are required to be submitted to the Circle/Branch Officer or the Head of Office, as the case may be. The number of the persons to be employed should be kept to the minimum and, it has to be seen by the executive assistant concerned, that their output is commensurate with the expenditure incurred on their wages.

The rates to be paid to such labourers and workmen will be the same as prescribed in the current schedule of rates adopted in the station of work by the local P.W.D. or the District Collector.
(vi) The Executive Assistant Incharge of the works should mark the attendance of Muster Roll daily at the time of roll call and check twice in a day, i.e., once in the morning before the commencement of the work and once in the evening before the closing of the work. The presence in the morning may be marked by drawing slanting line from top to bottom stroke (/) in the column pertaining to that date against each person present. In the evening the slanting stroke to be reversed drawing from top to bottom (\/) which would mean that a particular labour is present for the whole day. In case a labour whose name is entered in the Muster Roll remains absent for the day his absence may be marked by inserting the letter ‘A’ in the column of date. The absence for half a day, should be marked by marking “a” above the reversed stroke, if absent in the morning (a/) and below the slanting stroke if absent in the evening (/a) in the appropriate column. At the end of each day, a daily labour report should be sent to the Head of Office or Circle/Branch Officer, as the case may be.

(vii) Attendance in the Muster Roll should be marked by the Foreman/Caretaker/Mason/Carpenter/Mistri and should be signed daily by the Conservation/Horticultural/Chemical Assistant or any other Executive Assistant Incharge of Muster Roll, whenever they are at the site of work. In no case should the maintenance of Muster Rolls be entrusted to Group ‘D’ staff, as a rule. When the Executive Assistant incharge of works, is not available at site, the works should not be allowed to continue, since it may involve difficulty in watching the
progress of work. In exceptional cases, however, where due to the exigencies of Government work or other unavoidable reasons, and where no other member of Group ‘C’ is available, it becomes obligatory to continue the work, the senior most literate member of the staff should be entrusted with the marking of the labour on Muster Roll for not more than three days at the personal responsibility of the Executive Assistant incharge of works at site, under due intimation to the Head of his Office. The Circle/Branch Offices may permit senior literate members of Group ‘D’ staff (Permanent or Temporary) available at a particular site to mark attendance of labour employed on Muster Roll, for not more than two weeks at a time provided the number of labourers does not exceed ten on any particular day and that no Group ‘C’ Staff is available near the place of work.

(viii) The Circle/Branch offices and other heads of Offices should conduct themselves or authorise other junior Officers under them to conduct surprise checks, as frequently as possible, to ensure that the workers as indicated in daily reports and Muster Roll are actually employed and their output is commensurate with expenditure incurred on them.

(ix) While marking attendance in the Muster Roll, father’s name or husband’s name in the case of woman labourer should be mentioned against each in the respective column. A register showing the addresses of each and every labourer engaged on daily wages should be maintained. Where the workers have no permanent residences, the locality of their labour
camps or the villages, where they normally reside should be indicated.

(x) Daily attendance and absence of labourers should be marked in the Muster Roll in such a way as to:

(a) facilitate correct calculation of the net wages of each person for period of payment;
(b) render it difficult to tamper with or to make unauthorised additions to or alterations in the entries once made;
(c) facilitate correct classification of the cost of labour by works and sub-Heads of works, where necessary; and
(d) avoid any overwriting while marking.

(xi) The following certificate should be recorded in the daily labour reports, every day, and on last page of the Muster Rolls at the close of the Muster Rolls:

"Certified that the workers mentioned in the Muster Roll were actually employed by me on Government work".

(xii) After closing the Muster Roll, the Executive Assistant incharge of work should complete all formalities regarding making entries in the measurement book, work out cost of the work done, record the abstract of measurements towards the progress of work and submit it to the Head of Office for further action.

(xiii) The labourers and workmen employed on Muster Roll must be paid fortnightly. All Drawing and Disbursing Officers will ensure
that the Muster Roll payment should in no case be delayed. The Officers maintaining the Muster Rolls should also ensure their prompt and timely submission to Drawing and Disbursing Offices.

(xiv) More than one Muster Roll may be kept for each item of a sanctioned work at one and the same station to facilitate early execution of the work. It need not necessarily be kept by each individual. One Muster Roll Officer can be in charge of more than one Muster Roll, provided the places of work are not too distant apart.

(xv) As far as practicable payment of Muster Rolls should be made in the presence of the Drawing and Disbursing Officer, or any other Officer so authorised by him. The Officer making payment will record the following certificate on the Muster Roll:

“Certified that the payment of Rs—— has been made to the labourers as per Serial Numbers—— to —— in my presence”.

If any item remains unpaid, the details thereof should be noted in the “Register of Unpaid Wages” and also in the concerned Muster Roll.

(xvi) Wages remaining unpaid for more than three months should be deposited into the Treasury. If any wages of labour remain unpaid after completion of a work, the accounts of the work may be open for a period of one month, which may be extended to three months at the discretion of the Circle/Branch Officer. Thereafter the accounts of the work should be closed.
(xvii) If unpaid wages of labour are claimed subsequent to the closing of the accounts of a work, the payment should ordinarily be charged against a fresh estimate under the same head of services as the original work, a suitable note being recorded by the Officer incharge against the closing entry relating to the original note in the register of works.

(xviii) The Officer incharge of works is responsible for the correctness of all the entries in the Muster Roll and disbursements made under his control. He should, invariably, be present at the time of payment of wages and countersign the pay sheets.

(xix) The measurements of the work done by daily labour on Muster Roll should be recorded in the measurement books.

14.8 LABOUR ENGAGED THROUGH A CONTRACTOR

14.8.1 The payment of daily labour through a contractor instead of by Muster Roll in the usual way is objectionable and must be discontinued. In exceptional cases of emergency it may some time be found impossible to employ labour otherwise than through a contractor, should it be possible, in such a case to determine the quantities of work done after the completion or at intervals during its progress, it is expedient to pay the contractor at suitable rates, on the basis of the work actually executed. But if this method is not practicable, it is permissible to pay the contractor on the basis of the number of labourers employed, day by day, his own commission or profit being either included in the rates allowed, or paid separately in lump sum or at a percentage rate. When this course is adopted, a report of the
number of labourers of each class employed day by day should be made by the subordinate in charge of the work daily to the Head of Office to enable the latter to keep a check on the expenditure and to deal with the contractor's claim when received. To avoid disputes with the contractors, they should be encouraged to sign the daily labour reports in token of their acceptance as correct.

14.8.2 In cases where labour is required to be engaged for not more than three days and the number of workers does not exceed five, payment in such cases may be made on Form C.P.W.A.-22 recording the names of the labourers on the reverse of the Form, duly obtaining their signature towards the payment made to them.

14.8.3 The use of Muster Roll or Measurement Book is not permissible in case of the labour employed, in exceptional cases, on Form as C.P.W.A.-22 or through a labour contractor, who should be paid according to the number of labourers supplied by him at the rates mutually agreed upon, on the basis of the local P.W.D. rates. These rates should include the contractor's commission charges.

14.8.4 In the case of excavations payments to labourers should ordinarily be made weekly by the clerk appointed for the purpose in the presence of the Assistant Incharge of the Muster Rolls, both of whom will certify on the pay sheets that the disbursement specified therein have been duly made. At the same time they should specify both in words and figures, at the foot of the Muster Rolls (Form D.G.A.-17), the total amount paid. If any items remain unpaid the details thereof should be recorded in the register of unpaid wages before the memorandum at the foot of the Muster Roll is completed by the persons making the payment.
14.9 PAYMENT TO SUPPLIERS AND CONTRACTORS

MEASUREMENT BOOK

14.9.1 The Measurement Book is the basis of all accounts of quantities whether of works done by contractors or of labour employed departmentally or materials supplied and received. It should be so written that the transactions are readily traceable.

14.9.2 These books should be treated as very important accounts records and maintained very carefully and accurately as these may have to be produced as evidence in the Court of Law, if and when required. It should be kept under lock and key.

14.9.3 All measurement books relating to a Circle/Branch should be serially numbered. A register in Form C.P.W.D.-92 should be maintained, showing the serial number of each book, on receipt, Officer to whom issued, date of its issue, date of its return to Circle/Branch office, and date of its return after the required review in the Circle/Branch office has been completed. The Circle/Branch Officer should ensure that all the books issued are viewed at least once a year.

14.9.4 The books, no longer to be used by the Conservation/Horticultural/Chemical Assistant or other Executive Assistants, should be withdrawn promptly even though not completely written up, and re-issued.

14.9.5 When an Executive Assistant incharge of the Measurement Books, is transferred, retired or his services dispensed with, he should hand over charge of all the Measurement Books to his successor. The handing over and taking over should be recorded in writing by the respective persons in their own hand, immediately
below the last entry in the Measurement Books, with their full dated signature.

14.9.6 Each set of measurements to be recorded should commence with entries stating:

(i) In the case of bills for work done:
   (a) Full name of work as given in the agreement.
   (b) Plan of work.
   (c) Name of Contractor.
   (d) Date of agreement.
   (e) Date of written order to commence work.
   (f) Date of actual completion of work.
   (g) Date of recording of measurements.
   (h) Reference to previous measurements.

(ii) In the case of bills for the supply of materials:
   (a) Name of the supplier.
   (b) Number and date of supply order/agreement.
   (c) Place of supply of materials.
   (d) Date of written order to commence supply.
   (e) Date of actual supply.
   (f) Date of recording measurement.

A suitable abstract should then be prepared which should collect in the case of measurement for works done, the total quantities of each distinct item of works done and the total amount relating to each sanctioned estimate/sub-head.
14.9.7 If the measurements are taken in connection with a running contract a reference to the last set of measurement, if any, should be recorded. If the entire job or contract has been completed, the date of completion should be noted in the prescribed place. If the measurements taken are the first set of the measurements on a running account, or the first and final measurement, this fact should be suitably noted against the entries in the measurement books. In the latter case the actual date of completion should be noted in the prescribed place.

14.9.8 (a) All measurements should be recorded neatly and directly in the Measurement Books at the site of work. The signatures of the contractor or his authorised agent or representative should be obtained at the site of work and at the time, the measurements are recorded in the measurement books. The recording of measurements elsewhere and then copying them in the measurement books is strictly forbidden.

(b) Before the commencement of the work, it is obligatory on the part of the contractor to intimate name of his agent authorised to represent him in his absence at the site of work, about a particular, contract. If a contractor fails to attend at the measurements after such notice as prescribed in the C.P.W.D. Form 7 and 8 or fails to countersign or to record the difference within a week from the date of measurements taken by the Executive Assistant incharge of works or any other assistant specifically asked by him to do so, as the case may be, shall be final and binding, on the contractor and the contractor shall have no right to dispute the same.

NOTE 1. Where a contractor or his authorised agent fails to attend at the time of the measurements, or countersign the measurements book in token of his having accepted the measurements recorded in the Measurement Book, or to record the measurement, the facts
should be reported to the Circle/Branch Officer within two days from such happening. The Circle/Branch Officer will himself investigate or depute any of his Junior Officers to do so, and inform the contractor within a week’s time about the result of his findings, which will be binding on the contractor.

NOTE 2. An authority, permitting the use of material of better/inferior specifications and or use of a bigger or smaller size of materials or altered specifications altogether, than that stipulated in the agreement for any item of work, should be given in writing by the competent authority to the contractor or his authorised agent or representative. The description and the sizes in the nomenclature of the items recorded in the Measurements Book should depict correctly the work done at the site irrespective of whether such permission was accorded with or without change in the rate of the items concerned, quoting the appropriate authority. In such cases recording of the nomenclature of the item in the Measurement Book as per the provision of the agreement will not be in order.

14.9.9 The entries should be made in ink and corrections in red ink. No erasures or overwritings are allowed. If a mistake is made, it should be corrected by striking out the incorrect and underlining the correct entry between the lines. Every such correction must be initialled and attested by the Drawing and Disbursing Officer. The person recording the measurement should also record a dated certificate ‘Measured by me’ over his full signatures and designation in the Measurement Book below the last entry for the day. In case of the final bills, payments should be made only after the corrections have been accepted by person making the measurements.

14.9.10 On completion of the abstract, the Measurement Book should be submitted to the Circle/Branch Officer. The Jr. Accounts Officer/U.D.C. (Works) or any other official who is specifically entrusted to do so,
should then check the calculations of quantities, rates allowed in the abstract comparing the same with the rates in the agreement and the bill in case of work done by a contractor or material supplied by him, and should then place the Measurement Book to the Circle/Branch Officer for his signatures and recording of the pay order. Form the Measurement Book all quantities should be clearly traceable into the documents on which payment is made. When a bill is prepared for a work or supplies measured, every page containing the detailed measurements must invariably be scored out by a diagonal red ink line. When the payment on the abstract of measurements is made, a reference to the number and date of voucher of payment, may be given.

14.9.11 Payment to the contractor for the supplies made or work executed should not be made in cash but by Bank draft alone, if the amount payable exceeds Rs. 1000/- . Payment to the contractors/suppliers at headquarters of a Circle Office, should only be made by the Drawing and Disbursing Officer himself and not by the Conservation staff.

14.9.12 The Officer accepting the tender for any work may stipulate or may require in exceptional circumstances where the exigencies of work so demand, and direct Deputy or Assistant Archaeological Engineer or any other senior member of executive staff, to record measurements for important items of works. These include such items, which owing to the situation cannot subsequently be check-measured or which have very high unit rates.

14.9.13. In case of the works of repetitive type the measurements for each building should be recorded separately and this practice should not be dispensed with merely on the ground that the works are of repetitive nature.
14.9.14 In case of the supply of steel, the measurements recorded should indicate the total number with length of bars in each bundle, total number of bundles, weight of each bundle and total weight in metric tonnes. The entry should not be a copy from the invoice issued by the firm.

14.9.15 The pages of the Measurement Book should be machine numbered. Entries should be recorded continuously and no blank pages left or torn out. Any page left blank inadvertently should be cancelled by diagonal lines, and the cancellation should be attested and dated by a Gazetted Officer.

14.9.16 Each Measurement Book should be provided with an index which should be kept up-to-date.

14.9.17 All payments for works or the supplies required for specific work should be based on the entries on the Measurement Books. It is incumbent upon the person taking the measurements to record the quantities clearly and accurately. He will also work out and enter in the measurement book the figures for the 'Contents or Area' Column.

14.10 TEST CHECK OF MEASUREMENTS

14.10.1 It is obligatory on the part of the Circle/Branch Officer to satisfy himself that the work/supply billed for and entered in the Measurement Book has actually been carried out/completed in accordance with the claim preferred. He should personally inspect all works costing more than Rs. 50,000/- and authorise at his own discretion other Junior Officers to do so when the estimated cost is between Rs. 25,000/- to Rs. 50,000/- before authorising payment in connection therewith.
14.10.2 A collective record of all the checks carried out from time to time will be prepared for each measurement book in the following tabular form:

1. Date of check.
3. Page number recording the measurement subject to test check.
4. Name of work.
5. Amount of sanctioned estimate.
6. Value of the measurement checked.
7. Result of check exercised.
8. Dated initials and designation of the checking officer.

NOTE 1. The Engineering Officers of the Survey will inspect all Special Repair and other works, as frequently as possible. While visiting the sites where such works are executed, it will be the duty of the Executive Assistants incharge of sites/monuments to bring to the notice of the visiting Engineers, any such works carried out at these Sites/Monuments and get the works, executed so far, duly checked by them.

NOTE 2. The following will be the yard stick for test check of the measurements:

1. Circle/Branch Officer. (a) All works cost 100% at convenient intervals. Rs. 50,000.

   (b) All works cost 25% at convenient intervals. Rs. 25,000 but less than Rs. 50,000.

   (c) Works costing 10% at convenient intervals upto Rs. 25,000.
2. Deputy Superintending Archaeologist, Deputy Superintending Archaeological Engineer or other Officers of the similar grade.

(a) All works cost of which is between Rs. 25,000 and Rs. 50,000.

(b) All works cost of which does not exceed Rs. 25,000.

The above yard stick is only illustrative and not exhaustive and the Circle/Branch Officers are authorised to make any minor changes in the above schedule provided the prescribed percentage of text check measurement in a particular financial year, is in no way reduced.

14.11 REVIEW OF THE MEASUREMENT BOOKS

14.11.1 All measurement books in use in a Circle/Branch office, should be collected once in the month of September every year for review in the following respects or during the non-working or slack season, so that the progress in the execution of work is not affected:

(i) To compare the books in use with Part 1 of the register of Measurement Book maintained in C.P.W.A.-92 and to note necessary corrections in the register.

(ii) To see that no original sheet is torn or defaced out of a book nor any entry erased or disfigured and that the corrections made therein are initialled.
(iii) To see that the entries in pencil are not inked over.

(iv) To test check the accuracy of calculations and to ensure that the Measurement Books are otherwise in order.

14.11.2 The Measurement Book is an important account record and special care should be taken for its safe custody. Whenever it is required to be sent from outstation to Circle/Branch Office or vice versa, it should be sent only by Registered Post or by a special messenger, as the case may be. The loss of the Measurement Book has therefore, to be viewed very seriously. It should never be sent through a contractor or his agent.

Whenever a Measurement Book is lost an immediate report of the facts of the case together with the explanations of all parties concerned should be reported to the local Police authorities and the Circle/Branch Officer who will in turn report the matter to the Director General/Accountant General concerned, with his observations for further suitable action in the matter.

NOTE 1. The Director General is empowered to sanction the write off of a lost Measurement Book, after conducting a proper enquiry on the same.

NOTE 2. The proforma for reporting loss of the Measurement Book is prescribed in Annexure XVI.

14.12 STANDARD MEASUREMENT BOOKS

14.12.1 (a) Standard Measurement Books are maintained to record the measurements of permanent nature standing in a building and are required to be brought up-to-date from year to year on the basis of the additions or alterations to be made to the building during the year. These are used for preparing estimates of Modern
Buildings so as to avoid taking detailed measurements on each occasion.

(b) All Measurement Books used as Standard books should be numbered in alphabetical series so that the number may be readily distinguished from those assigned to ordinary books, wherein detailed measurements are recorded whenever work is actually done.

(c) A register of standard Measurement Books should be maintained in Form No. C.P.W.A.-92 (Part II).

(d) The entries of measurements (and abstract thereof) in the standard books shall be recorded legibly in ink, and certified by the Deputy or Assistant Superintending Archaeological Engineer and in his absence by the Circle/Branch Officer after duly checking the same cent-percent.

(e) All Circle/Branch Officers will submit a Certificate to the Audit Officer by the end of September every year that all the standard books of the Circle/Branch have been inspected by him, that the entries therein have not been tampered with, and all corrections due to additions and alterations in the buildings have been made in the books and the latter are reliable and up-to-date records.

(f) When a payment is based on standard measurements, the Officer preparing the bill for payment should be required to certify that the whole of the works as per standard measurements has been done, and it has not been previously billed in any shape.

14.13 SITE ORDER BOOK

14.13.1 Except where the Executive Assistant cannot visit the site of the work every day i.e. in respect of the works which are carried out at out of the way places,
instructions or orders in respect of such works, as a result of supervision thereof, should not be given by the Foreman/Caretaker. The latter should bring defects to the notice of the Executive Assistant who should record instructions in the site order book. The Foreman/Caretaker should maintain a separate note book for recording defects, if any, and bring them to the notice of the Executive Assistant when he visits the site.

14.13.2 Site order book shall be maintained in Form prescribed in Appendix XVII. The Forms should be machine numbered and should be issued by the Circle/Branch Officer, in different sizes, containing varying number of pages depending upon the work. These books will be maintained properly and preserved for a period of five years after completion of a work in the same manner as a Measurement Book. The following procedure shall be followed for the maintenance of site order books:

(a) Whenever a senior officer gives verbal instruction to his junior officers at the site of the work, it is necessary that he should confirm such orders in writing. Though verbal orders have got to be confirmed in all cases, the implementation of these verbal orders should not be delayed for want of confirmation.

(b) It is not necessary for the Circle/Branch Officer to sign the site order books. If, however, they feel it necessary to record some of their observations in the site order books, they can do so. The Officers subordinate to the Circle/Branch Officer, should invariably sign the site order book in token of having read all the instructions issued by various officers and replies made thereto.

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(c) Site order book should be maintained at the site of the works and should never be removed therefrom till the work is completed.

(d) Any defective work going on or failure on the part of the contractor in not complying with any of the provisions of the Contract/Agreement should be recorded in the site order book.

(e) The contractors or their authorised agents will also have the liberty of recording their difficulties etc. in these books.

(f) The site order books should invariably be consulted at the time of making final or running account payment to the contractor.

14.14 ISSUE OF THE MATERIALS TO THE CONTRACTOR

14.14.1 The issue of the materials for works, whether from stock or by purchase, transfer or manufacture is divided into two classes:—

(i) Issue to Contractors.

Issue of material to contractors with whom agreement in respect of completed items of work i.e. both for labour and materials have been entered.

(ii) Issue Direct to the works.

Issue of the materials when work is done departmentally or by the contractor whose agreement is for labour only.
14.14.2 (i) The issue of the materials to the contractor for completed items of work is generally permissible only in the following cases:

(a) When it is necessary to retain in the hand of the Government the supply of controlled items like cement, steel, etc., and other imported materials.

(b) When in the interest of work, or with the object of utilising existing stock of the materials, it is desirable to retain in the hands of the Government the supply of certain other materials or when a condition to this effect has been inserted in the contract.

(ii) In both cases the contract should specify:

(i) the materials to be supplied by the Government for use on the work,

(ii) place or places of delivery,

(iii) periodicity of delivery,

(iv) the quantity of materials to be supplied at the time of each delivery, and

(v) specific rates to be charged by the contractor for each type of material supplied. The rates including the storage rates when the materials are to be issued from stock should be specified, vague quotations being avoided. The cost of the materials supplied should be deducted from the contractor's bill at the rates specified, regardless of fluctuations in the market rates or in the stock rates of the Circle/Branch.
(iii) No carriage or identical charges are to be borne by Government for moving the materials beyond the place, where the contractor has agreed to take the delivery thereof.

(iv) No provision for the supply of the materials to a contractor should be made in the tender, unless these materials are available in Government stocks.

(v) Proper acknowledgement from the contractor should invariably be obtained for each supply of the material issued to him. A monthly statement of such materials issued to a contractor along with the copies of the acknowledgement should be sent to the Circle/Branch Officer, at the end of each month.

14.14.3 The rates to be allowed to the contractor for the items of works should definitely be stated. But if for any reasons the contractor at a specified percentage below or above the rates entered in the sanctioned estimate of the works (or the schedule of the rates) it should be stated in clear terms in the contract, that the deductions or additions as the case may be, of the percentage will be calculated on the gross and not on the net amounts of the bills for work done and while fixing the percentage it should be borne in mind that the calculations should be so made.

14.14.4 If at any time, subsequent to the execution of the contract on a through rate basis, the contractor desires the issue to him, for use on a work, of materials, which exist in the Government stocks, but the supply where of was not provided by the Government in the contract, the materials should not be issued except with the express approval of the Circle/Branch Officer who should specify in each case the rate to be charged for
the materials inclusive of delivery at the place of work. The rate should be the market rate prevailing at the time of supply or the issue rate, whichever is greater and should include the storage charges. No carriage or any incidental charges be borne by Government in connection with the supply.

14.14.5 When the materials are purchased, full details of the articles received should at once be entered in the measurement book as well as in the stock register duly referring therein the number and page number of the Measurement Book.

14.14.6 On the authority of the contractor's acknowledgement, the cost recoverable from him as per provisions of the preceding Paras, should be debited at once to his personal account.

NOTE. The object of this rule is to ensure that the full amount recoverable from the Contractor is debited to his account as soon as the materials are supplied so that (i) he may not receive payment at full rates for the completed items of work prior to the value of the government materials used by him therein being charged to his account or (ii) his final bill for the work done may not be settled before the full value of the materials recoverable from him has been debited to his account.

14.14.7 The recovery from a Contractor on account of the cost of the materials issued to him for use on the works should ordinarily be made by deduction from the first bill authorising an advance payment for the work. When, however, a lump sum recovery is not considered desirable under exceptional circumstances, in any case, the Head of the Office may permit for reasons to be recorded in writing, the recovery to be effected gradually as the materials issued on the works and items of works in which they are used, are paid for,
whether by an advance payment or by an 'on account' of the payment.

14.14.8 As the issue of materials to contractor under the foregoing rule is permissible solely for bona fide requirements of Government work, Heads of offices should make such arrangements as may be deemed suitable for limiting the total issues to a contractor in connection with a particular work, to the reasonable need of the work. This precaution is particularly necessary, when the rates at which any materials are issued are lower than the prevailing market rates, or the latter are expected to rise appreciably.

Return of surplus materials

14.14.9 Government does not undertake to take over from contractor, whether before or after the completion or determination of contracts, surplus materials which were originally procured by the contractors for themselves, or were issued to them and charged to their account. Such materials are the property of the contractor, and can be taken over by Government if required for use on other works in progress; only by special arrangement and at the prevailing market rates. If the materials were originally supplied by Government, the price allowed to the contractor on re-acquisition should not exceed the amount charged to the contractor, excluding storage charges, if any.

NOTE. Contractors should not remove surplus materials from site of works without the written permission of the Head of Office or the officer in charge of works. A provision to this effect should be made in the agreement.

14.14.10 Tools and Plants may be issued to the contractor, in accordance with rules on hire charges prescribed by the local P.W.D. for the execution of Government work as per terms of the contract.
Direct to works

14.14.11 In case of materials received from suppliers, full details thereof should be entered in a Measurement Book and register of consumable articles (form No. DGA 74) issue of each kind of articles should be watched in the register. The officer in charge of works should exercise proper control over the transactions relating to materials issued to contractors and also arrange for the periodical verification of the stock in hand of the unused materials and also in the event of the change of the work passing from one officer to another.

14.14.12 (a) Materials issued to works in excess of requirements may be transferred back to the stock, provided such materials are serviceable and are required for other departmental use.

(b) Materials likely to be used for other works, within a reasonable time should be taken on stock register of consumable stores (DGA form No. 74) and issued as and when required. The value of such materials should be deducted from the cost of the work to which they were originally issued.

(c) Value of materials which are unlikely to be used within a reasonable time should be written off and disposed of under orders of the competent authority according to usual rules. No credit should be allowed to a work on account of their sale proceeds.

14.15 EXTENSION OF TIME

14.15.1 At the time of issuing notice inviting tenders for a particular work, the time allowed for completion of the same should be specified keeping in view the magnitude and urgency of work.
14.15.2 The time allowed for carrying out the work as entered in the contract shall be strictly observed by the contractor and shall be reckoned from 15th day after the date on which the orders to commence the work is given to the contractor, or from the day the site was handed over to him for execution whichever is earlier.

14.15.3 The work shall, throughout the stipulated period of the contract, be preceded with all due diligence (time being deemed to be the essence of the contract) on the part of the contractor.

14.15.4 If the contractor desires an extension of time for the completion of work on the grounds of his having been unavoidably hindered in its execution or on any other convincing grounds, he shall apply in writing to the Circle/Branch Officer, within 30 days of the hindrance on account of which he desires such extension as aforesaid and the Circle/Branch Officer shall if in his opinion (which shall be final) reasonable grounds having been shown therefor, authorise such extension of time, if any, as in his opinion be necessary or proper.

14.15.5 The request from a contractor for extension of time can be considered if the following conditions are fulfilled:

(a) The contractor should apply in writing to the Circle/Branch Officer for extension of time in the form prescribed in Appendix XVIII.

(b) Specific grounds on which the extension of time is applied for.

(c) Such application is made within 30 days of the date on which such hindrance arose.

(d) The Circle/Branch Officer must be satisfied that the grounds shown for extension of time are reasonable and convincing.
14.15.6 The opinion of the Circle/Branch Officer whether the grounds shown for the extension of time are or are not reasonable is final. In case the Circle/Branch Officer is of the opinion that the grounds shown by the contractor are not reasonable and declines to grant such extension of time, the contractor cannot challenge the soundness of the opinion by reference to arbitration.

NOTE. The Circle/Branch Officers have full powers to grant extension of time against the estimates approved by them and upto a period of 30 days in respect of estimates approved by the Director General. In case extension of time is required beyond 30 days against the estimates costing above Rs. 10,000/- approval of the Director General would be necessary.

14.16 BILLS OF CONTRACTORS

14.16.1 Forms of bills and vouchers authorised to be used for making payments both to the contractors for the work done and materials supplied, are prescribed in Appendix XIX.

14.16.2 Before the bill of a Contractor for the works done, is prepared, the entries in the Measurement Book relating to the description and quantities of work or supplies should be scrutinised by and checked arithmetically under his supervision. The bill should then be prepared from the measurement entries, in one of the prescribed forms applicable to the case. The rates allowed should be entered by the officer incharge of the works in the abstract of measurements and in the bill itself. Full rates as per agreement, catalogue, indent or other order should be allowed only if the quality of work done or supplies made are upto the stipulated specifications. When the work or supplies, fall short of that standard, and under the agreement, it is permissible to make final payment if the contract is determined, or an “on Account” of the Contract is to run
on only such a fraction of the full rate should be allowed as is considered reasonable, with due regard to the work remaining to be done and the general term of the agreement.

NOTE 1. If the Contract/agreement does not specify the rates to be paid for several classes of work or supply, but merely states that the estimated rates or a certain percentage beyond or above them, will be allowed, it should be seen that the standard rates adopted are those of the sanctioned estimate, which were in force at the time the agreement was executed, or if an agreement was preceded by a tender, on the date the tender was signed by a contractor subsequent sanctions to original or revised estimates have no effect on the terms of such an agreement. If no sanctioned estimates are in existence, at the time of signing the agreement or the tender, as the case may be, the rate of each item of work should be specified as any reference to an estimate not yet sanctioned is meaningless and cannot be acted upon.

NOTE 2. As a general rule, payment for supplies is not permissible unless the materials/stores have been received and surveyed. If in any case part payment on production of a Railway receipt is permitted, the audit officer will place the amount paid under objection, pending receipt of a bill based on actual measurements.

NOTE 3. By a general or special order in writing the Head of an Office may permit an Executive Assistant authorised to record measurements, to enter, in the abstract of measurements, or directly in the bill itself, the rate at which he recommends for payment for the work done, to be made, provided:

(i) The use of this permission is confined to those works in charge of the Executive Assistant himself, the contract for which has already been approved by a competent authority.

(ii) No increase in the authorised rate is suggested without the prior sanction in writing of the competent authority.
(iii) When the authorised rate has not been fully earned, a suitable reduction is made therein and the reasons thereof are recorded briefly for the consideration of the Head of Office.

(iv) It is clearly made known to the contractors that all entries of rates made by subordinates in the abstract of measurements and bills are subject to the approval of the competent authority.

(v) C.P.W.A.26 (Revised) shall be used for all running account and final payment to contractors and suppliers.

(vi) The form of the final bill may be coloured one. Form C.P.W.A.-26 is to be used when necessary for the account of the secured advances to the bill.

14.16.3 Before signing the bill, the Head of Office should compare the quantities in the bill with those recorded in the measurement book and see that all the rates are correctly entered and that all calculations have been checked arithmetically. When the bill is on a running account, it should be compared with the previous bill. Memorandum of payment should then be made up, any recoveries, which should be made on account of the work or supply or on other accounts being shown therein. The Head of Office should then record a pay order, specifying both in words and figures only the net amount payable, though the payee should be required to acknowledge in his acquittance, the gross amount payable including the recoveries made from the bill.

NOTE 1. In calculating the value of each item of work the nearest ten paise should be taken, Paise one to five being ignored and paise six to nine taken as ten paise, but paise should not be omitted from the rates.

NOTE 2. Subject to such special order as may be issued by Government in this behalf, whenever fractions of rupee occur in the totals of contractor's bills, in the case of supplies or works chargeable to each estimate, fractions less than half may be disregarded and half a rupee and over taken as a rupee.
NOTF 3. If the contract is for the completed items of work and under provisions of paragraph 14.14.1 the contractor is required to obtain material of any kind from Government, it should be seen that this condition is being complied with and that necessary recoveries of the cost of materials supplied to him are made in accordance with the said paragraph. In such a case it is not permissible for the contractor to obtain materials otherwise, unless in case of emergency, the supply has been entrusted by the Executive Assistant in charge of works, for recorded reasons, to the contractor himself, at suitable rates.

NOTE 4. Before signing first and final bill, or the first bill on running account, the Head of Office should see that the relevant measurement entries were marked as pertaining to such bills by the person taking the measurements as per provisions of Chapter 14.9 relating to the maintenance of Measurement Books.

14.16.4 From Measurement Books all quantities should be clearly traceable in the documents on which payments are made. When a bill is prepared for work or supplies measured, every page containing the detailed measurements must invariably be scored out by a diagonal red ink line and when the payment is made, an endorsement must be made in red ink on the abstract of measurements giving a reference to the number and date of the voucher for payment.

NOTE. The documents on which payment is made should invariably show the number and page of the Measurement Book in which detailed measurement were recorded.

14.16.5 (a) Payment for the work done or supplies made on a running account should invariably be made monthly. Both the quantities and amount of each distinct item of work or supply should be shown separately in the bill except in the case of advance payments, when quantities need not be specified.
(b) Such payment should be treated as payment "on account" subject to adjustment in the final bill which should be drawn, in the appropriate form but printed on yellow paper. When the work or supply is completed or the running account is to be closed for other reasons, when a final payment is made on a running account the payee if he is able to write should add in his own hand that the payment is in "full settlement of all demands". If the payee is illiterate or is unable to write beyond signing his name, these words may be incorporated by the officer making payment duly attested by a witness.

NOTE 1. The addition of the words "in full settlement of all demands" does not preclude the disbursing officer from entertaining a further bonafide claim which may have been omitted from the final bill by mistake or inadvertance. If despite this explanation the contractor objects to the additions of the words in question the payment should be tendered unconditionally (vide Section 38 of the Indian Contract Act 1872).

NOTE 2. A form printed on yellow paper is never to be used for final payment.

A separate running account is to be maintained of each contract. Transactions relating to two or more separate working estimates should not be brought on to the same running account, they should therefore, not be covered by a single contract. Transactions relating to two or more separate parts of the same working estimate for which separate works abstracts are prepared should also appear in separate running account.

14.16.6 (a) If the system of making advance payment to contractors for work has been adopted, certificate 2 printed on running account Bill must be signed by the Head of Office an lumpsum amount paid on account of each item should be specified against it, in part I of the bill. If a secured advance has been previously allowed to a contractor, on the security of any materials
and such materials have been used in the construction of an item, the account of the advance payment for that item should not exceed a sum equivalent to the value of the work done, less the proportionate amount of the secured advance ultimately recoverable on account of the material used.

(b) Actually measurements should, however, be taken at the earliest opportunity, and when this has been done the lumpsum payment previously made on account of the item of work concerned, should first be adjusted in full so that the contractor may not be paid twice in respect of the same quantities of work.

NOTE. Delays in adjusting advance payments should be investigated and adjustments made otherwise than by crediting the value of work actually measured should be specifically looked into as being prima facie indication of overpayment in the first instance.

14.17 AID TO CONTRACTORS

14.17.1 It may be necessary sometimes in the interest of work to engage labourers or contractor or to incur other liabilities on behalf of the contractor concerned with a view to complete the work, which he has neglected or failed to complete. In such a case it is permissible to spend Government Funds on behalf of the Contractor in accordance with the terms of his agreement, otherwise, no advance, on recoverable payment should be made to or, on behalf of a contractor, nor should financial aid be given in any form except in accordance with paragraph 14.18.1 and 14.18.2


NOTE 2. With a view to avoid subsequent disputes with the contractor, suitable intimation should be sent to him well in time before the account is proposed to be taken under this paragraph and subsequently when charges are incurred on his account.
14.18 ADVANCE TO CONTRACTORS

14.18.1 Advances to contractors are, as a rule, prohibited, and every endeavour should be made to maintain a system under which no payments are made except for the work actually done. Exceptions are, however, permitted in the following cases:

(a) Cases in which a contractor, whose contract is for finished work, requires an advance on the security of materials brought to the site. The Head of an Office may in such cases sanction advances up to 75% of the value of the material (as assessed by themselves) provided they are of non-perishable nature and that formal agreement is drawn up with the contractor, under which Government secures a lien and is safeguarded against losses due to the contractor's postponing the execution of the work or to the shortage or misuse of the materials, and against the expense entailed for their proper watch and safe custody.

Payments of such advances should not be made on the certificate of an Officer not below the rank of Conservation Assistant, that the quantities upon which the advances are made have actually been brought to site of work, that the contractor has not received any advance on that security, and that all the materials are required by the contractor for use on items of work for which, rates for finished work have been agreed upon. The Officer granting such a certificate will be held personally responsible for any over payment which may occur in consequence. Recoveries of advances, so made, should not be postponed until the whole work entrusted to a contractor is completed. They should be recovered from the first bill payable
to the contractor towards the work completed by him.

(b) Cases in which in the interest of works, it is absolutely necessary to make petty advances, the Executive Assistance Incharge of works may do so, up to a maximum limit of Rs. 100-.

(c) In any other cases, the Director General may in exceptional circumstances, authorise such advances as may be deemed indispensable, taking the necessary precautions for securing Government against any loss or for preventing the system from becoming general, or continuing longer than is absolutely essential.

14.18.2 An advance payment for work actually executed may be made on the certificate of a responsible Officer (not below the rank of Assistant Superintending Archaeological Engineer) to the effect that not less than the quantity of work to be paid for has actually been done, and the Officer granting such a certificate, shall be held personally responsible for any over payment which may occur on the work in consequence. Final payments may, however, in no case be made without detailed measurements, duly check measured by competent authorities.

NOTE 1. In order, however, to ensure regular payment of wages to the labourers engaged by the contractor, the Circle/Branch Officer shall have the right to recover from the dues of the contractor, any sum required or estimated to be required, for making good the loss suffered by a worker or workers, non-payment of wages which are not justified by the term of the contract or non-observance of the Labour Regulations. In view of this and other provisions of fair wage clause as embodied in the agreement, it is incumbent upon the Circle/Branch Officer to see that the labour employed by the contractor is paid regularly and no arrears are allowed to accumulate on this account.
NOTE 2. When in any exceptional case an advance payment has been authorised by the competent authority, it should be followed by detailed measurement within two months from the date on which it was made, subject to the extension of this period by the Director General, for reasons to be recorded in writing.

14.18.3 The grant of second advance before the first one has been recovered or adjusted, should not be permitted except in very exceptional circumstances. Where such circumstances exist and it becomes necessary to grant more than one advance in succession, it may be done with the prior written approval of the Government.

14.19 PAYMENT FOR SUB-STANDARD WORK

14.19.1 The contractors are required to execute all works satisfactorily and according to the prescribed specifications. If certain items of work are found to be below specifications the contractor should be asked to re-do them according to specifications and if the contractor does not rectify the defects the work should be got re-done or rectified departmentally at the contractor's cost in terms of Clause 14 of the contract form P.W.D.-7 and 8 and Clause 5 of form P.W.D.-10 and similar conditions in other forms. The acceptance of work below the specifications and payment of reduced rates should be resorted to only for those items, where it is structurally impossible to get the work, re-done, with the approval of the Director General, if the cost of work exceeds Rs. 10,000/- and by the Circle/Branch Officer if the cost is less than that amount. In case where sub-standard work has been accepted, the record of analysis of reduction in the rates together with the copy of the orders approving such reduction in the rates for acceptance of sub-standard work by the competent authority, should be kept in the Circle/Branch Office.
for inspection by audit during local inspection of account.

14.19.2 The element of work or items of work remaining unexecuted and the defects in the items of work which have been accepted and charged at reduced rates, should be duly entered in the Measurement Book, quoting the authority for such acceptance.

14.19.3 It has to be ensured that before claiming damages from the contractor in the form of reduction of rates for defective work, timely notice on the contractor, for such defective works should be served by the Circle/Branch Officer in Form prescribed in Appendix XX.

14.19.4 The acceptance of sub-standard work should be only in exceptional cases which cannot be re-done or rectified because of the nature of work and the acceptance of sub-standard work should not become a routine affair.

NOTE. A quarterly statement of the sub-standard works accepted in such Circle/Branch should be submitted to the Director General by the end of March, June, September and December every year.

14.20 WORKS ABSTRACT

14.20.1 An account of all the transactions relating to a work during a month, whether in respect of Cash, Stock or other charges, should be prepared by Head of Office in the Works Abstract Form C.P.W.A. 33. Ordinarily there should be only one works abstract for each working estimate, but if the estimate is for a major works which is divided into several sub-works, it will usually be found convenient to prepare works abstracts separately for each sub-work, which is executed independently of other works.
14.20.2 The account of each sub-head in works abstract should ordinarily exhibit:

(i) “Amount” i.e. total charges fully classified under the sub-head.

(ii) “Progress” i.e. total quantities executed from time to time.

(iii) “Rate of Cost” i.e. cost per unit on the basis of recorded amount and progress.

14.20.3 The works abstract should be posted day by day from the Cash Book and the connected bills of contractors and suppliers.

14.20.4 When finally completed in all respects, all the works abstracts for a month should be examined by the Head of Office. The monthly examination of works abstracts is an important part of the duty of Head of Office and must not be omitted. He must initial and date them in token of the performance of this duty.

14.20.5 In the case of major works executed through contractors with whom agreements for completed items of work have been entered into, all necessary details, i.e. upto date quantities, rate and amount paid for each item of work as well as totals pertaining to each sub-head are to be made available in the contractor’s bills. The maintenance of accounts by sub-heads is, therefore, not necessary, in such cases.

14.20.6 Separate works abstracts should be prepared for works carried out under Plan and Non-Plan.

14.21 REGISTER OF WORKS

14.21.1 (a) The permanent and collective record of expenditure incurred in a Circle/Branch Office during
a year, on each work, is the register of works. This record should be maintained in each Circle/Branch Office executing works.

(b) There are two forms of Registers of works, corresponding respectively to the two forms of works abstracts (C.P.W.A. 33 and 34) for major and minor estimates.

14.21.2 The registers of works should be posted monthly from works abstracts. The following instructions for maintaining these registers should be strictly followed:

(a) The register of works is a classified account of works, for feasibility of reference, it should be provided with an index, which should be subdivided under the prescribed heads of account classification.

(b) The sanctioned amount of estimate should be entered in respect of each work, when supplementary estimates are sanctioned, the additional amount sanctioned, should be entered below the corresponding accounts of the original estimates and both totalled. When a revised estimate is sanctioned, the fact should be noted prominently against the original amount, quoting reference to the sanction of the competent authority.

(c) In the case of works for which specific appropriations are sanctioned, individually, the amount of the appropriation for the year should be noted in the register at the top of the page, any additions and deductions from the amount of the Conservation programme, as approved by the Director General, in any particular year should invariably be recorded in the register of works.
(d) The monthly account of each work should be examined by the Head of the Office and initialled with date in the column provided for the purpose. In the course of this examination it should be seen that

(i) contractor's closing balance as shown in the works abstract agree with the corresponding figures in the Contractors' ledger,

(ii) detailed account of materials exist in respect of the amount appearing under the Suspense Head "Materials" in the works abstract, and

(iii) balance under the Suspense Head "Labour" agree with the details of unpaid wages recorded in part II of Muster Rolls or any other record of unpaid wages.

14.22 CONTRACTORS' LEDGER

14.22.1 The accounts relating to contracts should be kept in the Contractor's Ledger in Form C.P.W.A. 43, a separate folio or a set of folios being reserved for all the transactions with each contractor, for whom a personal account is maintained.

14.22.2 A personal account should be opened in the ledger for every contractor, whether a formal contract has been entered into with him or not, unless the work or supply entrusted to him is not important and no payment is made to him, except on the first and final bill (Form C.P.W.A. 24), on completion. If only materials are issued to the contractor or any payments are made on his behalf a ledger account must be opened.
14.22.3 The Contractor's ledger should be maintained in the Circle/Branch Office in the following forms:

(a) *Particulars of bills or voucher*
   
   (1) Date
   
   (2) Voucher Number
   
   (3) Serial Number, if a Running Account Bill.

(b) *Net details by Suspense Head*
   
   (4) Advance Payments
   
   (5) Secured Advances
   
   (6) Other Transactions
   
   (7) Name of work or Account and particulars of transactions.

(c) *Gross Transactions*
   
   (8) Debits
   
   (9) Credits
   
   (10) Total value of work or Supplies
   
   (11) Remarks

NOTE. Detailed instructions for filling up columns of the Contractor's Ledger are contained in Appendix XXI.

14.22.4 The ledger accounts should be closed and balances struck monthly. The closing balance of each personal account should be detailed so as to show, in respect of each account (stock or purchase) the amount outstanding if any under each of the three Suspense accounts,

(i) Advance payments,
(ii) Secured Advance, and
(iii) Other Transactions
With quotation in each case of the last running account bill and or all vouchers supporting unadjusted/outstanding under "Other Transactions" not incorporated in the last running account bill.

14.22.5 The Administrative Officer/Jr. Accounts Officer or the Head Clerk of the Circle/Branch should be held responsible to ensure the correctness of the Contractor's ledger and for securing agreement, month by month between the balances detailed in the works abstracts and the corresponding balances of the accounts in the Ledger. He should further see that there is no indication of a transaction pertaining to a running account, having been settled on a form of bill not permitted to be used for the purpose.

14.22.6 A contractor requiring a copy of his running account bill or extract from his account in the Contractor's ledger should be furnished with the same. He should be encouraged to look at his account in the ledger and sign it in token of his acceptance of it.

14.23 CLOSING THE ACCOUNTS ON COMPLETION OF WORKS

14.23.1 It is very important to close the accounts of works as soon as possible after the actual work of Construction/Conservation/Preservation or Horticulture etc. is completed. If there is any delay in closing the accounts due to unavoidable reasons, it should be ensured in particular that further charges are not incurred without the express permission of the Head of Office.

14.23.2 When the work is completed and its accounts have been settled and written up, a double red
ink line should be ruled below the final entries and a note made in red ink as follows:—

"WORKS COMPLETED IN (MONTH) 19 (YEAR)"

This note should be signed by the Head of Office in token of his having satisfied himself that all necessary action has been taken on the completion of the work. It will be the authority for treating the account as closed, and work should not be reported as completed unless this authority on the excess reported in the completion report or statement should also be noted in the register of work to complete the records.

14.23.3 The accounts of Annual Maintenance estimates must be closed by the end of the financial year to which the estimate relates. Normally it should be possible to complete all repair works and to settle the accounts before the expiry of the financial year. If, in any exceptional case, any work remains to be done, the expenditure incurred in the next financial year should be treated as expenditure against the annual maintenance estimate for that year by incorporating the items of work so executed in the Estimate for the latter year.

14.23.4 The accounts relating to contracts should be kept in the Contractor’s Ledger, by the Head of Office. The contractor’s Ledger should be closed by the end of a financial year and his accounts cleared as far as practicable.

14.23.5 Should an error or omission in the recorded expenditure of a work come to light, after its accounts have been closed, the account may be re-opened in order to rectify the error or omission unless the amount involved is not more than ten Rupees, in which case it will be sufficient to make a note of the error/omission in the
documents concerned. All corrections in accounts should be advised to the Accountant General, giving full details.

14.23.6 If the total expenditure on the work is in excess of the sanctioned estimate by not more than 10% of the estimated cost, the Circle/Branch Officer may pass the excess under his own authority, provided the total amount so spent against an estimate does not exceed his power of sanction. If it exceeds that limit, he may do so with the prior approval of the Director General.

14.23.7 In case a work is completed without proper sanction of the estimate, which is beyond the powers of the Circle/Branch Officer to sanction, a detailed completion report in Form C.P.W.A. 44, should be submitted to the Director General for approval. Such cases should not ordinarily arise and submission of the completion statement in the above manner, will in no way—

(i) tantamount to absolving the Circle/Branch Officer of the responsibility of incurring unauthorised expenditures, and

(ii) nor shall it make obligatory on the part of the Director General to accord the post fact approval in such cases. Each such case should be considered on merit by the Director General and his decision in such cases would be final.

14.24 SCHEDULE OF RATES

14.24.1 (a) The Archaeological Survey has no compilation of the Schedule of Rates of its own. The Schedule of Rates for Labour, materials and conveyance of the C.P.W.D. or local P.W.D. as the case may be, shall be adopted (pending compilation of the Schedule of Rates for Archaeological works).
(b) The Schedule of Rates of C.P.W.D. or local P.W.D. or any Local Body, may also be adopted for modern work and for such items of works which are of Archaeological nature and are identical.

(c) Since P.W.D. Schedule of Rates do not apply to Archaeological Conservation/Preservation works, which need special technique and procedure, detailed analysis in respect of such items of work should invariably be prepared and appended with the respective estimates.

(d) The rates entered in the estimates should generally agree with the Schedule of Rates, but, where, for any reason, these rates are not considered sufficient the deviations should be explained in detail in the report of the estimate.

14.25. EXECUTION OF WORKS BY OTHER DEPARTMENTS

14.25.1 All original works costing more than Rs. 2 lakhs and such other works of Special Repairs, not dealing with conservation or those requiring special technical skill will be carried out by the Central P.W.D.

NOTE. In case the works as stated above, are proposed to be entrusted to the local P.W.D. or other agencies the approval of the Ministry of Finance would be necessary in each case.

14.25.2 Whenever any work under the administrative control of the Archaeological Survey of India, is entrusted to the Central P.W.D. or any other Government agency—

(1) the Central P.W.D. or concerned Government agency should be responsible to the Archaeological Survey of India to account for the funds placed at their disposal.
(2) the Survey retains the budgetary control.

(3) the work should be executed to the entire satisfaction of the Survey and should be subject to the inspection of the Engineers of the Survey, before issue of the completion statement. Any defects, noticed in the execution of such works by the Engineers of the Survey, shall have to be rectified by the Department concerned.

14.26. **MONTHLY ACCOUNT**

14.26.1 The Head of Office is required to submit his monthly accounts to the Accountant General concerned in the forms prescribed below by the 20th of the month, following that to which the expenditure relates:

(i) Memorandum of adjustment of Advances (C.P.W.A. 77).

(ii) Schedule of works abstract (C.P.W.A. 74) in respect of each work to which all vouchers above the value of Rs. 250/- should be attached.

(iii) Extract from Contractor’s Ledger (C.P.W.A. 43).

(iv) Monthly account of tools and plants (C.P.W.A. 14).

(v) Schedule Docket (C.P.W.A. 61).

(vi) Classified Abstract of Expenditure (C.P.W.A. 64).

(vii) Schedule Docket (C.P.W.A. 62).

14.26.2 With the exception noted below, all vouchers in support of Cash payments and other charges in the accounts must accompany the monthly accounts:

(a) Muster Rolls or other vouchers in support of payments to labourers irrespective of amounts.
(b) Cash vouchers, whether relating to work or contingencies, the amount of which does not exceed Rs. 250/-.

14.27 CLOSING OF THE ACCOUNTS FOR THE YEAR

14.27.1 The financial year terminates on the 31st of each year.

14.27.2 Each year in the month of April a detailed annual report of work executed during the last financial year and the expenditure incurred for each work should be submitted to the Director General in the proforma prescribed in Appendix XXII for incorporation in the reports of work executed by the Survey.
CHAPTER 15

15.1. ARBITRATION CASES

15.1.1 A clause in the agreement provides for the appointment of an Arbitrator in case of questions and disputes relating to certain matters specified therein, arising at any stage whatsoever, between the parties (Clause 25 of the Agreement Form C.P.W.D. 7 and 8) may be referred to in this connection as an example.

15.1.2 The contractor cannot have a recourse to a Court of Law for the redress of his grievances, unless he has exhausted the channel of arbitrations as envisaged in the relevant clause of the agreement. Even if a Contractor goes to a Court, the Circle/Branch Officer should take a plea that the Contractor being a signatory to the agreement containing arbitration clause, any dispute arising out of or in any way connected with the execution of work has first to be settled by reference to arbitration.

15.1.3 While examining the request for arbitration from a Contractor or a Supplier or any claim in a litigation case, the Circle/Branch Officers should examine whether the claim of the Contractor is time-barred, in accordance with the provisions of the Limitation Act 1908 or 1963, as the case may be. This point should be taken into consideration for preparation of defence.

15.1.4 On receipt of a request from the Contractor for appointment of an arbitrator the Circle/Branch Officers should examine the above facts and also whether the points of dispute fall within the purview of the relevant clause of the agreement. The Circle/Branch Officer should then send his report to the Director General for his final orders. The Director General shall then
appoint an Arbitrator under the provisions of the agreement, with the concurrence of the Ministry of Law.

15.1.5 The authority of an appointed Arbitrator does not become revocable, except with the order of the Court. It shall not be revocable by the death of any party or parties to the contract.

15.1.6 The person thus appointed shall be the sole Arbitrator and his award shall be binding on all parties to the contract, unless it is set aside by the Court.

15.1.7 To avoid delays in disposal of requests for arbitration, following time schedule has been fixed for submission of the cases at various stages and appointment of an arbitrator:

(a) The Circle/Branch Officer should submit his report within 3 weeks.

(b) The Director General shall examine the report for appointment of an Arbitrator within a month from the date of receipt of the report from the Circle/Branch.

15.2 APPOINTMENT OF ARBITRATOR WITHOUT AGREEMENT

15.2.1 In case where no clause exists in an agreement for referring the matters/dispute to the sole arbitrator which is to be appointed by the Director General, the disputes should not be referred to arbitration by mutual agreement and no agreement should be drawn up for this purpose without obtaining the prior approval of the Ministry of Law.
PREPARATION OF CASES FOR ARBITRATION

15.2.2 When the arbitrator entered into reference and writes to the parties to the contract to file a detailed list of disputes in the statement of facts, before him, the Circle/Branch Officer should take prompt action to prepare the defence duly supported by adequate documentary evidence and witnesses and arrange for its submission to the Director General expeditiously so as to reach the authority by the date within the specified time.

15.2.3 The Circle/Branch Officer should always maintain a separate file so far as the disputes that have cropped up on the work, during the progress of the work. In case of his transfer or relinquishing charge, he should have a self-contained detailed note on the file at the time of his handing over charge, giving full background of all the disputes that have cropped up during the time of his incumbency, various developments thereon and the order passed with due reference to the connected files. This should form a necessary and essential feature of all the handed over notes.

15.2.4 One of the important documents for defence in an arbitration case is the agreement. It is, therefore, essential that the Director General’s orders conveying his decision on recovery of compensation and copies of the sanctioned/extra/substituted and deviated items, details of abnormally high/low rates/items and sanctions to extension of time, etc., should be attached to original agreement, so that these are readily available during the hearing of the arbitration case. It would be better if these papers are got signed by the Contractor as far as possible so that any claim on these issues can be disputed before the arbitrator.
15.2.5 Before a dispute is put to arbitration, the Survey should know its exact position, with regard to each item of the claims under dispute. It is of utmost importance that a very close and thorough study of the relevant documents is made and the case prepared accordingly.

15.2.6 For preparation of defence in an arbitration case following action should be taken by the Circle/Branch Officer:

(a) The final bill should be prepared as early as possible in any case before the disputes are referred to arbitration. It may also be ensured that all the bills are finalised immediately, if not already done.

(b) After the disputes are referred to arbitration and before the statement or counter statement of facts is drafted, a detailed note on the facts of the case dealing with each and every item of the claims and/or counter claims should be prepared by the Circle/Branch Officer along with reference to various connected documents supporting the Government claim and negation of the Contractor’s claim.

(c) If the Contractor does not make any demand for arbitration in respect of any claims in writing within 90 days of receiving the intimation from the Government that the bill is ready for payment, the claim of the Contractor/Contractors will be deemed to have been waived and absolutely barred and the Government shall be discharged and released of all liabilities under the contract, in respect of those claims.
15.3. APPOINTMENT OF ARBITRATOR IN PLACE OF ORIGINAL ONE

15.3.1 If the arbitrator to whom the matter is originally referred for arbitration is transferred or vacates his office due to death, retirement or any other reasons, another authority may be appointed to proceed with the case from the stage at which it was left by his predecessor, with the concurrence of the Ministry of Law and Justice.

15.4. EXTENSION OF TIME FOR GIVING EVIDENCE

15.4.1 It should be noted by the Circle/Branch Officer that the arbitrator has got powers to proceed ex-parte under the Arbitration Act after giving sufficient notice of his intention to do so, in case any of the parties fail to file the statement of facts or counter statement of facts within the specified time or does not attend the hearings of the case, even though, repeatedly asked for. He should not therefore delay any action in this behalf to be blamed for default at a later stage by the arbitrator.

15.5. ISSUE OF AWARD

15.5.1 Whenever an award is made by an arbitrator, appointed under these rules and if under the award some money is payable to the Government by the Contractor the Circle/Branch Officer should first supply to the arbitrator stamped papers of appropriate value, as may be asked by the arbitrator, according to the amount of the award, as per rules of the State where the award is likely to be made by the arbitrator and request the arbitrator to write the award on stamped paper (Non-judicial) so supplied to him.

13—1 D of ASI ND/78
15.5.2 A copy of the award should be supplied to the Contractor, the Circle/Branch Officer and the Director General, in due course.

15.5.3 After the award is written on stamped paper, it should be examined if it is acceptable to Government. Once it is decided to accept the award, immediate action should be taken to have the award made a rule of the Court by taking necessary steps before the Court by either party.

15.5.4 The party in whose favour the award is given will take steps to get it made rule of the Court.
CHAPTER 16

16.1 INSURANCE OF THE BUILDINGS AND OTHER PROPERTIES

16.1.1 The Government property both movable and immovable should not normally be insured. No subordinate authority should, therefore, undertake any liability or incur any expenditure in connection with insurance of such property without prior consent of the Ministry of Finance.

16.1.2 The Director General is, however, empowered to incur expenditure on the insurance of materials and equipments received on loan or as aid from International or other Organisations if according to terms of contract or agreement, insurance of such materials or equipments is necessary. Director General may also authorise specially valuable property, liable to special risk, to be insured in consultation with the Ministry of Finance.
CHAPTER 17

17.1 REGISTER OF IMMOVABLE GOVERNMENT PROPERTIES

17.1.1 Each Head of the Office will maintain a register in the prescribed Form of all immovable Government properties in the charge of his Circle/Branch office.
CHAPTER 18

SECURITY DEPOSIT

18.1.1 A subordinate who is entrusted with the custody of Government money or stores in the course of his official duties, shall furnish security to the extent of the amount specified in Appendix XXIII.

18.1.2 The security to be taken from a Government servant or a Contractor shall be in one of the following forms, or if so permitted by the Director General, partly in one and partly in another of such forms, subject to the conditions noted against each:

<table>
<thead>
<tr>
<th>Forms of Security</th>
<th>Conditions</th>
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<tbody>
<tr>
<td>(i) Cash</td>
<td>(1) Government will not pay any interest on any security deposit held in the form of cash. Such security deposits may be converted, at the cost of the depositor, into any of the interest bearing forms of security mentioned in items (ii) to (v) below, if the depositor expressly requests in writing to that effect and the acceptance of the new form or forms of security is permissible under this rule and under the terms of agreement or bond, Cash actually received or recovered may be</td>
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converted into an interest-bearing form of security even when it forms part of a deposit which is being paid in instalments but has not been realised in full.

(2) Percentage deductions made from Contractor's bills held as security for the due fulfilment of a contract shall not be converted into any other form of security unless there is a special rule for such conversion.

(ii) Promissory notes and stock certificates of the Central Government or a State Government.

These securities shall be accepted at five per cent below their market price or at their face value, whichever is less and shall be dealt with in accordance with the rules in Chapter IX of the Government Securities Manual.

(iii) Post Office Cash Certificates, National Savings Certificates, Treasury Savings Deposit Certificates, National Plan Savings Certificates, 12-Year National Defence Certificates and 10-Year Defence Deposit Certificates.

(1) These Certificates shall be formally hypothecated to the President. The departmental authorities authorised to accept security shall accept the same with the sanction of the Post Master of the office or registration at their surrender value at the time of tender.
(2) Certificates which are not held in the name of the person furnishing the security shall not be accepted.


(iv) Post Office Savings Bank

(1) A Pass Book for a deposit made under the Post Office, Savings Bank Rules may be accepted as security provided that the depositor has signed and delivered to the Post-Master a letter in the prescribed form as required by those rules.

(2) The Pass Books shall be sent to the Post Office as soon as possible after the 15th June of each year, so that the necessary entries on account of interest may be made in them.


(v) Deposit receipts of recognised banks approved by Government for the purpose.

(1) The deposit receipt shall be made out in the name of the pledgee or if it is made out in the name of the pledger, the bank shall certify on it that the deposit can be withdrawn only on the
demand or with the sanction of the pledgee. The bank shall agree that on receiving a signed Treasury Challan and a withdrawal order from the pledgee in respect of the deposit or any part thereof, it will at once remit the amount specified into the nearest Treasury along with the Challan and send the Treasury receipt to the pledgee.

(2) The depositor shall agree in writing to undertake any risks involved in the investment and make good the depreciation, if any.

(3) The depositor shall receive the interest when due, direct from the bank on a letter from the pledgee authorising the bank to pay it to him.

(4) The responsibility of the pledgee in connection with the deposit and the interest on it will cease when he issues a final withdrawal order to the depositor and sends an intimation to the bank that he has done so.
(vi) Fidelity Bond from Life Insurance Corporation of India.

Fidelity Bond in Form G.F.R. 34 may be accepted as security from a Government servant but not from a private party. When a Government servant has furnished security in Form G.F.R. 34 departmental authority authorised to accept security under rule 275 shall see that the Government servant pays the premia necessary to keep it alive on the due dates and continues to do so until he vacates his office.

If the Government servant fails to submit the premium receipts in time, he shall not be allowed to perform the duties of his post and dealt with in accordance with the terms of his appointment.

(G.I., M.F., O.M. No. F. 8(6)-EII (A)/66, dated the 7th August, 1967).

18.1.3 In cases where security is furnished in the form of cash, the security Bond should be executed in Form G.F.R. 30, and in cases, where security is furnished in the form of Fidelity Bond, the security Bond should be executed in Form G.F.R. 31.

18.1.4 Post Office Savings Bank Pass Books, deposit receipts of Banks, Fidelity Bonds and security bonds or agreements, etc. shall be kept in the safe custody of Head of Office.

NOTE. "A register of security deposit should be maintained in prescribed Form."
18.1.5 A security deposit taken from a Government servant shall be retained for at least six months from the date when he vacates his post, but a security Bond shall be retained permanently or until it is certain that there is no further necessity of keeping it.

18.1.6 The percentage deductions from the bills held as security in connection with Contracts to execute works, shall not be refunded till the final bill has been prepared and passed.

18.1.7 No security deposit shall be released, repaid or retransferred to the depositor or otherwise disposed of without the special authority of the Circle/Branch Officer or the controlling officer. While returning any security to the depositor, an acknowledgement duly signed and witnessed, should invariably be obtained.
CHAPTER 19

19.1 GRANT-IN AID

19.1.1 Subject to the provisions of paras 148-153 of the General Financial Rules, Grants-in-Aid may be sanctioned to Universities, Educational Institutions, Research Bodies, eminent scientists and Scholars for the promotion of:

(a) Archaeology
(b) Ancient Indian History
(c) Excavations and Explorations
(d) Development of existing Museums of Archaeology
(e) Setting up of new Museums of Archaeology
(f) Publication of archaeological reports.
(g) Research in chemical conservation
(h) Conservation/preservation works

by the Director General, according to the powers vested in him in Rule 12 of the Delegation of Financial Powers.

19.1.2 The sanction of Grant-in-Aid will be subject to the following conditions, or any other conditions, that may be subsequently imposed by the Government of India for the sanction of such grants, from time to time:

(a) Grants should be made available, as far as possible on the basis of specific schemes, drawn up in sufficient details and duly approved by the Director General.

(b) Before sanctioning Grants-in-Aid, to private institutions, it should be examined, that the institutions have the experience and technical/
scholarly/managerial ability to carry out the purpose assigned to them and a machinery is devised to keep an effective and constant check to see that the money is utilised fruitfully and applied to the purpose intended.

(c) When recurring grants-in-aid are sanctioned to the same institutions for the same purpose, a certificate to the effect that the unspent balance of the previous grant has either been taken into account in sanctioning the subsequent grant or has been surrendered should be incorporated in the sanction letter in such cases.

(d) Grants-in-aid may be sanctioned to cover/meet the expenditure already incurred not earlier than one year, prior to the date of issue of the sanction.

(e) The grant-in-aid should not exceed:

(i) 25% of the approved administrative expenditure on pay and allowances of the personnel of the voluntary organisations concerned, and subject to a maximum of Rs. 10,000/- per annum in each case.

(ii) 50% of the cost of other items of the projects (except establishment charges) for which grant-in-aid has been sought.

19.1.3 The following procedure should be observed in regard to the assets acquired wholly or substantially out of Government Grants:

(a) An undertaking should be obtained by the sanctioning authority from the grantee institution that they (the institution) agree to be governed by the conditions of the grant, which result in the creation or acquisition of permanent or semi-permanent assets.
(b) The grantee institution should maintain a register in form GFR. 19 of the permanent and semi-permanent assets acquired wholly or mainly out of Government grants. The register should be maintained by the grantee institution separately in respect of each sanctioning authority and a copy thereof furnished to the respective sanctioning authorities annually.

(c) The sanctioning authorities should maintain block accounts also in G.F.R. 19 of permanent and semi-permanent assets acquired wholly or mainly out of Government grants. This record should be of permanent nature and should be posted from annual returns furnished by the grantee institutions under (b) above.

(d) The register of assets and Block Accounts maintained by the grantee institutions and the sanctioning authorities respectively should be available for/open to, scrutiny by audit.

NOTE 1. The term “assets” used in sub clauses (a)-(d) means (i) Immovable property and (ii) movable property of a capital nature, where the value exceeds Rs. 1,000/-.  

NOTE 2. Library Books and articles of furniture need not be taken as falling within the term “assets”. It is, therefore, not necessary to indicate such articles in form G.F.R. 19. Inventories of such articles in the prescribed form should nevertheless be maintained by the authorities and produced at the time of audit.

19.1.4 Before grant-in-aid is paid to any public body or institution, the sanctioning authority shall as far as possible insist on obtaining an audited statement of the account of the body or/institution concerned, in
order to see that the grant-in-aid is justified by the financial position of the grantee and to ensure that any previous grant was spent for the purpose for which it was intended. In the case of small institutions which cannot afford to pay the charges for audit, the sanctioning authority may exercise its discretion of exempting any such institution from the submission of accounts audited in this fashion.

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1.(i) It is not essential that the accounts should be audited in every case by the Indian Audit and Accounts Department and it will be sufficient, therefore, if the accounts are certified as correct by a Chartered Accountant or other recognised body of Auditors.

(ii) The Authority sanctioning a grant, while communicating sanction to the Audit Officer and/or Accounts Officer, as the case may be, should state, whether the audited statement of accounts has been received, when required, or whether the grantee has been exempted from submitting the statement.

2. (i) Grants-in-aid in excess of Rs. 1 lakh per annum recurring and Rs. 5 lakhs non-recurring should normally be sanctioned with the specific condition laid down in the sanction letters that the accounts of the institutions receiving the grant should be open to test check by the Comptroller and Auditor General at his discretion. The audit in pursuance of this provision will be undertaken by the Comptroller and Auditor in consultation with the Department of the Central Government administratively concerned, who will make necessary arrangements with the institutions for the conduct of such audit.
(ii) The Comptroller and Auditor General may, at his discretion, approach the Government when in any very special case he considers that the Audit of the grantee’s books, even when the grant is less than the monetary limits prescribed above, is called for.

3. When an institution receiving a grant is required to submit its accounts to audit, it should be ensured by the sanctioning authorities that the accounts whether complete or not, are rendered promptly, whenever the institution is called upon to do so.

4. Institutions or bodies receiving grants exceeding Rs. 1 lakh per annum recurring or Rs. 5 lakhs non-recurring, should be required to maintain subsidiary accounts of the Government grants and furnish to Audit Officer,

(a) a copy of the Audited accounts and
(b) a copy of their constitution.

5. Where the Comptroller and Auditor General is the sole auditor for a local body/Institution, charges for auditing the accounts of Grant-in-aid will be payable in full by the institution, unless specially waived by the Government.

19.1.5 It is not permissible for a grantee institution, organisation, etc., to entrust the implementation of the scheme or work for which grant-in-aid is intended, to another institution, organisation, etc., and to divert the grant-in-aid received from Government as assistance to the latter institution, organisation, etc. Such diversion of grant-in-aid, though for utilisation on the same or similar objects, amounts to mis-utilization of the grant-in-aid. It may be ensured that a specific condition is laid down in the sanctioning orders prohibiting the grantee institution from diverting the grant-in-aid and entrusting the execution of the scheme
for which the grant is made to another institution/organisation. In cases, where, after having received the grant-in-aid from Government the grantee institution itself is not in a position to execute or complete the assignment, it should be required to refund, forthwith to the Government, the entire amount of grant-in-aid received by it. In order to ensure that this condition can be enforced through a court of law, in the event of its breach, it should be incorporated in the agreement bond executed by the grantee institution.

19.1.6 (a) unless in any case Government directs otherwise, every order sanctioning a grant shall indicate whether it is recurring or non-recurring in nature and specify clearly the object for which it is given and the conditions, if any, attached to the grant. In case of non-recurring grants for specified objects, the order shall also specify the time limit within which the grant of each instalment of it, is to be spent.

(b) An order for the payment of a grant-in-aid should be so worded that there is specific direction for the payment of a specified sum and should be distinguishable from orders approving a proposal for a grant-in-aid.

(c) Before a grant is released, the grantee should be asked to execute a bond with two sureties to the President that he will abide by the conditions of the grant by target dates if any, specified therein, and in the event of his failing to comply with the conditions or committing breach of the bond, the grantee and sureties individually and jointly will be liable to refund to the President, the entire amount of grant with interest thereon or the sum specified under the bond.

NOTE 1. In special cases in which such a bond is not found feasible, and/or on due consideration, the sanctioning authority decides not to insist upon a bond, on
the above lines, it would be necessary, to work out alternative arrangements in consultation with the Ministry of Law and the Finance Ministry for ensuring that the interests of the Government are safeguarded effectively.

NOTE 2. The following institutions/organisations, etc., will not be required to furnish the bond as prescribed in para 19.1.6 above:

(a) Quasi-Government institutions, i.e. Institutions or organisations, set up by Government as autonomous bodies either under a Statute or a Society registered under Societies Registration Act, 1860 or otherwise.

(b) Government aided bodies i.e. institutions or organisations which receive financial assistance from the Central Government on regular basis, and/or,

(i) whose annual budget is approved by Government or

(ii) Government is adequately represented or associated with the Boards of Management or Committees of Management of the Institution.

(c) A certificate to the effect that the grantee has executed the requisite bond or has been exempted from doing so, after working out alternative arrangement in consultation with the Ministry of Law and Finance Ministry should be furnished alongwith the grant-in-aid bill, duly countersigned by the Officer, on whose signature or counter-signatures the grant-in-aid bill is drawn.

19.1.7 The following instructions shall be strictly observed by sanctioning authorities in connection with sanction and payment of grants-in-aid to public bodies, institutions or Statutory bodies etc:

(a) Once a grant-in-aid has been sanctioned it is the responsibility of the grantee to prepare and submit the bill in T.R. Form 42 to the countersigning authority for signature and the Treasury Officer for payment. In no case, therefore, should the office of the sanctioning authority
do this work on behalf of the grantee. There is, however, no objection to the grantee being guided in the preparation of the bill, such guidance taking the form of supply of blank T.R. form 42 and indication of the particulars to be filled in.

(b) Before a bill is accepted, it should be particularly seen that the conditions, if any, attached to the grant have been accepted by the grantee without any reservation.

(c) A register of Grants containing the following columns should be maintained.

(i) Serial number.
(ii) Number and Date of sanction letter.
(iii) Purpose of grant.
(iv) Conditions, if any, attached to the grant.
(v) Amount sanctioned.
(vi) Date of receipt of the bill from the grantee and its amount.
(vii) Whether conditions attached to the grant have been accepted by the grantee without reservation.
(viii) Dated initials of the countsigning authority.
(ix) Date by which statements of accounts, etc., are required to be furnished by the grantee.
(x) Date by which utilisation certificate is required to be furnished by sanctioning authority to the Audit Officer and/or Accounts Officer, as the case may be.
(xi) Date by which statements of accounts, etc., are actually received. (In case, there has
been delay in the receipt of these statements, the reasons therefor as well as efforts made by the sanctioning authority/countersigning authority to expedite submission of such statements may be clearly indicated.).

(xii) Date of submission of utilisation certificate to the Audit (in case there has been delay in submission of utilisation certificate to Audit, the reasons therefor may be clearly indicated.).

(xiii) Unspent balance, if any (Indicate whether the unspent balance has been surrendered by the grantee institution.).

The register should be maintained by the sanctioning authority if the bill is to be countersigned by the same authority. If, however, the powers of countersigning of grants’ bill have been vested with an authority other than sanctioning authority, under Rule 406 of the Treasury Rules, the register should be maintained by the countersigning authority and not by sanctioning authority.

19.1.8 (1) Unless it is otherwise ordered by Government, every grant made for a specific object is subject to the implied conditions:

(i) that the grant shall be spent upon the object within a reasonable time, if no time-limit has been fixed by the sanctioning authority;

(ii) that any portion of the amount which is not ultimately required for expenditure upon that object shall be duly surrendered to Government.

(2) Even in respect of unconditional grants-in-aid Government reserve the right to have the accounts of the recipient body audited by the Comptroller and Auditor
General on their own initiative, if and when occasion demands, to satisfy themselves regarding the manner in which the affairs of the recipient body are managed.

19.2  Financial Assistance

19.2.1 The conditions governing the grant of financial assistance to the Universities/Educational Institutions, for exploration or excavation works are laid down below:

(i) The Financial Assistance to the extent of 100% of the expenditure on excavation/explorations/conservation/preservation and other Scholarly subjects, can be granted with the prior approval of the Ministry of Finance.

(ii) The expenditure on the salaries of the staff of the universities or the institution attached to the excavation/exploration parties, should not be taken into account while calculating the expenditure on excavation/exploration works.

(iii) The institution receiving the financial assistance should furnish utilization certificates from the recognised account/auditors to the Survey, by the end of each financial year, until the amount of grant has been fully accounted for.

(iv) The accounts of the financial assistance are subject to audit by the Comptroller & Auditor General or Pay & Accounts officer concerned.
APPENDICES
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<td>14.28.2</td>
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<td></td>
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# APPENDIX I

List of Drawing and Disbursing Offices in the Archaeological Survey of India

*(Rule 3.1 of the Archaeological Works Code)*

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<tr>
<th>S. No.</th>
<th>Designation</th>
<th>Accountant General Concerned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

## I Directorate

Deputy Director, (Accounts) Office of the Director General, New Delhi.

Accountant General, Central Revenue, New Delhi.

### Branches

## II Chemistry Branch

1. Director, Science Dehradun. Accountant General, Uttar Pradesh, Allahabad.

2. Deputy Superintending Archaeological Chemist, Dehradun. Do.


5. Assistant Superintending Archaeological Chemist, Madras. Accountant General, Tamil Nadu, Madras.

6. Assistant Superintending Accountant General, Central Archaeological Chemist, Revenue, New Delhi.


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<table>
<thead>
<tr>
<th>S. No.</th>
<th>Designation</th>
<th>Accountant General Concerned</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Assistant Superintending Archaeological Chemist, Patna</td>
<td>Accountant General, Bihar.</td>
</tr>
</tbody>
</table>

### III Garden Branch


3. Assistant Superintending Horticulturists, Mysore. Accountant General, Karnataka, Bangalore.


### IV Epigraphy Branch


3. Director (Epigraphy) Nagpur. Do.

### V Excavations Branches


<table>
<thead>
<tr>
<th></th>
<th>VI Museums Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Deputy Superintending Archaeologist for Museums, Purana Qila, Delhi.</td>
</tr>
<tr>
<td></td>
<td>4. Assistant Superintending Archaeologist for Museums.</td>
</tr>
<tr>
<td></td>
<td>(i) Archaeological Museum, Sanchi.</td>
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<tr>
<td></td>
<td>(iii) Archaeological Museum, Nalanda.</td>
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<tr>
<td></td>
<td>(vii) Archaeological Museum, Bijapur.</td>
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<td></td>
<td>(ix) Archaeological Museum, Srirangapatna.</td>
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<td>---</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>(xi)</td>
<td>Archaeological Museum, Konarak.</td>
</tr>
</tbody>
</table>

**VII Circles**

Superintending Archaeologist,

(i) Central Circle, Bhopal               
Accountant General, Madhya Pradesh, Gwalior.

(ii) Eastern Circle, Calcutta            
Accountant General, Central, Calcutta.

(iii) Frontier Circle, Srinagar.         
Accountant General, Jammu and Kashmir, Srinagar.

(iv) Mid-eastern Circle, Patna.          
Accountant General, Bihar, Ranchi.

(v) Mid-southern Circle, Bangalore.      
Accountant General, Karnataka, Bangalore.

(vi) Northern Circle, Agra               
Accountant General, Uttar Pradesh, Allahabad.

(vii) North-western Circle, Dehradun.    
Accountant General, Do.

(viii) Southern Circle, Madras           
Accountant General, Tamil Nadu, Madras.

(ix) South-eastern Circle, Hyderabad.    
Accountant General, Andhra Pradesh, Hyderabad.

(x) South-western Circle, Aurangabad.    
Accountant General, Maharashtra, Bombay.

(xi) Western Circle, Vadodara.           
Accountant General, Gujarat, Rajkot.
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<tr>
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<tbody>
<tr>
<td><strong>VIII Other Archaeological Offices</strong></td>
<td></td>
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<tr>
<td>3. Superintending Archaeologist, Temple Survey Project, Madras (South).</td>
<td>Accountant General, Tamil Nadu, Madras.</td>
<td></td>
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</table>
Register for daily sale of publications and picture post cards

<table>
<thead>
<tr>
<th>TITLE OF PUBLICATIONS/PICTURE POST CARDS</th>
<th></th>
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<th></th>
<th>TOTAL DAILY SALE</th>
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<tbody>
<tr>
<td>SALE PRICE</td>
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<tr>
<td>(A) OPENING BALANCE</td>
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<tr>
<td>(B) FRESH SUPPLY RECEIVED DURING THE MONTH</td>
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<tr>
<td>TOTAL OF ‘A’ &amp; ‘B’ ABOVE</td>
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<td>S. No. Date of sale</td>
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<tr>
<td>TOTAL SALE FOR THE MONTH</td>
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<td>CLOSING BALANCE</td>
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ABSTRACT OF SALE PROCEEDS CREDITED INTO THE TREASURY

(a) Date of entry of the publication sold during the month, into the stock register.

(b) Page No.

Signature:
Designation:
APPENDIX II

STOCK REGISTER OF PUBLICATIONS

Title of Publication  PP Cards

Sale Price Per Set/Unit/Copy.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date</th>
<th>Opening Balance</th>
<th>Supply received during the month</th>
<th>Total Stock in hand</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>No.</td>
<td>Total Cost</td>
<td>No.</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
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</table>

<table>
<thead>
<tr>
<th>Stock sold/Issued</th>
<th>Date of deposit of sale into the Bank</th>
<th>Challan No. and date</th>
<th>Closing Balance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>To whom Issued/sold</td>
<td>Signature No.</td>
<td>Recipient</td>
<td>No.</td>
<td>Cost</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
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</table>
Rules for Prescribing the Sale price of Departmental Publications

In an inter-Departmental meeting held under the Chairmanship of the Hindi Adviser to the Government of India it was decided that if both Hindi and English versions of any publications were brought out, there should be no discrimination in the matter of fixation of their price and that Hindi publications should have the same price as their English versions. The publications to be brought out in diglot form would contain the Hindi and English material in the same volume. There would therefore, be no problem in fixation of price in their case. In respect of other publications, the following procedure would be adopted:

1. In case, the Hindi and English manuscripts of any publications sent simultaneously are printed in the same press, their price will be worked out and fixed by that press by pooling together the total expenditure of both the Hindi and English versions and thereafter dividing this total expenditure by the total number of books.

2. In case, the publications are allotted to two different presses for printing, the Directorate of Printing will direct either of the two presses to jointly fix the price thereof. That press will, accordingly, ascertain the cost of printing from the other press and then will fix their price by pooling together the costs of both the versions and dividing the same by the total number of books of both Hindi and English languages.

3. Whenever any Ministry/Department and Office may send any publications to the Directorate of Printing for printing in both the languages, the manuscripts of both the languages will generally be sent simultaneously. If they are sent one after the other the particulars of the date etc. of manuscript earlier sent would be positively intimated in the requisition and, if possible the No. and date of the reference of the Directorate of Printing under which the job was earlier assigned to a press, would also be mentioned.
2. Ministry of Finance etc. are requested to ensure that while sending the publications to the Directorate of Printing or other Government Presses for printing, the material thereof should be sent in accordance with the above procedure and price should be fixed by treating the Hindi and English editions as one book so that there is no difference in their prices. Necessary instructions in this regard may be issued to all concerned and a copy thereof endorsed to this Department for information.

3. These orders are issued with the concurrence of the Finance Divisions of the Ministries of Home Affairs & Works and Housing.

(Deptt. of Culture O.M. No. 28/1/77, dated 28th April 1977).
APPENDIX IV

Form for conducting auction of unserviceable Stores etc.

(Rule 4.1.2 of Archaeological Works Code)

<table>
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<tr>
<th>Name of Article</th>
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<tr>
<td>Reference to previous auction or page No. of Stock register.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Bidder</th>
<th>1st Bid</th>
<th>2nd Bid</th>
<th>3rd Bid</th>
<th>4th Bid</th>
<th>5th Bid</th>
<th>6th Bid</th>
<th>7th Bid</th>
<th>8th Bid</th>
<th>Signature of Bidder</th>
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Remarks by the Officer conducting auction.

Remarks by the Circle/Branch Officer.
APPENDIX V

Rules for Sale and supply of photographs etc.
(Rule 4.1.2 of Archaeological Works Code)

In supersession of all previous orders on the subject mentioned above, the following rules shall govern the supply and loan of photographs, slides, projectors, etc.

I. Outsider

1. All orders should be obtained in writing from the concerned party in the form of a letter to the Head of the Office. If the letter is addressed to any other member of the office, it should be submitted to the Head of the office and his orders should be obtained.

2. In case the party concerned does not seem to know the scheduled rates and/or does not make specific mention in his order of his willingness to pay for the photographs, he should be informed of the rates and his confirmation of the order should be obtained in writing before the work is taken in hand. Simultaneously enquiries should be made as to whether he intends to reproduce if that is not clear from his initial order.

3. All supplies should invariably be sent by V.P.P., except in very special cases, where the party is very well-known to the Survey or where an officer of the Survey can take personal responsibility that payment by the party will be made without trouble. In these cases, the photographs may be sent with a bill of cost. Supplies to Government offices may be made against a bill to be paid by book-adjustment. A specimen form of the bill is enclosed.

4. In cases of local delivery, the party should be informed when the photographs are ready, so that he can take delivery thereof by depositing the money with the office.

5. Packing and postage charges should invariably be included in the bill.

6. All photographs should be stamped on the back with two rubber stamps as before. In writing the titles of the
photographs all possible care should be taken against inaccuracies and wrong spellings.

7. If the photographs are to be used for reproduction (rule 2) in the covering letter forwarding the photographs should invariably be mentioned that the copyright of the Survey should be suitably acknowledged and two copies of the publication in which the photographs are to appear should be sent free of cost to the Central Archaeological Library, New Delhi and one copy to the Circle/Branch Office, etc. supplying the photographs. A copy of the letter should be endorsed to the Librarian, Central Archaeological Library, New Delhi, so that the Librarian may keep a check on the receipts and two extra copies thereof should be sent to the Director General with the endorsement: Copy in duplicate forwarded to the Director General, Archaeological Survey of India, New Delhi-I, with the request that one copy may be forwarded to the Ministry of Education and Social Welfare. This is necessary as that Ministry governs all copy right cases.

8. Orders are often received for the supply of photographs pertaining to the objects in museums, art galleries and private possession. In such cases the party should be asked to apply to the proper authorities even if negatives of the concerned objects are available with the Survey, unless the party produces a letter from the proper authorities allowing the Survey to make the supply. This will avoid possible complications over copyright.

9. There should be a periodical checking for ascertaining that all amounts have been duly realized from the parties. For this purpose a register of all supplies made against payment should be maintained by the Photographers with column "Date of Realization". This register should be monthly shown to the Accountant/Cashier of the office, who should enter the date of realization in column with initials. The register will be an auditable document and should be maintained with all possible care. Reminders should if necessary be sent to parties from which the dues have not been realized within a reasonable time.

10. The schedule of rates for the supply of photographs on payment will be as follows, subject, however, to revision on enhancement of the cost of material, from time to time.
### A. Photoprints

<table>
<thead>
<tr>
<th>Size</th>
<th>Rates from existing negatives on glossy paper Rs.</th>
<th>Rates from existing negatives on double wt. paper Rs.</th>
<th>Rates from the negatives made to order for first copy only Glossy Rs.</th>
<th>Mat Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) $3\frac{1}{2} \times 4^\prime$ (7.5 x 10.5 cms)</td>
<td>1.75</td>
<td>2.25</td>
<td>3.75</td>
<td>4.25</td>
</tr>
<tr>
<td>(2) $4\frac{3}{4} \times 6\frac{1}{2}^\prime$ (11.5 x 16.5 cms)</td>
<td>2.50</td>
<td>3.00</td>
<td>4.50</td>
<td>5.00</td>
</tr>
<tr>
<td>(3) $6\frac{1}{2} \times 8\frac{1}{2}^\prime$ (16.5 x 21.6 cms)</td>
<td>3.25</td>
<td>4.00</td>
<td>5.00</td>
<td>6.00</td>
</tr>
<tr>
<td>(4) $10 \times 12^\prime$ (24.4 x 30.5 cms)</td>
<td>5.25</td>
<td>6.25</td>
<td>7.25</td>
<td>8.25</td>
</tr>
<tr>
<td>(5) $12 \times 15^\prime$ (30.5 x 38.1 cms)</td>
<td>8.50</td>
<td>10.00</td>
<td>10.50</td>
<td>12.00</td>
</tr>
<tr>
<td>(6) $16 \times 20^\prime$ (40 x 50 cms)</td>
<td>Rs.—</td>
<td>Rs. 19.50</td>
<td>Rs.—</td>
<td>Rs. —</td>
</tr>
<tr>
<td>(7) $20 \times 24^\prime$ (50 x 60 cms)</td>
<td>Rs.—</td>
<td>Rs. 28.50</td>
<td>——</td>
<td>——</td>
</tr>
<tr>
<td>(8) $30 \times 40^\prime$ (75 x 100 cms)</td>
<td>Unfinished 55.00</td>
<td>Finished 65.00</td>
<td>——</td>
<td>——</td>
</tr>
<tr>
<td>(9) $40 \times 60^\prime$ (100 x 150 cms)</td>
<td>Unfinished 100.00</td>
<td>Finished 135.00</td>
<td>——</td>
<td>——</td>
</tr>
</tbody>
</table>

### D. Slides (on clear base films)

<table>
<thead>
<tr>
<th>Size</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) 35 mm black &amp; white mounted</td>
<td>3.00</td>
</tr>
<tr>
<td>(2) 35 mm colour mounted</td>
<td>5.00</td>
</tr>
<tr>
<td>(3) $2\frac{1}{2} \times 2\frac{1}{2}^\prime$ colour without mount</td>
<td>7.50</td>
</tr>
<tr>
<td>(4) $2\frac{1}{4} \times 3\frac{1}{4}^\prime$ colour without mount</td>
<td>10.00</td>
</tr>
</tbody>
</table>
11. Normally photographs of erotic sculptures should not be supplied to any party, but in special case, if the party wants them for publication, the status of the publisher, the name of the book, its size and approximate sale-price should be enquired into and only when the D.G.A.S.I., is satisfied that the publication will be a scholarly study and not a cheap commercial pamphlet, the photographs may be supplied.

12. Heads of offices may exercise full discretion as to whether a particular photograph may be supplied or not. For example, it may not be desirable to supply photographs of monuments taken for the explicit purpose of showing bad conservation. Again, there may be cases involving unpublished excavated remains and antiquities, newly discovered inscriptions, etc., over which the department should retain the right of publication.

13. Museums which give unrestricted facilities to the Survey for taking photographs of their exhibits are entitled to receive from the Survey one photograph of each photographed object free of cost, plus twenty five other photographs in a calendar year from the Survey.

14. No photograph lantern-slides and colour transparencies should be given gratis to any outsider by any officer without the prior permission of the Director General of Archaeology. In case the time is too short for obtaining permission, ex post facto sanction should be sought for.

15. Projectors, slides and objects of like nature may be lent out to responsible parties if the Head of the Office is satisfied that the loan is in the interest of Archaeology.

16. The equipment should be handled by a member of the Survey. In no case should any outsider be allowed to handle them.

17. The transport of the equipment, together with that of the member of the survey to handle them, should be arranged by the borrowing party.

18. The party should pay per day or part thereof a fee of Rs. 10.00 as borrowing charges for the projector or the slides (irrespective of their number) and Rs. 20.00 for both. The sum thus received should be credited to the Treasury as a departmental receipt.
19. In addition, the party should pay per day or part thereof to the member of the Survey handling the Projector an honorarium of Rs. 15.00 if he has to work outside the normal hours of work, unless he voluntarily foregoes the honorarium. The amount of honorarium so paid should be communicated to the Head of the Office concerned.

II. Departmental Officer

20. A class I or class II officer of the Survey may obtain, free of cost, from the offices of the Survey the following number of photographs for the purpose noted against each:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>No. of Photographs</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) For illustrating articles, etc., to be published by the Survey or in a non-departmental publication without honorarium.</td>
<td>According to actual requirements.</td>
</tr>
<tr>
<td>(ii) For study and building up of a collection.</td>
<td>Not more than twenty-five per calendar year.</td>
</tr>
</tbody>
</table>

The number prescribed in this rule includes all photographs obtained from the Survey as a whole and not from particular office thereof.

21. For illustrating an article, etc., to be published in a non-departmental publication with an honorarium, an officer should purchase photographs in accordance with rule 10.

22. An officer obtaining photographs for study and selection, in number larger than what he is entitled to under rule 20, or than is actually required by him, should return the excess photographs to the respective office as early as possible or retain them with him on payment in accordance with rule 10.

23. Officers may borrow slides from departmental offices for a period not exceeding six weeks at a time. If slides are required permanently they should be paid for in accordance with the rates laid down in rule 10.
24. Request for photographs and slides from Class III technical officers of the department will be disposed of by the concerned Head of the Office on their own merits provided that the limits prescribed in these rules are in no case exceeded and no free supply is made in cases where the rules prescribed payment.

25. If the departmental officers borrow slides for delivering lectures, etc., in which an honorarium is involved, the member of the Survey operating the projector and the slides should normally be granted a share of the honorarium at the rate of 10%. If no honorarium is involved, the departmental staff may be granted overtime allowance under the rules if the work is done outside office hours.

III. Student and Bonafide Scholars

26. Students of the School of Archaeology, Archaeological Survey of India may obtain, free of cost, 12 Photographs for illustrating their essay in the final examination. Same facility may be, at the discretion of the Director General, extended to bonafide Scholars doing research in any of the University in India on subjects relating to Archaeology, for illustrating their thesis provided their applications are forwarded by their research guides.

27. Requisition for free supply, on payment or on loan of photographs, slides, etc., should be submitted in the attached form.

28. Photographs may be supplied to (i) the Police, (ii) C.B.I., (iii) Customs, and (iv) State Department of Archaeology and Museums provided (i) the object is in their possession, and we have photographed it, and (ii) that it is needed in connection with investigation, advertisement or prosecution in Court. The limit to the no. of photographs should be one in each case (more if there are different facets but not more than one only for each facet). These photographs are not to be published for academic purposes without our permission, and no charge should be made for the limited supply indicated above.
29. In supersession of all previous orders on the subject mentioned above due to enhancement of the cost of material the following revised rate for the supply of photographs and slide have been approved by the D.G.A. and will come in force from 1st July, 1978.

<table>
<thead>
<tr>
<th>Size</th>
<th>Glossy</th>
<th>Matt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 3½&quot; x 4½&quot;</td>
<td>Rs. 2.50</td>
<td>Rs. 3.00</td>
</tr>
<tr>
<td>(7.5 x 10.5 Cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. 4½&quot; x 6½&quot;</td>
<td>Rs. 3.50</td>
<td>Rs. 4.00</td>
</tr>
<tr>
<td>(11.5 x 16.5 Cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. 6½&quot; x 8½&quot;</td>
<td>Rs. 4.50</td>
<td>Rs. 6.00</td>
</tr>
<tr>
<td>(16.5 x 21.6 Cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. 10&quot; x 12&quot;</td>
<td>Rs. 7.00</td>
<td>Rs. 8.50</td>
</tr>
<tr>
<td>(24.4 x 30.5 Cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. 12&quot; x 15&quot;</td>
<td>Rs. 11.50</td>
<td>Rs. 13.00</td>
</tr>
<tr>
<td>(30.5 x 38.1 Cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. 16&quot; x 20&quot;</td>
<td>Rs. 25.00</td>
<td></td>
</tr>
<tr>
<td>(40 x 50 Cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. 20&quot; x 24&quot;</td>
<td>Rs. 40.00</td>
<td></td>
</tr>
<tr>
<td>(50 x 60 Cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. 30&quot; x 40&quot;</td>
<td>Rs. 100.00</td>
<td></td>
</tr>
<tr>
<td>(75 x 100 Cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. 40&quot; x 60&quot;</td>
<td>Rs. 200.00</td>
<td></td>
</tr>
<tr>
<td>(100 x 150 Cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. B &amp; W 35 slide (Mounted)</td>
<td></td>
<td>Rs. 5.00</td>
</tr>
<tr>
<td>11. Extra amount is added only on the price of each size of the photograph where the negative is to be prepared.</td>
<td></td>
<td>Rs. 4.00</td>
</tr>
</tbody>
</table>

(D.G., A.S.I., letter No. 5/1/78-P, dt 1-7-78)
RES FOR FREE PRESENTATION OF ARCHAEOLOGICAL PUBLICATIONS

In supersession of this office circular number 21B/14/155-G-24256 dated 20th of December, 1965, the rules for free presentation of Departmental publications, viz picture postcards and guide-books, have been revised, keeping in view of the difficulties experienced by the Circles, Branches and Officers at sites and museums. These may be strictly followed in future.

A revised list of distinguished visitors who are considered worthy of receiving complimentary copies is given below:

1. The President, Vice-President and Cabinet and other Ministers of Government of India.

2. Governors of States, Chief Ministers, Ministers of the concerned States.

3. Heads, Prime Ministers and Ministers of Foreign Countries.

4. Foreign delegations visiting India at the invitation of the Government of India.

5. Ambassadors of foreign countries in India.

6. Three Service Chiefs, Chief Justice and Judges of the Supreme Court, Chief Justice of the State High Courts, Chairman of the Statutory Bodies like U.P.S.C. Comptroller and Auditor General, Election Commissioner etc.

7. Any other distinguished visitors as per discretion of the Circle/Branch Officers subject to the Director General’s post-facto sanction.

This circular is issued with the approval of the Director General.

(D.G., A.S.I., letter No. F. 16-2-78—Pub., dt. 27-7-79)
### APPENDIX VI

**Revenue Register**

*(Para 4.2.5 of Archaeological Works Code)*

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Article</th>
<th>Date of Collection</th>
<th>Sale Proceeds realised during</th>
<th>Reference to Deposit in the Bank</th>
<th>Attestation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1978-79</td>
<td>1979-80</td>
<td>80-81</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sl. No.</td>
<td>State</td>
<td>District</td>
<td>Locality</td>
<td>Name of Monument</td>
<td>Part of monument for which payment of fee is required</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
<td>--------------</td>
<td>-------------------</td>
<td>---------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Andhra Pradesh</td>
<td>Hyderabad</td>
<td>Hyderabad</td>
<td>Char Minar</td>
<td>Second storey and upwards</td>
</tr>
<tr>
<td>2</td>
<td>Bihar</td>
<td>Patna</td>
<td>Kumrahar</td>
<td>Site of Maurayan Palace</td>
<td>Whole</td>
</tr>
<tr>
<td>3</td>
<td>Bihar</td>
<td>Patna</td>
<td>Nalanda Baragaon</td>
<td>All mounds, structures and buildings in the acquired area.</td>
<td>Fenced area containing excavated remains</td>
</tr>
<tr>
<td>4</td>
<td>Delhi</td>
<td>Delhi</td>
<td>Delhi Zail (Shahjahanabad)</td>
<td>Delhi Fort</td>
<td>Archaeological Area</td>
</tr>
<tr>
<td>5</td>
<td>Delhi</td>
<td>Delhi</td>
<td>Delhi Zail</td>
<td>Humayun’s Tomb, its platform, gardens enclosure walls and gateway.</td>
<td>Whole</td>
</tr>
<tr>
<td>No.</td>
<td>State</td>
<td>City</td>
<td>District</td>
<td>Site Description</td>
<td>Area</td>
</tr>
<tr>
<td>-----</td>
<td>-------------</td>
<td>------------</td>
<td>-----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>6.</td>
<td>Delhi</td>
<td>Delhi</td>
<td>Delhi Zail</td>
<td>Tomb of Safdarjung with all its enclosure walls, gateway, garden and the mosque on the east side of the garden.</td>
<td>Whole</td>
</tr>
<tr>
<td>7.</td>
<td>Delhi</td>
<td>Delhi</td>
<td>Mehrauli Zail</td>
<td>Quth-Archaeological area</td>
<td>Minar of Qutbuddin</td>
</tr>
<tr>
<td>8.</td>
<td>Madhya Pradesh</td>
<td>Chhatarpur</td>
<td>Khajuraho</td>
<td>Western group of temples</td>
<td>Whole except of the Matangesvara temple.</td>
</tr>
<tr>
<td>9.</td>
<td>Madhya Pradesh</td>
<td>Raisen</td>
<td>Sanchi</td>
<td>Buddhist Monuments</td>
<td>Whole</td>
</tr>
<tr>
<td>10.</td>
<td>Madras</td>
<td>South-Ar-</td>
<td>Gingee</td>
<td>Fortress including monuments on Krishnagiri and Rajagiri hills.</td>
<td>Whole</td>
</tr>
<tr>
<td>11.</td>
<td>Maharashtra</td>
<td>Aurangabad</td>
<td>Ajanta</td>
<td>Ajanta Caves</td>
<td>Whole</td>
</tr>
<tr>
<td>12.</td>
<td>Maharashtra</td>
<td>Aurangabad</td>
<td>Aurangabad</td>
<td>Tomb of Rabia Daurani (Bibi-ka-Maqbara)</td>
<td>Monuments and gardens within the enclosure wall &amp; gateway.</td>
</tr>
<tr>
<td>13.</td>
<td>Maharashtra</td>
<td>Aurangabad</td>
<td>Ellora</td>
<td>Ellora Caves</td>
<td>Cave No. 16 (Kailasa)</td>
</tr>
<tr>
<td>14.</td>
<td>Maharashtra</td>
<td>Bombay</td>
<td>Kanheri</td>
<td>Buddhist Caves</td>
<td>Whole</td>
</tr>
<tr>
<td>15.</td>
<td>Maharashtra</td>
<td>Kolaba</td>
<td>Gharapuri</td>
<td>Elephantha Caves</td>
<td>Cave Nos. 1 to 5 and fenced area in front.</td>
</tr>
<tr>
<td></td>
<td>State</td>
<td>City</td>
<td>Sub-Location</td>
<td>Site Description</td>
<td>Type</td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
<td>-------</td>
<td>--------------</td>
<td>--------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>16</td>
<td>Maharashtra</td>
<td>Poona</td>
<td>Karla</td>
<td>Cave temples and inscriptions</td>
<td>Whole</td>
</tr>
<tr>
<td>17</td>
<td>Karnataka</td>
<td>Bijapur</td>
<td>Bijapur</td>
<td>Gol Gumbad</td>
<td>The Mausoleum</td>
</tr>
<tr>
<td>18</td>
<td>Karnataka</td>
<td>Mandya</td>
<td>Seringapatnam</td>
<td>Daria Daulat Bagh</td>
<td>Palace</td>
</tr>
<tr>
<td>19</td>
<td>Karnataka</td>
<td>Mysore</td>
<td>Somanathpur Kesava Temple</td>
<td></td>
<td>Whole</td>
</tr>
<tr>
<td>20</td>
<td>Rajasthan</td>
<td>Chittaurgarh</td>
<td>Chittoor</td>
<td>Fort of Chittoor</td>
<td>Vicotory Tower</td>
</tr>
<tr>
<td>21</td>
<td>Uttar Pradesh</td>
<td>Agra</td>
<td>Agra</td>
<td>Agra Fort</td>
<td>Archaeological Area</td>
</tr>
<tr>
<td>22</td>
<td>Uttar Pradesh</td>
<td>Agra</td>
<td>Agra</td>
<td>Itimad-ud-Daula’s Tomb</td>
<td>Whole</td>
</tr>
</tbody>
</table>
| 23| Uttar Pradesh| Agra | Agra         | Taj Group of monuments                                 | The Taj and its garden and grounds including the Jawab on the east, the pavilions on east and west sides of the grounds as well as all the towers (except the two towers flanking the Masjid) and the Great South Entrance Gateway with the cloisters on its flanks, the old Mughal Acque-
<table>
<thead>
<tr>
<th>No.</th>
<th>State</th>
<th>City</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Uttar Pradesh</td>
<td>Agra</td>
<td>Fatehpur Sikri</td>
<td>Fatehpur Sikri group of monuments.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The entire area bounded on the south by the compound wall to the south of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jodhpur Palace and further eastwards by the road leading to the southern</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>entrance of Diwan-i-am quadrangle on the east by the Diwan-i-am quadrangle</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>on the north by the walls enclosing the Diwan-i-Khas, Ankh Michauli,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hospital Zanana Garden and Birbal's daughter's palace and on the west</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>by the wall enclosing the horse's stable.</td>
</tr>
<tr>
<td>25</td>
<td>Uttar Pradesh</td>
<td>Agra</td>
<td>Sikandara</td>
<td>Akbar's Tomb</td>
</tr>
<tr>
<td>26</td>
<td>Uttar Pradesh</td>
<td>Lucknow</td>
<td>Lucknow</td>
<td>Residency building</td>
</tr>
</tbody>
</table>
Form for daily sale of Admission tickets

(Para 4.4.2 of Archaeological Works Code)

<table>
<thead>
<tr>
<th>Date of Sale</th>
<th>Opening Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book No.</td>
<td>From S. No.</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Tickets Sold during the Day

<table>
<thead>
<tr>
<th>Book No.</th>
<th>From S. No.</th>
<th>To S. No.</th>
<th>Total No. of tickets sold</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>

Closing Balance

<table>
<thead>
<tr>
<th>Book No.</th>
<th>From S. No.</th>
<th>To S. No.</th>
<th>Total No of tickets</th>
<th>Amount</th>
<th>Reference to Deposit of sale proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>Accession No.</td>
<td>Date</td>
<td>Title</td>
<td>Author</td>
<td>Call No.</td>
<td>Name &amp; Address of Publisher</td>
</tr>
<tr>
<td>--------------</td>
<td>------</td>
<td>-------</td>
<td>--------</td>
<td>----------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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</table>
## Form of Accession Register of Antiquities

*Para 8.4.2 of A.W. Code*

<table>
<thead>
<tr>
<th>Date</th>
<th>Accession No.</th>
<th>Description of the object</th>
<th>Material Measurements</th>
<th>Period or date</th>
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<table>
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<th>Provenance or Find spot</th>
<th>Source of Acquisition</th>
<th>Classification</th>
<th>Appox value</th>
<th>Remarks</th>
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### Form of Register of condemned Articles

*(Rule 8.7.2 of Archaeological Works Code)*

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Articles</th>
<th>Quantity or No.</th>
<th>Original Book value</th>
<th>Ref. to page No. of Stock Register</th>
<th>Date of Auction</th>
<th>Amount of Auction</th>
<th>Receipt No.</th>
<th>Try. Challan No. &amp; Date</th>
<th>Attestation</th>
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Form of Annual Conservation/Modern Works Programme

(Para 9.3.1 of Archaeological Works Code)

(a)

Annual Conservation/Modern Works Programme of the office—-for the year—-Plan/Non-plan.

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<thead>
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<th>S. No. No.</th>
<th>Name of work</th>
<th>Locality</th>
<th>District</th>
<th>State</th>
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<th>Remarks</th>
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N.B. The monuments have to be arranged alphabetically and according to State, District and Locality.

(b)

Abstract of Conservation/Modern Works programme and Budget Allotment for the year—-Circle/Branch—-Plan/Non-Plan.

<table>
<thead>
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<th>S. No.</th>
<th>State</th>
<th>No. of Monuments proposed to be attended.</th>
<th>R.C.P. Provision</th>
<th>Budget Allotment</th>
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<tbody>
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<td>1</td>
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APPENDIX XII

Interpretation of Contract Clauses

1. Clarification and interpretation with regard to different clauses of the standard Contract Forms being used in Central P.W.D. have been given from time to time by the E-in-C in consultation with the Audit, with the Department of Works, Housing and Urban Development and the Ministries of Finance and Law etc. The same are enumerated below along with other guidelines.

Clause 2 of PWD Form Nos. 7 & 8 and Clauses 16 of the P.W.D. Form No. 12

2. These clauses refer to recovery of compensation from the contractor for delays and defaults on his part. This clause can be divided mainly into three parts, viz.:

(a) observation of time allowed for completion of the work;

(b) Payment of compensation by contractor for non-commencement, not finishing in time and slow progress during execution; and

(c) Superintending Engineer's decision being final in case of reduction of the percentage of compensation payable by the contractor.

As already explained under the chapter relating to extension of time to contractors and imposition of compensation for delayed performance, time allowed for completion of the work is essence of the contract on the part of the contractor. The date of commencement of the work starts from 15th day from the date of giving order for its commencement or any other date specified. For non-commencement, slow performance or delay in the completion of the work, compensation at the rate of 1% for each day of delay subject to the maximum of 10% of the estimated cost is leviable. Under these clauses irrespective of the value of the contract, the S.E., alone is competent to levy compensation. The decision as to the quantum of compensation to be levied under these clauses, has, therefore, necessarily to be given in all cases by the S.E. irrespective of the value of the contract. On review the S.E. can revise the quantum of compensation.
Clause 2(c): As such after the quantum of compensation has been decided by the Department, the contractor has to appeal to the S.E. for review. If on review the S.E. reduces or does not reduce the compensation such a decision regarding the quantum of compensation is final and outside the pur-view of the Arbitration Clause. However, the contractor is at liberty to go to arbitration on the question of justification of levy of compensation and not of its quantum.

A notice is required to be given to the contractor to recover such compensation at the time of acceptance of the delayed performance. Decision of the competent authority in regard to levy of compensation for delay in execution of work should be conveyed to the Audit Office in writing.

Clause 3 of P.W.D. Form No. 7 & 8 and Clause 17 of P.W.D. Form No. 12

3. These clauses deal with determination and/or rescission of contract, forfeiture of security deposit and execution of work through other agencies. These clauses are very important and are of vital importance. According to these clauses when the Contractor has rendered himself liable to action under relevant clause the Engineer-in-Charge on behalf of the President shall have powers (a) to determine or rescind the contract. Upon such determination or rescission the security deposit of the contractor shall be liable to be forfeited and shall be absolutely at the disposal of the Government; (b) to employ labour paid by the C.P.W.D. and to supply material to carry out the work for and on behalf of the contractor; and (c) to measure up the work of the contractor and to take such part thereof as shall be unexecuted out of his hand and to give it to another contractor at the risk and cost of the original contractor.

A question was raised whether this clause entitles the Government to exercise the power under any one or more than one of the sub-clauses (a), (b) & (c). After consulting the Ministries of Works and Housing and Law it has been decided that Government is entitled to forfeit the security deposit under clause 3(a) and also to recover the extra cost involved in getting the work done departmentally and/or through another contractor. In other words, recourse can be had to one or more alternatives according to the requirements of each clause.
It may, however, be added that extra expenditure under Clauses (b) and (c) cannot be recovered in addition to the forfeiture of the security deposit, but if the extra expenditure exceeds the forfeited security deposit, the difference between the extra expenditure and the security deposit only can be recovered. Furthermore whenever action is taken under Clause 3(a) to rescind the contract and forfeit the security deposit, it should be explicitly stated that this was without prejudice to Government's right to recover losses under Clause 3(b) and 3(c). This would preserve Government's right under these two sub-clauses.

Clause 3 of the Agreement inter alia provides that if contract is rescinded the security deposit of the contractor shall stand forfeited and be absolutely at the disposal of the Government. In a case of this type, it has been held in consultation with the Ministry of Law that the full security deposit recoverable under the contract stand forfeited to the Government and not merely security deposit standing at his credit. Further, if any portion of the security money has not been paid or realised it would be called and forfeited.

(CE/Con/278 dated 31-7-65, CE/Con/379 dated 31-7-65 and CE/Con/462, dated 7th August, 1968.)

The Ministry of Law have advised that the provision of Clause 3 can be applied even after recovery of compensation equal to the amount of the security deposit under clause 2, as the two clauses are independently enforceable to the full extent.

(CE/Con/88, dated 17th September 1956.)

A question was raised whether any credit is to be allowed to the original contractor in case the amount spent by the Department is less than the amount payable to the original contractor if the work had been done by him. The Ministry of Law, whose opinion was sought in the matter, have opined that where in a case dealt with under sub-clause (c) or clause (b) there is no extra expenditure, but on the other hand the unfinished work is executed at a lesser cost, the contractor has no right to claim the amount saved. Further, the question of giving the contractor any benefit cannot at all arise since he cannot make any profit out of his own default. They
have further observed that sub-clauses (b) and (c) merely define the extent of damages recoverable and if the work is executed cheaper the only consequence is that no damages are recoverable under these two sub-clauses.

Clause 5 of PWD Form Nos. 7 & 8 and Clause 4 of PWD Form No. 9

4. Under clause 2 time is deemed to be of essence of the contract on the part of the contractor. It is, therefore, necessary for a contractor to complete the job within the stipulated period. If, however, he cannot complete the work due to having been unavoidably hindered in execution thereof, or on any other ground, he can apply for extension of time. The detailed procedure for granting extension of time under this clause has been dealt under the Section 'Extension of Time' and partly under the Section "Compensation Recoverable from the Contractor". Extension of time is also justified to the Contractor for aditional work, which is required to be worked out as provided in Clause 12 of Agreement. According to this clause the opinion of Engineer-in-Charge, whether the grounds shown for extension of time are or are not reasonable is final. If the Engineer-in-charge is of the opinion that the grounds shown by the contractor are not reasonable and declines to grant extension of time it is not competent of the contractor to challenge the soundness of the opinion by reference to arbitration under the relevant clause. If the Engineer-in-Charge decides to grant extension of time, he should give such extension as may be, in his opinion, necessary or proper. His opinion that the period of extension granted by him is proper or necessary is not, however, final, if the contractor feels that the period of extension granted is inadequate, he can seek arbitration on the question whether the period of extension granted is or is not proper or necessary.

(C/8 dated 16th November 1951 and CE/Con/516, dated 3-9-1971.)

NOTE. Before communication of extension of time to the contractor the Executive Engineer should obtain orders of the Competent authority.

PWD Forms No. 10, 11 and 11-A. There is no corresponding clause in these forms. Clause 19 of the PWD Form No 12 is similar to clause 4 of PWD Form Nos. 7 and 8 with minor changes.
Clause 6 of CPWD Form Nos. 7 and 8

5. According to this clause a completion certificate is to be given by the Engineer-in-Charge to a contractor on completion by him of a work. The idea is that no final bill will be accepted from a contractor unless such a bill is supported by a completion certificate. Further, the date of the completion certificate will determine the date up to which a contractor can be held responsible for making good damages under relevant clauses of the agreement. It has been observed that generally no certificate is given and only the date of completion is noted in the Measurement Book. Since this practice is not in conformity with the provision of this clause, it has been decided by the Engineer-in-Chief that completion certificate should be recorded as under:

"Certified that the work has been physically completed within the date due according to the contract i.e. and that no defects are apparent and the contractor has removed from the premises on which the work was being executed, all scaffolding, surplus material and rubbish and has cleaned all the dirt from all wood work, doors, windows, walls, floors or other parts of the building, in, upon or about which the work was to be executed or of which he had possession for the purpose of execution thereof. This is, however, subject to the measurements being recorded and quality being checked by the competent authority".

(CE/Con/40, dated 2-11-55; CE/Con/188, dated August 1958.)

The date of completion of work is the date on which it is finished and not the date on which the final measurements are recorded by the Engineer-in-Charge or his subordinates. It will, therefore, be necessary to enable the audit to satisfy itself that the work was completed within the time prescribed in contract, to note the date of its actual completion both in the bill of the contractor as well as in the Measurement Book in which the last measurements are recorded.

(Government of India I & L Deptt. letter No. GL. 11, dated 28th September, 1936.)

If the contractor fails to remove the scaffoldings, surplus material and rubbish and to clean up the dirt from the wood work, doors, windows, walls, floors and other parts of the
building, etc., it should be got removed at the cost of the contractor as laid down in this clause. The completion certificate should not be given till the site is cleared of all debris, rubbish, etc.

(CE/Con/113 dated 20th May 1957.)

PWD Form No. 10, 11, 11A, and 12—There is no corresponding clause in these forms.

Clause No. 12 of PWD Form Nos. 7 and 8, Clause 13(A) of PWD Form 9 and Clause 8 of PWD Form 12 except for minor Verbal change

6. Under this clause the Engineer-in-Charge has powers to make any alterations in, omission from, additions to or substitution for the original specifications, drawings, designs and instructions. The practice of changing the specifications after tenders have been called for and contract entered into, is not a healthy one and is likely to get criticism which is sometimes not easy to face. This practice should, therefore, be discouraged as far as possible. In cases where it is considered essential to change the specifications, etc., during the progress of the work, the officer authorising such changes is required to record clearly the reasons for ordering such changes and also why they could not be foreseen, and forward the same simultaneously to the accepting authority, and where the accepting authority is Sub-Divisional Officer to the Executive Engineer, and where it is the Executive Engineer to the Superintending Engineer. This, however, does not mean that the contractor would be entitled to ask for the reasons for ordering additions and alterations. According to this clause the contractor is bound to carry out such items of work.

The Engineer-in-Charge is empowered under this clause but the following three conditions should be satisfied in the issue of such instructions:

(i) Instructions must be given during the progress of the work and not after completion of the work;

(ii) They must be given in writing;

(iii) They must be signed by the Engineer-in-Charge.

As regards time for completion of the work as altered, added or substituted, the Engineer-in-Charge should determine the proportion that the altered, additional or substituted work
bears to the original contract work, and certify for such portion. He should extend the time for the completion of the work according to such proportion plus 25% thereof. The proportion so determined by the Engineer-in-Charge is final and the contractor cannot raise a dispute as to such proportion and demand arbitration. However, if the contractor feels that the period of extension given is, having regard to the proportion so determined, miscalculated, it is open to him to request arbitration under the relevant clause about the propriety or otherwise of such period of extension.

Sometimes while sanctioning rates the Engineer-in-Charge gives the impression to the Contractor that although he had recommended higher rates, the S.E. or the Chief Engineer had reduced them. It should clearly be borne in mind that under the terms of the contract it is the Executive Engineer who is the competent authority for according such sanction and it should be so worded as to convey clearly to the other party that the rates have been sanctioned by him and not form or at the instance of the higher authority. It is only in accordance with the departmental procedure that the Executive Engineer is required some times to take approval or sanction of the higher authority in determining the rates, under Clause 12 of the agreement. It has also been observed in certain cases that the Executive Engineer endorses copies of communication addressed by them to the competent authority for sanctioning rates for certain items, to the contractor concerned. This practice is irregular and is likely to cause legal complications. All communications in connection with fixation of rates, etc., should be marked "Confidential" and copies thereof should not be endorsed to the contractors or any other private party. In reply to the communications of the contractors asking for early settlement of rates, where rates are required to be examined and sanctioned by higher authorities and the sanction is awaited, the contractor should not be informed that the sanction of the competent authority is awaited. They should only be informed that the matter is under consideration and is receiving attention.

(CE/Con/281 dated 11th December, 1959) on receipt of the rates from the contractor intimated by him under sub-clause (v) of Clause 12 of contract the Engineer-in-Charge should consider whether the rates demanded are reasonable. If he is of the opinion that they are reasonable, he may agree to the rates after consulting the competent
authority. If on the other hand, he is of the opinion, that the rates demanded are not reasonable and he does not agree to them he should cancel the order to carry out such particular class of work, give intimation in writing to the contractor of such cancellation and arrange to carry out the work in such a manner as he may consider advisable. It is possible that before the Engineer-in-Charge determines the rates, the contractor is to be paid for the work done prior to the date of determination of the rate in case that rate is not acceptable to the contractor. In such case the payment should be made at the rate determined by the Engineer-in-Charge.

PWD Form No. 10, 11, 11-A.—There is no corresponding clause in these forms.

Clause 14 of PWD Forms 7 and 8

7. Under this clause the contractor may be required to make good the defects in work at his own expense or re-execute the work if it is not in accordance with the specifications, designs, etc., but the clause does not authorise the Engineer-in-Charge to offer lower rates to the contractor for work done below specification, if the work so done is otherwise acceptable to the Department. Despite this provision, Departmental instructions exist that sub-standard work can be accepted under certain circumstances with the approval of the competent authority the details of which have been explained under the section “Sub-standard work”. Rates for sub-standard work, and acceptance of such items of work are required to be approved by the authorities as explained therein.

This clause empowers the Engineer-in-Charge to ask the contractor to rectify the defective work and in the event of his failing to do so within the period to be specified by the Engineer-in-Charge in his demand, the contractor shall be liable to pay compensation at the rate of 1% on the estimated amount put to tender for every day not exceeding 10 days, while his failure to do so continues and in case of any such failure the Engineer-in-Charge may rectify, remove or re-execute the work at the risk and expense of the contractor.

According to this clause there is no provision for any notice to be given to the contractor notifying our intention to levy compensation for failure to rectify the defects. All that is required is to ask the contractor to rectify the defects
within the specified period failing which compensation is levi-
able automatically at the rate of 1% of the estimated cost put to tender for every day not exceeding 10% thereof for 10 days.

The Superintending Engineer has no power to reduce or waive compensation levied by the Executive CE/Con 371, dated 21-4-1965.

PWD Form Nos. 9, 10, 11, and 11A.—There is no corresponding clause in these forms.

PWD Form No. 12—Clause 12 of this Form is almost identical with clause 14 of forms CPWD No. 7 and 8.

Clause 21 of Forms CPWD 7 and 8 and Clause 20 of Form CPWD 12

8. These Clauses specify in addition to those mentioned in Clause 3 (Forms CPWD 7 and 8) the further circumstances under which the Engineer-in-Charge can rescind the contract.

Permission to sublet or assign the contract to another party should not be given to a contractor under clause 21 by Divisional Officer without prior reference to the authority who accepted the contract and the accepting authority should keep the following points in view in case they decide to grant such a permission:

(i) Sub-letting should be permitted only in exceptional cases and for recorded reasons as to why the contractor himself cannot directly run the contract.

(ii) In all cases, sublettee should be a contractor of the same or higher capacity or class as the original contractor.

(iii) Sanctioning authority must see the terms and conditions of the agreement between the contractor and the sublettee in order to satisfy himself that the contractor is not subletting the work for earning a middle-man's profit.

(iv) It should be seen at the time of subletting that the Government will not be put to any loss on this account and that no risk is involved.

NOTE. The work done on piece work basis through the labour employed by them does not come within the definition of sub-letting the work.
The following certificates should be recorded in all the running and final bills in respect of works costing above Rs. 20,000:

(a) By the Contractor:
"I certify that I have not sublet this work."

(b) By the Executive Engineer:
"To the best of my knowledge I certify that the work has not been sublet by the contractor".

(CE/Con/36 dated 11-10-55 and CE/Con/96 dated 30-11-56).

PWD Form 9.—Clause 13 in is identical to clause 21 of Form Nos. PWD 7 and 8 as far as the subletting is concerned.

PWD Form Nos. 10, 11 and 11A.—There is no corresponding clause in these forms.

Clause 25 of P.W.D. Form Nos. 7 & 8, Clause 14 of Form 9, Clause 4 of Form No. 11 and Clause 10 of Form PWD 11-A

9. These clauses provide for arbitration to settle disputes. For details see section No..............36-Arbitration.
(Referred to in para 1 of Section 30 Chapter III)

**Bill book of the** — Division for the year —

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<th>S. No. of Item</th>
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<th>Name of office to which the bill pertains</th>
<th>Name of contractor</th>
<th>Amount of the bill</th>
<th>Reference No. page or pages (a) (b)</th>
<th>To M.B. Date of recording of measurements (c)</th>
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<tr>
<th>Date of completion of work if final bill</th>
<th>Date of last payment, if a running Acctt. bill</th>
<th>Signature or receiving clerk in Divn.</th>
<th>Date on which payment is made</th>
<th>Signature of the Cashier</th>
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<th>Ref. in each Vr. No. &amp; date</th>
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**APPENDIX XIII**
Rules Relating to Conditions of Service of Work-charged Staff of the Archaeological Survey of India

(Rule 14.6.2 of Archaeological Works Code)

1.01 DEFINITION OF WORK-CHARGED ESTABLISHMENT

Work-charged establishment means that establishment whose pay and allowances, etc., are directly chargeable to “works”. Work-charged establishment is employed on actual execution of specific work, sub-work of the specific work etc. The cost of entertainment of work-charged staff should invariably be shown as a separate sub-head of the estimate for a work. In other respects the work-charged staff is quite comparable to the regular staff.

1.02 CATEGORIES OF WORK-CHARGED ESTABLISHMENT

(i) At present there are two categories of work-charged establishments, viz., (1) Temporary work-charged establishment, and (2) Permanent work-charged establishment, in the Archaeological Survey of India.

(ii) The scales of pay of various types of posts under each of the two categories of posts under work-charged establishment will be identical.

1.03 CREATION OF POSTS:

(a) Temporary Work-charged Posts.—All temporary work-charged posts chargeable to estimates under various categories, will be sanctioned by the Director General.

(b) As a general rule 50% temporary work-charged posts which continue for more than three years will be converted into permanent work-charged establishment, with the prior approval of the Ministry of Finance. No permanent work-charged post can be created, unless such a post remains on temporary basis for
at least three years. A review for converting temporary work-charged posts into permanent ones will take place every year.

1.04 All posts in the work-charged establishment are to be filled in accordance to the provisions of the relevant Recruitment Rules for the respective categories.

Note 1. The Recruitment Rules for the work-charged Staff have yet to be finalised and pending finalisation of the Recruitment Rules of work-charged establishment, Recruitment Rules of similar Categories of posts in regular establishment, will also apply for recruitment in work-charged posts.

Note 2. The Government of India have relaxed the age limits by five years in favour of candidates belonging to Scheduled Caste and Scheduled Tribe candidates. Further in the matter of re-employment of a retrenched work-charged employees in the same category of posts in which he was employed previously, the age limits and, acquirement of educational, technical qualifications or experience if any, prescribed in the relevant Recruitment Rules, need not be insisted upon.

2.01 RECRUITMENT AND PREFERENCE

(i) All casual labourers working on muster roll for more than two calendar years, with the minimum of 240 working days in each year, will be eligible for appointment to the respective categories of posts in work-charged establishment, provided such workers were originally recruited through the agency of Employment Exchange.

(ii) All recruitment against the direct recruitment posts should invariably be made from amongst the nominees of the Employment Exchange. Retrenched and surplus staff and those employed on muster roll should be given preference as per provisions of sub-para (i) above.

(iii) Orders regarding reservation of posts for members of Scheduled Castes and Scheduled Tribes, issued by the Government of India from time to time, apply also in case of recruitment to work-charge posts.

2.02 RECRUITMENT OF DEPARTMENTAL CANDIDATES AGAINST HIGHER POSTS IN DIRECT RECRUITMENT QUOTA

Work-charged personnel serving in a particular unit of seniority should be allowed to compete with nominees of the
Employment Exchange for higher posts in the work-charged establishment, filled by direct recruitment in that unit of seniority, provided they fulfil the age and educational qualifications prescribed for direct recruitment to those higher posts and provided also that they were recruited through the Employment Exchange.

2.03 Such of the members of work-charged employees as are educationally qualified for Class III posts may be issued "No-objection Certificate" to enable them to register themselves with "Employment Exchange." However, they will not be eligible for any preferential treatment for priority in appointment, in view of this past service.

2.04 MEDICAL EXAMINATION AND ANTECEDENTS VERIFICATION

(i) Work-charged staff should be medically examined at the time of initial appointment like other employees in the regular establishment. Similarly, the Character and antecedents should also be verified. A person, who has been medically examined and not found fit should not be given initial appointment.

(iii) No person whose character and antecedents have not been verified should be allowed to continue on work-charged establishment for more than six months.

3.01 SERVICE RECORDS OF WORK CHARGED STAFF

When any fresh appointment to the work-charged establishment is made, a service Roll/Book should be opened immediately. The form of Service Book/Roll will be the same as is prescribed for regular Government servants. Utmost care should be taken in filling the first page of the Service Book, particularly in the spellings of the name of the employee and his father, his native place, his height and personal mark of identification, etc. The entries on the first page should be attested by a Gazetted Officer.

3.02 RECORDING OF DATE OF BIRTH

It is incumbent on each person entering work-charged service to furnish authentic documentary evidence in support of the date of his birth. Such a document must be insisted
upon at the time of entry into Government service. The provisions of paras 79-80 of the General Financial Rules may be strictly followed for the purpose of determining the date of birth of an employee.

3.03 SERVICE CARDS

All Circle/Branch Officers shall maintain Service Card in respect of each employee on work-charged establishment, with the following columns:

**Service Card**

(i) Name: 

(ii) Father's name:

(iii) Designation:

(iv) Service Book No:

(v) Personal File No:

(vi) Date of birth:

(vii) Home Town:

(viii) Medically examined or not:

(ix) Antecedents verified or not:

(x) G.P.F. Account No.

(xi) Date of superannuation:

at the age of 58 years/

60 years

(xii) Date of increment:

(xiii) Place of posting:

(xiv) Qualifications:

Four copies of a Service Card should be prepared for each employee and should be arranged (i) Alphabetically, (ii) According to places of posting, (iii) Dates of increment, and (iv) Dates of Superannuation.

These Service Cards should always be kept up-to-date.

3.04 PERFORMANCE REPORTS

Performance reports on the work and conduct of work-charged staff in the prescribed form should be written for the Calendar year by the same officers, as for regular establishment. The adverse entries together with substance of Confidential Report should be communicated to the concerned worker in the same manner as is done in case of other regular staff.

4.01 PAY FIXATION AND GRANT OF PERIODICAL INCREMENTS

(i) The pay of employees on appointment, promotion, transfer, etc., is to be regulated in accordance with
the relevant provisions of the Fundamental Rules, as
amended from time to time.

(ii) The members of the work-charged staff who have been
stagnating or may hereafter stagnate at the maximum
of their pay scales, for two years or more, should be
granted a personal pay equivalent to the increment
last drawn by them in their existing scales. Workers
against whom disciplinary cases are pending will have
to await the result of the pending disciplinary pro-
ceedings, before being considered for the grant of this
benefit. The personal pay shall be taken into ac-
count for all purposes. These orders take effect from
1st March 1970.

A register of annual increments will be maintained in
prescribed form.

4.02 FIXATION OF PAY ON TRANSFER TO REGULAR
ESTABLISHMENT AND RETRANSFER TO WORK-
CHARGED ESTABLISHMENT.

(i) Pay on transfer to the work-charged establishment
should be fixed at the stage which the person would
have drawn regular establishment, provided that the
service rendered on the regular establishment was on
an identical or higher scale of pay.

(ii) The entire service rendered either in work-charged or
in regular capacity will be treated as continuous and
qualifying for the purpose of pension/gratuity as ap-
licable to work-charged establishment. The annual
increments in such cases will be allowed in due course.

4.03 FIXATION OF PAY OF EMPLOYEES TRANSFERRED
FROM WORK CHARGED TO REGULAR ESTABLISH-
MENT OR VICE VERSA.

The pay on transfer from one establishment to the other
should be fixed at the stage which the employee would have
drawn but for his transfer, provided that a service rendered
in a different establishment, prior to transfer was on identical
or higher scale. The annual increments in such cases will be
allowed on due dates.
4.04 FIXATION OF PAY, GRANT OF INCREMENT ETC.

The fixation of pay on appointment, promotion, etc., or on transfer from one post to another, the grant of increments in the time scale and the fixation of pay on re-appointment of a retrenched employee to the same post or another post carrying an identical scale shall be regulated in accordance with the relevant provisions of the Fundamental Rules.

5.01 ALLOWANCES

The employees in the work-charged establishment will draw House Rent, City Compensatory, Travelling, Children Educational Allowance, joining time, joining time pay, Leave Travel Concession, and T.A. on retirement, in the same manner as to the employees on regular establishment.

5.02 OVERTIME ALLOWANCE

The overtime allowance is admissible to the work-charged employees, on the same terms and conditions as to the regular establishment.

5.03 BICYCLE ALLOWANCE

Work-charged staff who maintain bicycles, and in respect of whom the Circle/Branch officers certify that use of bicycle by them enhances their utility to Government, are entitled to draw bicycle allowance of Rs. 6/- per month.

5.04 FODDER ALLOWANCE

Fodder allowance at the rates fixed by the Government of India from time to time is payable to Bullockman who maintains bullocks for use on Government work.

6.01 LEAVE AND REST

(a) Permanent Work-charged Employees:

They earn leave in the same manner and to the same extent as permanent employees in regular establishment under the Revised Leave Rules 1983, as amended from time to time.
(b) Temporary Employees:

Those employees who have completed one year of service shall earn leave @ 1/36th of the period spent on duty subject to the maximum of 20 days. There is no restriction as to the period of such leave being taken at a time, provided that it does not exceed 20 days. Leave salary during such period of leaves shall be equal to the pay drawn by the worker on the day before the leave starts.

6.02 SICK LEAVE

Non-permanent work-charged employees may earn leave on half pay @ 10 days in a calendar year on medical grounds on production of Medical Certificate, subject to the maximum of 30 days at a time and 180 days during the entire service. This leave will be reckoned for each completed year of service. Leave salary during such period of leave shall be at the rate of pay drawn by the worker immediately before proceeding on leave. This leave can be combined with any other leave except CL and the unutilised portion of it carried forward to the next calendar year.

6.03 HOSPITAL LEAVE

Hospital leave on full pay up to three months or six months on half pay may be granted on medical certificate up to a maximum of 15 days in a calendar year provided:

(a) twice the amount of such leave shall be debited against the half pay leave due and twice the amount will also be taken into account for computing the limit to 30 days at a time or 180 days during the entire service.

6.04 MATERNITY LEAVE

The female work-charged staff are entitled to Maternity leave in the same manner as regular Government servants in terms S.R. 267. Maternity leave may also be granted in case of miscarriage including abortion, subject to the conditions that the leave does not exceed six weeks and application for leave is supported by a certificate from the Authorised Medical Attendant.
6.05 EXTRAORDINARY LEAVE

The permanent work-charged staff may be granted extraordinary leave in accordance with the Revised Leave Rules 1933, as modified from time to time.

Non-permanent work-charged employees are granted extraordinary leave like regular temporary employees under Rule 14 of the Revised Leave Rules 1933, as modified from time to time.

6.06 QUARANTINE LEAVE

Permanent work-charged staff may be granted quarantine leave as admissible under section V(3) of Appendix 3 of Compilation of F.Rs. and S.Rs. Vol. II.

6.07 CASUAL LEAVE

Permanent and temporary work-charged employees are entitled to 12 days casual leave in a calendar year, which they can avail up to 10 days at a time. Sundays and holidays falling in between the period of casual leave availed of will not be counted.

6.08 COMBINATION OF LEAVE

All kinds of leave, other than casual or special casual leave admissible to the work-charged staff can be granted in combination with or in continuation of any other kind of leave.

7.01 DUTY HOURS AND HOLIDAYS

The duty hours of Chowkidars/Monument Attendants and other Watch and Ward staff shall be as follows:

(i) Those attached to the Monuments/Sites 12 hours;
(ii) Those on duty at the office 8-12 hours provided that maximum duty in any particular week will not exceed 72 hours.

The work-charged staff shall be allowed three National Holidays on 26th January, 15th August and 2nd October, besides 12 public holidays. No Restricted Holidays or Second Saturday of a month, which is a closed holiday for regular staff, is allowed to work-charged establishment.
7.02 WEEKLY/FORTNIGHTLY HOLIDAYS:
Monument Attendants/Chowkidars and other Watch and Ward staff on work-charged establishment will be allowed fortnightly off by rotation.

7.03 GAZETTED HOLIDAYS:
The work-charged staff of the Archaeological Survey of India will be allowed 12 Gazetted Holidays in a calendar year.

9.01 SENIORITY, APPOINTMENT AND PROMOTIONS.
(i) The seniority of the work-charged staff of categories will be limited to the Circle or Branch to which they are posted. Seniority of lists of all categories of work-charged staff will be kept up-to-date in each Circle/Branch.

(ii) For the purposes of appointment and promotion, etc., to work-charged posts, the D.P.C. will include the same officers, as would be necessary for similar employees in regular establishment.

9.02 Cases of all persons eligible for promotion to higher posts in order of seniority should be placed by the Appointing Authority before the D.P.C. No cases shall be withheld by any authority from consideration by D.P.C.

9.03 Normally no transfer of work-charged employees shall be made from one Circle/Branch to another Circle/Branch. In case, however, a work-charged employee is transferred from one Circle/Branch to another Circle/Branch he will loose his seniority in his parent Circle/Branch office and shall be considered as the junior most in the grade in new Circle/Branch.

13.01 ADVANCES
The following advances will be granted to the work-charged staff on the same terms and conditions applicable to regular employees of the Survey:

A. INTEREST BEARING ADVANCES
(i) Cycle Advance;
(ii) Advance for the purchase of table fans;
(iii) Motor cycle advance;

(iv) House Building Advance.

B. ADVANCES NOT Bearing INTEREST

(i) T.A. advances;

(ii) Transfer T.A. and one month pay advance on transfer;

(iii) Leave salary advance;

(iv) Warm clothing advance to work-charged employees stationed at hill stations.

14.01 ACCOMMODATION

Work-charged staff are eligible for allotment of residential accommodation by the Directorate of Estate or by the Archaeological Survey of India like the staff on regular establishment.

15.01 MEDICAL FACILITIES

After completion of one year's continuous service the work-charged staff shall become eligible to medical facilities like regular staff, as per Central Services (Medical Attendance) Rules or under C.G.H.S. Scheme.

16.01 LIVERIES AND WASHING ALLOWANCE

(a) The scale of summer and winter liveries applicable to work-charged staff, is given below:

(b) The work-charged staff of the Archaeological Survey of India shall be paid washing Allowance as in the case of Regular employees.

(c) 250 grams of soap should also be supplied to all the sweepers, every month, besides the brooms, dusting brushes, phenyle, etc.

(d) One rain coat and a pair of gum boots should be supplied to the watch and ward staff put on night duty, which will be used by the staff on duty. These articles cannot be treated as items of personal uniform of employees.
SUSPENSION AND DISCIPLINARY PROCEEDINGS

17.01 SUSPENSION

The appointing authority or any authority to which it is subordinate, may place a work-charged employee under suspension:

(a) When a disciplinary proceeding against him is contemplated or is pending, or

(b) When a case against him in respect of any criminal offence is under investigation or trial.

A work-charged employee detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours will be deemed to have been placed under suspension by an order of the Appointing Authority with effect from the date of detention.

17.02 SUBSISTANCE ALLOWANCE

A member of the work-charged establishment, when placed under suspension, shall be paid subsistence allowance, provided that he has put in more than one year's service, at the following rates.

For the first period of six months at one half of the average pay earned by the employee during the twelve complete months, immediately preceding the month in which he was suspended and for any period subsequent thereto 3/8th of such average monthly pay. In addition to the subsistence allowance such an employee may be granted, while under suspension any compensatory allowance (e.g., Dearness allowance, House Rent allowance, etc.) which he was in receipt on the date of his suspension, to such extent and subject to such conditions as the suspending authority may direct, provided the amount of dearness allowance does not exceed the amount admissible as such on the subsistence allowance paid from time to time.

If the work-charged employee is reinstated after suspension/dismissal or removal/compulsory retirement, his emoluments shall be regulated on the analogy of the provisions contained in para 54 of the Fundamental Rules.
17.03 DISCIPLINARY ACTION

No separate rules for taking disciplinary action against the workcharged staff, have so far been finalised. Pending, however, finalisation of these Rules the entire procedure laid down in the Central Civil Services (Classification, Control and Appeal) Rules, 1965, should be followed, while initiating disciplinary proceedings against the accused employees on workcharged establishment, without quoting reference to these rules since they do not apply to the work-charged staff.

17.04 CONVICTION OF A WORKCHARGED EMPLOYEE ON A CRIMINAL CHARGE.

Where an employee on the workcharged establishment is convicted by a court of law, the appointing authority, may after the verdict of the court is known, take action in accordance with the procedure indicated in the Ministry of Home Affairs O.M. No. F. 43/57/64-AVD(III), dated 29-11-66, without quoting the Central Civil Service (Classification, Control and Appeal Rules, 1965).

18. RETRENCHMENT

18.01 Retrenchment in any category of the workcharged establishment of the Archaeological Survey of India, will be governed by the principle of short service, in other words, "last to come is the first to go."

18.02 ABSORPTION OF SURPLUS STAFF

As soon as it is realised that any non-permanent or a temporary work-charged employee is likely to be rendered surplus on account of completion of works, he should immediately be served with notice of retrenchment in such a manner that the date of expiry synchronises with the date of completion of work. The employees affected by such notices, should during the period of notice, be freely permitted to apply for vacant posts in other Circles/Branches of the Survey who may absorb them within the period of notice. The employees who fail to find alternative jobs within the period of notice shall stand retrenched from the Archaeological Survey of India, on the expiry of notice and will be paid service gratuity as admissible to similar employees in regular temporary establishment.

They can be reemployed, thereafter, in the Archaeological Survey of India as fresh entrants through the employment
exchange in usual manner, but will get preferential treatment in employment again, only if their work and conduct before their retrenchment had been quite satisfactory and up to the mark.

Such of the workers, who are absorbed within the period of notice in other Circle/Branch offices will be treated as junior most in the respective categories under the new units for the purposes of promotion and retrenchment. Such employees will, however, be allowed to count their service, for fixation of pay, and retirement benefits in the new units, and to carry forward any leave to their credit.

In case permanent workcharged employees are rendered surplus in any office, their seniority, and other service rights shall not be affected consequent upon their absorption in the unit of seniority.

No permanent workcharged employee shall be retrenched without obtaining prior approval of the Director General.

19. RESIGNATION

19.01 PERIOD OF NOTICE

Workcharged employees desirous of resigning their appointment have to give a notice of two weeks if they have served for less than one year and a month’s notice if they have served more than a year. In the absence of the notice, they forfeit pay and allowances for the prescribed period.

The appointing authority is authorised to waive the condition for giving the prescribed notice or the forfeiture of pay for the period of notice wherever there are justifiable reasons for relaxation.

19.02 AUTHORITY COMPETENT TO ACCEPT RESIGNATION

The Appointing authority has the powers to accept resignation in each category of employees.

19.03 When resignation becomes effective, it can be allowed to be withdrawn only with the concurrence of the Ministry of Finance.

20. AGE OF RETIREMENT

20.01 A workcharged employee in Class III service shall ordinarily be retained in the service, till he attains the age of 58
years, while the one in Class IV service shall superannuate on attaining the age of 60 years. However, the appropriate authority, shall, if it is of the opinion, that it is in public interest to do so, shall have the absolute right to retire the workcharged employee, after he has attained the age of 55 years, by giving him in writing, notice of not less than three months or three month's pay and allowances in lieu of notice. Similarly any workcharged employee may, by giving a notice of not less than three months to the appropriate authority, retire from service, after he has attained the age of 55 years, provided that it shall be open to the appropriate authority to withhold permission to a workcharged employee under suspension who seeks to retire after giving three months notice.

NOTE 1. Appropriate authority means appointing authority in the case of workcharged establishment.

NOTE 2. The three month's notice may be given before the workcharged employee attains the age of 55 years, provided the retirement takes place, after he has attained that age.

NOTE 3. A workcharged employee automatically retires on attaining the age of Superannuation/Compulsory retirement and no formal Order of retirement is necessary.

21.01 SUPERANNUATION REGISTER

In order to guard against the possibility of a member of workcharged establishment continuing beyond the age of superannuation, a superannuation register in the following form will be maintained in each Circle/Branch office besides the service cards specified in para 3.08:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Father's name</th>
<th>Designation</th>
<th>Date of birth</th>
<th>Date on which it attains the age of 55 years</th>
<th>55 years</th>
<th>58 years</th>
<th>60 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>
Period of retention sanctioned | Date on which the age of 60 years is attained
---|---
7 | 8

22.01 G.P.F. CONTRIBUTIONS

The employees in the workcharged establishment will be entitled to subscribe to the General Provident Fund Account in the same manner as other regular employees of the Survey, and the relevant rules will also apply in the case of workcharged employees as well.

23.01 PENSION AND GRATUITY

All permanent workcharged staff in the Archaeological Survey of India, will be entitled to pensionary benefits w.e.f. 18-11-60.
APPENDIX XV

Rules relating to the service conditions of casual employees/ Labour engaged on the Muster Roll

(Rule 14.7.1 of Archaeological Works Code)

1. These rules shall apply to Casual Labour engaged on Muster Roll for carrying on Archaeological works i.e. Conservation, Preservation, Horticulture, Excavations, Explorations and watch and ward, etc.

2. Muster Roll staff can be employed on jobs of purely casual nature and for short durations. It should ordinarily be engaged for seasonal works of such of the Conservation/Preservation and other works done departmentally, and to the barest minimum, on the local government or local/Central P.W.D. rates in vogue in the area, in which such labour is employed from time to time. They are not regular employees and come under the category of day to day employees. Appointment of labour for more than 200 days in a calendar year would need approval of the Director General.

D.G. Instruction No. 1

I have the honour to state that it has been brought to the notice of this office that attempts have been made by the different organisations of this Survey to pay ad-hoc higher rates of wages than the scheduled rates to get their works done. This point was considered at the officer's meeting held at New Delhi on the 28th August, 1965, and it has finally been decided that in no case should there be any attempt by one Branch of the Survey to tempt away any labour working with another Branch at the same place by offering higher wages.

It has further been decided that whenever different organisations of the Survey work at a particular place, the officers incharge and the subordinate should set in touch with each other to fix up local rates, based on prevailing certified market rates, for different categories of labour and hold periodical meetings to discuss matters of common interest for the smooth running of the works of this Survey as a whole.

(Circular No. 4/2/65-M, dated 7-10-65).

18—1 D of/ASI/ND/78
D.G. Instruction No. 2

It has been decided that henceforth employment of casual labour on works of casual nature which are likely to continue for more than four months may be made through the Employment Exchange.

(Circular No. 46/5/64-M dated 22-8-74).

D.G. Instruction No. 3

I have the honour to say that it has been observed that quite a number of staff is employed by various offices of the Survey on the Muster Roll for a considerably long period and in some cases even beyond one year or more.

As the very term Muster Roll denotes that the staff is required to be employed on the jobs of purely casual nature and for a very short duration, the service of the workers employed for such types of work should normally terminate on the completion of the job on which they are employed. In any case such staff must not be employed for more than 200 days in a year.

It is also observed that in some cases the workers who are engaged on Muster Roll of a particular job are appointed to another job perhaps to give them continuity of employment on some or other administrative grounds. This practice is contrary to the intentions of casual employment and is, therefore, highly objectionable and should stop forthwith.

3. It is not, however, the intention to do away entirely with the employment of staff on the Muster Roll. The idea is to reduce the number of this category of staff to the barest minimum possible and for equally least period. For works likely to continue for more than a year on Muster Roll establishment sanction of the Director General, Archaeological Survey of India, should be obtained though it is to be understood that such permission will be given in very rare cases, if at all unavoidable.

4. It may please be ensured that these instructions are strictly followed. Any instances of workers being employed for more than 200 days in any period of 12 months without the approval of this office coming to our notice will be viewed seriously.

(Circular No. 59/26/74-Adm.-II, dated 22-8-1974).
Government of India's Decision No. 1

Attention of the Ministries/Departments, etc., is invited to the Ministry of Finance O.M. No. F. 10/15-E. Cord.-67, dated the 23rd September, 1967, restricting employment of casual labour to work of truly casual nature. It was emphasised that the employment of staff paid from contingencies for work of a regular nature or against the requirements of vacant posts temporary or permanent on the regular establishment was irregular and was to be avoided.

2. It has come to the notice of this Ministry that several Ministries/Departments/Offices have been resorting to the practice of employing clerical staff viz. clerks, stenographers, typists on daily wages basis and paying their wages from contingencies. A.G.C.R. has, therefore, raised objection to the payment of wages to casual hands employed to do clerical work on daily wages from contingencies.

3. The matter has been examined in this Ministry in consultation with the Department of Personnel and it has been decided that employment of casual hands to do clerical or stenographer work on daily wages is irregular and should not in any circumstances be resorted to and the practice of employing Class III staff on daily wages should be terminated forthwith.

4. As regards the regularisation of action taken in the past by the various Ministries/Departments/Offices to draw wages of the Class III personnel (employed on daily wages) on contingent bills in contravention of the provision of G.F.R. 292 ex-post facto sanction in relaxation of the provisions of the Rule 202 ibid is hereby accorded to the drawal of the wages of clerks, stenographers and typists on contingent bills by the various Ministries/Departments. They are requested to bring this sanction to the notice of the Audit Office wherever necessary in order to regularise such drawals by them in the past.


3. Vacancies in Muster Roll should be filled through the nominees of the nearest Employment Exchange unless the Employment Exchange certifies that it is not possible for that office to sponsor any candidates, or the labour is require to be employed for less than four months and/or at an out of the way or remote locality.
D.G.'s Instruction No. 1

It has been decided that henceforth employment of casual labour on works of casual nature which are likely to continue for more than four months may be made through the Employment Exchange.

(Circular No. 46/5/65, of 24-2-65).

4. All contemplated employment of labour of Muster Rolls which is likely to exceed four months should be approved by the Circle/Branch Officer. In rare cases, involving employment of labour for more than two hundred days specific sanction of the Director General would be necessary.

5. Appointment of workers from one job to another in order to continue them on Muster Roll beyond the period prescribed above, after causing break for one or two days, etc., is not permissible. Employment of Chowkidars and supervisory staff on Muster Roll should be discouraged.

6 (a) After putting in service for two years and in case the number of days of such employment are not less than 240 days in each year, a worker can be appointed against a regular post, provided his initial appointment on Muster Roll was made through the Employment Exchange.

(b) Service rendered on daily rates of pay by a worker who subsequently gets absorbed in work-charged/regular establishment, will not count towards seniority, fixation of pay, increments, etc., on the Regular or work-charged establishment.

D.G.'s Instructions

I have the honour to state that while considering casual labourers for posts on regular and work-charged establishments due weight should be given to their length of employment. For this purpose it has been decided by Government that the seniority of casual workers should be determined on the basis of the number of years of service rendered by them as casual labourers provided that the worker has put in at least 240 days of service in each year. As regards the inter se seniority of casual workers having same years of service their seniority should be reckoned on the basis of the number of days worked by them. For example a worker with a 2 years continuous service who has worked for a total of 481 days will be senior to a worker with the same years of service but who, has worked
for 480 days only. Again, a worker with 3 years continuous service who has put in only 720 days work will be senior to a worker with 2 years continuous service even though the latter may have put in 730 days of work.

2. The seniority lists of casual workers in your office should be prepared on the above basis for the purpose of their appointments to posts on regular/work-charged establishment.

(D.G., Circular No. 50/61/66-Adm. of 8-9-69).

D.G. Instruction No. 2

In continuation of this office circular letters of even number dated 1-3-69 and No. 50/61/66-Adm. dated 18-9-1969, on the subject noted above, I have the honour to enclose for your information and guidance a copy of the Ministry of Education and Youth Services’ letter No. F. 2/15/70-CAI(I), dated the 28th March, 1970 conveying Government’s decision to the appointment of casual labourers who have put in more than two years of service in the Archaeological Survey of India, to the regular posts of Monument Attendants in relaxation of the Recruitment Rules, subject to their having minimum educational qualifications i.e. Primary School Standard Pass and also subject to the conditions laid down in the Ministry of Home Affairs O.M. No. 16/1/68-Estt.D dated 18 9-69 and No. 14/1/68-Estt(d) dated the 12th February, 1969.

(D.G.’s Circular No. 50/125/66-Adm. of 1-4-1970).

Director General Instruction No. 3

I have the honour to state that according to the Ministry of Home Affairs O.M. No. 16/10/66-Ests(D), dated the 2nd December, 1966, a copy of which was forwarded to you under this office endorsement No. 50/125/66-Adm., dated the 28th January, 1967, casual labourers are eligible for appointment to posts on the regular establishment in an Office/establishment provided they have rendered a minimum of two years continuous service as casual labour in the office/establishment to which they are to be appointed. Recently in a case, the term ‘Office/establishment’ occurring in the Ministry of Home Affairs O.M. No. dated the 2nd December, 1966, referred to above was interpreted to mean the Archaeological Survey of India as a whole and resulted in irregular appointments which had to be set aside. It is, clarified that the term ‘Office/establishment’ in this context would mean Circle/Branch/Office, as the case may
be, and not the Survey as a whole. In view of these instructions you are requested to consider only such eligible casual labourers as Circle/Branch/Office and not those who have put in the required number of days in your Circle/Branch/Office.

(D.G.’s Circular No. 50/125/66-Adm., of 9-7-70).

Director General’s Instruction No. 4

I have the honour to state that according to the Ministry of Home Affairs O.M. No. 16/20/66-Ests(D), dated the 2nd December, 1966, a copy of which was forwarded to you under this office endorsement No. 50/125/66-Adm., dated the 28th January, 1967, casual labourers are eligible for appointment to posts on the regular establishment in an office/establishment provided they have rendered a minimum of two years continuous service as casual labour in the office/establishment to which they are so appointed. Recently in a case, the term ‘Office/establishment’ occurring in the Ministry of Home Affairs O.M. dated the 2nd December, 1966 referred to above was interpreted to mean the Archaeological Survey of India as a whole and resulted in irregular appointments which had to be set aside. It is clarified that the term ‘Office/establishment’ in this context would mean Circle/Branch/Office, as the case may be, and not the Survey as a whole. In view of these instructions you are requested to consider only such eligible casual labourers as have put in the required number of days in your Circle/Branch/Office and not those in other Circle/Branch/Office. This supersedes this office letter of even number dated the 9th July, 1970 which was wrongly typed.

(Circular No. 50/125/66-Adm. dt. 6-10-70).

Government of India’s Decision No. 1

The undersigned is directed to refer to the discussions contained in the Ministry of Education file No. 1/14/67-CAI(I) (already returned) regarding appointment of casual labour to regular establishment of the Archaeological Survey of India, and to say that his Ministry agrees to waive the recruitment of “Employment Exchange Procedure” laid down in M.H.A. O.M. No. 16/10/66-Ests(D) dated 2-12-1966, as a special case, in respect of the casual labour of Archaeological Survey of India so as to bring them on their regular establishment, provided that such casual labour had put in a minimum continuous service of two years.

(Ministry of Education and Youth Services No. 16/1/68-Estt. (D) of 18-9-68).
Government of India's Decision No. 2

According to this Ministry's Office Memorandum No. 16/10/66-Estt.(D), dated the 2nd December, 1966 casual labourers are eligible for appointment to posts on the regular establishment in an office/establishment, provided they have rendered a minimum of two years continuous service as casual labour in the office/establishment to which they are so appointed. A question has been raised whether the two years' spell of service mentioned in the Office Memorandum of 2nd December, 1966 should be strictly continued or whether some allowance should be given for periods of absence for reasons, like those of sickness or cessation of work which is not due to any fault on the part of the casual labourer/or other unavoidable causes. The matter has been considered and it has been decided that a casual labourer may be given the benefit of the orders of 2nd December, 1966, if he has put in at least 240 days of service as a casual labourer (including broken periods of service) during each of the two years of service referred to above.

3. The Ministry of Finance, etc., are requested to bring these instructions to the notice of all concerned.

-(Ministry of Home Affairs No. 14/1/68-Ests(C) of 12-2-68).

6. (c) The service rendered by a worker as casual labour on Muster Roll should be allowed to be deducted from their actual age, at the time of his appointment to a regular post. If after deducting this period, he is within the minimum age limit prescribed for the service or the post in regular establishment he should be considered eligible in respect of minimum age.

-(Ministry of Home Affairs No. 4/9/61 Estt. (D) of 9-8-61).

Government of India Decision

Reference this Ministry's Office Memorandum of even number dated the 9th August, 1961 on the subject noted above, it has been decided that broken periods of service rendered as casual labourer may also be taken into account for the purpose of age relaxation for appointment in regular establishment, provided that one stretch of such service is, for more than six months.

-(Ministry of Home Affairs No. 4/9/61-Estt. (D) of 16-9-61).
7. (a) The Muster Roll labourers are not allowed weekly offis with pay. These weekly offs or existence of an accidental closed Holiday, whether paid or unpaid will not cause any discontinuity in employment of staff on Muster Roll.

(b) Three paid National Holidays are allowed to staff engaged on Muster Rolls.

8. Besides the name of the worker and his/her father’s name, the name of the village to which the labourer belongs should also be given in the Muster Roll. The name of the village will be given as per labourer’s statement.

9. Character antecedents of the labour engaged on watch and ward duty should invariably be verified.

10. The worker employed on Muster Roll shall be paid fortnightly. All payment of wages should be made during duty hours.

11. When it is necessary to bring labourers and artisans from a distance they may be allowed wages for the number of days occupied in the journey to and from the site of work, if they join the work with proper despatch. At the discretion of the Circle/Branch Officer, bonafide Travelling Expenses and actual expenses during the journey may also be allowed to them. These charges must be borne by the estimate of work.
APPENDIX XVI

Proforma for reporting loss of Measurement Book by the Circle/Branch Officer to the Director General

(Rule 14.11.2 of Archaeological Works Code)

2. The date on which the M.B. was lost.
3. Detailed circumstances leading to its loss.
4. Name of the officer to whom the M.B. was issued.
5. Efforts made to trace the lost M.B.
6. By whom were the last measurements recorded.
7. Whether the measurements were checked up to the required percentages by the Superior Officer as required under rules, and if not, why not.
8. Is any register maintained to watch the movement of the M.Bs.
9. Whether M.B. contained the details of any works for which payment has not been made or all the works have been finalised.
10. Whether any audit objection or Contractor's dispute relating to the M.B. is pending and if so, nature thereof, and how it is proposed to settle up.
11. Whether the work or works to which the M.B. relates are susceptible to measurement again, if not what are the basis on which it is proposed to make final payment of the relevant bills remaining outstanding.
12. Whether the Circle/Branch Officer is satisfied that by writing such fresh measurement on the basis of the subsidiary records, if available, Government will not be put to any loss or disadvantageous position, and there will be no dispute from any quarter. If so, give reasons. If not, what steps are suggested to safeguard against any such happenings in future.
13. Details of disciplinary action taken against the persons responsible for the loss.

14. Details of remedial measures taken to avoid recurrence of such cases.

15. Any other remarks.

Circle/Branch Officer,
Archaeological Survey of India

........................................Circle/Branch

........................................(Station)
APPENDIX XVII

Sample Form for Site Order Book

(Para 14.13.2 of Archaeological Works Code)

<table>
<thead>
<tr>
<th>Name of work</th>
<th>Date of commencement/period of completion</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Remarks of the Inspecting Officer or Contractor</th>
<th>Action taken and by whom</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
APPENDIX XVIII

Form of Application for Extension of Time by Contractor

(Para 14.15.5 of Archaeological Works Code)

1. Name of Contractor.

2. Name of works as given in the agreement.

3. Agreement No.

4. Estimated amount put to tender.

5. Date of commencement of work as per agreement.

6. Period allowed for completion of work as per agreement.

7. Date of completion stipulated in agreement.

8. Period for which extension of time has been given previously—

(a) 1st extension vide signature of Circle/Branch Officer Dated Month Days.

(b) 2nd extension vide signature of Circle/Branch Officer Dated Month Days.

(c) 3rd extension vide signature of Circle/Branch Officer Dated Month Days.

(d) 4th extension vide signature of Circle/Branch Officer Dated Month Days.

Total extension previously given.

9. Reasons for which extensions have been previously given (copies of the previous applications should be attached).

10. Period for which extension is applied for.

11. Hindrances on account of which extension is applied for with dates on which hindrances occurred and the period for which these are likely to last.

12. (a) Serial No.

(b) Nature of hindrance.
(c) Date of occurrence.
(d) Period for which it is likely to last.
(e) Period for which extension required for this particular hindrance.
(f) Overlapping period, if any, with reference to item.
(g) Net extension applied for.
(h) Remarks, if any.

Total period for which extension is now applied for on account of hindrances mentioned above. Month Days.

13. Extension of time required for extra work.

14. Details of extra work and the amount involved:
   (a) Total value of extra work.
   (b) Proportionate period of extension of time based on estimated amount put to tender on account of extra work.

15. Total extension of time required for 11 & 12.

Submitted to the Sub Circle Office..............................

Signature of Contractor

Dated:
APPENDIX XVIII(a)

Application for Extension of Time—Part II

(To be filled in by the Dy./Assistt. Archaeological Engineers or Senior Conservation Assistant/Conservation Assistant).

1. Date of receipt of application from Contractor for the work by the Senior Conservation Assistant/Conservation Assistant.

2. Acknowledgement issued by Conservation Assistant vide his letter No. ................. dated ..................

3. Recommendations of Senior Conservation Assistant/Conservation Assistant as to whether the reasons given by the contractor are correct and what extension, if any, is recommended by him. If he does not recommend the extension, reasons for rejection should be given.

Signature of Senior Conser. Assistant/Conservation Assistant

Dated: ................................

(To be filled in by the Circle/Branch Office)

1. Date of receipt in the Circle Office.

2. Circle/Branch Officer’s remarks regarding hindrances mentioned by the Contractor—

(i) Serial No.

(ii) Nature of hindrance.

(iii) Date of occurrence.

(iv) Period for which hindrance is likely to last.

(v) Extension of time applied for by the contractor.

(vi) Overlapping period, if any, giving reference to items which overlap.

(vii) Net period for which extension is recommended.

(viii) Remarks as to why the hindrance occurred and justification for extension recommended.
3. Circle/Branch Officer’s recommendations. The present progress of the work should be stated and whether the work is likely to be completed by the date upto which extension has been applied for, if extension of time is not recommended, what compensation is proposed to be levied.

Dated Signature of Circle/Branch Officer.

Remarks by Director General

Director General
APPENDIX XIX

Forms of Bills and Vouchers

(Para 14.16.1 of Archaeological Works Code)

1. The authorised forms of bills and vouchers are the following:

(a) First and Final Bill Form P.W.A. 24.
(b) Running Account Bill A, P.W.A. 25.
(d) Running Account Bill C, P.W.A. 27.
(e) Hand Receipt Form P.W.A. 28.

The use of the forms is explained in the following paragraphs and a few explanatory footnotes as are printed on the forms.

2. First and Final Bill, Form P.W.A. 2.—This form should be used for making payments both to contractors for work and to suppliers, when a single payment is made for a job or contract, i.e. on completion. A single form may be used for making payments to several payees, if they relate to the same work (or to the same head of account in the case of supplies) and are billed for at the same time.

3. Running Account Bill A, Form P.W.A. 25.—This form is intended for contractors for work only. It should be used: (1) if it is proposed to make an advance payment, or (2) if an ‘on account’ payment is to be made but an advance payment already made for the same work is outstanding.

This is not to be used if a secured advance is to be made or if such an advance is already outstanding against the contractor in respect of the same work.

4. Running Account Bill B, Form P.W.A. 26.—This form is also intended for contractors for work only. It should be used in all cases in which secured advances are to be made or are already outstanding, in respect of the same work, against the contractor. When this form is used it should also be utilised for making ‘on account’ and ‘advance’ payments, if any, in respect of the work.
5. Running Account Bill C, Form P.W.A. 27.—This form is used both for contractors for work and for suppliers. It is intended to be used for contractors for work when only ‘on account’ payments are made. It is not to be used if a secured advance or an advance payment is to be made or if such an advance or advance payment in respect of the work is outstanding against the contractor.

6. Form P.W.A.—27 is the only form for Running Account Bills, which is suited for transactions with supplies. Form P.W.A. 26 is the only form which provides completely for all classes of running account transactions with contractors for work. If a secured advance is not outstanding, and if it is not proposed to make such an advance, the simpler form (P.W.A.: 25) will serve the purpose. Similarly, if no advance payment is outstanding and if it is not proposed to make such a payment, the still simpler form P.W.A. 27 can be used. The form to be used on such occasions should be the one most suitable for the correct exhibition of the state of the contractor’s running account both before and after the transaction, regardless of the form or forms which may have been used for any previous payment or advance.

7. Hand Receipt, Form P.W.A. 28.—This is a simple form of voucher intended to be used for all miscellaneous payments and advances, for which none of the special forms P.W.A. 24, 25, 26 and 27 is suitable.
APPENDIX XX

Specimen of letter by the S.A. to contractor for provisional reduction in Rate for sub-standard work.

To
M/s..............................
..............................

Dear Sir (s)

SUBJECT:—Construction...........Agreement No. .........

1. The President of India considers that the items of work (specified in the statement appended herewith relating to the work of.......undertaken by you in terms of the above agreement) have not been executed in accordance with the prescribed specifications and/or in a workman like manner and, therefore, cannot be accepted in terms of the above said agreement for payment at the rates specified in the agreement.

2. President, however, is willing to consider acceptance of the same should you agree to receive payment at rates suitably reduced taking into consideration the sub-standard nature of the said items of work. The S.A. in charge of the concerned Circle of A.S.I. will determine as to what suitable reductions in the rates should be made from the agreed rates for the said items. His decision shall be final. Pending such decision of the S.A., however, the payment for the said items of work will be made at the provisional rates indicated against each item.

3. If you agree to the aforesaid conditions for acceptance of payment for the said items of work you may please return the enclosed form duly executed by you.

4. If no reply is received from you within three weeks of the date of receipt of this letter it shall be presumed that the offer is not acceptable to you. In the said event the offer shall stand withdrawn, without prejudice to the rights, and remedies of the President of India in terms of the contract.

Yours faithfully,

Superintending Archaeologist
For and on behalf of the President of India.
Specimen of letter of contractor's acceptance of provisional reduction of rate for sub-standard work.

To


SUBJECT:—Construction of........................

REFERENCE:—Your letter No........................

Sir,

I/We have carefully read the terms and conditions offered in your letter number dated.........and they are acceptable to me/us.

Pending the decision of the S.A. of the final rates of payment against the items of work specified in the statement attached to your above letter, which will be final and binding I/we agree to the same being paid at the provisional rates indicated against each of the said item of work for the above work as mentioned in your statement.

Yours faithfully,

Contractor(s)
APPENDIX XXI

Instructions for Filling up the Contractor’s Ledger

(Rule 14.23.3 of Archaeological Works Code).

Column 4.—‘Advance payments’ if the bill is a running account bill (Form 26) figure D of the Memorandum of Payments should be posted in this column.

Column 5.—‘Secured advance’ Figure E of the Account of secured advances (Form 26-A) should be posted in this column.

Column 6.—‘Other Transactions’ in the case of the running account bills figure G of the Memorandum of payments should be posted in this column. If a payment is made on first and final bill Form 24 no entry should be made in this column unless a recovery is made from the contractor on any account. In the case of the transactions other than these, the amount paid or recovered should be entered. The amount of advance made should be posted in this column. In Column 4, 5, 6 debits to contractors should be posted as plus entries and credits as minus entries.

Column 7.—‘Name of Work etc’. Here should be entered full name of the work to which the bill or voucher relates except in the case of the supplier’s bill, when the name of the account concerned, stock or purchase, should be stated. Brief particulars describing the nature of the transactions should then be added, and against the line should then be posted, in money columns 4, 5, 6, 8, 9, and 10, the figures relating to that transaction only. When a deduction is made from a Contractor’s Bill for one work, is creditable to the account of another work and such credit is in connection with his contract of the latter work, two distinct sets of entries should be made in the ledger, one for the payment made on account of the former work and the other for the recovery creditable to the latter, as if the recovery had been made in cash. The second set of entries should be posted in a separate line in columns 6 and 9 against the name of the work concerned.

NOTE. If there are several contracts in connection with a work or account the transaction relating to each should be distinguished preferably by quoting the number and date of agreement.
Column 8.—‘Gross Transaction—Debits’—If it is a running account bill, figure H of the memorandum of payments should be posted in this column, otherwise, the total amount paid or chargeable.

Column 9.—‘Gross Transactions—Credits’. Here should be entered the value of work or supplies creditable to the Contractor which will be figure F of account I in the case of running account bill.

Column 10.—‘Total value of wrok or supplies’—In the case of the running account bill, here should be entered the total value of work done or supplies made up to date, as per the figure A of Account I of the bill but before posting the bill it should be seen that the figure shown in Account I of it as ‘Deduct value of work shown on the previous bill’ agrees with the last entry in column 10 of the ledger against the work concerned. In token of this check, this last entry in column 10 should be initialled and (dated) by the Head Clerk or the Administrative Officer.
## Annual Report on the Works executed in Circles/Branches

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of work</th>
<th>Amount of sanctioned estimates</th>
<th>Date of commencement of work</th>
<th>Amount spent in the past against the sanctioned estimates</th>
<th>Anticipated expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### APPENDIX XXII—Contd.

<table>
<thead>
<tr>
<th>Reasons for variations in columns 3 and 6</th>
<th>Stage at which the work has reached</th>
<th>Is the revision of the sanctioned estimate necessary if so, give reasons</th>
<th>Particulars of revised estimates, if any, prepared</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|        | 7 | 8 | 9 | 10 | 11 |
# APPENDIX XXIII

List of Posts, incumbents of which are required to furnish Security Deposits

(Rule 18.1.1 of Archaeological Works Code)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>Security deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cashier (Headquarter’s office)</td>
<td>500.00</td>
</tr>
<tr>
<td>2.</td>
<td>Conservation Assistant</td>
<td>500.00</td>
</tr>
<tr>
<td>3.</td>
<td>Chemical Assistant</td>
<td>500.00</td>
</tr>
<tr>
<td>4.</td>
<td>Junior Chemical Assistant</td>
<td>250.00</td>
</tr>
<tr>
<td>5.</td>
<td>Technical Assistant</td>
<td>500.00</td>
</tr>
<tr>
<td>6.</td>
<td>Custodian</td>
<td>500.00</td>
</tr>
<tr>
<td>7.</td>
<td>Curator</td>
<td>500.00</td>
</tr>
<tr>
<td>8.</td>
<td>U.D.C. (Accounts) (except in the Museum Branch and Government Epigraphist’s Office)</td>
<td>500.00</td>
</tr>
<tr>
<td>9.</td>
<td>Senior Works Assistant (Office of Assistant Garden Supdt. North Zone, Agra)</td>
<td>500.00</td>
</tr>
<tr>
<td>10.</td>
<td>Upper Division Clerk (Office of Assistant Garden Supdt. North Zone, Agra)</td>
<td>500.00</td>
</tr>
<tr>
<td>11.</td>
<td>Antiquities Assistant</td>
<td>250.00</td>
</tr>
<tr>
<td>12.</td>
<td>Surveyor Gr. I</td>
<td>250.00</td>
</tr>
<tr>
<td>13.</td>
<td>Draftsman Gr. I</td>
<td>250.00</td>
</tr>
<tr>
<td>14.</td>
<td>Draftsman Artist</td>
<td>250.00</td>
</tr>
<tr>
<td>15.</td>
<td>Photographer Gr. I &amp; II</td>
<td>250.00</td>
</tr>
<tr>
<td>16.</td>
<td>Photographer Gr. III</td>
<td>150.00</td>
</tr>
<tr>
<td>17.</td>
<td>Head Storekeeper</td>
<td>250.00</td>
</tr>
<tr>
<td>18.</td>
<td>Booking Clerk</td>
<td>150.00</td>
</tr>
<tr>
<td>19.</td>
<td>Laboratory Assistant</td>
<td>150.00</td>
</tr>
<tr>
<td>20.</td>
<td>Sr. Carpenter &amp; Carpenter</td>
<td>150.00</td>
</tr>
<tr>
<td>21.</td>
<td>U.D.C. (Cash) (in the Office of the Museum Branch and Government Epigraphist’s Office)</td>
<td>500.00</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Rate</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>22</td>
<td>Upper Division Clerk (Cash) (Excavation Branch)</td>
<td>500.00</td>
</tr>
<tr>
<td>23</td>
<td>Accounts Clerk (except excavation Branch)</td>
<td>250.00</td>
</tr>
<tr>
<td>24</td>
<td>Storekeeper</td>
<td>150.00</td>
</tr>
<tr>
<td>25</td>
<td>Horticultural Asstt. Gr. I</td>
<td>500.00</td>
</tr>
<tr>
<td>26</td>
<td>Excavation Assistant (Excavation Branch, Atlas Branch)</td>
<td>500.00</td>
</tr>
<tr>
<td>27</td>
<td>Analytical Chemist/Sr. Chemical Asstt.</td>
<td>500.00</td>
</tr>
<tr>
<td>28</td>
<td>Exploration Assistant</td>
<td>250.00</td>
</tr>
<tr>
<td>29</td>
<td>Epigraphical Assistant</td>
<td>250.00</td>
</tr>
<tr>
<td>30</td>
<td>Junior Gallery Assistant</td>
<td>250.00</td>
</tr>
<tr>
<td>31</td>
<td>Works Assistant</td>
<td>250.00</td>
</tr>
<tr>
<td>32</td>
<td>Head Clerk (Regional Office of Chemistry Branch)</td>
<td>250.00</td>
</tr>
<tr>
<td>33</td>
<td>Lower Division Clerk</td>
<td>150.00</td>
</tr>
<tr>
<td>34</td>
<td>Upper Division Clerk</td>
<td>250.00</td>
</tr>
<tr>
<td>35</td>
<td>Mechanical Supervisor (Except Office of the Asstt. Garden Supdt. N. Delhi)</td>
<td>250.00</td>
</tr>
<tr>
<td>36</td>
<td>Caretaker</td>
<td>150.00</td>
</tr>
<tr>
<td>37</td>
<td>Driver Mechanic</td>
<td>150.00</td>
</tr>
<tr>
<td>38</td>
<td>Mechanic</td>
<td>150.00</td>
</tr>
<tr>
<td>39</td>
<td>Foreman</td>
<td>150.00</td>
</tr>
<tr>
<td>40</td>
<td>Draftsman-cum-Surveyor</td>
<td>250.00</td>
</tr>
<tr>
<td>41</td>
<td>Draftsman Gr. II &amp; III</td>
<td>150.00</td>
</tr>
<tr>
<td>42</td>
<td>Modeller Gr. I &amp; II</td>
<td>150.00</td>
</tr>
<tr>
<td>43</td>
<td>Blacksmith</td>
<td>150.00</td>
</tr>
<tr>
<td>44</td>
<td>Fitter</td>
<td>150.00</td>
</tr>
<tr>
<td>45</td>
<td>Operator</td>
<td>150.00</td>
</tr>
<tr>
<td>46</td>
<td>Engine Driver</td>
<td>150.00</td>
</tr>
<tr>
<td>47</td>
<td>Chowdhary (Garden)</td>
<td>150.00</td>
</tr>
</tbody>
</table>
APPENDIX XXIV

List of Drawing and Disbursing Officers who will submit all their bills for payment to their Pay and Accounts Office

Pay and Accounts Office (Archaeological Survey of India, New Delhi)

1. Deputy Director
   (Accounts) Head Quarters,
   New Delhi.

2. The Superintending Archaeologist,
   Delhi-Circle
   Safdarjang
   Tomb, N. Delhi.

3. Superintending Archaeologist
   Excavation Branch II
   Purana Qila,
   New Delhi.

4. Assistant Superintending Horticulturist
   Safdarjang Tomb,
   New Delhi.

5. Deputy Superintending Archaeologist,
   for Museum, Purana Qila,
   Delhi.

6. Asstt. Superintending Archaeological
   Chemist,
   New Delhi.

7. Asstt. Superintending Archaeological
   Chemist
   Chandigarh.

8. Superintending Archaeologist
   Building Survey Project
   Safdarjung Tomb,
   New Delhi-3.
APPENDIX XXV

List of Drawing and Disbursing Officers who will be vested with cheque drawing powers for making payment of bills themselves and the pay and Accounts Office to whom they will render the accounts of weekly payment.

Pay and Accounts Office, Archaeological Survey of India, New Delhi

1. The Superintending Archaeologist, Mid-Eastern Circle, Patna.

2. The Superintending Archaeologist, Frontier Circle, Srinagar.

3. The Superintending Archaeologist, Central Circle, Bhopal.

4. The Superintending Archaeologist, Northern Circle, Agra.

5. The Superintending Archaeologist, Eastern Circle, Calcutta.


7. Assistant Superintending Archaeologist, for Museum, Nalanda.


10. Assistant Superintending Archaeologist for Museum, Sanchi.


Pay and Accounts Office, Archaeological Survey of India, Hyderabad.

1. The Superintending Archaeologist, (Excavation Branch) Archaeological Survey of India, Nagpur.

2. The Superintending Archaeologist, South-Western Circle, Aurangabad.

3. The Superintending Archaeologist, Southern Circle, Madras.

4. The Superintending Archaeologist, Mid-Southern Circle, Bangalore.

5. The Superintending Archaeologist, Western Circle, Baroda.

6. Assistant Superintending Archaeologist for Museum, Nagarjunakonda.
Pay and Accounts Office, Archaeological Survey of India, Hyderabad

7. Superintending Archaeologist (Antiquities)
   Archaeological Survey of India,
   Sion Fort,
   Bombay-22.

8. Assistant Superintending Archaeologist for Museum,
   Goa.

9. Assistant Superintending Horticulturist,
   Mysore.

10. Assistant Superintending Archaeologist for Museum,
    Hampi.
APPENDIX XXVI

List of units whose Drawing and Disbursing Officers will submit their bills for Pay and Allowances and office contingencies to drawing officers.

Units under the accounting jurisdiction of Pay and Accounts office (Archaeological Pay and Accounts Office Archaeological Survey of India) N. Delhi, Hyderabad.

<table>
<thead>
<tr>
<th>Units which will submit their bills</th>
<th>Units which will make payment</th>
<th>Units which will submit their bills</th>
<th>Units which will make payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (i) Superintending Archaeologist, Archaeological Survey of India, Temple Survey Project, Northern Region, Bhopal.</td>
<td>2. I. Chief Epigraphist, Assistant Superintending Horticulturist, Mysore.</td>
<td>3. (i) Superintending Archaeologist, Archaeological Survey of India, Central Circle, Bhopal.</td>
<td>4. (i) Assistant Superintending Archaeologist for Museum, Madras.</td>
</tr>
<tr>
<td>(ii) The Deputy Superintending Archaeological Chemist, Bagh Project, Dhar (M.P.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. (i) Chief Horticulturist, Archaeological Survey of India, Agra.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

261
<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii) Assistant Superintending Horticulturist, Agra.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>II (i) Superintending Epigraphist for Arabic and Persian inscriptions, Archaeological Survey of India, Nagpur.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(ii) Superintending Archaeologist, Prehistory Branch, Nagpur.</td>
</tr>
</tbody>
</table>
4. (i) Deputy Superintending Archaeological Chemist, Dehra Dun.

(ii) The Assistant Superintending Archaeological Chemist, Northern Zone, Dehra Dun.

Chief Archaeological Chemist, Dehra Dun

5. (i) The Assistant Superintending Archaeological Chemist, Western Zone, Aurangabad

The Superintending Archaeologist, South-Western Circle, Aurangabad.

(ii) The Assistant Superintending Archaeological Chemist, Field Laboratory, Ajanta, Distt. Aurangabad, Maharashtra.
List of C.P.W.A. Forms to be used as per provisions of A.W. Code

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Reference Form No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 5.2.2</td>
<td>C.P.W.A-1</td>
<td>Works Cash Book</td>
</tr>
<tr>
<td>2. 8.5.1</td>
<td>C.P.W.A-13</td>
<td>Tools and Plant Register</td>
</tr>
<tr>
<td>4. 14.2.1</td>
<td>C.P.W.A-43</td>
<td>Contractor’s Ledger</td>
</tr>
<tr>
<td>5. 14.2.1</td>
<td>C.P.W.A-21</td>
<td>Muster Roll</td>
</tr>
<tr>
<td>6. 14.3.1</td>
<td>C.P.W.A-2</td>
<td>Imprest Account</td>
</tr>
<tr>
<td>7. 14.8.2</td>
<td>C.P.W.A-22</td>
<td>Hand receipt for making payment to labour without Muster Roll</td>
</tr>
<tr>
<td>8. 14.16.2</td>
<td>C.P.W.A-24</td>
<td>First and Final Bill</td>
</tr>
<tr>
<td>14. 14.22.2</td>
<td>C.P.W.A-33</td>
<td>Register of Minor Works</td>
</tr>
<tr>
<td>15. 14.22.1</td>
<td>C.P.W.A-34</td>
<td>Register of Major Works</td>
</tr>
<tr>
<td>16. 14.27.1</td>
<td>C.P.W.A-77</td>
<td>Memorandum of Adjustment of Advances</td>
</tr>
<tr>
<td>17. 14.27.1</td>
<td>C.P.W.A-74</td>
<td>Schedule of Works abstract</td>
</tr>
<tr>
<td>18. 14.27.2</td>
<td>C.P.W.A-</td>
<td>Extract for contractor’s ledger</td>
</tr>
<tr>
<td>19. 14.27.1</td>
<td>C.P.W.A-14</td>
<td>Monthly Account of Tools and Plants</td>
</tr>
<tr>
<td>20. 14.27.1</td>
<td>C.P.W.A-61</td>
<td>Schedule Docket</td>
</tr>
<tr>
<td>21. 14.27.1</td>
<td>C.P.W.A-64</td>
<td>Classified abstract of Expenditure</td>
</tr>
<tr>
<td>22. 14.27.1</td>
<td>C.P.W.A-62</td>
<td>Schedule Docket</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>S. No.</th>
<th>Reference para of AWC</th>
<th>Form No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>4.2.1</td>
<td></td>
<td>Stock and sale of admission tickets and picture post cards/publications.</td>
</tr>
<tr>
<td>2.</td>
<td>4.2.3</td>
<td>T.R. 5 (iii)</td>
<td>Cash Receipt</td>
</tr>
<tr>
<td>3.</td>
<td>4.2.3 (v)</td>
<td>R.R. 5</td>
<td>Cash Receipt.</td>
</tr>
<tr>
<td>4.</td>
<td>8.4.1(i)</td>
<td>D.G.A.</td>
<td>Accession Register of Library books.</td>
</tr>
<tr>
<td>5.</td>
<td>8.4.1(ii)</td>
<td>D.G.A.</td>
<td>Accession Register of Museum Antiquities.</td>
</tr>
<tr>
<td>6.</td>
<td>8.4.1</td>
<td>D.G.A.(iii)</td>
<td>Stock and issue Register of Departmental publications, picture post cards, photographs and plaster casts.</td>
</tr>
<tr>
<td>7.</td>
<td>8.5.1</td>
<td>D.G.A.</td>
<td>Register of consumable stores,</td>
</tr>
<tr>
<td>8.</td>
<td>14.2.1</td>
<td>D.G.A. 74</td>
<td>Muster Roll Register.</td>
</tr>
<tr>
<td>11.</td>
<td>10.1.3</td>
<td>G.F.R. 30</td>
<td>Security Bond.</td>
</tr>
<tr>
<td>12.</td>
<td>18.1.3</td>
<td>G.F.R. 31</td>
<td>Fidelity Bond.</td>
</tr>
</tbody>
</table>

20—1.D of ASI/ND/78
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<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Reference No. to paragraph of A.W.C.</th>
<th>Description of statement</th>
<th>Authority to whom the statement is to be submitted</th>
<th>Periodicity</th>
<th>Date prescribed for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>3.2.1 (ii) &amp; (iii)</td>
<td>Detailed account of the funds drawn from Banks for payment to work-charged staff for the execution of works.</td>
<td>Pay and Accounts officer concerned.</td>
<td>Monthly</td>
<td>20th of every month</td>
</tr>
<tr>
<td>2.</td>
<td>4.2.1(6) (Note 1)</td>
<td>Statement of credits.</td>
<td>Do.</td>
<td>Monthly</td>
<td>20th of every month</td>
</tr>
<tr>
<td>3.</td>
<td>4.2.5 (Note)</td>
<td>Monthly return of expenditure incurred and departmental receipts realised.</td>
<td>Do.</td>
<td>Monthly</td>
<td>Do.</td>
</tr>
<tr>
<td>4.</td>
<td>8.5.1</td>
<td>Statement of Tools &amp; Plants</td>
<td>Do.</td>
<td>Yearly</td>
<td>In the month of April</td>
</tr>
<tr>
<td>5.</td>
<td>9.3.1</td>
<td>Annual conservation programme</td>
<td>Director General</td>
<td>Yearly</td>
<td>In the month of February</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Reference para of AWC</th>
<th>Form No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>13.3.1 (v)</td>
<td>C.P.W.D-41</td>
<td>Form of tenders received</td>
</tr>
<tr>
<td>2.</td>
<td>13.1.1 (vi)</td>
<td>C.P.W.D-13</td>
<td>Comparative statement of tenders received.</td>
</tr>
<tr>
<td>3.</td>
<td>13.3.1 (vii)</td>
<td>C.P.W.D-14</td>
<td>Do.</td>
</tr>
<tr>
<td>4.</td>
<td>13.7.1</td>
<td>C.P.W.D-7&amp;8</td>
<td>Form of agreement</td>
</tr>
<tr>
<td>5.</td>
<td>14.2.1</td>
<td>C.P.W.D-92</td>
<td>Register of Measurement Books</td>
</tr>
<tr>
<td>6.</td>
<td>14.2.1</td>
<td>C.P.W.D-15</td>
<td>Register of Tools and Plants</td>
</tr>
<tr>
<td>7.</td>
<td>14.2.1</td>
<td>C.P.W.D-21</td>
<td>A Register of unpaid wages</td>
</tr>
</tbody>
</table>
## Delegation of powers as per provisions of Archaeological Works Code

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Reference to para of A.W.C.</th>
<th>Description of powers</th>
<th>Delegation of powers to: Circle/Branch Officer</th>
<th>Director General</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>8.2.2</td>
<td>Purchase of stores/stock articles under office contingencies.</td>
<td>As per provisions of books of Financial powers.</td>
<td>As per provisions of book of Financial Powers.</td>
</tr>
<tr>
<td>2.</td>
<td>8.7.3 (Note 2)</td>
<td>Powers to write off irrecoverable value of stores lost by fraud, negligence or otherwise.</td>
<td>Rs. 500 in each individual case.</td>
<td>Rs. 5000 in each individual case.</td>
</tr>
<tr>
<td>3.</td>
<td>8.9.2</td>
<td>Powers to purchase, manufacture and repairs of tools and plants and livestock.</td>
<td>Rs. 10,000 in each case.</td>
<td>Full Powers.</td>
</tr>
<tr>
<td>4.</td>
<td>9.2.1 (\text{10.2.1})</td>
<td>Powers to accord expenditure sanction for a work.</td>
<td>Rs. 10,000 in each case.</td>
<td>Full Powers.</td>
</tr>
<tr>
<td>5.</td>
<td>9.3.1 (\text{10.3.1})</td>
<td>Technical sanction for each individual estimate.</td>
<td>—do—</td>
<td>Full Powers in respect of Archaeological Works, and full powers for Modern Works up to Rs. 1,00 Lakh.</td>
</tr>
<tr>
<td></td>
<td>12.7.5</td>
<td>(Except Modern Works)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>11.4.2</td>
<td>Powers to acquire land.</td>
<td>Full powers if the cost does not exceed Rs. 25,000 in each case.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>11.5.1</td>
<td>Sale, dismantlement or purchase of the buildings.</td>
<td>Full powers are vested with the Government of India.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>11.5.2</td>
<td>Acquisition of buildings.</td>
<td>Full powers are vested with the Government of India.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>12.7.5</td>
<td>Annual Repairs to modern buildings.</td>
<td>Up to Rs. 10,000 in each case.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>13.1.1</td>
<td>Issue of notice inviting tenders.</td>
<td>Up to Rs. 10,000 in each case.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>13.4.1</td>
<td>To accept tenders</td>
<td>Full Powers</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>13.4.6</td>
<td>To accept single tender</td>
<td>Up to Rs. 5,000 in each case.</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX XXXII

Rules for the Occupation of Departmental Accommodation

1. The rent and electricity charges for occupation of different categories of Departmental accommodation will be, with effect from the 1st May, 1962, as shown in the enclosed Schedule. The charges laid down therein are for occupation for every twenty-four hours or part thereof, there being, however, no charge for occupation for three hours or less. There will be no electricity charges at such accommodation as has no electric fittings: in such cases the occupant will make his own arrangement for light.

2. The charges laid down in the Schedule are applicable to officers travelling singly on official duty. In case an officer travelling on official duty is accompanied by his family or friends, the rent charges will be double the amount given in the Schedule in the case of accommodation of Categories B & C, and Re. 0.50 in the case of accommodation of Category D, there will no increase in the electricity charges in any case.

3. For officers occupying Departmental accommodation while not on official tour, the charges will be as follows:
   
   (a) Officers travelling singly—double the amounts of rent and electricity charges given in the schedule; and
   
   (b) Officers travelling with family and friends—four times the amount of rent charges in the case of accommodation of Categories B & C Re. 1.00 in the case of accommodation of Category D, and double the amount of electricity charges.

4. The occupation of Departmental accommodation by non-Departmental persons should be discouraged, but the Head of the office may, at his discretion, allow such occupation on payment of rent and electricity charges laid down in rule 3.

5. The example of the different categories of accommodation given in the schedule are intended to guide the Heads of Officers in categorizing other accommodation in their charge, keeping in view the nature of the amenities available there. All accommodations should be immediately categorized, so that these orders can operate in all cases with effect from the date specified in rule 1. The categorization should be reviewed periodically, bearing in mind the increase or decrease of provided amenities.

6. The officer-in-charge or subordinate-in-charge of each accommodation would familiarize himself with these rules and should enforce them. It will be his duty to realize the charges according to these rules from each occupant before his departure, irrespective of his status.

7. The amount realized will be treated as Departmental receipts and credited to the Treasury.

8. In each accommodation of categories A to C, there will be a register of occupants with the usual columns, showing the name and designation of the occupant; the dates and times of arrival and departure, whether the occupant was on duty or not and the amount paid as rent and electricity charges separately. It will be the duty of the officer-in-charge or subordinate-in-charge to see that each occupant fills the register before his departure.
## THE SCHEDULE

<table>
<thead>
<tr>
<th>Nature of accommodation</th>
<th>Rent</th>
<th>Electricity Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gazetted Officers</td>
<td>Non-gazetted Class III Officers</td>
</tr>
<tr>
<td>Category A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dak Bungalows at Sikandra and Fatehpur Sikri.</td>
<td>As per existing rules</td>
<td>As per existing rules</td>
</tr>
<tr>
<td>Category B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection rooms with fairly adequate furniture, crockery and attached bath, e.g. Sarnath, Nalanda, Mandu and Bombay Sion Fort, Old and New Blocks.)</td>
<td>Re. 1.00</td>
<td>Re. 0.25</td>
</tr>
<tr>
<td>Category C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection rooms such as in Offices, monuments, etc., with partial amenities, e.g., Bhubaneswar (Sub Circle) Office, Poona (Pataleshvara Cave), Bangalore (Tipur Sultan's palace) and Madras Fort Museum).</td>
<td>Re. 0.50</td>
<td>Re. 0.25</td>
</tr>
<tr>
<td>Category D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improvised accommodation with inadequate amenities in offices, monuments, etc., and in tents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b, c, d, Accommodation in Srinagar (Kashmir).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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