



## ***Andhra Pradesh Forest Department Code - Vol - I - Chapter - VIII***

### **CHAPTER – VIII**

#### **WORKS**

#### **95. Various methods of execution of works.**

- Works are executed by one other of the following four methods.

- i). The department method.
- ii). The piece- work contract method.
- iii). The lumpsum contract method.
- iv). The schedule contract method.

Under method (i) the department itself engages the necessary daily labour and purchases or supplies the necessary materials.

- Under method (ii), the piece worker agrees to execute a specified work or part of a work at specified rates without reference to quantity or the time taken, and the department arranges for the supervision, setting out and measuring of all work done.
- Under method (ii), the contractor agrees to execute and complete work in accordance with the specification for a lumpsum payment. This method should be adopted except when one of the other methods is considered more advantageous.
- Under method (iv), the contractor agrees to execute one or more of items included in a work at fixed rates, and the amount to be paid to him depends on the quantity and kind of work done or material supplies. This is in use mainly in Forest Department.

(Sec, Article 163, A. P. Financial Code)

#### **96. Principal Chief Conservator of Forests May entrust any work to public Works Department.**

The works in Forest Department are executed by the department itself, in cases where the Principal Chief Conservator considers it advisable to entrust any work to the public Works Department, he may do so by addressing the Chief Engineer concerned. When there is a difference of opinion between the two Officers in regard to such proposals the Principal Chief Conservator should obtain the orders of the Government. (See Article 150, Andhra Pradesh Financial Code, Volume-I).

#### **97. Form of estimate.**

- Estimates for works should be prepared in Form No.26 and should be sent alongwith covering letter containing following particulars .
- An explanatory report explaining the necessary for or utility of the work.
- The detail of measurements.
- The abstract of cost.
- Budget provision.
- The specification, showing the nature of the various parts of the work and the description of the materials to be used.
- A data sheet for preparing the estimates. Whenever necessary estimates must be accompanied by maps and plans.
- Officers who submit estimates for sanction and those who submit the necessary data for the preparation of estimates are responsible for the facts mentioned therein, and it should be easily possible from the records to fix the responsibility of persons concerned. It is not, however, intended that the Divisional Forest Officer should himself check measure all data but he should be in a position to fix the responsibility for the basic data on some responsible subordinate and should take such measures as are calculated to ensure correct data being furnished by all concerned.

#### **98. Schedule of Rates.**

(1) To facilitate the preparation of estimates, a schedule of rates for each kind of work commonly executed shall be prepared and approved by Conservator.

(2) All forest circles are divided into 4 Zones as mentioned below

Zone 1: Vishakapatnam, Rajahmundry.

Zone 2: Adilabad, Warangal, Khammam.

Zone 3: Hyderabad, Nizambad

Zone 4: Anantapur, Kurnool, Guntur

The classification into zones is based on consideration of local condition, labour availability etc.,

- Zonal meetings of Conservators of Forests shall be convened in Dec./ Jan. latest for next financial year and discuss only items proposed to be revised. The senior most conservator of forests of the Zone shall be the convenor and he will submit a copy of the summary of discussions held and decisions taken to Principal Chief Conservator of Forests, for his perusal and record. Any escalation of rates should be projected in the budget estimates so as to obtain additional budget grants for the succeeding financial year.
- The revision of rates by the Conservators of Forests shall be based on field data collected by Range Officer and scrutinised and checked on the spot by Divisional Forest Officer giving full justification for the rate or revision. Wherever, the annual revision of rate for any item is more than 10% of the preceding year, the increase may be made under intimation to Principal Chief Conservator.
- The minimum wages as notified by labour department under minimum wages Act. 1948, and the daily wages as notified by District Collector concerned shall be kept in view while finalizing Forest Schedule of Rates. The specifications and rates adopted in adjoining Zones should also be kept in view while revising schedule of rates to avoid large variation in rates for work of similar specifications in different but adjoining Circles.
- In all cases of earth work in forestry operations and all items of building and road works, the public works department standard schedule of rates of the appropriate Public Works Department Circle in which these works are situated shall be followed.
- The Forest Schedule of rates shall include separate calendar of operations giving specific time limit in which the operations are to be carried out
- Once the schedule of rates is finalized in Zonal meeting, there shall be no revision of rates or addition of new items to Forest Schedule of rates without prior approval of Principal Chief Conservator of Forests to whom proposal with date with justification for revision or addition shall be submitted before the work is taken up for execution.

(Sec Prl. C.C.F. Ref. No. 20814/87 – J4, dt. 10-07-1987 Circular 10/87)

#### **99. Sanction of estimates.**

- The estimates for works should be prepared based on approved schedule of Rates. No expenditure should be incurred without a sanctioned estimate (see Article 3 and 38 of A.P. Financial Vol. I). The estimate should be sanctioned by competent authority. A single work should not be allowed to be split for avoiding sanction from higher authorities. For the purpose of determining competent authority for sanction of any estimate, all components, such as cost of material, labor, cost of wood etc., should be considered. For spill over works, the entire expenditure on the whole work is to be take.
- The Conservator may give a written order for the starting of a specially urgent work, before a proper estimates for it has been prepared and sanctioned by a competent authority. No report need be sent to the Accountant General when such a work is started, but the Conservator should report the facts to the Principal Chief Conservator when he issues such an order in regard to a work which requires the sanction of Principal Chief Conservator (See Note 2, Art. 169 A. P. Financial Code).

#### **100. Register of sanctions:-**

- All sanctions of estimates will be numbered consecutively for each financial year and entered in a register in form No. 27 in the office of Divisional Forest Officer, Conservator, as the case may be. Separate registers should be maintained for 'Special' and 'ordinary' works. Extracts from these registers shall be communicated to the Accountant General, every month, as laid down in Article 45 A. P. Financial Code, Volume-I.
- The number and date of sanction will be recorded in all vouchers which support expenditure on account of any work sanctioned on estimates.

#### **101. Register of works:-**

For all works sanctioned expect for contingent expenditure a register of works in Form No.28 shall be maintained in the Range office and Divisional Office and the monthly expenditure incurred under the different items of the sanctioned estimates should be posted in it, with voucher-wise details. The Register will help in properly regulating the expenditure.

#### **102. Check measurement of works:-**

- The Measurement books should be maintained in Form No. 29.
- The principal state in Article 176, Andhra Pradesh Financial Code, Volume-I, should be borne in mind when works are check measured. No bill should ordinarily be passed for payment without the entries in the measurement book having been check measured by the Ranger. In any exceptional cases in which measurement is not carried out, the reasons should be concisely and clearly noted in the 'Remarks' column by the Range Officer.
- In addition to check-measurement by the Range Officers, it is an important duty of Divisional Forest Officers during their inspections to frequently check-measure the works which are in progress and to initial the measurement book in token of their check. The Divisional Forest Officers and the Conservators should check-measure atleast 10 percent and 5 percent respectively of the work done by the Range Officers. On the completion report for the work, the Divisional Forest Officer should certify that check-measurement carried out by him personally.
- The fact of check measurement by a Ranger or the Divisional Forest Officer should invariable be noted in the measurement book at the time of check-measurement and the items check-measurement should be indicated by the initials of the checking Officer, which shall be placed on the left side of the column Description of work in line with item check-measured
- The entry 'Measurement' in may presence' by a Ranger or Divisional Forest Officer cannot be accepted as check-measurement.
- Conservators should make it a Special point to see that these rules are duly observed.
- The categories of works which require immediate check-measurement after completion of the work and before payment be check-measurement by the concerned Officer before effecting payments. In regard to other categories, check-measurements should be completed within 30 days of payment.

#### **103. Loss of measurement books:-**

If any Measurement books are lost, the matter should be reported done at once to the Conservator who will deal with it. He is competent to write off the loss and take such disciplinary action as he considers necessary.

#### **104. Works done by contract.**

(1) For all works done by contract a written agreement should be entered into with the contractor (See Articles 51 and 166 of the Andhra Pradesh Financial Code, Volume-I) care must be taken to frame such agreements so that in the event of a dispute, they could be maintained in Court of law. If necessary the documents must be registered according to the law in force for the time being. The various forms of agreements to be used are given in the Appendix 10 to 22.

(2) The contracts for expenditure on conservancy and works, in general, can be entered in to by Divisional Forest Officers upto Rs.50,000 and Range Officers upto Rs.5,000/- conservator can enter into contracts worth above Rs. 50,000 without any limit. G.O. Ms. No.851 F&RD.I (For. I) DEPT. Dated. 12.12.1978.

#### **105. Limits upto which bills and muster rolls may be paid by Forest subordinates.**

(1) Ranger, and Forest Section Officers (Dy. Rangers and Foresters) are empowered to make payments on account of work done or supplies made by the contractors or piece workers upto the following limits, on any single bill.

Rangers.. Rs. 1000

Dy. Rangers 100

and Foresters.

- Bills in excess of these limits may be paid only after they have been preaudited and passed for payment by the next higher authority. Rangers, Dy. Rangers and Foresters can make payments on muster rolls also for the work done by the daily labour to the extent mentioned above. However, payments should not be split up in to smaller sums so as to evade the limits prescribed. The Conservator is empowered to ratify cases of payments made in excess of the limits. If any irregular or excess payments is noticed during the audit by the Divisional Forest Officer, action should be taken to set right the irregularity or recover the excess payments then and there without waiting for the completion reports.

**106. Completion reports.**

- On completion of any work, a completion report in loose sheets in form No.30 exhibiting the amount sanctioned and actually expended will be submitted by Range Officer to Divisional Forest Officer for works sanctioned by him. The completion certificate, submitted by Range Officer, countersigned by the Divisional Forest Officer with such remarks as are necessary in respect of the work will be submitted to Conservator of Forest for work sanctioned by him.
- For works sanctioned by the Principle Chief Conservator or by Government, the report with the Range Officer Certificate should be countersigned and submitted by the Divisional Forest Officer to the Principle Chief Conservator through the Conservator.
- After Verification, these completion reports will be forwarded to the Accountant General by the Divisional Forest Officer or Conservator or by Principle Chief Conservator, as the case may be. On receipt of the completion report, the Accountant General will verify the expenditure with that recorded in the audit registers of his office and there transmit the reports to the authority which sanctioned the estimates for final record. In cases, in which the Government are the sanctioning authority the completion reports, on receipt from the Accountant General will be forwarded to the Principle Chief Conservator for record.
- The completion report shall given an explanation item by item of the differences between the quantity, rate and cost of the work executed and those entered in the sanctioned estimates. Record drawings showing the work as actually constructed should be prepared in the Divisional Forest Offices, and kept as a permanent record, for subsequent reference, in the case of all buildings, roads and wells.
- Completion reports are required only for works, not for other items such as purchase of livestock stores etc. or payment of compensation for land.
- On the completion of work the Range Officer should send a completion certificate to the sanctioning authority in the following form.

**Completion Certificate.**

1. Sanction order number and date.
2. Name of work.
3. Amount sanctioned Rs.
4. Head of Account.
5. Total expenditure. Rs.
6. Savings or excess. Rs.

I certify that above work was commenced on ..... that I inspected it personally on ..... and found that the work has been carried out in accordance with the estimate, with the exceptions noted on the reverse, in a substantial and satisfactory manner as regards both material and workmanship, and that excluding minor deviations and those explained in the reverse, it corresponds in all respects with sanctioned plan and estimate.

**Range Officer**

..... Range.

(7) When forest produce has been used or supplied for use without full payment in the execution of any sanctioned work, a statement must be appended to the completion report showing the nature and quantities of the materials sanctioned for such use and the authority for such sanction, the quantity actually used, and when permits have been issued, the numbers and dates of permits under which the materials were removed.