IRRIGATION MANUAL OF ORDERS

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CHAPTER I
Functions and Establishment
SECTION -I
Functions

2. The functions of the irrigation department are to deal with matters relating to-

(a) Utilization of the water resources of the State, including irrigation through canals, tubewells and other sources.

(b) Planning, constructions and maintenance of all irrigation works, including dams; drainage, embankments, tubewells, river training works and pumping schemes;

(c) navigation

(d) development of water power;

(e) famine relief;

(f) flood control and

(g) assessment of irrigation revenue.

SECTION - II
Organisation

3 (i) The Chief Engineer is the head of the Irrigation Department. He shares his duties with Additional Chief Engineers, but the Chief Engineer is responsible to the Government for the efficient working of the department. The Chief Engineer is assisted by a number of Senior Staff Official of the rank of Superintending Engineers attached to Chief Engineer's office.

(ii) The administrative unit of the department is circle under the charge of a superintending Engineer who is responsible to the chief Engineer for the administration of his circle. In addition to works circles there is also a Research Circle under a Superintending Engineer known as director. He has under him Research Officers and Assistant Research Officers, who are the status of Executive Engineer and Assistant Engineer respectively, and laboratory assistants, who belong to the subordinate service.

(iii) Circles are divided into divisions, each in charge of an Executive Engineer, known also as divisional officer, who is responsible to the Superintending Engineer for the execution and management of all works within his division.

(iv) Divisions are divided into sub-divisions, each in charge of an Assistant Engineer, known also as sub-divisional officer who is responsible to the Executive Engineer for the management and execution of works as also general supervision of irrigation and revenue work in his sub-division.

(v) The Deputy Revenue Officer is the revenue assistant to the Executive Engineer and supervises the revenue work of the division. In revenue work of the division his position is analogous to that of a sub-divisional officer. His main duties are framing

of osrabandis, checking of irrigation measurements, supervision of revenue assessment and trying cases under the Canal Act.

(vi) Sub-divisions are divided into sections, each in charge of Junior Engineer who is responsible for the execution and maintenance of all works for revenue work the division is sub-divided into a number of Ziladaris, the boundaries of which usually coincide with those of sub-divisions. Each Ziladari is under the charge of Ziladar who is under the control of the Deputy Revenue Officer in revenue matters, and under the control of the sub-divisional officer for the distribution of water and in other matters. The Ziladar is assisted in the discharge of his duties by Amins and Patrols.

(vii) The tubewell irrigation divisions are divided into civil works sub-divisions each under the charge of an Assistant Engineer, and Electrical and Mechanical sub-divisions each under an Electrical and Mechanical Assistant Engineer. All sub divisions are split into sections, Junior Engineer being in charge of Civil Works sections and an Electrical and Mechanical Sections. The organization of the revenue work in tubewell divisions is the same as for canal divisions. Each tubewell is in charge of a tubewell Operator, who is responsible to the electrical and mechanical supervisor so far as the mechanical side of the work is concerned and to the Ziladar for revenue side of the work.

Section - III

Duties of officers and subordinates

Chief Engineer (E-in-C)

General

4(1) The Chief Engineer is the head of the department and in that capacity he will be in the administrative charge of all works in the department. He is the professional adviser of Government in all matters relating to the department and is responsible for its efficient working and for initiating schemes of development.

PWD (B) GO No. 153 B / XXIII dated April, 21, 1910

Personnel

(2) The Chief Engineer will recommend to Government, transfers and postings of Superintending Engineers and divisional officers, but will make the transfers and postings of Assistant Engineers himself. He will recommend the Government punishment of all officers appointed by Government. He will report to Government on the work, character and capacity of all Engineer officers in the department.

Chief Engineer Level I

Inspections

(3) The Chief Engineer will frequently visit important works and make a detailed inspection of a few selected channels each year. At each inspection he will satisfy

himself that the orders passed by him in his previous inspection note have been carried out.

Accounts

(4) The Chief Engineer will exercise a concurrent control with the Accountant General over the duties of the officers of the department in maintaining accounts and will give legitimate support to the Accountant General in enforcing strict compliance with the rules concerning the disbursement of money, the custody of stores and submission of accounts. He has a claim on the Accountant General for assistance and advice in matters relating to accounts and finance. He is also bound to arrange that the Accountant General is kept fully cognizant of all proceedings and proposals to enable the latter to fulfill his functions.

(Para. 66, FH B Vol. VI)

Budget expenditure and revenue

(5) The Chief Engineer will prepare annually the portion of the budget estimates relating to the works under his control. It will be his duty to administer the grant and with this object to keep a close watch over the progress for the expenditure against it, with a view to seeing that no excess is permitted to occur, and that, if additional appropriation is required application for the same is made. The general supervision and control of the assessment of revenue from irrigation and navigation works within the limits of his charge will also rest with the Chief Engineer, who will frame the necessary estimates and watch carefully the progress of the realizations during the course of the year.

(Para 67, F H B Vol. VI)

(6) The Chief Engineer will see that the grant of the year is fully expended, in so far as it its consistent with general economy and the prevention of large expenditure in the closing months of the year for the sole purpose of avoiding lapses and be responsible for ensuring that any money which 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. **(Para 68, FH B. Vol VI.)**

Relations with officers of other departments

(7) The Chief Engineer may correspondent direct with the heads of other departments on all matters concerning the affair of the departments on all mattes concerning the affair of the department.

Administration Report

(8) The Chief Engineer will submit to Government by October each year the Annual Administration Report of the department for the preceding financial year drawn up in accordance with the prescribed procedure.

Additional Chief Engineer (Chief Engineer Level II)

5. The Additional Chief Engineer will perform such duties as are allocated to him by the Chief Engineer.

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Superintending Engineer
General

6(1) The Administrative unit of the department is the circle in charge of a superintending engineer, who is responsible to the Chief Engineer for the administration and general professional control of public works in charge of officers of the department within his circle.

Personnel

(2) The Superintending Engineer will recommend to the Chief Engineer all posting and transfer of engineer officers within his circle but will transfer and post within his circle subordinates and all office and petty establishment within his jurisdiction. He will pay close and continuous attention to the work, character and capacity of all officers under him and will submit report on them to the chief engineer. He will investigate complaints, if any, against the staff in his circle. He will satisfy himself from time to time that the staff employed in each division of his circle is actually necessary and is adequate for its management. He will assist and advise the Executive Engineers in the discharge of their duties.

(3) The Superintending Engineer will make adequate arrangements for the training of young assistant engineers posted to the divisions in his circle.

(4) He will bring to the notice of the chief engineer cases of incompetence of disqualification for public duties. In like manner he will bring prominently forward all instances of extra ordinary zeal and ability.

Inspection

(5) The Superintending Engineer will inspect the state of various works within his circle and satisfy himself that the system of management prevailing is efficient and economical, that different articles in stock are duly verified according to the rules laid down and that there is no accumulation of stock in any division beyond its requirements.

(Para 79, FHB Vol. VI)

(6) He will also inspect the divisional offices under him at least once a year, and will forward for information of the Chief Engineer reports of his inspections in the prescribed form, detailing therein the results of his examination of initial accounts, accounts of stock, tools and plant and stock manufacture, register of works, and other divisional accounts and papers, mode of preparation of estimates contracts, agreements, contracts, agreements, contractors accounts, revenue registers and office work generally. Superintending Engineers are expected to make their inspections through. As the accountant general's inspection of divisional offices does not absolve the superintending engineers from the responsibility for the maintenance of the authorized system of accounts, the superintending engineers in their inspection should carefully examine that the accounts are maintained properly throughout their circles.

(Para 71, FHB Vol. VI)

(7) He will further see that the authorized system of accounts is maintained throughout his circle, examine the books of divisional officers and their subordinates, see that matters relating to the primary accounts are attended to personally by the divisional and sub divisional officers, and that the accounts fairly represent the progress of each work. He will examine the register of works so as to keep a vigilant watch over the rates for worry, and when he considers it necessary, he may require divisional officer to report to him monthly or at longer intervals, on a works slip in form 39 of the total expenditure to date under each sub-head of a work, in contrast with the sanctioned estimate. It will thus be seen that it rests with the superintending engineer to investigate excesses over sub-heads with a view to decide whether or not a revised estimate is required it will also devolve on the superintending engineer to see that it is submitted in due time to sanctioning authority, vide paragraphs 79 and 395 of the financial handbook, volume VI. He is also responsible that no delay is allowed to occur in the submission of completion reports.

(Para 72, F HB Vol. VI.)

(8) He should make frequent tours of inspection of important works in the division within his circle, inspect annually in detail a reasonable proportion of its mileage of the channels or the number of tube-wells in his charge, as the case may be, to satisfy himself that his officers are doing their work thoroughly. He should submit

to the chief engineer within three weeks of his departure from a division a detailed inspection note on -

(i) the state of the works, reservoirs, channels and drains inspected by him.

(ii) whether the supplies of water available are being utilized equitably and so the best advantage of all.

(iii) the suitability of outlet systems, suggesting alterations where he considers these desirable.

(iv) the working of osrabandis,

(v) whether the annual repairs grant is being spent economically and to the best purpose or not and

(vi) any other matter that he considers should be brought to the notice of the chief engineer.

(9) During his tour of inspection of works the Superintending Engineer will also examine the irrigation water consumption outlet and discharge registers as well as instruments and tents maintained in each division and will append to the inspection note the replies to items 15, 16, 17 & 32 of the questionnaire pertaining to divisional office inspection given in Appendix I.

(10) In case of extensive damage to work from floods or other causes the Superintending Engineer should submit copies of inspection notes without loss of time to the Chief Engineer, furnishing each divisional officer with a copy of portion which refers to his division.

(11) He will investigate and initiate proposals for extensions and improvements of channels and will invariably state his own opinion and recommendations when submitting to chief engineer any report, design or estimate.

Distribution of water

(12) He will see that the supplies of water available are distributed fairly and to the best advantage and decide between conflicting demands of different Executive Engineers in his circle.

Control of revenue

(13) The supervision and control of the assessment of revenue from irrigation and navigation works within his circle will rest with the Superintending Engineer.

Personnel

(14) He should investigate complaints of cultivators referred to him by the Chief Engineer, or made to him direct, concerning the administration of the canals in his circle.

Relations with the officers of other departments

(15) He is authorised to correspond with any of the local authorities within his circle.

Executive Engineer

General

7(1) The Executive unit of the department is the division in charge of an Executive Engineer, who is responsible to the Superintending Engineer for the execution and management of all works within his division.

Personnel

(2) The Executive Engineer is required to ascertain and report on the efficiency of the engineer, subordinates, revenue and office staff of his division.

(3) The Executive Engineer will see that young Assistant Engineers and subordinates posted to his division get proper training so as to become useful members of the Service. The manner in which such trainee perform their duties on being given responsible charge will be considered a good test of the efficiency of the officer under whom they are trained.

Works and Accounts

(4) He is fully responsible for the soundness of the engineering features of designs and the rates in estimates prepared by him.

(5) A divisional officer is responsible that proper measures are taken to preserve all buildings and works in his division and to prevent encroachment on government land in his charge. He should take care that his subordinates make themselves acquainted with the boundaries and see that they are respected.

(6) A divisional officer should insist on periodical inspections of all vacant lands in his charge (i.e. lands which were acquired or set apart for particular objects and which are still unoccupied the particular objects not having been fulfilled and lands appertaining to government buildings which are not enclosed by compound walls or fences) being made by his subordinates in proper time with a view to prevent encroachment thereon. All lands should be demarcated, wherever it has not been done, and this work should be carried out by the subordinates of the department in consultation with the officers of the revenue department.

(7) The Executive Engineer is responsible to the superintending Engineer for the execution and maintenance in good order of all works within his division. He is strictly prohibited from commencing the construction of any work or incurring any expenditure without the sanction of the competent authority; also from making or permitting any, except trifling, deviation from sanctioned design in the course of execution except under specific authority or in case of emergency when the change should be forthwith reported to the Superintending Engineer. Immediately on a work being completed it will be the duty of the Executive Engineer to close the accounts and prepare the completion report, if required by the rules in paragraph 399 financial hand book, volume VI.

(Para 75, FB H Vol. VI)

(8) The Executive Engineer will take necessary steps for obtaining funds for the works under his control, keep his accounts and submit them punctually to the accountant

general, under the rules for the time being in force, and exercise a thorough and efficient control and check over his divisional accounts. Before submitting the monthly accounts he will also carefully examine the books, returns and papers from which they are compiled.

(Para 76, FHB Vol VI.)

(9) The Executive Engineer is responsible for the correctness in all respects, of the original records of cash and stores, receipts and expenditure, and for seeing that complete vouchers are obtained. He is also responsible to see that his accounts are regularly posted from day to day and that the accountant carries out his duties regularly and punctually. The relative position of a divisional accountant to the Executive Engineer in respect of accounts is analogous to that of an Assistant Engineer to an Executive Engineer in respect of work, and the responsibilities of the latter for the work of the divisional accountant are similar to those which attach to him in respect of the execution of works in the charge of other subordinates.

(Para 77, FHB Vol. VI)

(10) The Executive Engineer is responsible that the accounts of his division are not allowed to fall into arrears; but if arrears or confusion arise which in his opinion cannot be cleared without the assistance of the accountant general, he should at once apply for such assistance.

(Para 96, FHB Vol. VI)

(11) The Executive Engineer has a right to seek the advice of the Accountant Generals in all matters connected with the accountants of his division or the application of financial rules and orders concerning which there may be any doubt. It will usually be desirable, however

(12) The Executive Engineer is held primarily responsible for affording information in cases of probability of excess of actual over estimated cost of work, and is expected not to allow any delay to occur in reporting to the superintending engineer any such probability. Immediately on its becoming apparent that whether from excess of certain rates or from departure from design or any other cause the estimated cost of work is likely to be exceeded, the Executive Engineer is bound to report the fact forthwith to the Superintending Engineer describing the nature and cause of the probable excess and asking for orders. The report should be made on works slip, form no. 39. The Executive Engineer must also submit the works slip with such explanation as will enable the superintending engineer to pass orders on the case on the occurrence or the probability of the occurrence, of any irregularity in the rate or cost of a sub head. All important liabilities not brought to account should be noted on the works slip.

(Para 79, FHB Vol. VI)

NOTE: It will not be necessary for the executive engineer to submit the works slip in cases in which he can pass finally excesses over estimates under his financial powers (See Vol. I, Financial Handbook).

(13) The Executive Engineer is responsible for the detailed assessment of the revenue to be obtained from irrigation and navigation works within his division and will maintain such regards and accounts for the purpose as may be prescribed.

(Para 78, FHB Vol. VI)

(14) He is required to explore ways and means of improving the efficiency of works in his charge and also to encourage his staff to submit proposals for improvements.

Inspection

(15) The Executive Engineer should inspect every irrigation channel in his division at least once in every fasal and drains and other works at least once a year. He should make detailed examination of the channels works outlets; check all measurements of works sufficient to satisfy him that money is being properly spent ; inspect crops, outlets and cultivators guls; hear and dispose of complaints of cultivators ; check areas irrigated and the work of the canal revenue staff generally.

He should also make detailed inspection each year of reservoirs, bunds and tanks in his division.

(16) During his tours of inspection the Executive Engineer will give, when necessary, complete and detailed instructions to Assistant Engineers in regard to the construction and maintenance of works in their charge.

(17) The Executive Engineer will inspect the sub-divisional offices under him at least once a year. The previous reports should be referred to by him and if it is found that any irregularities therein noticed have not been corrected, the same should be prominently noticed as matters on which instructions have been issued but not attended to. The report should also as a rule say briefly what steps have been taken to remedy all defects previously noticed.

(17) (a) An executive engineer should inspect at least 10% of tube-wells in his division, along with their, lined and unlined guls, once every year in order to ensure that tube-wells and their guls, both lined and unlined are properly maintained in his division.

(19) The Executive Engineer in addition to his other duties, will be ex officio professional adviser of all departments of the administration within the territorial limits of his charge, and will transact such business with the local military or civil authorities within his division. He will see that no undue formalities are allowed to interfere with the performance of these duties in an emergency.

The Executive Engineer will address military officers commanding divisions, brigades or stations through their staff officers.

Miscellaneous

(20) A divisional officer is responsible that proper arrangements are made throughout his division for the custody of public property. He must be careful to keep all tools and implements in efficient order, must protect surplus stock from deterioration and must take proper precautions to prevent the loss of public stores by fire.

He is responsible that the surveying and mathematical instruments in his division are properly maintained.

(21) He is required to report immediately to the superintending engineer any important accident or unusual occurrence within his division stating that action, if any, has taken thereon. Cases of accidents resulting in, death and should also be reported to the chief engineer.

(22) The Executive Engineer is responsible for the purchase (subject to the provisions of the stores rules. Appendix XVIII to Financial Handbook. Volume V) manufacture, care and disposal of all stores in, or required for the division.

(Para 176, FHB Vol. VI)

Assistant Engineer (Sub Divisional Officer)

General

8(1)The division is divided into sub-divisions, each in charge of sub-divisional officer (Assistant Engineer) who is sub-divisional officer (Assistant Engineer), who is responsible to the divisional officer for the management of his sub-division.

Management and execution for works

(2) The sub-divisional officer is responsible to keep all channels and works in his sub-division in proper order and maintain the channels in such state that they will carry with safety the supplies for which they are designed and that water reaches the tails of the channels when they are run with the authorized full supply discharges at the heads in times of full demand.

(3) He is responsible for the correctness of all important leveling operations carried out in his sub-division. He should make sufficient personal checks of the leveling done by his subordinates to assure himself that no major mistake has occurred, and also check personally from time to time, the adjustments of all the leveling instruments in his sub-division. He is entirely responsible for the correctness of the measurements of the works executed in his sub-division, and for the correctness of the calculations in respect of such measurements. He must also satisfy himself that bills are correct before making payment.

(4) He is responsible for the proper maintenance of all Government property in his charge, including surveying and mathematical instruments. For detailed orders regarding surveying and mathematical instruments paragraph 261 may be seen.

(5) He is also responsible for seeing that no encroachment is made on government land in his charge. Land in urban areas near head works needs watching particularly.

Supervision of irrigation and revenue work

(6) To in a position to allot the available supply to the various channels in conformity with irrigation requirements, the sub-divisional officer must have a thorough general knowledge of agricultural conditions and keep himself informed on the state of the supply and demand, both by personal enquiry from cultivators during his inspections and from the Ziladars and patrols daily reports.

(7) On the perennial canal the Superintending Engineer makes allotments to divisions every week according to the supplies available. The divisional officer usually issues all orders affecting the regulation for the main canal and branches and of channels taking out there from and distributes the available supplies accordingly, The sub-divisional officer should see that all minor channels taking out of the main distributaries are fed simultaneously, but if this is not possible on account of the demand being variable or for any other causes, he should issue orders for the regulation of subsidiary channels, and in this he must make full use of the Ziladar in order to ensure the most advantageous distribution of the water. The cultivators should be kept informed through the Ziladar and Amins of the state of the supply and of the rosters which will have to be enforced if it does not come up to the demand.

(8) The sub-divisional officer must write up his gauge register personally ever day in order to enable him to see if channels are being run according to orders and if water is reaching the tails.

(9) He should spend about three weeks in each month touring about and inspecting his sub-division, and should see that every channel is correct maintained and in run according to orders. He should inspect every channel from head to tail at least twice a fast and submit each time a detailed inspection report. During his tour he should make himself accessible to cultivators, listen to and dispose of their complaints at site as far as possible and subject to the limits of by his powers. He should inspect the khasra shudkar of any patrol he may meet, and should check a certain amount of irrigation both before and after measurements. The minimum area to be checked by him is given in Appendix II referred to in paragraph 323 (3).

(10) He must keep an outlet register in his office. This is an important record and any change in the site or size of an outlet can only be made by order of the superintending engineer. All alterations in the register must be made by the sub-divisional officer himself, dated and initiated, with references to the superintending engineer’s orders.

(11) He must write up himself, at the end of each fasl, the register of irrigation from statements supplied by the Ziladar, and work out and enter up the depth of water used in each channel in a register maintained for the purpose. Any marked falling off in irrigation or increase in water consumptions should be investigated.

(12) He should occasionally instruct the Ziladar to accompany him on inspections, and should obtain from him any information required about irrigation matters.

Inspection

(13) The average sub-division consists of 200 to 300 miles of channels and 100 miles of drains. The sub-divisional officer must inspect all his irrigation channels at the following times:

(a) In July to September to decide what clearance, repairs, etc are to be done and to get the estimates checked, work started and work orders issued.

(b) In October to December he must cover his area once more to check bills, see distribution, settle complaints etc.

(c) In January to March he must again tour his area including drains to prepare final bills and supervise irrigation and make estimates of drain clearances.

(d) In April to June he must see all drains to ensure that they are cleaned, check bills land must supervise sugarcane and early kharif irrigation.

(e) In each fasl, he has also to 'partal' or check a fair percentage of fields irrigated to see that entire sin the Patrol's khasra shudkar are correct.

(f) A sub-divisional officer / an Assistant Engineer in charge of tube-wells should inspect all the tubewells along with the lined and unlined guls, at least once a year.

(14) At all seasons he must be out in camp from 20 to 25 days per month and should ride or walk 10 to 12 miles practically every day.

Overseer / Junior Engineer

9. An overseas has on an average 70 miles of irrigation channels and 30 miles of drains in his charge. He is the man on the spot in immediate charge of the works. His main duties are:

(1) An overseas is responsible, subject to the general orders of his sub divisional officer, to keep all channels and works in his section in proper order. He should bring to the notice of the sub divisional officer any defects in the channel noticed by him and make immediate arrangements for closing breaches, cuts etc in the banks and for removing unauthorized obstructions to the flow of water in the channels in his section.

(2) An overseas should submit daily reports punctually in the prescribed form to the sub divisional officer. These reports should mention the state of the demand in the sections, the readings of all gauges passé din the course of his inspection, with a note whether he proceed along the right of left banks of the channels. He must observe discharges of all main channels in his charge at least once a month and should try to take discharge of nadis and drains during high floods.

(3) He is responsible that all works in his charge are carried out in a work man like manner and according to instructions. He should have any defects noticed removed

by the contractor at once, and if the latter is not carrying out instructions or the progress is slow he should report the matter promptly to the sub divisional officer.

(4) He is responsible that the terms of a contact are strictly enforced, and that nothing is done tending to nullify or vitrate it. All correspondence between him and contractors should be headed 'without prejudice' and copies sent promptly to the sub-divisional officer.

(5) An Overseas should go over all his channels at least once a month and more frequently when any works are in progress and in times of keen demand. He should also accompany inspecting officers when they are inspecting channels and works in his section. He must always have his note-book and tape with him on inspections and when attending an officer in office.

(6) He is entirely responsible for all stock and tools and plant, in his charge and that his maukawar registers are at all times correct and up to date. He should see that stocks are kept neatly stacked and clear of jungle and the stacks are large and of uniform dimensions to admit of easy checking. Spare bricks, pipes, stones or other building materials in his charge must not be left lying about on channels. He should not issue any stores or tools and plant to contractors without written orders from the sub-division officer and without obtaining unstamped receipts for them from the contractors.

(7) He should see that levels and theodolites, when not in use, are kept in their boxes, and carefully cleaned and dusted. The boxes should have quilted covers and newars for easy carriage. They must not be carried on carts in any circumstances. Any damage to an instrument or any defects noticed in its adjustment should be reported immediately to sub-divisional officer. He is responsible for the condition of the instruments in his charge. A detailed list of the contents of each box should be pasted on the inner side of the lid.

(8) The Overseer in charge of a work must report immediately to the nearest police station as well as to the sub-divisional officer and executive engineer, on the occurrence of a serious accident, and in the case of death on the spot, the body should not be removed without the premises of the police.

(9) An overseer should inspect all the lined and unlined guls, along with tube wells in his charge at least once a fasl.

Deputy Revenue Officer

10. The Deputy Revenue Officer is the right hand man of the Executive Engineer in all matters concerning canal revenue and revenue establishment. In revenue matters his position in relation to the Executive Engineer is analogous to that of a sub-divisional officer in works matters. He supervises the work of the entire divisional revenue establishment and advises the divisional officer on all matters affecting irrigation and revenue such as dates of commencing field measurements efficiency

of the revenue staff, proposals for promotions, transfers and leave, etc. He tours about constantly and is personally acquainted with all member of the revenue staff and brings their defects or shortcomings as well as their specially good work to the notice of the Executive Engineer.

His main duties are as follows:

(1) To organize and supervise the progress of irrigation measurements and assessment of canal revenue.

(2) To check irrigation measurement at site. He must check at least one whole village in each Amin's section and patrol some areas in the beat of each patrol as far as possible. The maintain areas which he must partal in a year is given in Appendix II.

(3) To watch that the Ziladars and Amins are doing sufficient check and partal, and the carrying out the preparation of jamabandis in accordance with the rules and within the scheduled time.

(4) To inspect each amin at field work while the khasra measurements are in progress.

(5) To decide and pass final orders on fard-uzris, and send those which involve alteration of the classification lift or flow to the divisional officer with the recommendations.

(6) To inquire into malpractices and matters concerning punitive rates.

(7) To assess compensation and remission for drops destroyed or injured by breaches, short supply or any natural calamity such as hail, locusts, insect pests, etc and to see that all remissions sanctioned by proper authority are properly and correctly entered in the jamabandis.

(8) To prepare osrabandies on outlets.

(9) To compile register of lift fields and fields chargeable with owner's rates. Complaints regarding the fields being lift or flow have to be investigated by him at site, and after final orders have been passed by the Executive Engineer, the khasras are corrected under his signature.

(10) To see to the correctness and completeness of shajra sheets, of channels, patrol's shajra maps, khasra bandobast and to other periodical revision.

(11) To compile areas statements for remodelling of channels, redistribution of outlets and construction of new channels.

(12) To advise about the appointments and posting of amins and patrols.

(13) To inspect the ziladari offices every six months and the vernacular offices of the division and sub-divisions once a year, and report the results.

(14) to try cases punishable under section 70 of the northern India Canal and Drainage Act VIII of 1873).

(15) To keep up his register in his own handwriting.

(16) To keep up his outlet register personally, any alteration being entered in pencil, the authority for the change being quoted, the entry should be inked in and initialed when the sub-divisional officer intimates that the alteration has actually been carried out.

(17) To prepare personally estimates of revenue and irrigation and submit them on due date in the form laid down by the divisional office. This estimate should contain explanations of any marked increase or decrease in the areas irrigated or probable revenue.

(18) To conduct important auctions of miscellaneous items such as fruit, grass, timber, mill and land leases, under the orders of the divisional officer, auctions of lesser importance being conducted by the Ziladar under the orders of the sub divisional officer, as noted before. It is the deputy magistrate's duty to see that no government land available for cultivation is left unleased or is being occupied or used without proper authority, and he has to maintain a register of all such land.

(19) To sell or destroy under the orders of the divisional officer weeded Hindustani papers in accordance with the conditions laid down in item 321 of paragraph 332 and Appendix III of the manual.

Ziladar

11. A Ziladar is the junior member of the superior revenue staff and has jurisdiction over the halqas of five or six Amins. His charge is known as ziladari and its boundaries usually correspond with those of a sub-division. His duties require him to tour continuously throughout his Ziladari and are in the main as follows :

(1) He must be in close touch with agricultural conditions, such as the state of the crops and the extent of the demand for canal water, and must see that supplies are distributed to the best advantage. He is required to submit a brief daily report to the divisional officer, sub-divisional officer and deputy revenue officer as to the state of affairs in the Ziladari. He should observe discharge of all channels least once a month and note on his inspections the gauges of channels in order to check the patrol's reports. He should see whether or not sufficient water is reaching the tails of channels, and that no wastage or unauthorized irrigation is going on.

(2) He must carry out as much kham portal and pukhta partal (i.e. partal after the Amin has completed his measurements) as possible, and should be not less than the minimum area laid down in Appendix II referred to in paragraph 323 (3) before the submission of the jamabandis for the fasal concerned. In pukhta partal he should check a few villages of each Amin, preferably one at least in each patrol's beat. This work must be thorough, every field entry in the khasra being verified at site, the areas of the fields and the classification flow or lift being verified from the khasra bandobast either at site or subsequently in camp.

Reports on both classes of partal should be sent to the divisional officer, with explanations of subordinates concerned for any serious errors or omissions found.

A register of areas checked should be maintained in the ziladar's office, and an abstract should be submitted to the divisional office each season.

(3) He must organize the irrigation measurement operations and see that they are properly carried out. The programme should be drawn up in consultation with the deputy revenue officer, and the ziladar is responsible for keeping the work up to it. He must issue notices on form No. 45-V to Tahsildars for the attendance of patwaris, which notices should be sent so as to reach the tahsils at least a week before the earliest date fixed therein.

(4) He must supervise the checking of jamabandis in his office and the compilation of irrigation statistics, and he is responsible that these are dispatched to the divisional office on the dates fixed. The Amins check each other's jamabandis with the khasra shudkars, and also compare them with the files and registers of punitive rates, wastage of water, complaints against measurements. etc., to see that all adjustments necessitated by orders passed on such cases have been carried out. The checker must sign a certificate at the end of each check.

The ziladar is required personality to compare the totals of all khasra-shudkars with the jamabandis and with the classified irrigation register (form No. 41-V1 and must sign each. He should endeavour to re-check personally 4 to 5 percent of jamabandis selected at random.

Forms Nos. 5-B, 6-B, 14-B and 25-B must be compiled and checked and signed by the Ziladar and submitted to the divisional officer, within 15 days of the dispatch of the jamabandis to the Tahsildar. Form No. 43-V should be forwarded to the sub-divisional officer who after posting his register, will forward it to the divisional officer. The Ziladar must prepare from No. 9-B himself.

(5) He should promptly and carefully investigate all complaints at site, after giving reasonable notices of the date of his enquiry to the complainant and neighbouring cultivators through the patrol. The investigation must be carried out expeditiously, so that the case may be disposed of within the period prescribed in paragraph 317 (b) of the manual. His report must be lucid and complete and in the case of an 'admitted' complaint, he should clearly note the area and amount to be remitted.

Fard uzris should be carefully investigated at site in the presence of the patrol and the cultivators, and full report should be made to the deputy revenue officer for orders.

(6) All case of unauthorized irrigation, wastage of water punitive rates and offences against the canal act should be investigated at site as soon as possible and reported on. He is required to furnish an explanation, if this is not done within one month. If punitive rates are imposed, the Ziladar should promptly issue *parchas* to the cultivators concerned and should see that the necessary entries are made in the records.

In case of a breach the Ziladar should at once proceed to the site and make a thorough enquiry. Should the breach have been caused by cultivators, the procedure prescribed in case of unauthorized irrigation should be followed ; otherwise proposals for compensation for damage to crops should be promptly submitted to the sub-divisional officer.

(7) He must look into and report on all cases of water used for non-agricultural purposes, and see that water rates are promptly and carefully levied.

(8) He must, under the orders of the divisional officer, investigate and report on all cases of serious damage to crops by hail, floods locusts, shortage of supplies etc. The general instructions on this point are given in paragraph 316 of the Manual, and it is important that such cases be dealt with promptly.

(9) He must carry out sales of grass, fruit and other canal produce under the orders of the sub divisional officer. This should be done by the end of August, if possible, and, if applicants are numerous, an auction should be held. It is also his duty to collect the proceeds of such sales, for which he must grant receipts on the prescribed form and keep a cash-book. Small sums may be realized through his *chaprasis* or [a reliable subordinate and all amounts must be remitted as soon as possible to the Sub-Divisional Officer, divisional accountant, or the nearest treasury, as most convenient. All sales must be sanctioned by the divisional officer who issues warrants for realization. No money is to be accepted in anticipation of the issue of a warrant except by the Ziladar personally, in which case he will grant a receipt and apply at once for the warrant.]

(10) He is held responsible for the correctness of the outlets, and must periodically check them at site with his register and promptly find any differences which he may find to the notice of the sub divisional officer and Deputy Revenue Officer.

AMIN

12. The charge of an Amin is known as a *halqa* and usually comprises from four to six Patrol's beats.

The main duty of an Amin is to carry out measurements of irrigation each *fasal* and to prepare the *jacarandas*. He is required to perform the following additional duties :

(1) Supervision of the work of the Patrols by checking the entries in the *khasra shudkar* during the progress of irrigation (*khampartal*). He should spend three or four days with each Patrol in turn and should check his work at least once a month, the minimum check accepted from him being 75 percent of the area irrigated in each *chauki*. The Amin should report the result of his check to the Ziladar on Form No. 22 V. Should any considerable errors or omissions be found, the Patrol's explanation is taken and submitted.

(2) Investigation of any complaints received from cultivators, if false, no action should be taken, if correct, the necessary correction should be taken, if correct, the necessary correction should be made in the *khasra shudkar* and initialed, and if the Patrol is seriously at fault, a report should be made to the Ziladar. If there is any room for doubt, a report should be made to the same officer on Form No. 21-V (*Fard uzri*) for orders. An Amin

cannot take consignee of any complaints nor make any alterations in the *khasra shudkar* after the *jamabandi* has been prepared.

(3) Forwarding the *jamabandis* and *khasra shudkars* to the Ziladar's office promptly after completing the measurements.

(4) Submission of a weekly report of the progress of the measurements on Form No. 19-V to the Deputy Revenue Officer and the Ziladar. At least 100 acres should be measured daily.

(5) Taking whatever action is necessary in the case of anything unusual noticed by him, such as any tampering with the outlets on the part of the cultivators, wastage of water and offences against the Canal Act.

(6) Carrying out supplementary measurements, if necessary and preparing supplementary *parchas, jamabandi,* etc.

(7) Attending the Ziladar's office for checking *jamabandis*, when ordered. This usually takes three or four weeks

Patrol

13. The main duty of a Patrol is to record in the *khasra shudkar* as irrigation proceeds full particulars of irrigation in his *chauki* consisting of a number of villages. For this work he is responsible to the Ziladar through the Amin. He is also responsible for regular patrolling of the irrigation channels in his *chauki* reading and reporting gauges and regulating them in accordance with the orders. For this work he is responsible to the sub-divisional officer through the Oversee.

He is required to perform the following additional duties :

(1) The care of any stock or tools and plant that may be placed in his charge. For this he is responsible to the Sectional Subordinate.

(2) He should remove all rubbish from channels, see that outlets are in order, and carry out any necessary petty repairs, if the banks are in danger of breaching. He must write up his gauge register every day and submit daily gauge reports on printed forms to the Divisional and Sub Divisional Officer, Deputy Revenue Officer, Ziladar, Sectional Subordinate and Telegraph Signaler according to the rules prescribed for his chauki. In the remarks column of the gauge reports he should give brief notes of the state of the supply and demand condition of the crops and the weather, and any other points calling for attention.

(3) He must submit a monthly certificate that outlets are correct.

(4) Reporting offences against the Canal Act to the Ziladar and the Sectional Subordinate, endeavouring to apprehend and identify the culprits and, if possible, obtaining the written evidence of eye-witnesses.

(5) Reporting wastage of water, giving full particulars.

(6) Reporting any thing unusual ; for example if he is doubtful whether particular fields have been irrigated from the canal or not, he must enter them in the *khasra shudkar* and submit at once a report on the prescribed form, called *fard uzri*, through the Ziladar for orders. Similarly, if it appears that water from wells has been carried

through a watercourse (barha) ordinarily used for canal water, the fields thus watered must be entered as *barha shamil* and a report made.

(7) Reporting water used for non agricultural purposes, such as brick making. This is entered in the last page of the *khasra* and each entry is reported separately to the Ziladar through the Amin. The assessment is filled in after receipt of orders through the Ziladar.

(8) Reporting the total areas irrigated to date in the gauge reports on the 10th and 25th of each month and the same in detail on Form No. 14 V to the *ziladari muharrir* on the 25th of each month.

(9) Reporting the condition of water courses and the absence of culverts thereon.

(10) Patrols who would like to be considered for promotion to the post of Munshi, should make a declaration to that effect after completing five years service in the department.

Electrical and Mechanical Supervisor

14(1) The duties of an Electrical and Mechanical Supervisor in respect of electrical and mechanical work are analogous to those of each Overseer in respect of civil works.

Every electrical and mechanical sub-division is divided into a number of sections, usually, four or five, each containing about 50 to 60 tub wells. Each of these section is in charge of a subordinate known as a Supervisor. He works under orders of the sub divisional officer electrical and mechanical and is responsible to see that all electrical and mechanical works in his section are carried out properly and that Government property; including machinery, in his charge is maintained in good order.

(2) The Supervisor shall make himself fully conversant with the instructions for guidance in the performance of duties of Supervisor and with those relating to the duties of Sectional Mistris.

(3) He shall visit every well in his jurisdiction at least once in six weeks and shall see that every Mistri inspects each well in his beat at least once in ten days.

(4) He shall take the motor temperature rise if the machine has been running for at least six hours and insulation test every time he inspects a well and record the same in the same log book.

(5) When he goes out on an inspection he shall take the Section, Mistri with him, whenever possible, and explain to him the defects verbally. He shall make a note of all the defects in the register which is maintained at each well and verify that they have been removed on his next visit.

(6) He shall be required to measure the discharge and carry out complete pump efficiency tests of all the wells in his section once a year during the period November 15th to February 15th Whenever anything unusual happens to the well, the Pump efficiency test should be carried out afresh and entered in P.E. register as usual. He shall maintain the discharges and efficiencies of the pumping sets in his section, and suggest and take whatever

measures he consider proper for improving the same where possible. He shall be responsible for keeping the machinery in an efficient running condition at all times, so that demand for irrigation, whether slack or keen, does not suffer. If any defect in the machine or the tube-well occurs during the demand period, he shall have it set right with the least possible delay, bringing the matter to the notice of his sub-divisional officer for his instructions if any.

(7) In cases of motor burning, the Supervisor shall immediately make an enquiry and submit his report on the prescribed form within ten days of the occurrence.

(8) In cases of sudden fall in discharge of well, he shall take a mercury test of it at points where bubbles close and re-start and submit the same along with its sounding and impeller dia to his sub-divisional officer for orders.

(9) It will be his duty to see that all his mechanical charts are duly present on each well and are complete in all respects.

(10) He shall keep at least 3 percent spares of all types of machinery always in his sectional store and return those received from wells to Central Stores.

(11) He shall submit a programme of overhauling with list of spares required to his sub-divisional officer, by May every year for approval and arrangement of supplies.

(12) In case of failure of a well the Supervisor shall at once bring the fact to the notice of sub-divisional officer and carry out whatever instructions are given by him promptly.

(13) He shall have his pumping sets and other machinery on tube wells thoroughly overhauled according to a programme, made in consultation with his sub-divisional officer once a year during monsoon season.

(14) The Supervisor shall have strainers lowered into boring in his own presence. He shall examine the strainer and see that no defects are left. He shall make sure that each length of the strainer and the blind pipe is correctly assembled and screwed before being lowered.

(15) The Sectional Supervisor shall maintain the following registers and forms besides any other records that he may be called upon to maintain from time to time:

(i) Accounts registers and forms

(ii) Daily progress register

(iii) Defective wells register
(iv) Mechanical test register
(v) Partially failed wells register
(vi) Overhauling register
(vii) Motor pump and starter history register

He shall always carry register Nos. (ii) to (vi) with him as well as necessary tools and plant for test and examination when he is asked to attend any senior officer of the department.

(16) Cash payments for petty works carried out by him under the orders of the Sub-Divisional Officer [electrical and mechanical] shall be made by the Supervisor from his imprest account. He shall be responsible for entering measurements of work in progress and supplies in his section and/ or on their completion in measurement books, and for the proper upkeep of the latter.

(17) He shall be required to check every item of the stock on his register every six months and every item of tools and plant once a year and to keep a proper account concerning them in forms and registers prescribed for this purpose.

(18) The Supervisor-in-charge of the Central Stores in a division shall have the packages containing supplies opened in his own presence. Any damage, shortage of articles not up to specification shall be brought to the notice of the Sub-Divisional Officer (electrical and mechanical) without delay.

He shall see that at least 15 percent to 20 per cent supplies are kept with him and quarterly indent submitted as soon as stock falls below 10 percent of any spares.

(19) Supervisor-in-charge of Workshop shall maintain all his machinery fully employed and manufacture as many spare parts as possible. He shall not allow any staff to sit idle and shall see that all prescribed registers are duly maintained.

(20) He shall see that all boring sets in his charge are maintained complete and in serviceable condition and that casing pipes are properly transported and stacked at site with their protecting rings screwed on.

Electrical and Mechanical Mistri

15(1) The Electrical and Mechanical Mistri shall provide himself with quarters to live in the town or village fixed as his headquarter by the divisional officer.

(2) He shall work under the orders of sectional supervisor and shall have abou9t 13 to 20 wells in his beat.

(3) He shall make himself fully conversant with “Instructions for the Guidance of sectional Mistris” which contain instructions for his guidance in the performance of his duties.

(4) He shall be responsible for proper and efficient maintenance of the machinery on a tube-well. He shall keep his pumping sets in efficient running condition at all times of demand. If any defect develops in it during demand period, he shall set it right with the least possible delay, so that the well remains closed for the minimum time.

(5) He shall overhaul the machinery of all tubewells in his beat thoroughly once a year during the rainy season closure period and change whatever parts need replacement.

(6) He shall visit every well in his beat once a fortnight as a routine and promptly, wherever necessary, on a call from a tube-well Operator or whenever anything unusual happens on a well, *e.g.,* burning of motor, bursting of cable or stoppage of pump, etc.

(7) He shall keep all the Government tools and plant articles in his charge safe and in good order. Whenever any article is broken or damaged, he shall at once bring into the notice of the Supervisor.

(8) A boring mistri shall himself measure and keep correct record of spring level and strata. Strata samples of every 10 feet depth shall also be carefully preserved. He shall submit daily report of the work in the preserved form direct to the Sub-Divisional Officer (electrical and mechanical). Before lowering a strainer into a well in the presence of the Supervisor-in-charge, he shall very carefully examine all the soldered joints and copper mesh cloth and get re-soldered at site all those places which are suspected to be defective. Every strainer length shall again be carefully examined and re-soldered where necessary during the actual process of lowering into a well bore before operating the crab winch to lower it. All the different length of strainer and blind pipes should be numbered in the order they are to be lowered and compared with the strata chart.

(9) He shall clean and check all part9s of the starter every month and record the remark in his log book in the remarks column to that effect.

(10) The compressor mistri shall maintain the prescribed compressor log book with him. He shall allot one page for each well and make a copy of the strata chart with position of strainer or slotted tube on the other page. He shall be responsible for the proper upkeep and maintenance of the compressor in his charge and should change its oil and seals, etc, after it has run for the hours fixed by the makers.

(11) Similarly a lorry driver shall maintain a log book for each lorry in his charge in the prescribed form. He shall be responsible for its petrol and oil consumption and proper maintenance and should be able to remove all defects not involving major repairs.

(12) Mistris attached to winding shops or employed on lathes of drills shall maintain a separate register for each machine showing out turn of work, such as winding of motors, making of coil, manufacturing of no volt or overload coils, repairs of starters, etc., date wise as prescribed for them in the workshops.

(13) If any part of machinery is found removed from the plant or damaged due to his negligence, he shall be liable for disciplinary action.

Motor burning or damage to machinery in his charge caused by negligence shall render him liable to disciplinary action.

Tube well Operator

16(1) The Tube well Operator shall provide himself with quarters to live in the village which has been fixed as his head quarter by the divisional officer –

(2) He shall make himself duly conversant with the Standing Order No. 18, which contains instructions for his guidance in the performance of his duties.

(3) He shall be responsible for the care of the pumping plant and all fittings of the pump house. He shall operate the machine himself and should not allow unauthorized persons to handle the plant. He shall be answerable to the Supervisor of the section concerning all electrical and mechanical matters.

(4) In the case of a breakdown causing the total closure of tube well he shall write his report on tube- well form NO. 1 and take it personally to the mistri or linesman concerned, as the case may be, and not wait for his report to go through ordinary dak.

(5) He shall report immediately to the sectional mistri defects in machinery, wiring, stating equipment of meters.

(6) He shall share with the mechanic the duty of reporting promptly all defects noticed in electric connections to the Supervisor or Overseer concerned.

(7) He shall run the pump on load for 15 minutes every morning when the well is closed own on account of rain or for any other reason at any time of the year. In case of monsoon, the well shall by run every third day for half an hour.

(8) Should a pump become flooded and the motor submerged, the operator shall not run the pump until the motor has been lifted up, but shall immediately report the matter to the sectional mistri personally, and at the same time send a copy of his report to the Electrical and Mechanical Assistant concerned.

(9) He shall remain present on the well throughout during the overhauling time of his pumping set and shall give all assistance to the Mistri.

(10) He shall enter the meter reading at 8 a.m. every morning.

(11) He shall be responsible for keeping the well, his quarter and the compound scrupulously clean, and all external parts of the plant free from dust, grease marks, rust etc.

(12) He shall report immediately to the Overseer defects in masonry works, lined channels, pipe lines or service roads and persuade cultivators to do any temporary repairs necessary to keep the well running.

(13) He shall be present at the tubewell during the following hours.

Ist April to 30th September	…	6 a.m. to 11 a.m.
Ist October to 31st March	…	8 a.m. to 1 p.m.
	---	4 p.m. to 5 p.m.

He can go out for his outdoor duties during periods other than these. When irrigation is in progress he shall be within the command of the well through out the day and night.

(14) He shall report immediately to the Amin difficulties regarding distribution between cultivators or *thokdars* which he is unable to settle.

(15) He shall enforce the approved regulating orders strictly. He shall not allow irrigation outside the command without written permission of the sub-divisional officer concerned.

He shall not allow water to be used for non agricultural purposes, such as brick making without the permission of his sub divisional officer.

(16) He shall report to the Moharrir ziladari, area irrigated, hours run, and meter readings on tube-well forms 10 to 12 on 16th and 1st of the month, stating the position about demand, condition of the crops and the weather and any other point calling for attention.

(17) He shall report offences against the Canal Act to the Ziladar and sectional subordinate endeavouring to catch and identify the culprits, and, if possible, obtaining the written evidence of eye-witness.

(18) He shall take due care of any stock or tools and plant that may be placed in his charge. (For this he is responsible to the sectional subordinate).

(19) He shall inspect lined *guls* and village road siphons of his well and will report promptly to the sectional officer any leakage or other defects in them.

(20) He shall check any encroachment on land along service road or *gul* and shall report, where necessary, to the sectional officer any encroachment.

(21) He shall not allow village carts to go over the tube well service roads.

(22) Tube-well Operators, who would like to be considered for promotion to the post of Munshi, should make a declaration to that effect after completing five years service in the department.

SECTION IV

Medical, Temporary and Work-charged Establishment

A Medical Establishment

17(1) Assistant or sub-assistant surgeons are deputed by the Director of Medical and Health Services for employment as canal medical officer at certain specific places and wherever a large body of workmen is collected for execution of special works. They are provided with medicines at the expense of the department.

(2) Canal dispensaries and medical establishment will be under the general control of the Director of Medical and Health Services.

(3) The medical establishment is under the order of the District Medical Officer of Health in respect of all medical matters and under the orders of the Executive Engineer in respect of the disposal of their services. When an Executive Engineer requisitions the services of

a Government medical officer in charge of a canal dispensary, he shall send a copy of order by telegram to the District Medical Officer of health concerned for information. All correspondence between the District Medical Officer of Health and the canal medical officer will pass through the Executive Engineer. In all professional and technical matters, the District Medical Officer of Health will consult the Civil Surgeon.

(4) All references in regard to appointment transfers, retirements, resignations and dismissals will be forwarded through the Superintending Engineer to the Director of Medical and Health Services.

(5) All applications for leave (except casual leave) will be forwarded by the Executive Engineer through the District Medical Officer of Health to the Director of Medical and Health Services for sanction. The Executive Engineer will inform the District Medical Officer of Health of any casual leave granted intimating the dates of departure and return to duty.

(6) Executive Engineers are empowered to suspend canal medical officers subject to confirmation by the Director of Medical and Health Services to whom all cases of such suspension should be reported through the Superintending Engineer.

(7) The power of inflicting punishments upon canal medical officers rests exclusively with the Director of Medical and Health Services, to whom all reports should be submitted through the District Medical Officer of Health.

(8) The following allowances are admissible to canal medical officers employed in the department:

(a) A permanent monthly allowance mentioned in rules 23 (D) (9) and 38 (2) (iv) of the Financial Handbook, Volume III.

(b) A compensatory allowance to Rs. 20 per mensem, on the distinct understanding that the sub-assistant surgeon renders free medical attendance not only to Government servants attached to canal divisions but also to labourers employed on canal works, and to the families and private servants of canal officers and subordinates. Private practice is permissible so long as it dos not interfere with canal work.

B – Temporary Establishment

18. In order to meet the demand for extra supervision that may arise from time to time, as well as to ensure that the Irrigation Department, establishment shall be capable of contraction as well as of expansion as the expenditure on works diminishes or increases the permanent establishment may be supplemented by temporary establishments to such extent as may be necessary. Temporary establishment will include all non-permanent establishment entertained for a division or general supervision as distinct from the actual execution of works. It should not be confused with the probationary permanent establishment, work establishment or persons appointed to officiate in vacancies in the permanent and temporary establishment.

Note : Engineers, Overseers and office establishment shall not be charged to works, but shall be employed are temporary establishment and provided for in the budget.

(Powers of the Chief Engineer and Superintending Engineers to sanction entertainment of temporary establishment are given in Chapter V).

19. If the temporary establishment cannot be sanctioned by the Chief Engineer under his powers, sanction of Government must always be obtained to the creation of a post, the selection of the individual to fill it being left to the appointing authority.

20. Application for the creation of posts on the temporary establishment must state definitely the nature of the appointment the rate of pay to be given and the period for which it is required. It must be supported by full reasons, showing the necessity therefore, and the pay proposed for the post should be based on the principles laid down in rules 39 and 40 of the Fundamental Rules.

21. The period for which the post I sanctioned will usually be fixed at the time it is created. When no limit is fixed, the sanction will *ipso facto* terminate on the afternoon of the last day in February.

22. Should it be found necessary to continue the appointment for a further term, application for further sanction must be made so as to reach the Chief Engineer's office or the Government, as the case may be not less than a month before the expiration of the original sanction. If permission to continue the appointment does not reach the appointing authority, concerned before the expiry of the time fixed for its termination, the establishment must not be retained.

23. All persons, except those on the petty establishment appoints to temporary posts, should be required to sign a declaration in Manual Form No. 5

24. When a temporary post is abolished, the services of the temporary man, who in the opinion of the Superintending or Executive Engineer is least qualified whether by reason of short service or inferior qualifications or other causes, should be dispensed with.

25. A register will be maintained in the Chief Engineer's office by circles showing all the sanctions given for temporary establishments by classes distributed by divisions.

C – Work charged Establishment

26. Work-charged establishment will include such establishment as is employed upon the actual execution, as distinct from the general supervision, of a specific work or of sub-works of a specific project or upon the subordinate supervision of departmental labour, stores and machinery in connection with such a work or sub-work.

27. In all cases previous sanction of the competent authority is necessary, which would specify in respect of each appointment (1) the consolidated rate of pay, (2) the period of sanction and (3) the full name (as given in the estimate) of the work and the nature of the duties on which the person engaged would be employed.

28. For financial rules and instructions in regard to work charged establishment, see paragraphs 458 to 463 and 665 to 669 to the Financial Handbook, Vol. VI.

Discharge of persons employed on the Work charged Establishment

29. The following rules should be observed in discharging workers employed on the work charged establishment:

P.W.D.G.O. No. 2241 MS/ XXIII 64 MS-47

dated January 26, 1949

(1) In the first instance the following step should be taken whenever possible to minimize reduction of personnel:-

(i) Overtime should be avoided and extra staff employed in lieu, provided this does not involve increased overall expenditure.

(ii) Workers who are at or above the age of superannuation should be made to retire and those nearing such age should be encouraged to retire.

(2) As a rule, discharge of personnel who are still surplus to requirements should be in accordance with the principal of short service, i.e. last man engaged should be the first man to be discharged. Due notice, or wages in lieu thereof, should be given.

Note: (i) In the case of a job requiring high skill, a high skilled worker with short service may by retained in preference to a less skilled worker with longer service.

(ii) In case where the key nature of a man's employment warrants his retention, he may be retained in preference to a man of longer service.

(iii) Discharge on grounds of inefficiency and irregularity is already permissible under the normal rules. But the application of such criteria in times of block retrenchment calls for strict justice and moderation and should be subject to sub rule.

(iv) Proper safeguard should be instituted towards achieving this end.

(3) A committee should be set up in each office, if possible, to prepare orders for discharge in accordance with these principles. The committee should consist of not lees than three members from among the members of each office. It will be desirable to nominate in addition a representative of the workers on the committee, preferably from the recognized union, if any, of the workers concerned.

(4) Each workman affected shall have a right of appeal to the committee and the committee's decision thereon shall be final.

(5) Each individual proposed to be discharged should be served with due notice in writing. The name of the nearest Employment Exchange where he can register his name for employment should be mentioned in the notice of discharge.

(6) A list of discharged workers should be maintained and in future vacancies preference should be given to the discharged personnel, the selection being made by the local authorities with due regard to the local conditions.

(7) A list of discharged men should also be circulated to other departments, such as Industries, Public Works and Electricity Departments etc, where there is likelihood of their securing employment.

SECTION V

Annual Confidential Report

(For detail, read Guide book on Annual confidential report and Integrity certificate published by U.P.E.A.)

4 – Reports on Officers

30. The object in asking for annual reports on the work of officers is to maintain a continuous record of their efficiency, reputation and general conduct in order to enable Government to have a clean idea about the capacity of each individual officer. It is on this basis that his suitability for any particular post or for promotion in general has to be judged. For this purpose reporting officers should pay close and continuous attention to the work, character and capacity of the officers under their charge and prepare a separate and complete report on each officer, whether present on duty or absent on leave, for each year.

(Para 1 of Appointment Department G.O. No. 6677/1-38-1948,

dated March 25, 1950

31. Reports on engineer officers should be prepared for the period April 1 to March 31 in G.P.W.D. Form No. 6 and on Deputy Revenue Officers in U.B. Form No. 40. It should be submitted on the dates noted below :-

Class		First opinion to be entered by	Date of submission		C.E. to Government	Where to be kept
			E.E. to S.E.	S.E. to C.E.		
(i)	Superintending Engineers and personal Assistants to Chief Engineers	C. E.	…	…	May 15	Chief Engineer's office
(ii)	Executive Engineers	S. E.	…	April 15	May 15	Ditto
(iii)	Assistant Engineers and Electrical and Mechanical Assistants	E. E.	April 15	April 30	May 31	Ditto
(iv)	Deputy Revenue Officers	E. E	April 15 October 15	April 30 October 30	…	Ditto

32. The name of the division or the sub-division of which the officer is in charge or to which he is attached during the period under report should be clearly indicated in his annual report before it is forwarded to Government.

(CF. P.W.D.G.O. No. 1906e/342e-1941,

dated September 26, 1943)

33. The Executive Engineer shall submit reports on Assistant Engineers in his division to the Superintending Engineer of his circle, and the Superintending Engineer shall submit those reports, after adding his own remarks, if any, as well as reports on Executive Engineers in his circle, to the Chief Engineer. Reports on Superintending Engineers and Personal Assistant shall be written by the Chief Engineer, who shall submit their reports, as also the reports on Executive and Assistant Engineers after adding his own remarks, to Government.

34. The reports on the conduct and work of all passed Civil and Electrical and Mechanical Engineers who are posted for training and all temporary and officiating Assistant Engineers employed in the department should also be submitted annually in the form prescribed for engineer officers at the same time that reports on engineer officers are due.

35. Reports on Deputy Revenue Offices shall be prepared by the Executive Engineer and sent to the Chief Engineer through the Superintending Engineer of the Circle concerned who will add his own remarks to the reports. Reports on Deputy Revenue Officers on probation or during officiating of temporary service should be submitted twice a year. For permanent men only one report is necessary, viz. in April.

36. All report will be dealt with in the establishment section of the Chief Engineer's office under the supervision of the Head Assistant in charge of that section.

37. Extracts from documents in which an officer has been praised, censured or adversely commented upon should be field with his annual report. When an officer is permanently transferred to another State, these reports, having been brought up to date, should be forwarded to the State Government concerned. When an officer is only temporarily transferred, his name remaining on his own State list for promotion, the State Government to which he is transferred should forward duplicates of the reports recorded on him to the Government of the State to which he is permanently attached.

Instructions for the guidance of reporting officers

38(1) Each report must be complete in itself without a reference to the previous report. It should be detailed and objective. It is not suggested that the opinions expressed should invariably be based on definite and cone etc. instances which have to be mentioned in the report. But what is required is a report regarding all aspects of the officers' work and conduct in the discharge of his cuties (CF. Appointment Department G.O. No. 6677/11-A-38/1948, dated March 25, 1950, Note (1) in Annual Report form and form "A" attached to Appointment Department G.O. No. 4738/11-30(10) 1938, dated the 20th October, 1941).

(2) The report should be written up in a narrative form and should indicate clearly with sufficient completeness, the manner in which the officer has carried out his various duties during the year under report. It should give an estimate of his personality, character and abilities, making particular mention of the adequacy of his touring and the touch with and control over his subordinates which he maintains and of his relations with his fellow officers and the general pubic. It should also contain an opinion on any point specially required at any particular time, e.g. fitness for promotion to a higher post, fitness to pass an efficiency bar, qualifying for special additional pension.

(CF. Appointment Department G.O. No. 6677/11 A-38-1940 dated March 25, 1950 and P.W.D.G.O. No. 3591E/1(1B) XXIII 10-F-47 dated September 2, 1948.

(3) Officers should prepare the reports in their own handwriting. These reports should be treated as secret and no copies should be kept.

CF. Appointment Department G.O. No. 6677/II-A-38 1940, dated March 25, 1950 and P.W.D.G.O. No. 359 IE/1(1B) XXIII 10-F-E/47 dated September 2, 1948.

(4) In cases where annual reports about offices are made by their immediate superior offices but are forwarded to Government through the next higher officer, it is the duty of higher officers to satisfy themselves about the correctness and adequacy of the report. If the higher officer differs from the opinion recorded in the report by a lower officer, the higher officer should ask the lower officer to justify his remarks. If the latter is unable to do so then the higher officer while recording his own opinion should also record why the remarks of the lower officer should not be accepted. Such an explanation will enable Government to decide whether the adverse remarks recorded by a lower officer should or should not be communicated. The forwarding officer should invariably express his own opinion about the person whose work is being reported upon. If the report contains any unfavourable remarks, the higher officer should take special notice of it and say definitely whether he agrees with those remarks or not.

(5) When the reporting officer makes remarks of an unfavourable character, he should specifically state in the annual report whether the defects reported have duly been brought to the notice of the officer concerned.

(6) When the report of an officer is so unfavourable as to be likely to affect his promotion, reasons must be given.

(7) Integrity certificate is an apart of the annual confidential report. With a view to ensuring that such certificates are granted only in cases where there is no doubt about the integrity of the officer concerned, the following instructions and orders are laid down :

Appointment Department G.O. No.

2327/II-B-69, 1949 dated July 24, 1948

(i) The form in which the integrity certificate is to be recorded will be as follows: "Nothing has come to my knowledge which casts any reflection on the integrity of …….. His general reputation for honesty is good and I certify his integrity.

(ii) All certifying officers, should give most careful attention to the grant or withholding of these certificates and treat it as a serious and important matter. No certificate should be given unless the certifying officer is satisfied without reservation about the integrity of the officer concerned to enable certifying offices to discharge their responsibilities the following suggestions are made :

(a) In respect of each subordinate officer of gazetted rank and belonging to the upper subordinate service in whose case an integrity certificate is to be recorded, the certifying officer should keep a secret record in which he should note down from time to time any facts or circumstances which come to his knowledge touching the integrity of the subordinate.

(b) On each such occasion the certifying officer should exercise his judgment as to whether the facts or circumstances have come to his notice amount tot either –

(i) a definite fact susceptible of formal proof, or

(ii) a mere vague allegation not susceptible of formal proof but still creating doubt or suspicion.

In, the former case he should make a proper enquiry: in the latter case he should face the subordinate with the allegation or circumstances which have come to his notice.

(c) If the subordinates clears up his position the matter need not be pursued further and a note should be made to the effect that the subordinate concerned was able to clear his position. If, on the other hand, his explanation is not considered satisfactory and yet the point is not one on which the certifying officer thinks that proof would be available, he should utilize this as a fact or circumstances which came to his knowledge and the effect of which would create doubt about the integrity of the officer concerned which would justify him in withholding the integrity certificate.

(8) The preliminary action in regard to the grant of integrity certificate should be taken well in advance so as to fit in with the dates prescribed in paragraph 31. The reporting officer should be able to make up his mind about the officers whom he is going to refuse integrity certificate by the date by which they are required to forward the report (CF, Appointment Department G.O. No. 0-2851/II-B69 1948, dated October, 5, 1948)

(9)*(a)* The report on an Executive Engineer, who has entered his 15th year of service or above, should state in paragraph 6 of the annual report form whether he is considered fit for promotion to the Superintending Engineer's rank or not.

(CF Note 3 of the Annual Report form as amended by G.O. No. 1175 E/XXIII, dated November 17, 1945)

(b) The report on an Assistant Engineer, who has entered his 7th year of service or above, should contain a definite expression of opinion whether he is or is not fully qualified for divisional charge. Remarks should also be entered in paragraph 6 of the annual report form when he is approaching an efficiency bar or when the report is so unfavourable that it is proposed to withhold his next increment.

(c) A special report should be submitted in the case of Executive and Assistant Engineers, whose pay is below the efficiency bar, three months before the increment that would place them above the efficiency bar, is due.

(10) Every officer who is transferred or proceeds on leave shall, prior to his departure, hand over to his successor sealed covers containing his reports on all officer subordinate to him. The report on each officer shall be placed in a separate sealed cover on which is recorded the name of the officer and the period to which the report referees. In case where an officer has served in more than one post during the year, the report should cover his service in all the posts which he has held during the period under review. The intention is that no period, however small should remain uncovered.

(CF. Note 2 in the Annual Report form as amended by P.W.D.G.O. No. 1715E/342-1944, dated September 6, 1943).

(11) When an officer is transferred to another division in the same circle, a report up to the date of his transfer in a sealed cover, on which is recorded the name of the officer and the period to which the report refers, shall be forwarded to the Executive Engineer of the division to which the officer is transferred.

(12) When an officer is transferred to a division in another circle, a report up to the date of his transfer shall be submitted to the Superintending Engineer concerned who will add his remarks in the report and forward it in a sealed cover, on which is recorded the name of the officer and the period to which the report refers, to the Executive Engineer of the division to which the officer is transferred.

(13) The Executive Engineer of the division, in which the officer is serving at the time the submission of the report for the year is due, shall be personally responsible for the collection of the sealed covers containing previous reports in the manner stated above and shall submit them with his own report, if any, to the Superintending Engineer concerned on the prescribed date. The Executive Engineer shall at the same time submit a statement showing the periods during which the officer has served in each division and the periods, if any, spent by him on leave during the year under report.

Communication of adverse remarks

39. As a general rule an officer should never be kept in total ignorance for any length of time of the fact that his superiors after sufficient experience of his work, are dissatisfied with him. In case where a warning might eradicate or help to eradicate a particular fault, the advantages of a prompt communication of their dissatisfaction are obvious.

40. When a report is built up on the individual opinion expressed by different departmental superiors in gradation, it is only the opinion as accepted by the highest authority that need be considered from the point of communication to the officer reported on.

41(a) Remarks relating to defects which are capable of correction, should be communicated to him by the Chief Engineer.

(b) The communication of adverse remarks to officers, whose annual reports are submitted to Government, will be made only under the orders of Government The Government will inform the Chief Engineer whenever it considers that the report on an officer either taken by itself or in conjunction with the previous record, is of such a nature that a warning might eradicate or help to eradicate the particular fault pointed out and ask him to communicate a substance of the report to the officer concerned in a suitable manner and note the fact on the personal file of the officer. The communication will be made by the Chief Engineer direct to the officer concerned.

(Appointment Department O.M. NO. CR-186/II-A-38-1949, dated September 28, 1950)

42. The communication of adverse remarks should be made by means of a personal letter marked “Secret” and addressed direct to him. Reporting officers will be at liberty, however, to call up any official on whom they have reported adverse by and to inform him of the adverse remarks, if they consider that he is likely to benefit thereby.

43. Special attention should be aid to the wording of the communication, the primary intention being –

(i) to endeavour in the most considerate and practical manner to correct defects which are capable of correction, and

(ii) to give timely warning to officers whose defects are likely to deprive them of promotion.

44(a) Remarks in cases in which the Government or the head of a department or other officer suspends judgment should be communicated.

(b) Where criticism is to be with held, the final authority to consider the report should record his orders with reasons, according to the nature of the defect discussed, as to the period for which communication to the officer is to be kept back.

Representation against adverse remarks

45. While Government do not deny a right of representation to any of their officers, it should be clearly understood that adverse remarks are communicated to the officers in their interest in order to help them to get over their defects and shortcomings which have been noticed by people who came into close contact with their work. Such defects and shortcomings cannot always be apparent to individual officers themselves and if the communication of adverse remarks is taken in the right spirit, it would help them to a great extent in removing defects in their work and becoming more competent and useful.

(Appointment Department G.O. No. 6677/II-A-38-1918 dated March 25, 1950)

46. In making such representations offices sometimes think it necessary to make accusation of prejudice and even deliberate malice against their superior officer. Any officer who makes personal attack and insinuation against his superior officer will have his representation summarily rejected on that ground, and if necessary disciplinary action will be taken against him, Representations should be confined strictly to the merits of the question and should not contain any suggestion direct or indirect against the superior officer.

(Appointment Department G.O. No. 6677/II-A-38-1948,

dated March 25, 1950

47(a) Any reply or representation which the officer communicated with has to make should be sent by him direct to the Chief Engineer in a cover marked “Secret” No discussion or controversy can be permitted, however, and no officer can claim a reply to any comment he may be thus permitted to make. The Chief Engineer, if he considers it desirable, will communicate with the reporting officer.

(b) In no circumstances can an officer be permitted to address the reporting officer on the subject of an unfavourable report.

48. On receipt of representations against the communication of adverse remark, Government may in some cases have to make an inquiry to find out whether the estimate of the officer concerned given in the annual remark was or was not correct. This is necessary because mistakes and errors of judgement cannot always be avoided and the person affected should have the right to get the matter examined by Government. If, therefore, any Inquiry is made from officer’s officer regarding the remarks given by them to their subordinates; they should not imagine that they are being asked to justify their opinion needlessly or that it would be safer to given non-committal report in order to avoid answering such inquires. It is their duty to assist Government in properly judging their subordinates and it is expected and it is expected that they will discharge it properly.

(Appointment Department G.O. No. 6677/II A-38-1948, dated March 25, 1950).

Use to which report can be properly put

50. There should be no restriction on the use of the secret reports by the Public Service Commission, but ordinarily, unless an officer’s general character is in issue, the principle to be followed should be that reports should not be refereed to tribunals dealing with disciplinary cases until they have reached a finding on the charges framed.

B – Reports on subordinate official

51. Rules regarding maintenance of character rolls of subordinate officials are laid down in paragraphs 355 -366 of the Manual of Government orders.

52. The Object of maintaining the character rolls of subordinate officials is the same as the object of maintaining the annual reports of officers, viz. to have a continuous record of their efficiency reputation and general conduct, in order to enable the officers of the department to have a clear idea about the capacity of each individual official. It is on this basis that his suitability for any particular post or for promotion in general has to be judged. For this purpose reporting officers should pay close and continuous attention to the work, character and capacity of the official under the charged and prepare a separate and distinct roll of each official whether present on duty or absent on leave, for each year.

53. Rolls should be prepared for the period April – I – March 31 in the prescribed forms for the following classes of establishment and submitted to the higher officer on the dates noted against each :

(Cf. para 359 M.G.O's)

				Date of Submission			
S.No	**Class**	**I.B. form No.**	**First opinion to be entered**	**S.D.O. to E.E.**	**E.E. to S.E.**	**S.E. to C.E.**	**Where to be Kept**
1.	Overseer	41	S.D.O.	April 15 Oct. 15	April 30 Oct. 31	--	S.E.'s office
2.	Electrical and Mechanical Supervisors (tube wells)	….	S.D.O.	April 15	April 30	--	Ditto.
3.	Section Mistris (Tube wells)	…..	S.D.O.	April 15	…..	--	E.E.'s office
4.	Ziladars	40	S.D.O.	April 15 Oct. 15	April 30 Oct. 31	May 15 Nov. 15	C.E.'s office
5.	Amins	30-V	S.D.O.	April 15 Oct. 15	--	--	E.E.'s office
6.	Patrols	31-V	S.D.O.	April 15 Oct. 15	--	--	Ditto
7.	Tubewell operators	--	S.D.O.	April 15	--	--	Ditto
8.	Ministerial establishment in C.E.'s Office	43	C.E.	--	--	--	C.E.'s office
9.	Head Assistant in .S.E.'s Office	43	S.E.	--	--	April15	C.E.'s office
10.	Head clerk in E.E.'s Office	43	E.E.	--	April 15	April 30	Ditto
11.	Ministerial establishment excluding Head Assistant in S.E.'s Office	23	S.E.	--	--	--	S.E.'s office
12.	Ministerial establishment in E.E.'s office/ S. D. O.'s Office	--	E.E.	April 30	April 30	--	Ditto

13.	Inferior establishment in S.E.'s Office	--	C.E.	--	--	--	Ditto
14.	Inferior establishment in S.E.'s Office	--	S.E.	--	--	--	S.E.'s office
15.	Inferior establishment E.E.'s Office.	--	E.E.	--	--	--	E.E. Office

Instruction for the guidance of reporting officers

54(1) While has head of the office may make entries of favourable or adverse character at any time in the rolls official concerning their work and conduct, he must do so –

(i) On the occasion of his own transfer,
(ii) On the occasion of the transfer of the official, and
(iii) at the end of each financial year.

Reports on Amins and Amins land patrols shall be written at the end fasal (viz. rabi, and kharif). Reports on Ziladars and overseers on probation during officiating or temporary service shall be submitted half yearly for permanent men only one report is necessary viz. in April.

(2) The head of the office, while recording the annual report should comment generally on the way in which the official has carried out his various duties during the year under report and should give and estimate of his personality, character and abilities. He should also express an opinion on any point specially required at any particular time e.g. fitness for promotion to a higher post fitness to pass efficiency bar etc. The head of the office should also observe the instruction for the guidance of reporting officers given in paragraph …8 in making entries in the rolls of officials subordinate to him.

(3) It shall be the duty of officers authorized to make entries in the character rolls of Ziladars to state in the case of each confirmed Ziladar who has competed six years of service as Ziladar, including continues and has passed the Canal law Examination Whether or not he consider him suitable in all respects for promotion to the post of Deputy Revenue Officer. I he entry should be made from the fifth year of service of the Ziladar.

(4) A Copy of any remark recorded in an annual distraction or other report relating to the conduct and work of an official may under the authority of the head of the office be entered in his character record.

(5) In all cases of compulsory entries the head of the office need not enter more than his signature, with date of entry if he has nothing to add to an opinion recorded within the previous six months.

Communication of adverse remarks

55. In communicating adverse remarks to official, the same principles should be observed as are laid down for officers in paragraphs 39-44.

Representation against adverse remark

56(1) A subordinate if he thinks fit may reply to unfavourable remarks communicated to him. Such replies should be addressed and submitted direct to the officer by whom the remark were communicated and should be disposed of by that officer . If the reply throws any new light on the matter in which a subordinate was reported to be at fault and if as a result, the Chief Engineer (or superintending Engineer in the case of Overseer and establishments of divisional and sub-divisional office) considers that the unfavourable remarks were undeserved or require modification the facts should be put on record and the subordinate informed. A copy of the order passed on the representation shall be placed with the annual report in question.

(2) Other principles to be observed in making representations and disposing them of shall be the same as laid down in paragraph 45-48

Recommendation Rolls

57(1) Recommendation rolls of the following subordinate official should be submitted in the prescribed forms on the dates noted against each:

		Form No.	Form A.E. to E.E.	Form E.E. to S.E.	From S.E. TO C.E.
(a)	Ziladars recommended for the post of Deputy Revenue Officer	42	April 15	April 30	June 1,
(b)	Amins recommended for the post of ziladars	42	April 15	April 30	June 1,
(c)	Overseers (S.E.S.) recommended for sub-divisional charge.	44	Nov.15	Dec.1	Dec. 15
(d)	Electrical and Mechanical Supervisor recommended for promotion to the post of Electrical Assistant.	44	Nov. 15	Dec. 1	Dec. 15
(e)	Circle Head Assistants recommended for promotion to the post of Head Assistant in C.E. Officer.	42	--	--	March 15.
(f)	Divisional Head Clerks and Senior Notes and Drafters to Circle Officers recommended for the post of Circle Head Assistants	42	April 15	April 30	June 1,
(g)	Divisional Noters and drafters recommended for the post of Divisional Head clerk	42	--	April 30	Aril 30
(h)	Munshis recommended for the post of Head Munshi	42	--	April 15	--

(i)	Tube well section mistris recommended for promotion to the post of Electrical and Mechanical Supervisors	42-A	May 1	May, 15	June 1
(j)	Tube well Operators recommended for the post of section mistris	42-A	A May1	May 15	June 1,

(2) The reporting officer should state definitely in the recommendation roll whether the subordinate official is “Strongly recommended”, “recommended” or “not recommended” as the case may be.

(3) Recommendation of subordinates considered fit for sub divisional charge should be submitted every year as laid down in (1) (c) above irrespective of whether or not their names already exist on the approved list or they are holding sub- divisional charge: and it is considered that a subordinate whose name is borne on the list has proved himself unfit for sub-divisional charge,

The fact should be reported and the removal of his name from the list recommended, the precise reasons for this recommendation being stated. The approved list is maintained in the secretariat.

(4) These reports are not to be kept with general records, but in the secret almirah in charge of the Head Assistant. They should not be destroyed until tow years after an officer has left the service.

General

58. Character rolls should be treated as secret. Head Assistants in the Chief Engineer’s Office will, however be allowed to see the remarks recorded about their assistants.

59. The character record of the officials should be transferred whenever the official to whom it refers is transferred. It should always be sent in a registered cover when transmitted by post.

60. Complete record of the official should be available when the question of their promotion, their fitness to cross the efficiency bars and preparation of their pension papers, etc is taken into consideration.

61. The Character roll of an official is the property of Government and should. On his retirement or dismissal, be kept in the office where he was last employed.

62. The practice of issuing commendatory certificates of goods character in case of officials during the course of their se vice is strictly prohibited. Head of the departments and offices map however grant to their sub – ordinates on retirement such certificates of goods work and conduct as they may deem fit.

63. Head of officers will be at liberty to make record of the character of inferior Government servant like sawars, chaprasis, dafadars, barkandazes or beldars in cases of highly marked good conduct meriting such a distinction.

64. In the case of temporary employees a character, record should be maintained as for a permanent employee.

65(a) Every Department Head and every officer in charge of responsible work or having a fair number of subordinates under him would be required to give a declaration in the following forms:

Appointment Department G.O.No. 2327/II – B. 69 1948.

dated July 24, 1948.

Form

Report Regarding integrity of officers for the year…….

1. Name of the office department.
2. Name of the Principal Head of Office/Head of Department
3. Number the names of gazetted officers in the office/department.
4. Number of subordinates in the office / department.
5. Percentage of subordinates who are of undoubted integrity –
   (i) In respect of gazetted officers.
   (ii) In respect of Upper Subordinate Service.
   (iii) In respect of rest.
6. Step taken by the Principal Head off office / Head of Department to check corruption among his subordinates.
7. Detailed comments about each case in which integrity certificate has been withheld and about the step taken consequent on the withholding of such certificates.
8. Declaration: I hereby declare that –

(i) I have made every possible effort to check corruption among my subordinates

(ii) I have given the most careful attention to the grant to withholding of these certificates and in no case have given a certificate unless satisfied without reservation about the integrity of the officer concerned and in order to be able to discharge my responsibility in this matter, I have kept a secret record in respect of each officer of gazetted rank or of Upper subordinate Service in accordance with the suggestions in paragraph 2 (2) (a), (b) and (C) of f G.O. NO. 2327 / II – B- 69 48 dated July 24,1948.…….

Principal Head of Office/ Head of Department

65(b) After the consideration of the report mentioned in paragraph 65 above, government would in the case of head of department and certain other senior officers give a certificate in the following from.

"Certified that …….. has made determined effort to check corruption among his subordinates"]

I his certificate will be granted only to officer who have exerted themselves fully to improve the tone of the subordinates under their charged and who have taken vigorous steps to ensure that the instructions about the grant of integrity certificates are followed. (Appointment department G.O. NO. 2327 / II – B- 69 1948

dated July 24, 1948.

66. In the case of an officer who is due to cross the efficiency bar the chief engineer should invariably submit a special report to Government three months before the due date. The date from which an officer is due to cross the efficiency bar should be determined form the classified list or other records maintained in the department from the classified list or other records maintained in the department The chief Engineer should get the date verified from the Accountant General, Uttar Pradesh in each case before submitting the report to Government In order to ensure that the recommendation reaches Government in time the Chief Engineer should see that the proposal is initiated well in advance by the officer under whom the officer due to cross the efficient bar is working.

The Chief Engineer should make the recommendation in a letter and not in the form prescribed for writing annual reports on Engineer officers, while making recommendation it is not enough to say that the officer concerned is fit to cross the efficiency bar, but a certificate should be given in terms of the condition s laid down in Uttar Pradesh service of Engineer Rules for crossing the efficiency bar or not.

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SECTION VI

Service Books

67(1) Subsidiary Rules 114 & 141 framed by Government under rule 74 (a) of the fundamental Rules prescribe the procedure to be followed in the maintenance of service books.

(2) The following further rules are herby prescribed –

(a) Thumb and finger impressions of the left hand should be made in the space provided for the purpose.

(b) Promotions reversions leave of every description (except casual leave), transfers, suspensions and every other interruption in service should be noted with full details of their duration. It is the duty of the accountant in the divisional office second assistant in the circle office to see that this is done at the time the event takes place. These entries are mad with regularity the duty should not be left to the non gazetted Government servant concerned.

(c) Every entry should bear the signature of the head of the office and books which have been received from other office incomplete in this respect should be retuned to be completed.

(d) The entries in the first page be reviewed, revised if necessary and re attested at least every five years and the signatures of the official concerned and the head of the office should be kept of the dates of such attestation.

(e) As regards alterations in dates of birth, attention should be paid to the following instructions as well as to those contained\ in paragraph 1336 of the Manual of Government Orders :-

(i) Dates of birth in service books should be recorded both in figures and words,

(ii) Any alteration necessitated by a clerical error at the time of opening a service book should be carried out immediately the error is discovered and attested by the dated initials of the head of the office, and

(iii) Any other alteration must be formally sanctioned by Superintending Engineer. The correction sanctioned should be made in red ink and initiated and dated by the head of the o9ffice the number and date of the sectioning order being given as the authority.

(f) Then a man's date of birth has once been accepted and recorded in his service book, any alteration proposed should be scrutinized with special care and not permitted except on the clearest evidence of error.

(g) I.B. Form No. 15 B should be filled in and signed by applicant on first appointment.

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SECTION - VII

Warm Clothing Uniforms, Badges, etc for employee

of the Irrigation Department

68. Warm Clothing uniforms, badges etc. may be supplied at public expenses to the employees of the Irrigation Department as detailed below.

I –WARM CLOTHING

S.No.	Class of Employees for whom sanctioned	Description of supply sanctioned	No.	Renewable
1.	Jamadars attached to Chief Engineers, Person Attached to gazetted officers and Ziladars Daftaries and peons in the offices of Chief Engineer Superintending Engineer and Executive five Engineers	Achkan -----	1 Each	Every second year
2.	Office Watchmen (i) in the plains ….. (ii) in Dehradun……..	Blanket Warm Coat or Blanket,	1 Each 1 Each	
3.	Runners and Sawars	Blanket	1 Each	Every 2nd year in hills
4	Dafadars and Barkandazes	Jersey	1 Each	Every second year
5.	Trolleymen at Narora in the II circle and Ramganga Pumping Station Eight Trolley men four at Banbasa and four at Chakranpur in the Head works DI vision Sarda Canal and Sarda constructions. division respectively	Blue Woolen Jersey, Over Coat	1 Each	
		Blanket	1 Each	Every four years
		II –UNIFORMS		
1.	Jamadars, peons attached to gazetted officers and Daftaries	Achkan or coat, Kamarband payjama	2 Each	Every second year
2.	Dafadars Barkandazes and Sawars	Turban blue With one red end	2 Each	Annually
		Khaki drill coat With brass buttons	1Each	

		Pair of Khaki shorts	1 Each	
		Kamarband Pair Putties	1 Each	
3.	Trolleymen at Narora in the II circle and Ramganga Pumping Station Eight Trolley men four at Banbasa and four at Chakranpur in the Head works DI vision Sarda Canal and Sarda constructions. division respectively	Red Pugrees 27" x 6½ yds Dhoties 40" x 5 yds. Blue Drill Blouses made of 2½ yds of cloth	2 Each 2 Each 2 Each	
		Pair of Blue Cotton 1 each putties Water proof cap with hood for use during the rains	1 Each 1 Each	Every third year

Note - The cost of supplying Uniforms and Warms Clothing's to trolley men at Banbasa and Chakarpur should not exceed Rs. 62 for each trolleymen.

III BADGES ARMS BELTS ETC.

1.	Patrols	Bamboo staff four each or five feet long about one inch in diameter and provided with a hook at one end	1 Each	The badge must be Sewn on to the coat on the right upper breast
		Brass badge of the 1 each form and size shown in sketch no. 1	1 Each	
2.	Tube well operators	Bamboo staff four or five feet long, about one inch in diameter provided with a hook at one end.	1Each	
		Brass badge of the form and size shown in sketch No. 2	1 Each	The badge must be sewn to the coat on the right upper breast.
3.	Jamadars attached to Chief Engineers, Peons Attached to gazetted officers in Chief Engineer Superintending Engineer	Brass badge of the form and size shown in sketch No. 3	1 Each	The badge must be sewn to the coat on the head band.
4.	Peons attached to gazetted officers in divisional offices	Belt of red cloth 1 each three inches wide with half		

		inch wide dark blue edges.		
		Chapras of the form and size shown in sketch No. 4	1 Each	
5.	Sawars….	Sword with sword belt of black leather.	1 Each	
6.	Dafadars and Barkandazes	Sword with sword belt of black leather four inches wide	1 Each	
		Chapras of the form and size shown in sketch No. 5	1 Each	Dafadars will be distinguished head by tow plain brass bars on the belt the lowest one inch above the chapras and the bars one fourth inch apart.
7.	Head Tindals	Black leather belt three inches wide with a chapras of the form and size shown in sketch no. 6 with one Brass bar on belt	1 Each	
8.	Naib Tindals	Belt and chapras as above without any bars.	1 Each	

IV – Dress of Patrols, Tubewell Operators, etc,

Patrols Tube-Well Operators, Tindals and Gang Beldars

Shall Wear the Following Dress at Their Own Expense

	Designation of post	**Dress**
1.	Patrols	Khaki drill coat buttoned up to the neck and extending to three inches above the knee.
2.	Tubewell operator	Khaki drill coat buttoned up to the neck and extending to three inches above the knee Khaki shorts.
3	Tindals	Turbans, blue with one red end khaki Mirzai (Short Jacket) white dhoti.

Superintending Engineer should see that Executive Engineers are careful as regards the personal neatness and smartness of their man.

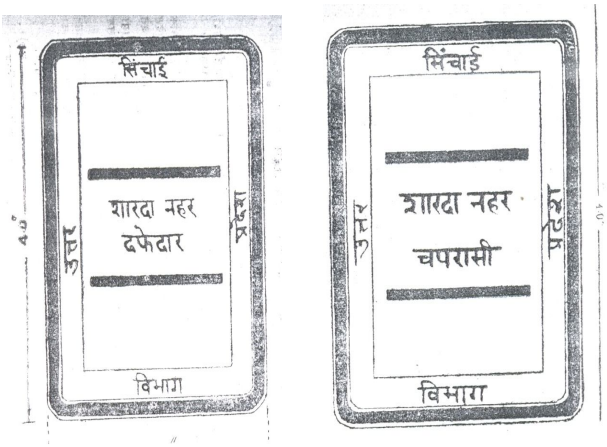
69. All liveries of orderlies or peons, etc, who die of or are attacked by plague or other infectious disease should be burnt and new ones supplied at the cost of Government. But liveries stolen lots or damaged for which the peons are found to be at fault. should be replaced at their cost.

70. All the articles mentioned above should be purchased from the firm or firms approved by the Stores Purchase Department at the rates fixed by that department from time to time and the cost debited to establishment contingencies.

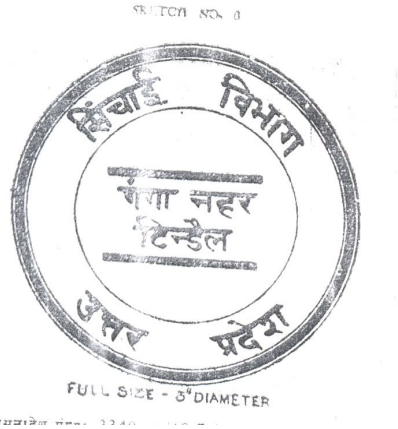
Sketch - 1

Sketch - 2

Sketch – 3



Sketch – 4



Sketch – 5

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SECTION-VIII

Suspension, Punishments, Appeals and Memorials, etc.

(For detail, read G-1, G-2, G-3, G-4 & G-5 Published by U.P.E.A.)

All India, State and Specialist Services

71. Rules regarding punishments and appeals in respect of the members of the All India State and Specialist Services are contained in parts XII and XIII of the Civil Services Classification, Control and Appeal) Rules.

Subordinate Services

Suspension

72(1) A government servant against whose conduct an inquiry is contemplated, or is proceeding, may be placed under suspension pending the conclusion of inquiry in the discretion of the appointing authority.

(Appointment Department notification No.0.228/II-B-1953, Dated January 30,1953)

Provided that in the case of any government servant or class of government servants, not belonging to a State Service, the appointing authority may delegate its power under this rule to the next lower authority.

Note:

As a rule, suspension should not be resorted to unless the allegations against the government servant are so serious that in the event of their being established, they may ordinarily be expected to warrant his dismissed, removal or reduction. Suspension, where deemed necessary should, as for as possible, immediately proceed the framing of charges and their communication to the government servant charged.

(2) Where in the case of a government servant placed under suspension as provided herein before, the inquiry into his conduct results in this dismissal or removal shall take effect from the date on which the suspension had come into effect Capt.(1) Suspension, Punishment , Appeals and Memorials 85. In other cases in which the inquiry does not result in the removal or dismissal of the government servant concerned, his suspension will be deemed to have been covered under clause (v) of paragraph 74 below.

(3) The rules regarding subsistence allowance of the person suspended and the treatment of the period spent under suspension are contained in Fundamental Rules 53 to 55, Financial Hand Book, Volume II, Part-II.

73. Offices should at all time exercise fair consideration in allowing persons under suspension to reside from time to time at the place most convenient to them subject of course to liability to attend when and where they may be required for the investigation of their case.

Punishment

74. Without prejudice to the provision of any law for the time being in force. Government have delegated powers to inflict the following punishments on member of the subordinate services to every officer who is competent under existing orders to appoint them with or without reference to or with or without the sanction of higher authority:

(Appointment Department notification No.2627/II-264, dated August 3,1932, as amended from time to time).

(i) Censure

(ii) Withholding of increments, including stoppage at an efficiency bar;

(iii) Reduction to a lower post or time scale or to a lowers stage in a time scale.

(iv) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.

(v) Suspension

(vi) Removal from the civil service of the State which is not disqualify for future employment; or

(vii) Dismissal from the civil service of the State which ordinarily disqualifies for future employment.

EXPLANATION:

(a) The power delegated by this rule is subject to the provisions of clause (1) of Article 311 of the Constitution of India under which no officer may be removed or dismissed by an authority which appointed him.

(b) The discharge:

(i) Of a person appointed on probation during or at the end of the period of probation, in accordance with the terms of the appointment and rules governing the probationary service; or

(ii) of a person appointed, otherwise than under contract to hold a temporary appointment ,on the expiration of the period of appointment; or

(iii) of a person engaged under contract, in accordance with the terms of his contract: does not amount to removal or dismissal within the meaning of this rule.

75(a) Government have further delegated powers to Executive to inflict all the punishments mentioned in paragraph 74, except removal or dismissal, on members of a subordinate service appointed by Superintending Engineer and on divisional head clerks appointed by the Chief Engineer provided that, when an Executive Engineer reduces a member of subordinate service appointed by an authority higher than himself he shall report his action to the Superintending Engineer.

(b) Government have also delegated powers to Superintending Engineer to inflict all the punishments mentioned in paragraph 74, except removal or dismissal, on Ziladars and members of a subordinate Engineer Service appointed by the Chief Engineer. The Superintending Engineer shall report his action to the Chief Engineer when re reduces a member of a subordinate service appointed by the later authority.

76(i) The procedure laid down in rule 55 of the Civil Services (Classification Control and Appeal (Rules shall be followed before any of the punishments mentioned that rule, viz. dismissal, removal or reduction in rank (which includes reduction to a lower post or time-scale or to a lower stage in a time scale but excludes the reversion to a lower post of a person who is officiating in a higher post) are imposed:

(Appointment Department No.2627/H-264 Dated August 4,1952).

Provided that the procedure laid down in rule 55 shall not apply where it is proposed to terminate the employment of a probationer whether during or at the end of the period of probation or to dismiss remove or reduce in a rant a temporary government servant, for any specific fault or on account of his unsuitability for the service. In such cases the probationer or temporary government servant concerned shall be apprised of the grounds of such proposal, given an opportunity to show cause against the action to be taken against him and his explanation in this behalf, if any, shall be duly considered) before orders are passed by the competent authority.

77. After the inquiry against a government servant has been completed and after the punishing authority has arrived at provisional conclusions in regard to the penalty to be imposed the government servant charged shall, if the penalty proposed dismissal, removal or reduction be supplied with a copy of the proceedings prepared in accordance with the procedure laid down under rule 55 of the Civil Services (Classification, Control and Appeal) Rules, excluding the recommendations, if any, in regard to punishment, made by the officer conducting the inquiry and asked to show cause by a particular date which affords him reasonable time, why the proposed penalty should not be imposed on him.

Appointment Department Notification No.O-228/UU B-1953 Dated May 30,1943.

*Paragraph 55 of the Civil Services (Classification, Control and Appeal) Rules as amended from time to time.

"Without prejudice to the provisions of the Public Servants Inquiries Act,1850, no order (other than an order based on facts which had led to his conviction in a criminal court or by a court martial, of dismissal, removal or reduction in rank which includes reduction to a lower post or to a lower: stage , in a time scale but excludes the reversion to a lower post of a person who is officiating in a higher post shall be passed on a person who is a member of a Civil Service or holds a civil post under the State unless he has been informed in writing of the grounds on which. It is proposed to take action, and has been afforded an adequate opportunity of defending himself, the ground on which it is proposed to take action shall be reduce to the form of a definite charge or charges, which shall be so clear and precise as to give sufficient indication to the charged government servant of the fact and circumstances against him. He shall be required, with in a reasonable time, to put in a written statement of his defense and to state whether he desires to be heard in person if he so desires or if the authority concerned so directs an oral inquiry shall be held in respect of such of the allegations as are not admitted. At that inquiry such oral evidence

shall be heard, as the inquiring officer considers necessary. The person charged shall be entitled to cross-examine the witnesses to give evidence in person and to have such witnesses called, as he may wish, provided that the officer conducting the inquiry may for sufficient reason to be recorded in writing, refuse to call a witness. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

The officer conducting the inquiry may also, separately from these proceedings, make his own recommendation regarding the punishment to be imposed on the charged government servant.

This rule shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to may, communicate with him. All or any of the provisions of the rule, may, for sufficient reasons to be recorded in writing, be waived where there is a difficulty in observing exactly the requirements of the rule and those requirements can in the opinion of the inquiring officer be waived without injustice to the person charged. The officer conducting the inquiry may also separately from these proceedings make his own recommendation regarding the punishment to be imposed on the charged government servant.

This rule shall not apply where it is proposed to terminate the employment of a probationer whether during or at the end of the period of probation, or to dismiss, remove or reduce in rank a temporary Government servant for any specific fault or on account of his unsuitability for the service. In such cases the probationer or temporary Government servant concerned shall be apprised of the grounds of such proposal, given an opportunity to show cause against the action to be taken against him and his explanation in this behalf, if any, shall be duly considered before orders are passed by the competent authority.

Provided that, if for sufficient reasons, the punishing authority disagrees with any part or whole of the proceedings prepared as aforesaid. The point or points of such disagreement, together with a brief statement of the grounds thereof shall also be communicated to the government servant charged along with the copy of the proceedings.

78(a) Wherever the punishing authority is satisfied that good and sufficient reasons exist for adopting such a course, it may impose the penalty of-

(i) Censure or

Stoppage at an efficiency bar.

Provided that it shall not be necessary to frame formal charges against the government servant concerned or to call his explanation.

(b) In all cases where a punishing authority imposes the penalty of-

(i) Withholding increments in the time scale at stages where there is no efficiency bar, or

(ii) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.

Formal proceedings embodying a statement of the offence or fault, the explanation of the person concerned, and the reasons for the punishment shall be recorded.

Provided that it shall not be necessary to record such proceedings in cases, where a government servant's increment in the time scale of his pay, at any stage other than an efficiency bar, is stopped due to his integrity remaining uncertified.

79. Procedure in case of punishment – In cases of alleged misconduct on the part of officials in connection with their public duties which apparently calls for punishment, a departmental enquiry by an official superior should, in the first instance, be made. If misconduct is found to have occurred, and such misconduct amounts to an offence punishable by any law, the officer empowered to inflict department punishment should determine (a) whether the misconduct should be dealt with departmentally, or (b) whether a prosecution should be instituted and should record his reasons for adopting the course decided upon.

80. A prosecution of an official should not be instituted unless the misconduct established is such that it cannot be adequately dealt with departmentally. The rules on the subject are given in the manual of Government Orders, paragraphs 371-372. The prosecution should be entrusted to the magistrate of the district in which the offence was committed.

Para 372. M.G.O'S

81. Numerous cases of disciplinary proceedings against government's servants come to the notice of the Government which reveals that some irregularity or other is committed during the proceedings thereby vitiating the order of punishment. The order has, therefore, to be declared null and void and the government servant reinstates in service, or the proceedings have to be held de novo. To avoid the embarrassment and expenditure which is thus caused. Government have ordered that it shall be the direct responsibility of the punishing authority to ensure that the statutory provisions of rule 55 of the Civil Services (Classification, Control and Appeal) Rules, read with article 311 of the Constitution of India (which article, to a considerable extent, corresponds to section 240 of the Government of India Act. 1935) are scrupulously observed in

all cases of dismissal, removal or reduction in rank except in the cases covered by the provision to clause (2) of Article 311 ibid. The different stages in which these proceedings can be broadly divided are indicated below for facility of reference and punishing authorities should see that the action needed at each stage is taken before the proceedings enter the next stage:

Appointment Department No.O-1827/11-B 641-1941

Dated March 30,1950

Article 311 of the Constitution of India:-

(1) No person who is a member of a civil service of the Union or an All India Service or a civil service of a State or holds a civil post under the Union or a State shall be dismissed or removed by an authority subordinate to that by which he was appointed.

(2) No such as aforesaid shall be dismissed or removed or reduced in rank until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
Provided that this clause shall not apply:-

(a) Where a person is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction in a criminal charge.

(b) Where an authority empowered to dismiss or remove a person or to reduce him in rank is satisfied that for some reason ,to be recorded by that authority in writing it is not reasonable practicable to give to that person an opportunity of showing cause; or

(c) Where the President of Governor or Rajpramukh, as the case may be is satisfied that in the interest of the security of the State it is not expedient to give to that person such an opportunity.

(3) If any question arises whether it is reasonably practicable to give to any person an opportunity of showing cause under clause (2), the decision thereon of the authority empowered to dismiss or remove such persons or to reduce him in rank, as the case may be, shall be final.
Proceedings under rule-55 of the Civil Service (Classification Control and Appeal) Rules.

(i) Drawing up of charges.

Note: The form of charge approved by the Governor is given in Annexure-I of the chapter.

(ii) Communicating (i) above to the official concerned and asking him.

(a) To file a written statement of his defence by a prescribed date which gives him reasonable time, and.

(b) To state whether he desires to be heard in person:

(i) Receipt of explanation of the official.

(ii) Recording of oral evidence of the official and the witnesses, if an oral inquiry is desired either by the official or by the enquiring officer:

(iii) Drawing up of a report by the enquiring officer containing his findings and the penalty proposed to be imposed and its submission by him to the punishing authority (if he himself is not the punishing authority).

The inquiring officer may also separately from the proceedings make his own recommendations regarding the punishment to be imposed on the charged government servant.

Proceedings under clause (2) of Article 311 of the Constitution of India:

(To be held only in cases in which the penalty proposed to be imposed is dismissal, removal or reduction in rank).

(iv) Sending a copy of the proceedings prepared in a accordance with the procedure laid down under rule 55 of the Civil Services (Classification, Control and Appeal Rules excluding the recommendation, if any in regard to punishment, made by the officer conducting the inquiry to the official and asking him to show cause by a particular date, which affords him reasonable time, why the particulars penalty should not be imposed on him;

(v) Receipt of the explanation of the official;

(vi) Passing of final order after duly considering the explanation referred to in (vii) above, and in case the punishing authority is the Governor, after further consulting the Public Service Commission Uttar Pradesh.

82. There is frequently an appeal against the findings of the officer who holds the inquiry and it is therefore essential that the record should be complete and fully self explanatory.

Note: The above procedure shall not apply where the governments servant changed has absconded or when it is far other reasons impracticable to communicate with him.

Distinction between removal or discharge and dismissal.

83. The distinction that exists between the removal or discharge and dismissal of a public servant should be noted.

(Cf.M.G.O(H.D) No.10(920) Dated June 15,18.5 Para 369 M.G.Os).

Removal from office for a cause as unfitness for the duties of the officer need not usually entail any further consequences. It ought not to bar appointment to another office for the duties of which the person may be suited, and it should not be accompanied by any subsidiary orders which would operate as such a bar or otherwise prejudice the person in question. Removal should be the penalty in all cases where it is not thought necessary to bar future re-appointment under the Government. In cases of dismissal on the other hand, the effect of the orders should be to preclude the dismissed officer from belong reemployed.

Notes-

(1) Ordinary cases of the dismissal of non-gazetted officers need not be notified in the Gazette. As a precaution against the inadvertent re-employment of men who may have been dismissed officer should ascertain whether an applicant for a post has been in government service before and should refer to his previous employer if the circumstances contacted with his discharge are not clear. The applicant should be required to produce a copy of his character book or other record of service and a person who succeeds in obtaining employment by the concealment of his antecedents would obviously merit dismissal on the true facts being discovered. The sanction of the Government should always be required to the re-employment of persons dismissed.

(2) The dismissal of public servants will be notified in the Gazette only(i) when it is necessary to notify the public of the removal from service of an officer, who their because his appointment was previously gazetted or from any other cause, and (ii) when it is specially desired to exclude from re-employment in the service of the Government a public servant who has been dismissed for a heinous offence such as fraud or falsification of accounts.

84. Culpable neglect of duty involves liability to dismissal from the service of the Government, apart from the question whether an official is convicted of any criminal offence or not. The two questions are entirely distinct and bear no necessary connection with each other.

(Cf.G.O.No.18, Dated September 16,1879 Para 38, M.G.Os).

Note:- Incomplete or gross neglect may be amply sufficient to justify dismissal in the interest of the public service, even though it may not amount to an offence punishable by law. But when an official has been prosecuted in a criminal court, and has after trail, on the merits of the case, been declared innocent of the charge brought against him the verdict should be accepted as final and the man, should not be punished departmentally when the offence for which he was tried constitutes the sole ground for punishment. If however, the official be acquitted on technical

grounds, or if the facts established by the judicial investigation show that his conduct or character as an officiate has been such as to make it undesirable, the head of the office to which he belongs may, in the exercise of the authority vested in him by the rules of the department and after making a full record of the reasons, take departmental cognizance of such characters or conduct.

Appointment Department No.O-1297/II-B, 25-1948 Dated May 3,1949 Para 1 and 2).

85 Everything possible should be done to speed up all stages of the inquiry when disciplinary proceedings are taken against Government servants. The time schedule which should be observed as closely as possible in undertaking disciplinary proceedings in big and complicated cases in given in Annexure-II to this chapter.

(G/1 Home Department No.226-44 Dated June 6,1944).

86. Where a departmental inquiry into the conduct of a member of a Subordinate Service on a State scale e.g. Deputy Revenue Officers, member of the Subordinate Engineering Service and the Subordinate Electrical and Mechanical Engineering Service) is held, it will be necessary to associate with the investigating officer an “independent authority” who will be an officer outside the circle or division concerned, as the case may be. If the Chief Engineer has already expressed an opinion on the point at issue, such independent authority” will be an officer of the Public Work Department or of some other department. In all cases the independent authority shall be a person who has not expressed an opinion on the point at issue. The independent authority will be the reporting officer and the investigating officer will merely make clear normal procedure and bring out the implications of the evidence tendered.

87. In the case of establishment borne on divisional scale e.g. Amines and Patrols) should be Executive Engineer be unable to conduct the departmental Inquiry himself, he may depute the sub-divisional officer or the Deputy Revenue Officer to hold it. This should however, only be done in exceptional cases, when for some very good reason, the Executive Engineer cannot conveniently hold the enquiry himself, and, in any case, he will be responsible that the inquiry has been conducted in accordance with rules before he passes order of punishment.

88. General principles to regulate the enforcement of responsibilities for losses sustained by Government through fraud or negligence of individuals are given in Appendix XIX-B to Financial Handbook , Volume V,Part-I.

G.O.No.4550-IEB/1029, Misc Dated May 28,1928

89. No member of the establishment should be placed in restraint unless under circumstances which warrant his being immediately given into custody of the Police.

G.O.No.12451-II/380, Dated September 1-1-2004.

Prior sanction for launching prosecution against public servants Supplying copies of official documents.

90. Sanction of the authority empowered to appoint and remove a public servant should be obtained prior to launching of prosecution against him under section 197 of the Code of Criminal Procedure or under any other provision of law, e.g. sanction after prosecution has been launched will not validate the proceedings.

The main point that should be borne in mind by the sanctioning authority is that the facts which have been taken into consideration at the time of according its sanction, including those constituting the offence, should be briefly mentioned in the order sanctioning the prosecution. So that it may clearly appear that the sanction was accorded after full consideration of the facts, and not a matter of form.

Supplying copies of official documents.

91(a) The practice of obtaining copies of all paper in the file of departmental proceedings should be discouraged. But if a Government servant wants a copy of any document, which can be allowed, he should pay for it. The general principle which should be followed in such cases is that copies of confidential or other documents, the publication of which would be prejudicial to the administration, should not be supplied. Thus for example, copies or the notes and orders in office files (except of the formal orders of punishment or of the Anti Corruption Officer's report, if any or the recommendations of the Public Service Commission in cases in which they are consulted, should not be supplied but copies of the report of the authority which conducted the departmental inquiry, including the statements filed before the inquiring including the statements filed before the inquiring authority or of the record of oral evidence, if any may be supplied provided that the government servant concerned pays the copying charges in advance.

(Appendix VI, C.C.A. Rules)

(b) Copies of orders connected with the dismissal of a government servant should be supplied on application by him free of charge when, however, anything beyond a copy of the final orders is supplied , a charge should be made for copying according to the rates laid down in paragraph 1353 of the Manual of the Revenue Department ,Vol-II, viz.

For an ordinary copy of each separate document Rs.2-8.

For an urgent copy of each separate document Rs.6-4

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APPEAL

92. Every member of a subordinate service against whom an order inflicting any of the following penalties is imposed shall be entitled to appeal as hereinafter provided:
    (i) Reduction to a lower post or time scale or to a lower stage in a time scale.
    (ii) Removal from the service of the State which does not disqualify from future employment and

(iii) Dismissal from the service of the State which ordinarily disqualifies from future employment.

Provided that in the case of other penalties specified in paragraph 74 the absence of a right of appeal shall not debar the punished government servant from making expression against the imposition of any one of these penalties to the authority, if any next higher to the punishing authority.

93(i) If the appellate authority enhances the punishment inflicted, an appeal shall be lie to the next higher authority provided that no member of a subordinate service may appeal to any authority higher than the Governor to whom appeals shall lie only as provided for to the Civil Service(Classification, Control and Appeal) Rules.

(ii) In case of doubt as to who is the next higher authority in paras 92 and 93(i), the Govt. shall decide and their decision shall be final.

94. The appellate authority shall consider –

(a) whether the act on which the order was based have been established:

(b) whether the facts established afford ground for taking action and,

(c) whether the penalty is excessive, adequate or inadequate and after such consideration shall pass such order as thinks proper.

95. Every person preferring an appeal shall do so separately and in his own name.

96. Every appeal preferred under these rules shall contain all matter statements and arguments relied on by the appellant shall contain no disrespectful or in proper language and shall be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred through the authority from whose order the appeal is preferred, and shall be submitted through the usual channel.

97. No appeal shall lie to higher authority against an appellate order confirming an order of dismissal or other punishment but the authority immediately superior to the authority passing the original order, if no appeal has been preferred, or, in the case of an unsuccessful appeal, the appellate authority may exercise reversionary powers in cases where, in consequence of some flagrant irregularity, some material injustice appears to have been done.

98. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if-

a. It is an appeal in a case in which under these rules no appeal lies: or
b. It does not comply with the provisions of paragraph 96,

c. It is not preferred within three months after the date on which the appellant was informed of the appealed against, and no reasonable cause is shown for the delay or:
d. It is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford good ground for a reconsideration of the case, or.
e. It is an appeal against non-selection for a selection post or for a post in the State Service.
Provided that in every case in which an appeal is withheld the appellant shall be informed of the fact and the reason for it.

Provided that in every case in which an appeal is withheld the appellant shall be informed of the fact and the reason for it.

Provided also that an appeal is withheld on account only of failure to comply with the provisions of paragraph-9 may be resubmitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal and, it re-submitted in a form which complies with those provisions, shall not be withheld.

99. No appeal shall lie against the withholding of an appeal by a competent authority.

100. A list of appeals withheld under paragraph 98 with the reasons for withholding them shall be forwarded quarterly by the withholding authority to the appellate authority.

101. An appellate authority may call for the records of any appeal with held by an authority subordinate to it which under these rules may be made to it and may pass such orders thereon as it considers fit.

102. Nothing in these rules shall operate to deprive any member of a subordinate service of any right of appeal which he would have had if these rules had not been made in respect of any order made before these rules came into force. An appeal in respect of such order pending on, or preferred after, the date of the publication of these rules shall be deemed to be an appeal under these rules and para 94 shall apply as if the appeal were from an order appeal able under these rules.

103. These rules must be construed subject to the provisions of any law for the time being in force.

MEMORIALS

104. Instructions for the submission of petitions addressed to Government and the circumstances in which the head of a department to whom a petition is presented

or forwarded, may withhold the petition are given in paragraph 492 of the Manual of Government Orders.

No.601/II-384, dated March 29,1937.

105. Every person in civil employment and every person who has been in civil employment shall if he desires to petition the Government in respect of such employment or in respect of termination of such employment submit a separate petition on own behalf and it shall be submitted through the regular channel of correspondence through the head of the department to which the petitioner belongs or belonged.

106. A head of a department shall, when a petition is withheld, inform the petition of the withholding and the reasons therefore.

107. A head of a department shall on the 15th day of April, July, October and January send a quarterly return to the Government of all petitions withheld by him during the preceding quarter stating briefly the reasons for withholding them.

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;fn n.M dh ;k=k lqfuf”pr djus ds fy, iwoZ]%“kklukns”k la[;k& vfHkys[k ns[ks tkus dk izLrko gks ijUrq mu vfHkys[kksa 17@6@68&dkfeZd dk mYys[k vkjksi i= u fds;k tk ldk gks rks &1]fn0 18&1&87 fopkjk/khu ekeesa esa n.M dh ek=k fu/kkZfjr djus ds lhfer mns”; ls vfUre pj.k esa nwljh dkj.k crkvksa uksfVl nh tk,xhA ;fn vk;ksx dk ijke”kZ vko”;d gS& rks vk;ksx dks ekeyk lanfHkZr djus ls iwoZ gh ,slh uksfVl nh tk,xhA

¼11½ mijksDr dk;Zokgh iwjh djds fu;qfDr izkf/kdkjh % “kklukns”k la[;k&
¼n.Mu izkf/kdkjh½}kjk Lor% Li’V o ldkj.k 24@2&ch&61 fn0
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ds dkj.k rFkk n.M dh ek=k dk Li’V fd;k 23&9&75
tk,xkA

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blls vf/kd le; u fn;k tk;A Li’Vhdj.k
izkIr gksus ds ,d ekg ds vUnj tkap iwjh dj yh
tk; vksj tkap iwjh gksus ds 15 fnu ds vUnj
fjiksVZ izLrqr dj nh tk;A ;fn yksd lsok vk;ksx
dk ijke”kZ visf{kr gks rc tkap fjiksVZ izkIr gksus ds
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tk,A vU;Fkk tkap fjiksVZ izkIr gksus dh frfFk ls 15
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dj fn;k tk;A ;fn bl le; lkfj.kh dk vuqikyu
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dks Li’V;rk mfYyf[kr djsaxsA

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djus ls fHkUu dksbZ ,d ;k vf/kd n.M fn;s tkrs gSa dkfeaZd&1
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ikfjr djus ls iwoZ vkjksfir ljdkjh lsod dks ewy]
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tk,xhA

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lsod ds fo:) fof/k U;k;ky; esa vfHk;ksx py le&la[;d “kkluk
jgk gks@pyk;k x;k gks mUghs vkjksiksa ds lEcU/k ns”k fn0
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es ml ljdkjh lsod ds fo:) vuq”kklfud
dk;Zokgh dh tk ldrh gS A

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ml fLFkfr esa tgka vf/kdkjh@deZpkjh dks fuyafcr
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dk vf/kdkj u jg tk;A fuyEcu u gksus dh fLFkfr
esa rkRdkfyd izHkko dh frfFk ogha gksxh ftl frfFk
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tk;A

¼k½ **vuq”kklfud dk;Zokgh ds lEcU/k esa fu’ks/kkRed funsZ”k &**

1&	f”kdk;rh i= ds laca/k esa vkjksfir ljdkjh lsod% ls Li’Vhdj.k ekaxrs le; mls f”kdk;rdrkZ dk uke@irk ugha crk;k tkuk pkfg,A	“kklukns”k la 13@15@77 dkfeZd&1 fn024&9&77
2&	lrZdrk foHkkx dh [kqyh ;k xksiuh; tkap] tks izkFkfed tkap gS] ds ifjuke lkeus vkus ij iqu% oSHkkfxd Lrj ij izkFkfed tkap ugha dh tkuh % cfYd lh/ks vkiSpkfjd tkap ;fn vko”;d gks] izkjEHk dh tkuh pkfg,A	“kklukns”k la 12@14@65& fu;qfDr&¼[k½ 17&1&66
3&	vkjksi i= esa lrZdrk tkap dk mYys[k ugha fd;k tkuk pkfg,A	% “kklukns”k la 39@4]82&40 ¼134½@810Vh lh0 fnukad 26&3&83
4&	;fn ekeyk] tkap gsrq iz”kkukf/kdj.k@lrZdrk vf/k’Bku@vijk/k vuqla/kku foHkkx dks lkSai fn;k x;k gks rks oSHkkfxd Lrj ij vkSipkfjd tkap ugha dh tkuh pkfg, vkSj ;fn oSHkkfxd Lrj ij tkap py jgh gks rks jksd nsuh pkfg, rFkk iz”kklukf/kdj.k dh vafre tkap vk[;k izkIr gksus ij fu;ekuqlkj vfxze dk;Zokgh dh tkuh pkfg,A	% “kklukns”k la 7@65fu;qfDr ¼[k½fnukad 23&12&65 o “kkl0ns”k la0 2693&dkfeZd 1@80]fnukad 18&2&81
5&	vkjksfir ljdkjh lsod dks n.Mkns”k tkjh djus ds fufeRr “kksdkt uksfVl fn;s tkus dh vko”;drk	% “kklukns”k la 7@1@77

ugha gSaA lafo/kku ds 42osa la”kks/ku ds QyLo:i dkfeZd&1fn0

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6& U;k;ky; }kjk “ks’k nks’k fl) ds vk/kkj ij ;fn % “kklukns”k la

n.M fn;k tkuk gks rks U;k;ky; ds fu.kZ; ds 6@10@79&

fo:) ljdkjh lsod }kjk vihy fd, tkus dh dkfeZd&1]fn0

izrh{kk rFkk ;fn vihy dh tk pqdh gks rks mlds 12&10&79

fu.kZ; dh izrh{kk ugha dh tkuh pkfg, cfYd Vªk;y

¼izkFkfed½ dksVZ }kjk dh xbZ nks’k fl) ds vk/kkj ij

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ds fy, lafo/kku ds vuqPNsn 311 ¼2½ ¼,½ ds vuqlkj

fdlh tkap dh vko”;drk ugha gS A

7& ;fn vuq”kklfud dk;Zokgh ds ifj.kkeLo:i vkjksfir % lh0lh0,0:y

ljdkjh lsod dks iw.kZr;k nks’keqDr ugha ik;k tkrk fu;e&49@

vkSj vR;Ur lk/kkj.k n.M Lo:i psrkouh ugh nh ifu”kesaV ,.M

tkuh pkfg, D;ksfda psrkouh n.M dh Js.kh esa ugha vihy :Yl

vkrh gSA ,slh n”kk esa lsUlj bLVªh nh tk ldrh gSA QkjlokZfMusV

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izkf/kdkjh ;fn os tkapkf/kdkjh ugha gS]dh vk[;k

;k jk; ugha izkIr djuh pkfg,A

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28&9&1983

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fcuk n.M fn, ,d ckj ekeyk vfUre :i ls fu;qfDr&¼k½
lekIr gks x;k gS rks Bhd mlh vfu;ferk ;k fnukad
vkjksi ds vk/kkj ij fdlh ljdkjh lsod ds fo:) 23&12&1965

iqu% n.MkRed dk;Zokgh ugha dh tk ldrhA

13& ;fn vuq”kklfud dk;Zokgh ds yfEcr jgrs gq, % lh0,l0vkj0 vkjksfir ljdkjh lsod viuh vf/ko’kZrk vk;q ij dk vuqPNsn& lsok fuo`r gks tkrk gS rks yfEcr tkap dks lh0,l0 351&,0 vkj0 ds vuqPNsn 351&, ds rgr isa”ku ls dVksrh ds fy, tkjh j[kk tk ldrk gSWA ijUrq lsokfuo`r ljdkjh lsod dh dksbZ vuq”kklfud n.M ugha fn;k tk ldrk gSA vkSj u gh mDr n.M ds m)s”; ls dk;Zokgh izkjEHk@ tkjh j[kh tk ldrh gSA

fVIi.kh% ;fn lsokfuo`fr ds i”pkr dksbZ rF; lkeus vk;s rks lsokfuo`fr ds i”pkr Hkh lh0,l0vkj0 351 , ds rgr dk;Zokgh dh tk ldrh gS c”krsZ fd ftl ?kVukj ds lEcU/k esa tkap izkjEHk djus dh frfFk dks ml ?kVuk dks pkj o’kZ ls vf/kd le; u chr pqdk gksA

¼x½ vLFkkbZ ljdkjh deZpkfj;ksa dh lsok lekIr djus dh O;oLFkk%

1& vLFkk;h ljdkjh deZpkjh dh lsok tks nh/kZdkyhu % “kklukns”k la rFkk larks’ktud gks rks ekewyh ls nks’k ij tYnckth 20@1@72& esa rFk vkos”k esa vkdju u lekIr dh tk;A lsok,a fu;qfDr&3] lkeIr ds fy, i;kZZIr vkSfpR; furkar vko”;d gSA fn10&8&72 rFkk ,slh dk;Zokgh ls iwoZ mldh vof/k rFkk iwoZ lsokfuo`fr ij fopkj dj ysuk pkfg,A

2& vLFkk;h deZpkjh dh lsok ,d ekg dh uksfVl % ¼1½m-iz-vLFkkbZ nsdj lekIr dh tk ldrh gSAlsok rqjUr Hkh ljdkjh ¼lsok lekIr dh tk ldrh gS vkSj ,slh lekfIr ij lekfIr½fu;ek ljdkjh lsod uksfVl dh vof/k ;k ;FkkfLFkfr oyh&1975&2

,slh uksfVl ,d ekg ls ftruh de gks mruh “kklukns”k la

vof/k dk osru ikus dk nkosnkj gksxkA¼uksfVl 43@1@71

dk izk:i layXu&2 uksfVl esa lsok lekfIr ds dkfeZd&1

dkj.k dk mYys[k ugha gksuk pkfg,A fn 5&6&81

3& vf/k’Bku esa deh ds dkj.k lsoklekfIr vfUre % 1&”kklukns”k

vkxeu izFke cfgaxeu ds fl)kUr ij dh tk; la043@1@7

fu;qfDr&3

14&09&72

4& ;fn fdlh deZpkjh dh lsok,a vlarks’ktud dk;Z@% rnSo

vkpj.k ds dkj.k lekIr dh xbZ gS vkSj mlus

U;k;ky;@vf/kdj.k esa okn nk;j fd;k gS rc

dkmUVj ,QhMsfoV esa lsok lekfIr ds dkj.kksa dk

vo”; mYys[k bl vk”k; ls fd;k tk; fd os lsok

lekfIr ds vk/kkj ugha gS cfYd ^izsjd^ gSA

¼v½ lafonk ij fu;qfDrA % m0 iz0 vLFkk;h ljdkjh

¼c½ iw.kZdkfyd lsok;kstu esa u gksA % lsod¼lsoklekfIr½fu;ek

oyh 1975 dk fu;e&4

¼l½ ftUgsa vkdfLed O;; dh /kujkf”k

ls vnk;xh dh tkrh gksA

¼n½ dk;ZizHkkfjr ¼odZpktZ½ vf/k’Bku esa

lek;ksftrA

¼;½ iquZfu;qfDr ds ekeys esaA

¼j½ fofufnZ’V vof/k ds fy, lsok;ksftrA

¼y½ vYidkfyd O;oLFkk@fjfDr;ksa esa lsok;ksftrA

,sls izdj.kksa ds fy, izksQkekZ tgkW fu;qfDr izkf/kdkjh jkT;iky gSA

mRrj izns”k ljdkj vuqHkkx

dk;kZy; Kki

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l0----------

fnukad----------

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jkT;iky dh vkKk ls

lfpoA

,sls izdj.kksa ds fy, tgkW fu;qfDr izkf/kdkjh jkT;iky ls fHkUu

vf/kdkjh gSA

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dk dk;kZy;

-dk;kZy; Kki

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fnukad----------

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fu;qfDr izkf/kdkjh dk

gLrk{kj rFkk inuke

uksfVl ds cnys ,d eghus ds osru ij lsok lekfIr

,sls izdj.kksa ds fy, izksQkekZ tgka fu;qfDr izkf/kdkjh jkT;iky gSA

mRrj izns”k ljdkj vuqHkkx

dk;kZy; Kki

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l0---

fnukad---

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¼jkT;iky dh vkKk ls ½

lfpo

,sls izdj.kksa ds fy, izksQkekZ tgka fu;qfDr izkf/kdkjh jkT;iky gS fHkUu vf/kdkjh gSA

&&&&&&&&dk dk;kZy;

dk;kZy; Kki

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fu;qfDr izkf/kdkjh ds

gLrk{kj rFkk inuke

<u>uksfVl dh “ks’k vof/k dk osru nsdj lsok lekfIr</u>

¼,sls izdj.kksa ds fy, izksQkekZ tgka fu;qfDr izkf/kdkjh jkT;iky gS½

mRrj izns”k ljdkj vuqHkkx

&&&&&&&&&&&vuqHkkx

dk;kZy; Kki

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fnukad----------

dk;kZy; Kki la[;k&----------fnukad----------ds dze esa fu;qfDr vuqaHkkx&3 dh vf/klwpuk la[;k&20@1@74&fu;qfDr &3] fnukad 11 twu]1975 ds }kjk foKkfir mRrj izns”k vLFkk;h ljdkjh lsod ¼lsok lekfIr½ fu;ekoyh] 1975 ds vUrxZr Jh----------vLFkk;h----------¼inuke½ -dks uksfVl fn;k tkrk gS fd mudh lsokvksa bl uksfVl dh bl uksfVl dh izkfIr ds fnukad ls a lekIr le>h tk;sxhA vkSj ;g funsZ”k

fn;k tkrk gS fd lanfHkZr dk;kZy; Kki fnukad----------esa fn;s x;s ,d eghus ds uksfVl dh “ks’k vof/k ds fy, mlh nj ij vius osru rFkk HkRrs] ;fn dksbZ gksa] dh /kujkf”k ds cjkcj /ku ds nkosnkj gksus ds gdnkj gksaxs] ftl nj ij og mudh viuh lsok lekfIr ls Bhd iwoZ ik jgs FksA

¼jkT;iky dh vkKk ls ½

Lfpo

ml dk;kZy; Kku dk uEcj rFkk fnukad fy[kk tk; ftlds }kjk ,d eghus dk uksfVl fn;k x;k FkkA

¼,sls izdj.kksa ds fy, izksQkekZ tgka fu;qfDr izkf/kdkjh jkT;iky gS

fHkUu vf/kdkjh gSA

&&&&&&&&dk dk;kZy;

dk;kZy; Kki

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fnukad----------

dk;kZy; Kki la[;k&----------fnukad----------ds dze esa rFkk fu;qfDr vuqaHkkx&3 dh vf/klwpuk la[;k&20@1@74&fu;qfDr &3] fnukad 11 twu]1975 ds lkFk foKkfir mRrj izns”k vLFkk;h ljdkjh lsod ¼lsok lekfIr½ fu;ekoyh] 1975 ds vUrxZr v/kksgLrk{kjh Jh---------- vLFkk;h----------¼inuke½----------dks uksfVl nsrs gS fd mudh lsok;sa bl uksfVl dh izkfIr ds fnukad ls a lekIr le>h tk;sxhA vkSj ;g funsZ”k nsrs gS fd lanfHkZr dk;kZy; Kki fnukad---------- esa fn, x;s ,d eghu ds uksfVl dh “ks’k vof/k ds fy, mlh nj ij vius osru rFkk HkRrs] ;fn dksbZ gksa] dh /kujkf”k ds cjkcj /ku ds nkosnkj gksus ds gdnkj gksaxs] ftl nj ij og mudh viuh lsok lekfIr ls Bhd iwoZ ik jgs FksA

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(i) The Chief Engineer will submit to Government twice a year a list of officials who will have completed 25 years or more of qualifying service or attained the age of 50 years during the six months ending June 30 and December

Notes:

(1) These lists should be submitted three months before the commencement of the period of which they appertain. For instance, the lists appertaining to the half year ending December 31, 1949, should reach Government not later than the end of March, 1949.

(2) Officers are not debarred from submitting reports about individual persons even otherwise or earlier than the consolidated half yearly list, should they consider action necessary earlier.

(3) The list should be in two parts, one for gazetted officers and the other for non-gazetted subordinates.

Reason for recommending non-retention of a government servant should be succinctly stated. In the case of officials of gazetted rank their confidential rolls should also accompany the list.

In the list for non-gazetted officials, the names and other particulars of only those non-gazetted officials and inferior servants should be shown who are recommended for retirement.

In order that the Government may have a full picture of the position in regard to non-gazetted personal, the list for them should also give the following information at the top;

(a) number of those eligible for compulsory retirement.
(b) number of those eligible only for voluntary retirement, and
(c) number of those who have opted to retire during the half year.

3. Recommendation for retirement should be unhesitatingly made in the case of officials whose integrity has been subject of doubt. Further, in the case of government servants who have completed 5 years of qualifying service, chronic inefficiency and dull mediocrity would also be valid ground against further continuance in service.
4. These lists will be scrutinized by Government and orders about the retirement or retention of the official concerned will issue thereafter. In the cases of officials who have not completed 25 years of qualifying service, but have attained the age of 50 years and whose further continuance in service would not be in the public interest, the Government will ordinarily offer the government servant concerned the advantage of the options available to him under Article 65 or 465-A as may be applicable to him. In case of refusal, Government will consider the question of taking proceedings against him with a view to termination of his services as a disciplinary measure and where such action is taken the government servant should understand that he runs the risk of liability to forfeit all claims to pension or gratuity.
5. The power of retirement under the above mentioned Article is exercisable by Government where they consider that it is in the public interest to dispense with the services of a government servant who has outlived his usefulness, Such retirement does not amount to “dismissal” or

"removal" within the meaning of Article 311[2] of the Constitution, and it is not necessary, there fore, to give an opportunity to the government servant concerned to show cause against the action proposed to be taken in regard to him. For the same reason, it is not necessary to follow the procedure laid down under rule 55 of the Civil Services (Classification, Control and Appeal) Rules before passing an order of compulsory retirement under the above mentioned Articles. Nor is any special compensation admissible to the affected official.

Appointment (B) Department G. O. No Q-3251 II-B—58-52 dated December 30, 1952.

109. Government can only retire compulsorily a government servant who has rendered qualifying service for 25 years or attained the age of 50 years has also the option to retire Voluntarily.

(Apptt, (B Deptt. O. M. No. B.404/II-1950 dated March 29, 1952)

110. Government will get the period of qualifying service verified by the Accountant General, Uttar Pradesh, in all cases in which it is contemplated to issue orders for compulsory retirement or to offer the option to retire a government or to offer the option to retire a government servant.

Leave to persons affected by the provisions of the foregoing paras.

111. Instructions regarding grant to leave to persons affected by the measure outlined in the foregoing paragraphs are given in the Appointment [B] Department G.O. no. B-1756/II-1959, dated January 20, 1950.

Representation on Service Matters

Instructions regarding representations on service matters from Government servant under the rule-making control of the Governor.

112(1) Whenever, in any matter connected with his service rights or conditions, a government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the head of his office, or such other authority at the lowest level as is competent to deal with the matter.

Appointment Department G. O. No. O-3237/II-B- 32-32, dated December 24, 1952

(2) An appeal or representation to a higher authority must not be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case.

(3) Representations to still higher authorities [for example, those addressed to the Governor, the Government or the Ministers] must not be made unless all means of securing attention of redress from lower authorities have been exhausted; even in such cases, the representation must be submitted through the proper channel [i.e., the head of office, etc, concerned].

(4) There will be no objection at the last stage mentioned at [3] above but only at that stage to an advance copy of the representation being sent by the government servant, direct to

the higher authority to whom the representation is addressed Advance copies of such representations should not, however, be sent to any outside authorities. i.e. authorities who are not directly concerned with the consideration thereof [e.g. other Ministers, Secretary to Government, Members of Legislature, etc.].

(5) If the advance copy does not clearly show that all means of securing attention or redress from lower authorities have been duly tried and exhausted the representation should be ignored or rejected summarily on that ground, the reasons being communicated briefly to the government servant, if the government servant persists in this prematurely addressing higher authorities suitable disciplinary action should be taken against him.

(6) If the advance copy shows clearly that all appropriate lower authorities have been duly addressed and exhausted, it should be examined to ascertain whether on the facts as stated, some grounds for interference or for further consideration appear, prima facie, to exist. Where no such grounds appear the representation may be ignored or summarily rejected, the reasons being communicated briefly to the government servant.

(7) Even where some grounds for interference or further consideration appear to exist the appropriate lower authority should be asked within a reasonable time to forward the original representation, with its report and comments on the points urged. There is ordinarily no justification for the passing of any orders on any representation without thus ascertaining the comments of the appropriate lower authority.

(8) In the matter of grievances arising out of a government servant's employment or conditions of service, the proper course for him will be to seek redress from the appropriate departmental and governmental authorities, in accordance with the instructions prescribed for this purpose. Any attempt by a government servant to seek a decision on such issues in a Court of law (even in cases where such n remedy is legally admissible) without first exhausting the normal official channels of redress, can only be regarded as contrary to official propriety and subversive of good discipline, and may well justify the initiation of disciplinary action against the government servant,

Death

113(1) In the event of the death of any officer or subordinate of the department, if there is no one at hand entitled to administer his estate, the senior member of the department in the spot will at once take measures to ensure the safety of all property the deceased may have possessed, excepting only the personal necessaries of his family, if any and will take an inventory of the same, forwarding a certified copy through his immediate superior to the head of the department, with an estimate of the value of the property. A police guard should (when there is any risk of misappropriation) be applied for and put over the effects immediately after the death until there is time to take an inventory. The Government will communicate immediately with his relatives or friends, if none was present on the spot.

(2) Casualties of any persons holding appointment in the department must be reported immediately through the regular channels to the authorities by whom the appointments

were made the procedure to be followed in reporting deaths of European officers are laid down in paragraph 100 of the Financial Hand-book, Volume V. Part I.

SECTION X

Leave

114. The leave of members of engineering, subordinate and inferior services will be regulated by the Fundamental Rules and Subsidiary Rules made there under as issued and amended from time to time. Chapter X of the Financial Handbook, Volume II Part II, and Chapters VI—XX of Subsidiary Rules may be seen in this connection. The leave rules applicable to probationers and apprentices are contained in Fundamental Rule 104 and Subsidiary Rules 170 and 172 made there under, and those applicable to temporary and officiating government servants without lien on permanent posts are contained in Subsidiary Rules: 156 to 160 made under Fundamental Rule 103 (a).

General

115. Leave cannot be claimed as a matter of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it. (F, R. 67, F. H. B., Vol. II.)

116. Every government servant proceeding on leave of any kind except casual leave, must intimate his address to his superior officer.

(Cf. Para 175, M.G.O.)

117. An official absent on casual leave is not treated as absent from duty. Government will make no arrangements to fill the place of officials absent on such leave. The officer granting the leave and the officer taking it will be held responsible if the public service suffers in anyway from the absence of the official on causal leave.

(Cf. Para. 187. M. G. Os,).

118. Casual leave may be granted up to a total period of fourteen days during any calendar year, but it may not be combined with any other king of leave or extended by holidays or non-working days of any, kind, Holidays or non-working days occurring during the period of absence must be reckoned as part of the leave. In exceptional circumstances the sanctioning authority may, for urgent and special reasons, grant casual leave for a few days more than fourteen day, but grant of such leave with reasons must be reported at once for information to Government in the case of gazetted officer, and to the next higher authority in the case of other government servants.

(Cf. Para 188, M,G. Os.).

119. In order to admit of grant of fourteen days casual leave to government serving in the hills or those serving in the plains and having their homer in the bills exclusive of the time or part of the time, required for their journey to and from their homes sanctioning authorities may grant journey time, of part of it, in addition to fourteen days in wises in which the journeys to a government servants home in the plains or the hills, as the case may be and back, take not more than four days.

(Appointment Department O. M. Mo. 2400/11-749).

120. Casual leave in excess of total period of twenty days should not however, be granted to a government servant during any calendar year, without the specific sanction of the Chief Engineer.

121. The Chief Engineer is authorized to grant casual leave to Superintending Engineers. Superintending Engineers to Executive engineers and Executive Engineers to Assistant Engineers. Other members of the staff shall be granted casual leave by their immediate superior officers.

122. Casual leave should only be graced for adequate reasons, Government trust officers of all grades not to allow.

123. Every authority which grants casual leave shall cause a register of such leave to be maintained. The register should be regularly examined by inspecting officers.

124. Casual leave is not recognized as leave and is not subject to any rule. Technically, therefore, a government servant on casual leave is not treated as absent from duty, and his pay is not intermitted. Casual leave, however, must not be given so as to cause evasion of the rules regarding -

(Subsidiary Rule 201, F. H. B., Vol. II,)

(i) date of reckoning allowances.
(ii) charge of office.
(iii) commencement and end of leave.
(iv) return to duty.

or so at to extend the term of leave beyond the maximum period admissible by rule.

125. Quarantine leave

(a) The above rule should not be read as precluding the treatment as casual leave of absence from duty before or after leave granted under the rules, so long as such absence is due to reasons involving no evasion of the rules in regard to the matters above specified, as for instance, when it is necessitated by-

(Subsidiary Rule 202 F. H. B. Vol. II)

1. detention in plague camps on the way to rejoin, or
2. orders not to attend-office in consequence of the infectious disease in the family or household of the family or household of the person concerned.

(b) Casual leave necessitated by reasons of the nature specified in clause [a] will be exclusive of, and in addition to, the casual leave that may be ordinarily granted under the rule in paragraph 117 and paragrah 183 of the Manual of Government Orders, Vol I, and it may be granted in combination with ordinary leave.

(c) Casual leave in the circumstances specified in clause [a] may be granted by the head of the office on the certificate of medical or public health officer up to –

1. the causal period of detention in a plague camp; or
2. a period not exceeding 21 days or in exceptional circumstances not exceeding 30 days.

(d) Any leave necessary for quarantine purpose in excess of the period mentioned in clause [c] above shall be treated as ordinary leave.

126. A substitute may be allowed with the sanction of the authority competent to fill the post of an absentee who is prohibited from attending his duties on account of some infection disease in his family and whose duties cannot be arranged for without prejudice to his pay provided that the absence does not exceed 30 days and the pay of absentee does not exceed Rs. 100 a month.

127. Quarantine leave is not admissible to a government servant who is himself suffering from an infection disease. Such a government servant should be given medical leave.

Hospital Leave

128. Leave may be granted by the authority whose duty it would be to fill up the post (if vacant) to government servant of the classes of members of the subordinate service specified below drawing a pay not exceeding Rs. 70 per menses, whose duties expose them to special risk of accident or illness, during periods of illness in a hospital or dispensary or while receiving medical privilege to be abused. An officer who takes casual leave when on tour is not entitled to draw daily allowance during such leave.

(Para 198 M.G. Os)

aid as an outdoor patient at the station or headquarters of the district in which they are serving provided that –

1. the period of such leave shall in no case exceed six months in any one term of three years, whether such leave is taken at one time or by installments;
2. that full average pay is allowed only for the first three months and half average pay thereafter;
3. that the illness or injury is certified not to have been caused by irregular or intemperate habits and is directly due to risk incurred in the course of official duties of the government servants concerned -

a) guards in permanent employ;
b) subordinates employed in Government laboratories;
c) subordinates employed on the working of Government machinery peons and other government servants serving in the machinery ;
d) peons and other government servants serving in the Tarai and Bhabar; and
e) tindals, regulation beldars and boatmen employed by the Irrigation Department at canal head works and at torrent crossings on the Eastern Yamuna Canal; also subordinates employed along the main Sarda Canal and the Deoha Bangul Feeder Canal.

Application for leave other than casual leave

(a) By Gazetted Officers

129. All applications for leave must be made to or through the departmental superior of the

applicant.

130. To enable Government to plan leave vacancy arrangements, Chief Engineer will submit to Government on December 15 and June 15 statements giving the intentions of gazetted officers to apply for leave during the half year commencing January 1 and July 1 following respectively.

131. Formal applications for leave by gazetted officers of the department should be submitted to Government through the Accountant General six weeks before the date from which the leave is required.

132. When forwarding an application for leave to the Accountant General for verification and submission to Government the submitting officer, should at the same time intimate the fact to Government, stating the date from which the officer requires the leave, and the nature and period of leave applied for.

By members of non-gazetted establishment

133. Applications from non-gazetted officers should be made to or through the department's superiors. In cases where the departmental superior officer is not competent to sanction the grant of leave, the applications should be forwarded to the authority competent to grant the leave accompanied by a certificate from the officer who keeps the service book of the applicant that the leave is admissible under the rules in force.

Leave on Medical Certificate

134. The rules regarding production of medical certificate by gazetted officers applying for leave or extension of leave or medical certificate will be found in rules 89—94 and by non-gazetted governments in rules 95-98 of the Subsidiary Rules contained in Financial Hand-book, Volume II, Part III.

Medical Certificate of fitness

135. No government servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in such form a 3 the Governor may by rule or order prescribe. The Government may require a similar certificate in the case of any govern me in servant who has been granted leave for reasons of health, even though such leave was not actually granted on a medical certificate.

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SECTION XI

Travelling Allowance, etc.

General Rules for Travelling Allowances

136. Officers of the departments are subject to the travelling allowance rules laid down in Financial Handbook, Volume III. The following subsidiary rules and orders have been issued by Government :

Halts at head quarters

137. Subject to the conditions laid down in rule 32, Financial Handbook, Volume III, the following classes of officers are authorized to draw the actual expenses of keeping up camp equipage during a halt at headquarters: Members of the Indian Service of Engineers and the Uttar Pradesh Service of Engineers, temporary Engineers, Land Acquisition Officers, Deputy Revenue Officers and Ziladars. This order is equally applicable to ministerial servants authorized to accompany the above mentioned officers.

Conveyance hire

138. The following charges in connection with conveyance hire are chargeable to contingencies :

a) Conveyance hire in the case of dispatch of a messenger or for the sudden journey of non gazetted officials or inferior government servants outside the ordinary course of their duty. In both cases it is necessary that, the journey should be to some place in the neighborhood of the office, and that the head of the office should certify that the charge was unavoidable.

b) Cost of season tickets for runners who have constantly to perform the same journey.

c) Charges incurred by peons, barkandazes or other messengers for the carriage by road of dak or treasure to an officer's camp.

(Finance Department no, 2016/x—137 dated July, 27, 1915]

Note : Expenditure incurred in sending dak or treasure by rail consist mainly of railway fare for the person who accompanies the dak or treasure. The articles are allowed to be carried free of charge as baggage up to a certain limit and the charge expenditure is debitable to “Travelling Allowance” but when an extra amount in required to be paid the carriage of the articles themselves, the extra cost should he debted to “Office contingencies.”

Limits of jurisdiction

139. The limits of jurisdiction of the various Irrigation Department officials are given below :

(i) Superintending Engineers :
The boundaries of revenue division which are wholly or in part included in their circles.

(ii) Executive Engineers, Sub-Divisional Officer and Deputy Revenue Officers :

The boundaries of districts in which irrigation is practiced from, or land has been acquired for, canal works in their charge.

(iii) Ziladars, subordinates and the lower revenue staff:
The extent of their charges or beats.

Officers visiting works beyond their jurisdiction

140(1) Superintending Engineers are authorised to sanction journeys of their subordinates within the limits of their jurisdiction. For journeys beyond the limits of their jurisdiction the sanction of the Chief Engineer will be necessary.

(2) When officers receive permission to visit works out of their divisions or circles, flying visit only should be made, and camps should not be taken. Actual expenses only, subject to the limit of travelling allowance ordinarily admissible under Financial Hand-book, Volume III, should be drawn for journeys to and from the works visited. Halting allowance is not admissible.

141 Application for sanction, under rule 34, Financial Handbook, Volume ill, to rail, motor cars, motor cycles, horses carriages or other means of conveyance or camp equipment at Government expense should be submitted in advance, and the specific grounds upon which the concision is asked for should be stated; it must be shown that the public interest should suffer if they were sent by road. A government servant in receipt of permanent monthly allowance is not entitled to this concession.

Scale of Government carts

142(1) the under mentioned officers of the Department are authorised to employ, at Government expense, the number of carts noted against each, subject to the following conditions:

(a) Where camels are engaged, three camels should be taken as equivalent to one cart.

(b) When carts are employed the rates for touring officers who have jurisdiction in more than one district shall be the average of the rates published for the various districts in which each officer has jurisdiction.

(c) When an officer finds he has to make a prolonged halt at headquarters he should dismiss or reduce, as far as possible, the number of carts maintained at Government Expense :

Engineer Officers

	Without Tents		With Tents	
Officers	Alone	With wife and/or family	Alone	With wife and/or family
Chief Engineer			6	7
Superintending Engineer			6	7
Executive Engineer & Assistant Engineer in Charge of a division.	3	4	4	5

Assistant Engineer or Temporary Engineer.	2	3	3	4
Other class of officers not specified above, if in charge of sub-divisions	2	2	2	2

Revenue Officers				
Name of Officer				Number of Carts
Deputy Revenue Officer				2
Ziladar				2

Note : A transport allowance of Rs. 15 per month is allowed to ziladars during the period of their tour in districts where there are inspection houses provided satisfactory means of conveying camp equipage is maintained throughout the month.

(2) Additional carts in excess of the scale when required must be paid for by the officer himself.

(3) Additional carts employed may not, during halts at headquarters, be included in the charge for camp equipage, admissible under rule 32, Financial Hand-Book, Volume III. Officers making prolonged halts at headquarters should dismiss or reduce the number of carts maintained at Government expense as far as possible.

(4) Superintending Engineers and Executive Engineers are authorized to use, whilst on tour, motor transport for the carriage of their camp equipage subject to the conditions that the amount of actual monthly running expenses claimed does not exceed what would have been admissible to them had they used bullock carts or camels instead of motor transport. Motor transport for carriage of camp equipage maybe employed by Sub-Divisional Officers Deputy Revenue Officers and Ziladars by written permission of the Executive Engineer, to whom each separate case of employment of motor transport should be immediately reported. Permission for the employment of motor transport by Sub-Divisional Officers, Deputy Revenue Officers and Ziladars should be granted only in special cases where the employment of motor transport by these three officers is desirable.

(5) Officers, excepting Ziladars touring in divisions where inspection houses exist are debarred from maintaining their own carts and treating the rate fixed for cart hire as a cart allowance.

(6) Motor Lorries maintained in certain irrigation divisions are intended for transport of tools and plant and machinery and for use in any circumstances when rapid transport is of importance in the interest of Government work. They should not be used for ordinary transport when the railway or other cheaper means of conveyance is available.

(7) The following scale of mazdoors is sanctioned for the carriage of camp equipage of officers of the department while touring in the hills :

(1) Chief Engineer or Superintending Engineer ... 15
(2) Executive Engineer. ... 12
(3) Assistant Engineer … 8

When two officers are travelling together on birdie roads in the hills in the interior and have to stay in one roomed inspection houses, eight additional mazdoors shall be allowed to them. When three officers will travel together, which would be on rare occasions, two officers shall be allowed eight additional mazdoors separately, and the third will combine with any of the two officers.

143(1) In order to establish effective contracts with to acquire first hand knowledge of rural conditions and problems and to avoid waste of public funds and time the officers of the department are required to make systematic and protracted tours in rural areas. They should not try to return to headquarters as quickly possible and quite frequently on the same day on which they leave it for their lour. The Chief Engineer and the controlling officers should exercise fair control over the travelling allowance bills of their subordinates and see that unsystematic and haphazard souring is avoided.

(Appointment Department G.O. No. 6630/II-A-99.

49. dated November 10, 1949)

(2) Superintending Engineers should tour from one division to another and avoid long journeys from head, quarters.

(3) Attention of controlling officers is particularly drawn to the provision of rule 14-A of the Financial Hand book. Volume III. No touring officer should, unless it is fully justified, be allowed to claim traveling allowance as for a journey by road if there is a railway connection over the route covered, unless mileage allowance calculated by road is less expensive than mileage allowance calculated by rail.

(F.D.G.O. No. B-3128/X, dated October 28 1948)

(4) Controlling officers should also rigidly adhere to the provisions of rule 14-A of the Financial Handbook, Volume III, in their own case and avoid road journeys which are not absolutely necessary for the efficient conduct of Government business.

(F.D.G.O. No, G II-774/X-667-49, dated July 27, 1949)

(5) Controlling officers should perform efficiently their duties as laid down in rule 90 of the Travelling Allowance Rules in the Financial Handbook, Volume III. ”Chief Engineer should ask for the explanation of those who fail to do so and report to Government persistent slackness.

(F.D.G.O. No B-3128/X, dated October 28, 1948)

No Government servant should go on tour without obtaining prior permission either general or special from his immediate controlling officer unless any unforeseen circumstances make it necessary for him to perform a particular journey immediately in exigencies of public service and the time is so short that the immediate controlling officer’s permission cannot be had in time. In that case, the government servant concerned must on return from the journey explain to his immediate controlling officer the reasons which necessitated the journey.

(F.D.G.O. No. G-48/X-244-48, dated June 6, 1949)

(6) Government servants should submit full and detailed report of their inspections to their superior officers soon after return from a journey on tour and superior officers should utilize these reports, inter alias, in checking uncalled for tours and avoiding unnecessary tour on the part of government servants under them, Government servants should record in the remarks column of their travelling allowance bills an explanation in respect of journeys performed by them. They should invariably state in clear and precise terms the object of journeys and the nature of work done by them during the period covered by the journey.

(F.D.G.O. No. G-48/X-944.48 dated June 1949)

SECTION XII

Miscellaneous

Promotion

144(1) Permanent promotions may be given to the employees of the department whether they are actually employed in the part or are officiating in some other post or are absent on leave or on deputation.

(2) Unless otherwise provided in the service rules selection of employees of the department for temporary promotions will be regulated as far as possible, by the same principle as those for permanent promotions, but the fact of an should not per se be held to constitute a claim to permanent promotions.

(3) Rules for the qualifying examination of subordinates for promotion to the Uttar Pradesh Service of Engineers are given in Appendix IV.

145(1) A government servant shall not apply for any post under the State Government or under any other Government in the Indian Union except by making an application through the proper channel; no shall be apply, nor enter into negotiation, for this employment on any post not under any. Government in the Indian Union, except after obtaining previous permission in writing from the appointing authority.

Appointment (B) Department Notification No. O. 2393/II B- 124. 1948, dated July 5, 1948)

(2) When forwarding applications of the officers of the department to Government for posts outside the department, the Chief Engineer should report whether he could spare the officer concerned and make a definite recommendation whether or not the application should be forwarded.

(C.P.W.D.D.G.O No. 2314 EBR-54/EBR-49, dated July 25, 1949)

Period of positing of Engineer Officers one place

146 No Engineer of Overseer should ordinarily be stationed at one place for a period exceeding six or seven years.

(C.P.W.D.D.G.O No. 942 EG/IAQ-1950, dated August 19, 1950)

Filling of temporary posts

147 Temporary posts sanctioned by Government for any work should be filled only according to actual necessity arising in the process of such work and the mere existence of such posts should not be regarded as justification for engaging additional posts which are not actually required at the time.

(Finance Department G.O. No. (E-I) 360/H-169-1949, dated Sep. 12, 1949)

Medical examination for appointment to various posts

148 Candidates for employment in any service or post in the department will not be required to submit any medical certificate along with their applications. They shall, however, be required to undergo the prescribed test of physical fitness after they have been finally approved for appointment but before they join their duties for the first time.

Medical Department GO No. 1144 A/N-697, 1947, dt. April 25, 1949 and P.W.D.G.O No. 2035, EBR/46-EG, dt. Sep. 4, 1942.

149 Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature will make him liable to disqualification. Prohibition against canvassing applies at every stage of selection, viz., when the selection is made by a selection board, by the departmental selection committee or the Public Service Commission and also when the recommendation of any of the said selection bodies is pending before the Government or other appointing authority and the penalty against canvassing is enforceable at any stage of selection before the issue of the order of appointment.

Appointment [B] Department. O.M. No. O-3249 [2]/I-3-152 – 194 dated December 19, 1948.

Reporting appointments leave and transfers

150(1) The dates of appointment, departure and return form leave, and in the case of transfers, the dates of relief and joining of Deputy Revenue Officers, Ziladars and members of the Subordinate Engineering Service head clerks should be reported to the Chief Engineer by the Superintending and Executive Engineers in 'he prescribed form No. 1. B, 64.

(2) Executive Engineers should send similar reports to the Superintending Engineer in respect of members of their establishment for whom the Superintending Engineer is the appointing authority.

(3) In the case of all gazetted officers including officiating and temporary officers, the changes due to leave or transfer should be reported direct into the Chief Engineer as well as to the Superintending Engineer, by the relieving officers who should mention the dates of their joining if these differ from the dates of their assumption of charge the relieved officers should submit separate reports only if they proceed on leave on their relief. Gazetted officers whose charges are abolished on relinquishment by them or who being merely attached to divisions are not relieved by other officers before transfer, should also submit separate reports of the time and date on which they proceed on transfer.

(4) In the case of Engineer students, the dates of their joining and relief, and of their departure and return from leave should be reported of the Chief Engineer by the Executive Engineers concerned.

Charge certificates

151(1) To avoid undue delay either due to some irregularities in the preparation of charge certificates or on account of delay in sending the certificates to the Accountant General, Uttar Pradesh, all gazetted officers should attend personally to the preparation of charge certificate and see that they are dispatched to the office of the Accountant General, Uttar Pradesh on the day of making over and/or taking over charge, A copy should also be dispatched to Appointment(A) Department the same day. The number of demi-official letter authorizing such postings should invariably be cited in the charge certificate. Later on when the formal notification is issued, its number may be communicated to the Accountant General for confirmation with reference to the demi official orders cited in the charge certificate.

(2) It is necessary that the charge certificates of making and taking over charge should be carefully prepared, and if there it no officer from whom the charge is to be taken over or to whom the charge is to be made over, the charge certificates should be countersigned by the Head of the Department or office concerned, as the case may be.

(Appointment (A) Department G.O. No. A-12/11-A-51 dated January 23, 1951)

Resignation

152. The resignation of a government servant tendered for political reasons will not be accepted. If a government servant absents himself from duty, after tendering his resignation, be will be treated as being absent from duly without permission and will be liable to dismissal.

Threat of resignation combined with application for leave or redress

153. Conditional resignations, that is, when an officer couples with a request for leave, or for redress of some sort, an officer to resign his appointment if the leave or redress asked for be not granted, should ordinarily not be accepted. Orders should be

passed only in regard to the application for leave or redress, If the official is dissatisfied with the orders passed; it is open to him to appeal to higher authority or to tender an unconditional resignation.

Address in leave application

154. Full address of applicants during leave should be given in applications, whether for casual leave or leave on average pay.

Government Servant's Conduct Rules

155. Government Servants, Conduct Rules are contained in paragraphs 301-323 of the Manual of Government Orders. The subjects with which the more important paragraphs deal are noted below against the paragraphs :

Paragraph in the Government Servants conduct Rules	Subject
303	Gifts.
304	Public demonstrations in honour of government servants.
305	Presentation of travels, etc. at ceremonial
306	functions
307	Subscriptions
308	Purchase of resignations
309	Lending and borrowing money.
310	Buying and selling houses and other valuable property.
311	Holding or acquiring immovable property.
312	Control over immovable property held.
313	Investments other than those in immovable property.
314	Speculation.
315	Promotion and management of companies.
316	Private trade and employment.
317	Insolvency and habitual indebtedness.
318	Communications of official documents or information
319	----------
320	Connection with press.
321	Criticism of Government and publication of information or opinion, upon matters relating to foreign countries.
321-A	Giving evidence before committees.
322	Taking part in elections
323	Vindication of acts character of Government as such

156. As regards the possessions of land referred to in paragraph 311 of the Manual of Government Orders, a declaration in Manual Form No. 7. shall be made by each officer on first appointment. The head of the office in which an official is serving or appointed is responsible for obtaining the declaration. In the event of any landed property corning

into their possession after the date of their declaration, officials are responsible for notifying the fact within one month to the heads of their offices.

157. The declarations in the case of Engineer Officers should be forwarded in original to the Chief Engineer to be filed with the officer's personal files. Those in the case of Deputy Revenue officers, members of the subordinate Engineering Service, Ziladars and Amins should be pasted on page 1 of the character roll. The declarations of all other officials in superior service should be pasted on the inner side of the opening cover of the service book. No other record should be kept.

158. Persons employed in the department are further subject to the following rules ;

(1) They shall have no pecuniary interest directly or indirectly in the construction of any public works nor in the manufacture, supply or sale of building material.

(2) Every member of the department must consider that his pay for the time being or as defined in any agreement is his sole legal remuneration, and that the receipt of commission, or any consideration directly or indirectly, on account of any business or transaction in which he may be concerned on behalf of the Government is prohibited. Every officer in the service of the State is bound to report to his departmental superior any infringement to this rule which may come to his knowledge.

(3) An officer is forbidden to correspond direct with an, authority superior to the officer under whom he is immediately serving, except in case of extreme emergency, when he must send a copy of his communication to his immediate superior. Non-compliance with this rule is a breach of discipline.

(4) The paramount necessity of displaying courtesy, fact and good temper in their dealings with the public with whom they are brought into daily contact is impressed upon all the employees of the department. Lack of these qualities constitutes a serious disqualification and manifestations of grave defects of temper and repeated loss of self control will be regarded as constituting inefficiency.

(5) Without the special sanction of the Superintending Engineer no officer of the department, on transfer from one station to another, should take with him or arrange for transfer to the new station, of any contractor or establishment by him.

(Cf G.O. No. 1818, dated March 23 182)

(6) Unauthorized desertion of his post by a public servant even in the face of enemy action, threat of enemy action, threat of enemy action, riots or national calamity clearly amounts to grave misconduct and would, therefore, constitute a "good and sufficient" reason within the meaning of rule 49 of Civil Services Classification, Control and Appeal) Rules for removal or dismissal.

(7) No government servant shall absent himself from his official duties for, or otherwise look after, the cultivation of any land belonging to himself or any of his relatives whether such land is held by him or toy any of his relatives by right of ownership or on lease, and shall not use any Government tractor or other Government resources for the cultivation of such land within the area of his territorial jurisdiction, except with the permission of Government.

(G.O. No. 762/II-B-32-52, dated March 28, 1952)

Presentation of addresses or giving of parties

159. The practice of presenting address giving of parties, etc. to officers on their transfer or promotion is against the Government Servants, Conduct Rules which enjoin that no government servant shall, without the previous sanction of the Government, receive any complimentary or valedictory address, accept any testimonial or attend any public meeting or entertainment held in honour.

(Appointment (B) Department G.O. No. O-73/II-B-120-1943

dated January 13, 1950)

Private purchase by government servants

160. Prompt and full payments should be made by government servants whether on tour or otherwise for all articles bought by them. Supplies must never be purchased through subordinate officials.

(G.A.O.G.O.A.Q-15/III-II (9)-1946, dated February 14, 1947)

Interview with members of Government and Parliamentary Secretaries

161(a) Government servants of Service Associations should not approach members of Government or Parliamentary secretaries on any question, personal of general, relating to service matters individuals should submit their representations through their immediate superior officer and Associations through the Chief Engineer, The representations of Associations should invariably be forwarded to Government by the Chief Engineer with his comments. Interview with the members of Government and Parliamentary Secretaries should not be sought for except by previous appointment made through proper channel. If a government servant or an association fails to secure such interview through proper channel, then add then alone permission may be sought for an interview by applying to the member of Government through the Secretary to Government and not direct. (Appointment Department G.O. No. O-365/II-1012-1947, dated October 31. 1947 and P.W.D.G.O. No. 212-BR-146EG-1948, dated January 30, 1950 and G.O. No. 754-EBR/XXIII-63EBR, 1942 dated April 23, 1949).

(b) Rules to be observed by government servants and Service Association in seeking interview with the minister-in-charge or the Chief Minister –

(P.W.D.O.M No. 272 EBR/XXIII-144-EG. 1948 dated January 17, 1951)

(i) When an officer or subordinate wishes to see the Minister-in-charge or the Chief Minister, he should first apply to the Head of the Department through proper channel, stating briefly the reasons for a personal interview.

(ii) The Chief Engineer will consider all such applications and recommend to the Secretary to Government in the Irrigation Department all deserving cases in which the Minister-in-Charge or the Chief Minister is considered reasonable.

(iii) Such officers and subordinates, as have secured the permission of the Chief Engineer, will in the first instance, see the Secretary to Government Irrigation Department, and place their grievances before him.

(iv) The Secretary Irrigation Department, after personal hearing will recommend to the Minister-in-charge or the Chief Minister, as the case may be, all suitable cases in which permission for personal interview may be granted on the dale and time convenient to the Minister-m-charge of the Chief Minister.

(v) On receipt of his approval She officer or subordinate concerned will see the Minister-in-charge or the Chief Minister, as the case may be, accordingly.

(vi) The Chief Engineer should be liberal in granting permission to officers and subordinates to interview with the Minister-in-charge or the Chief Minister, as the case may be.

(vii) Severe disciplinary action will be taken against those who disregard these orders.

(c) Courtesy calls on Members of Government and Parliamentary Secretaries – The above instructions do not cover courtesy calls, which government servants have to and should, pay to Members of Government or Parliamentary Secretaries on their visits to districts or otherwise. But such occasions should not be utilized for the ventilation of grievance relating to services or personal service matters.

(d) Influencing member of Government through private agencies –
Government servants should not endeavour to influence members of Government through private agencies in respect of their personal matters which come up before Government for decision. In such cases often a plea is put forward that it was not the government servant himself but some of his relations or friends who approached the non-official for making such a recommendation to the Member of Government. Government servants should know that any such excuse will not be heard and failure to observe these instructions will render them liable to disciplinary action.

Representation form association

162. Representations to Government from associations must be addressed to the Chief Engineer in the first instance, who will forward them to Government.

Co-operation of local departmental officers with the District Magistrate at the time of emergency

163. The primary responsibility to deal with serious situations caused by floods or some similar calamity and of taking adequate steps to provide relief, etc , on such occasions rests on District Magistrates, who have, on such occasions, to be entrusted with the talk of taking all necessary measures to meet the emergency and provide relief, but the officers of different departments in the district affected are also responsible to extend their fullest co-operation to the District Magistrate to enable him to perform his duties. A narrow

outlook about the departmental duties or responsibilities should not be allowed to stand in the way of such co-operation and assistance in the face of emergency. On such occasions the entire body of government servants should act as a team and their only concern should be how best to minimize thee gravity of the situation and provide relief.

(Appointment (B Department G.O. No. O 1976/II-B-7949,

dated July 12, 1949.)

Reports of officers sent for advanced training or stay abroad

164. Every officer who is sent on deputation for advanced training and study abroad should maintain a proper record of what he sees and loams of modern developments in foreign countries and submit to the Chief Engineer a report in triplicate; describing briefly and clearly the experience: gained and knowledge acquired by him during the course of his training, study, contacts, and exchange of views with eminent engineers in those countries, mentioning point of particular interest. The chief Engineer shall make a copy of the report available to the officers of the departments who may like to see it, and send one copy with his own comments for the information of Government.

(P.W.D.G.O. No. 1058-FBR/I23-EG, dated April 4; 1949)

Imposition of time for submission of reports

165. When calling for reports form subordinate officers a reasonably adequate time limit should invariable be Imposed and it should be adhered to, unless in exceptional cases an extension of time is asked for and allowed

P.W.D.O. No. 1754-MS/XXIII-10, MS-1947, dated January 24, 1947

Opening and closing of officers

166. Every head of an office should allot to a specified ministerial official (or officials) the duty of opening and closing the office. This should be deemed part of this regular duties of the post held by official (or officials) concerned who should be made responsible far any toss that may occur owing to any negligence on their part in respect of this duty. They should be instructed to see at the time of opening and closing the office that nothing is missing in the office. The best course to ensure this would be totally each time an office is opened or closed, all articles of the office with the list of properties pertaining to each room in an office to be prepared for the purpose and prominently exhibited in that room.

(F.D.G.O. No A-725/X-290-35 dated June 3, 1936, and A 4860/X—127-48, dated September 30, 1948)

Secrecy of complaints against gazetted officers

167. Where complaints against gazetted officers are received and an enquiry is considered desirable (though not in the form of departmental or other formal proceeding) the communication should be marked “Secret” and address demi-officially to the enquiry officer, who should deal with it directly himself, and. except where necessary not forward it to his officer awarding to usual routine.

(Confidential Department O.M. No. 8130/XXV/CX

dated November 17, 1946

Covers of confidential and secret correspondence

168. When sent by post “Confidential” or “Secret” paper should be enclosed in double covers, of which the inner one should be marked “Confidential” or “Secret” and superscribed with only the name of the officer by whom it is to be opened. The outer cover should bear the usual official address. Letters or packets containing confidential or secret paper sent by post should invariably be registered and those containing secret papers should also be sent “acknowledgement due”.

Holidays during curfew

169. The days for which curfew for all twenty four hours is imposed by order of the District Magistrate shall be public holiday for all offices situated within the areas to which such orders extend.

(G.A.D.U.O. No. 152/III, dated April 25 1947)

Signature in peon book

170. Assistants who receive letters or files from other department or sections should put their full signatures and not merely initials on the peon book.

(O. M.N.O. 8656(1)-TEC, 134l-Misc, dated October 31, 1949).

Invitation of ex-servicemen to ceremonial functions

171. Suitable ex-servicemen of the locality and particularly those who have been recipients of military awards, medals crosses etc., or who have otherwise distinguished themselves by gallantry of conspicuous heroism, should be invited to Important ceremonial functions organised by the department.

Cf. G.A.O.G.O. No. 5349/III-17-1942, dated May 4, 1950)

Execution of agreements and bonds and their custody

172. Original agreements and bonds should be kept under lock and key in a safe in the personal custody of the divisional accountant or the Executive Engineer, arid certified copy thereof may be made out for use in the office. All cuttings and corrections

appearing in the contract deed and its annexure at the time of execution of the deed should be in signed by the contractor as well as the officer executing the contract.

P.W.D.G.O No, 130-EBR/ 136 FBR-1947, dated Jan. 18, 1950

Exemption from ferry tolls

173. The following shall be exempted from the payment of tolls:

All persons animals and vehicles crossing any river by a public ferry when employed or transmitted on the public or district board service.

Note (1) Persons in change of animals and vehicles and other articles for which free passage is claimed at public ferries, on the ground that they are being transmitted on the public or district board service, shall be provided by the local officer of the departments concerned with passes in Hindi specifying distinctly the article for which passes are claimed. In the event of their nor being so provided, or of the articles not corresponding to the description given in the passes toll may be demanded, and when demanded shall be paid.

Note (2) Articles which are not actually the property of the Government or the district board at the time they pass the ferry, but which are transmitted with a view to the fulfillment of a Government or district board contract, or otherwise extended for the use of the Government or district board contact, shall on passing the ferry she declared in writing as intended for he use of the Government or district board, e.g. in fulfillment of a certain specified contract. The toll on them shall then be paid and subsequently if they actually do become the property of the Government or the district board, the toll shall be refunded on a certificate to the effect .signed by the departmental officer concerned, provided that the application be made within fourteen day of the date of the certificate.

Elephants

174(1)The elephants attached to divisions are to be considered as provided for the conduct of professional operations and not for personal use.

a. Elephants must on no account be lent for purposes to any official outside the department, of to any private person.
b. The canal officer to whom an elephant is attached may however, use it for shikar purposes on the clear understanding that he himself is on of the party, and that he personally is liable far any damage done.
c. Except in very exceptional circumstances, no elephant should be used for more than six hours a day.
d. When on a march an elephant is not used by the canal officer, he should see that in no case u is made to carry more than two people in addition to the *Mahouts.* The *Mahouts* should be informed of this rule to enable them to refuse lifts to servants, etc.

e. When an elephant is transferred, the receiving officer should satisfy himself that it is in good condition and if not, report the fact officially with in a week of its arrival.

f. In order to have some record of the work done by the elephant, a history book should be maintained for each animal. In these books should be recorded the date and price of purchase, age at the time of purchase, height, distinguishing marks and defects. From time of time as required entries are to be made of such mailers as changes in *mahout* the division in which employed, periods of sickness and unfitness for work. In fact the record should show what service has been obtained from each animal and the progress or otherwise made in its training under any particular mahouts.

Postal work by signallers

175. Superintending Engineers may, at the request of the Posts and telegraphs Department, permit signallers to do postal work when it does not interface with their canal duties and that signaller who do the postal work will be entitled to receive such extra remuneration from the department for such work as may be permissible under the rules in force in that department.

Government residences

176(1) The general rent rules Said down in Fundamental Rule 45-A and Chapter IV of part III of the Financial Hand book, Volume 13, shall apply in all cases except those of rent-free buildings. Free accommodation will be provided by Government in accordance with the following principles which specify what classes of officials are entitled to enjoy freedom from payment of rent:

1. Officials required to live in a specified locality or building who, because of the nature of their duties, are with some regularity called on duty at any time in the 24 hours;
2. Officials who are stationed at places the climate of which is exceptionally unhealthy and where consequently Government quarters have been provided;
3. Official who are stationed in lonely and out-of-the-way places where private accommodation is not available.

(2) Canal signallers canal medical officers and compounders are exempted from the payment of rent for Government quarters, as they are with some regularity called on duty at any time in the 24 hours.

(3) Inferior government servants and work-charged establishment will not be required to pay rent, as their pay is fixed on the assumption that they will be allowed to occupy quarters, if available, free of rent.

177(1) The cost of a residence for purposes of assessing rent should be calculated as laid down in Fundamental Rule 45-A.

(Cf. F. I. 45 A/III-b (c)

(2) The standard real shall be calculated on the capital cost of the residence, and shall be either –

1. a percentage of such capital cost equal to such rate of interest as may from time to time be fixed by the Governor plus an addition for municipal and other taxes in the nature of house or property tax payable by the Government In respect of the residence and for both ordinary and special maintenance and repairs, such addition being determined under rules which the Governor may make, or

2. 6 percent per annum of such capital cost, whichever is less.

3. standard rent shall be expressed as standard for a calendar month and shall be equal to one twelfth of the annual rent as calculated above, subject to the proviso that, in special localities or in respect of special classes of residence, the Government may fix a standard rent to cover a period greater than one month but not greater than one year. Where the Government take action under this proviso standard rent so fixed shall not be a larger proportion of the annual rent than the proportion which the period of occupation as prescribed under Fundamental Rule 45 bears to one) ear.

Note :-

1. For the purpose of sub clause [2] above, the addition for both ordinary and special maintenance and repairs shall not include anything for the establishment and tools and plant charges, except such as were actually charged direct to the work in cases in which cases, the residences was constructed by Government, or in other cases, the estimated amounts of such charges.

Cf. Subsidiary rule 20 A (e), b & C.

2. The Governor may by rule permit minor additions and alteration, the cost of which does not exceed a prescribed percentage of the capital cost of the residence, to he made during such period as the rule may determine, without the rent of the residence being increased.

178(1) For ordinary maintenance and repairs and municipal and other taxes in the nature of house or property taxes payable by Government the rent shall be one twelfth of the amount estimated as the annual cost of ordinary repairs, together with a proportional share of the expenditure on repairs that may be required quadrennially or at other intervals, plus one-twelfth of the amount of all municipal and other taxes in the nature of house or property tax payable in a year by the Government, Municipal and other taxes not in the nature of houses or property tax which by agreement or local rule of custom are levied on the occupant and not on the owner shall be payable by the occupant in addition to the rent payable under these rules. Such taxes will not be taken into account in the estimate of the Executive Engineer, Where any such tax is payable by the Government it shall be recovered from the occupant along with the rent at a monthly rate of one-twelfth of the amount payable in a year by the Government provided that the recovery of the tax, like that of rent, will be made from him; only for the period dining which he is, or is deemed to be, in occupation of the residence.

(2) For special “maintenance and repairs the monthly rent shall be determined on an estimate of the life of each class of work in the building.

(3) For service installations (water supply, sanitary, heating and electrical installations) the rent shall be increased by 4 percent and 5 percent of the capital cost as distributed below, and shall be one twelfth per mensem of the total amount thus arrived at.

(i) Water-supply and sanitary installations;

	Percent
Annual repairs	1
Special repairs	3½
Total	4½

(ii) Heating and electrical Installations:

	Per cent
Annual repairs	1½
Special repairs	3½
Total	5

Note :

1. In calculating the above rents, the cost of service line, if any, will be ignored.
2. When special repairs are necessitated by the occurrence of fire, flood, earthquake, abnormal storm or other calamity, the cost of such repairs shall be shown separately in the capital and revenue accounts as revenue charges during the year and should not be taken into account as a basis for the revision of the rent for recovery under clause (2) above.
3. Occupants will pay for the current consumed in the office rooms attached to their residences.
4. Subsidiary Rule 20C of Financial Hand book, Volume II, lays down that the rent of residential buildings calculated under rules will remain in farce for a period of five years and will not be varied on account of minor additions and alterations provided that the expenditure on such additions and alterations does not exceed in any one year 1 percent of the capital cost of residence or Rs. 500/- (whichever is less). In order comply with the provisions of this rule a register in the form given below should be maintained in each division for all residential buildings with a separate page allotted to each building, and this should be posted when accounts of a work comprising additions and/or alteration have finally been closed, and not at the end of each of year during the progress of such work. For example, if Rs. 390/- were spent in 1934-35

and Rs. 100/- in 1935-36 on a particular work, the whole expenditure of Rs. 490/- should be recorded in 1635-36.

179. The following instructions are laid down for preparation of revised rent statements and for fixing the date from which the revised rent should be charged;

(i) When by the execution of one work alone, the capital value of a residential building is increased by Rs. 500/- or by 1 percent of the existing capital value (whichever is less), the rent statement will be revised, and for the purpose of deciding the rate of interest to be charged on the additional capital value the work shall be regarded as having been carried out in that financial year in which the account of the work were closed. The revised rent, however, will take effect from the date on which the work was completed and was fit for use.

(ii) When, by the execution in one financial year of more than one work, the capital value of a residential building is increased by Rs. 500/- or by 1 percent of the existing capital value (whichever is less), the rent statement will be revised and, for the purpose of deciding the rate of interest to be charged on the additional capital value several works shall all be rewarded as having been carried out in that financial year in which the accounts of the last work were closed. The revised rent however, will take effect from the date on which the last of the several works were completed and was fit for use.

(iii) If, in any financial year, the rent has been revised in accordance with (i) or (ii) above, and if another work is carried out and the accounts closed in that financial year, the rent need not be revised again in that year unless the capital expenditure on the last estimate exceeds Rs. 500 or by 1 percent of the existing capital value whichever is less, If the rent is not revised according to this clause, the expenditure on the last estimate will be taken into account when the occasion for revision of Tent next, arises in accordance with Subsidiary Rule 20-C.

(iv) In all cases a work shall be regarded as having been completed in that financial year in which account are closed, but if a building is actually occupied prior 10 closing the accounts of expenditure, rent is to be charged from the date of occupancy. Where, however, the revision of rent of a residence is necessitated by the execution of additions and alterations during occupation of the building the revised rent shall have effect from the date on which the work is completed and is fit for use. This date is to be fixed by head of the department.

(v) Whenever the necessity for revision of the rent arises, whether because of major additions and alterations or expiry of the quinquennium, all expenses on additions and alterations both major and minor incurred up to the time of revision should be taken into account in revising the rent.

SECTION XIII

Conduct of Law Suits to which Government is a party

General

180. The Legal Remembrance is the Chief Law Officer of Government and his jurisdiction extends over the whole of Uttar Pradesh. It is his duly to advise on the conduct of any civil litigation in which Government are concerned, and be is responsible for making the necessary arrangements for the conduct of cases entrusted to .him from the time that the papers are made over to his office until the case is finally heard and determined, and until all sums adjudged to government, have been recovered or written off in the prescribed manner As his superintendence of the litigation entrusted to him is carried out almost entirely by means of correspondence, the rules regarding the submission of papers to him good time and in proper form hall be strictly complied with by all concerned.

Cf Para 19, 23 and 2/2, L. R.'s Manual)

181. The institution, filing, and defence of all suits and applications on behalf of this Government is the duty of the District Officer of the district within which such suits and applications can be, or are instituted or filed.

(Cf Para. 277, L.R.'s Manual)

182. All the papers to be submitted to the Legal Remembrance in relation to a case should be written or typed very clearly and legibly, in half margin on one side only of the paper. They should when be numbered and fastened together in the ordinary form of a brief and accompanied by a list of all papers so submitted lo him.

Para 278, I, R.'s Manual.)

183. All orders of the Government and all correspondence with the Government or the legal Remembrance on the subject of suits or other civil proceeding are to be regarded by all persons into whose hands they may corns in the course of official business as strictly confidential.

Cf. Paras 38, and 282, L.R.'s Manual.)

184. No public officer shall for any reason whatever grant copies of any correspondence or of order of the Government referred to in the last preceding rule during the pendency of the suit or civil proceeding to which they refer, or until after its final decision by the highest court before which it is likely to be brought; and no such copies shall be grained at any time after such final decision without the previous sanction of the head of department.

Cf. Para. 288, L R.'s Manual.)

185. No certified copy of a document intended to be filed in court should have marginal notes, underlying or other marks of any kind made on it.

Para, 284, L. R.'s Manual.)

186. Same in regard 10 pending or anticipated suits or legal proceeding no direct reference shall be made to the Legal Remembrance for advice except by the Secretary to Government Irrigation Department.

(Cf Para 81 (1), L, R.'s Manual.

187. It shall be the duty of the Government Ploader to advise Tree of charge on all legal matters concerning the department, if any local officer of the department wishes to obtain the advice of the Government Pleader on any matter, he must do so through the District Officer. Whenever such advice is asked for, a clear statement of the case must be submitted by the officer concerned.

(Cf. Para, 194, L.R..'s Manual).

188. Head of the department is not authorized, without the sanction of the Legal Remembrance, to engage special council on behalf of the Government for the conduct of any case.

(Cf Para. 209, L.R.'s Manual)

The narrative

189(1) The preparation of a narrative is an essential preliminary to the institution or defence of a suit by the Government.

(2) The narrative shall ordinarily be prepared in the department concerned with the dispute. While plaints and written statements with ordinarily be drafted by the Government Pleader, it is no part of his duty to prepare the narrative, but his opinion on any legal questions arising in connection with it may be obtained through the District Officer.

(Para. 286, L. R. 's Manual)

190(1) The narrative should be based on a full and careful enquiry into the facts, except where these are undisputed. It should set forth step by step in numbered paragraphs the facts cut of which the dispute has arisen, each essential fact being supported by a reference to the documents or witnesses, who prove it. It should be accompanied by copies of documents, if any in support the prosecution or defence of the suit, and of the deposition of any witness whose statements have been recorded. The value of the stamp on each document relied upon and the fact whether it has been registered or not should invariably be noted.

(2) In the s se of a proposed suit the narrative should be accompanied fey a certificate that the officer responsible for its preparation has satisfied himself that the person to be sued is possessed of sufficient means to ensure the recovery of the amount claimed or a substantial portion thereof if decreed, or by a memorandum showing why he considers that action should be taken irrespective of any hope of recovery of the amount used for.

(3) In the case of proposed suit the narrative should be accompanied by a draft plaint and in the case of threatened suit by a copy of the notice, received under section 80 of the Code of Civil Procedure.

(4) A specimen of the narrative is given at the end of this section.

(Para, 287, L. R.'s Manual)

191. No proposal for the institution by the Government of any suit should be submitted to the Legal Remembrance the documentary evidence for and against the Government been collected and into evidence of the available witnesses been recorded either in full or in abstract as the importance of the case may requite. The Government Pleader may be consulted as regards the nature of the evidence required, but it shall be no part of his duty to collect such evidence.

(Cf. Para. 288, L R 's Manual.)

192. Too much care and attention cannot be paid to the preparation of the narrative. It is impossible for the Legal Remembrance to rectify errors in the statements of facts, and it is therefore essential that they should be set out fully and accurately in the narrative.

Para. 289 L.R.s Manual.)

Suits proposed to be instituted by Government

193(1) As a general rule no suit should be instituted until will other means of obtaining satisfaction have been tried and have failed. The person against whom it is proposed to institute a suit should be given every opportunity of explaining his position and stating his reply to the claim and any information so elicited should be reported in the proposal under the next following rule for the institution of a suit.

(2) Proceedings for the institution of suits should start well in advance of the expiry of the period of limitation and at least three months before the date on which limitation expires.

194. When it is proposed to institute a suit the divisional office shall atone inform the head of his department, slating the fact, as far as may be known to him, or may have been ascertained under the last preceding rule. If the head of the department sanction the institutional of the suit, the divisional officer concerned shall prepare a complete narrative in the manner provided by these rules, and forward it to the District Officer along with a copy of the order of the head of the department and all the documentary and oral evidence collected by him. The District Officer on receipt of the narrative will have a draft plaint prepared without any delay by the Government Pleader. The Government Pleader may call for any additional information which ha may require enabling him to prepare draft plaint. The District Officer shall then forward the draft plaint and other papers, direct to the Legal Remembrance.

Cf Para, 292 (i) L. R.'s Manual)

195. Notwithstanding anything obtained in paragraph 194 the head of the department may veto the institution of a suit, the valuation of which does not exceeds Rs. 500 and which has no further, importance as directly effecting claims or interests other than those which form its immediate subject-matter. In such cases the narrative and the draft plaint will not be submitted to the Legal Remembrance.

Cf. Para. 293 L. R's Manual)

Suits brought against Government

196. Section 80 of the Code of Civil Procedure provides that no suit shall be brought against Government without giving two months previous notice in writing. Such a notice, in the case of a suit against the State Government may be delivered to or left at the office of the Secretary to Government or the District Officer of the district concerned.

Cf. Para 295 L.R.'s Manual.

197. The District Officer shall forward a copy of the notice without delay to the proper officer (Divisional Officer) of the department who shall prepare the necessary narrative without delay: If there are any intricate points of law involved in the case, the officer responsible for the preparation of the narrative shall consult the Government pleader in the manner provided in these rules. The Divisional Officer shall also send copies of the notice and the narrative to the Superintending Engineer who shall communicate with the District Officer if he is not satisfied with the narrative.

(Cf. Para. 298, L.R.'s Manual.)

198. If it appears to the officer responsible for the preparation of the narrative that the notice given has a valid claim, he shall ascertain what terms the later is willing to accept. If any reasonable terms can he settled or if the officer concerned considers it advisable that the claim be satisfied in full, he shall report to his effect to his immediate superior. The head of the department may sanction a compromise where the expense involve suit exceed Rs. 500 and, if he does so, he shall report his action to Government if he consider that a compromise is desirable.

(Cf Para 298 and 300 L.R.'s manual).

199. Where the threatened suit is not disposed of under the above rule the officer immediately concerned shall forward the narrative to the District Officer, who shall obtain the opinion of the Government Pleader on, this case. The Government Pleader may call for any additional information which he may require to enable him to express an opinion. The District Officer shall then forward the narrative with the Government Pleaders opinion direct to the Legal Remembrance who may call for further particulars or information, if necessary. The Legal Remembrance shall then forward the papers to the Government in the Irrigation Department for orders, giving his own

opinion whether the case should be defended some other action should be taken. The orders passed shall be communicated by the Legal Remembrance to this District Officer.

(Cf Para 30, L,R.'s Manual).

200. Where a threatened suit is special importance or difficulty and there is a strong probability of its being instituted, the inquiry referred to in paragraph 208 should be commended at once on receipt of the notice mentioned in paragraph 169.

Cf Para 302, L.R.'s Manual

201. It is essential that the narrative and the connected papers reach the Legal Remembrance with the least possible delay and at least three weeks before the expiry of the period of grace allowed by the notice, in order that his advice may be obtained before the threatened suit is actually instituted.

Para. 303, L.R.'s Manual.

Threatened suits against public officer

202. Under section 30 of the Code of Civil Procedure (V of 1908) no suit can be brought against a public officer in respect of any act purporting to be done by such public officer in his official capacity without two months' notice which must be delivered to him or left at his office.

Para 325, L.R.'s Manual

203. Any public officer of the Government, who receives notice under section 80 of Code of Civil Procedure (V of 1908) of threatened suit against him shall, unless the prepared to admit the claim, at once inform is superior officer and shall without any delay prepare as full a narrative as possible of the facts which have led to the notice and of the line of defence which he would propose in the event of a suit being filed. Such superior officer may consult the head of his department and shall then forward the narrative to the District Officer, who shall obtain the opinion of the Government Pleader. The Government Pleader may obtain form the officer concerned any further information that may be necessary for expressing an opinion. The District Officer shall then forward the narrative with the Government Pleader's opinion direct to the Legal Remembrance, taking care that the paper contained in the notice and shall at the same time report whether in his opinion the threatened suit will be brought of not. The Legal Remembrance shall after consulting, if necessary, the head of the department, obtain the orders of Government as to whether the suit should be defended at its expense. In case the Government undertakes the defence of the suit, the procedure to be followed, if the suit is filed, shall be the same in every respect the Government, except that rule 184 of the Legal Remembrance Manual, providing for the payment of the fee of the Government Pleader after the decision of the case shall not apply.

(Para 326, L.R.'s Manual).

204. If a suit is brought against a public officer in respect of an act purporting to be done in his official without the previous notice required by section 80 of the Code of Civil procedure (V of 1908) he should unless there is sufficient time to enable him to obtain the orders of the Government, immediately inform me District Officer, who shall instruct the Government Pleader to apply for an adjournment..

(Cf. 327 L-R.'s Manual)

Procedure after the institution of suit against the Government

205. When a suit is instituted against the State Government or the State Government are added as a party by order of the court, the summons will be served on the Government Pleader.

(Cf Para 328 L.R's Manual).

206. The Government Pleader after examining the copy of the plaint and inspecting the original, if necessary, and after examining the originals or copies of all the documents filed with the plaint, shall, with the help of the narrative prepare a draft written statement. If further instruction is required for the preparation of the draft written statement, the Government Pleader may obtain them from the officer directly concerned.

(Cf Para 330, L. R. 's Manual).

207. Even if a suit against the state Government has been instituted or the State Government have been made a party to a suit Without notice having been given as required by law, steps should be taken to have the narrative prepared in the same way as if due notice had been given.

Cf. Para 332. LR. 's Manual

208. If in any suit the defence is based wholly or in part on oral evidence, then immediately on receiving information that a suit has been instituted against the Government, the District Officer shall ask the local head of the department shall select the witnesses upon whom the thinks he may rely, and shall make brief notes of their statements for the use of the Government Pleader at the trial. He shall then forward the statements of the witness with any remarks which he may think proper to the District Officer, who shall consult the Government Pleader upon the sufficiency of the evidence, and as to whether any further evidence, documentary or oral, should be produced in the case. The preparation of the written statement should not, however, be delayed shall until all such evidence has been recorded.

Cf. Para. 335, L.R. 's Manual

Government as Intervener

209(1)If the District Officer considers that the interests of the Government require that it should be made a party to any suit which has been instituted in any court, he shall, as promptly as possible after obtaining all the information possible in the circumstance of the case, submit a full report showing clearly his reasons for considering it necessary that the Government should be made a party to the suit –

(i) to the Legal Remembrance direct where he has been moved to take action by the head of the department, and

(ii) to the head of the department in other cases.

(2) The Government may, after taking such legal advice as it may deem fit, direct the District Officer to intervene in any suit or proceeding.

210. If the head of the department be of opinion on administrative grounds that the Government should not intervene, he shall refer the case direct to the Government for final orders. If he head of the department is doubtful as to the expediency of intervention legal grounds, the reference should be made through the Legal Remembrance as promptly as possible.

Cf. Para 36. L.R.'s Manual

211. If the head of the department is of opinion that the Government should intervene in the case, he shall without any delay forward the papers to the Legal Remembrance who, after obtaining the orders of the Government, shall give such direction as may be necessary to the Government Header through the District Officer.

Cf. para 369, L. R.'s Manual).

Appeals

212. No appeal shall be filed unless in the opinion of the Legal Remembrance, there is a balance of probability that the same will be successful. In exceptional cases an appeal may be filed for the purpose of obtaining an authoritative decision on any important point of law which is likely to arise in other cases also.

[Para 4 2 1 , L. R.'s Manual]

213. Detailed procedure to be followed in filing appeals on behalf of 3overnment or defending appeals tiled against Government in the District Judge's Court of the High Court is laid down in Chapter XX of the legal Remembrance's Manual.

NARRATIVE

(see Pars 190)

Collector of Jaunpur in Charge of the Blackacre estate belonging to X disqualified proprietor plaintiff.

Versus

D

1. The court of Wards assumed superintendence of the Blackacre estate under section 8 (1) (a) read with section 12 (2) (a) of the. U.P. Court of wards Act, 1912, on the 26th of January, 1918.
2. On the 9th January, 1913, A the father of the Ward X, gave a lease of village Z in the Blackacre estate of B. The lease was registered on the 15th of January, 1913 and was executed on a stamp of Rs. 20. It was for a period of 10 years, 1320. F, and the annual rent reserved was Rs. 2,000. A translation of the lease is attached (Enclosure No. 1).
3. In order to ensure the due payment of rent under the lease, the, lessee B and his brother C executed a security bond, dated the 18th January, 1913. The bond was executed on a stamp of Rs. 5 and was registered on 24th of January, 1913. In this bond the executants mortgaged their ex-Zamindari shares in village Y. A translation of the security bond is attached (Enclosure No II).
4. Under the terms of the security bond the executants B and C made themselves jointly and severally responsible for the due payment of the rent payable under lease, dated the 29th, January. 1913 to the extent of Rs. 2,000 and it was further stipulated that in case of default in payment of the rent the proprietor. A would be entitled to recover the money not only from the property mortgaged in the security bond but also from any other property belonging to the executants.
5. The lessee made default in payment of money due under the aforesaid, lease, and finally a decree for Rs. 15000 was passed against him on the 8th April of 1917. A translation the decree is attached (Enclosure No. III).
6. After the above decree was obtained proceeding in ejectment were taken against B and he was finally ejected on the10th of April, 1918. Translation of the ejectment decree dakhl-nama are enclosed (Enclosure Nos. IV and V).
7. In the meantime the shares in village Y belonging to the lessee *B* and his brother C which were mortgaged in the security bond were sold in execution of a simple money decree obtained by O and purchased by D himself, and the D, obtained possession in tae 6th December; 1917. Translation of the sale certificate and dakhlanama are enclosed (Enclosure Nos. VI add VII)
8. A sum of Rs 600 still remains due to the Court of Wards under the decree for arrears of rent obtained against B on the 8th of April, 1917. The rest of the decretal amount has been paid by B.
9. The attempt to recover the said sum of Rs. 600 in of the decree of the 8th April, 1917, the shares in village Y hypothecated in the security, bond of the 18th January, 1913, were attached on the 6th July, 1919, but on objection taken by D the property was released from attachment by order of the court, dated the 20th September, 1919. A copy of the order is enclosed (Enclosure No. VIII).

10. It is now proposed to bring a suit for recovery of the balance Rs. 600 due under the lease with interest thereon by enforcement of the security bond, dated the 18th January, 1913.

The 10th November, 1919

A.B.

Collector

ANNEXURE I

[See Para 81(i)]

Form of charge to be used in disciplinary proceedings,

(1) The charge-sheet should be given to the person concerned and signature should be taken on a copy of the charge sheet. If that is not possible, it should be served by registered post.

(2) Each charge should be drawn up precisely and clearly, care being taken to avoid vagueness.

OFFICER OF THE .....

Dated 196

To

(Full name and designation of the government servant charged). You are hereby charged as follows:

(1) that you on (or about (or between ..... date) and thereby committed breach of rule or, disregarded order ..... or, were guilty of failure to discharge your duty or, etc.

Evidence which it is proposed to consider in support of the charge –

(i) at
(ii) at
(iii) at

(2) that you* etc.

(3) that you* etc.

(to be repeated as many times as there as charges)

You are hereby required on or before ..... 1950, to put in a written statement of your defence in reply to each of the charges. You are warned that if no such statement

is received from you by the undersigned within the time allowed, it will be presumed that you have none to furnish, and orders will be passed in your case accordingly.

You are further required simultaneously to inform the undersigned in writing whether you desire to be heard in person and, in case you wish to examine or cross examine any witness, to submit along with your written statement their names addresses together with a brief indication on the evidence which each such witness will be expected to give.

Signature and designation

of the Insuring Officer

(For and on behalf*)

* State the act of omission by the Government servant with as mush precision as possible.

If the act or omission can be related to any specific rule or order it should be shown here, if not a general statement like 'where thereby guilty of negligence,' dishonesty, dereliction of duty" etc. should be sub situated.

It is not necessary that the evidence should be set out in detail. It is enough to specify the different pieces of evidence which its proposal to take into account against the Government servant charged, e.g. statement of so and so, or letter or report of so, and so, dated such and such. Care should be taken, However, to we that the evidence cited is exhaustive, as no further piece of evidence can be considered against the government servant charged later on unless he is given fresh notice of it also an opportunity to meet it.

**Give here the designation of the competent punishing authority, in case it is other than the Inquiring Authority.

ANNEXURE-II

(See Para 85)

When the investigation (if any) has been completed and it has been decided to undertaken formal disciplinary proceedings, the following time schedule be observed as closely as possible in dealing with big and complicated case.

(a) The charge or charges should be handed over to the charged officer within 15 days form the date of taking the decision to state formal proceeding. (At the same time a decision should be taken whether the officer should be placed under suspension pending inquiry).
(b) The charged Government servants, written statements of defence should ordinarily be required to be submitted with a period of fortnight and no case should be period of more than a month be allowed for the purpose.
(c) The inquiry, including oral examination of the witnesses should be completed within a month of the submission of the writing statement.

(d) The report of the inquiring officer, where he is not himself the punishing authority, should be submitted as expeditiously as possible and ordinarily within a fortnight of the closing of the inquiry.

(e) When the punishing authority is authority different from the inquiring officer, the punishing should pass final order without delay. The following time schedule is suggested for various stages to be gone through before the passing of the final orders.

(1) Calling upon the Government servant concerned to show cause against the proposed punishment where necessary: one week from the date of the receipt of the inquiring officer's report.

(2) Time to be allowed to the Government servant to show cause: a fortnight to month according to the nature of the case.

Final order,

(i) Where reference to the Public Service Commission is necessary: six weeks from the date of the final explanation on the Government servant.

(ii) Where no such reference is necessary: a fortnight from the date of the receipt of the final explanation of Government Servant concerned.

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CHAPTER-II

Accounts

SECTION I

Preparation of the Budget

214(1) The U.P. Budget Manual should be consulted for rules about the preparation of budget estimates. The following rules are in amplification of those given in the Budget Manual.

(2) The budget estimate is intended to be as close an approximation as possible of the expenditure to be incurred or revenue to be realized during the year. On this estimate is framed the programme of expenditure of the year. Similarly, supplementary budget

estimates and surrenders are expected to be us near the actual of the year as possible as they form the basis of the final revised estimate of both the expenditure and revenue of the year. It is, therefore, of the utmost importance that both the budget estimate and the lists of supplementary demands and surrenders should be prepared with the greatest care is order that the final budget estimates may be as close as possible to actual for the year.

(3) Any case, under budgeting or over budgeting is regarded as bad budgeting and is reported by the Accountant General to Government in the Finance Department. It is also included by him in the Appropriation Accounts of the year which are placed before the Public Accounts Committee for examination .and criticism. It is, therefore, essential that budgeting should always be carried out very cautiously and carefully by each divisional officer and Superintending Engineer.

(4) Over-estimating in the case of capital expenditure is very serious, as funds for expenditure have sometimes to be obtained by raising loans, and if the loans are more than actually required, interest has to be paid on the excess amount unnecessarily; which means loss to Government.

(5) It may be difficult in some cases to forecast the budget requirements on account of unforeseen circumstances but the divisional officer being in close touch with the progress of work, procurement of material, etc, whether for construction or operation, are in a far better position than any one else in the department to gauge the circumstances and forecast the change necessary is their budget estimates or sanctioned 'grants, which must be communicated to Superintending Engineers and the Chief Engineer immediately they come to light.

(6) If the divisional officers give a careful consideration to the preparation of the figures of their budget requirements this will not only go to their credit, but will also save a lot of worry and unnecessary work both in their own offices and the higher offices, caused as a result of defective budgeting, at the close of the year, e. g, furnishing explanations For the variations between the budget and actual lo the Accountant General, Government and Public Accounts Committee.

(7) The punctual submission of estimates and returns by the dates fixed for the purpose in Paras 216 (3) and 217 is also most desirable, as any delay is to cause dislocation of work in the Chief Engineer's office and the Finance Department, and serious delay in the framing of the budget for the State as whole.

(8) The following instructions will be found useful in farming estimates of expenditure accurately:

(Cf Para. 20, Budget Manual)

(a) Estimates should contain no item of expenditure for which an administrative approval has not been given;

(b) No item should be included in the estimates until the department concerned has come to final decision on its merits.

(c) Provision should be made only for mature schemes and then only to the extent to which it is reasonably certain that expenditure will be incurred during the year.

(d) Owing to the initial delays and difficulties that are apt to occur in the execution of schemes, subordinate, offices should deliberately make a low estimate of the portion of the cost of large schemes that is likely to be incurred in the first year.

(e) An explanatory memo, detailing the necessity for the work anticipated to be executed should accompany each estimate. It should explain the variations, between the proposed figures for the forthcoming year and the figures of the budget estimates for the current year as shown in the final edition. It should also give reason for the repetition or omission of any special items.

Preparation of budget estimates

215. Budget estimate is divided into two parts, viz.

(1) Revenue and

(2) Expenditure. The detailed classification of the account heads is given in Appendix I of the Financial-Handbook, Volume VI, and revenue expenditure should be classified in the budget accordingly.

I - Revenue

216(1) Each divisional office should maintain normal estimates of revenue from irrigation water-rate, and miscellaneous revenue. These will form the basis of the annual budget estimates, and should be revised from time to time as found necessary.

(2)(a) *Revenue from irrigation water rates* - For the purposes of this estimate the year should be divided into the following four seasons, sugarcane being included under kharif:

Early rabi ..... October, November, December.

Late rabi ..... January, February, March.

Early *kharif* ..... April to June.

Late *kharif* ..... After June 15.

This division is necessary as irrigation in the late season is largely dependent on the rainfall.

(b) *Miscellaneous revenue* - The normal estimate of this should be maintained under the following heads, separately for *kharif* and *rabi.*

(i) Sale of water and water supply,

(ii) Plantations.

(iii) Other canal produce,

(iv) Water power [mills, etc.)
(v) Navigation,
(vi) Rent of buildings
(vii) Fines and miscellaneous.

(3) The annual budget estimate of revenue under heads XVIIA (i) and (2) and xiii for rabi and kharif separately should be submitted separately in I.B form No. 23 A on the following dates:

Estimate	Submitted by	Date
{1} Budget estimate of revenue for the ensuing years.	E. Es to S. Es. S Es to C.B. C .E to Adm. Deptt.	October 1 October 15
{2} Revised estimates of revenue for the current year.	E Es to S Es S .Es to C.E .C. E. to Adm. Deptt.	November 15 October 15 October 31
(3) Final revised estimate of revenue for the current year	E. Es to C.E. Copy to S. Es	November 25 December 15

Note - The Chief Engineer will report to Government by January 10, at the latest, appreciable variations, if any in the final revised estimate.

{4} The budge estimate of revenue will be based on the normal estimate which should be modified suitable to the accord with the nature of the season, and remission likely to be granted and in the case of rabi it will depend on the rainfall in August and September sugar rice and other kharif crops should be estimated separately.

{5} The revised estimate will include actual figures in the case of rabi For kharif it is essential that irrigation should be written up promptly so that figures as accurate as possible are available at the time of the submission of the estimate .

{6} The final revised estimate will be based on the actual figures for the previous rabi as before but will include instead of forecast for kharif the actual revenue for kharif according to the jamabandis [which will then have been submitted] and taking into account all remissions and other variations ,

{7} In all the three estimates miscellaneous revenue should be included as a lump sum with due allowance for refunds. Details by heads are not required.

II Expenditure

217. Estimates and returns and returns on the basis of which the budget estimate of expenditure shall be prepared should be submitted as laid down in the statement below:

Estimate of return	Submitted by	Date
[1] Schedule of new expenditure under the heads XII- A[1] and [2] 18A[1] and [2], 18-B [1] and 68-A [1] and [2].	E. Es to S Es	July 1.
[2] Detailed budget estimate of establishment charges.	E. Es to S. Es S. Es to C. E C.E to A.G U.P copy to Adm. Deptt.	July 25. August 15 November 20.
[3] Estimate of expenditure to be incurred in England	E. Es to S. Es. S. Es to C. E. C.E. to adm. Deptt.	August 1. August 15. September 15.
[4] Famine relief budget under the head 54-A, Famine Relief	E. Es to S. Es S. Es to C.E. C.E to Adm Deptt.	August 15 September 15 November10
[5] Supplementary schedule of new expenditure under the heads XVIIA [1] and [2], 18-B[1] and 68-A [1] and [2].	C.E to adm Deptt.	November 10
[6] Budget estimate of expenditure under the heads XVII-A [1] and [2] 18-B[1] , 19-B[1] and [2] and 68-A [1]and [2] .	E. Es to S.Es. S. Es. to C. E. C. E .to Adm. Deptt.	September 15 October 15. December 10.

[7] Preliminary forecast of expenditure under the various heads for the current financial year.	E. Es. to S. Es S. Es to C.E.	October 15 November 1.
[8] Final forecast of expenditure under the various heads for current financial year .	E. Es to S. Es. S Es. to C. E.	December 15 January 2.
[9] Supplementary forecast of expenditure under the various heads for the current financial year	E. Es . to S. Es. S. Es. to C. E.	February 1. February 10.

218. The Schedule of new expenditure will be prepared in the Budget Manual Form No. 3 While the other returns will be prepared in the form prescribed by the chief Engineer. The following instructions should be followed in preparing these returns:

Schedule of new expenditure

[1] [a] The Executive Engineer shall not enter any project in the schedule of new expenditure until he has been informed that the project has received the approval of the finance Department. Works already in progress need not be entered in the schedule, but should go direct into the budget estimate of expenditure.

[b] The Schedule of new expenditure will be in two parts part I will contain recurring new expenditure such as an increase in the permanent establishment annual maintenance charges etc and part II will contain separately by each major head of account all new work costing more than Rs. 20,000 each proposed disposal of the plant on completion of the work should be explained.

[d] If the schedule contains any work for which stores are to be obtained from England the cost of together with the amount customs duty leviable.

Supplementary schedule of new expenditure

[II] This return shall be prepared on the same line and in the same form as the schedule of new expenditure.

Budget estimate of establishment charges

[III] (a) The establishment budget will contain provision for the following items:

{1} Salaries –

[i] Permanent establishment.

[ii] Temporary establishment

[iii] Leave salaries.

[2] Allowances and honoraria –

[I] Cost of passages.

[ii] Travelling and other allowances.

[iii] House rent and other allowances.

[iv] Compensatory dearness and cost of living allowances.

[3] Contingencies –

The provision should be made separately under the following Sub-heads;

Direction ……	Ordinary.
	Tour charges
	Pay of inferior servants
	Forms and stationery
Executive …….	Ordinary.
	Tour charges.
	Pay of inferior servants.
	Forms and stationery.
Medical …….	Ordinary
	Pay of inferior servants
	Forms and stationery
Special Surveys …	Ordinary
	Tour charges
	Pay of inferior servants
	Forms and stationery.
Special Revenue …	Ordinary.
	Tour charges

Shajras and khasras.

Pay of inferior servants

Operating Staff ……Ordinary

Pay of inferior servants.

Note - Pay of only part time inferior servants will be shown under this sub head.

[4] Lambardars and patwaris fees.

[5] Collection charges to be incurred by the civil departments other than those in [4] above.

[b] Provision for salaries for permanent establishment shall nit exceed the sanctioned scale; and al differences there from shall be fully explained. The budget shall be from be framed on the actual number and not on the average pay of each class provision for allowances increments etc shall also be made , but show separately.

[c] Provision for temporary establishment shall be made according to actual requirements Establishment not provided for in the budget will not be sanctioned unless its cost can be met from savings .It is therefore essential that the budget should be carefully prepared and the necessity for any extra establishment not previously sanctioned should be explained.

[d] Provisions for leave salaries in India should be based on the average expenditure for the past three years under each class of India on the actual anticipated requirements.

[e] Establishment expenditure to be incurred out of India should be shown separately in the budget estimate see Budget Manual Chapter VI and Financial Hand book volume VI paragraphs 117-118

[f] Provision for travelling allowance and ordinary contingencies should be on the basis of the pay of pat time inferior establishment according to actual requirements and at the actual rates of pay of the classes of establishment. Extra items should not be included without full justification.

[g] Lambardars and patwaris fees will be based on the average of the past three years.

[h] Estimates of collection charges other than those mentioned in sub paragraph.

[i]Above will be fixed by Government in the Revenue Department in consultations with the Government in the revenue Department.

[j] Superintending Engineers should submit an abstract by divisions the total cost of establishment under salaries permanent and temporary allowances and honoraria and contingencies.

[j] The estimate of leave salary payable out of India should be submitted in the following form:

Name of officer	Period of leave	Monthly rate of salary	Total salary

[k] The estimated figures for different items of establishment viz. Accountants, Dafadars, subordinate Engineering service Ziladars and Tindals etc , should be in multiples of Rs 10 while the total for each class of establishment. viz. Accountants, ziladars and Tindals etc, should be in multiples of Rs.10 while the total for each class of establishments revenue establishment, water regulation staff etc, should be rounded off in multiples of Rs 100 this also applies to the demands under Allowances and Honoraria and Contingencies.

[l] The statement showing requirements of temporary staff should be submitted by Superintending Engineer to the chief Engineer in duplicate and should contain full justification for each post whether it is a new post or a continuation of one sanctioned in the previous year.

[m] A list showing the name of clerks, stenographers dafadars, barkandazes, etc, employed in the circle office together with their rates of pay should also be finished by the superintending engineer to the chief engineer with the budget estimate in question. Permanent and temporary staff should be should be shown separately.

Estimates of expenditure to be incurred outside India

219. A certain portion of the expenditure of the state is incurred outside India by the Indian diplomatic representatives. The estimate of the expenditure should be shown in the return to which it pertains under a separate miner head Charges outside India under the appropriate major head. The minor head is divided into the sub heads:

[1] Stores for India

[2] Leave salary and deputation pay

[3] Scholarship

[4] Cost of publication

[5] Other charges

[6] Allowances and honoraria.

Famine Relief Budget

220. The famine relief budge should contain requirements under the head 54- Famine Relief. The outlay on such work is not classed as irrigation expenditure on the upkeep of the famine reserve of tools and plants, etc.

Budget Estimate of Works Expenditure

221(1) This will be divided into the following parts:

[i] Works

[ii] Maintenance and repair.

[iii] Tool and plants.

(2) Works – The budget estimate for work show under each major head, the outlay proposed on all works including the expenditure to be including the expenditure to be incurred on special tools and plants. Works costing over Rs 20,000 each should be shown apart from those costing Rs.20,000 and less. Provision for construction works should be made on the basis of the amounts actually required to be spent during the financial year. The estimate should be prepared in to the following form:

Serial in order of urgency	Name of division	Name of work	Amount of estimate [excluding share of establishment and tools and plant charges	Direct outlay work only Actual at of the previous year	Budget Estimate for the current year	Proposed expenditure for the ensuing year

[3] {a} Maintenance and repairs- The estimate shall be divided into two parts {1} ordinary repairs and {ii} special repairs. The special repairs estimate will provide for-

{I} Closure repairs, repairs to torrent and river works after floods, special repairs the necessity for which is dependent on unforeseen circumstances and seasonal conditions and for which estimate of special prepared before hand. The normal

estimates of special repairs will be the average cost incurred in a preceding period of years.

{ii} Special repairs to embankment, protection work special berm cutting, repairs to buildings, etc., the necessity for which has been accepted by competent authority on definite estimates.

As in the case of revenue, each divisional officer shall maintain normal estimate of the annual budget, estimate sanction for the revision of normal estimates should be sought from time to time as new channels are built or number of works increased.

{b} The budget estimate for maintenance and repairs should be submitted on the form give below and should be submitted on the form give blew and should include amount required for compensations and losses on stock :

Particulars of works	Estimates	Previous year grant	Normal estimates	Difference
1	2	3	4	5

[4] {I} Tolls and plants – Ordinary and Special tools and plants are differentiated in chapter viii of the Final Handbook, volume VI, and instructions regarding the classification of expenditure on them are also given in the same chapter. The detailed subordinate handbook volume VI Details of the various articles, the expenditure whereon is classified under these subordinate heads are given below:

Scientific instruments and drawing materials includes mathematical and surveying instruments of all kinds e. g. theodolites, levels, etc

Plant and machinery- includes all permanent or temporary way rolling stock and boats purchased for the transport of materials for construction also all workshops and other machinery mill stone, and all mill work purchased for water mill:

Tools – Includes all miscellaneous instruments or tools used in the construction or maintenance of irrigation work.

Note- Sprit levels measuring taps, patrol boxes, measuring rods, leather bags for carriage of dak, padlock not required for office use and other articles of a similar nature are classed as Tools.

Navigation plants – Including steamers boats and all plant and gear purchased for navigation excepting component parts of the detailed head I Navigation work which are included under that head.

Camp equipage – Included tents, tents, camp furniture and equipment.

Live stock- Includes the purchase or hire and maintenance of draught pack or saddle animals required for than construction purposes.

Office furniture – Including articles {except stationery and perishable articles required for use in executive offices which can be brought on numerical lists like tools and plant.

Repairs and carriage - Includes the cost of maintaining, repairing or transporting any article of tools and plant that may not actually be in use in or required for, any work in hand at the time.

[ii] The budget estimate of tolls and plats should provide only for ordinary tools and plants .Recoveries of only for ordinary tools and plants Recoveries of expenditure should not be included in this estimate {For treatment of recoveries of expenditure in the accounts see statement E, Appendix , Financial Handbook , volume vi }

[5] Suspense {provision for story} – In the budget estimate the provision for stores should be given separately under the following sub heads:

{I} Stores to be purchased outside India.

{ii} Stores to be purchased in India.

{iii} Customs duty.

[6] Against the provision noted under {I} above the indenting officer should not place order or enter into any commitments with the suppliers in enter into any commitments with the suppliers in respect of purchases from outside India to the release of foreign currency involved has been obtained . An application for this has to be made through the state Government of India to the release of foreign currency involved has been obtained. An application for this has to be made though the state Government in such form as may be prescribed from time to time.

Forecasts of expenditure under the various heads

222. On these estimate depend the accuracy of the revised budget estimate. They should be very carefully prepared on the manuscript form prescribed by the chief Engineer, and should be submitted separately on the dates given in paragraph.

Appropriation and re- appropriation

{See Budget Manual Chapter XI and Financial hand Book, Volume VI, Chapter VI)

223. From the grants at their disposal, Superintending Engineers, at the beginning of the year, shall allot lump sums to each division under the different major and minor heads noted below reserving such proportion of the total grant for emergent work or repairs as they think proper:

Major Heads	Miner Heads
xvii-A – working expenses Irrigation work for which capital and revenue accounts are kept- {1} productive {2} unproductive	Extensions and improvement maintenance and repairs tool and plant. Provision for depreciation. Deduct- Amount met from Depreciation.
18-A- Other expenditure or irrigation works- {1} work for which neither capital nor revenue accounts are kept. {2} miscellaneous expenditure.	Works. Extensions and improvements, maintenance and plants, Other charges, Grant in aid suspense.
18-B- protective work – work are which neither capital nor revenue account are kept.	Work, Extension and improvement, Maintenance and repairs tool and plant suspense.
19B – Capital Expenditure from revenue.	Work, tools and plants, suspense.
68-A- Construction of Irrigation work. {1} productive {2} unproductive	Work, tools and plants, suspense Deduct – Receipts and Recover on capital account.

[2] The Superintending Engineer shall allot grant for ordinary tools and plants to revenue divisions under xviii-A, 18 or 19 and to construction division under 68-A- the accountant General will distribute this expenditure to other major heads at the close of the financial year, if necessary.

Registers of sanctioned estimate and appropriations

224{1} Two registers should be kept up in each divisional office one for estimates in General P.W.D. from No 18 and the other for appropriations in general P.W.D. from No.19

{2} The register of sanctioned estimates is a permanent record and should be continuous for a period of years. Appropriations hold good only for the years in which they are made and need not be permanently recorded.

{3} The register of sanctions should be divided into separate parts for original works and repairs. The former reference should invariably be given in column 7 to the completion certificate or report in the latter, column 7 need not be filled in.

Excess over Estimates and Appropriations

{See Financial Hand book, volume VI, chapter III, XII and XIV}

225{1} The Executive Engineer shall not continue to incur expenditure on an estimate which has been exceeded until he has submitted a revised estimate for sanction or in the case of repairs, has applied for further appropriations. The responsibility for allowing him to do so shall rest with rest with the Superintending Engineer.

{2} Whenever an appropriation is exceeded and it is not in his power to regularize the superintending Engineer shall further expenditure on the work concerned until the chief Engineer has passed order.

{3} A project register showing progressive total of detailed estimates sanctioned under each detailed head of each sub-work of a project as compared with the corresponding provisions in the project must be maintained in the following from prescribed by the chief Engineer , in each divisional office dealing with the construction of major capital works costing over Rs.10 lakhs each .

{4} In case the work on the project is distributed over more than one division the register must be maintained in the circle office.

{5} As soon as the total of the detailed estimates sanctioned under any sub work exceed the corresponding provision of the project by over 2.5 per cent the matter should be reported to the chief Engineer so that the excess may be regularized in accordance with the rules.

Control of expenditure

226{1} Sanction to any given expenditure does not become operative until found have been allotted .Sanction to a recurring expenditure covering a specified term of year become operative when found are appropriated o meet the expenditure of the first year and continues in operation for the specified period, subject to appropriation in the following year.

{2} The Chief Engineer will watch the progress of expenditure of all head of charges under him with a view to that the sanctioned grants are not exceeded and that if an excess is unavoidable prompt action is taken for applying for additional funds. He will also see that the allotments of the year are fully expended in so far as is consistent with general economy.

	1	Sub work
	2	Detailed head
	3	Provision in project
	4	Detailed estimate
	5	Divisions
	6	Sanctioning authority
	7	Amount of the estimate
	8	Progressive total of the sanctioned estimate
	9	Total expenditure
	10	Excess or saving over the estimated amount
	11	Authority passing the excess
	12	Excess or saving over the provision excess
	13	Authority transferring the provision From one sub work or from one Detailed head to another head Under the same sub work
	14	Remarks

(3) Any money which is not likely to be needed during the year should be promptly surrendered so as to allow the authority competent to appropriate it to other purposes.

(4) Expenditure will, as far as possible be evenly distributed throughout the year and rush of outlay during the last month of the financial year avoided.

Consolidated fund of the state

227. Under the constitution of India which came into force from January 26, 1950 all revenue received by Government all loans raised by Government and all money received by Government in repayment of loans from the consolidated Found of the state the constitution prohibits withdrawal of money from the consolidated fund except under appropriation made by Government in accordance with the provision Expenditure on items not provide for in the budget can be met from contingency fund placed at the disposal of the Governor, pending authorization of such Expenditure by the Legislature by means of supplementary appropriations.

(F. D .G. O. No B 1845/ X dated April 8, 1950)

Contingency Fund

228. It is in the nature of an imprest placed at the disposal of the Government to enable advances to be made out of the fund for meeting unforeseen expenditure pending authorization of such expenditure by the legislature by means of supplementary appropriations. As soon as necessity arises for additional or supplementary expenditure not provided for in the budget an advance from the contingency the fund shall be obtained from the Government and until such an advance has been sanctioned the expenditure shall not be incurred steps shall thereafter be taken to present a supplementary estimate in respect of that expenditure to the legislature as early as possible.

(F.D. G. O. No B 1845/x.dated April 8, 1950)

SECTION II

Classification of work by Account Head

(See chapter xiii and Appendix I of financial handbook volume VI)

229[1] Irrigation work are divided into two main categories those for which it is both desirable and possible to maintain accounts on a quasi commercial basis and those in respect of with maintenance of which maintenance of such accounts is either impossible or unnecessary either because they produce little or no revenue or because owing to their restricted no useful purpose is secured in examining the returns paid by each individual work for a quasi commercial account is essential since it is only by reference to the amount of capital expended that the value of the results obtained can be determined . Irrigation works are thus broadly classified

either as those for which capital accounts are kept or as those for which such accounts are not kept.

[2] Irrigation work for which capital accounts are kept are classified as productive or unproductive The criteria to be adopted in deciding the questions of classification are given the 1 to 5 of statement A to Appendix I , Financial hand book volume vi .

[3] Work and canal systems administered by the Irrigation Department are classified for purposes of accounting as blow:

1-Productive

[1] Agra canal.

[2] Bijnor canals

[3] Eastern yamuna canal.

[4] Lower Ganga canal.

[5] Ramganga canal.

[6] State Tube well.

[7] Upper Ganga canal.

2-Unproductive

[1] Sarda canal.

[2] Aunjahar Tank.

[3] Barwar lake and canal.

[4] Belasagar lake.

[5] Betwa canal.

[6] Dhasan canal.

[7] Ghaghra or Faizabad canal.

[8] Kamalpure Tank.

[9] Ken canal.

[10] Dun canals.

[11] Garai canal.

[12] Ghagar canal, inclu-karmnasa.

[13] Ghori canal.

[14] Jaiwanti

[15] Pahuj and Garhman canals.

[16] Rajpura Tank.

[17] Rohilkhand canals.

[18] Kitham Reservior.

[19] Majgawan Tank.

[20] Siaori lake.

[21] Sukhara Canal.

and small lakes and tanki in Agra, Allahabad ,Banda, Hamirpur, Jalaun and Jhansi districts.

[4] When watercourses are constructed by Government, under the canal Act, in connection with work in the fourth circle, Irrigation work the expenditure shall be accounted for as follows:

[a] Estimates for the watercourses proposed in connection with project estimate for the channels concerned.

[b] Estimate for watercourses proposed in connections with an existing irrigation channel shall be sanctioned under the head x ii-A – Extensions and improvements if the revenue derived from the canal is credited to xvii- A – Receipts and under the head 18-A- [1] Extensions and improvement if the revenue derived from the canal is credited to 18-A- Receipts.

[c] All expenditure incurred under sub- paragraphs [a] and [b] above shall be debited finally to the heads of accounts concerned and no recovery shall be made from the cultivators.

[5] Surveys of new project and those required for the preparation of famine programmes shall be charged to the head 18-A [2] –Miscellaneous Expenditure – Surveys.

Classification of Drainage Works

230(1) If the drainage works is necessary to remedy damage solely due to canal, its cost should be charged wholly to the capital account of the canal, 68-A, Irrigation Works.

(2) If the drainage work is required for purposes of agricultural improvement, and, if the land to be benefited has not been injured by the canal, the cost of work should be charged wholly to 18-A (2).

(3) If the drainage work comes partly under (1) and partly under (2) above, above, i.e. if, in addition to remedying damage done by the canal, it improved the land as compared with its former condition before the canal was made, its former condition before the canal was made, half the cost of construction should be charged to the capital cost of Canal 68-A and half to 18-A (2).

(4) The cost of subsequent maintenance and repairs should be charged in the same manner as above.

SECTION III

Measurement and bills

231(1) The measurement books is the basis of all accounts, and it is the duty of the Executive Engineer to see that the instructions printed on fly-leaf, and those given below and in the Financial Handbook, Volume VI, Chapter XIV, are strictly observed. He should himself make a few check measurements and otherwise satisfy himself that the rules are observed by his staff. A note regarding all checks made by him should be recorded in the measurement books concerned and even in cases where he does not actually check with a tape, he should make a note of this acceptance of measurements of works inspected by him. Minimum percentage to check measurements of works will be 10 for Sub-Divisional Officers & 1 in each sub-division by Executive Engineers, the percentage being calculated by dividing the number of lines checked by the total number of lines entered and multiplying the result by 100. Officers will however, remain responsible for all works carried out in their charge and will check measurements in as wide as sphere as possible.

(Cf. Para 434 F.H.B. Vol. VI).

(2) A reliable record is the object to be aimed at as payments for all works done, which are susceptible of measurements and for all supplies are made on the basis of measurements recorded in the measurement book and it may have to be produced as evidence in a court of law.

(3) The entire responsibility for the correctness of measurements and calculations will rest with the sub-divisional officer who should satisfy himself by inspection, and where necessary, by measurements of the correctness of all bills before signing pay orders.

(4) Before the bill is paid the arithmetical calculations must be checked by the sub-divisional clerk, who shall certify at the foot of the measurements “Calculations checked by me”. When signing the bill, sub divisional officer (whether as officer

passing the bill or as officer preparing it, when he is not the paying officer) should also sign at the foot of the measurement.

(5) If the work has been carried out in accordance with detailed sanctioned plans and estimates or standard repairs estimates, it will suffice if the officer making of ordering payment inspects the work done, and compares it with the entries in the estimate, making measurements only of additions to, or deviations from, the approved estimates. Foundations should always be carefully checked before they are covered up.

(6) In the case of works for which, owing to their nature, accurate detailed estimates cannot be prepared before they are undertaken, measurements should as a rule, be made by the sub-divisional officer himself, before paying the bill. In very special cases where the sub-divisional officer cannot make measurements before payment, he shall state the reasons on the bill certificates and shall satisfy himself by rough check-measurements or otherwise that the work done is approximately, if not exactly in accordance with the details entered in the measurement as soon as possible thereafter, and shall attach a certificate of final measurements to the original bill.

(7) When it is desirable to make payments for works actually executed before detailed measurements have been taken such payments may be made on the certificate of a responsible officer (not below the rank of sub divisional officer) to the effect that not less than the quantity of work paid for a certificate will be held responsible for any resultant overpayment. Final payments must not be made without detailed measurements.

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Upkeep, custody and recording of Measurement Books

232(1) As soon as he receives new measurement books, the accountant shall give each consecutive serial number according to the register of measurement books, shall print this number on the cover in hold figures and keep them in a locked almirah. When issuing a measurement book, he shall enter in the register the name of the person to whom enter in the register the name of the person to whom it is issued and the date of issue. Whenever or whom it is issued and the dare issue. Whenever an officer or sub ordinate is transferred, the name of the person to whom he makes over his measurement book shall also be entered in the register. This sub-divisional officer shall supply this information as soon as a measurement book is transferred to a new holder. The accountant shall leave space between the entries of record of transfer being kept. Measurement book should be kept in locked almirah in the custody of the divisional accountant.

(2) When indenting for a measurement book, the sub-divisional officer shall report the name and designation of the person for whom it is required and the divisional accountant shall enter these in the measurement book before issuing it. He shall under no circumstances issue blank spare measurement book to sub divisional offices. The number of measurement books in use in a sub-divisional should not be excessive without the special orders of the Executive Engineer no section holder many have more than tow measurement books in use at one time.

(3) In order to keep a check on the measurement books in the sub-divisional monthly with the following from shall be submitted with the sub-divisional accounts:

(4) The divisional officer shall supply each sub-divisional officer with a roster showing which measurement books will be checked in the divisional office in each month and the sub-divisional officer shall submit measurement books for check every month in accordance with this roster. The accountant shall check a number of pages of each measurement book. Recording his dated initials on each page checked. He shall then submit the books to the divisional officer with a note of any infringement of rules noticed by him, and, when the later has passed orders, shall promptly return the books to the sub-divisional officer together with his observations and the divisional officer's orders for compliance

(5) The accountant shall give a receipt for each measurement book received in head office and shall obtain a receipt for each measurement book issued.

(6) On the occasion of a charge in a sub-divisional charge, it is the special duty of the relieved officer to see that all measurement books in the sub-divisional are recorded in the transfer papers and of the relieving officer to see that the entries in the transfer papers correspond with those in the sub-divisional register. It is the duty of the sub-divisional officer to see that measurement books in possession of a relieved subordinate are handed over to and acknowledged by the relieving subordinate, who shall submit a receipt to the sub-divisional officer stating the numbers of the measurement books received by him.

(7) The receipt shall be checked by the sub-divisional clerk, and both he and the sub-divisional officer shall date and initial it. The sub-divisional clerk is responsible for immediately bringing to the notice of the sub-divisional officer all discrepancies in the receipt. The relieved officer shall also obtain a receipt for the books he makes over to his successor He shall note its transfer immediately after the last entry in each measurement book and shall sings his name. The relieving officer shall sign his name in each book below that of his predecessor, and, shall date his signature. When the transfer papers are being checked in the divisional office, the accountant shall certify that the divisional of the measurement books are correctly noted and shall note in the divisional register the name of the officer to whom the books have been transferred.

(8) If a measurement book is lost, the holder shall at once report the loss to the sub-divisional officer, and the latter shall at once make an investigation and send a detailed report to the divisional officer. The divisional officer shall make a further investigation, if necessary and shall report the case to the superintending Engineer. The Superintending Engineer shall personally investigate the case and report to the chief engineer that loses is or is not due to the negligence of a particular person. Even if the loss is proved to have been beyond the control of the holder, a note of the fact that the measurement book has been if more than one such entry has been made, the fact shall be specially brought to notice in his annual report.

(9) All completed measurement books shall be returned to the divisional officer for record. It is the duty of the divisional officer to see that a measurement book is returned for record within a reasonable time of is first issue and to ensure this he shall periodically examine the register. The recorded books shall be tied in bundles by years and shall be kept in a

locked almirah. A slip shall be placed at the top of each bundle showing the number of books in each in bundle and the year of return as recorded in the register. The return of any completed book issued for reference must be carefully arranged for

(10) The superintending Engineer, either when he inspects the divisional register of measurement books at least once a year and sign it is token of having done so, recording therein any remarks he considers necessary. He shall see that check measurements are made by divisional and sub-divisional officers in accordance with paragraph

(11) Measurement books shall not be sent from one office to another except by registered post or special messenger who shall either be chaprasi, dafadar, barkandaz, an overseer's mate or other government servant of higher rank. The sender shall be responsible that the measurement book is placed in a sealed cover and is properly entered in a regular Chelan and dakbahi.

Imprest Accounts

233(1) An imprest is a 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 divisional officer or the sub-divisional officer .The amount of an imprest should be kept down, as far as possible to the amount actually required for current expenses. Rules on the subject are given in paras 166 171 of Chapter VII of the Financial Handbook, Volume-VI. The following are in amplification of these given in the Financial Handbook.

(2) An imprest account shall be recouped or closed at intervals not exceeding one month's duration. As for as possible, an imprest should be recouped during or immediately after inspection of the imprest holder's charge by the recouping officer. In March, the account should be as complete as possible for that mouth.

(3) Detail of the cash balance should be shown in each imprest thus:

		Rs.	Rs.
(1)	Cash in hand.....		
(2)	Minor imprest with.....		
	A		
	B		
	C		
	Balance: ----------		

(4) Minor imprests of small accounts, with the approval of the sub divisional officer, may be given by the section holder to chaukidars and other, and will be dealt with in his cash account in the same way as the main imprests are dealt with in the sub divisional cash-book.

For specific transactions, such as collection of labour and other petty outlay, imprests may be given to mistries and other who are temporary or permanent employees.

SECTION-IV

MISCELLANEOUS

Exemption from establishment and tools and plant charges

234(1) Rules on the subject are given in Appendix-X of the Financial Handbook, Volume VI. The following rules are in amplification of those given in the Financial Handbook.

(2) As a general rule, watercourses of irrigation ,etc. projects are not constructed by Government as integral parts of the projects, the liability of the State being confined to the provision of the main canal and of such branches and major and minor distributaries as may be decided upon by competent authority from time to time. Person desiring to use the water of a canal are required either to make their own arrangements for the construction of the necessary water courses or to bear the charges that may be incurred by the department in constructing them on their behalf. This liability of the cultivators, or other persons benefiting by canal irrigation, extends also to works of improvements and repairs to water courses and to construction and repairs of bridges, culverts or other works that may be required for the passage of the water of such water sources across any public road, drainage channel, etc.

(3) Water it is desired to encourage the construction of water courses by Government agency at the cost of the cultivators in order to secure efficiency of distribution economy in the use of water, or rapid development of irrigation the charges for establishment and tools and plant should ordinarily be waived. In other cases, where the above reasons do not apply, but which may be special as regards cost or circumstances the desirability of the concession may or may not be so pronounced. In all cases, however, orders of the State Government should be obtained for remitting or levying the charges in question.

(4) The following works are exempted from the levy of establishment and tools and plant charges.

i. Guls, culverts costing less than Rs.1,000 constructed by the department under section 18 of the Northern Indian Canal and Drainage Act.
ii. All works and repairs in connection with water courses undertaken as contribution works costing less than Rs.1,000.
iii. Any repairs to canal banks and roads necessitated by the carting of wood from canal plantations by authorized forest contractors and undertaken as a contribution work, the cost of which is less than Rs.1,000.
iv. Repairs to tanks under forms C and D agreements.
v. Bonafide Private work costing not more than Rs.100 in case, done in a canal work shop for employees of the department.

Exemption from Supervision Charges

235(1) The term "Supervision Charges" is ordinarily applied to the charges which are levied in addition to book value, in respect of stock materials sold to the public or other departments, and are intended to cover such items of the expenditure incurred on the stores as do not enter their book value.

(Para 52-F.H.B.Vol.VI)

(2) The following will be exempted from the levy of supervision charges.

(a) Materials supplied by the Irrigation Department for works, the entire cost of which is debatable to the Irrigation Department carried out on its behalf by railway administration.

(b) Stock issued for the construction of guls, culverts or for contribution works.

Depreciation of Tools and Plant

236(1) A register should be maintained in each sub-division and division of:

(a) Plant and Machinery.

(b) Navigation Plant.

(c) Camp Equipage.

to the form given below for calculating the value of each article on the 1st of October every year. The register should be submitted by the sub-divisional, officer to the divisional officer along with the tools and plant return:

Register showing values of

(1) Plant and Machinery.
(2) Navigation Plant
(3) Camp Equipage.

For year For Year For Year For Year For Year

195-5 195-5 195-5 195-5 195-5

S. No.	Name of article	Date of Purchase	Value of dt. of purchase	Value on Ist Oct. 195	Rate & Amt. of dep.	Revised value	Rate & Amt. of dep.	Revised Value	Rate & Amt. of dep.	Revised Value	Rate & Amt. of dep.	Revised Value	Rate & Amt. of dep.	Revised Value
			Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

The depreciation should be calculated on the revised value.

(2) The depreciation should be calculated at the following rates:

		When in use Percent	When standing idle Percent
(a)	Prime movers, dynamos, electrical motors.	12	6
(b)	Mortar mills, trucks, pumps workshop machinery and all ordinary tools and plant...	10	5
(c)	Railway track, cranes and lifting gear	5	5
(d)	Camp equipage	20	10

For other machinery such as earth-moving equipment air compressors, diamond drills, etc the rate of depreciation shall be specially fixed after taking into consideration their nature and extent of use. An article will be considered to have been in use if used for more than two months in the year.

(3) Before a machine a lodged in a canal workshop or godown if should be thoroughly overhauled, and should then be valued at a fair price by the divisional officer in charge of the workshop or godown in consultation with the Superintendent Engineer. Thereafter no depreciation need be debited so long as the machine remains in through working order. The price so fixed should be reviewed every second year.

Transfer of tools and plant from one division to another.

237(1) Articles which are nit in good condition must not be transferred till the receiving officer has been informed of their condition and has agreed to take them.

(2) Every article must be properly examined by a responsible officer or subordinate before dispatch and in all cases of large consignments, the examination must be made by the sub-divisional officer himself. All parts or articles which are fragile or small should be carefully packed in cases. The condition of the articles, together with complete details, must be entered on a list and certified by the examining officer. In the case of engines and similar items, the number, depreciation and condition of loose parts such as brasses, etc. should be carefully checked and a note made of any parts missing. The list should be forwarded in good time to enable the receiving division to check the consignment on arrival before taking delivery. If the above instructions are not attended to, the dispatching division will be held responsible for all items not received or received in damaged condition.

(3) If a machine part is missing, the book value of the machine must be reduced by the market cost of the missing part. Allowance for wear and tear of working parts, such as brasses, which though worn, are still serviceable is included under the depreciation percentages fixed in the paragraph 236(2) above. All railway materials should be measured in miles of complete track and the price of sleepers, fish plates, bolts and

nuts missing at the time of transfer should be deducted from the total value at current market rates.

(4) In the case of a difference of opinion between two Executive Engineers with regard to the working condition of machine transferred from one division to the other, the matter should be reported to the Superintending Engineer for orders. If two circles are involved and the two Superintending Engineers concerned do not agree, the case should be referred to the Chief Engineer.

(5) The rules given above govern transfer of tools and plant in all ordinary cases. In special cases, orders of higher authority should be obtained. The guiding principle should invariably be that a work receiving material from another work should pay a reasonable price for it, at the market rates prevailing at the time of transfer.

(6) Articles of tools and plant may be transferred from one division to another free of cost unless the capital and revenue account of the receiving division is classified separately from that of the issuing division, in which case the latter division shall issue a transfer debit to the former.

Loan of Tools and Plant to Contractors

238(1) Contractors ordinarily will provide all the tools and plant required for execution of works contracted for by them.

If any tools and plant are to be supplied by Government, the contract agreement shall specify them, and unless they are to be supplied free of cost, shall state charges that will be levied for hire and depreciation.

(2) During the progress of a work it may be found necessary or advisable to supply the contractor with tools and plant not provided for in the contract. Should the rates have been based on the assumption that materials will be carted by the contractor at his own expense, and if, subsequently, he is supplied by Government with railway lines and tip trucks on loan in order to facilitate his work, he should be required to pay for their hire and depreciation at the following rates:

(a)	Prime movers, dynamos and electric motors	12 percent per year or part of a year
(b)	Mortar Mills, trucks, pumps, workshop machinery and all ordinary tools and plant	10 percent per year or part of a year
(c)	Railway tracks, cranes and Lifting gear	5 percent per year or part of a year

(d)	Camp equipage	20 percent per year or part of a year

For other machinery such as earth moving equipment, air compressors, diamond drills etc the rate of depreciation shall be specially calculated after taking into consideration the nature and extent of use.

(3) The contractor will be responsible for the carriage to site of the tools and plant supplied, the laying and maintenance of all railway tracks, the erection and working of all machinery, and for the dismantling and carriage back at the conclusion of the work.

(4) The contractor must return, at the site, fixed by the Executive Engineer, all tools and plant supplied to him, in good condition, due allowance being made for fair wear and tear, and must replace, at his own expense, all broken and missing parts such as fishplates, axle boxes, etc.

Capital and Revenue Account of Government buildings

239(1)To enable the Accountant General's Office to check the revenue charges in the capital and revenue accounts of Government buildings, each rentable building should be treated as a separate sub-work in the abstracts and schedule of expenditure submitted to that office.

(2) When the building is occupied partly as a residence and partly as an office, the expenditure on annual repairs to each portion of the building need not be shown separately in the schedule of expenditure, but the total outlay on the whole building should be distributed to the capital and revenue accounts proportionately to the capital cost of the office and residential portions.

(3) The following certificate should be signed by the Executive Engineer at the foot of the annual capital and revenue accounts of residential buildings, which he submits to the Accountant General on July 21, for check:

"Certified that with the exception of buildings referred to in Article 301 of the Account Code al buildings, which are used as residence, wholly or in part, rent free or on payment of rent, have been shown in this return, whether they are the property of Government or have been hired by Government.

Supply of wood and Timber to Canal Establishment

240(1)The actual cost of cutting and carriage of canal wood supplied to officers and their followers on tour must invariably be realized from the persons concerned and credited to plantations. The rate per mound for fuel and per cft. for timber shall be fixed by the Superintending Engineer. Large stocks should not be collected, nor should the wood be cut into small pieces, as this renders it liable to be stolen.

(2) Canal wood or timber in excess of the quantity required for bona fide personal use should not be sold to any canal official.

SECTION V

Pension

241(1) Rules regarding the preparation and submission of application for pension and gratuity are contained in Chapter XL VII of the Civil Service Regulations. The State Government have also issued instructions for the preparation of pension papers for the guidance of heads of departments and heads of officers and officials engaged in their preparation with the Finance [G-11] Department G.O. No. G-11[-26/X-912-49 dated March 15, 1950. They are reproduced in Annexure I to this Chapter.

(2) Heads of offices should see that the pension papers are invariably sent with forwarding letters in the form prescribed in G.O. No. M/382/X-335-47, dated March 11, 1947, as amended by G.O. No. M-4087/X-335-48 dated November 5, 1948 and should personally make sure that all the enclosures mentioned in the list attached to that form are sent to the Accountant General in complete and proper order. Specimen of the forwarding letter is given in Annexure II to this Chapter.

(3) It is very necessary for all gazetted government servants who are nearing retirement to send their formal applications for pension in the prescribed form no 25 six months before the date of their retirement as required by Article 90, Civil Service Regulations, In the case of non-gazetted government servants the preparation of the service statements and the verification of service should be undertaken by the head of the office six months before the dates of their retirement. The provision of Article 909, Civil Service Regulations should be rigidly adhered to in all cases and no questions affecting pension or pensionable service which can be decided as soon as they arise on the facts know at that time should be held over for decision till the date of retirement. In cases where government servants have rendered some military service also, that service should be verified in time by a reference to the Controller of military Accounts concerned according to paragraph 8 under the heading “A (a) – Service Books” of Annexure I and the verified information should be recorded in the service book or the character roll of the government servant concerned.

(4) An officer who takes leave preparatory to retirement can submit his formal application for preparation of his pension papers at the commencement of the leave provided that he specifically declares that he intends to retire at the end of it. The Accountant General, Uttar Pradesh, will then verify his service wherever necessary and, when he has done so, will send the final report to the competent authority so that the latter may sanction the pension as soon as the date of retirement arrives.

(5) The procedure referred to in paragraph (4) above can also be followed in the case of officers on duty who are about to retire on superannuation pension, provided the officers concerned or, in the case of nongazetted officials, the head of their office, declares that they will retire with effect from the date on which they attain the age of superannuation.

(6) Heads of officers should regard the work connected with the preparation of pension papers as a matter of great importance and should give priority to the disposal of pension papers

as contemplated in Article 909, Civil Service Regulation. Cases in which objections are received from the Accountant General or some information is required by him should be attended to immediately and clear and complete replies should be sent to him promptly.

(7) If the above instructions are followed carefully in the preparation of pension papers no delay should occur in the Account General's office in returning the pension papers and in the pension being sanctioned by the competent authority before the date of retirement of a government servant. If however, in spite of every possible precaution any case occurs, in which pension is not sanctioned before the date of retirement it should in future be reported to the Government in the administrative department concerned with a full explanation regarding the cause of delay. The Government will consider all such cases and will take suitable action where necessary to prevent their recurrence.

ANNEXURE I

[See Paragraph 241 (1)]

Instructions to Officers and Head of Departments for the Preparation of Pension Papers

[For latest simplified procedure read Pension Guide published by U.P.E.A.]

Article 906 C.S.R., requires that "all authorities dealing with applications for pension under the C.S.R. should bear in mind that delay in the payment of pension involves peculiar hardship. It is essential to ensure, therefore, that an officer begins to receive his pension on the date on which it becomes due" In spite of these instructions it has been noticed that in very many cases it takes a lot of time to obtain complete papers and information from the local offices, and cases have to be returned several times owing to non-observance of rules for the preparation of pension cases. Although the procedure for the preparation of pension papers has not been changed and has been in vogue for a very long time the papers are yet receive din an incomplete form in the Accounts Office involving great delays and avoidable correspondence all round. With a view to minimizing the chances of delay in and expediting the final sanction and ultimate issue of, a Pension Payment Order the attached set of instructions are issued for the guidance of district and other Officers dealing with pension papers. In this connection special attention is invited to G.O. No. A-1967/X-219, dated May 3, 1926, which requires the preparation of service papers six months before the expected date of retirement and granting the services verified as it is not always possible even to grant an Anticipatory Pension Order before the service is completely verified by the Accounts Office.

Instruction for the Preparation of Pension papers

(A) Verification of Services

To ensure speedy verification of services it is essential that the service book should be properly maintained, and annual statement of establishment should be properly complied and compared with the entries in the service book, as the final verification is based on them and service statement or history of services can correctly be prepared according to the entries in the first two documents only.

(a) Service Books

Each step in a government servant's official life, whether of promotion, reduction, leave, transfer, suspension or dismissal, should be contemporaneously attested by the head of the office. IN this connection the following points should be kept in mind:

1. The non-English entries, if any, should be transliterated into English.

2. If an officer, without a substantive appointment (in qualifying service) is appointed to officiate in a pensionable appointment, and is confirmed, without interruption in service defined (in Article 371, C.S.R.), the nature of the original vacancy or vacancies, in the chain of arrangement in which he officiated should be stated in the service book in the remarks column.

3. If there be any period of absence without leave, it should be stated in the service book whether the period of absence without leave has been committed into leave without allowance or not as absence without leave causes forfeiture of all past service [Article 420 (b) and 421, C.S.R.].

4. If a government servant, on permanent establishment be detached on temporary duty on the understanding that when the temporary duly ceases he would return to the permanent establishment, the substantive appointment on the permanent establishment, on which he holds a lien should be shown in column 3 of the service book.

5. The cause of suspension, if any, should be briefly stated in the service book. It should also be stated therein whether the suspension was pending inquiry into conduct or was adjudged as a specific penalty and whether the period of suspension will count as service for pension (Article 416 and 417, C.S.R.).

6. In the case of transfer to non qualifying service it should be stated whether the transfer was for misconduct, or was ordered by the competent authority in the interest of public service.

7. In the case of service rendered by a government servant under a District Board [such as teacher in a Secondary English School, compounder, clerk, overseer, sub-overseer, veterinary, assistant, etc.] after December 31, 1904, the exact date from which pensionary contribution under Article 802, C.S.R., was paid for the post held under the District Board should be stated in the remarks column.

8. Military service of all the officials should be got verified from the Controller of Military Accounts concerned as soon as possible without considering whether the official concerned is retiring from government service in the near future or not, as the verification of this portion of service at the time of retirement necessarily causes much delay [vide paragraph 4 of G.O. No. A-1967/X-219, dated May 3, 1926]. Information on the following points duly verified by the Controller of Military Accounts should be noted in the service book or the character roll:

[1] The correct period of service with the dates of commencement and termination of such service and termination of such service and the amount of leave, if any, availed of during this period.

[2] Whether the service was qualifying under the Military Rules, and also whether it terminated before a pension or gratuity was earned.

[3] Whether any pension/ gratuity/ reward or bonus as granted by the Military authorities.

[4] Whether the official concerned was attached to a permanent or a temporary unit.

[5] Whether the service rendered was of superior or inferior nature under the Military Rules.

[6] Discharge certificate and the Controller of Military Account's verification memo should be filed with the service book or the character roll.

9. At the time of periodical re-attestation of the entries on page of the service books the remarks against entries nos. 3, 6 and 7 should, if necessary, be corrected under the initials of a gazetted officer.

10. The service book should also contain –

(a) A proper record about election of different leave rules i.e. leave rules, in the Civil Service Regulations or Fundamental Rules or Revised Leave Rules of 1931 or 1949 contained in Fundamental Rule 81 or 81 B as amended.

(b) A declaration of the government servant regarding the election of the revised scale of pay sanctioned with effect from April 1, 1947.

(c) A declaration about the election of the U.P. Contributory Provident Fund-Pension-Insurance Rules, 1948.

(d) The scale of pay of the post whether held substantively in a permanent or temporary capacity or in an officiating capacity should be noted in the columns concerned.

(e) A treasury form no. 430 should be attached to the service book in which record of annual verification of service from local records of annual verification of service from local records should be entered under proper attestation. The service from the beginning of the continuous service should be verified as it is required for the calculation of Government share of contribution in the Contributory Provident Fund (1948) as, after lapse of time, the records are destroyed and great difficulty is felt in verifying the service.

(f) When a government servant is deputed on foreign service his service book should invariably be sent to the Audit Office for recording therein the period of foreign service, the rate at which leave and pensionary contributions recoverable, and the

date of reversion from foreign service. Unless steps are taken in time to get the above details noted in the service book, difficulty may arise at the time of retirement in settling the claim regarding recovery of pensionary contribution.

(g) The certificate regarding the counting of probationary periods and the nature of vacancies in respect of officiating, S.P.T. and provisionally permanent services should be noted in the service book (Articles 370, 371 and 373, C.S.R.). In the case of officiating promotion it should be certified in the service book whether the official concerned was the first in the chain of arrangements.

(b) Annual Statement of Establishment

The annual statement of establishment (forms 3 and 4, C.A.C.), should be properly compiled and compared with the service books, the instructions in paragraph 127 of the Financial Handbook, Volume V, Part I, being strictly observed.

(c) History of service or Service Statement

A history of an officer's service (in form no. 25, C.S.R.) should be drawn up in duplicate within six months before the expected date of an officer's retirement and sent along with his service book to the Accountant General, Pension Department, for verification of service (Article 913, C.S.R.).

At the time of preparation of history of service the following points should be borne in mind:

(i) The class of pension/ gratuity on which a government servant is to retire should be stated at the top of the history of service. If the date of birth as stated in the service book differs from that stated in the service book differs from that stated in the establishment return [form 3] or the medical certificate the discrepancy should be explained.

(ii) The date of birth and all the details of service, as shown in the service book, should be entered in full in the history of service. If the date of birth as stated in the service book differs from that stated in the establishment return [form 3] or the medical certificate the discrepancy should be explained.

(iii) Leave of every description [other than casual], every period of suspension and every other interruption in service with the dates of commencement and termination of each such period should be shown in the history of service or a certificate to the effect that the government servant was never granted leave or suspended, etc. inserted in the history of service.

(iv) If the government servant has not ceased to be borne on the establishment, a certificate to the effect that the applicant is within the next six months likely to retire from the public service should be asserted at the for of the history of service.

(v) If a government servant was appointed to officiate during any period within the last three year of his service, the exact nature of the original vacancy or vacancies causing the chain of arrangements in which he officiated should be stated in the history of service in the remarks column [Article 486 (h) C.S.R.].

(vi) It should be certified in the remarks column that service for the last three years has been verified from the local records.

[B] Pension Papers

After the services of an applicant for pension have been verified by the Accountant General, pension Department the portion of service if any, not susceptible of verification from the records of that officer should be verified from the record in the local office or if that be also not possible, in the manner laid down in Article 915 (iv) V.S.R.. In the letter case a duly attested English translation of the non-English papers if any, should also be furnished. In a case in which service is proved under Article 915 (IV), C.S.R., it should be certified by the sanctioning authority whether the service is accepted as satisfactorily proved. An application (in form 25, C.S.R.) should then be drawn up in duplicate and sent along with the necessary papers to the Accountant General's office for report on the applicant's title to pension.

In this connection the following points should be carefully observed:

(a) The remarks against entries nos. 1,2,3,4,5,6,7,13,14,15,16,17 and 18 on page 1 of the pension application should be made in accordance with the entries in the service book. The entries in columns 1,2,3,4, and 14 should be in block capitals (A, B, C, D,) and the left thumb hand finger impression taken against entry No. 17. The column Nos. 8,9,10,11 and 12 should be filled in accordance with the remarks made in the verification memo endorsed on the history of services by the Accountant General's Office. The date on which pension/ gratuity is applied for should be shown against item No. 18. Any delay in applying for pension or in the preparation of the pension papers should be explained briefly (Article 930, C.S.R.)

(b) The remarks against entries nos. 1 and 6 on page 2 of the pension application should be made in terms of Article 912, C.S.R./ If the character or service of an applicant be unsatisfactory it should be stated whether any reduction in the amount of pension. Gratuity under Article 470, C.S.R., is proposed if so, the amount of the proposed pension / gratuity as shown on page I of the application should also be reduced accordingly. The remark against entry No. 2 should be made in accordance with entries in the service book. If any pension or gratuity has been awarded in respect of previous service, the amount of pension or gratuity awarded and the detail of previous service should be noted against entry No. 3.

(c) The remarks against entry No. 5 should be made in the following manner :

(i) In the case of invalid pension/ gratuity the fact that the applicant has been invalided should be incapacity for further service sent along with the pension application. If the medical certificate has been given by a single medical officer, or bears, a date later than that of retirement, the fact that it has been accepted under Articles 42 (d) and 912 (iv), C.S.R, should also be stated against entry No. 5. It should be noted that service after the date of medical certificate does not generally qualify for pension and should be ignored unless specially authorized by competent authority (Article 455, C.S.R.).

(ii) In the case of compensation pension or gratuity the number and date of the government order sanctioning the revision of the establishment and the particulars of the savings effected should be stated against entry NO. 5. If the recorded age of the applicant is less than 55 years, detailed reasons for invaliding him should be shown in the medical certificate [Article 443 [b] [c] and 444, C.S.R.]. If the applicant is declared unfit for a particular branch of the service, it should be certified that employment suited to the particular capacity of the applicant can or cannot be found in any other branch of the public service.

(iii) In the case of superannuation/ retiring pension/ gratuity the number and date of the order sanctioning the retirement should be noted against entry no. 5 and a copy of the order furnished along with the pension application.

(iv) In order to avoid delay in the issue of P.P.O. the sanctioning authority should record in the pension application his provisional recommendation stating whether the pension claimed should be admitted or not [Article 913 (c), C.S.R.].

2. The following documents should be sent alongwith the pension/ gratuity application as soon as a government servant actually retires from service or proceeds on leave preparatory to retirement:

(1) Application for pension in form No. 25, C.S.R., in duplicate;

(2) Invalid certificate (if the claim is for invalid pension).

(3) Service book duly completed.

(4) Memorandum of average emoluments.

(5) Last pay certificate.

(6) A copy of the first page of the application for pension duly attested.

(7) (a) Two specimen signatures duly attested.

(b) Two slips bearing the left hand thumb and finger impressions and passport size photo duly attested, in the case of non-gazetted government servants in addition to [a] above.

(8) [a] Declaration from the pensioner regarding non-receipt of any pension/ gratuity required under the note below Article 911, C.S.R.

[b] Declaration from the pensioner regarding grant of authority pension required under Article 92 [a], C.S.R. if some delay is anticipated in the verifications of his services.

[c] Declaration from the head of the department to the effect that the special pay included in the average emoluments was of the nature of duty allowance as defined in Article 23-C of the Civil Service Regulations (here state reasons therefore) and that had the government servant not been on leave or officiated in a higher post during the last three years of his service

he would have drawn the special pay (if of the nature of the duty allowance) which he was drawing before proceeding on leave of officiating in the higher post, if the benefit is intended to be given to the pensioner.

3. On receipt of the pension papers in a complete form in the Accountant General's office the pension papers with the usual report on the title to pension will be sent to the authority competent to sanction the pension. The pension papers of an applicant on leave preparatory to retirement, may, however, be sent without a last pay certificate for report on the title to pension, but the pension in such a case will not be sanctioned more than one month before the date of retirement [Article 919 12, C.S.R.].

4. In the case of a gazetted officer part of whose service has been rendered in non-gazetted appointments the non gazetted portion of his service should be verified in the same manner as in the case of an officer in superior service whose entire service has been rendered in non-gazetted appointments. A pension application may be drawn up in form 25, C.S.R., at the time of his retirement [Article 911, C.S.R.]. If the application is to be drawn up in form 25, C.S.R. the procedure as stated above should be observed, but the personal marks for identification and left thumb and finger impressions on page 1 thereof and one slip of paper bearing left thumb impression are not required. The amount of pension admissible may be calculated under Articles 474, 474-A, 475-A, 486 and 487, C.S.R. and Superior C.S.R. 1924.

5. In the case of an officer whose entire service has been gazetted the formal verification of service before forwarding the pension application is not necessary. The procedure for the preparation of his pension papers is the same as in the case of a gazetted officer part of whose service has been rendered in non-gazetted appointments :-

6. In the case of a government servant in inferior service, service rolls are to be properly maintained in the same manner as service books are maintained in the case of non gazetted government servants in superior service. As the records in the Accountant General's Office in respect of such service are not maintained by name, the verification is to be made from the records in local offices. The portion of service not susceptible of verification from local records should be proved in the manner laid down in Article 915 (IV) C.S.R. An English translation duly attested, of the vernacular papers, if any, should be sent with the application. The amount of pension/ gratuity may be calculated under Article 474, C.S.R. A pension/gratuity application should be drawn up in the same manner as in the case of a government servant in superior service.

Anticipatory Pension

Whenever the settlement of the final amounts is likely to be delayed beyond one month after the date of retirement, the necessary arrangement for the grant of an anticipatory pension may be made (Article 92, C.S.R.). To admit of the issue of a payment order for an anticipatory pension the following documents should be sent to the Accounts Office.

(a) Copy of the first page of the application for pension (in form 25, C.S.R.) together with photo in passport size in the case of non-gazetted servants duly attested by a gazetted officer other than the Treasury Officer of the District from which the government servant desires to draw pension.
(b) Copy of the last pay certificate.
(c) Copy of the medical certificate if an invalid pension is claimed.
(d) Two slips of papers bearing left thumb-impressions and specimen signature duly attested by a gazetted officer.

ANNEXURE II

Specimen of the forwarding letter referred to in paragraph

241 (2) of the Manual

To

The ACCOUNTANT GENERAL

Uttar Pradesh,

Allahabad

Sir,

I have the honour to forward herewith the pension papers of Sri …….. late…… of this office as per list enclosed for favour of report on his title to pension.

List of enclosures:

(1) Application for pension in form No. 25, C.S.R. in duplicate.
(2) Invalid certificate [if the claim is for invalid pension].
(3) Service book duly completed.
(4) Statement of services in form No. 24, C.S.E. showing the periods verified.
(5) Memorandum of average emoluments.
(6) Last pay certificate.
(7) A copy of the first page of the application for pension duly attested.
(8) (a) Two specimen signatures duly attested.
(b) Two slips bearing the left hand thumb and finger impressions and passport size photo duly attested in the case of non-gazetted officers in addition to [a] above.
(9) (a) Declaration from the pensioner regarding non-receipt of any pension/ gratuity required under the note below Article 911, Civil Service Regulation.
(b) Declaration from the pensioner regarding grant of anticipatory pension required under Article 922 (a), Civil Service Regulation if time delay is anticipated in the verification of his service.
(c) Declaration from the Head of the Department to the effect that the special pay included in the average emoluments was of the nature of duty allowance as

defined in Article 23-C of the Civil Service Regulations (here state reasons therefore) and that had the government servant not been on leave or officiated in a higher post during the last three years of his service, he would have drawn the special pay (if of the nature of the duty allowance) which he was drawing before proceeding on leave or officiating in the higher post, if the benefit is intended to be given to the pensioner.

Yours faithfully

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CHAPTER III

Office and other procedure

SECTION I

Project Estimates, Plans and Completion Report

Preliminary procedure in regard to projects

242(1) When submitting an irrigation or drainage project, or proposals for alternations to existing systems of irrigation or drainage, the divisional officer shall also communicate the opinion of the district officers concerned on the desirability of, or the necessity for, the projected scheme. He shall request the district officer to report in some detail on the nature of the lane, the crops to be irrigated the willingness or otherwise of cultivators to avail themselves of the projected facilities for irrigation, and the adequacy of the bridges which it is proposed to construct. The district officer will also examine the forecast of revenue in the light of all

the information at his command. His countersignature on the estimate of the growth of irrigation (revenue receipts and charges accompanying an irrigation project) will be held to mean that he was done so.

(2) When projecting drainage works that come under clause (2) or (3) of paragraph 230, the opinion of the Commissioner and the Collector should be invited on the following points:

(i) To what extent the canal is responsible for the necessity of the drainage work?

(ii) Are the owners of the land to be benefited willing to pay a lump sum towards the cost of the drain, and, if so, what amount, and are they willing to give the land for the drain free of cost?

(3) In the case of small drainage works, embankments for holding up water, or other similar work of agricultural improvement, which a district officer may propose to carry out for the benefit of a village or group of villages, he should consult freely the divisional office who should assist him in selecting suitable sites, and preparing plans, designs and estimate of cost.

(4) It is desirable that canal and revenue officers should meet periodically to discuss projects for extending irrigation, improving drainage, and other matters of local canal administration. Superintending Engineer should during their tours, arrange meetings for the purpose with the Executive Engineers and Collectors of the districts on their circles.

(5) If the construction of a proposed work is likely to affect adversely the interests of any other State, the fact shall invariably be brought to notice in submitting the estimate for the work.

(6) The detailed rules in Chapter XIII and Appendix IX of the Financial Handbook, Volume VI, should be followed when projects are submitted to Government for sanction.

Responsibility of canal officers for projecting drainage schemes

243(1) Officers of the Irrigation Department are responsible for proposing schemes for the proper drainage of the country to which their irrigation operations extends irrespective of whether the necessity for drainage arises from canal works or other causes, and should give assistance to the civil authorities in connection with any drainage which the latter may propose.

(2) When a district officer considers that a tract of land (outside municipal limits) requires drainage, he should communicate his views to the canal divisional officers and request him to examine the proposal. The divisional officer shall examine the proposal, discuss it with the district officer, and, if required, shall draw up a report on the cause of flooding, means by which relief can be afforded, the expediency of the scheme and approximate estimated cost. Detailed estimates need not be prepared at this stage. The divisional officer’s report should be forwarded to the district office’s who shall, if he considers the scheme should be proceeded with forward it with his opinion to the Commissioner for consideration. The Commissioner shall send on the report with his opinion to the

Superintending Engineer. If the Commissioner and the Superintending Engineer agrees that the execution of the project is inadvisable, the scheme should be returned to the Commissioner for necessary orders. If the Commissioner and the Superintending Engineer agree that the scheme is advisable, the latter will return it to the divisional officer for preparing a detailed estimate, if the probable cost is within the Superintending Engineer's power of sanction. In all other eases the Superintending Engineer shall submit the scheme to the Chief Engineer for obtaining the orders of the state Government in the Irrigation Department.

Entering other State

244(1) The territory of a State otherwise than Uttar Pradesh shall not be entered upon for survey or other purposes without the previous sanction of the State concerned having been obtained through the Secretary to this Government in the Irrigation Department.

(2) When it is anticipated that a line of survey will have to pass through any land belonging to a State other than Uttar Pradesh, timely application should be made for permission to carry the survey through the lands, so that work may not be delayed in the field for want of the necessary authority.

Preparation of estimates

245. See Financial Handbook Volume VI, Chapter XII, and Manual of professional Orders, Chapter II.

(1) The submission of a number of small estimate should be avoided as for as possible.

(2) Important irrigation projects debitable to 68-A should include financial statements, Parts I-IV, in form no. 1 standardized by the Government of India.

(3) No provision should be made for establishment and tools and plant in estimates chargeable to revenue.

(4) Estimates for protective works should be accompanied by calculation of the protective value of an irrigated acre, and the permissible outlay per acre (See Appendix V of this Manual).

(5). Quantity should be given in detail and abstracted in Irrigation Department form no. 15. If an estimate includes a number of works of different kinds, Irrigation Department form no. 16 and in the case of a channel. Irrigation Department form no. 19 should be used for the general abstract of cost given the detailed heads concerned as tabulated in the Financial Handbook, Volume VI Appendix I Statement C.

(6) For all works not directly covered by the schedule of rates, detailed analysis of rates should accompany every estimate, showing how the proposed rates have been arrived at from considerations of the cost of materials carriage labour etc.

Preparation of specifications

246[1] Standard specification is laid down in the Hand book of Detailed Specifications. If in any particular case, alterations or additional specifications are necessary these should accompany the estimate.

[2] In addition to the above in the case of all important works the specification should state the tests to be employed to determine the quality of the various materials to be used on the work.

[3] A copy of the specification should invariably be sent to the officer in charge of the work.

Estimate for land

247[1] When any work entails the acquisitions of land the divisional officer shall submit with the estimate for the work a land plan, a schedule of the approximate areas to be acquired in each village and an estimate based on the collector's valuation of the probable cost per acre. A certificate in Irrigation Department From no.28, signed by the head draftsman, who shall verify the areas and the spelling, must accompany the plan and the schedule,

[2] In Order toe expedite acquisition of land, the competent authority may sanction a separate estimate for the land required if the project has received estimate for the land required if the project has received previous administrative sanction. He will subsequently incorporate the cost of the land in the final project estimate.

[3] Nothing in this paragraph shall be held to prevent the submission of any project to the Chief Engineer for preliminary opinion or provisional approval without the land plan and schedule and before competition of the final estimate.

Estimate for railway and crossing

248. The procedure for constructing and maintaining works necessary for the passage for canal or drainage water across a railway or a road will be as follows.

1- Construction of new works

(a) ***Railway Crossing*** – The Executive Engineer shall request the competent railway authority to prepare the designs and estimates for the approval of the irrigation Department. To enable the railway authority to prepare the design, the Executive Engineer shall supply him with the following information:

(i) General scope of the proposed scheme]

(ii) Water way required.

(iii) Bed level allowance being generally made for deepening the channel at any future time.

(iv) Fully supply level.
(v) Bed width of the channel.
(vi) Angle of the crossing
(vii) Maximum Discharge likely to pass through the work.
(viii) Change of the railway at eh point of the crossing.

Railway crossing will be constructed by the railway authorities in accordance with the approved plans.

(b) ***Road Crossing*** - Plans and estimates for canal crossing on public roads will be prepared by the Irrigation Department and before being sanctioned will be forwarded for the approval to the authority controlling the road. Such works unless otherwise arranged will be constructed by the Irrigation Department.

The Cost of a new railway or road crossing will be chargeable to the authority providing the funds for the whole project.

II- ADAPTATION OR ALTERATION OF EXISSTING WORKS

[a] When it is desired to use an existing railway or road structure for the passage of canal or drainage water of the officer preparing the project shall –

(i) In the case of a railway supply the railway authorities with the some information as required for a new work obtain their consent to the work being utilized as proposed and their consent to the work being utilized as proposed and their estimate of the cost of any alterations protective measures that may be necessary. The work inside railway land will be carried out by the railway authority and the cost will be included in the estimate of the canal or drainage works.

(ii) In the case of a road crossing, consult the authority controlling the road and explain the measure to be taken to protect the structure from the action of the water to be passed through it. The work should be carried out only after obtaining the approval of the road authority.

(b)(i) Any widening, strengthening or remodeling of road or railway structures other than gul culverts crossing a canal and required for road or railway purposes shall in the case of road structures, be carried out by the Irrigation Department unless otherwise arranged and in the case of railway structures by the railway. The cost in each case will paid by the authority requiring the alteration.

(ii) Widening, strengthening or remodelling of gul culverts required for road or railway purposes shall be carried out by and at the cost of the authority requiring the alteration.

III- MAINTENANCE OF WORKS

[a] ***Railway Crossing*** – All works required for the maintenance of railway crossing will be carried out by the railway authorities. The cost of work necessary to project the structure form scour will be borne by the Irrigation Department and the cost of all other repairs will be borne by the railway.

(b) ***Road Crossing (excluding gul culverts)*** – The upkeep and repairs to approach roads ramps and metalling will be carried out and paid for by the road authority. Repairs to masonry works will be carried out by the Public Works Department which will in any cases considered necessary, raise debits against the Irrigation Department for the cost incurred.

The repairs to works necessary for projections from scour and flooding by canal water shall be carried out and paid for by the Irrigation department.

(c) ***Maintenance of gul culverts on State roads*** – These will be maintained by the Public Works Department which will in any case considered necessary raise debits against Irrigation Department for the cost incurred.

(d) ***Maintenance of gul culverts across District Board Roads*** –

(i) When an executive engineer in the course of his inspections or from a report by a canal official or the District Board or a member of the public becomes aware of the necessity for repairing a gul culvert which had been built under a District Board road on behalf of the cultivate by the Irrigation Department or by other means he should take immediate steps to ensure the safety of public traffic and should also immediately issue a no ice to the cultivators concerned under sections 18 of the Canal Act giving them a week in which to effect the repairs. At the same time he should make provisional preparations for collecting materials to affect the repair which should be done without fail after the weeks notice has expired provided that the cultivators have not meanwhile commenced the works.

(ii) In those case concerning very old gul culverts under District Board road, it may be difficult to determine whether Government or the cultivators should be asked to pay for the necessary repairs and in such cases the repairs should be debited to III Distributaries. In other cases the cost of the repairs may be recorded from the cultivators concerned in accordance with section 18 of the Canal Act. All cases concerning repairs to gul culverts under District Board roads should, however be referred to the Superintending Engineer for Orders, Whether the Cost should be borned by Government or by the cultivators.

Whether there is a very small area of irrigation downstream of a culvert, I may be inequitable to charge the cultivators for costly repairs and it may also be uneconomic for Government to maintain the culvert. In such case the Superintending Engineer should consider whether the culvert should be dismantled.

IV- DIVERSION OF PUBLIC ROADS

[a] In all cases in which work to be undertaken by the Irrigation Department involves the diversion of a public road, the road authority concerned will be consulted as to the measures necessary for the safety to traffic during the progress of the work. The requirements of the road authority in his respect shall be complied with by the Irrigation Department.

(b) Whenever new canal or drainage work are likely to affect pre existing railway lines or works in the vicinity the Railway administration concerned should be consulted as regards Waterway headway bed and bank level, etc to be provided in the new works.

Map and plans to be submitted with estimates.

249[1] Irrigation and drainage projects submitted to the Chief Engineer shall include the following:

(i) A contoured map of the country on a scale of 4" to 1 mile giving all the levels which exist on the *shajra sheet:*

(ii) The shajra sheet if is it not possible to submit a 4" map

(iii) An Index map on a scale of 1" to 10 fit vertical.

(iv) A longitudinal section on a scale of 4" to 1 mile horizontal and 1" to fit vertical:

(v) Designs of works.

(2) The index map shall show all the important features of the country as well as those referred to in the Executive Engineer's report and the Superintending Engineer's note without unnecessary details. In the case of distributaries, minor or escapes projects the map shall show a sufficient portion of the parent channel and other works in the neighborhood to indicate the scope and utility of the project.

(3) The Shajra sheet shall be submitted to the Superintending Engineer together with a longitudinal section to a scale of 16 inches to a mile horizontal and the inch to two feet vertical to enable him to examine the proposals in details. This longitudinal section may be kept rolled up in a tin for use later in the filed as a working plan. The Shajra sheet shall show the water sheds of guls and shall be prepared in accordance with the following exceptions:

(1) Canal and gul alignment shall be shown in blue pencil until the channel has been constructed.

(2) Drain alignments shall be shown in ordinary pencil until the channel has been constructed.

(3) Outlets shall be shown by means red arrows in pencil and details shown in ink on a piece of cloth stitched to the Shajra.

(4) Flow and lift field shall not be shown.

(5) Telegraph offices can be omitted.

(4) In the case of drainage projects all maps should have catchments areas distinctly marked on them and the 4 inches maps should give ground levels one furlong apart along all existing channel in the neighborhood of the projected drains.

(5) All plans and drawings as well as abstract of estimates shall bear the dated signature of every officer through whose hands they pass.

(6) On all plans and sections the bench marks utilized for leveling shall be given.

(7) Tracings of all designs of proposed works shall be made and only blue only blue prints shall be sent with the project. As for as possible standard type designs of falls and bridges

shall be used. In most cases these designs can be adopted to suit requirements by slight alterations of dimensions on the blue prints. This will considerably reduce the labour in preparing fresh designs and tracings.

(8) When large number of maps or drawings has to be prepared the book of instructions issued by the Survey of India shall be consulted. The superintending Engineer shall decide which particular method of reproduction will be adopted.

(9) Drawing in foolscap size shall be folded as follows:

Backwards and forwards in 8" wide folds and then downwards in length equal to that of a sheet of foolscap. Drawings shall not be stitched to the estimate. They shall be placed in a separate envelope.

250[1] The following rules define the procedure to be adopted in regard to the preparation and submission of record plans.

[2] Recorded plans required for record in the various offices are:

NAME OF WORKS		PLANS REQUIRED
Head Works	(1)	Index Map
	(2)	General Plan
	(3)	Longitudinal and cross sections of main and subsidiary weirs bunds, spur and groynes.
	(4)	Details drawings of canal and river sluices, wing walls, fish ladder guide walls steel gates bridge etc.
Main canals branches and escape carrying over 500 cusecs,	(1)	Index Map
	(2)	Longitudinal and cross sections
	(3)	All masonry works one plan will suffice for those works which have been built according to the same type design the chainage of each work and ruling R.L.s being engrossed on this plan.
Branches and escapes carry -	(1)	Index Map
	(2)	Longitudinal and cross section of bunds.
	(3)	Sluice (if pakka)
	(4)	Escape (If Pakka)
	(5)	Site Plan showing area submerged at F.S.L.
Office residences of Officers and inspection houses not constructed in accordance with a standard type design.	(1)	Plans of main building only.

Note – *In the case of a large canal system separate index maps for each channel are not required one index map for the whole system will suffice.*

[b] For record in divisional offices – In addition to the plans mentioned above records plans of the following works shall also be maintained in the divisional offices;

NAME OF WORKS		PLANS REQUIRED
Branches and escapes carrying less than 500 cusecs	(1)	Masonry works (one plan will suffice for those works which have been built according to the same type design, the chainage of each work and ruling R. Ls. being engrossed on this plan).
Distributaries, Minor with their escapes drains	(1)	Masonry works one set of plans in each division will suffice of those works which have been built according to the same type design. Each type design is to be numbered and quoted in the schedule of masonry works engraved on all L. section petty modification can be ignored.
Buildings, plans of which are not required for Chief Engineer's Office	(1)	Layout plan (2) Plan of building. In each division one plan will suffice for all building which has been built according to the same type design. A schedule should be engraved on each record plan showing the sites at which the type design has been adopted
General map --- ---		A general map of the country preferably a contoured map.
Detailed surveys	--	Shajra sheets by channels or by tube – well groups.
Tube wells	(1)	Strata Charts.
	(2)	Masonry works. One Plans for each type design. The number adopted to be shown on Record Shajra
	(3)	Lined channels one cross section for each type. The number adopted to be shown on Record Shajra.

[c] For record in Collector's Office – Land plans of all land permanently acquired.

[d] For record in sub-divisional office – Copies of all plans which are submitted to the Chief Engineer's office except land plans, Index maps and all plans connected with buildings.

[e] For record with Ziladars –16 project shajra sheet by channels or by tube –well groups.

[f] For record with patrols – 16" map by villages.

[g] For record with tubewell operator –16" map by areas commanded by tube-well

(3) Record plans required by the various offices shall be prepared as follows.

	Name of Office		Name of plan		How recorded
(a)		--	All Plans	--	On Ferro paper.
(b)	Divisional Office	--	Plans of works required for record in the chief Engineers Office and tube well strata Charts.	--	On whatman paper and tracing cloth (See note 1 below)

	Ditto	--	Land Plans and plans which are submitted to the Chief Engineer's Office		On Whatman Paper.
	Ditto	--	Shajra Sheets	--	5 p. Cloth (see not 2 and 3 below)
(c)	Collector Office	--	Land Permanently acquired.		On tracing cloth
(d)	Sub-divisional	--	All plans which are submitted to the chief Engineer's Office		On ferro paper.
(e)	Tube-well Electrical and Mechanical sub-division		Strata Charts	--	On ferro paper.
(f)	For Ziladars	--	16" Project maps	--	On 5 P. cloth
(g)	For Patrols	--	16 " Village maps	--	On 5 P cloth
(h)	At tube well	--	Strata Charts	--	On ferro Paper.

Note (1) *Record longitudinal sections and strata charts can be recorded in the divisional office on mounted paper instead of whatman paper at the discretion of the divisional office on mounted paper instead of what man paper at the discretion of the divisional office.*

(2) No divisional record shajra sheets shall ever be sent on from the divisional office. Copies must be prepared in the divisional office Copies must be prepared in the divisional office when required.

(3) Deputy Revenue Officers are responsible for examining shajra sheets periodically and keeping them up to date.

(4) The following scales should be adopted:

Large masonry works, e g, those of head works, main canal and branches	1" =10 feet
Other masonry works	1" =10 feet
Longitudinal Section of Channels	
Horizontal	4" =10 mile
Vertical	1" =10 feet
Straight Line Land Plans	
Vertical	1" =80 feet
Horizontal	8" =1 mile
General map of the country	4" =1 mile
Shajra Sheet	16" =1 mile

Other maps and plans	Suitable scale as decided by the Executive Engineer

(5) The following instructions are to be complied with when preparing record plans:

(a) Index maps shall show the limits of the gross command of the channel, mileages; masonry works parganas and district boundaries important villages and main drainage lines.

(b) ***Longitudinal Sections –*** In the case of main canals and branches the superintend Engineer's orders are to be obtained regarding the schedules which are to be engrossed on longitudinal sections. In all other cases, record longitudinal sections shall be the form given at the end of this section.

Note – *The maximum permissible error in a bed bar is plus or minus 0.1 foot*

(c) ***Masonry works –*** Plans of masonry works should show -

(i) the correct position of the foundation and the correct depths to which different parts thereof have been carried,

(ii) the position and R.L.s of wells and piles.

(iii) the reduced levels of the deepest points of the work foundation and of all important parts of the works as actually constructed.

(iv) one or more geological sections in all large or important works.

(v) earth lines.

(vi) reduced levels of bench mark and its position.

(d) ***Land Plans –***(i) Land plans of channels need only be straight line plans and shall not show field boundaries.

(ii) A schedule in the form given below shall be engraved on every record land plan – column 5 of this schedule shall be filled by the collector or the land Acquisition office. The record land plan which is recorded in the divisional office shall be singed by one or other of these officers.

Schedule

District	Pargana	Village	Area as required by executive Engineer	Area as Certified by collector	Authority
Pilibhit	Puranpur	Sadupura	Acres 3.426	Acres	Notification no. 70541/102-B- 53-W, dated the 30th October, 1923, published on page 1242 of part 1 of the United Provinces Gazette, dated the 1st November. 1993

Certified | As acquired

Collector or Land Acquisition Officer | Executive Engineer

____ Division___

(iii) Plans of land acquired in the Imperial Forest and Government estates should be singed by the Divisional Forest Officer and Superintendent of the Estate respectively and the G.O. number transferring the land should be engraved on the plan instead of the usual notification.

(e) Layout plans of buildings shall show the north point.

(f) Buildings shall show the north point's plinths areas and roof drainage in addition to full details of the building including foundation details.

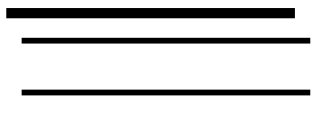
(g) Alterations to existing works shall invariably be shown on the record plans of the work concerned and a copy of the showing alterations shall be sent to all officers with whom the original record plan was recorded.

(h) Shajras – (i) The following reference shall be used on all shajra sheets:

1. Canals, Branches and distributaries, large channels over 20-feet bed width, width to approximate to actual bed width (black and blue)

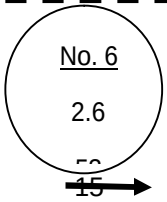
2. Tube-well line channels
3. Tube-well pipe lines

4. Canals, branches and distributaries,
5. Guls (fairly thick blue line)
6. Artificial drains (fairly thick black line).



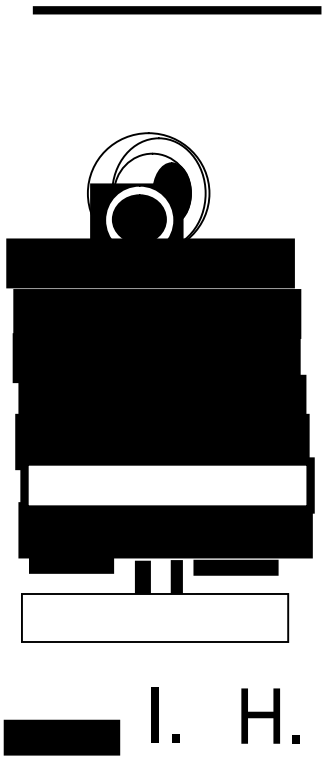
7. Main drainage (blue)
8. Limits of gross command (thick green)
9. Limit of *gul* command (fairly thick green)

10. Water sheds of main channels, distributaries, minor (thick red).



11. Outlets (red arrow, with details on cloth sewn to shajra)
12. Metalled roads with mile-stones (black and light red.)
13. Unmetalled roads with mile stones

14. Village Cart- roads [burnt sienna]
15. Railway with station (black)
16 Jhils and tanks [black and blue]
17. Pakka wells (black, blue and red)
18. Tube-well site
19. Rice chaks [grey wash] [Neutral tint]
20. Usar [Yellow Wash]
21. Bhur and sand hills [light green wash]
22. Mar [Light Indian ink wash]
23. Kabar [Light blue wash]
24. Parwa [uncoloured]
25. Rakar [Light red wash]
26. Village site or abadi [black and red]
27. Groves and gardens [Black and Green]
28. Inspection houses [red]
29. Telegraph office [blue]
30. Survey lines burn sienna the line it self may be in pencil if shown at al on shajra.



31. Contours where specially ordered [Light burnt sienna]
32. Contours where specially ordered [at every 5 ft thick burnt sienna]

(ii) Shajras shall be prepared as follows:

For patrols	By village
For Ziladars	By Doabs Commanded by each channel
For divisional office	By Doabs Commanded by each channel.
For Tube well operators	By doabs commanded by each tube well

(iii) Cloth shall never be stretched so as to make village boundaries coincide No. harm ensures from leaving spaces between the boundaries.

(iv) In addition to surveys lines and levels as required by paragraph [5] a [i] [30] ground levels shall be recorded clearly and legibly at each furling along all distributaries and minor.

(i) *General* – The officer in immediate charge of a work shall be responsible for the correctness of the working plans and the divisional officer shall be responsible that all deviations from the original plans are shown immediately on the working plans during the progress of the work.

(ii) As soon as each individual work is complete the record plans shall be prepared by the officer in immediate charge and after being signed and dated shall be sent to the divisional officer. The divisional officer after satisfying him self of the correctness of the plans shall add the works “as executed” counter singed date it and have the final record plans prepared. The final plan shall then be sent to the Superintending Engineer after which it will be numbered and entered in the register of record plans. Copies will then be prepared in accordance with the rules for record in the various offices & the original plan recorded in the divisional office.

(iii) Superintending Engineers during their inspections should see l that the record plans are maintained and are corrected up to date.

Completion reports and excess over estimate

251[1] Completion reports should not be elaborate. A timely report on salient features of the scheme is of more value than a belated but more elaborate one. In a case in which a completion report is not necessary see financial Handworks volume (VI) the amount of actual expenditure incurred on works establishment and tolls and plant should be reported to Government.

[2] Excess over estimates will be sanctioned by the com patent authority in the statements of items under objection If the completion report reaches the authority before the statement, he will record his sanction on receipt of the former and communicate it to the Accountant General immediately giving a reference to the sanctioned order in the statement when it is received.

Preparation of Patrols, Shajra and Khasras

252.[1] Ziladars shall report to the Deputy Revenue Officers, on or before November 1. Each year the number of shajras and Khasras which need replacing giving the names of the village and the total number of fields in each village. The Deputy Revenue Officer shall verify the necessity of replacement and send a consolidated estimate of cost for the whole division to the Executive Engineer on or before March 15 of each year the estimate will give the names of the villages the total or filed number in each village the length of cloth required and the cost of tracing new shajras and copying and binding new khasras. The Executive Engineer will return the estimate after sanction to the Deputy Revenue Officer and give a copy of his peshi munshi for in camp office.

[2] The Deputy Revenue Officer will be responsible for the execution of the work the Executive Engineer supplying colors and ink the cost of which should be recovered from his tracers.

[3] Shajras shall be traced on 5p long cloth and khasras shall be copied on the forms supplied by the department in divisions where one of the False is relatively unimportant the Deputy Revenue Officer should endeavour to have the tracing and copying done by the ordinary revenue staff.

[4] The Deputy Revenue Officer shall check, pass sign and date each completed shajra of Khasra and shall then send it to the Executive Engineer together with the bill for his

approval and pay order. The peshi munshi shall keep with his copy of the sanctioned estimate a note of all approved shajras and khasras Bills to the divisional or sub divisional office for payment.

Photographs of Canal and Hydel Works

253[1] Dams or other important works costing Rs. 50,000/- and up wards and all structures of engineer or architecture interest irrespective of the cost of structure should be photographed on completion and two un-mounted copies of the photograph forwarded to the Chief Engineer when the completion report is submitted Works costing less than Rs. 50, 000 may be photographed only under be special orders of the Superintending Engineer.

[2] Large work of Engineering interest whose construction extends over a considerable time should be periodically obtained should be submitted in duplicate with the completion report.

[3] The Cost of such photographs, not to exceed Rs. 6 per copy or at a slightly higher rate approved by the Superintending Engineer in special circumstances should be debited to "Contingencies" of the estimates of the work concerned, if open otherwise to Establishment Contingencies and included in the contingent bill of the office including the expenditure.

[4] The Superintending Engineer, Irrigation Department are empowered to sanction expenditure on photograph of works mentioned above.

OFFICE THE CHIEF ENGINEER IRRIGATION DEPARTMENT U.P.

No. 3985 /CDD/D-1 Dated Lucknow : August 18, 1979

Subject : Preparation of Project, Detailed Estimates and Original design of works.

All Superintending Engineers Irrigation Department including Director, Irrigation Research Institute and Director Designs.

Yardsticks for reference of work for design to Central Design Organization were issued vide this office letter No. 24/CDD/D-1 dated 6.9-1960 C-10253/CRD /5 D-1 dated 27 1, 1974 since the issue of these letters cost of works have increased manifold these order need revision after detailed discussions with Additional Chief Engineer it has been decided that in future the designs for only works pertaining to following categories would continue to be dealt with the Central design Organization.

(i) All masonry or concrete dams above 12 metre height and their appurtenant works.
(ii) Ali earthen dams and embankments over 15 metre in height.
(iii) All power house works.

(iv) All head works for gravity as well as pumped canal located on river where the river discharge is above 3000 cusecs.

In addition to the categories of works sanctioned above design of the following will also be prepared in Central Design Origination.

1. Design of works costing more than Rs. 30 Lacs.
2. Principal works of channels in reaches of over 100 cusecs. Capacity accepting bridges distributaries or minor head, drainage crossing unless each individual works cost more than Rs. 15 lacks.

Important masonry works of even smaller channels may be referred by Superintending Engineer to the Central Design Organization. If they are expected to cost more than Rs. 15 lacs each. Similarly remodeling of masonry works of channels bigger than 100 cusecs may be referred by Superintending Engineer to Central Design organization if cost of remodeling is expected to exceed Rs. 15 Lacs in each case.

Works not falling in the categories specified above shall be designed by Site Engineer and approved by the Competent Authority at site. Any help needed by the field staff in preparation of general design criteria will be made available by the central Design Organization if required.

Regarding long section the order of Chief Engineer Irrigation Department issued vide letter No. C – 10853 / CE / D& R B-5 CDD/D dated 27-11-1974 will continue to operate.

Sd/-

HARI KRISHNA

Chief Engineer

SECTION II
Famine Relief Works

254(1) The divisional commissioner is the administrative head for the purpose of famine relief works, and the Executive Engineer will prepare projects for these under instructions from the former. The procedure for obtaining administrative approval to preliminary famine relief proposal is as below

a. The executive engineer is competent to accord his professional approval to an estimate, if the approximate cost, calculated at ordinary not famine rates, does not exceed Rs.10,000. After he has done this, he should send the preliminary proposals to the collector for countersignature and transmission to the commissioner, who will accord his administrative approval and return it to the executive engineer for preparing the final project, endorsing a copy of his letter to the collector.

If the cost exceeds Rs. 10,000 but does not exceed Rs. 1,00,000 the Executive Engineer will send the estimate to the collector for countersignature, and on receipt back for him, forward it to the Superintending Engineer who will accord his professional approval and transmit to the commissioner. The latter will grant his administrative approval and return the estimate to the

Executive Engineer for preparing the final project, endorsing a copy of his letter to the Superintending Engineer.

b. If the cost exceeds Rs. 1,00,000 but does not exceed Rs. 5,00,000 the Superintending Engineer will forward the estimate to the Chief Engineer, who will accord his professional approval and forward it to the commissioner. The latter after granting administrative approval, will return the estimate to the Executive Engineer for preparing the final project, endorsing a copy of his letter to the Chief Engineer.

c. If the cost exceeds Rs. 5,00,000 the Chief Engineer will forward the estimate after professional approval to the commissioner for countersignature and, on receipt back from him, to Government in the Scarcity Department, who will accord administrative approval and return the estimate to the Executive Engineer, for preparing the final project, endorsing a copy of their letter to the Chief Engineer.

2. The following is the procedure for obtaining formal sanction to final projects :

a. Work costing Rs. 10,000 or less-same as in [1] [a] above. The commissioner, will accord formal sanction to the final estimate.

b. Works costing over Rs. 10,000 but not more than Rs. 1,00,000. The executive Engineer will forward the final estimate through the collector to the commissioner for countersignature, and, on receipt back, to the Superintending Engineer, for formal sanction.

c. Works costing over Rs. 1,00,000 but not exceeding Rs. 5,00,000-Same as in [1] [c], the Chief Engineer according the formal sanction.

d. Works costing over Rs. 5,00,000-Same as in [1] [d], the Chief Engineer according the formal sanction.

e. In all cases, the executive Engineer will deposit the sanctioned estimates in his office until required for execution of the works.

3. The Executive Engineer may submit final estimates for works of a simple nature for administrative approval and formal sanction at the same time without sending up preliminary projects.

4. No project administratively approved as a famine relief work can be removed from the list of famine works without the sanction of the administrative authority who approved that project nor can it be brought on to the list of ordinary district works until fresh administrative approval has been given by the proper authority.

SECTION III

Contracts

255. See Financial Handbook, Volume V and VI, for instructions to officers to entering into contracts for agreement on behalf of Government, or issuing “work orders”.

The following procedure should be followed in the preparation of "work order" (I. B. Form No. 10B) :

(i) The sub-divisional officer should write the work orders Form No. 10B in indelible pencil and make the required number of copies by the use of carbon paper simultaneously. The original copy should be kept in his cash chest.

(ii) Before the work order is issued the sub-divisional officer should sign and date all copies.

Correspondence with Contractors

256. In order to safeguard the interest of Government, and to avoid trouble: some law-suits, officers should have a general acquaintance with the provisions of law effecting contracts, and with such laws as the Indian Evidence Act and the Indian Limitation Act, a general knowledge of which is required in most cases of disputes over contracts. Officers are advised to read the Contract Manual published by the Government of India.

A Manual for the guidance of officers of the Irrigation Department in their relations with contractors by E.E. Henderson Esq. I e. s. Part I, published by the Super intendment, Government Printing, India, Calcutta, 1910.

It would, of course, be out of place for executive officers to attempt an elaborate study of the law, but most disputes can be avoided if officers take elementary precautions.

1. In the selection of contractors-

a. The contractor should [i] be of good character, [ii] posses adequate funds and command of labour, [iii] be competent as regards knowledge of the work, [iv] have the necessary health and leisure to attend properly to the work, [v] preferably tender in his individual capacity. The labour expended by an officer in verifying these particulars is labour bestowed, and to ignore them is to court disputes and disaster. This seems a platitude, but concrete cases have occurred in the past, in which large contracts have been given to unsuitable persons, resulting in expensive lawsuits and large losses to Government.

b. If a person tenders as an agent for an absent principal, or for a firm, it is still more necessary to verify the above particulars. The officer must satisfy himself that the person has legal authority to bind those whom he purports to represent. It is a good plan to insist on an interview with the principals or absent partners before deciding if they are suitable parties to the proposed contract. Speaking generally, it is not desirable to give contracts to petty "firms".

2. In the issuing of contracts-

a. Officers are forbidden to issue contracts except on the prescribed form suitable to the class and value of the contract.

b. Some of these forms contain a great deal of legal phraseology, and if the contractor does not know English, the purport of each clause should be explained to him, and a note should be made that the contractor apparently understood the provisions.

c. In the case of contracts which refer to samples-supply of kankar to a sample, or supply of building stone to sample-the custody and identity of the samples demand careful attention, especially when officers are transferred. The issue of such contracts is deprecated. Contracts should be by specification as far as possible.

d. Cancellation of work orders on flimsy grounds only to re-issue such work orders to the same contractor on higher rates and to deep within the monitory limits of powers delegated to them as far as the value of the work is concerned, is strictly forbidden.

e. Clauses undertaking liabilities the due discharge of which give rise to difficulties, should not be incorporated in contract deeds without the express sanction of Government.

3. During the performance of contracts-

a. In their relations with contractors, officers must always bear in mind the danger of possible chicanery on the part of the contractor. If it is necessary to give an order to a contractor in connection with his work, the officer must fully consider whether or not the order is a modification of the contract. For example, if according to the original contract the whole work has to be completed by a certain date under heavy penalties, and a modification is introduced which increases the amount of work to be done, without doubt, the serious question will subsequently arise whether the modification did not tacitly amount to an abandonment of the time-condition. Accordingly, it must be agreed and recorded in explicit terms by what period, is any, the time clause is to be extended.

b. It is important that contractors should be promptly called to account is they are seen to be deviating from the contract. Inaction is likely to be interpreted as acquiescence. Forbearance is not to be confused with acquiescence, but if it is desired to make a concession to a contractor, no room should be left to twist is into a waiver of legal rights. Whatever concession of any sort is made should be categorically limited in clear written terms to its true extent and be clearly specified as without prejudice to the right to enforce the contract in its other elements, and the contractor must be made to understand that, unless, the concession is accepted on these terms, it must be deemed to be withdrawn altogether.

c. The greatest practicable warning of enforcement of a penalty should always be allowed. A contractor may be honestly desirous to do well, but may himself be deceived by his agents. Timely warning may enable him to set matters straight. It is never expedient to threaten vainly. If the contractor has been fairly warned that

in a certain event he will lose his contract, the threat should be enforced if the event occurs.

d. It is important that all orders and communications to contractors should as far as possible, be in writing or recorded. It is advisable to make a brief note in a note-book at the time of every fact which materially bears on the contractor's present and future legal position. It is not suggested that every common place remark to every contractor at the site of works should be noted down of that a detailed record of every interview should be kept. In law-suits over contracts, Government is often in a very weak position owing to the lapse of time and transfer of officers. All sorts of issues may be raised and statements made by the contractor which may be false, but which cannot be rebutted by officers relying on memory alone. The importance of having contemporary record of some kind of every material fact cannot be too strongly emphasized.

e. The above notes must not be taken to mean that officers should not be accessible to contractors. They are simply mean to safeguard the interests of Government in the event of disputes. Divisional officers should make themselves accessible to their contractors at their officers, and make their sub-divisional officers do likewise. At the same time the divisional officer should be most careful at such interviews not to weaken unduly the sub-divisional officer's authority.

4. On completion or abandonment of contracts-

a. If the contractor has any claims, he should be asked to put them in writing, specifying the amount and the grounds of each item. It is often desirable, for the same of peace, to make proposition of settlement to the other side. An offer of compromise, however, not expressly protected from disclosure in court, would be regarded as some evidence of liability. The same construction might be put on other acts never really intended by the doer to imply any admission. All offers of compromise and all correspondence in connection therewith must be headed "WITHOUT PREJUDICE", or one of the forms of letters in the Contract Manual, appropriate to the case, should be used.

b. Before definitely admitting or partially admitting one item of a claim, the officer should consider if the action will have any indirect effect on other items of the claim, or lead to new claims being put forward.

c. Progress of work liable to be washed away should be noted in the note-book of the officer incharge, so that claims afterwards made can be checked, e g. collection of materials in a river bed, or river training works.

d. When a contractor does not accept his final bill within a reasonable time, memorandum of the case should be drawn up, and this together with all documentary and other evidence should be carefully preserved and looked up.

e. It is well known device of dishonest contractors to wait until an officer is transferred or until the period prescribed in the Indian Limitation Act has nearly expired, in the hope of obtaining some admission from an officer unfamiliar with the case and thereby extending the period of limitation, in the hope that towards the end of that time Government will not be in a position to produce evidence to rebut extravagant claims. It is most important, therefore, that all communications should be headed "WITHOUT PREJUDICE".

f. All correspondence between Government officer in connection with disputes is confidential-particularly the opinions given by the legal advisers of Government and must not be divulged to contractors or other persons.

g. For the conduct of suits to which Government is a party, See Chapter 1.

Claims by Contractors

257. In order to avoid the accumulation of claims by a contractor and their production to a time when check is impossible the following directions should be observed;

a. In all cases on the occasions of the transfer at a sub-divisional officer, all contractors who have not been settled up finally should be asked to put in a statement of their claims. The relieved officer, will report on the claims, and the divisional officer should pass orders stating if the claim is established or not, and the amount due to the contractor on each item.

b. In the case of construction work such statements should also be taken at the conclusion of each working seasons, and the divisional officer should pass orders before the opening of the next working seasons.

Claims against Railway Administrations

258(1) In the case of shortage or loss of goods in transit a complaint should first be addressed to the traffic manager or superintendent of the railway administration which controls the receiving railway station, and correspondence with the railway in connections with the case should normally be addressed to this officer.

(2) Although railways do sometimes meet claims made on their traffic superintendent, officers must, to meet a possible defence of invalid notice serve a formal notice of claim on the railway within six months of the date in the railway receipt. In the case of goods passing over more than one railway system, a separate notice of claim should be served on the appropriate authority of each system.

(3) Officers who have to deal with the receipt and dispatch of railway consignment should take special care that claims are preferred without any avoidable loss of time. Any delay resulting in a claim becoming time barred, will render the officer liable to make good any loss that may occur.

(4) It the claim is not met, and it seems desirable to institute a suit, the procedure given in Chapter I should then be followed.

(5) Subordinate taking delivery of goods, should be warned against giving up railway receipts and signing the station masters delivery book without previous examination of the goods. If any packages are broken or missing, or if the goods do not otherwise appear in order, they should be weighed in the presence of a responsible railway official and an appropriate remark should be made both on the railway receipt and in the station master's delivery book. Neglect to observe this elementary precaution means that the railway company will plead that the goods were delivered under clear receipt, and any case against them will fail.

Alternations in the Terms of Contracts

259 Revision of rates during the execution of works-

1. Subject to the restrictions contained in the note at the end of item 260 of paragraph 332 the officer competent to accept a tender or enter into an agreement has power to revise any of the rates of that tender or agreement so long as such revision does not raise the total amount to be paid in connection with that agreement or tender beyond the sum to which his power of accepting tenders or entering into agreements are limited, and provided that it does not necessitate a revised estimate or cause an excess over a sanctioned estimate which is beyond his power of sanction. Otherwise, the previous approval of the competent sanctioning authority should be obtained before the rates are revised.
2. In the case of agreements or tenders for the execution of annual repairs, sub-divisional officers may not sanction or revise rates beyond the limits laid down in the schedule of rates, which must be approved by the Superintending Engineer concerned and maintained in every division, without the previous approval of the divisional officer concerned and subject also to the conditions laid down in sub-paragraph (1) above.
3. The authority sanctioning the revision of rates also fix the time during which or the quantity of work for which the revision is to be operative. It must, however be borne in mind that the revision of rates with retrospective effect during the execution of the work is reprehensible and should not be ordinarily countenanced. Such revision should only be allowed on sufficient justification being shown and for reasons which should be recorded in writing.

II. Authority competent to extend the time limit laid down in a contract document and to reduce or remit the penalty in the case of failure on the part of the contractor to fulfill his obligations under the contracts.

The Chief Engineers, the Superintending Engineers and the Executive Engineers in the Irrigation Department have full power to alter the time limit and remit, reduce or enhance the penalty provided in all agreements and contracts entered into by officers subordinate to them.

(G. O. 38 I. W/XXIII. Dated November 17, 1960).

SECTION IV

Stores and Tools and Plant

Supply of Stores and preparation of Indents

260. For rules regarding the supply of stores and instructions for the preparation of indents See Chapter VIII of the Financial Handbook Volume VI and Stores Purchase Rules, vide paragraph 260 and Appendix XVIII, Financial Handbook Volume V.

Surveying and Mathematical Instruments

261(1) The scale of surveying and mathematical instruments for divisional officers shall be as given in the following pages. If necessary, shortages of instruments in any divisions shall be made up temporarily from the excesses in other divisions with the mutual consent of the divisional officers concerned.

(2) The repairs and adjustment of instruments shall ordinarily be entrusted to the National Instruments Factory, 15 Wood Street, Calcutta or the Roorkee University. In urgent cases the Divisional officer may entrust repairs and adjustment to local firms if he is satisfied that they can execute the work efficiently.

262(1) The scale of furniture for Ist and 2nd class inspection houses shall be as below. This shall not be exceeded unless with the special sanction of Government. The full scale of furniture need not be purchased for inspection houses which are seldom used or do not require so much furniture.

Name of article	No.	Remarks
Bed	2	
Chairs (ordinary)	6	
Chairs (easy)	2	One without long arms.
Tables (Large)	3	
Tables (Small)	2	
Durries	3	Four for double inspection house and Narora pattern, Ist class inspection houses. Two for old pattern 2nd class inspection houses.
Indian style commodes	2	
Chamber utensils (enameled)	2	
Brass Balties	2	
Wash hand basins (enameled)	2	
Hat racks	6	Sets

Enamel jug	1	Per bathroom.
Teapoys	2	
Mirrors	2	
Door pardons	5	
Charpoys (for use of camp establishment.	Avg. of 10 per inspection house	The Executive Engineer shall allot charpoys to inspection houses in accordance with their importance. The total number of charpoys in any division shall not exceed the number permissible at the rate of 10 per inspection house.
Wooden box with padlock	1	The box shall be large enough to accommodate the inspection house durries when folded up.
Pictures	Reasonable number	To be provided from annual repairs grant.

2. The scale of electric table fans and table lights in electrified inspection houses shall be as shown below:

	Table fans	Table light
Ordinary inspection house	2	1
Special inspection house	2	2
Administrative quarters	2	2
Double administrative quarters, each set	2	2
Establishment quarters	2	2

3. Divisional officers shall sanction, subject to the above scale estimates fro furniture to the extent of the powers vested in them as regards original works and repairs. The estimate for first furnishing shall be charged to 68-A (i) Works-K. Buildings, or XVII-A (i) Extension and improvements. K. Buildings, in accordance with rules 6 and 7 regarding allocation of expenditure between Capital and Revenue in statement ‘A’ appendix 1 of Financial Handbook, Volume VI. The estimate shall not include the cost of gharas and chicks which are chargeable to establishment contingencies.
4. Estimates for furniture required for temporary buildings shall be submitted to Superintending Engineer for sanction.

5. A correct list of the furniture shall be hung up in each inspection house. All transactions affecting receipt and issue of such furniture shall be shown in P.W.A. forms 13 and 14, grouped under the head of account to which its costs was originally debited. The tools and plant register shall show furniture at each inspection house separately to facilitate check by the Accountant General with the sanctioned scale.

Office furniture

263. All furniture in the divisional, sub-divisional, and ziladari offices, telegraph and telephone offices, and the office of the Deputy Revenue Officer shall be classed s office furniture, and charged to tools fro which it is purchased. An officer may use part of it in his residence if it is necessary for him to do office work at home. When purchasing furniture for the English divisional, sub-divisional offices, the instructions contained in para 37, Appendix X, Financial Handbook, Volume V, should be scrupulously followed.

a. The scales for the various Hindustani offices shall be as below :

Number			
Name of article	Divisional office	Sub-divisional office	Deputy Re-venue officer's office
1	2	3	4
Tables	4	1	1
Chairs	4	1	1
Wooden boxes (3'x 1½ x 1 ½)	1	1	1
Office boxes (18"x 12" x 9")			1
Petrol boxes. (23" x 15" x 13")	2	1	2
Dietz lanterns	2	1	2
Swords			3
Gong with tripod			1
Time-piece			1
Paper tray			1
Folding book case (2½" x 2½" x 12")			1
Stamp punch			1
Padlocks of various sizes	1	1	1
Folding table			1
Folding chairs			2

b. Furniture for telegraph, telephone and ziladari offices :

Number			
Name of article	Telegraph office	Telephone office	Ziladari office
1	2	3	4
Large table	1		1
Small table		1	1
Desk			1 for moharrir
Ordinary chairs	2		2
Durries			2 (One for center room and one for moharrir's room
Petrol boxes			2
Cash chest			1
Almirah	1 (for battery)		1 (for record)
Padlock	2	1	4
Box for records	1		
Clock	1	1	
Small Box	1	1	
Niwar bed			1
Hat rack			1
Charpoys			6
Lanterns	1	1	2

N. B.-Ziladars, signalers and telephone munshis shall be responsible that these articles last a reasonable time.

Camp Furniture

264. For rules regarding camp furniture, see paragraph 37 of Appendix X, Financial Handbook, Volume V.

Government Tents

265(1) Divisional officers shall be responsible for taking proper care of all Government tents in their divisions. They shall periodically inspect the tents to see that they are kept in through repairs, are provided with 'Gunny' packing covers and are carefully looked after whether in use or not, and that the date of issue is clearly marked on each tent. Superintending Engineers, when inspecting offices and divisions shall

note the state of Government tents and whether proper care appears to have been taken of them.

2. Tents and shouldaries should last about ten years. When submitting estimates for tents, divisional officers shall report the dates of purchase of the tents which they wish to replace. No estimates for replacing a tent that has been in use for less than seven years shall be sanctioned unless the divisional officer gives special reasons for doing so.

3. The following shall be the maximum scale of tents allowed for touring officers,

I. (a) For personal use of Chief Engineers-

Two swiss cottage tents, 14' x 14'. One swiss cottage tent, 12' x 12'. Four shouldaries, 14 ft. square.

(b) For camp office establishment One double-fly tahsildari tent 12' x 12' or one double-fly shouldaries 14' x 14'. The shouldaries 12 ft. square.

II. (a) For personal use of Superintending Engineers-

Two swiss cottage tents, 14' x 14'.
One swiss cottage tent, 12' x 12'.
One light shikar tent, 12' x 12'.
Four shouldaries, 14 ft. square.

(b) For camp office establishment-

One double-fly tahsildari tent, 12' x 12' or one double-fly shouldaries, 14' x 14'.
Two shouldaries, 12 ft. square.

III. For personal use of divisional officers on survey or construction where tents are necessary-

One swiss cottage tent, 14' x14' with square ends and double-fly to both verandah and bathroom.
One swiss cottage tent, 12' x 12' as above
One swiss cottage tent, or "shikar" pattern double-fly sleeping tent, about 10 ft. square.
Two necessary tents, 4 ft. square.
Two shouldaries tents, 12 ft.

IV. For personal use of divisional officers in revenue divisions when specially sanctioned by the Chief Engineer-

One swiss cottage tent, 12' x 12' as for III above.
One swiss cottage or "shikar" pattern double-fly sleeping tent, about
10 ft. square.
One necessary tent, 4 ft. square.
Two shouldaries, 12 ft. square.

V. For sub-divisional officers in construction divisions if required to tour in tents-
Same as in IV above.

VI. For the camp office establishment of officers mentioned in III, IV and V above and that of the sub-divisional officers in Revenue sub-divisions-

One shouldari, 16' x 15'.

One shouldari, 12 ft. square.

VII. For the Deputy Revenue Officer's camp office establishment-

One shouldari, 16' x 15'.

Notes 1. In addition to the scale prescribed in item I above, Chief Engineer can keep at his disposal a reserve of 4 swiss cottage tents, 12' x 12' for allocation to Superintending Engineer who tour with their families.

2. Superintendent Engineers may cut down the allowance at their discretion whenever necessary. Executive Engineers may reduce the number and size of tents allowed to camp establishment as required.

3. One division may lend tents temporally to another division when required, but such tents shall continue to remain on the books of the former.

Disposal of Old Tools and Plant

266(1) When petty articles of tools and plant, such as phaorahs, kudals, pick axes, rammers, axes, lanterns, measuring tapes, etc., become unfit for the further use, the Executive Engineer shall not sell them by auction, but shall have them thoroughly broken up in his presence and dispose of them in such manner as to make it impossible for any one to substitute them for serviceable articles of tools and plant.

2. Office furniture and tents which have become unfit for further use shall be sold by auction. Old arms shall be returned to the District Magistrate.

SECTION V

Stationery and Forms

Indents

267. See the Printing and Stationery Manual for rules regarding the submission of indents for stationery and forms:

1. Indenting officers shall submit annual indents for Public Works Accounts forms not later than June 1, to the Accountant General, Uttar Pradesh, who will send a consolidated indent to the Superintendent, Printing and stationery, Uttar Pradesh, on the due dates. The latter shall supply the indents direct to the indenting officers.

2. Indenting officers shall indent on the Printing and Stationery Department for all stationery and forms (i. e. Public Works Department, Irrigation Branch, English and Hindi forms) by October 1, for the year commencing January 1, following.

3. Indents shall be so framed that when combined with the quantities in hand the total for each form, or article of stationery, will provide 25 percent above actual estimated quantities.

4. Supplies will be received by January 1, or soon after and will be for use up to December 31, following.
5. Supplies made shall be paid for before the end of the March following.
6. When the supply of a form received from the Press, the form keeper shall place the new supply below the existing stock of that form; and when the whole supply received has been arranged, the head clerk shall examine the form room and satisfy himself that this been done.
7. The head clerk shall be responsible for maintaining a proper supply of printed forms to his office, and, as far as possible, to prevent the use of manuscript forms, if printed copies are obtainable.
8. When the indent for any standard form is in excess of average past consumption by more than 10 percent, the indenting officer shall explain the reason for such excess.
9. All English forms shall be in the custody of the head clerk, and all Hindi forms in the custody of the head munshi. The balance of forms in stock shall be carefully counted before the preparation of the annual indent.
10. Forms shall be kept, as far as possible, on open racks and in separate compartments. A note of the number of forms received and issued and of the balance in the compartment after each receipt and issue shall be entered in the register maintained for the purpose.
11. See Chapter V for powers of divisional officers to print forms locally. Miscellaneous English forms shall be printed at the Printing and Stationery Office, Allahabad, whilst Hindi forms may be printed locally. See manual of Government Orders, Volume II. Chapter CVII, paragraph 2399 to 2443, for rules regarding printing at the Printing and Stationery Office.
268. “Executive” forms standardized by the Government of India shall not be altered without the previous sanction of that Government. Alternations in standard accounts forms require the sanction of the Auditor General. As regards alternations in forms standardized by the State Government and the introduction of new local forms, see rules in paragraphs 24:3 and 24:4, Chapter CVII of the Manual of Government Orders, Volume II.
269. The law officers of Government shall draw up forms of deeds and other documents required by the department at the request of the Chief Engineer.

SECTION VI

Returns

Occasional Returns

270. The following returns shall be submitted when the necessity arises.

i. Casualty return-See paragraph 7 (21).

ii. Report of breach of main canal or branch-The divisional officer shall report the occurrence of a breach in the bank of a main canal or branch immediately to the Chief Engineer direct, as well as to the Superintending Engineer. In cases in which the sub divisional officer is the first to learn of a breach, he shall without delay report the occurrence simultaneously to the Superintending Engineer and the divisional officer.

iii. Reports on floods-After exceptionally heavy rainfall resulting in destructive floods in any tract, the divisional officer shall submit report giving details of the rainfall over the catchment area affected, the discharges observed in drains of natural channels, and the probable maximum discharges; obstruction, if any, offered by canal or distributary banks, areas flooded, extent of damage done to crops or works, etc. The Superintending Engineer shall forward the report to the Chief Engineer with his remarks and recommendations and such additional information as he can give. On November 15 each year, the Chief Engineer shall send to Government, a summary of the reports on floods received by him and intimate action taken thereon.

Periodical Returns

271(1) A list of periodical returns due in and from the various offices of the "Irrigation Department is published separately. No other periodical returns shall be called for form any office in the department without consent of the Chief Engineer or Government.

2. Heads of offices shall prepare the various returns due from their offices in good time so as to ensure their punctual submission and to render the issue of reminders unnecessary.

3. In order to obviate the necessity of submitting blank returns, a "Nil" return in general P.W.D. Form no. 16, shall be submitted.

4. With regard to returns not prescribed by the Government of India officers to whom such returns are submitted shall periodically examine the necessity for each return, with a view to the discontinuance of unnecessary returns.

SECTION VII

Office Arrangements

Correspondence and Reports

272(1) No officer shall correspond direct with an authority superior to the officer under whom he is immediately serving, or with the State Government or the Government of India, except in a case of extreme emergency, when he shall send copies of his correspondence to his immediate superior.

2. All officers are responsible for the matter and style of official letters and reports issued in their names.

3. (a) All official letters should be in the following form:

From

Sri RAM PRASAD BHARGAVA,

Executive Engineer, Anupshahar Division,
Ganga Canal,
To,
The Superintending Engineer,
Ist Circle, Irrigation Works,
Meerut.
Subject : Rampur Distributary Project
Reference-Superintending Engineer's no. 158,
Dated May 4, 1931
Sir,
I have the honour to say that _____
2. _____
_____
3. _____
_____
Yours faithfully
Executive Engineer

(b) Official correspondence within the department may be in the following form :

No. -Vi/W-18[P]
Dated Lucknow, March 2, 1951
Subject : Supply of petrol coupons
Reference - Executive Engineer's no. 2178/T-1, dated March 21, 1951
Executive Engineer, Lucknow
1. _____
2. _____
3. _____
Superintending Engineer,
VI Circle, U.P.I.W.,Lucknow.

(c) Notes, reports or copies of letters submitted as enclosures shall be headed as follows :

Note or report no _____ dated _____ by (name) _____(rank)_____ (divisional and canal) _____ on the subject.

Or

Letter no _____ dated _____
From name and rank, to the (rank) _____

The number and date of the forwarding letter, to which a note or report is an (enclosure, shall be quoted on the last page of the report.

(d) Post cards shall be used for reminders and brief communications on matters of routine.

4. All officers shall sign their letters in their own hand writing unless physically in capacitated or absent from headquarters, in which case a subordinate may sign such a letter. In such a case the subordinate shall specify below his signature the name and designation of the officer for whom he signs as well as his own designation. Signature shall be written by hand and not type written or stamped.

5. Letters containing proposals concerning other departments shall be accompanied by references to the opinion of the officers concerned.

6. It is the duty of head clerks of circle and divisional offices to see that these instructions are carefully observed in their respective offices.

273(1) All letters and documents addressed by any office or person to Government, or to another office and likely to be forwarded in original by the latter to Government, shall be written on foolscap size sheets.

2. In order to facilitate the incorporation of such letters in files, a quarter margin at least shall be left blank on the binding edge, and when remarks are likely to be added by any officer through whose hands the document may pass, a half margin shall be left blank.

Checking of Enclosures

274. Heads of offices shall make proper arrangements for the receipt and opening of official covers addressed to them. When the enclosures of a letter received in any office do not agree with the list, the receiving office shall be responsible for informing the dispatching office by return of post.

Confidential Correspondence

275. Only the head of an office and one confidential clerk, the head clerk, shall deal with confidential papers, which shall pass from hand to hand by personal delivery, or be sent in sealed covers. Entries in the receipt and dispatch registers shall give the barest reference to these papers sufficient to admit of their being traced. When dispatched, they shall be put into double covers. The inner cover shall be addressed by name and marked confidential. The outer one shall bear the official address only without any mark to indicate that its contents are of a confidential nature.

Anonymous and Pseudonymous Complaints

276 a. No action need be taken on anonymous and pseudonymous complaints. All such complaint should be filed or destroyed without any notice being taken of them.

b. It is usually easy on a careful reading to see whether the name given at the end is fictitious, but if there is any doubt the genuineness of signature on a petition or complaint a post card should be sent to the writer asking him to substance his allegations. If the name of the writer is a fictitious one no reply will be received from him and it will not be necessary to pursue the matter further.

(Cf. S.A. D. (E) Office Memorandum no. 3070-E-XX-40-50, dated July 25, 1950).

c. Petitions which are frivolous or scurrilous or contain insulting language or deal with petty and unimportant matters, should be similarly disregarded and destroyed. Likewise, if a petition relates to a matter which can be decided only by a law court, the petitioner should be informed accordingly. If a petitioner asks for the reversal of a decision given by a law court or refers to a matter which is subjudice, the petitioner should be told that no interference can be made in the matter and that it is open to him to appeal to a higher court.

d. Petitions or communications from public bodies and associations or prominent public workers should be classed as important communications and dealt with suitably on merit.

e. Reply to petitions—All letters or petitions from private persons, firms and societies should receive a reply unless they are themselves replies and call for no further action. If a reply disposing of such letters or petitions cannot be sent immediately, an interim acknowledgement of receipt should be sent, saying that the matter is under consideration.

Instructions regarding the procedure for Preliminary Enquiries into Complaints made by the Public against Government Servants.

277(1) These instructions relate to preliminary enquiries against government servants arising from complaints made by members of the public. They are not concerned with disciplinary or judicial proceeding which has to be dealt with according to the law and rules on the subject.

(G. O. no. 5288-M/XX 317-51, dated September 11, 1951).

2. Complaints may be addressed to—

a. Member of Government,

b. Secretariat Officers,

c. Department Officers concerned, or

d. District Complaints Officers.

3. Only those complaints will be dealt with under these instructions which are signed by the complainants and also contain their full postal addresses at which they may be found. Complaints not giving these particulars are liable to be deposited without any enquiry.

4. Complaints addressed to the Members of Government will be enquired into ordinarily by the officers of the departments concerned unless in the case of a gazetted officer, on a complaint relating to integrity or unseemly behavior, the Minister himself directs an enquiry to be made by an officer – in – charge of general administration.

5. In every district the District Officer will specify in consultation with the Anti-Corruption Committee of the district, a Magistrate to receive, on working days at fixed hours, complaints against all classes of officials posted in the district. Such officer will be known as the District Complaints Officer. This Officer will receive only complaints bearing on integrity or unseemly behavior. In respect of complaints bearing on integrity on integrity the District Complaints Officer shall record on oath the statement of the complainant. The statement shall be read over to the complainant and signed by him. Complaints not bearing on integrity or unseemly behavior will be returned by the District Complaints Officer for presentation to the local head of office concerned.

6. In every district it shall be the duty of each local head of office to have a locked box, with a slit, for receiving all complaints against government servants under his control. Members of the public may put their complaints into the box and it shall be the duty of the head of office to have the box opened in his presence the next day the complaints taken out for disposal by him.

7. In respect of the complaints received by the District Complaints Officer under instruction (5) it shall be his duty to send the complaints after taking action under instruction (5), to the local head of office concerned. It the complaint relates to a gazetted officer, the District Complaints Officer will forward it, not to the local head of office, but to the head of the department concerned.

8. Each head of office will maintain a register in the form given below showing the receipt of complaints and the officers to whom the complaints are entrusted for enquiry :

Form

Register of complaint against government servants to be maintained by the Head of Department of Head of Office :

1	Serial No.
2	Date of receipt
3	From whom received
4	Name and address of complainant
5	Name and designation of government servant complained against
6	Nature of complaint
7	Name and designation of officer to whom complaint entrusted for enquiry
8	Date on which complaint made over for enquiry
9	Date of receipt of enquiring officer’s report
10	Summary of orders finally passed with date

9. The procedure to be adopted by all enquiring officers to whom any authority entrusts a complaint for enquiry will be to examine the complaint and record his statements first. It will be open to the enquiring officer to put to the complainant any question he may consider necessary.

10. In all enquiries endeavor will be made by the enquiring officer to complete the enquiry and to send a report of the result to the authority from which the complaint was received within a period of six weeks.

11. a. Authorities empowered to direct enquiries will entrust an enquiry to an officer next above the immediate officer to whom the official complained against is subordinate e. g. an enquiry against a police constable will be made by a sub-inspector and not the head constable, against a sub-inspector by the deputy superintendents of police, and not by the inspector of police. This restriction shall, however, apply only to complaints about the integrity of a government servant or his unseemly behavior.

b. Enquiries into complaints against Executive Engineers should be carried out by the Departmental Anti-Corruption Committee consisting of three officer of the grade of Superintending Engineer.

12. On receipt of a report from the enquiring officer it will be for the appropriate authority to decide whether any further action is need in the nature of disciplinary action or criminal prosecution. If so, the proceedings will thereafter be constructed according to the relevant rules on the subject.

Preservation and Destruction of Records

278(1) Appendix III gives a list of the registers maintained in the various canal offices. Where a register is shown as kept in one offices. Where a register is shown as kept in one office only, it is open to the Superintending Engineer and divisional officer to order that it shall be maintained in any of the other offices also. They may also order the maintenance or registers other than those mentioned in the Appendix.

2. Divisional officers shall order in writing the destruction of records, including registers, in their own and subordinate officers, on the expiry of the minimum period prescribed in Appendix III, counting from the last day of the latest official year covered by the record. They shall on no account destroy the records mentioned in rule (a) of Appendix XVI of Financial Handbook, Volume V, Part I. As regards records for which no minimum period has been prescribed divisional officers shall seek the orders of Superintending Engineers who shall, in the case of accounts records, obtain the previous concurrence of the Accountant General before ordering their destruction.

3. Papers shall be destroyed by tearing into pieces, after which they shall be sold as waste paper. Papers of a personal and confidential nature shall be torn up and burnt.

4. The register of destruction of records referred to in Chapter XXV of the Financial Handbook, Volume VI, shall also be maintained separately for records other than accounts.

279(1) Record in Hindustani offices shall be catalogued and weeded on the following system:

As soon as a paper or "misl" is completed, and an order passed for it to be filed, it shall be placed in a wrapper of one of the following colours :

Red	works
Blue	Irrigation and Revenue.
Yellow	Establishment.
Black	Judicial
Green	Miscellaneous

Files and papers to be preserved permanently shall be stamped in large block with the letter A, and those to be kept for a period of years with the letter B and an index figure denoting number of years to be kept.

2. In the divisional office the muhafiz daftar, and in other offices the munshi shall be responsible for docketing the records in accordance with these rules. At the end of every official year they shall prepare lists of the papers to be destroyed and submit them to the competent authority through proper channel. All such papers shall be registered by heads and sub-heads, and the register signed by the competent authority before the papers are destroyed.

3. Appendix III B. refers to records contained in Hindustani printed forms and also to manuscript records. Unless otherwise stated, correspondence in connection with the subject matter of any form shall be destroyed after the same period as the form.

280(1) Record in English offices shall be catalogued and weeded, preferably in the same manner as that laid down in paragraph 279 for Hindustani records, or in any other way which the head of the office considers suitable.

2. All important sub-divisional records shall be transferred to the divisional office for safe custody, and only such records left in the sub-division as are required for current use. The latter shall be stored in a building not liable to damage by fire.

3. Before depositing a file in the record room, all reminders, explanations of delay, dockets on mere matters of routine, and original papers of which printed copies are available, shall be destroyed. The head clerk or the clerk deputed for the purpose shall enter all such papers in a list in manuscript or on form no 97-H and

submit it to the competent authority who shall satisfy himself that they are not of sufficient importance to be preserved before ordering their destruction.

4. Officers shall examine their record rooms at intervals to see that weeding operations are carried on systematically and that files are weeded in rotation.

SECTION VIII

Canal Telephone Offices

281(1) Canal administrative message shall be transmitted free of charge over the canal telegraph system.

2. a. The following canal telegraph offices have been duly licensed to receive paid telegrams from the public and are classed as licensed offices

Upper Ganga Canal – Aligarh, Palra, Nanu, Sumera, Makhena Kasimpur.

Lower Ganga Canal – Narora, Nadrai, Gopalpur, Jera and Taria.

Sarda Canal – Banbasa, Bifurcation, Pilibhit and Bisalpur.

Ghaggar Canal (Mirzapur) – Robertsganj.

b. Canal telegraph offices other than those mentioned in (a), shall not receive paid messages from the public, but shall receive and dispatch telegrams from cultivators to the divisional and sub divisional officers of Irrigation divisions about canal matters, on payment of the usual telegraph charges, subject to the following conditions :

(i) Such messages shall be confined to the canal telegraph systems and not transmitted beyond their limits;

(ii) Government telegrams shall take priority.

c. A notice stating that office is licensed to receive paid telegrams from the public or from cultivators only, as the case may be, shall be put up in a conspicuous place in every telegraph office.

d. Licensed canal telegraph offices shall not be subject to the Telegraph Traffic Code, but shall work under the rules contained in the Posts and Telegraphs Manual Volume XI, Parts I and II, with the exception of the paragraphs marked with an asterisk which do not apply to licensed office.

e. The procedure as regards accounting for telegraph receipts from cultivators for messages relating to canal matters shall be as laid down in extracts from the Posts and Telegraphs Manual for Licensed Systems, Chapter X.

f. Revenue and Police officers and subordinates, not below the rank of naib-tahsildar and head constable respectively, may send telegrams connected with urgent Government work, from any canal telegraph office to that at the headquarters of the division free of charge, but the department concerned shall bear the cost of any special messengers that may have to be engaged to deliver such telegrams. All signalers shall send, at the beginning of each month, copies of all such telegrams received by them for transmission during the preceding month, to the divisional officer who will decide whether the privilege is or is not being abused. Such message shall not

interfere with the dispatch of telegrams relating to the work of the canal department and shall be received only during prescribed working hours.

In divisions where the Agriculture Department is assisting the Irrigation Department in development of canal areas, a similar concession will apply to agriculture officers not below the rank of Divisional Superintendent.

3. No canal telegraph office shall accept foreign messages. See rule 155 of the Indian Telegraph Rules embodied in the extracts mentioned in (2) (e) above.

4. All messages connected with the touring facilities of officers, such as camp arrangements supplies, etc. shall be marked ‘P’ or ‘Practice’ and transmitted free of charge. Private message regarding appointments, leave, transfer, pay or leave allowances shall be paid for. Signalers in charge of canal telegraph offices shall make copies of all telegrams marked ‘P’ which they transmit, and send them monthly to the divisional officer. The Superintending Engineer and the divisional officer shall check the telegraphic files from time to time to see that these rules are complied with.

5. Canal administrative message tendered at an office outside the canal telegraph system, and intended for transmission to a canal office, shall be marked “State” and paid for, an shall be addressed to the head quarters station of the division concerned. Such message, as also private messages, shall be transmitted immediately by the canal signaller. When it is necessary to send a paid State message through a canal telegraph office not licensed to receive paid message from the public, the message shall be sent to the accountant or head clerk at head quarters, with orders to dispatch it and charge the cost to the contingent grant of the division.

6. The canal signaller shall immediately report all interruption to the Sub divisional officer. Telegraphs (S.D.O.T.) concerned giving a copy of the report to the canal divisional officer and when the communication has been restored shall report the fact to the divisional officer, giving the time of the restoration. In cases of interruption and general breaks down of canal lines, canal telegraph traffic can be passed over the telegraph departmental wires free of cost in accordance with paragraph 42 of the Posts and Telegraphs Manual, Volume XI, Parts I and II. In such cases however, only urgent and important telegrams should be sent.

7. The working hours for the canal telegraph system shall be as follows :-

On week days	On Sundays and holidays
From 10 a.m. to 4 p.m.	From 8 a.m. to 10 a.m.
From 7 p.m. to 8 p.m.	From 6.30 p.m. to 8 p.m.

List of holidays that will be observed by canal singallers is given below. These holidays are the same as observed by the Telegraph Department :

1. Republic Day
2. Holi/Good Friday
3. Idul-Fitr
4. Independence Day
5. Janam Ashtami
6. Id-uz-Zuha
7. Birthday of Mahatma Gandhi
8. Dassehra
9. Diwali
10. Guru Nanak's Birthday
11. Christmas

All signalers shall be in their offices during the stated period and receive and transmit message as rapidly as possible.

8. The signalers shall give a receipt for every message tendered for transmission with the time and date entered thereon maintain a receipt and dispatch register, and number the telegrams consecutively giving the time of receipt or dispatch on them. He shall keep separate files, by months for messages received and messages dispatched, shall file all telegrams in order of receipt or dispatch, and in the evening, before the office is closed, shall compare the register with the files.
9. Then the signaller does not understand a message tendered for transmission, he shall return it to the sender for explanation. When a receiving signaller does not understand a message, he shall repeat the doubtful words to the dispatching signalers.
10. When a message is addressed to an officer at any telegraph office, and the addressee is not in the neighborhood, the signaller shall transmitted the message to the office which is nearest to the officer's camp.
11. The signaller shall enclose all telegrams marked "Urgent" or of an urgent nature, in yellow envelopes, and instruct the messenger to deliver them at once, noting on the receipt the time at which the latter leaves the office.
12. The blame for sending telegrams by the wrong route shall rest with the dispatching signaller, but other signalers shall receive or pass on all such telegrams.
13. The signaller shall acquaint himself thoroughly with the divisional standing orders regarding water regulation, a copy of which he shall hang up in his office. He shall give written orders to tindals and others regarding regulation, but if they are unable to read or write, he shall read out the orders to them. He shall not receive verbal orders regarding regulation, or verbal gauge reports, but shall insist that they are written and signed by the person giving them.
14. The signaller shall maintain a gauge register in which he shall enter the gauges as he receives them. He shall not jot them down on straps of paper or on his writing

pad. Except when otherwise specified all gauges shall be read in the early morning, and all rain gauges at 8 a.m. If the gauges relating to any other hour or date are included in those submitted by the signaller, he shall give full information regarding time and date of reading the gauges so as to avoid any misconception. He shall telegraph every extraordinary fall of rain to the divisional officer.

15. When telegraph officers are closed, the handles of the instruments shall, on no account be screwed down.

16. The signaller shall be responsible for keeping his office neat and clean, and his instruments, batteries and connections and clock in proper working order. He shall not admit strangers or his relatives into the telegraph office.

17. No apprentice shall be allowed to learn telegraphy in canal telegraph office without the special sanction of the divisional officer, and, when such permission is given, the candidate shall provide his own dummy instrument. He shall on no account practice on the service instrument.

18. Canal telephone offices shall not receive paid messages from the public. They shall not be subject to any telegraphic code and shall be entirely under the control of the Irrigation Department.

SECTION IX
Miscellaneous
Register of Canal Gauges and Rainfall

282(1) Divisional and sub-divisional officers shall write up their gauge registers daily. The divisional register shall, as a rule, give gauges at canal regulations and at the heads and tails of branches, distributaries, minors and drains, besides other important gauges, such as those at headwork's, etc. They shall also have columns for discharges of main distributaries. The divisional as well as the sub-divisional register shall be a combined gauge and water consumption register, and shall give full information of the discharge run in every channel. The sub-divisional register shall also give intermediate gauges for all long distributary's channels.

2. The rainfall at each inspection house shall be recorded in an automatic rain gauge Roorkee pattern), which the sub-divisional officer and the subordinate-in-charge shall inspect as frequently as possible. The sub-divisional officer shall furnish a report of inspection of all rain gauges in his sub-division to the divisional officer in April every year. All rain gauges shall be observed at 8 a.m. and recorded in the register against the date on which they are observed.

3. Sub-divisional officers shall submit to the divisional officer on the 3rd of every month a copy of the rainfall recorded by them during the previous month.

Register of Masonry Works

283(1) Every sub-divisional officer shall maintain a register of bench marks, which shall contain, in addition to a list of G.T.S bench marks in the sub-division, the correct reduced levels of the bench-marks on all milestones on government channels, and as many records of reduced levels of bench-marks on masonry works as may be necessary.

284(1) All bench-marks in a division shall be connected with bench-marks of the Trigonometrical Survey by means of double-leveling. No new entry in the register of bench-marks shall be made until the reduced level has been checked by such double-leveling. The names of the levelers and the dates of leveling, shall be noted in the remarks column of the register.

2. When discrepancies are found between any recorded reduced levels of bench-marks and reading on the same bench-marks taken by the Trigonometrical Survey, the latter shall be adopted, and other bench-marks in the same system shall be checked and corrected accordingly.

Office Libraries

285(1) Libraries shall be kept in a separate room, if practicable and shall be under the charge of the head clerk. The book shall be classified according to subject matter, arranged properly on shelves out of reach of white-ants and entered in a special catalogue. The head clerk shall verify the books in the library with his register once a year in July, and shall endorse a note in the catalogue checked and found complete with the following exceptions'.

2. No books shall be removed from the library without the permission of the head of the office. When a book is issued, a proper receipt shall be taken from the borrower, and on the return of the book to the library, the receipt shall be returned to him or cancelled.

3. The head clerk shall be personally responsible for the observance of these rules, and for seeing that reference book and guard books of circulars in the divisional and sub-divisional offices are indexed and posted up to date with standing orders and circulars. See paragraphs 1628-A and 1628-B of Manual of Government Orders.

4. Upon assuming charge of an office, every officer shall satisfy himself that the library is in proper order, and unless he reports to the contrary or brings to notice any missing books, he shall be personally responsible for any shortage in the library.

5. At the time of inspecting divisional offices, Superintending Engineers shall examine the libraries to see that they are in proper order and that no books are missing.

They shall also see that the reference books and the guard books of circulars are indexed, and posted up to date and are complete in every other respect, divisional officers shall similarly examine sub-divisional libraries.

Sir Proby Cautley's Report on the Ganga Canal and Sir Bernard Darly's Report on the Sarda Canal.

286(1) As very few copies of Sir Proby Cautley's Report on the Ganga Canal and Sir Bernard Darly's Report on the Sarda Canal exist, it is necessary that every officer entrusted with their custody shall take the greatest care of them Plates are sometimes extracted from the atlas, which leads to their beings torn of lost. This practice is entirely forbidden, if copies of any plates are required, they shall be traced.

2. When inspecting divisional offices, Superintending Engineers shall examine the copies of these publications, including the atlas of plates, to see that proper care is devoted to keeping them in a secure and careful manner.

Inspection of Offices

287(1) The divisional accountant shall inspect the accounts records of sub-divisional offices and check a percentage of the initial accounts at east once in year in the case of an ordinary sub-division and twice in that of a head works sub-division, other than the head works sub-division in the IV Circle, Irrigation Works which should be inspected at least once a year. See paragraph 101 of the Financial Handbook, Volume VI.

Note—If the divisional officer considers it necessary, he may order the divisional accountant to inspect the sub-divisional accounts records oftener than specified above.

2. The Deputy Revenue Officer and the sub-divisional officer shall inspect the ziladari offices at least once a year, and submit copies of their inspection reports to the divisional officer. The interval between inspection by the two above named officers of the same ziladari shall be about six months.

3. The Deputy Revenue Officer shall inspect the Hindustani section of the divisional office at least once a year, and submit a copy of his inspection report to the divisional officer.

4. The divisional officer shall inspect the office of the Deputy Revenue Officer at least once a year.

5. The divisional officer shall inspect the sub-divisional offices at least once a year, and submit a copy of his inspection report to the Superintending Engineer.

6. The Superintending Engineer shall inspect the sub-divisional offices once a year, and submit a copy of his inspection report to the Superintending Engineer.

7. Appendix I give the questionnaires prescribed for the inspections mentioned in sub-paragraph [4], [5] and [6] above. That for the inspection of ziladari offices is given in Irrigation Department form no. 11-B.

8. The Accountant General shall send a signed copy of his report of inspections together with a few spare copies, in half margin to the divisional officer. He shall also send copies to the Chief Engineer and the Secretary to Government in the Irrigation Department. He shall ordinarily not appeal to Government for immediate interference except in very serious and important matters. The Executive Engineer shall submit his remarks and explanations to the Superintending Engineer within six weeks of the receipt of the inspection report. The Superintending Engineer shall transmit the explanation within three weeks to the Accountant General with his own observations and remarks, and the latter shall submit them with his final remarks to Government for orders, through the Chief Engineer, within five weeks of receipt in his office. The Government will communicate their orders in original to the divisional officer through the Accountant General and the Chief Engineer, and the statement of remarks and orders shall, after compliance, be returned to the Accountant General for record in his office.

288. Superintending Engineers shall forward copies of their tour programmes to the Chief Engineers for information, Executive Engineers to the Superintending Engineer, and sub-divisional officers and Deputy Revenue Officers to the Executive Engineer. Sub-divisional officers shall also forward copies of their tour programmes to the revenue sub-divisional officers within their jurisdiction.

Disposal of Complaints

289. Complaints on any subject connected with the administration of the Irrigation Department should be addressed to the Irrigation Officer concerned. The complainant may, at the same time, inform the tahsildar, who shall, however, refrain from investigating the case, but shall report it to the collector. All companies received by the collector shall be forwarded to the divisional officer for disposal but the collector may in any particular case, request the latter to inform him of the result of the inquiry. If the collector thinks that further investigation as he considers fit, and acquaint the divisional officer with the result. Should the latter disagree with the collector, he shall reference case to the commissioner.

Liaison between Commissioners and Superintending Engineers

290(1) It is desirable that the commissioner should be kept in touch with the general working of the department and the Superintending Engineer shall kept him informed in regard to irrigation matters and consult him on new projects or any proposed important departure from established practice.

2. The commissioner may call on the Superintending Engineer for any information and any views the former may express shall receive the fullest consideration. He

may stop any action of the department which he considers undesirable as affecting the people and the general administration. It the Superintending Engineer does not agree with the commissioner, he shall refer the matter to the Chief Engineer for obtaining the orders of Government.

3. Minor disputes with other departments which cannot be settled amicably shall be referred to the commissioner, who may direct a joint inquiry to be held by the local representatives of the department interested.

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Security Deposits of Government Servants

291. For rules regarding security deposits of government servant, see Financial Handbook, V, Part I, paragraphs 69-73, and Chapters VII and XVIII of Volume VI.

Dafadars, barkandazes and chaprasis attached to canal divisions shall furnish security in the form of a cash deposit. The deposit shall amount to Rs. 50, which may be paid in one lump sum or be deducted in installments from the man's pay at discretion of the divisional officer. Such deductions shall not exceed one fourth of each month's pay.

Overseers and Electrical and Mechanical Supervisors are required to furnish a security deposit of Rs. 500 each which may either be paid in a lump sum or recovered from their pay in 25 installments of Rs. 20 each and to execute a fidelity bond for Rs. 2,000 (rupees two thousand only) of an insurance company approved by Government.

Preparation and Encashment of Establishment Bills

292(1) The sub-divisional officer shall forward his establishment bills (duly signed, to the divisional office by the 25th of the month to which they pertain. The accountant shall check the bills and return them by the end of the month countersignature by the Executive Engineer to the sub-divisional officer, who shall present them for encashment at his headquarters Treasury. No treasury will cash any bill without the Executive Engineer's countersignatures. Executive Engineers and sub-divisional officers shall attest all corrections made by them in the bills.

2. The disbursement of pay and traveling allowance should be made promptly, and to see that this is being done, the Superintending Engineers should scrutinize at the time of their inspection of the offices of the Executive Engineers that payment of salary and traveling allowances is regularly made without delay and that the bills are not kept pending for long and that there is no general tendency in any office to delay such bills and then send them to the office of the Accountant General for pre-audit.

Safe carriage of Government Money and other Valuables

293. The rules for the safe carriage of government money will be found in Appendix XVII of the Financial Handbook. Volume V, Part I. Those that relate to the Irrigation Department are reproduced below :

1. In the case of the divisional and sub-divisional offices of the Irrigation Department, the following should be considered the minimum escort required for conveyance of money:

i. One dafadar, or if not available, one barkandaz who has furnished a security of Rs. For sums not in excess of Rs. 200.

ii. One dafadar or barkandaz who has furnished a security of Rs. 50, and one barkandaz or chaprasi for sums in excess of Rs. 200 but not in excess of Rs. 500.

iii. (a) One dafadar and two barkandazes, or

(b) One dafadar or barkandaz who has furnished a security of Rs. 50 and a clerk or munshi in permanent government service of not less than two year's standing and whose pay is Rs. 25 per month or over, for sums in excess of Rs. 500 but not in excess of Rs. 1,000.

iv. (a) One dafadar and three barkandazes or

(b) One dafadar or barkandaz who has furnished a security of Rs 50, one barkandaz or peon and one clerk or munshi in permanent government service of not less than two year's standing and whose pay is Rs. 25 per month or over, for sums in excess of Rs. 1,000 but not excess of Rs. 2,000.

For the above purpose except where otherwise stated it is unnecessary that the barkandazes should be permanent men or that they should have furnished any security. The dafadar should be a permanent man who has deposited his full security of Rs. 50. No sums exceeding a total of Rs. 1,000 should, however, be in transit at any one time, except in very special circumstances or in the case of salary bills. In no case shall sums in excess of Rs. 2,000 be in transit at any one time.

Amendment to the Financial Handbook, Volume V, Part I

No. 607

APPENDIX XVII

Substitute – The following for the existing Appendix—

Rules for the safe carriage of Government money :--

1. Ordinarily the cashier, where appointed in any office, should be entrusted with the handling of cash. However, where no cashier is appointed or available only responsible persons should be entrusted with the carriage of Government money. For the purpose the term responsible persons should be deemed to include the following Government servants subject to the limit specified in each case up to which money can be entrusted to them.

a. A permanent peon or a temporary peon of t least 2 year's service, up to Rs. 500/-.

b. A permanent peon of at least 10 years service or two ordinary peons one of which should be of at least 5 year's service, up to Rs. 15,000/-.

c. Two permanent peons or an official in permanent service of Government who has furnished adequate security up to Rs. 3000/-

d. A permanent official who has furnished adequate security and a peon in all other cases.

Exception :- In the case of temporary divisions, sub-division of works department of temporary offices generally manned by temporary staff, where arrangements as

prescribed above are not possible, the following staff would be considered the minimum escort required for the carriage of money:

a. A temporary peon of at least one year's service up to Rs. 500.
b. An official of at least one year's service who has furnished a security of not less than Rs. 500 and a peon up to Rs. 3000/-.
c. One senior subordinate of the office and a peon in all other cases.

2. In special or emergent cases, the responsible authority may deviate from the above rule, but in all cases he will be responsible for taking such precautions for the safety of the money as are possible in the circumstances.

Note – Temporary divisions and sub divisions shall be exempted from the operation of the rule, so far as the word "permanent" is concerned, when a temporary clerk or munshi has to be employed, his pay should not be less than Rs. 45. In case there is no clerk on Rs. 45 or more in the division or sub division, the clerk or munshi drawing the highest pay should be employed.

2. The guard shall be nominated by the sub-divisional officer in the case of sub-divisional offices, by the divisional accountant in the case of divisional offices and by the head assistant in the case of circle offices and also it will be the duty of superior officers to periodically inspect the guard in the camps of officers under them and see that they are properly maintained. The dafadar shall send or take out the full strength of the guard ordered. Any neglect on the part of the dafadar to do so shall be punishable by dismissal.

3. The officers referred to in sub paragraph (2) shall maintain a register in the following form, and shall, in every case, record their initials and signatures of the persons who constitute the guard nominated or their left thumb impression in his presence in the columns provided for the purpose :

Cheque								
Date	Names of individuals comprising the guard	No.	Date	Amount	Treasury on which drawn	Note of any special instructions given to dafadar of the guard	Initial of the detailing officer	Signature or left thumb impression of the guard
1	2	3	4	5	6	7	8	9

4. The guard book shall be kept by the officer in his personal custody . An officer who does not follow the prescribed procedure regarding the nomination of the guard shall be personally liable for any loss resulting from his negligence. All members of the guard, so nominated, shall remain together until the transaction is completed and the cash safely deposited. If any member of the guard does not remain present with the

dafadar throughout the course of the transaction or neglects to take all reasonable precautions against the loss of the government money, he shall be liable to dismissal and the loss if any, caused to Government may also be recovered from him.

5. The guard, when carrying money, shall, as a rule, use the most public roads in preference to shorter but less frequented routes, and shall convey the money to its destination, as far as possible, on the same day that it is drawn from the treasury. The guard shall not travel by night unless it is absolutely necessary.
6. Cash, cheques, promissory notes or other valuables shall on no account be dispatched any canal dak. Cheques notes or valuable deeds shall be sent by special messengers or by post in a registered and insured cover. Private arrangements shall be made for the delivery of valuable articles belonging to Government officials in camp.

Police Guards

294(1) When marching, or camping on duty, officers are entitled to a guard for the protection of public property. Such guards are supplied without charge by the Police Department, and application for them may be made to the superintendent of police by an officer of not lower status than a divisional officer. Such guards will not be supplied unless the officer traveling is in charge of government money or valuable government property, or unless the country is disturbed.

2. In all cases where, through the inability of the Police Department to supply a guard from the regular police force, special guards have to be entertained, the sanction of Government is necessary. Officers may however, in urgent cases, employ the guard in anticipation of sanction reporting their action at once to higher authority. The services of such extra guards shall be dispensed with as soon their necessity ceases.

295(1) Irrigation officers shall obtain copies of new shajras and settlement records required by them from the settlement office on payment of the following fees, which have been approved by the Board of Revenue and which include the cost of copying examining counting and paper:

Particulars	Rates	Remarks
a. Settlement and partition map, and shajras-	Rs. a. p.	
Coloured Uncoloured	1 4 0 1 0 0 for 100 fields or less	If tracing cloth is used the cost of this shall be extra
b. Other settlement records, such as khasras,	0 8 0 for 50 entries or less.	On printed form obtainable from

khataunis, jamabandis, etc.		Government Central Press, Allahabad

2. Irrigation officers may have shajras and khasras copied by their own staff, instead of obtaining copies from the settlement office, if it is desirable to do so on grounds of economy in time and expenditure.
3. Fees for supplying copies of canal khasras and jamabandis shall be as given in [1] [b]. Duplicate copies of canal jamabandis shall be supplied free of charge if the collector orders that the official responsible for the loss of the original shall not pay for the duplicate.

296(1) The officer in charge of a government building shall make some person of his answerable for its general condition.

2. The sectional officer shall be responsible for reporting, direct to the Executive Engineer as well as to the sub-divisional officer, any case of occupation of an inspection house by an officer, or of servant's quarter by a servant, who has suffered from fever for more than a week, or who is suffering from any infectious or contagious disease. The Executive Engineer shall either order the disinfection of the inspection house or the servant's quarters occupied, or report the case to the civil surgeon and ask him if disinfection is necessary. If the Executive Engineer on his own initiative or s a result of the advice from the civil surgeon decides that disinfection is necessary it shall be carried out as follows :

For every 100 cubic feet of room space, eight ounces of sulphur shall be burnt. The sulphur shall be placed on an iron plate supported for protections against fire over a tub of water. The sulphur shall be set on fire by putting live coal on it. Doors, chimneys and windows shall be tightly shut and punkha holes blocked. Durries and purdas shall be hung on rods in the room which shall be kept closed for four hour. Thereafter, doors and windows shall be opened and kept open for three days. After disinfection in this way, durries and purdahs shall be washed and all furniture scrubbed with a solution of carbolic diluted acid with 50 parts of water.

3. If a theatre is a peculiarly liable to fire, no government shall be used for theatrical purposes that he has ascertained, to the best of his knowledge, after the due inquiry, that the building is not wanted by any other department, or for any public purpose. The divisional officer shall obtain this certificate before recommending the sale of any building, in his charge.

297. The following are the rules for the occupation of canal inspection houses:

(a) Administrative and Special Inspection Houses

1. An administrative or special inspection house is primarily meant for the use of senior gazetted officers of the Irrigation Department traveling on duty, and shall not be occupied by other visitors without special permission, which shall be obtained at least

ten days in advance from the divisional officer. The latter shall issue the permit only if and for such time as the inspection house is not required by an irrigation officer traveling on duty.

2. An administrative or special inspection house is designed to accommodate senior officer and special care should be taken by occupants to see that the premises, particularly the bath rooms and cook houses, are kept in a clean and sanitary condition.
3. This class of inspection house is not intended for prolonged residence, and no person shall occupy it for more than 10 days at a time without the special permission of the Superintending Engineer.
4. No visitor other than an officer of the Irrigation Department on duty shall be admitted to the inspection house except on the production of a permit, which the divisional officer has the option to refuse, and for the issue of which he shall be solely responsible. He shall maintain a register of permits on a suitable form.
5. i. The following daily rents shall be charged for the administrative inspection houses in addition

S.No.	Name of the administrative inspection house	Daily rent Rs. a. p.	Remarks
1	Meerut I	4 0 0	
2	Meerut II	4 0 0	
3	Roorkee	3 8 0	The Chief Engineer will pay Rs. 3-8-0 per diem for one set at Roorkee and will have a prior claim to the second set or portion thereof at Rd. 1 per diem per room.
4	Roorkee II	3 8 0	
5	Kanpur	3 8 0	
6	Narora	4 0 0	
7	Agra	2 8 0	
8	Jhansi	3 0 0	
9	Inspection Bungalow at Lucknow, (Northern set)	2 8 0	
10	Bareilly	4 0 0	
11	Etawah	2 8 0	

The above rents shall be payable from the first day of occupation by canal as well as non canal officers.

ii. For the special inspection house rent shall be charged, vide paragraph 297 (b) (7).

Note - Minister to Government are exempt from the payment of rent leviable under rules (5) (i) and (ii) above.

iii. If the bungalow is provided with electric lights and fans, the following additional charges shall be made :

	Charges per day per room	
Name of the inspection house	Winter, i. e., October 16 to April 15	Summer, i. e., April 16 to October 15
1	2	3

		Rs. a. p.	Re. a. p.
Meerut administrative Quarters : (I Circle).	Per day irrespective of the number of rooms occupied	0 13 0	1 4 0
Meerut Tube-well Circle		0 13 0	1 4 0
Bareilly		0 13 0	1 4 0
Agra		0 10 0	1 15 0
Jhansi		0 10 0	1 15 0
Kanpur		0 10 0	1 15 0
Narora	Per day per set irrespective of the number of rooms occupied	0 10 0	1 15 0
Inspection House, Lucknow (Northern set		0 10 0	1 15 0
Roorkee		0 10 0	1 15 0
Etawah		0 10 0	1 15 0
Banbasa Inspection House No.1		0 10 0	1 15 0
Special class Inspection House per day per room		0 5 0	0 8 0

Electric charges shall be payable from the first day of occupation by canal as well as non-canal officers,

Note – In case the Chief Engineer, Irrigation Department, occupies one room of the second set at Roorkee in addition to the other set fully occupied by him, he will pay electric

charges for the additional room on the day basis, viz. at the rates of annas 4 per day in winter and annas 6 per day in summer.

iv. For the purpose of this rule, a day shall be defined as from forenoon or from afternoon to afternoon, provided that any stay of over four hours between the hours of 6 p.m. and 6 a.m. shall count as one day's stay. Between April 16 and October 15, any stay of over four hours without any portion of it failing within these limits, shall be charged for at half the rate for a full day.

6. All the charges mentioned in sub-paragraph (5) (i) shall be increased by 50 percent, when a government officer not on duty or a private person, occupies the inspection house, and shall be payable from the first day of occupation. For special inspection houses see paragraph 297 [b] [7].
7. If a room is shared by two or more visitors, each shall pay his share of the above charges.
8. A visitor occupying only a dressing room, shall pay as if he occupied the bed-room to which it is attached, whether or not the latter is occupied at the time.
9. When an officer traveling on duty has not had time to obtain a permit, he shall inform the divisional officer in writing of the dates of his arrival and departure, but shall give way to a permit holder, it required to do so.
10. Wood and charcoal may be supplied, if available by the chowkidar or patrol on a written receipt and the cost thereof recovered at current rates.
11. A book shall be maintained in which all visitors, whether entitled to free residence or not, shall enter their names, dates and time [fore or afternoon] of arrival and departure.
12. Payment shall be made to the chowkidar or patrol in cash, the amount paid being entered in the visitors book and a receipt taken. The divisional officer may, however, permit irrigation officers, who use the inspection house frequently, to pay once a month on presentation of bills.
13. All occupants before departure will kindly see that the bungalow & its premises, furniture, crockery, etc., are left clean by their servant, and if they are unaccompanied by servants, they should pay the chowkidar or patrol Re. 1 to have the bungalow, furniture, crockery etc., cleaned.
14. Superintending Engineers quarters or inspection houses at circle headquarters are primarily meant for the use of Superintending Engineers and are known as "Administrative Inspection House". The divisional officers shall not issue permits for these without obtaining the previous permission of the Superintending Engineer.

    The following inspection houses are classed as special inspection houses :

    The dak bungalow and annexe at Mayapur, Dudhpur (excluding annexe), Etawah, Bungalow no. 15 at Narora, Mathura (Upper Division. Agra Canal), Saharanpur, Dehradun (New Inspection House, Bijapur), Banbasa (Inspection House No. 1), Shahjahanpur, Sitapur, Hardoi, Unnao, Moradabad, Badaun, Okhla.

15. i. The Scale of furniture and brass Utensils for the existing. Administrative and Special Inspection Houses shall be as follows :

P.W.D. G.O. no. 246-MS/XXIII-D – 177-MS-45, dated April 24, 1952 and G.O. no. 2786-IW/XXIII-IW, dated August 19, 1853.

List of Furniture

S.No.	Name of article	No.
1.	Office table	1
2.	Table large	1
3.	Table small	2
4.	Dining table	1
5.	Dressing table with mirror	2
6.	Tea tables	4
7.	Niwar beds	4
8.	Wash – hand basin stand	2
9.	Chairs ordinary	6
10.	Chairs dining	6
11.	Easy chairs low	4
12.	Hot case	1
13.	Meat safe	1
14.	Ghara stands	2
15.	Bath patras	2
16.	Commodes	2
17.	Chamber pots	2
18.	Table fans (Electric)	2
19.	Table lamps	2
20.	Cushioned chairs	2
21.	Enamelled jugs	2
22.	Wash hand basin (enamelled)	2
23.	Durries	4
24.	Hat racks	2
25.	Towels stands	2
26.	Door pardahs	12
27.	Country beds	10
28.	Wooden box	1
29.	Tubs or balties	6

List of Brass Utensils

S.No.	Name of article	No.

1.	Phool thals,	6
2.	Tumblers	6
3.	Katoris	30
4.	Spoons	1 dozen
5.	Patili with lid	2
6.	Lotey	2 (In addition a good lota should also be provided for each bathroom.)
7.	Set of 5 bhagone	1
8.	Parat	1
9.	Koncha	1
10.	Poni	1
11.	Karchi	2
12.	Tawa	1
13.	Karahi	1
14.	Chimta	1
15.	Sindasi	1
16.	Fry pan (brass)	1
17.	Chilamchi (brass)	1
18.	Chakla belan	1
19.	Angithi	2
20.	Tea spoons	1 dozen
21.	Dessert forks	1 dozen
22.	Tea set	1
23.	Plates full size	6
24.	Plates ¼ size	6
25.	Enamel tumbler	1 For each bathroom
26.	Spittoon	1 For each bedroom and dining room.

ii. If any new Administrative or special Inspection Houses re established, their complete furnishing including, utensils, should not cost more than Rs. 2,700 per Inspection House.

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e> ;g dgu dk fun"k gvk g fd flpkb foHkkx d fujh{k.k Hkouk foJke xgk dk LFkkfir dju dk e[; mnn"; ;g Fkk fd foHkkx d ,o "kklu d vU; foHkkxk d vf/kdkjh] "kklu d lnL; ,o "kklu l lEc) vU; lHkkUr 0;fDr viu Hke.k d nkjku ogk Bgj rFkk "kkldh; dk; lEiUu dj ldA bu Hkouk e lkekU;r% doy fuokl dh 0;oLFkk gh dh xb vkj Hkktu dh 0;oLFkk dh vkj ijk /;ku ugh fn;k x;kA bl dkj.k Hke.k dju oky vf/kdkfj;k ,o depkfj;k dk tk ogk Bgjr g] mUg dfBukb dk lkeuk djuk iMrk gA bld fy, ;g vko";d g fd flpkb foHkkx d fujh{k.k Hkouk e Hkktu idku o fu/kkfjr njk ij miyC/k djku dh 0;oLFkk] fty e[;ky;@vU; egRoi.k LFkkuk ij fLFkr fujh{k.k Hkouk e dh tk;A vr% iFke pj.k e flpkb foHkkx d 100 fujh{k.k Hkouk ¼lph lyXu½ e Hkktu dh 0;oLFkk gr iR;d fujh{k.k Hkou d fy, :0 2400@& ¼nk gtkj pkj lk doy½ dh ykxr rd dh Økdjh o dVyjh rFkk Hkkjrh; i)fr d cru dh [kjhn dh Lohdfr jkT;iky egkn; u inku dj nh gA [kjhn dh tku okyh Økdjh dVyjh o cruk dh lph lyXu gA ;fn fdlh fujh{k.k Hkou e bue l dN lkeku igy l gh miyC/k gk rk mruk gh lkeku de Ø; fd;k tk; rFkk mlh vuikr e /kujkf"k dk mi;kx u fd;k tk;A ;g Hkh lfuf"pr dj fy;k tk; fd lkeku dk Ø; foRrh; gLr ifLrdk e vfdr fu;ek d vulkj gh fd;k tk;A

2- ;g 0;; 1978&79 d ctV d l[;k 61 d y[kk "kh'kd 333 l ogu fd;k tk;xkA

3- ;g vkn"k foRr foHkkx d v"kkldh; i= l0 b&9&2122@nl&78] fnukd 11 tuojh 1979 e ikIr lgefr l tkjh fd;k tkrk gA

4- Hkktu dk fuEufyf[kr ehu LVUMM ekuk tk; &

	¼v½ lcg dk uk"rk &		
	fo"k'k nj :0 2-50		lkekU; nj :0 1-50
¼1½	eD[ku 15 xke dh ,d fVfd;k :0 0-40	¼1½	pkj iMh ,d lCth d lkFk :0 1-20
¼2½	Nk VkLV ¼15 il ifr VkLV½	¼1½	pk; dk ,d l;kyk 0-30 il dy 1-50 :0
¼3½	dku¶yDl n/k d lkFk 1-30 :0 ;k ,d mcyk v.Mk vkj othVcy dVyV 2 ihl	¼1½	
¼4½	pk; dk ,d ikV&0-45 :0 dy % 2-55 vFkkr % 2-50 :0	¼1½	
	¼c½ "kkdkgkjh yp dk fMuj &		
	fo"k'k nj :0 4-00 ifr Fkky		lkekU; nj :0 2-00 ifr Fkky
¼1½	jkVh	¼1½	jkVh

¼2½	Nky	¼2½	Nky
¼3½	Pkoy	¼3½	Pkoy
¼4½	Nk lCth	¼4½	,d lCth
¼5½	Lykn	¼5½	pVuh
¼6½	jk;rk		
¼7½	pVuh		
	¼l½ v"kkdkgkjh yp ;k fMuj :0 6-00 ifr Fkky &		
¼1½	jkVh	¼2½	ikiM
¼3½	Nky	¼4½	Lykn
¼5½	Pkoy	¼6½	jk;rk
¼7½	,d lCth	¼8½	eVu ,d lyV
	vU; nj &		:i;
¼1½	,d pk; dk l;kyk		0-30
¼2½	"kke dh pk; ¼nk fcLdV ,d l;kyk pk;½		0-50
¼3½	eD[ku 15 xke dh ,d fVfd;k		0-45
¼4½	VkLV ,d		0-15
¼5½	dku¶yDl n/k d lkFk		1-50
¼6½	vkeyV ,d v.M dk		0-90
¼7½	mcyk v.Mk ,d		0-75

¼5½ iR;d fujh{k.k Hkou gr diu flLVe jgxk vkj pkdhnkj@jlkb;k d ikl diu jgxA ftru diu Ø; dj fy; tk;x mru gh 0;fDr;k d fy, Hkktu] uk"rk o Hkktu r;kj fd;k tk;A bl idkj l olyh dh ifØ;k e dfBukb ugh gkxhA

¼6½ iR;d fujh{k.k Hkou e l>ko@f"kdk;r ifLrdk j[kh tk;A tk jVl o ehu fu/kkfjr fd;k x;k g ml lpuk iV ij yxk;k tk;] ftll vkxUrdk dk lfo/kk gkA

¼7½ iR;d pkdhnkj@dd dk jlkb dh 0;oLFkk dju gr :0 100@& vfxe fn;k tk; vkj mldh v/;kfl;k l oly dju d ckn fjdi fd;k tk;A

¼8½ Bd ij dUVhu dh 0;oLFkk djuk fujh{k.k Hkouk dh fo"k'k ifjfLFkfr;k dk /;ku e j[kdj lHko ugh gA

¼9½ bl 0;oLFkk gr tgk tgk pkdhnkj igy l fu;Dr g mudk ;k rk jlkb;k dk if"k{k.k fn;k tk; vFkok mudk foHkkxh; :i l vU;= dk;jr dj mud LFkku ij ckoph ,o pkdhnkj dh fu;fDr gkA bld lkFk gh lkFk ftu fujh{k.k Hkouk e pkdhnkj dk in fjDr gk mu ij Hkh tk fu;fDr;k gk og bl vkj mi;Dr 0;fDr;k d }kjk Hkjh tk;A ;g Li'V fd;k tk jgk g fd pkdhnkj@jlkb; dh 0;oLFkk foHkkxh; lk/kuk d vUrxr dh tkoxh] vkj bl gr dkb vfrfjDr 0;; rFkk fdlh idkj d u; in Lohdr ugh fd; tk;xA ckoph dk dke dju d fy, fdlh vfrfjDr oru vFkok ekun; dk Hkxrku ugh fd;k tk;xkA

¼10½ ftu fujh{k.k Hkouk e bl idkj dk Hkktu dh 0;oLFkk dh tk;xh mldk mi;kx ogk Bgju oky ljdkjh@xj ljdkjh 0;fDr }kjk gh fd;k tk;xkA LFkkuh; vf/kdkfj;k@depkfj;k@vFkok xj ljdkjh 0;fDr bl lfo/kk dk mi;kx dju d fy, l{ke ugh gkxA

¼11½ fujh{k.k Hkouk e Hkktu dh lfo/kk vfoyEc djk nA lEcfU/kr voh{k.k vfHk;Urk le;≤ ij dh xb Hkktu dh 0;oLFkk dh tkp fd;k djx rFkk ;g lfuf"pr djx fd ;g 0;oLFkk lpk: :i l py jgh gA bl lEcU/k e mUg vkn"k Hkt fn; tk;A

¼12½ ftu fujh{k.k Hkouk dh mi;Dr 0;oLFkk ykx dh tk; mldh lph ;Fkk le; "kklu dk Hkth tk;A

Hkonh;

g0@,l0 ,u0 lB

mi lfpo

ftyk e[;ky; ij fLFkr fujh{k.k Hkou

fujh{k.k Hkou dk uke &	tuin
1- ngjknu ¼chtkij½	ngjknu
2- et¶Qjuxj	et¶Qjuxj
3- lgkjuij	lgkjuij
4- cyUn"kgj	cyUn"kgj
5- vyhx< ¼nk/kij½	vyhx<
6- ejknkckn	ejknkckn
7- "kkgtgkij	"kkgtgkij
8- cnk;	cnk;
9- gjnkb	gjnkb
10- eFkjk	eFkjk
11- luijh	luijh
12- ,Vk	,Vk
13- cjyh	cjyh
14- fctukj	fctukj
15- Q:[kkckn	Q:[kkckn
16- dkuij	dkuij
17- Qrgij	Qrgij
18- bVkok	bVkok
19- yfyrij	yfyrij
20- tkyku	tkyku
21- cknk	cknk
22- tkuij	tkuij
23- fetkij	fetkij
24- lYrkuij	lYrkuij
25- jk;cjyh	jk;cjyh
26- ckjkcdh	ckjkcdh
27- Qtkckn	Qtkckn
28- ihyhHkkr	ihyhHkkr
29- lhrkij	lhrkij
30- xkj[kij	xkj[kij
31- cLrh	cLrh

32- mUuko mUuko
33- irkix< irkix<
34- nofj;k nofj;k
35- vktex< vktex<
36- cfy;k cfy;k
37- xkthij xkthij
38- >klh >klh
39- vkxjk vkxjk
40- y[kuÅ y[kuÅ

ABSTRACT OF UTENSILS FOR INSPECTION HOUSE

S.No.	Name of Utensils	No.
1)	Thali (Stainless Steels)	4
2)	Katori (Stainless Steels)	12
3)	Tumblers (Stainless Steels)	4
4)	Small Saucer (Stainless Steels)	4
5)	Patili with lid (Phool)	2
6)	Lota (Stainless Steels)	2
7)	Bhagona with Lid (Stainless Steels)	4
8)	Parat (Stainless Steels)	2
9)	Tawa (Iron)	2
10)	Karahi (Iron)	1
11)	Kauncha (Stainless Steels)	2
12)	Chimta (Iron)	2
13)	Sandasi (Iron0	2
14)	Chamcha (Stainless Steels)	2
15)	Poni (Stainless Steels)	2
16)	Angethi (Iron)	4
17)	Chakla Belan (Wooden)	2
18)	Jug (Stainless Steels)	2
19)	Sil Batta (Medium)	1
	Total :---	

ABSTRACT OF CUTLARY/CROCKERY etc. FOR EACH INSPECION HOUSE

S.No.	Name of Articles	No.
1.	Aluminium degchis with covers	4
2.	Aluminium Saucepan with covers & handles	1
3.	Aluminium Frypan	1
4.	Kettles (medium)	1

5.	Vegetable dishes	2
6.	Meat Dishes	2
7.	Soup plates	3
8.	Half Plates	3
9.	Breakfast set (China)	1
10.	Butterdishes	1
11.	Hot water jugs	1
12.	Glass cold water jugs	1
13.	Table spoons	6
14.	Desert spoons	6
15.	Salt spoons	2
16.	Washing up basins	1
17.	Trays	1
18.	Sause beat	1
19.	Knives medium stainless (steel)	4
20.	Graves (stainless steel)	1
21.	Full Plates	4
22.	Quarter Plates	6
23.	Breakfast cups and saucers	6
24.	Milk jugs	2
25.	Tea pots	2
26.	Sugar bowls	2
27.	Slad bowls	2
28.	Salt collars	2
29.	Egg cups	2
30.	Tumblers (large)	6
31.	Tumblers (small)	6
32.	Forks (Medium)	2
33.	Tea spoons	8
	Total :--	

(b) Ordinary Inspection Houses

1. Permission to occupy canal inspection houses shall be applied for at least ten days before the intended visit by a letter addressed to divisional officer. Full address, to which they reply is to be sent, shall be given Canal telegraph offices shall not be used for such correspondence, or for any other purpose, except by district and police officers in cases of emergency connected with their duties. Should a canal officer arrive in any emergency and require accommodation, one side room and bathroom shall be vacated.

2. Gazetted officers on duty may occupy any inspection house without previous permission or notice for a few days only, subject to the following condition :

(i) That the visit is due to a bonafide emergency

(ii) That immediately notice by wire shall be given to the divisional officers.

(iii) That should a canal officer arrive while the bungalow is so occupied, the occupant shall make room or vacate as circumstances may require.

3. For the purpose of these rules members of the State Legislatures are to be treated in all respect as it they were gazetted officers in a department other than the Public Works Department/Irrigation Department. When traveling to or returning from meeting of the Legislative Assembly, or meetings of committees appointed by Government or by the Legislature, they will be considered to be on duty and will be entitled to occupy an inspection house without any previous notice, provided the accommodation at that time is available.

4. Non-official may be permitted to occupy ordinary inspection houses for periods not exceeding ten days on payment of the rent and other charges prescribed in the rules if accommodation is available.

5. Officers and visitors using the inspection house shall see that the premises, including the bathrooms, cook house and out-house, are kept in a clean and sanitary condition during their incumbency and that everything is left in good order on their departure.

6. Any damage done to the inspection house or its fittings shall be recorded in the visitors book. Its value will be intimated in due course and shall be promptly paid.

7. a. When an officers stay continuously in the same inspection house or rest house for more than a week he shall pay rent at the rate of rupee one and annas eight per main room per day or at ten percent of his monthly emoluments, which ever is less, for entire period of his stay.

b. The Executive Engineers and Assistant Engineers shall be exempted from payment of rent for their stay while on duty in connection with the floods and other important works, in the inspection houses at the following can I head works even if the period of stay exceeds one week, provided they have got government on private residence at their headquarters for which they pay rent.

S.No.	Name of the canal system	Place where head works are situated
1	Sarda Canal	Banbassa
2	Lower Ganges Canal	Narora
3	Upper Ganges Canal	Mayapur and Laljiwala (near Haridwar)
4	Agra Canal	Okhla
5	Betwa Canal	Paricha and Dhukwan
6	Dhasan Canal	Pahari and Lahchura
7	Ken Canal	Gangao and Baryarpur

8	Mirzapur Canal	Dhandrual and Silhat

c. When an inspection house, rest house or other government building, which is allotted to and occupied by an officer to the exclusion of others, such officer not having a private residence of his own, rent shall be charged from the officer for the whole month whether he occupied it or not during the period of allotment.

d. When an officer locks up his furniture, etc. in a portion of an inspection house so that other officers cannot occupy the locked portion, the officer concerned shall pay rent for the entire period for which the rooms are kept locked.

e. Officers who are not on duty and non-officials occupying ordinary and special inspection houses shall pay rent at rupees two per main room per day.

f. When an officer occupies an inspection house at his headquarters for seven days, he shall pay real at eight annas per main room per day, but if he stays on for more than a week, he shall pay real for the entire period at rupee one and annas eight per main room per day or at ten percent, of his monthly emoluments whichever is less.

g. When the officers have to make prolonged halts at inspection houses owing to breaches or other serious damages to canal works or the construction of important works, exemption from the payment of rent in such cases will be considered by Government on receipt of specific recommendations from the Chief Engineer.

(8) If electric lights and fans are provided the following rates shall be charged for the electric current consumed:

Rate per room per day

Summer	Rs. a. p.	Winter	Rs. a. p.
From April 16 to October 15	0 7 0	October 16 to April 15	0 4 0

(9) All occupants before departure will see that bungalow and its premises, furniture, crockery, etc. are left clean by their servants, and if they are unaccompanied by servants, they should pay the chowkidar or patrol incharge Re. 1 to have the bungalow, furniture, crockery, etc. cleaned.

10 The driving bank of the canal shall be used only by the camping officer personally. His staff, carts, followers, etc. shall use the other bank, or district or village roads if the other bank is not maintained for cart traffic.

11 No horses, cattle camels or other animals, belonging to the officer or his staff shall be permitted to graze in the compound or on the canal banks.

12 The patrol in charge other canal employees shall not be used for obtaining supplies. When there is fuel to spare, sufficient will be supplied for the personal requirements of the officer, at the rates in force in the division. The price of the fuel supplied shall be paid to the patrol and a receipt demanded. Servants and followers are prohibited from cutting canal trees or breaking their branches.

13 Visitors shall fill in details of their stay in the visitors book.

14 No canal inspection house shall ordinarily be used as a polling station or for holding courts or inquiries.

"Where an officer has no residence at the place of his posting and if he uses, the Inspection House or Special Class Inspection House or Administrative Quarters at his head quarters, he should pay rent therefore at the prescribed rates in addition to the Electric and water charges for the days he actually occupies the Inspection House for the whole period of his posting at that place or till he acquires a residence and occupies it and also notifies the authorities concerned of his having done so."

"kkl ukn"k l[;k 167&,d@87&23 fl 0&6&60&Hkou&fnukd 15 tuojh 1987 dh ifrfyfiA

dk;ky;&Kki

mRrj in"k d jkT;iky egkn;] in"k d fofHkUu LFkkuk ij cu flpkb foHkkx d fujh{k.k Hkouk e Bgju oky vkxUrdk l uhp nh xb l"kkf/kr njk l fdjk;k oly fd; tku ij viuh lgefr inku djr gA vrh fdjk; dh olyh fd; tku lEcU/kh flpkb fu;ekoyh d ijk 297 dk bl gn rd l"kkf/kr le>k tk;A ;g vkn"k fnukd 15 tuojh] 1987 l ykx gkxA bl lEcU/k e ioxkeh leLr vkn"k fujLr le> tk;x vkj fuEukfdr fdjk;k mDr frfFk l gh oly fd;k tk;xkh&

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fujh{k.k Hkouk d d{kk dk fdjk;k	fujh{k.k Hkouk d d{kk dk iujhf{kr fdjk;k	oreku

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de en	fdjk;k ifrfnu	fctyh dk "kYd ----------	fdjk;k ifrfnu	fctyh dk "kYd ----------
l0	:0½	15@10 l 16@3 l	¼:0	15@10 l 16@3 l

		15@3 rd ifrfnu ¼:0½	14@10rd ifrfnu ¼:0½		15@3rd ifrfnu ¼:0½	14@rd ifrfnu ¼:0½	
1	2	3	4	5	6	7	8
	¼,MfefuLVfVo rFkk fo"k'k J.kh d fujh{k.k Hkou½				¼,MfefuLVfVo rFkk fo"k'k J.kh d fujh{k.k Hkou½		
1	ljdkjh vf/kdkfj;k l M;Vh ij lkr fnu ¼lk/kkj.k J.kh d Hkou½	4-00	0-75	1-00	7-00	1-00	1-50
	"kU;	0-75	1-00		2-00	1-00	1-50
	flpkb foHkkx d og lHkh vf/kdkjh tk gMoDl d j[k&j[kko l lEcfU/kr g lkr fnu d i"pkr Hkh fu"kYd vkokl lfo/kk iku d vf/kdkjh gkx c"kr o e[;ky; ij vkokl j[kr gkA				flpkb foHkkx d og lHkh vf/k& dkjh tk gMoDl d j[k&j[kko l lcf/kr g lkr fnu d i"pkr Hkh fu"kYd vkokl lfo/kk iku d vf/kdkjh gkx c"kr o e[;ky; vkokl j[kr gkA		
2-	ljdkjh vf/kdkfj;k l M;Vh ij lkr fnu l vf/kd Bgju ij lHkh fujh{k.k Hkouk gr	15-00	0-75	1-00	10-00	1-00	1-50

3- ljdkjh vf/kdkjh tk futh dk; l Bgjr g

¼d½ lkr fnu rd 5-00 1-00 1-50 15-00 1-00 1-50

¼[k½ 15 fnu rd 15-00 1-00 1-50 20-00 1-00 1-50

4- m0 i0 d fuxek o Lok;r lLFkkvk rFkk viu jkT; o vU; jkT; d vf/k&

dkjh;k l ¼;fn dkb ikjLifjd 0;oLFkk

gk rk ,d gh ox ¼dVxjh½ ekuk tk;

vU;Fkk lkeu vfdr l"kkf/kr nj ykx

gkxh½

¼d½ lkr fnu rd 10-00 1-00 1-50 15-00 1-00 1-50

¼[k½ lkr fnu l 25-00 1-00 1-50 25-00 1-00 1-50

vf/kd

5- Hkkjr ljdkj d vf/kdkfj;k o Hkkjr x.kjkT; rFkk vU; in"kk

dh ljdkjh fuxek miØek d

depkfj;k l

¼d½ lkr fnu rd 15-00 1-00 1-50 20-00 1-00 1-50

¼[k½ lkr fnu l 25-00 1-00 1-50 25-00 1-00 1-50 vf/kd

6 ekuuh; eU=hx.k "kU; fctyh d 0;; dk fcy "kklu d lfpoky; i"kklu ¼y[kk½ vuHkkx }kjk Hkxrku dh ioor 0;oLFkk jgxhA

7 e=hx.k d llnh; "kU; fctyh d 0;; dk lfpo] v/;{k rFkk Øe"k fo/kku lHkk]

	mik/;{k] fo/kku lHkk] lHkkifr rFkk mi&lHkkifr] fo/kku ifj'kn ,o mie=h		fo/kku ifj'kn lfpoky; ,o lfpoky; i"kklu ¼y[kk½ vuHkkx }kjk Hkxrku fd;k tk;xkA
8	fo/kk;dk ,o lln lnL;k l	¼1½	;fn o futh dk; l fujh& {k.k Hkou e Bgjr g] rk ljdkjh vf/kdkjh }kjk n; fdjk;k o vU; lok "kYd
		¼2½	;fn M;Vh ij tkr g rk doy lok "kYdA
9	i;Vdk@ikboV 0;fDr;k l		25-00 1-00 1-50
10	fon"kh i;Vdk l		50-00 1-00 1-50

2& mDr l"kkf/kr nj fuEukfdr ifrcU/kk d lkFk ykx gkxh&

¼1½ tk ljdkjh vf/kdkjh fj;k;rh nj ij :du d fy, ik= g ;k vU; 0;fDr lkr fnu ijk :dr g] mud }kjk mlh fujh{k.k Hkou e iuh :du d chp de l de lkr fnu dk vUrj gkuk pkfg, vU;Fkk mul xj ljdkjh 0;fDr d fy; fu/kkfjr fdjk;k :0 25-00 ifrfnu oly fd;k tk;xkA

¼2½ d{kk e :du oky 0;fDr ¼fon"kh i;Vdk dk NkMdj½ l ,d llrkg rd lkekU; fdjk;k fy;k tk;xkA ,d llrkg l vf/kd fdlh Hkh 0;fDr dk :du dh vuefr ugh nh tk;xhA ;fn dkb 0;fDr bl vof/k l vf/kd :drk g] rk mll ,d ekg rd :0 25-00 ifrfnu oly fd;k tk;xk rFkk mld mijkUr :0 35-00 ifrfnu ifrdj d :i e oly fd;k tk;xkA

¼3½ ;fn dkb 0;fDr ,d llrkg rd :du d mijkUr iu% 10 fnu d vUnj nkckjk ,d ;k nk fnu gh :drk g rk lkekU; fdjk;k fy;k tk;xk] ijUr ;fn og iu% rhu fnu ;k vf/kd le; rd :drk g] rk nkuk vof/k;k e de l de gk] rk lkekU; fdjk;k u ydj ijh vof/k dk ,d ekur g, mijkDr ifrcU/k ¼2½ d vulkj ifrdj oly fd;k tk;xkA

¼4½ "kklu d ekuuh; lnL;k] v/;{k ,o mik/;{k] fo/kku lHkk rFkk lHkkifr ,o milHkkifr] fo/kku ifj'kn ij mi;Dr ifrcU/k ykx ugh gkxA

3& ;g vkn"k for foHkkx d v"kkldh; l[;k b&9&1282@nl&86 fnukd 1 tuojh] 1987 e ikIr lgefr l tkjh fd; tk jg gA

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Rules Regulating the use of Canal Roadways

298[1] Canal roadways are primarily meant for the use of touring officers of the Irrigation Department. The following classes of officers are, however, when on duty, permitted to use the canal driving road or light motor car traffic, and the cart road on the other bank for traffic, such as motor lorries, bullock carts and ekkas, if no other route is available:

[i] Ministers and members of the Legislative Council and the Legislative Assembly.

[ii] Members of Parliament.

[iii] Members of the Board of Revenue.

[iv] Commissioners.

[v] Collectors and Settlement Officers.

[vi] Deputy Inspectors General and Superintendents of Police.

[vii] Civil Surgeons.

[viii] All Heads of Departments.

[ix] Non-official Members of the Irrigation Board.

[x] Inspectors and Inspectresses of School.

[xi] Deputy Director of Public Health.

[xii] Assistant Directors of Public Health.

[xiii] Deputy Registrar of Co-operative Societies.

[xiv] Divisional Forest Officers.

[xv] Mayors and Deputy Mayors of KAVAL Towns. Chairman, Presidents of Municipal Boards, Town Area and Notified Area Committees.

[xvi] Deputy Development Commissioners, Assistant Development commissioners, Additional District Magistrates (Planning), District Planning Officers, Deputy Project Executive Officers, Block Development Officers, Assistant Development Officers District Level Officers of Development Departments (viz. Agriculture, Animal Husbandry, Co-operative, Panchayat and Prantiya Rakshak Dal) and

[xvii] Adhyaksha of Antarim Zila Parishads.

[xviii] Deputy Director, Animal Husbandry Department.

Complimentary passes will be issued at the beginning of the season to Ministers, members, Board. Board of Revenue, heads of departments and non official members of the Irrigation Board b the Chief Engineer, and to the remaining officers by the canal divisional officers (whose canals lie inside the jurisdiction of the various officers in the above list).

[2] Officers other than those mentioned above may use canal roads under a system of permits, which the divisional officer will issue at his discretion, subject to the rules given in sub paragraph 4 to [].

[3] Deputy Collectors, Civil Sub-divisional Officers, Tahsildars, Naib-tahsildars, Deputy Superintendents of Police, Inspectors and Sub-inspectors of Police, Assistant Excise Commissioners and excise Inspectors and Medical Officers, Secretaries, Engineers and Tax Officers of District Boards may, in cases of emergency use a canal roadways, without previously obtaining a permit but they must, on each such occasion, inform the divisional or the sub-divisional officer in writing at once. In order to prevent the unnecessary use of canal roadways, the divisional officer may report cases of officials using them without permits to their superior officers, and inquire if the work necessitating such use was urgent and if it could not have been done on horseback.

[4] The divisional officer may issue a limited number of permits to the general public, but only where other means of communication are not available. He shall grant such permits only for light rubber tyred traffic on the driving road and ordinarily only to those who reside within the divisional boundaries. Such permits shall ordinarily be limited to the nearest pucca road from the applicants place of residence, except in special cases. Permits may

be extended for the use of roadways in an adjoining division with the sanction of the Superintending Engineer.

[5] All persons desirous of obtaining permits for driving on canal banks shall address their application to the divisional officer. Officers mentioned in subparagraph [2] shall forward such applications through the head of their offices.

[6] All permits shall expire on June 15 each year, as canal roads are closed to traffic during the rainy season, namely from June 15 to approximately October 15. The divisional officer may close any canal road to traffic at any other time of the year and for such period as he considers necessary for purposes of repairs, or, if, in his opinion, it is unfit for wheeled traffic.

[7] No canal road may be used when in wet condition. The cost of repair of any damage done by contravention of this rule may be recovered from the person who may have caused such damage.

[8] All permits shall be personal and non-transferable.

[9 Users of canal roads do so at their own risk. These roads are not designed for major traffic. In particular users are advised in their own interests to avoid driving on canal roads at night.

[10] The divisional officer may issue occasional permits for specific journeys.

[11] All users of canal roads shall sign in the registers maintained for the purpose at control gates, and supply the information required for filling in the columns of the registers.

[12] Special and doubtful cases, outside the scope of these rules, and objections against the orders of the divisional officer may be referred to the Superintending Engineer, whose decision shall be final.

[13] Small lengths of canal roads connecting two important pucca roads may be metalled and opened to public.

[14] Village traffic may be permitted on canal land below canal banks and service road under a system of annual permits.

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299[1] In the execution of works the safety and convenience of the public shall be duly attended to and all operations should be carried on in such a manner as to interfere as little as possible with traffic or the ordinary pursuits of the people. Temporary roads and bridges shall when necessary, be provided; and the occupation of land, when practicable be so timed, as not to lead to the destruction of standing close to the inhabited part of any town or cantonment as to become a nuisance.

[2] No religious edifice shall be destroyed or injured in the execution of works without the full and free consent of the persons interested in it, or without the concurrence of the principal civil or political authority on the spot, except under the orders of Government.

[3] Should the carrying out of any work necessitate the temporary closing of any district road or canal road open to the public, the officer in charge of the work shall be responsible for taking the following precautions to avoid accidents:

[a] An earthen bund or brick wall two feet high shall be constructed right across the road, and whitewashed.

[b] A notice reading “Road Blocked” in letters legible at a distance of twenty yards shall be placed above the bund or wall and at a height of five feet from the ground.

[c] A red lamp by night shall be kept lit above the bund or wall and at a height of five feet from the ground.

[d] A watchman shall remain on duty throughout the night to see that the red lamp is kept burning.

300. For rules regarding sanitary arrangements at large labour camps, see paragraph 139 of the manual of Professional Orders:

Where large bodies of work-people are congregated for the execution of government work, a reasonable outlay of expenditure chargeable to the work concerned, shall be authorized for providing them with any necessary temporary cover, making sanitary and hospital arrangements, and employing one or two policeman or any other small temporary establishment may be necessary.

301. Serious accidents shall be reported to the Superintending Engineer, and also, at the discretion of the divisional officer to Government direct Divisional and other officers or subordinates in charge of works shall furnish immediate information to the proper civil authorities on the occasion of a serious accident and in the case of a death on the spot, they shall not allow the body to be removed till an inquiry has been held by the police.

302. Female labourers shall not be employed as far as possible on works in the neighbourhood of soldiers' barracks.

303. Carriage of any description, employed for purposes connected with public works, shall be as liable to be impressed for military purposes, as carriage employed by private individuals.

CHAPTER IV

Revenue and Water Supply

SECTION I

Distribution of Supply

Introduction of new Irrigation

304(1) While the existence of a supply of canal water does not establish any right to the continuance of the existing distribution, still the enjoyment of irrigation does establish a moral obligation on the State Government to its continuance in the absence of stronger reasons for a change.

(2) Although the Irrigation Department is free, on opening of a canal, to give or withhold water, it is not free to withdraw the supply arbitrarily without reason; rents are raised; markets, population and prices are affected. The withdrawal may seriously affect public and private interests. It is, therefore, a measure to be adopted only after careful consideration.

Various causes may necessitate a change in the distribution. The existing arrangements for irrigation may be unsuitable. The claims of other district may justify reduction in tracts enjoying a too liberal supply, and the rise of the spring level may demand that the supply of water be withdrawn or diminished.

(3) A judicious enforcement of economy in water can achieve beneficial results without inflicting hardship or loss. When reduction of supply is unavoidable, proposals should not be based rigidly on any arbitrary ratio of reduction. A general standard of reduction may be required, but due regard shall be paid to the special conditions in each tract or holding. The circumstances of each village vary so greatly that latitude must be allowed in the application of any standard. Redistribution of supplies shall be based on the average areas irrigated in normal years and not on the area of a year of drought.

(4) When a reduction of supply in any tract or district considered advisable, the general proposals shall be submitted to the Chief Engineer for approval. If he accepts them, the divisional officer shall work out the detailed scheme in consultation with the collector. The superintending Engineer shall obtain the opinion of the commissioner on the final detailed proposals before forwarding them for Government's approval (see rules under the Canal Act.)

Stoppage of Supply

305[1] Virtually prohibited by law in as much as it is not included in any of the case in which stoppage is directly authorized. The general power of directing stoppage of water supply is reserved under the act to the divisional officer; but the sub-divisional officer may authorize temporary stoppage in cases of pressing emergency. When a sub-divisional officer has occasion to act upon this authority, he shall at once report the fact to his departmental superior giving his reason in full for the action thus taken.

[2] Nothing in the foregoing rules shall affect the power of canal officer to close any watercourse or stop any supply of water on his own authority in cases of pressing emergency.

Permanent outlets

306.[1]All outlets from which watercourses are supplied shall be constructed and maintained at the expense of the State Government Provision for outlets shall be included in the estimates for constructing or remodeling distributary channels Sanction to such estimates shall not convey any authority for expenditure on outlets,

which shall not be incurred till the Superintending Engineer has approved the detailed proposals.

[2] The divisional officer shall submit all proposals for new outlets, abolition of or changes. In the size or position of existing outlets in Irrigation Branch form no. 31 for orders of higher authority. The superintending engineer is empowered to sanction new outlets, alteration in the position of an outlet or reduction in its ventage and abolition of any existing outlet. The approval of the Collector shall be obtained if the coshares object to the change of site. A general redistribution shall require the approval of the Chief Engineer. At the end of each quarter the Superintending Engineer shall submit for Chief Engineer's information office copies of Irrigation Branch form No. 31 of the sanctions relating to grant of new outlets, and increase in the ventage or abolition of existing outlets.

[3] Every proposal on form 31 shall be accompanied by a tracing of the 16" map showing the positions, alignments of the watercourses and commanded areas of the outlet in question and of the adjacent outlets on either side. Existing and proposed irrigation shall be shown in distinctive colours.

Tracing should be prepared in every case and attached to the file of the case. In the case of large scale redistribution a chadar sheet should be prepared and the changes sanctioned should be clearly shown on it for record and future reference.

[4] Registers of permanent outlets shall be maintained in the divisional, sub-divisional, Deputy Revenue officers and Ziladars offices and shall be carefully corrected whenever any alteration is sanctioned, giving reference to the sanctioning authority.

[5] The checking of outlets should be carried out as laid down below:

[i] The duties of patrol in this respect are laid down in the page 7, and Executive Engineer should see that the certificate prescribed therein is received by the Ziladars.

[ii] The Ziladar should check at least 20 percent, of the outlets in a year, reporting the discrepancies as soon as discovered. The channels to be checked should be specified by the Executive Engineer in October each year. The Ziladar should send a certificate of annual check to the Deputy Revenue Officer by October 1, enclosing a certificate to the effect that he has received all the certificates from the Patrols and specifying all discrepancies reported by them.

[iii] The Deputy Revenue Officer should check outlets with Kulaba Bahis at the time of partal and report any discrepancies as soon as found. He should heck 5 percent of the total number of outlets in the division each year and also send a certificate of check to the Executive Engineer by 15th October enclosing certificates of all the Ziladar received by him.

[iv] The Junior Engineer should check all the outlets once a year and discrepancies noted should be reported at once. He shall send a certificate of check to the sub-divisional officer by October each year, the annual check should mention discrepancies not remedied by that time giving reasons.

[v] The sub-divisional officer should check 20 percent of the outlets in his sub-division each year. The channels to be checked should be named by the Executive Engineer every October. The discrepancies should be reported as soon as found, and an annual certificate of his own check, enclosing sectional officer's certificates should be sent to the divisional officer by October 15 each year.

[vi] The Executive Engineer shall himself check at least 2 percent of the outlets in his division in such a way as to effectively test the checking carried out by the officers and subordinates in his division each year. In September each year he will draw up a programme of checking of outlets by the officers of the division for the year commencing October 1 taking care to see that each and every outlets in his division for the year commencing October 1 taking care to see that each and every outlets in his division is checked by a sub-divisional officer, Deputy Revenue Officer or a Ziladar once in two years.

[vii] Certificates of check should be in the following printed form. These should be prepared in duplicate. Once should be sent through proper channel to the Executive Engineer for scrutiny and orders after compliance of which it should be carefully recorded. In the divisional office and retained for ten years in special cut files. The other copy should be recorded in the office of the officer concerned and similarly retained for ten years.

Circle ----------

Division ----------

Check certificate of outlets

Name of Channel

As per outlet register	**As found at site**	Date of check Discrepancies, if any Action taken by the Executive Engineer
----------	**----------**	
Site field	**Site field**	
Size---------- nos. Bank	**Size ----- nos Bank**	
M.F. ft.	**M.F. ft.**	

---

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Signature ----------

Designation of the checking officer ----------

(viii) The Executive Engineer shall scrutinize the certificate received from all subordinate officers and take prompt action to get the discrepancies remedied.

Temporary outlets

307[1] Divisional officers shall exercise care in submitting proposals so as to ensure that the grant of temporary outlets does not lead to a reduction in the area irrigated elsewhere. Outlets shall ordinarily not be granted on channels which run without *tatils* if the grant renders *tatils* necessary.

[2] Divisional officers shall submit detailed reports to the Superintending Engineer well in advance if *fasli* outlets are required in the following *fasl*, and will clearly state the names of such channels only where surplus water will be available during the *fasl* to justify the grant of temporary outlets. They will also mention in their reports the approximate number of six inch units required for each of the channels without causing reduction in the area irrigated in the tail reach. Upon this basis, the Superintending Engineer shall fix a quota of temporary outlets for each division at the beginning of the season. The divisional officer will sanction outlets accordingly during the season after considering all necessary information on the subject, and shall submit a copy thereof immediately to the Superintending Engineer.

[3] For each temporary outlet granted and before it is fixed, the most responsible of the applicants shall sign an agreement in the following form on behalf of all those why may irrigate from the outlet:

I, _____ son of _____ caste _____ resident of village _____, on behalf of myself and of all who may irrigate from the outlet now given at mile _____ furlong _____, bank _____ of the _____ distributary, hereby certify that I perfectly understand that the said outlet is granted under the following conditions, viz.:

First – That it is granted solely for the irrigation of crops of the current fasl _____ year ----------.

Second - That it is temporary.

Third – That it will be removed at the end of the said fasl.

The agreement shall be signed in the presence of two witnesses one of whom, if possible, shall be the patwari.

[4] A register of all temporary outlets granted shall be maintained in English in the divisional office, and shall be produced whenever the office is inspected. The register shall be maintained under the following headings:

1. Name of channel.
2. Position.
3. Bank.
4. Diameter of pipe.
5. Village.
6. Name of responsible applicant.
7. Number and date of Executive Engineer's sanction.
8. Date of fixing.
9. By whom fixed.
10. Date of removal.
11. By whom inspected after removal.
12. Date of inspection.

The officer fixing the outlet shall at once submit to the divisional officer through the sub-divisional officer the details required for headings 1 to 8 and also communicate them to the Deputy Revenue Officer and Ziladar.

[5] The sub divisional officer shall be responsible for the correct fixing of the outlets both as regards size and position. The cost of fixing and removing shall be charged to maintenance.

[6] All temporary outlets shall be promptly removed at the end of the fasl. Sub divisional officer shall inspect the site of each outlet after removal and submit to the divisional officer a certificate that they have personally inspected the site and seen the outlet removed.

Divisional officer shall submit to the Superintending Engineer a report showing the dates of removal of all temporary outlets sanctioned.

Watercourses

308 For rules regarding the transfer of a watercourse from one proprietor or set proprietors to another, see sections 23 to 28 of the Canal Act.

[1] Canal officers shall examine the conditions of water courses from time to time.

[2] The share holders in a watercourse shall be collectively answerable to the divisional officer for its proper maintenance.

[3] Members of the canal establishment shall render help in the fair distribution of water, but shall not interfere with the internal administration of a watercourse except in the case of a dispute.

[4] The share holders shall apportion amongst themselves by private agreement any expenditure on construction or maintenance that may be recoverable from them under the rules. If there is disagreement, they may appeal to the divisional who shall, under section 68 of the Act, distribute the cost, having regard to the area irrigated by each cultivator, or in the case of an entirely new watercourse, to the amount of water allotted to each.

[5] When a person is allowed, under section 20 of the Act to irrigate from a watercourse in which he is not a sharer, the payment to share holders by him of any sum for the use of such watercourse shall be arranged for by mutual agreement. If this is not possible, the divisional officer shall fix the amount on a consideration of the area irrigated, the cost of maintenance during the fasl, and the original cost.

[6] When adjudicating in the apportionment of water or money on account of a watercourse, the divisional officer shall endeavour to deal with the lambardar or some representative person nominated by the share holders.

Osrabandis

309(1) The distribution of water from an outlet or private watercourse will ordinarily rest with the sharers, who will apportion it among themselves. If they disagree, they may apply to the divisional officer for an osrabandi under section 68 of the Canal Act. The applicant shall give the name of the channel, the number of outlet, a description of the area and the reasons why an osrabandi is required. On approval of application by the divisional officer, the applicant shall deposit

Rs. 30 i.e. Rs. 20 to cover the cost of such incidental work as tracing shajras, etc and Rs. 10 for departmental overheads and to be a check on frivolous applications. The deposit shall be paid by the applicant into the divisional or the sub divisional office. A receipt shall be given after final orders have been passed on the application, the deposit of Rs. 10 meant for departmental overheads shall be credited to Revenue, and after the osrabandi is framed the unspent balance, if any, of the deposit of Rs. 20 for incidental work shall be refunded and in case, actual expenses exceed the deposit of Rs. 20 that the excess will be recovered from the applicant.

(2) Preliminary inquiry :

(a) After the deposit has been paid the divisional officer, either personally or through the Deputy Revenue Officer, sub-divisional officer or Ziladar shall record the statement of the parties concerned and endeavour to settle the cases by mutual agreement. If no agreement is possible, he shall make further investigation before passing orders. The application shall be rejected if the area under complaint is -

(i) Very small.

(ii) irrigated from wells;

(iii) on the far side of a drain, drainage or low ground, or situated outside the area commanded by outlet ; or

(iv) on a temporary outlet.

Application shall also ordinarily be rejected –

(v) in times of drought or intense demand ;

(vi) shortly before a new settlement

(b) Osrabandis result in a fair distribution and economy of water, and better maintenance of watercourses, and are desirable when -

(i) the area commanded is too large for the outlet discharge, or the watercourse is a long one;

(ii) there is enmity between parties leading to disputes in the distribution of water or some parties are weak and others strong, or a landlord deprives occupancy tenants of their share of water;

(iii) the area commanded is in more than one village ;

(iv) Government land is irrigated; or

(v) a redistribution of the outlets is carried out and areas on adjacent outlets combined or altered.

In the last three cases the divisional officer may prepare osrabandis on his own initiative at Government expense

(3) Preparation of *osrabandis* – When ordering the preparation of an *osrabandi* the divisional officer shall direct the Deputy Revenue Officer, sub divisional officer or Ziladar to take charge of the operations, which shall be completed as speedily as possible, ordinarily within three months. The various steps in the preparation of the *osrabandi* shall be -

(i) Marking the commanded area, sub paragraph (4).

(ii) Preparing the map, sub-paragraph (4)

(iii) Preparing form 57-H, sub paragraph (6)

(iv) Preparing form 58-H, sub paragraph (7)

(v) Inquiry by Deputy Revenue Officer, sub-divisional officer or Ziladar, sub paragraph (8).

(vi) Hearing objection son form 58-H, sub paragraph (9).

(vii) Preparing form 59-H, sub paragraph (10)

(viii) Divisional officer's scrutiny and final sanction, sub paragraph (11).

(4) The commanded area – The Ziladar shall carefully for the boundaries of the *chak* himself on the spot, if not already defined, and shall mark them on the chadar sheet. In doing so he shall be guided by the following considerations:

(a) No area shall ordinarily by included which is –

(i) on the far side of a *nala* or depression;

(ii) across a road and which can be irrigated from another outlet;

(iii) exclusively irrigated from a well

(iv) part of another village and which can be irrigated from the outlets of that village ;

(v) a small area, distant from the rest of the *chak* or from the channel, or

(vi) irrigated by private tube-wells and/ or pumping sets which are operated by electric power and the area belongs to the owner of such private tube-well and/or pumping set.

(vii) unfit for or debarred from irrigation :

Provided that no area shall be excluded for the reasons given in items (i) to (v) above, if it has been irrigated by the outlet/ State tubewell in at least three *fasls* during the five years immediately preceding

(b) The boundaries of the *chak* shall, as far as possible be natural or permanent boundaries, such as roads, drains, depressions, railway lines or village boundaries, and shall not, without the sanction of the divisional officer,

extend beyond the limit of the command fixed under proper authority.

(c) If there are no *osrabandi* on the adjoining outlets and their irrigation is mixed up the boundaries shall be adjusted having regard to their actual to irrigation. If an *osrabandi* is in force on either of the adjoining outlets, the boundaries of its *chak* shall not be disturbed as far as possible.

(d) The divisional officer shall approve of the boundaries of the *chak* before further action in the preparation of the *osrabandi* is taken. If he decides to include in the *osrabandi* any area beyond a drain or *nala,* and if in his opinion an aqueduct is necessary to prevent waste, he shall give written orders for the construction of such work before sanctioning the *osrabandi*. If the orders are not obeyed within two months, the area in question shall be excluded from the *osrabandi* scheme.

(5) The map –

(a) There shall be only one map, prepared on 5-P or tracing cloth, preferably the former, showing –

(i) village boundaries and names;

(ii) the distributary and the main and branch watercourses;

(iii) the position of the outlet ;

(iv) lift, flow and well irrigation ;

(v) roads, paths, tanks, etc ;

(vi) a few fields beyond the boundary of the *chak* on all sides.

(b) The boundaries of the *chak* shall first be marked in pencil and finally inked in red when the *osrabandi* has been sanctioned.

(c) After the *thokbandi* has been made, each thokwar field shall be marked in such a manner as to show to which thok it belongs

(6) Form 57-H-

(a) The Ziladar shall get every field within the boundaries of the command entered in form 57-H, in serial order, together with the following information:

[i] area of field:

[ii] lift or flow;

[iii] whether nahri, khaki, irrigated from wells or other sources, according to the settlement khasra;

[iv] whether cultivated, or culturable but uncultivated, unculturable, according to actual conditions at site;

[v] in column “name of cultivator’ the name of the owner shall be entered for the tenant, an occupancy one, his name shall be entered instead of the owners;

[vi] area to be irrigated, see sub paragraph [b];

[vii] area excluded to be noted with reasons, thus; (1 bigha 2 biswas).

[viii] thok, see sub paragraph [c].

[ix] totals of areas included and excluded.

It is desirable that form 57-H be countersigned by the patwari in token of its correctness as regards areas and tenants.

[b] Area to be irrigated – The whole of the culturable area included within the chak boundaries shall be brought into the osrabandi with the exception of the fields irrigated exclusively from wells and other sources of irrigation, and fields which have not been cultivated within the precious five years.

[c] Thoks – The thoks shall be as few in number as possible, and no thok shall be so small as to have less than 12 hours time except in case of

[i] entire area of one village being so small as to have less than 12 hours time, or

(ii) cultivators who cannot form a thok of at least 12 hours time nor can get included in other thoks, should ordinarily be grouped together in one thok even if the time works out to be less than 12 hours.

(iii) Government land.

The members of one family or the tenants of adjoining fields, as far as possible, shall form one thok, and they shall select their own thokdar, who shall be a man of superior influence and integrity and preferably one with a large holding. Consent of each cultivator for being included in a particular thok as well as the consent of the thokdar to include him in the thok should be obtained and recorded in writing, as far as possible :

(7) Form 58-H

In this form the Ziladar shall enter only the field numbers to be included in the osrabandi. The field numbers shall be arranged in serial order by villages, thoks and cultivators. At the end of the form there shall be an abstract by villages and thoks, and the total shall tally with those in form 57-H.

(8) The Inquiry -

After completing forms 57-H and 58-H the Ziladar shall send the case with his detailed report to the sub divisional officer or Deputy Revenue Officer, who shall send for all the thokdars and tenants to be present at some convenient place. He shall then have the fields, areas and thoks attested in their presence and make all necessary corrections or modifications. He shall also look into and settle any objections raised, and inspect the site, if necessary. Form 58-H as finally drawn up shall be signed by the thokdars and tenants present at the enquiry in the presence OF THE ENQURING OFFICER. If any of the tenants does not agree with the settlement arrived at the case shall be submitted to the divisional officer for orders. A copy of the form as approved by the divisional officer shall be pasted in chaupal or other conspicuous place of each village concerned by the Patrol and the duplicate copy duly signed by prominent inhabitants of the village, including some Panchayat officials concerned, shall be returned for record in the file.

(9) Objections :-

Any objections to the proposed thoks shall be made within a month. The Deputy Revenue Officer or sub-divisional officer, as the case may be shall inquire into the objections and settle as many of them as possible. Thereafter he will send the complete file along with all the objections and his report, thereon to the divisional officer, who after careful scrutiny and personal enquiry as site, if necessary, shall accord his sanction to the thoks as shown

in form 58-H after making such corrections as he may consider necessary, if any tenants refuses to pay their share of the construction of watercourse or masonry works thereon and their inclusion in the osrabandi is objected to on that ground the divisional officer shall duly consider such objections, and, if necessary, shall order the exclusion of the areas of such tenants from the osrabandi. If the area in question has been receiving water regularly, he shall not exclude it but shall, enforce the provisions of sections 18 of the Canal Act instead. Form 58 H as sanctioned by the Executive Engineer will be final and shall not be changed further during the osrabandi proceedings.

(10) Form 59-H

(a) After the objections on form 58-H are finally decided, the Deputy Revenue Office or ziladar shall prepare form no. 59-H. This shall show the name of each cultivator, and the numbers of the fields and their areas by cultivators and thoks. The scheme of distribution shall then be worked out.

(b) The total period of distribution shall be a week half a week, accordingly to the running of the channels. The first thok shall be timed to begin half an hour after the time when water usually reaches the head of an outlet. The usual time of water reaching the outlet head should be decided carefully, after due inquiry at site, if necessary. The time allowed to each tenant as well as to each thok shall be worked out in hours and minutes.

(c) In fixing the time and its sequences, consideration shall be paid to -

(i) the distance of the thok from the outlet. This will be determined as follows:

Thok No. 1 shall be that which has a field nearest to the head of the main gul and on its left side. The first field of another thok, lying on the main gul after thok no. 1 shall determine thok no. 2 and so on. Where first fields of two different thoks are equidistant from the head of the outlet, priority shall be given to the one lying on the left side of gul. When thoks on the main gul are over the nearest branch gul, shall be similarly considered to decide the sequence of the remaining thoks. In case of the two branch guls taking off at one and the same point, priority shall be given to the one on the left.

(ii) The claims of municipal or factory tanks.

(d) After the osrabandi has been drawn up finally a copy of form 59-H shall be rated. In the villages concerned as specified in sub-paragraph (& Thereafter objection regarding sequence and time only may be made within 15 days. The objections shall be scrutinized and settled by the Deputy Revenue Officer or the sub-divisional officer, as far as possible.

(11) Scrutiny and final sanction :-

After the forms and maps have been signed by all officers concerned in their preparations, the complete file shall thereafter be forwarded to the divisional officer who shall scrutinize the case carefully before according formal sanction. After carrying out such modifications in the sequence and time of thoks as he may consider necessary, he shall –sanction the osrabandi, sign the parchas and distribute as many of them as there are thokdars present.

The remaining parchas shall be dispatched by registered post acknowledgement due. The details of the osrabandi shall be noted in the registers maintained in the divisional sub divisional deputy revenue officers and Ziladars offices, and its boundaries marked on the sixteen – inch sheet in red ink.

(12) Alterations to outlets -

If during these investigations it appears desirable to reduce the ventage of the outlets, alter its position or make any other changes, the divisional officer shall take action accordingly, and shall not sanction the osrabandi until the necessary alterations have been made.

(13) Village wise osrabandi :-

On receipt of an application for a village-wise osrabandi, the divisional officer shall, if he considers that an obsrabandi is advisable, direct and Deputy Revenue Officer to divide the area on the outlet in question into as many thoks as there are villages, each village being treated as single-thok, and to appoint one thokdar for each village. He shall allot each village a certain number of hours in proportion to the areas to be irrigated as defined in sub-paragraph (6) giving due regard to the position of the villages, Form 57-H and 59-H shall be used for the purpose after making necessary modifications in the headings. When the divisional officer has signed the warbandi, copies shall be distributed through the Deputy Revenue Officer or Ziladar to the thokdars for such osrabandi no deposit shall be required.

(14) Revision of osrabandi :

Circumstances necessitating the revision of an osrabandi are :

(a) a change in the ventage or position of an outlet or alteration in command ;

(b) a change in the roster of a channel :

(c) conversion of canal to well irrigation or vice versa.

(d) cultivated area becoming uncultivated or vice versa.

(e) changes in occupancy and other holdings.

(f) any other special circumstances which in the opinion of the divisional officer necessitates revision.

Items, (d), (e) ; and (f) should be to sufficient magnitude as to effect the existing distribution to a considerable extent and an warbandi should ordinarily be revised on these grounds unless a period of ten years has elapsed since the framing of warbandi.

In the first four cases the divisional officer may revise an osrabandi on his own initiative, and shall do so in all cases on receipt of complaints from share holders, provided that, if any

revision in an osrabandi is needed on account of any departmental arrangements requiring the removal or closure of an outlet for the construction of a culvert or aqueduct, etc, the expenses of such revision shall be borne by the department and not by the shares of the osrabandi.

Rules for the Distribution of Water from the State tubewells by means of osrabandi :

310(1) The whole of the area commanded by a State Tubewell shall be divided into convenient thoks about eight to twelve in number and these thoks shall be numbered serially from the state tube well outwards to the end of the command in the order in which water can conveniently be distributed.

(2) The Deputy Revenue Officer, shall consult all the cultivators concerned, if possible, informing a particular thok and the thokdar shall be nominated with the general consent of the cultivators inside the thok. The thokdar will be a man of superior influences and integrity and preferably one with a large holding.

(3) A seven day osrabandi be made in special cases if desired by the cultivators, i.e. wherein a large area vegetable is grown.

(4) Now only the number of hours allotted to each thok shall be fixed but also the period expressed in hours and week days. These shall be entered in the following forum :

No. of villages	Area in acres	Hours allotted	From		To	
			Week day	Hours	Week day	Hours
1	2	3	4	5	6	7	8

(5) The rotation shall start at 8 am on the first Sunday of October each year and shall be carried on up to the break of rains, each thok having its turn once in fourteen days (or twenty one days, as the case may be).

(6) In the event of the well remaining closed for any reason the thok in whose turn the well remained closed, would suffer without affecting the turn of the next thok which shall get water on the fixed week day and at the fixed time.

(7) If the cultivators in a particular thok "A" do not desire to have water at the time allotted to that thok or stop taking water, the water shall be offered to the next thok in turn till the time of the thok "A" elapses after which the next thok would be in possession of the water according to the osrabandi chart.

(8) For the distribution of water among the cultivators within a thok, the thokdar shall be responsible and he will arrange as to who should receive water during each period of rotation and the order in which they should take it. The thokdar will intimate the programme for each rotation to the Tube-well operator. The transfer of this responsibility from the thokdar to the village Panchayat or to an irrigation committee should be considered by the Executive Engineer if the majority of the cultivators apply for this to be done.

(9) Different marks will be allotted to each thok and these will be shown on tube-well shajra and on the osrabandi charts. Parchas showing the days and hours allotted to each thok with the names of the cultivators, their field number and areas will be distributed among the thokdars by the Executive Engineer.

(10) If the cultivators of one thok forcibly take water of another thok out of turn, they are liable to be punished under the Canal act, 1873, as amended by the State Tube Well Act of 1936.

(11) If the cultivators take water of a tube-well outside its command without the permission of a canal official not below the rank of the Deputy Revenue Officer, or sub-divisional officer, punitive rates will be charged under the canal act.

(12) If cultivators of one thok or more are not satisfied with the existing osrabandi on a tube-well they may apply to the Divisional Officer for its revision. The application shall give the name of State Tube-well, the name of thok, a description of the area, and reasons why revision of osrabandi is required. On approval of application by the Divisional Officer, the applicant shall deposit Rs. 30/- i.e. Rs. 20 to cover the cost of such incidental work as tracing shajras, etc and Rs. 10 for departmental overheads, and to be a check on frivolous applications. The deposit shall be paid by the applicant into the divisional or

311[1] It is a common practice for persons to submit fresh application for framing or revising osrabandis when previous ones have been rejected and there is a change of officers. Much time is wasted by fresh inquiries, and in order to prevent this, the following registers shall be maintained :

[i] Registers in form 60-H of 'osrabandis sanctioned' are to be maintained in Hindi in the following offices :

(a) Divisional office.
(b) Deputy Revenue officer's office.
(c) Ziladar's Office.

[ii] Registers in form 101-H of "Application for osrabandis' will be maintained in Hindi in the divisional office only.

[iii] Registers in form 102-H of "Osrabandis rejected" will also be maintained in Hindi in the divisional office only.

Register of Irrigation

312 [1][i]The sub-divisional officer shall maintain a register in IB Form no. 55 to keep himself fully informed of the state of irrigation in each village, and on each distributary channel in his sub-division. The register shall record the irrigation in acres on each channel, in serial order from the beginning. The names of the villages irrigated from channel shall be entered in serial order from the head to the tail of the channel. A double indeed at the beginning of the register shall show in alphabetical order for the whole sub-division

[ii] the names of distributary channels, and

[iii] the names of all villages irrigated.

[2] The entries for rabi and kharif shall be made in different coloured inks.

[3] The area irrigated by main and minor distributary channels shall be abstracted at the end of the register by systems. Abstracts of irrigation by districts or parganas need not be maintained in sub-divisional offices.

[4] Where this register does not also exist in the divisional office, a register showing the irrigation in each pargana and district

shall be maintained in that office and a copy of the abstract giving the irrigation from each channels for each fast shall be recorded therein.

SECTION 11

Canal Revenue Procedure

Assessment of occupier's rates

313(1) The khasra-shudkar maintained in I,B, Form No. 7-H is the basis of all demands and statistical returns. The Patrol shall record the entire irrigation of as many villages as possible in khasra shudkar. He should enter therein all fields which appear to him liable to assessment of water rates, but shall make out a separate list of any fields about the irrigation of which he has a reasonable doubt, and submit it to the Ziladar for orders. He shall also enter in the khasra shudkar fields in respect of which special charges have been authorised and r rule 27 and 31 of the rules under the Canal Act, taking care that in doing so he does not include any area twice over.

(2) The divisional officer shall fix the dates for the commencement of the final measurements. The dates shall be so timed as to allow the dispatch of jamabandis to tehsils on the due dates, and at the same time to avoid the necessity of preparing supplementary jamabandis.

(3) At least ten days before the commencement of the final measurements the Ziladar shall send copies of a notice on form No. 45-H revised to the tehsildars concerned informing them of the approximate date on which final measurements in each will commence. He shall also cause a notice in form no.

10 H to be affixed on each village chaupal. Tehsildars shall acknowledge receipt of the notice and shall be responsible that Lekhpals are present in the villages on the specified dates. If for any reason the Amin cannot keep to his dates in any village, he shall send direct to the Lekhpals are present in the villages on the specified dates. If for any reason the Amin cannot keep to his dates in any village, he shall send direct to the Lekhpal concern, either a written through the petrol or a postcard for which he shall obtain a certificate of posting. Amins shall not change dates unless absolutely necessary.

(4) The Lekhpals shall be present in the village during the completion of the final measurements. He shall furnish the amin with the names of proprietors, tenants, etc. in order to enable the amin to complete his record, and shall help in setting any doubtful points by a joint local inquiry. If Lekhpals fail to attend, complaints shall be sent to the Collector through the English office. Tehsildar shall intimate alterations in Lekhpals circles to Ziladars at the beginning of each year.

(5) When the amin has measured the fields and completed the entries in the khasra shudkar, he shall make out parchas in I.B. form No. 11-H one for each cultivator. In the case of a field on which the rate has been remitted in full under rule 17,23 (1) or 28 of the rules under the Canal Act, he shall give only the number and area of the field, showing the charge as nil, and record a note regarding the remission in the remarks column.

(6) With the aid of khasra shudkar and the parchas, the amin shall prepare the jamabandi or the demand statement in IB. Form No. 8 H bringing together all entries concerning each

cultivator and giving the total for each separately. He shall not attempt to group and abstract the fields belonging to an individual owner. There shall be separate jamabandi for each mahal, except where the lambardar of one mahal in a village consisting of two or more mahals has entered into a special agreement under section 46 of the Canal Act to make collections in entire village. For villages in which canal dues are collected direct by the Revenue Department, jamabandis should be prepared village wise instead of mahaivar.

(7) Prior to the completion of the jamabandi, the amin shall inform the lambardar or his agent or the president of the Gaon Panchayat when he proposes to distribute the parchas, and shall also post a written notice to the same effect in the village chaupal. The lambardar or the president of the Gaon Panchayat shall then call upon the cultivators to attend and receive the parchas. The Amin shall enter the date of distribution on each parcha. If any cultivator is not present at the appointed time, the amin shall make over his parcha to the lambardar or the president of the Gaon Panchayat or, in their absence, to the Lekhpal, who shall acknowledge receipt, the Amin noting on the parcha to whom it has been delivered.

(8) After correcting such errors as may be discovered subsequent to the measurement and in time to admit to correction, the Amin shall note on the jamabandi the amount of the fees to be paid to the Lekhpal. When the Amin has completed the jamabandi, the Lekhpal shall prepare an abstract of it in form no. 9 H (to be supplied by the divisional officer), and get it signed by the Amin. The Lekhpal shall sign the khasra shudkar prepared by the amin and he shall be responsible that

the abstract of the jamabandi is at all time accessible to any person who plays the water rates.

(9) When the jamabandis have been checked by the Ziladar and such other officials as the divisional officer may direct, they shall be sent to the divisional office where they shall be checked, arranged by parganas and signed by the divisional officer or Deputy Revenue Officer. They shall then be dispatched to the tehsildar concerned at least three days before the date fixed in rule 4 of the rules under the canal act. The warrants accompanying each batch of jamabandis shall be in duplicate in form No. 3-B and shall be signed by the divisional officer. Immediately after dispatching the jamabandis, the divisional officer shall submit to the Accountant General with copies to the superintending engineer and the chief engineer, a statement in form No. 24 B, showing the total assessment for the half year from all sources.

(10) In order to enable canal officials to prepare jamabandi correctly by a mauzas and mahals the Collector shall supply the divisional officer with :

[a] a list of village for which special agreements under section 46 of the Canal Act exist. Far these, single mauzawar jamabandis are sufficient.

[b] a list of villages composed of single mahals, for which also single mauzawar jamabandis are sufficient.

[c] a list of villages consisting of two or more mahals in which separate mahalwar jamabandis are required. For these villages the Collector shall supply maps showing

the limits of the mahals, and list of fields pertaining to each mahal.

[d] a copy of partition map with a revised list of fields when a partition subsequently takes place by which existing mahal arrangements are modified. These maps and list shall be prepared at the time of the partition at the cost of the parties, and charged for over and above the sanctioned partition costs.

Lekhkpal's fees

314(1)The Lakhpal's fee shall be ten annas for every 100 acres of land irrigated. The payment of the fee shall be conditional on his performance of his duties as laid down in paragraph 313 to the satisfaction of the divisional officer. Failure to perform his duties shall be reported to the Collector, and the result of such reports communicated to the Superintending Engineer. The letter may if he considers it necessary, bring the matter to the notice of the Commissioner.

(2) When the jamabandis are being prepared the deputy revenue officer shall check the amount of fees to be paid to the Lekhpal's and shall submit a report to the divisional officer comparing the fees claimed and the area irrigated with figures for the previous fasl. When inspecting the amin's work sub divisional officers and Deputy Revenue Officers and Ziladars shall look into the question of the Lekhpal's fees and see that no fee is entered if the Lekhpal is absent at the time of the measurement or if he fails to take a copy of the jamabandi.

Charges for waste or unauthorized use of water :

315(1)For charges leviable for waste or misuse of canal water, see rule s9, 27, 30 and 31 of the rules under the Canal Act. Any

punitive charges so levied shall be treated as assessment of occupier's rate and included in the demand statement. Before ordering the levy of the charge the divisional officer shall satisfy himself that the case, has been investigated by a responsible canal officer not below the rank of a ziladar and that the statements of the defendants and relevant witnesses have been recorded. He shall carefully scrutinize the report of the latter. If the total punitive rate exceeds Rs. 10 or the punitive rate on any one person exceeds Rs. 2, he shall write the order in his own handwriting.

(2) Investigations shall be conducted promptly, and immediately on the issue of the orders levying punitive rates parchas shall be distributed to the persons concerned to enable them to exercise the right of appeal under section 35 of the Canal Act and rules 15 to 90 of the rules under the Act.

(3) If the divisional officer imposes punitive rates amounting to more than Rs. 250 on any village or Rs. 25 on any individual, he shall promptly report the fact to the Superintending Engineer. In the case of an independent sub-division, however, the powers in this respect of the sub-divisional officer in charge shall be limited to Rs. 100 on any village and Rs. 10 on any individual.

(4) The divisional officer shall submit to the Superintending Engineer every half year a statement in IB form no. 2-B showing by districts the amount of punitive rates levied and details of the cases tried under the Canal Act.

Remissions

316(1) Under rules 17 and 28 of the rules under the Canal Act the divisional officer is authorised to reduce the rate ordinarily leviable on any field that has been damaged.

(a) by failure or stoppage of supply of water from the canal.

(b) by locusts, hail, floods, frost, rust, or any such calamity other than failure or stoppage of the supply whether in times of drought or at any other time, provided that the damage is not due to any negligence on the part of the cultivator, or if the crop is a kharif crop, to its having been sown land, which is usually flooded during the rainy season.

(2) Whenever such damage occurs in a canal irrigation crop an immediate report shall be made to the divisional officer. The latter shall be made to the divisional officer. The latter shall arrange for the prompt inspection of the fields by a responsible officer, who shall submit a detailed report on their condition.

(3) In determining the extent of remission to be made in each case, the divisional officer shall, in general, be guided by the following sale :

Percentage of damage	Remission
Under 50 per cent	NIL
50 percent and above but less than 75 percent	half water rates
75 per cent and above	Remission in full

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(4)(a) When the failure of the crop is due to the seed having failed to germinate, the charge shall not be less than the lowest water rate chargeable, that is, if the irrigation is flow, the lowest flow rate shall be chargeable and if the irrigation is lift, the lowest lift rate.

(b) No occupier's rate shall be assessed on newly sown sugarcane which has been irrigated but has failed to germinate or been destroyed by any cause whatever before the break of the monsoon.

(c) Ratoon sugarcane which has been irrigated but is destroyed and is ploughed out before the break of the monsoon shall be given a remission of half the occupier's rate.

(d) Newly sown sugarcane which has been irrigated but fails or is destroyed after the break of the monsoon owing to having been sown on land which is usually flooded during the rainy season or owing to have been sown on land which is usually flooded during the rainy season or owing to any other cause within the control of the occupier shall not be given any remission.

(e) Newly sown sugarcane which has been irrigated but is damaged or fails or is destroyed after the break of the monsoon by any cause beyond the control of the occupier and which is not replaced by a subsequent crop in the same kharif season, shall be considered for remission under clause (3) of this paragraph.

(f) Ratoon sugarcane which has been irrigated but fails for any cause whatever after the break of the rains shall not be granted any remission.

Note : See also rule 23 under the canal act as amended by standing order no. 88 for charges leviable on fields resown.

(5) If seed sown fails to germinate, remissions may be made on the ground that no cultivator would willingly or purposely have sown bad seed. If, on the other hand a crop is destroyed by flooding due to the banks of the water course not having been kept in proper repair, the failure is attributable to negligence and claims for remission shall not be admitted.

(6) All remissions shall be given field by field, except in the case of widespread damage, when, in exceptional circumstances, a flat rate remission may be given. In the case of field-to-field remissions is the divisional officer shall sanction remissions up to Rs. 50 to as individual cultivator and Rs. 250 to a village, and shall apply for superintending engineer's sanctions for higher amounts. In the case of widespread damage, the divisional officer shall at once inform the superintending engineer of the probable causes of the damage and the extent of the remissions necessary. He shall then frame an estimate of the loss of the revenue in consultation with the collector (who shall countersign the estimate), and forward it to the Superintending Engineer for orders. To be effective, remissions shall be liberal and prompt, and shall, as far as possible, be made before the completion of the demand statements.

(7) By January 15 and June 15 the divisional officer shall report direct to the chief engineer the area and amount of remissions

given and send a copy of his report to the Superintending Engineer.

(8) A register in I.B. from no. 8-B shall be maintained in the divisional and the Ziladari offices showing all reductions made under rules 17 and 28 of the rules under the Canal Act prior to the completion for the demand statement. Reductions in the demand due to modification in the areas of classification, although made before the completion of the demand statement, shall not be entered in this register.

(9) The amin shall be supplied with a statement showing the reductions made in each village of his beat.

(10) Remission slips should be distributed in the presence of some responsible village official, whenever possible.

Objection to demands

317(1) All objections to demands falling under any of the following four classes shall be addressed to the ziladar, divisional, sub-divisional or deputy revenue officer.

I. Objections to occupier's rate made under section 23 (b) of the Canal Act. These include all objections on account of damage to crops in consequence of the failure or stoppage of supply.

II. Objections to occupier's rate made under rule 44 of the rules under the Canal Act, and based on alleged in correctness of entries in the khasra shudkar. These include all objections on the ground of wrong measurement or classification or that the land in question has not received canal water, or has been irrigated by lift and not by flow.

III. Objections to special charges assessed under rule 27 or 31 of the rules under the Canal Act – These include all objections to special charges for debarred fields, or for unauthorized irrigation or waste of water.

IV. Objections to demand on account of failure of crops from causes over which the canal administration has no control – These include all claims for remission on account of damage to crops by hill, locusts floods or other unforeseen or sudden calamity, or of failure that may attributed to causes other than negligence on the part of the cultivator.

(2) The divisional officer is competent to pass final orders on any objection falling under the above mentioned classes, but shall not authorize his sub divisional officers and Deputy Revenue Officers to pass order on objections falling under classes I and IV. He may from time to time define by general order the kinds of objections under classes II and III upon which his sub-divisional and Deputy Revenue officer may pass final orders, or he may require that they shall send such orders to him for confirmation or modification before communicating them to the complainants.

(3) Any objection falling under classes II and III shall be lodged within 30 days of the date on which the purchase are distribute, and if the complainant has been charged without having done any irrigation from the canal during the fast, within twenty one days of the date on which he first become acquainted with the claim against him.

(4) Any objection addressed to the collector or his subordinate revenue officer shall be forwarded to the divisional officer for disposal in the meanwhile collection of the demand shall not be suspended except in the cases provided for in rule 49 of the rules under the Act.

(5) The divisional officer may summarily reject any objection if the crop on account of which reduction or remission is claimed is cut within fifteen days from the date on which objection is lodged.

(6) All objections must be investigated within fifteen days of the receipt and decided promptly final orders shall be communicated to complaints without delay.

Register of complaints against measurements.

318(1) Once the measurement of a village has been completed and the jamabandi prepared, any complaints lodged except those due to causes over which the canal administration has no control, shall be entered in a register of complaints, whether or not it is possible to carry out corrections in the jamabandi. The register shall be kept in Hindi in the divisional office under the following headings :-

(1) Serial number.
(2) Name of sub-division.
(3) Name of Amin.
(4) Name of office receiving the complaints.
(5) Name of complainant
(6) Village
(7) Parganas
(8) District
(9) Date of lodging the complaint.
(10) Date of final order.

(11) Number of final order.
(12) Abstract of final order.
(13) Date of recording case.
(14) Number of docket to collector authorizing remission refund etc.
(15) Amount of remission or refund.
(16) Name of fasl to which the complaint appertains.
(17) Nature of complaints.
(18) Nature of final order.
(19) Number of days occupied in disposal.
(20) Remarks.

The register shall be in the form of a book and shall be continuous but fresh serial numbers shall be given from the Ist of every calendar year. The register will be closed for kharif on Feb. 20, and for rabi on August 20.

[2] The divisional, sub divisional and deputy revenue officers and ziladar shall receive complaints but only the first three may pass final orders subject to the rules laid down in paragraph 317 (2). The divisional officer may withhold the powers of passing final orders from any officer serving under him, but this shall be done only in special cases and every officers services shall be utilized as much as possible.

[3] The following procedure is recommended for the disposal of cases but divisional officers need not follow it to the letter :

a] The divisional officer on receipt of a complaint shall ordinarily send it for local inquiry to the ziladar who shall report direct to the former for final orders. The divisional officer may send special cases to the sub-divisional or deputy revenue officer for personal inquiry and report.

b] The sub-divisional officer, on receipt of a complaint, shall if it is an ordinary complaint, send it to the Ziladar, or if the latter is too busy to the section-holder [provided he posses sufficient experience of revenue work for local inquiry and report before passing final orders. He shall inquire into special cases personally or refer them to the divisional officer for advice or for ordering a personal investigation by the Deputy Revenue Officer. See paragraph 317 2]

[c] The Deputy Revenue officer shall either personally inquire into a complaint presented to him or send it to the Ziladar for report. In either case the Deputy Revenue Officer may pass final orders subject to the limitations laid down in paragraph 317 [2].

[d] The Ziladar shall make local inquiry into complaints presented to him as soon as possible and report to eh sub-divisional officer.

[e] Nothing in the foregoing rules shall prevent divisional officer or sub-divisional officer from making personal inquiry in important or special cases or sub-divisional or Deputy Revenue officer from sending doubtful or special cases to divisional officer for final orders.

(4) As soon as an officer has passed the final order on a complaint he shall send a copy of it to the Ziladar for communication to the complaint and for correcting the khasra shudkar, jamabandi and parcha if the jamabandi has not been dispatched to the tehsildar. He shall then transmit the case to the divisional office, where it shall be brought on to the register at – once. If the case is one of error in the name of the cultivator, an adjustment slip shall be made out for dispatch to the collector, without delay. no correction of the khasra shudkar is permissible after the jamabandi has been sent to the tehsildar, and the necessary entry shall in that case be made in the register prescribed in paragraph 319 [3] and a cross reference given in the khasra shudkar affected. The Ziladar shall return the copy of the final order to the officer issuing it, with a report that it has been carried out. These papers shall be sent to the divisional officer to be filed with the original papers of the case, and the misl shall than be considered as complete and deposited in the record room, the date of doing so being entered in column [xiii] of the register.

(5) The entry in column (xvii) shall show whether the case belongs to any of the following :-

a] not irrigated at all;

b] irrigated from other sources than canal;

c] failure of crops for want of water;

d] fields partly irrigated;

e] charged in two successive fasls;

f] irrigated ‘lift’ and charged at ‘flow’ rates;

by the Executive Engineer, so that prompt action may be taken to adjust the demand Remissions shall be shown invariably in red ink. A consolidated monthly abstract of these alterations should be sent to the Collector.

319 The divisional and Ziladar offices shall maintain registers in IB form No. 34 H showing in detail all additional assessments made subsequent to the dispatch of the jamabandis and all duly authorized remissions. The latter shall be entered in red

ink. The registers shall be closed on February 20 for kharif and on August 20 for Rabi. Correction of errors made in the jamabandis previous to its dispatch to the tehsildar shall not be shown as remissions.

Duties of Civil Department with regard to realization of demand.

320(1) The collector shall realize the rates assumed by the divisional officer. The commissioner's responsibility to ensure the punctual realization of irrigation revenue shall be the same as in respect of land revenue.

(2) The Collector may rectify errors in collection, and where tenants have died, absconded or become paupers grant remissions.

(3) On the 7th of every month, the collector shall submit to the divisional officer, for transmission to the Accountant General after countersigning, a statement in Revenue Department form No. 70 showing the remission on given by him. abstract B of this statement shall give the actual cash refund made on account of remission authorized either by the irrigation or the Revenue Department.

Accounting of Canal Revenue in the Accountant General's offices :

321(1) The Accountant General shall maintain the following registers in his officer:

(a) a register for each canal divisions, of demands, deductions and realizations of water rates in each district.

(b) a register for each division of all realization of revenue by canal officers as shown in their accounts.

(d) a register of all charges incurred by the Civil Department on account of the Irrigation Department.

(2) In all cases the Accountant General shall credit the demand corresponding to the original assessments in full, and show all deductions for free grants, remissions allowed after the original demand has been made collection charges and al similar deductions from the gross revenue as charges on the expenditure side. He shall demand authority for all such deductions before finally passing canal revenue accounts.

(3) The Accountant General, shall from time to time, bring any unduly protracted outstanding of revenue to the notice of the Chief Engineer, who will take such action towards removing them as he considers necessary.

Preparation of khasra shudkar and jamabandis for land irrigated by Uttar Pradesh Canals in Gurgaon district of the Punjab and in the Delhi State.

322. The following rules lay down the procedure in regard to the preparation of khasra shudkars and khataunis for the Delhi and Gurgaon districts irrigated by the Agra Canal.

(1) Supply of khasras – The Deputy Commissioner shall initially supply the divisional officer with khasra containing entries of the first five columns of khasra girdwari.

(Financial Commissioner Punjab's letter No. 795, dated March, 7, 1911).

(2) Intimation of changes among owners etc. – At the conclusion of each girdawari, civil patwaris and canal patrols shall compare their records, and canal patrols shall have the alterations discovered by the civil patwaris incorporated in the canal khasras before November 15 in kharif and April 15, in Rabi each year. The civil lekhpal shall record in his diary (roznamacha bahi) a note to the effect that the alterations discovered by him have been noted by the canal patrol and shall have this report signed by the latter. Similarly, the canal patrol shall be responsible to get a note to the same effect signed in his diary by the civil patwari. It shall be in the following form :

(Financial commissioner Punjab's letter No. 2843 E. dated Aug 13, 193)

Changes in owners, mortgages with possession and cultivators discovered in girdwari of ---------- harvest 19

Old Diary					New diary that should be substituted				
1	2	3	4	5	6	7	8	9	10
Khasra No.	Area	Owner or mortgagee	Cultivator	Remarks	Khasra No.	Area	Owner of mortgagee	Cultivator	REMARKS

Should the change be in column 3, in column 9 will be written 'Badastur' and in column 8, should the change be in column 4:

(3) Supply of list of owners, etc. – After the completion of each quadrennial jamabandi, the patwari shall send an up to date list of all owners, mortgages with possession and cultivators to the Ziladar after comparison and signature by the field kanungo. It shall be in the form prescribed by the Punjab Government for the purpose.

(4) Preparation of khatauni pattiwar by canal amins – The instructions in regard to the preparation of khataunis pattiwar are contained in rule 90 of the rules under the Canal Act (Punjab Rule 38).

Checking of irrigation measurements

323(1) The divisional officer shall see that sub divisional officers and Ziladars maintain fortnightly records showing how irrigation is advancing, and that they inquire immediately into all undue delays in the progress of irrigation.

(2) During the final measurements, sub-divisional and deputy revenue officers shall carefully supervise the work of the revenue establishment. They shall scrutinize the Patrol's weekly returns, and call for explanations or order special checks, if the progress of irrigation appears unnecessarily slow, or the returns reveal unexpected areas. If a large number of errors are discovered on checking irrigation, the matter shall be reported to the divisional officer, if he considers it necessary shall send the Deputy Revenue officer to make local checks, and to report on the work of the Ziladar, Amin and Patrol concerned.

(3) See Appendix II for the minimum areas for partal to the different classes of officers during kharif and Rabi. There shall be no excuse for failure to check the full allotted area, except when the total irrigated area is so small and scattered that a disproportionate amount of time would have to spent in checking the prescribed area. In such cases not less than 75 percent of the allotted area shall be checked. Checking shall not be confined to tracts which are easy to check and close to inspection on houses but shall cover the beats of as many Amins ands Patrols as possible, and shall also be carried out in remote tracts. Divisional and sub divisional officers shall spend at least eight mornings on partal each fasl.

(4) The Deputy Revenue Officer shall be the personal assistant of the divisional officer in all revenue matters. He shall make a complete check of at least one whole village in every Amin's section every fasl. In addition to any villages which the divisional officer may specially order him to check. He shall, carefully supervise the work of final measurements and see that no irregular practices are resorted to and that parchas are promptly issued and jamabandis promptly dispatched to Ziladars. He shall examine the Ziladar's office frequently, and see that the jamabandis are properly checked, and in time for punctual submission to the divisional office.

(5) The Ziladar shall make a complete check, every fasl of at least one whole village in every Patrol's beat, in addition to any villages which the divisional officer may specially order him to check. He shall be responsible that no irregularities are practiced by Amins and shall make proper arrangements for summoning patwaris and lambardars to attend the final measurements.

(6) The Amin shall, before the commencement of the measurements, check as a rule, 100 percent of the area irrigated except in very exceptional circumstances but never less than 75 percent. He shall initial and date all entries checked or made by him in the khasra-shudkar. He shall be responsible for the measurements in his section, and shall check the jamabandis with the khasra-shudkar in the Ziladar's office.

(7) Where there is big difference between the final area and the area upto 'bandi shudkar', the Superintending Engineer should arrange for additional staff to enable supplementary irrigation to be checked.

Assessment of owner's rate

324. The following rules and abstracts of notifications regarding the assessment of owner's rates are here inserted for the information and guidance of canal officers :

(1) On all canal – irrigated land in revenue-paying mahals which was not assessed to land revenue on the basis of 'wet' rates in the course of the most recent settlement, the owner's rate shall be levied at one third of the occupier's rate for such land:

Provided that in any mahal such owner's rate shall in no case exceed the sum which, under the law for the time being in force for the assessment of land revenue, might be or has been assessed on such land on account of the increase in the annual value or produce thereof resulting from canal irrigation; that is, it shall not exceed a percentage of the difference between the 'wet' and 'dry' rent rates for similar classes of land which shall be the percentage of net assets at which land revenue might be or has been assessed on the mahal (vide Irrigation Branch notification no. 11132-IW/17-B-64-B, dated September 2, 1936.

Explanation (i) For the purpose of deciding whether owner's rate is chargeable, the field shall be taken as the unit, so that, in the case of any field in respect of which land revenue was assessed according to 'dry' rates, owner's rate will be payable when the field comes under canal irrigation.

(ii) It is immaterial whether land was irrigated from canals or from any other source at the time of settlement ; the criterion is whether 'wet' or 'dry' rates were used as the basis for assessment in respect of the land.

(2) On canal irrigated land in revenue free mahals, owner's rate shall be paid by the proprietors at one third of the occupier's rate in respect of all land on which occupier's rate is levied, provided that the maximum prescribed for land in revenue paying mahals under the proviso to rule (1) is not exceeded (vide Irrigation branch notification No. 11132 IW/17-B-64-W, dated Sept. 2, 1936.

(3) As regards lands where the owners are distinct from the grantees of the land revenue, and where the revenue was assessed at last settlement, and where the revenue was assessed at last settlement, but assigned to the grantees, owner's rate shall be paid by the proprietors in accordance with rule (1) (vide irrigation branch notification No. 11132-IW/17-B-64W, dated September 2, 1936.

(4) The Lekhpal of villages within which there is canal irrigation shall forthwith draw up lists of all fields which were not assessed at 'wet' rates at the last settlement, viz, of all fields entered as non irrigated in the khasra of that settlement, and which are consequently liable now to owner's rate if irrigated since from the canal. Where for the reasons given in

paragraph 8 of the GO no. 2088-A, dated August 31, 1874, the khasra entries to do not correspond with those of the no. III Statements, collectors will be guided by the instructions contained in that Government Order.

(5) The lists thus drawn up shall be checked as follows :
Twenty five percent, of the entries for each village are to be tested by kanungos, ten percent by the tehsildars, and five percent by assistant or deputy collectors. The entries tested should be noted in the lists by their numbers, and should include the culturable as well as the cultivated area, as much of the former will, of course, have been brought under cultivation since the last settlement, and with this have obtained also perhaps irrigation from the canal.

(6) The lists thus prepared shall be made over to the Irrigation Department who will not in their khasras the owner's rate leviable in accordance with existing rules on each field. The canal moharrir will from time to time furnish the collector with a memorandum in the shape of a statement of demand.

(7) Collectors should keep up for each mahal, for each harvest, a regular statement of demand, collections and balances on account of owner's rate.

(8) In the case of land irrigated from the upper Ganga canal, Lower Ganga Canal [including the Halwakhanda distributary but excluding the Fatehpur Branch and the Ghatampur Distributary extension, Agra and Eastern Yamuna Canals, owner's rate is calculated on the basis of Revenue Department notification no. 3376/I-93-A, date : December 15, 1892 (vide revenue (Miscellaneous) Department notification no. 2688/I-98-A, dated September 19, 1983, see also Irrigation Branch notification nos. 843 and 585 – IW/17-B-64-W, dated May 16, 1930.

(9) The owner's rate assessed on lands in the Mathura and Agra districts, irrigated from the Agra canal, in one sixth of the occupier's rate [vide Revenue department notification No. 1407, dated August 20, 1980).

(10) No owner's rate is levied on the lands irrigated by the Betwa Canal or on lands irrigated by the Fatehpur Branch, Lower Ganga Canal, excluding the Halwakhanda Distributary [vide irrigation Branch notification no. 843 IW/17-B-64-W, dated May 16, 1930, and letter No. 3130-I, dated November 24, 1885.

(11) No owner's rate shall be levied in any mauza into which canal irrigation was introduced for the first time as a consequence of the extension of Ghatampur Distributary [vide irrigation Branch notification No. 845-IW/17-B-64-W, dated May 16, 1930].

(12) Owner's rate imposed on lands irrigated from the Dun and Bijnor Canals shall be one-third of the occupier's rate for the time being charged (vide Irrigation Branch notification No. 1802-I, dated June 13, 1899).

(13) Owner's rate imposed on lands irrigated from the Dun and Bijnor Canals shall be one-third of the occupier's rate for the time being charged [vide irrigation branch notification no. 3823-I dated December 13, 1898].

(14) No owner's rate is leviable in respect of lands irrigated from Government channels in the Mirzapur district [vide Irrigation Branch notification no. 3552-IM/17-B-83-W, dated August 21, 1917).

(15) No owner's rate is charged on lands newly irrigated from the Sarda Canal or its channels.

(16) Owner's rate assessed as a street charge on all lands irrigated in the Banaras state from the Garai Canal in the Mirzapur Canals sub-division is one-third of the occupier's rate [vide irrigation Branch GO no. 206-IW/17-B-64-W-I, dated Feb 29, 1928).

(17) No owner's rate is leviable on lands irrigated from the following canals, lakes and tanks :

(i) Ken Canal.
(ii) Dhasan Canal.
(iii) Majhgawan Tank.
(iv) Kulpahar Tank
(v) Raupura Tank and Canals.
(vi) Barwar lake and Canal
(vii) Banpur Tank.
(viii) Pahuj and Garhmau Canals.
(ix) Lakes and tanks in Jhansi and Hamirpur districts.
(x) Belasagar Tank.
(xi) Kamalpura Tank.

(18) No owner's rate is leviable on areas irrigated in Delhi and Gurgaon district from the Agra Canal.

(19) A schedule of owner's rates based on the above orders is given in Appendix VI.

SECTION III

Miscellaneous

Lease of Land

325[1] IB from No. 115 is the standard form approved by Government for lease of canal lands for agricultural purposes.

[2] Notwithstanding anything contained in the UP Tenancy Act 1939 a lessee or grantee shall not acquire hereditary rights in the land. A provision to this effect exists in the revised standard form of grant.

[3] The period for which land may be leased is left to the discretion of the divisional officer. It is, however, not desirable to grant leases for very short periods, as it is likely to lead to impoverishment of the soil at the same time, in order, to safeguard Government interests, it is not advisable to enter into a lease for a longer period than ten years, so that, should the property appreciation in value during that period, the change of getting a better return for the land is not delayed too long. When a land lease falls in the outgoing tenant shall be given an opportunity of renewing the lease, and, if his tenure has been satisfactory, he shall not be ejected in favour of another applicant, provided he is willing to pay the full market value for further period of tenure.

(4) The divisional officer shall obtain the sanction for the Superintending Engineer before granting a lease for a period exceeding ten years. Such a lease shall be given only in an exceptional case, and when it is in the interest of the Government to do so.

Mill Contracts and Lease

326(1) Government have approved IB form No. 114 as the standard form of agreement for the lease of mills on all canals. Mill lease agreements shall be stamped under Article 35 (a) (ii), Schedule I of the Stamp Act, 1899 Registration is not necessary in cases where the period of the lease does not exceed one year and a monthly rent is reserved.

(2) In the case of mills which are auctioned for a fixed period the rent shall generally be recovered from the contractors fortnightly, and this shall be stipulated in the agreement.

(3) Mills shall be auctioned about three months before the existing lease is due to expire.

Sale by auction

327(1) When notifying an auction, one of the conditions to be notified shall be that the person whose bid is accepted shall deposit 10 percent of his bid as earnest money at the close of the auction. The earnest money shall be forfeited to Government if the purchaser fails to pay the balance by the date fixed.

(2) As soon as an auction is over, all connected papers shall be sent immediately to the sub-divisional officer, who shall transmit them to the

divisional officer for sanction. As soon as the divisional officer has sanctioned the auction the sub-divisional officer shall apply for the issue of the necessary warrant.

(3) If a Deputy Revenue Officer or Ziladar conducting an auction receives as deposit a fraction of the price, he shall send the amount at once to the divisional or the sub-divisional office as convenient, and demand a receipt on form No. 1 of Financial handbook, Vol V. Part 1. This receipt shall be kept by him and posted in the dakhilabhai as acquittance. Alternatively, he may direct the purchaser to deposit the money himself in the divisional or the sub-divisional cash chest. The officer receiving the deposit shall give a receipt to the purchaser on form No. 69 V, noting in space No. 3, details of the sale for which deposit is made.

Sale of grass, wood and miscellaneous canal produce

328(1)Grass on banks of all channels shall be sold annually by auction, under the orders of the divisional officer, who shall have the right of refusing the highest or any particular bid. As far as possible, preference shall be given to the residents of the villages whose fields adjoin the banks. Similar auction should be taken in respect of fruit, wood, or other produce of trees stranding on canal land.

(2) Delivery should on no account, be given to outsider till the amount has been paid to one or other of the officers authorized to receive payment, and the purchaser must

then show a receipt on prescribed form for the money deposited to the overseer in charge, before the obtains delivery.

(3) The patrol or watchman in charge of fuel at an inspection house shall submit his account of receipts and issues of fuel, etc., on the 25th of each month usually to the section – holder, who shall include it in his account.

(4) All overseers must keep accounts of the wood, etc. in their possession, in the revised Hindustani form No. 17-H.

(5) Registrar of timber logs, no. 83-H, should be maintained by overseas and inspected and checked by the sub-divisional officer from time to time.

(6) These registers must be submitted punctually on the 25th of each month of the sub-divisional officer.

(7) It will be the duty of the sub-divisional clerk to compare the quantities received, with entries of payments, for cutting carriage, etc., entered in the work abstract for 'Refund Revenue Plantation".

(8) The items shown as issued should be compared with the receipts from various parties, submitted by the overseer. The receipts will be enclosed in Hindi file sent for the issue of warrant.

(9) The section holder shall maintain the register of annual count of standing trees in form no. 84 H and submit it once a year to the sub-divisional officer for posting the English register A of plantations.

(10) A register of transactions of fuel timber charcoal and bamboos should be made up on revised form

87-H by sub-divisional munshi and clerk to enable register B of plantations to be posted.

(11)The sub-divisions officer shall keep a maukawar register of wood and charcoal in revised. Hindustani form 87-H and shall verify the entries from the register sent by overseers or patrols monthly.

(12)The patrol or overseer is empowered not to give fuel or charcoal etc., to any person who refuses to give a receipt for the same.

(13)Wood and charcoal etc. should be given to all persons by weight. For this purpose rough scales should be provided at each principal depot.

(14) Where there are no canal plantations :

(i) account of receipts and issues of fuel, charcoal and timber scantlings or logs should be kept in stock registers of sectional, sub-divisional and divisional officers ;

(ii) the balance in hand should not be heavy but a minimum quantity to meet the requirement of department officers on tour may only be maintained.

Collections of miscellaneous revenue

329(1) No money should be recovered without a warrant having been issued preciously except in the following cases :

(a) Rent of buildings.

(b) Judicial fines.

(c) Fuel and charcoal sold to camp establishment.

(d) Sales by auction, when a portion of the price is generally deposited in advance, pending sanction of

the divisional office. The amounts thus recovered should be credited to 'deposits' until the sale is finally sanctioned by competent authority.

(e) Special sale by the divisional and sub-divisional officers.

(f) Telegraph earnings.

Item (a) should invariably be included in the warrant to be issued on the 5th of the following month, but the other items should, as a general rule, be entered in the warrants to be issued subsequent to the sate or dates on which the transaction took place.

(2) All applications for purchase of articles of miscellaneous revenue, except for items noted above should be sent by the receiving officer, for sanction to the divisional officers, through sub-divisional officer, and at the time of submission of application to Executive Engineers, columns 1 to 6 of the sub-divisional registers should be filled up. When applications are received in the divisional office for sanction the head munshi should enter them in the applications register and put up the applications and the register together for orders and initials. The file after sanction, will be returned, through the sub-divisional officer, to the ziladar for informing the applicant, after making further necessary entries in the sub-divisional register.

(3) The register of application should be maintained in the form given at the end of this chapter in the divisional and the sub-divisional

offices, strictly in accordance with the instructions given on it, and the entries made therein should be compared with the items shown in form 9-B (application for issue of warrants) so that it may be checked whether the warrant has been entered correctly for all items sanctioned by competent authority since the last issue of warrants.

(4) These applications should not be diarized in the roznamcha or in any other register in the division or the sub-division. They should be entered in the application register only, and the serial number of the register given on the applications concerned will be sufficient to quote when necessity for reference arises.

(5) Mr. Palmar's registers should be maintained properly strictly in accordance with the instructions given on it to enable the Executive Engineer to watch that all recurrent items of miscellaneous revenue have been sold at the proper time and at a reasonable price.

(6) Register of warrants should be maintained by ziladars, sub-divisional officers and Executive Engineers in IB form No. 71-H.

(7) Warrants should be issued in irrigation branch Hindustani form No. 9-B twice a month on the 5th and 20th.

(8)[i] The divisional and sub-divisional officers in the Department should see that the magisterial fines imposed, solicited and deposited with them by the

canal magistrates are not mixed up with the departmental and other receipts and that these fines are deposited in the treasury under the appropriate head separately for each canal magistrate as early as possible.

(G.O. No. 4771-W/XXIII-295.W.1951 Dated Feb. 6,1953)

[ii] Money should be recovered through the sub divisional officer, head office, Deputy Revenue officers and Ziladars, but the two last named officers can either deposit the sum they have realized, in the head office or in the nearest sub divisional officers chest or the treasury or sub treasury whichever may be nearer or convenient to them and a report to this effect should at once be made to the divisional officer through the sub divisional officer.

As the Ziladar has no guard, sums exceeding Rs. 100 should not be kept with him ; sums below this amount should be deposited as soon as possible, otherwise he will be held responsible for any loss due to theft etc.

(9) The Deputy Revenue Officer collects money only at a time when he is directed by the Executive Engineer to conduct the auction of government property.

(10) The Ziladar should collect the miscellaneous revenue for sales of grass water and fruits, but individual items exceeding Rs. 100 each should either be recovered through the sub-divisional officer or Accountant and the warrants for these amounts should invariably be issued direct in their names.

[11] Memo, by warrants and classes of miscellaneous revenue, should accompany cash sent to the sub divisional officer or head office. Receipt, treasury form No. 385, should be issued for this.

In the case of direct payments into tehsil, this memo, with the tehsil receipts, will be sent to the sub divisional officer who after noting the realizations, will forward them to the divisional officer for adjustment. Ziladars should use English Treasury Remittance books for direct payment into tehsil.

[12] Recoveries for sale of fuel and charcoal and timber etc. from the establishment should be effected at the time of payment of salaries through the sub-divisional officer or the accountant of the divisional office, in whose names warrants for the recovery of such charges will be issued. The accountants in the divisional office will be held primarily responsible for the recovery of sale-proceeds of fuel and charcoal supplied to the establishment attached to other divisional and circle offices for which he should take necessary steps as soon as the warrants are issued.

Intimation of such recoveries will be given by the head office to the sub-divisions concerned at once, and by the latter to the ziladars on the 25th of each month.

[13] When wood is sold to canal establishment, the patrol or the overseer in charge shall take a written receipt from the person showing the quantity of wood and the date on which it was taken.

[14] Monthly accounts of miscellaneous revenue, by warrants and classes, will be submitted by Ziladars in form No. 71-H to the divisional office and will be returned to him after corrections. The divisional office will post its register and the Ziladar will correct his register from form No. 71-H. The patrols incharge of the inspection houses, who keep a stock of fuel, etc. will submit their accounts of receipts and issues on the 25th of each month punctually to the Overseer, who will include them in his own accounts after check.

[15] The money recovered by patrols on account of fuel etc. should be deposited with the Overseer, and the warrants relating to this amount should be issued in his name.

[16] The Ziladari moharrir should never be allowed to keep any money in his possession.

[17] At the time of an auction of wood, etc. any fraction of the price recovered as deposit by the Deputy Revenue officer or ziladar, who conducts the sale must be sent at once to the sub-divisional officer, head office treasury or sub-treasury whichever may be nearer or more convenient or if possible, the money may be deposited by the purchaser straight into the divisional or sub divisional office cash chest.

[18] The officer receiving the deposit should give a receipt to the purchaser on form on 69-H noting in space no. 3, details of the sale for which the deposit is made and inform the Executive Engineer through the sub divisional officer of the transaction.

Charges for watering roadside trees

330(1) Before the commencement of each fasl, i.e. before the months of April and October, the Executive Engineer Public works Department, Shall Prepare list of roadside trees which he wishes to irrigate with canal water during the ensuring fasl.

The list shall give the names of roads, the miles and furlong stones between which the trees are situated and the number of standing trees on both parts.

(2) He shall then submit the list direct to the divisional canal officer within the first week of April or October as the case may be and request permission to irrigate the tree. The latter shall not permit irrigation from borrow pits or drains which result in wastage of water but may give permission to irrigate from guls or by carriage from channels.

(3) The divisional officer shall send copies of the list as soon as possible to the sub- divisional officer and Ziladar authorizing the irrigation and inform the Executive Engineer, Public works Department that permission has been given the divisional officer shall then prepare a bill for half the number of trees entered in the list (on the assumption that half the total number of trees will mature and require water) at the rate of one anna per tree per fasl, and immediately reconvert the amount from the executive Engineer Public works department by book transfer without waiting to see whether the trees entered in the list have actually received water or not. No claim for refund on the ground that the trees were not subsequently watered shall be admitted. Any trees not entered on the list and afterwards found to have been watered shall be charged for at double the above rate.

(4) Receipts on this amount shall be credited to miscellaneous revenue under sale of water"

(5) The above rules apply to District Board roads also except that payment shall be demanded by money order.

(6) The charges for watering trees on roads in the Gurgaon District of the Punjab shall be 2 annas 6 pies per trees for flow irrigation and 1 anna 3 pies per tree for lift.

Exercise of Certain powers of divisional officer by sub divisional officers in charge of independent sub division.

331. An officer in charge an independent sub division may exercise the powers of a divisional canal officer as laid down in paragraph 325, 326, 327, 328, 329, and 330

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8- jftLVj ij gLrk{kj djr le; ,DthD;fVo bthfu;j vkj bykd d gkfdek dk bl ckr dh tkp dj yuh pkfg; fd etj fd; x; vkj jftLVj e nt fd; x; ikFkuk&i=k d lEcU/k e okjV tkjh fd; tku dh dk;okgh fu;fer :i l gb gA

CHAPTER V

Powers of Engineer Officers

332. [For latest powers see the book published separately] abbreviations:

I.M.O. ---- ---- Manual of Orders, Irrigation Branch, 4th Edition

M.G.O.----- ---- Manual of Government orders.

P --- --- Page

Vol. --- --- Financial Hand book Volume.

Note [1] – While referring to Financial Handbook Vol. [See 1951 Reprint]

While referring to Financial Handbook Vol II see revised edition 1941 -42

While referring to Financial Handbook,. Vol III see second edition [Reprint] 1945.

Note [2] Financial powers are delegated subject to the condition that there is budget provision to meet the expenditure that may be involved.

Note [3] As per annexure of F.H.B. Vol. 1 paragraph 7. Superintending Engineer of Irrigation Department have been declared as Head of the Department

Note [4] Revised powers are given within brackets in column 3 of Nature of power.

Note [5] Authority is given within brackets in column 2 of Nature of power.

Serial No.	Nature of Power	Limitation
1	2	3
	Chief Engineering	
	Books, Newspapers periodicals maps and other publications	
1.	To sanction the purchase of books in divisional and sub-divisional officer	Full power
2.	To obtain direct from the press books of reference and correction slips for use in his officer and officers subordinate to him	Full power
	Printing Charges	
3.	To give out urgent printing work to a private press without previously paragraph consulting the superintendent	Up to Rs. 125 [RS. 2000.00] and subject to the provisions of II and 12 of the U.P. Printing and Stationery Manual
4.	to print locally	
	(i) A Small number of registered forms if the supply from the press is delayed	Full power subject to the provisions of paragraph 13 of the U.P. Printing and stationery Manual
	(ii) Unregistered forms required temporarily and urgently.	----- do ----
5.	To Print and standardise Manual form s excluding contract or any other forms which require scrutiny by Government (Conveyancer) Accountant Genera or Legal Remembrance	
	House Rent	

6.	To sanction payment of rent on lands and buildings leased by Government	Up to a limit of Rs. 600 per annum in each case subject to conditions laid down in Appendix X of Vol. VI
7.	To take building on lease for use as an office or combined office and residence and sanction the rent there of as follows.	
	(i) When the accommodation is provided in a separate building	(i) Up to Rs. 200 (Rs. 100000) a month subject to the conditions laid down in Appendix X of Vol V Note to para 281 Vol VI
	(ii) When the accommodation is provided in a building partly used as a private residence	(ii) One Half of the total rent subject to a maximum of Rs. 100 a month
	Office cum residence not allowed G.O. No. 1793 XXIII Miscellaneous 68.77 these orders relaxed vide G.O. NO. a 1263/10 (3) 60 dated 17.07.1980	
		Note :- *The lease should be executed on a standard form drawn up by the government conveyancer or where such standard form does not exist the draft of the lease should be drawn up in consultation with that officer*
	Item 2, p 33 Vol I read with public works Department O.M. no. 1588 e.g. XXIII 55EG : 1949 dated December, 27,1950	
	Section writing	
8.	To sanction section writing and copying charges at piece work rates	Full power
		Note: *Each sanction accorded should specify the number of men the number of words to be copied per rupee and the rate for tubular work. The drawing officers should also furnish a certificate to the effect that section writing could not be done by the permanent staff.*
9.	To sanction installations of telephones in offices and residences	For a period not extending three months. six months
	Uniforms	
10.	To sanction supply of liveries and Warm clothing to inferior staff (Item 2, p 48 Vol. I)	Full power, subject to the conditions laid down in appendix 33 pf the M.G.O. appendix IV of Vol VIII and appendix X, Vol V
	Miscellaneous Contingent Expenditure	
11.	To Sanction payment of Municipal or Cantonment taxes Item 2, p 49, Vol 1	Subject to the conditions laid down in rule 407 of the Treasury Code. (See para 165 Vol. V)
12.	To Sanction payment of electric and water charges :	Subject to the conditions laid down in rule 407 of the treasury code (see para 165 Vol V)
	Conveyance charges	

13.	To use motor transport instead of bullock cars of camels for the conveyance of his camp equipment	Up to the actual running expenses admissible had bullock carts or camels been used and subject to the provisions of para 2208 of the M.G.O. and Rule.
	Chief Engineer	
14.	To Fix Annual monetary limits of expenditures on the purchase of medicines for each divisions and to sanction excesses on such expenditure (item 10-A p 53 Vol. I)	Up to the actual running expenses admissible had bullock carts or camels been used and subject to the provisions of para 2208 of the M.G.O. and Rule.
	Advance	
15.	To sanction a permanent advance to a subordinate Officer	Up to the amount advised by the Accountant General as appropriate when there is difference of opinion between the Account General and the Chief Engineer in any case the matter should be referred to Government. Sanction of Government is necessary to the grant of advances to the heads of departments.
16.	To sanction advances to Government servants for buildings purchase repairs to a house	Subject to the limits and conditions laid down in Chapter IX Vol VIII For salary upto Rs. 500/- Advance upto Rs. 30,000/- or 75 months pay whichever is less For salary exceeding 500/- advance upto Rs. 10 lac or 60 months pay whichever is less.
17.	To sanction to a Government servant under orders of transfer an advance of one month's pay and traveling allowance	Subject to the limits and conditions laid down in Chapter IX Vol VIII
	Miscellaneous Charges	
18.	To Sanction compensation under the Workmen's Act 1923	Full Power in those cases in which compensations is sanctioned by the commissioner under section 19 of the said Act
	Arrears of pay	
19.	To sanction investigation by the accountant general of claims to arrears of pay or allowance or increment allowed to remain in abeyance for a period exceeding one year but not exceeding three years	Subject to the conditions that if the claim exceeds three years sanction of Government will be required to the observance of rules 186 and 187 in the Treasury Code and rules 50 and 21 in the Financial Code [See para 74 Vol. V]
20.	To waive recovery of excess leave salary, officiating pay or promotion pay irregularly drawn by servants of the State belonging to subordinate services under his administrative control.	Up to the limit of Rs. 100 in an individual case and to an aggregate maximum of Rs. 500 in the case of a number of over drawls due to the same cause in any one establishment in respect of servants on a pay not more than s 50 per mensem only and

		subject to the following only and subject to the following conditions.
	(Item 13, p 71 Vol. I)	(i) that the money is drawn in good faith, (ii) That no defect of system is disclosed (iii) that the overdrawal has not involved other expenditure requiring a reference to Government; (iv) that it has not been caused by any delay in notifying a promotion or reversion, (v) that the reasons of remitting the recovery are recorded in writing by the remitting authority
	Land and Buildings	
21.	To relinquish land acquired permanently (Item 2 p 108 Vol. 1)	Full power
22.	To sanction the sale (through district revenue authorities) or demolition of public buildings other than residential buildings under his control constructed from State revenues. (Item 6, p 109, Vol I)	
	Works	
23.	To sanction estimates for execution of petty works (Item 1, p 114, Vol I)	Subject to the limits conditions laid down in rules 90 to 95 Chapter Vi of the Financial Code. (See para 292 Vol V)
	Chief Engineer	
24.	To sanction estimates for buildings for which no rent statement is maintained. (Item 2, p 113, Vol I)	Subject to the observance of rules in Chapter VI of the Financial Code (See para 274, Vol V)
25.	To sanction provisional rent statement of residential buildings (Item 4, p 114, Vol I)	Subject to the conditions laid down in rule 108 of the Financial Code (See para. 279 Vol V)
26.	To accord administrative approval to projects for original works. (Item 6, p 115, Vol I and p 125 IMO)	Up to Rs. 1,00,000 (Rs. 50.0) lacs in any one case with the exception of residential buildings and electric works.
27	To sanction estimates for buildings for which no rent statement is maintained. (Item 2, p 113, Vol I)	Subject to the observance of rules in Chapter VI of the Financial Code (See para 274, Vol V)

28.	To sanction excess over sanctioned estimate of an original work, (Item 39, p 127, Vol I)	Up to 5 percent of the amount of the estimate Provided that the total amount of the expenditure including the excess its within the limit of his powers to sanctioned by a higher authority when the excess occurs at such an advanced stage in the construction of a work as to render the submission of a revised estimate purposeless and the excess is explained in the completion report under paragraph 398 Vol VI, his power to pass the completion report shall be identical with his powers to sanction the revised estimate.
29.	To pass excess expenditure on all works (Item 41, p 128, Vol I)	Up to a limit of Rs. 1,000 (Rs. 5,000/-) in each case
30.	To Sanction an excess over an annual repairs over an annual repairs estimate (Item 42, p 128, Vol I)	Full power provided that the total expenditure including the excess is within available appropriation.
31.	To accord administrative approval to estimates of electrical works in	Subject to the limits conditions laid down in rules 90 to 95 Chapter Vi of the Financial Code. (See para 292 Vol V)
	(i) Residential buildings	(i) Up to Rs. 1000/- (Rs/ 5000/-)
	(ii) Non – residential buildings	(ii) Up to Rs. 2,000 (Rs 50,000)

P.W.D.O.M. no 1588 EG/XXIII – 55 EG – 1949 dated December 27, 1950

Contracts and Tenders

Note- *For the purpose of determining the authority competent to accept a tender the amount 0f the tender shall be the net amount to the contractor exclusive of the cost or value of materials supplied by Government. Further the amount of the contract added to the cost of material must not exceed the sanctioned estimate by an amount greater than that which officer concerned can sanction under his powers*

32.	To accept tender for the execution of Government works. (Item 1, p 34, Vol I)	Ups to Rs. 20,000 in each case in respect of departmental works the responsibility for construction maintenance and repairs of which has been transferred to the departments from the public works Department.
33.	To alter the time limit and to permit or reduce the penalty in all agreements and contracts entered into by officer subordinate to him	

P.W.D.G.O. no 714 W/XXIII – 325 W – 51, dated September10, 1959

Execution of Contracts

Vide Judicial (Civil) Department notification No. 765 / VII – 15 1935 dated April 27, 1938 as subsequently amended.

34. To execute contracts and other instrument for sums not exceeding Rs. 20000 except those which affect real estate
(Item 2 [a], P 161 Vol I)

35. To execute contracts and other instrument relating to house building and other advances in case where he granted the advance.
(Item 5, P 142, Vol I)

36. To execute contracts and other instrument relating to purchase supply and conveyance of materials stores machinery etc.
(Item 32, P 144, Vol I)

37. To execute contracts and other instrument relating to the execution of works of all kinds connected with buildings, roads canals tanks reservoirs and embankments and also instruments relating to the construction of working of coal mines.
(Item 33, P 14, Vol I)

38. To execute bonds of auctioneers and security bonds for the due performance and completion of works
(Item 34, P 144, Vol I)

39. To executive security bonds for the due performance of their duties by Government servant whom he has power to appoint.
(Item 35, P 14, Vol I)

40 To execute leases for grazing cattle on canal banks or road sides for fishing in canals, for the cultivation of land under the Irrigation Department leases of water for irrigation and other purposes, and leases of water power and instruments relating to the sale of grass trees or other produce on roadsides or in plantations
(Item 36, P 145, Vol I)

41. to execute lease of houses land or other immovable property provided that the rent reserved shall not exceed Rs. 5000 a month
(Item 37, P 14, Vol I)

42. To execute all instruments connected with the reconveyance of property given as security
(Item 38, P 14, Vol I)

43 To execute agreement for the recovery of fines on account of drift wood or other timber passing into canal.
(Item 39, P 14, Vol I)

Chief Engineer

44. To execute security bonds or mortgages deeds given as security in connection with the employment of treasures cashiers or clerks charge with the disbursement of money or the custody of securities.
(Item 49 , P. 147 Vol I)

Note - *Power conferred do not over ride the U.P. Stores purchase Rules published with Government notification no. 905 / XVIII 652, dated March 13, 1935 which have to be observed where applicable.*

Purchase of Stores

45.	To obtain direct from manufacturers or dealers in any foreign country such articles as may be required for experimental or research purposes and other articles referred to in Annexure B and in rule 7 [2]	Full power subject to the limits and the conditions laid down in /rule 7 of the stores purchases rules.

	of the stores purchase Rules given in Appendix XVIII of Vol. V (Item 2, p 149 Vol I)	
46.	To sanction the purchase of stores not manufactured in India in case of emergency when serious inconvenience to public service is likely to be caused by waiting to obtain an article through the stores purchase section of the industries Department. (item 2, P 149 Vol I)	Full power subject to the limits and the conditions laid down in /rule 7 of the stores purchases rules.
47.	To sanction detailed estimates for the purchase of tools and plant [exuding livestock motor vehicles office furniture and tents]	Full power

[Item 12, p 152 Vol and public works Department [I.B.]Memo no. 1544/20-E dated May 10,1939 read with P.W.D.G.O. no. 242 ad/XXIII-D dated April 14,1952]

Purchase of Office Furniture

48.	To sanction the supply of furniture (one bed, one table two chairs and one lamp in subordinate quarters attached to certain irrigation Department Inspection bungalows from the surplus furniture obtained from abandoned inspection bungalows.) **(**P. 126 IMO Standing Order no. 119.**)**	
49.	To Sanction estimates for the purchases or manufacture of office furniture (Item 15 p 154 Vol I)	Full Power
50.	To sanction the hire of furniture for office subordinate to him (Item 17-A p 155 Vol I)	Full Power
		Note – *If the furniture is likely to be needed for long period it should be considered whether it would be more economical to purchases it outright.*

Tents

51.	To sanction the retention of tents in excess of the scales laid down for divisional offices and sub divisional offices in he Manual. (Item 19- p 155 Vol I)	Full power
		Note:-*A list of local purchases made during the proceeding year should be sent to the superintendent, Printing and Stationery by April 30 each year.*

Typewriters

53.	To sanction the supply or replacement of typewriters in his own officer and in offices subordinate to him.	Full power subject to the condition that the necessity for the typewriter is clearly established and that a trained typist is available

	(Item 30- p 158 Vol I)	for its use (See also rules in Chapter IV of the Printing and Stationery Manual)
	Allocation of stock limit	
54.	To retain furniture in excess of sanctioned scale in the Irrigation Department Inspection Houses	Full power
	Chief Engineer	
	Declare surplus or unserviceable and sanction sale	
55.	To declare any stores including stock tools and plants materials received from works dismantled and materials at site) as surplus or unserviceable and to sanction their sale by public a action or otherwise their destruction (Item 49- p 164 Vol. L)	Full power subject to the condition that the necessity for the typewriter is clearly established and that a trained typist is available for its use (See also rules in Chapter IV of the Printing and Stationery Manual)
	Write of loses	
56.	To sanction the write off of advances which he may have the power to sanction (Item 2, p 176 Vol L)	Up to a limit of Rs. 100 (Rs. 250/- in a single case, subject to the condition that the loss does not disclose) (i) a defect of item the amendment of which requires the orders of higher authority or (iii) serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action requiring the orders of higher authority.
57.	To waive in part or whole the advances granted (Under the rules constrained) in Chapter X, Vol VIII for the traveling expenses of a member of a Government servant's family (Item 1, p 176 Vol I)	Up to a limit and subject to the conditions laid down in the rule quoted in column 2. (see)
58.	To Sanction the write off of lost measurement Books (Item 21 P 184. Vol I)	Full Power
59.	To sanction the write off of lost measurement Books (Item 23 P 176. Vol I)	Full power

60.	To write off irrecoverable value of public money or stores lost by fraud or negligence individuals or other causes (Item 25 P 184. Vol I)	Up to Rs. 1,000 (Rs. 7,500/-)
61.	To write off irrecoverable sums of public money loss by fraud or by negligence of individuals or other cause (Item 23 P 176. Vol I)	Up to a limit of Rs. 1,000 Rs. 5000/- provided that the loss does not disclose (a) a defect of system the amendment of which requires the orders of higher authority or b) serious negligence on the part of some one which may call for disciplinary action requiring the orders of higher authority

(Item 20, p 184 Vol I and page 126, I.M.O.)

62.	To write off the value of all classes of stores lost destroyed or damaged by negligence accident or fraud	Up to Rs. 5000 (Rs. 7500/- provided the loss des not disclose [a] a defect of system the amendment of which requires the orders of higher authority or [b] serious negligence on the part of some one which may call for disciplinary action requiring the orders of higher authority.

(Item 27, p 185 Vol I and page 126, I.M.O.)

63.	To sanction estimate for losses on stock due to depreciation owing to a fall in prices or any other cause (Item 28 P 185. Vol I)	Full Power
64.	To sanction any estimate for losses on surplus or unserviceable stock resultant on their destruction or sale at less than the book value. (Item 32 P 155. Vol I)	Full Power

Re – appropriation

65. To sanction re-appropriation between items included in a minor head under the major heads XVII 18, 19 and 68.
[Para 64 III P 125 I.M.O.]

Establishment

66.	To Post and transfer all members of the staff except Executive Engineers and administrative officers	Full power subject to the condition that in order to avoid unnecessary expenditure on traveling allowance the power shall be exercised only when this is necessary in the interest of Government work.
67.	To sanction the entrainment of temporary non-gazetted establishment of the kinds enumerated in the annexure in the revised (1947) scales for the corresponding permanent posts the maximum of which does not exceed of which does not exceed Rs. 208 per month for subordinate officer under his control ANNEXURE Temporary Establishment 1. Ziladars 2. Clerks 3. Munshis 4. Telephone Munshis 5. Signallers 6. Draftsmen 7. Tracers 8. Amins 9. Patrols 10. Compounders. 11. Peons or Chaprasis 12. Dafadars. 13. Barkandazes 14. Sawars 15. Mails 16. Foresters 17. Forest Guards 18. Tindals 19. Naib Tindals 20. Beldars 21. Kangers 22. Daknavis 23. Dak Navis 24. Trollymen 25. Surveyors 26. Engine Drivers	Subject to the following conditions :- (a) The pay of any temporary post is not more than the revised rate of pay of Simi posts provided that if a Government servant drawing the old rate of pay is appointed to the temporary post on his own substantive pay of the temporary post may be on the old rate subject to the limit in column 2 above : (b) in fixing the pay of a temporary post the principles laid down in the finances Department G.O. no. A 28/ X - 226 dated March 15, 1937 are observed (c) The period of the temporary post does not exceed one year at a time without the sanction of the Government and (d) Provisions to meet the cost is not augmented by re-appropriation of savings

27.	Mistries	
28.	Stenographers	
29.	Ferrotypers	
30.	Mechanical Establishment	
31.	Temporary posts under the following heads : (i) Water works (ii) Electrical Installations (iii) Power House (iv) Barrage	Note : The Chief Engineer is not empowered to crate temporary posts in his own office
68.	To direct alteration in the date of birth in the Service book. (Item 32 P 20 M.G.Os Vol II)	Provided that the correct date is clearly Proved
69.	To appoint a Government servant to officiate in a vacant post (Item P 313 Vol II.)	Full power in the case of a post to which he has authority to make an official appointment as (for instance) in a leave vacancy
70.	To suspend the lien of a Government servant on a post and fill it provisionally substantive (Item 3, P 313 Vol II.)	Full Power in the case of non-gazetted servant only provided he has power to make a substantive appointment to the post on which the lien is held
71.	To Transfer the lien of a Government servant from one post to another (Item P 313 Vol II.)	Full power provided he is authorized to make a substantive appointment to both the posts concerned
72.	1) To Authorize payment to a government servant treated as on duty under rule 9 (6) (b) b of the Fundamental Rules or the U.P. Fundamental Rules as the case may be of the pay of his sub sanative posts or of any lower rate of pay	Full power subject to any general orders of the Governor applicable to particular course of instruction or training or to particular examinations In the absence of a general order of the Governor the sanction of the Government in the case of a Government servant treated as on duty under rules 2nd 4 to 6 of the subsidiary Rules is require to the drawl of any special pay or compensatory allowance attached to the post In every case the authority sanctioning the deputation of a Government servant to undergo a course of training or permitting him to prepare for an examination will specify the amount of pay and allowances to be drawn by him allowances to the period of training ore preparation. A copy of the order will be sent to the Accountant General.
	(2) To Direct that the pay of a Government servant who is treated as on duty while on a course of training or instruction	

	should be the pay of any officiating post held by him at the time he was placed on such duty provided that this rate of pay shall not be allowed for a period longer than that for which the government servant would have held the officiating post had he not been placed on such duty: Provided that he has power to make a substantive appointment to the post which he Government servant holds. (Item 7, P 314 Vol II.)	
73.	To withhold increments (Item 8, P 315 Vol II.)	Full Power in a case where he has power to make a substantive appointment to the post which the Government servant holds.
74.	To fix within certain limits the pay of a Government servant officiating in a post the pay of which is personal. (Item 12, P 319 Vol II.)	Full Power in respect of non-gazetted Government servant subordinate to him.
75.	To reduce the pay of a temporary post which will probably be filled by a Government servant (Item 3 P 318 Vol II.)	Full power in case he has power to make an officiating appointment to the post concerned
76.	To fix the pay of a temporary post (which will probably be filled by a government servant) (Item 6, P 312 Vol II.)	Full power in the case of temporary posts which he has power to create on the pay fixed.

77.	To appoint a Government servant to hold temporarily or to officiate in more than one post and to fix the pay of subsidiary posts and the amount of compensatory allowances to be drawn. (Item 18, P 320 Vol II.)	Up to a period of three months provided that he has power to appoint a Government servant Permanently to each of the posts concerned. The amount of additional pay allowed shall be subject to the limits laid down in the orders of the Governor under fundamental rule 49.
78.	To waive the recovery of or write- off the additional pay drawn by Government servant who has received promotion on the suspension or dismissal of another Government servant who up reconsideration or appeal has been reinstated (Item 20 P 321 Vol II.)	Up to a limit of Rs. 500 in each case provided that the period involved does not exceed six months.
79.	To retain Government servants in Service after the age of 55 years on posts which he is competent to fill if vacant (Item 21, P 321 Vol II.)	Full power provided that no Government servant is retained in service beyond the age of 60 years.
80.	To extend leave of Government servant whom he granted the leave (Item 23 P 322 Vol II.)	Full power if the Government servant is not longer under the administrative control of the authority who granted the leave the authority to whose to control he has been transferred and who has power to grant leave will exercise full power
81.	To sanction transfer to foreign service in India. (Item 26, P 332 Vol II.)	Full Power to transfer to foreign service within U.P. in case where he has power to appoint or transfer in the ordinary course of administration.
82.	To decided the date of reversion of a Government servant returning after leave from foreign service. (Item 27, P 323 Vol II.)	Full Power in respect of ministerial servant belonging to his office and offices subordinate to him.
83.	To suspend the allotment of a residence to a post (Item 2, P 324 Vol II.)	Full Power in respect of residences allotted to non-gazetted posts provided that the period for which the allotment is suspended does not exceed two months.

84.	To grant leave other than special disability leave and leave extending beyond the date of compulsory retirement to a gazetted Government servant who is not in foreign service. (Item 26, P 332 Vol II.)	Full power subject to the condition that in the case of gazetted officers of higher rank than assistant engineers leave can be sanctioned for period the arrangements made for carrying on the duties of the Government servant concern are local and do not involve the transfer of another Government servant.

(P.W.D.G.O. no. 1542 EBR / XXIII dated May 30, 1951)

85.	To grant leave other than disability leave and leave extending beyond the date of compulsory retirement to a gazetted or non-gazetted Government servant whose transfer to foreign service was sanctioned by him. (Item9, P 338 Vol II.)	Full Power
86.	To waive proviso (a) of rule 38 of the Subsidiary rule in any particular. (Item 11, P 339 Vol II.)	Full Power
87.	To set aside or cancel in any case the prefixing of holidays to leave or affixing of holidays to leave or joining time of Government servants whose leave or transfer was sanctioned by him (Item 13., P 339 Vol II.)	Full Power
88.	To accept a certificate signed by any registered medical practitioner as evidence of the fitness of a non-gazetted Government Servant to return to duty from leave to work under his control (Item 14., P 340 Vol II.)	Full Power
89.	To accept under article 911 (c) of the Civil Service Regulations a medical certificate bearing a later date than the application for pension form a non-gazetted	Full Power

	officer whom he is authorized to sanction pension. (Item 35., P 20 M.G.O. Vol II.)	
90.	To require a Government servant whom he granted leave for reasons of health to produce a medical certificate of fitness to return to duty even though such leave was not granted on medical certificate. (Item 15., P 340 Vol II.)	Full Power
91.	To grant leave to a Government servant in respect of whom a medical committee has reported that there is no reasonable prospect that he will ever be fit to return to duty provided he is competent to sanction him leave. (Item 16., P 340 Vol II)	Full Power
92.	To allow personal certificates of character of a Government servant to be entered in the service book. (Item 18., P 340 Vol II)	Full Power
93.	To grant to a female Government servant leave in continuation of maternity leave. (Item 23., P 341 Vol II.)	Full Power
94.	To grant leave to a temporary or officiating Government servant. (Item 24., P 341 Vol II.)	Full Power
95.	To grant a labourer in Government employ absent from work owing to injury received on duty leave in excess of three months but not exceeding six months.	Full Power

(Item 28., P 342 Vol II)

96.	To Permit the calculation of joining time by a route other than that which travelers ordinarily use (Item 28., P 342 Vol II.)	Full Power	
97.	To extend joining time on certain conditions subject to a maximum of 30 days (Item 29., P 342 Vol II)	Full Power in respect of members of the State and subordinate services.	
98.	To authorize a Government servant to proceed on duty to any part of India whether with in or beyond the limits of the duty (Item 32., P 342 Vol II.)	Full Power in respect of Government servants subordinate to him in respect of journeys on	

TRAVELLING ALLOWANCE

99.	To grant exemptions from the rule limiting a halt to ten days. limit of 30 days (Item 2., P 167 Vol III.)	Individual exemptions in respect of Government in respect of Government servants subordinate to him subject to a limit of 30 days	
99.	(a) To appoint work charged establishment in the Agricultural Engineering Section in connection with the construction of tube well for private parties.		
100.	To permit a Government servant to draw actual expenses for keeping up equipage during halt at headquarters. (Item 3., P 168 Vol III.)	Full power in respect of Government servants subordinate to him.	
101.	to permit Government servants who are required in the interest of Government work to send their motor cars motor cycles horses camp equipment etc. by rail to	Designation of Govt. servant in respect of whom power can be exercised.	Maximum limit in respect of any one journey of the Means of conveyance Camp equipment

	cover the cost of their transport. (Item 2., P 167 Vol III.)	1. Himself 2.Superintending Engineer	Motor car or motor cycle or two horses 30 mounds
102.	To exempt Government servant from the operation of rule 27 (D) (20 of the Travelling allowance rules in respect of halts at the hill station in excess of ten days (Item 9., P 176 Vol III.)	In respect of Government servants subordinate to him subject to the general conditions prescribed in rule 22 (D) (2) of the traveling Allowance Rules.	
		Administrative Powers	
103.	To fix or transfer the headquarters of sub divisions P.W.D.O.M. no. 1588 E.G./ XXIII 55EG -1919 dated December 27, 1950 (Item 2., P 167 Vol III.)	Full power provided no additional cost is involved	
104.	To alter the boundaries of sub-divisions and divisions (P.W.D.O.M no 158 EG / XXIII – 55 EG 1919 dated December 27,1950 (Item 2., P 167 Vol III.)	Full power provided no additional cost is involved	
		Miscellaneous	
105	To dispose of half year's statements of item held under objection in the case of the accounts in the case of the accounts of divisions. (P 126 I.M.O.)	Full Power	
106.	To sanction the purchase of books (Item 19., P 29 Vol I.)	Maps and other Publications up to a limit of Rs. 50	
		Printing Charges	
107.	To give out urgent printing work to a private press without previously consulting the Superintendent Printing Stationery	Up to Rs. 125 Rs. 2000/- and subject to the provisions of paragraphs I and 12 of the U.P. printing and stationery Manual.	
	(Item 1., P 31 Vol I read with para 2 of the printing and stationery Manual)		
108.	To Print locally - (Item 2., P 167 Vol III.)	Full power subject to the visions of para 13 of the U.P. Printing and Stationery Manual.	

	(i) small number of registered forms if the supply from the press is delayed	(up to Rs. 2000/-)
	(ii) Unregistered for required temporarily and urgently	Up to Rs. 2000/-
	(Item 2., P 31 Vol I.)	

House Rent

109.	To sanction payment of rent an lands and building leased by Government (Item 2, P 33 Vol II.)	Up to a limit of Rs. 144 Rs. 600/- per annum in each case subject to the conditions laid down in Appendix X of Vol V (Second edition).
110.	To take buildings on lease for use as an office or combined office and residence and to sanction the rent thereof as follows :	
	(i) When the accommodation is provided in a separate building	(i) Up to Rs. 100 Rs. 2000/- in KAVAL towns and Rs. 750/- at other place per mensem subject to the condition laid down in Appendix X of Vol V See also note to para 81 , Vol VI
	(ii) When the accommodation is provided in a building partly used as a private residence. (Item 2, P 33 Vol I.)	(ii) One Half of the total rent subject to a maximum of Rs. 45 a month. (Note Allowed G.O.no. 1799 XXIII Miscell dated 26.08.77 Note: - The lease should be executed on a standard form drawn up by the Government Conveyancer or where such standard form does not exist the draft of the lease should be drawn up in consultation with that officer.
111.	To sanctioned rent of buildings\ used as office as office or as combined office and residential building of certain officers of the Department (Item .8, P 37 Vol I.)	See paragraph 281 Vol VI. No allowed G.O. No.1793 XXII micsell dated 26.08.77

Section – writing

112.	To sanction section writing and copying charges at piece work rate (Item 8, P 37 No. 1 III)	Full Power
	Note-	Each sanction accorded should specify the number of men, the number of words to be copied per rupee and the rate for tabular work the drawing officer should also furnish a certificate to the effect that section writing could not be done by the permanent staff.

Uniforms

113.	To sanction supply of liveries and warm clothing to inferior staff. (Item 2., P 48 Vol I.)	Full Power subject to the conditions laid down in appendix 38 of them annual of Government Order Appendix IV Vol. VIII and in Appendix X Vol. V.

Superintending Engineer

Miscellaneous Contingent Expenditure

114.	To Sanction payment of municipal or cantonment taxes. (Item 1., P 49 Vol I.)	Subject to the Conditions laid down in rule 407 of the Treasury code (See para 165 Vol V)
115.	To sanction payment of electrical and water charges (Item 2., P 49 Vol I.)	Subject to the Conditions laid down in rule 107 of the Treasury code (See para 165 Vol V)
116.	To sanction estimates for Shajras and Khasras [P. 124 I.M.O.] (Item 2., P 49 Vol I.)	Full Power

Conveyance Charges

117.	To use motor transport instead of bullock carts or camels for the conveyance of his camp equipment. (Item 8., P 50 Vol I.)	Up to the actual running expenses admissible had bullock carts or camels been used subject to the provisions of para 2208 of the Manual of Government Orders and rule 41 of Appendix X Vol V

Advances

118.	To Sanction a permanent advance to subordinate officer (Item 1., P 6150 Vol I.)	Up to the amount advised by the accountant General as appropriate 'when there is a difference of opinion between the Accountant General and the Superintending Engineer in any case the matter should be refer red to government sanctions of Government sanction of Government is necessary to the grant of advances to heads of Departments.
119.	To sanction advances to Government servants for buildings purchase or repairs to a house [Item 2, o 61 Vol I]	Subject to the limits and conditions laid down in chapter IX Vol VIII

	(Item 1., P 6150 Vol I.)	
120.	To Sanction to a government servant under orders of transfer an advance of one month's pay and travelling allowance. (Item 6., P 62 Vol I.)	Subject to the limits and conditions laid down in chapter IX Vol VIII
	Miscellaneous Charges	
	Compensation	
121	To sanction estimates for compensation for crops destroyed by breaches of canal (Item 8., P 69 Vol I.)	Up to the amount.
	Areas of pay	
122.	To sanction investigation by the Accountant General of Claims to arrears of pay or allowances or increment allowed to remain in abeyance for a period exceeding one year but not exceeding there years (Item13., P 71 Vol I.)	Subject to the condition that if the claim exceeds there years sanctions of Government will be required to the observance\ of rules 186 and 187 in the treasury code and rules 50 and 51 in the financial code [see para 874 Vol V]
	Excess payment of pay and allowances	
123.	To waive recovery of excess leave salary, officiating pay or promotion pay irregularly drawn by servants of the State belonging to subordinate service control (Item1., P 107 Vol I.)	Up to the limit of Rs. 100 in an individual case and to an aggregate maximum of Rs. 500 in the case of a number of overdrawals due to the same cause in any one establishment in respect of servants on a pay of not more than Rs. 50 per mensem only and subject to the following conditions : (i) that the money is drawn in good faith (ii) that no defect of system is disclosed (iii) that the over drawl has not involved other expenditure requiring a reference to Government. (iv) that it has not been caused by any delay in notifying a promotion or reversion

		(v) that the reasons for remitting the recovery are recorded in writing by the remitting authority.

Land and Buildings

124.	To sanction the sale [through district revenue authorities] or demolition of public building other than residential buildings under his control constructed from state revenues. (Item 6., P 109 Vol I.)	Up to book value of Rs. 10,000
125.	To sanction the sale through district revenue authorities or demolition of a temporary building provided it is not required by any department of Government. (Item 7., P 109 Vol I.)	Full Power
126.	To sanction the subletting of official residence (Item 8., P 109 Vol I.)	Subject to the conditions given in subsidiary Rule 18-D Vol II
127.	To allow the permanent incumbent of a post to store free of rent but at his risk his furniture and other belongings in the Government residences allotted to him. (Item 9., P 110 Vol I.)	Subject to the conditions that (i) the temporary incumbent does not require the residence and has been exempted from the payment of its rent and (ii) it is not possible to lease the house during the absence of the permanent incumbent
128.	To sanction the employment of a mali for the up keep of gardens attached to residential buildings remain unoccupied (Item 11 P 110 Vol I.)	Full power

Works

129.	To Sanction estimate for the execution of petty works (Item 1 P 114 Vol I.)	Subject to the limits and Conditions laid down in rules 90 to 95 Chapter VI of the financial code [See para 292 Vol V]

130.	To sanction estimates for buildings for which no rent statement is maintained (Item 2, P 114 Vol I.)	Subject to the observance of rules in chapter VI of the Financial Code (See para 274 Vol V)
131.	To sanction provisional rent statement is maintained (Item 4, P 114 Vol I.)	Subject to the observance of rules in Chapter VI of the Financial Code (See para 274 vol. V)
132	To sanction estimates for all works in connection with the electric installation of buildings (Item 2, P 114 Vol I.)	Subject to the limits and conditions laid down in rule 37 of the Financial Code (See para 277 of Vol V)
133.	To accord administrative approval to projects for original works (Item 6, P 116 Vol I.)	Up to Rs. 100000 (Rs. 30.0 lacs) in any one case with th4 exception of residential buildings and electric works Subject to the observance of rules in chapter VI of the Financial Code (See para 274 Vol V)
134.	To sanction detailed estimate for -	
	(a) Original works and extensions or works against a general project for original subsidiary works sanctioned by a higher competent authority.	(a) Up to a limit of Rs. 1,00000 Rs. 30.0 lacs subject to the previous approval of the Chief Engineer in the following case ; (i) Construction of new or alteration to existing masonry works on a main canal or branch where the supply exceeds 600 (1000) cusecs (ii) Works in connection with an Inspections house dwelling or office costing more than Rs. 1500 Rs. 3000 or involving alterations to the design of such building. This reservation does not apply to subsidiary buildings such as out houses beldar quarters camp establishment quarters etc. (iii) Estimate against a general project for original works in such case he shall obtain the previous approval of the Chief engineer to longitudinal sections of all channels before sanctioning the estimates in the case however of existing channels excluding main canal and branches alterations which do not involve an increase of discharges shall be within his competence; provided that no irrigation channel other than a water course from an existing outlet shall be treated as a contributions work under this clause Note- A superintending Engineer is not competent to sanction project which would be incomplete

		without extensions but which together with the extension would exceed his power of sanction similarly he shall not sanction piecemeal estimates which require the sanction of higher authority.
	(b) Contributions works	(b) Full Power
	(c) Famine Relief Works (Item 26, P 121 Vol I.)	(c) Up to limit of Rs. 100000 (Rs 30.0 Lack) subject to the conditions specified in the note under (a) above
135.	To sanction detailed estimates for repairs (Item 36, P 125 Vol I.)	Full power subject to the Chief Engineers previous\ approval if such respires involve alterations of designs of works of a main canal or branch where the full supply exceeds 500 (1000) cusecs, or if such repairs involves alteration of designs of works of a main canal or branch where the full supply discharge of any channel.
136.	To authorize commencement of urgent periodical repairs in anticipation of sanction to estimate and allotment (Item 37, P 125 Vol I.)	Full power provided that in such cases an approximate sum is fixed to the expenditure of which sanction is provisionally given and the executive engineer held responsible for submission of detailed estimate at the earliest possible date.
137.	To sanction excess over sanctioned estimate of an original work (Item 30, P 127 Vol I.)	Of not more than 5 percent of the amount of the estimate (Whether sanctioned by himself or a higher authority) or Rs1000 whichever is more ; Provided that the total amount of the expenditure including the excess is within the limit of his powers to sanction estimates technically. He shall have no power to sanction any excess over a revised estimate sanctioned by a higher authority when the excess occurs at such an advanced stage in the construction of a work as to render the sub-mission of a revised estimate purposeless land the excess is explained in the completion report (under paragraph 398 Vol VI) his powers to pass the completion report shall be identical with his a power to sanctioned revised estimate.
138.	To sanction an excess over an annual repairs estimate (Item 42 P 128 Vol I.)	Of not more than 10 percent of the amount of the estimate Rs. 1,000 whichever is more. Provided that the total expenditure including the excess is within the available appropriation
139.	To modify the details of works under any sub work or detailed head of account in the case of an estimate sanctioned by the Government. (Item 43, P 128 to 129 Vol I.)	Within the amount sanctioned for that head. Provided that such modification do not in any way involve the alteration of other parts of the project or affect the standard of efficiency of stability of the whole work. If the proposed modifications are likely to lead to any such result he shall refer the matter to the Government before carrying out the proposed change.

		Note- *The order of the Government shall be obtained to any change involving a material departure from the approved design irrespective of whether it is likely to result in increased outlay or not whether under tools and plant or any other head an to any proposal to debit to the project charges of a nature which it is not intended to bear and for which no provision exists in the sanctioned estimate.*
140.	To divert the provision for contingencies to new works or repairs not provided for in the original sanctioned estimate. (Item 44 P 129 Vol I.)	Full Power
141.	To transfer savings from one detailed head of classification to another within the same sub work of a sanctioned estimate (Item 48 P 130 Vol I.)	To the extent of his power to accord final or technical sanction to detailed estimates for original works : and subject to the condition that the order of the Government should be obtained to any change involving material departure from the approved

Superintending Engineer

		design irrespective of whether it is likely to result in increased outlay or not, whether under tools and plant or any other head and to any proposal to debit to the project charges of a nature which it is not intended to bear and for which no provision exists in the sanctioned estimate and provided that in the case of a residential building the transfer does not cause an excess of more than 10 percent over the amount allowed for it.
142.	To sanction estimate for the purchase of furniture for inspection houses situated in ordinary revenue divisions [Item 51, p. 132. Vol. I]	Up to the limit of the prescribed scale and the extent of powers in respect of original works and repairs
143	To sanction estimates for the purchase of furniture for temporary buildings (Item 52, p. 132, Vol. I)	Up to the limit of the scale fixed for first class inspection houses ; subject to the condition that the estimates for furniture have been previously sanctioned by the Government
144.	To extend the date fixed for the completion of any work sanctioned by Government under the heads 68 and 19	Full power, he shall immediately report to Government whenever he grants an extension

145.	To sanction alterations in the constructive details of works during their execution. (P. 120, I.M.O.)	Subject to the condition that the alterations do not cause an excess over the estimate beyond the limits of his power of sanction
146.	To authorize the execution of petty works of civil departments, including the works of petty repairs in his circle and to sanction estimates for such works (P. 132, para 63-II/(10), IMO)	In accordance with the procedure laid down in paragraph 327 of Vol. VI
147.	To sanction emergent repairs to irrigation and other works (P. 12), IMO)	Up to any reasonable and necessary amount in case of imminent danger to them.

Contracts and Tenders

Note: For the purpose of determining the authority competent to accept a tender, the amount of the tender shall be net amount to be paid to the contractor, exclusive of the cost of the value of materials supplied by Government. Further, the amount of the contract added to cost of materials must not exceed the sanctioned estimates by an amount greater than that which the officer concerned can sanction under his powers.

148.	To accept tenders for contracts for all original works and repairs	Full power; provided that the amount of the tender does not exceed the total of the relevant items in the sanctioned estimate plus such excess as he is competent to sanction.
149.	To alter the time limit and to remit or reduce the penalty provided in all agreements or contracts	Full power in the case of those entered into by officers subordinate to him. (Upto 6 months or 50% of the time allowed in their own agreements whichever is less.

(Item 8, p. 138, Vol. I. read with PWDGO no. 174 W/XXIII-325-W-51, dated September 10, 1952).

150.	To revise the rates of contracts or agreements and to fix a date from which the revision of rates is to take effect. (Item 12, p. 139 Vol. I]	Full power; provided (i) that, as a result of revision, that total amount does not exceed their power to accept tender or enter into agreements and (ii) that it does not necessitate revised estimate or cause an excess (over the sanctioned estimate) which is beyond their powers of sanction. Note: (1) The power to revise rates of contracts or agreements shall not apply to cases in which the rates are revised due to market fluctuation, or to the payment of lump sums as compensation in lieu thereof. The orders of Government shall invariably be obtained in all such cases. (2) The rates shall not be revised with retrospective effect unless there is sufficient justification which should be recorded in writing.

Powers of Engineer officers

Superintending Engineer

Execution of Contracts

Wide Judicial [Civil] Department notification no. 765- VII 127-1935, dated April 27, 1938, as subsequently amended).

To execute contracts and other instruments for sums not exceeding Rs. 20,000 except those which affect real estimate.

Item 2 a) p. 141, Vol. I)

To execute contracts and the instruments relating to house building and other advances where the advance was granted by him

(Item 5 p. 142 Vol. I).

To execute all instruments relating to the execution of works of all kinds, connected with buildings, bridges, roads, canals, tanks, reservoirs and embankments, and also instruments relating to the construction of waterworks, sewage-works, the erection of machinery and the working of coal mines.

(Item 33 p. 144, Vol. I).

To execute bonds of auctioneers and security bonds for the due performance and completion of works.

(Item 34 p. 145, Vol I.)

To execute security bonds for the due performance of their duties by Government servants whom he has power to appoint.

(Item 35, p. 144 Vol. I).

To Execute leases for grazing cattle on canal banks or road-sides, for fishing in canals, for the cultivation of land under the irrigation Department, leases of water for irrigation and other purposes, and lease of water-power, and instruments relating to the sale of grass, areas of other produce on roadsides or in plantation.

(Item 37, P. 145, Vol. I.)

To execute leases of houses, land or other immovable property, provided that the rent reserved shall not exceed Rs. 5,000 a month.

(Item 38, p. 145 Vol. I.)

To execute agreement for the recovery of fines on account of drift wood or other timber passing into a canal.

(Item 39, p. I 5, Vol. I).

161. To execute security bonds or mortgage deeds given as security, in connection with the employment of treasurers, cashiers or clerks charged with the disbursement of money or the custody of securities.

(Item 49 p. 147 Vol. I).

Stores and Stock

Note : Powers conferred do not over ride the UP Stores Purchase rules published with Government notification no. 905/XVII – 652, dated March 13, 1935 which have to be observed where applicable.

Purchase Stores

162	To sanction the purchase of stores into manufactured in India in cases of emergency when serious inconvenience to public service is likely to be caused by waiting to obtain an article through the Stores Purchase Section of the Industrial Department.	0

(Item 2, P. 149, Vol. I).

Stores for Construction

163.	To sanction the purchase of stores required for the construction of works [Item 8, p. 150, Vol. I0	Full power
164	To pass indents on other departments for articles required for sanctioned works [Item 2, p. 151, Vol. I]	Full power
165	To sanction the purchase of tools and plant (excluding livestock, motor vehicles, office furniture and tents) and the necessary estimates therefore including revised estimates)	Upto a limit of Rs. 20,000 (Rs. 30,000/-).

Purchase of office furniture

(Item 12, p. 152 Vol. I read with PWD GO no. 242 ad/XXIII-D, dated April 14, 1952)

166.	To sanction estimates for the purchase or manufacture of office furniture. [Item 15, p. 154 Vol. I]	Upto a limit of Rs. 2,000 (Rs. 10,000/-)
167.	To sanction estimates for the purchases of furniture for temporary buildings. [Item 16, p. 155, Vol. I].	Full Power: subject to the limit of the scale fixed for first class inspection houses.

Tents

168.	To sanction estimates for the purchase of tents, according to the prescribed scale. [Item 21, p. 156, Vol. I]	Full Power

Purchase of Stationery

169.	To sanction local purchases of stationery and rubber stamps (including sensitized paper in case of urgency for his own office and for offices subordinate to him)	Upto to a limit of Rs. 50 (Rs. 2000/-) at any one time and Rs. 250/- (Rs. 10,000/- during a year) Note. : A list of local purchase made during the preceding year should be

		sent to the Superintendent, Printing and Stationery, by April 30, each year.

[Item 22, p. 156, and item 28, p. 152 Vol. I]

Typewriters

170.	To sanction purchase of typewriters (Item 31 p. 158 Vol. I)	Full Power

Allocation of stock limit

171.	To sanction the limits of reserved stock for canal division. [Item 33, p. 159, Vol. I)	Full power ; provided that funds are available for the purchase of stock whenever he sanctions an increase to reserve

Repair and carriage of tools and plant

172.	To sanction estimates for repairs to and carriage of tools and plant [Item 37, p. 159. Vol. I)	Full power
173	To sanction the sale of surplus and unserviceable stores (Item 39, p. 160 vol. I)	In cases where the original value was not more than Rs. 2,000 [Rs. 5000]. **Note** :- In the case of surplus stores the sale may not be effected at a depreciation of more than 20 percent
174.	To sanction the sale of stock [but not tools and plant] which are not surplus not unserviceable at full value, plus the usual supervision charges on cost unless specifically waived by the competent authority. (Item 41, p. 161, Vol. I)	
175.	To sanction, if he can do so, without inconvenience to public service, the sale of any materials from the stores to private persons at full value, plus the usual supervision charges unless specially waived in the case of surplus stock which would otherwise be	Full Power

	unsaleable, but not to any employee of his relatives or dependants without the sanction of Government.	

[Item 46, p. 162, vol. I read with paragraph 62 VI [4] as amended by PWD [D] GO no. 1646 MS/XXIII-184-MS 1950, dated October 12, 1950)

Declare surplus or unserviceable and sanction sale

176.	To declare any stores (including stock, tools and plant, materials received from works dismantled and materials at site as surplus or unserviceable and to sanction their sale by public auction or otherwise their destruction).	Upto a book value of Rs. 10,000/- Note : - In case the book value of stores so dealt with exceeds Rs. 2,000/- information of such declaration and / or sanction shall be given to the chief engineer, and the accountant General, Uttar Pradesh within a week from the date thereof.
	[Item 49, p. 164, Vol. I]	
177.	To sanction all classes of remissions and refunds of miscellaneous revenue. [Item 41, p. 174, Vol. I]	
178.	To remit establishment and tools and plant charges in the case of contribution work	Full power when the cost is less than Rs. 1,000.00

WRITE OFF LOSSES

179.	To sanction the write off of advances which he may have the power to sanction [Item 1, p. 176, Vol. I]	Upto a limit of Rs. 100 (Rs. 250 in a single case, subject to the condition that the loss does not disclose - [i] a defect of system, the amendment of which requires the orders of higher authority, or [ii] serious negligence on the part of some individual officer or officers, which might possible call for disciplinary action requiring the orders of higher authority.

180.	To waive in part or whole the advances granted under the rules contained in Chapter X. Vol. VIII for the traveling expenses of a member of a Government servant's family. [Item 2, p. 176, Vol. I]	Up to a limit and subject to the conditions laid down in the rules quoted in column 2 [see Appendix XIII, Vol. V]
181.	To write off irrecoverable value of public money or stores lost by fraud or negligence of individuals or other causes. [Item 25, p 184, Vol. I.]	Upto Rs. 1,000 [Rs, 2500]
182	To write of irrecoverable sums of public money lost by fraud, or by negligence of individuals, or other causes. [Item 26, p184, Vol. I and PP 124-125 I.M.O.]	Up to limit of Rs. 500 (Rs. 500) provided, that the loss does not disclose- (a) a defect of system, the amendment of which requires the orders of higher authority, or (b) serious negligence on the part of some one which may cal for disciplinary action requiring the orders of higher authority.
183.	To write off the value of all classes of stores lost, destroyed or damaged by negligence, accident or fraud. [Item 27, p 185, Vol. I and P. 124 I.M.O.]	Upto a limit of Rs. 1000 [Rs. 5000] Provided the loss does not disclose – [a] a defect of system, the amendment of which requires the orders of higher authority, or [b] serious negligence on the part of some one which may call for disciplinary action requiring the orders of higher authority.
184	To sanction estimates for losses on stock due to depreciation owing to a fall in prices or any other cause. [Item 28, P 185, Vol. I]	Upto limit of Rs. 10000
185.	To sanction any estimates for losses on surplus or unserviceable stock resultant	Upto limit of Rs. 10000

on their destruction or sale at less than the book value.

[Item 32, p 186, Vol. I]

Reappropriation

186	To sanction reappropriation under the heads XVII, 18, 19 and 68 Cf. (Item 25, or Appendix G, Budget Manual III edition)	From allotment under the same minor head within their respective Circles, subject to provisions of paragraphs 130-131, 133 and 135 to 138 of the Budget Manual.

187. “Deleted “

Establishment

188. To appoint clerks and to give grade to grade promotion to Clerks (except promotion to the post of the head clerks), munshis, draftsmen, signalers and telephone munshis.

(P 118, I.M.O.)

189. To fill temporary vacancies (not exceeding six months) in the ziladar establishment from among qualified amins who have passed the Ziladar’s examination if available in his circle in very exceptional circumstances when the grant of immediate leave is imperative and/ or the post must immediately be filled, the Superintending Engineer may fill the post temporarily a suitable experienced amin who has not passed the examination, reporting his action to higher authority.

(p 118, I.M.O)

190. (a) to censure

(b) to stop at an efficiency bar, or to withhold increments of.

(c) to reduce to a lower post or time scale, or to a lower stage in a time scale,

(d) to recover the whole or part of any pecuniary loss caused to Government by negligence or breach of orders from the pay of, or

(e) to suspend

Ziladars and members of the Subordinate Engineering Service, reporting any action taken by him under (c) above to the Chief Engineer.

[P 118, I.M.O.]

191. To grant casual leave to divisional officers and members of his office establishment.

[P 118, I.M.O.]

192. To transfer within the circle any member of the circle establishment except divisional officers and Assistant Engineers approved for divisional charge reporting the transfer of Assistant Engineers, Deputy Revenue Officers, Ziladars, and divisional head clerks to the Chief Engineer, subject to the condition that in order to avoid unnecessary expenditure on traveling allowance this power shall be exercised only when this is necessary in the Interest of Government work.

(P 118, I.M.O. and O.M. NO. 3730/XXIII-352-E-1946, dated January 5, 1957 read with G.O. No. 474/B-XXIII-352-e-1945, dated June 6, 1952)

193. To sanction alterations in the dates of birth of non-gazetted officers.

(P 118, I.M.O.)

194. To sanction the employment of an outsider to officiate in the leave vacancy of a sectional subordinate if the extra subordinate allowed for the division is already officiating in a leave vacancy or is engaged on an urgent piece of work and is not available.

[P 118 I.M.O.]

195. To sanction the creation of temporary non-gazetted post chargeable to head "Pay of Establishment"

(Item 72, p 97, Vol. I read with para 6, p 10 I.M.O)

In the revised (1947) scales for corresponding permanent posts the maximum of which does not exceed Rs. 1360 per mensem in each case, except in the case of temporary post of Overseer (referred to in the following item) and subject to the following conditions :

(i) that the period of appointment does not exceed six months in any particular case.

(ii) that the pay of any temporary post is not more than the revised rate of pay of similar posts, provided that if a Government servant drawing the old rate of pay

		is appointed to the temporary post on his own pay, the pay of the temporary post may be on the old rate subject to the limit of Rs. 130 per mensem ; (iii) That in fixing the pay of a temporary post the principles laid down in Finance Department G.O. no. A 328/X-216, dated March 17, 1937, are observed ; (iv) that the provision to meet the cost is not augmented by reappropriation of savings
196.	To sanction the creation of temporary post of overseer when a member of the subordinate Engineering Service is placed in charge of a sub division subject to the provision that funds exist in the budget to meet the charge. (P 10, I.M.O.)	The Superintending Engineer is not empowered to create temporary posts in his own office.
197.	To appoint men on works establishment posts. [Item 74, p 97, Vol I]	(a) When provision exists in the sanctioned, estimate to cover the necessary cost, on salaries not exceeding Rs. 250 (Rs. 500/-) per mensem (b) When there is n provision in the sanctioned estimate on salaries not exceeding Rs. 100 per mensem. Notes – (1) The excess expenditure on account of work charged establishment not provided for in the sanctioned estimate, will invariably be treated as an excess over the estimate, if

		on the whole the amount of the estimate is exceeded. (2) The work charges establishment in the strict sense of the term should always be included in the estimate, and in the case of omission of the same, the officer concerned should always be asked to explain the omission.

General Conditions of Service

198.	To appoint a Government servant to officiate in a vacant post. [Item 1, p 313, Vol. II]	Full power in the case of a post to which he has authority to make an officiating appointment as [for instance, in a leave vacancy]
199.	To suspend the lien of a Government servant on a post and fill it provisionally substantive [Item 3, P 313, Vol II]	Full power in the case of non-gazetted servants only, provided he has power to make a subordinate appointment to the post on which the lien is held.
200.	To transfer the lien of a Government servant from one post to another. [Item 5, p 313, Vol. II]	Full power provided he is authorized to make a substantive appointment to both the posts concerned.
201.	[1] To authorized payment to a Government servant treated as on duty under rule 9 [5] [b] of the Fundamental Rules or the U.P./ Fundamental Rules, as the case may be, of the pay of his substantive post or of any lower rate of pay. [2] To direct that the pay of a Government servant who is treated as on duty while on a course of training or instruction should be the pay of any officiating post held by him at the time he was placed on such duty, provided that this rate of pay shall not be allowed for a period longer than that for which the	Full power, subject to any general order of the Governor applicable to particular courses of instruction or training or to particular examinations. In the absence of a general order of the Governor the sanction of the Government in the case of a Government servant treated as on duty under rules 2 and 4 to 6 of the Subsidiary Rules, is required to the drawl of any special pay or compensatory allowance attached to the post. In every case the authority sanctioning the deputations of a Government servant to undergo a course of training or permitting him to

	Govt. servant would have held the officiating post had not been placed n such duty : Provided he has power to make a substantive appointment to the post which the Government servant holds. [Item 7, p 314, Vol. II]	prepare for an examination will specify the amount of pay and allowances to be drawn by him during the period of training or preparation. A copy of the order will be sent to the Accountant General.
202.	To withhold increments [Item 8, p 315, Vol. II]	Full power in a case where he has power to make substantive appointment to the post which the Government servant holds.
203.	To withhold increments of members of the Subordinate Engineering Service. [Item 9 P 315, Vol. II]	Full power
204.	To fix within certain limits the pay of a Government servant officiating in a post the pay of which is personal. [Item 12, p 318, Vol. II]	Full power in respect of non-gazetted Government servants subordinate to him.
205.	To reduce the pay of an officiating Government servant. [Item 13, p 318, Vol. II]	Full power in case he has power to make an officiating appointment to the post concerned.
206.	To fix the pay of a temporary post which will probably be filled by a Government servant. [Item 16, p 319, Vol II]	Full power in the case of temporary post which he has power to create on the pay fixed
207.	To appoint a Government servant to hold temporarily or to officiate in more than one post, and to fix the pay of subsidiary posts and the amount of compensatory allowances to be drawn. [Item 18, p 320, Vol II]	Upto a period of three months, provided that he has power to appoint a Government servant permanently to each of the post concerned. The amount of additional pay allowed shall be subject to the limit laid down in the orders of the Governor under F.R. 49.

208.	To waive the recovery of, or write off the additional pay drawn by a Government servant who has received promotion on the suspension or dismissal of another Government servant who upon re consideration or appeal has been reinstated. [Item 20, p 321, Vol. II]	Upto a limit of Rs. 500 in each case, provide that the period involved does not exceed six months.
209.	To retain Government servants in service after the age of 55 years on posts which he is competent to fill, if vacant. [Item 21, p 321. Vol. II]	Full power provided that no Government servant is retained in service beyond the age of 60 years.
210.	To extend leave of Government servants whom he granted the leave. [Item 23, p 322, Vol II]	Full power, if the Government servant is no longer under the administrative control of the authority who granted the leave the authority to whose control he has been transferred and who has power to grant leave will exercise full power.
211.	To sanction transfer to foreign service in India. [Item 26, p 322, Vol. II]	Full power to transfer to foreign service within Uttar Pradesh in cases where he has a power to appoint or transfer in the ordinary course of administration.
212.	To decide the date of reversion of a Government servant returning after leave from foreign service. [Item 26, p 323, Vol. II]	Full power in respect of ministerial servants belonging to his office and offices subordinate to him.
213.	To suspend the allotment of a residence to a post. [Item 27, p 323, Vol. II]	Full power in respect of residences allotted to non-gazetted posts, provided the period for which the allotment is suspended does not exceed two months.
214.	To grant leave other than disability leave and leave extending beyond the date of compulsory retirement to non-gazette	Leave of all kinds to upper subordinates members of the subordinate Engineering Service and Ziladars.

	Government servants who are not in foreign service.	In the case of the grant of leave to Ziladars extending for a period of more than six months or when this Superintending Engineer is unable to make arrangement for relief within his own circle, the Chief Engineer's orders must be obtained before granting leave.
215.	To waive proviso a) of Subsidiary Rule 38 in any particulars case. [Item 11, p 339, Vol. II]	Full power
216.	To set aside or cancel in any case the prefixing of holidays to leave or affixing of holidays to leave or joining time of Government servants whose leave or transfer was sanctioned by him [Item 13, p 339, Vol. II]	Full power
217.	To accept a certificate signed by any registered medical practitioner as evidence of the fitness of a non-gazetted Government servant to return to duty from leave to work under his control. [Item 14, p 340, Vol. II]	Full power
218.	To require a Government servant whom he granted leave for reasons of health to produce a medical certificate of fitness to return to duty, even though such leave was not granted on medical certificate. [Item 15, p 340, Vol. II]	Full power
219.	To grant leave to a Government servant in respect of whom a medical committee has reported that there is no reasonable prospect to return to duty, provided he is competent to sanction him leave. [Item 16, p 340, Vol. II]	Full power

220.	To accept under article 911 (c) of the Civil Service Regulations a medical certificate bearing a later date than the application for pension from a non-gazetted officer whom he is authorized to sanction pension. [Item 25, p 20, M.G.O.]	Full power
221.	To allow personal certificates of character of a Government servant to be entered in the service book. [Item 18, p 340, Vol. II]	Full power
222.	To grant a female Government servant leave in continuation of maternity leave. [Item 23, p 341, Vol II]	Full power
223.	To grant leave to a temporary or officiating Government servant. [Item 24, p 341, Vol. II]	Full power
224.	To grant a labourer in Government employ absent from work owing to injury received on duty leave in excess of three months. (Item 27, p 342 Vol. II)	Full power
225.	To permit the calculation of joining time by a route other than that which travelers ordinarily use. [Item 28, p 342, vol. III]	Full power
226.	To extend joining time on certain conditions subject to a maximum of 30 days. [Item 90, p 42, Vol II]	Full power in respect of members of the State and subordinate service.
227.	To permit Government servants who are members of the Institution of Engineers, India, or of the U.P. Association of that Institution to attend general meetings of the Institution or of the Association	Full power in respect of Government servants subordinate to him. All sanction accorded should be

	respectively, and Government servants who are members of the Council of the Institution or of the Executive Committee of the Association to attend meetings of the Executive Committee respectively. [Item 32, (II) p, 346, Vol. II]	communicated to the Chief Engineer for information.

Travelling Allowance

228.	To grant exemptions from the rule limiting a halt to ten days. [Item 2, p 167, Vol. III]	Individual exemptions in respect of Government servants subordinate to him and upto a limit of 30 days.
229.	To permit a Government servant to draw actual expertise for keeping up equipage during a halt at headquarters. [Item 3, p 168, Vol. III]	Full power in respect of the Executive Engineer, assistant engineers, sub divisional officers, temporary engineer, and land acquisition officers.
230.	To permit Government servants who are required in the interest of Government work to send their motor cars motor cycles, horses, camp equipment, etc, by rail to recover the cost of their transport. [Item 5, p 170, Vol. III]	(a) Designation of Government servant in respect or whom power can be exercised 1. Executive Engineers 2. Assistant Engineers 3. Subordinate (b) Means of /(c) Camp conveyance / equipment Motorcar or motor cycle, or 1. Two horses in the case of Executive Engineer 2. One horse in the case of Assistant Engineers, 3. One horse or one motor cycle or one bicycle. Maximum limit in respect of any one journey of the

231.	To exempt Government servants from the operation of rule-27[D] of Travelling Allowance Rules in respect of halts at the hill station in excess of ten days. [Item 9, p 179, Vol. III]	In respect of Government servants subordinate to him subject to the general conditions prescribed in rule 27 [D] [2] of Travelling Allowance Rules.

Miscellaneous

232. To sanction new permanent outlets, alteration in the position of an outlet or reduction in its ventage, and abolition of an existing outlet, subject to the condition that the Collector's approval is obtained if the co-sharers object to the change of site.

Note – *At the end of each quarter the Superintending Engineer shall submit for Chief Engineer's information office copies of Irrigation Branch form no. 81, of the sanctions relating to (a) grant of new outlets and (b) increases in the ventages or abolition of existing outlets.*

[Standing order NO. 172, P. 125, I.M.O.]

233. To Correspond direct with any of the local authorities, civil or military, within his circle, and to address General Officers Commanding Divisions or Brigades through their staff officers, and all other officers direct.

[P 125, I.M.O.]

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Books, Newspapers Periodicals, Maps and other Publications

234.	To sanction the purchase of technical books. [Item 20, p. 80, Vol. I]	Upto a limit of Rs. 20 [in each case]
235.	To sanction the monthly purchase of such books as Railway time tables, Post and Telegraph Guides, etc. [Item 21, p 30, Vol. I]	Upto a limit of Rs. 2 [in each case]

Printing Charges

236	To give out urgent printing works to a private press without previously	Upto Rs. 125 [Rs. 500/-] and subject to the provisions of paragraphs 11

	consulting the Superintendent, Printing and Stationary. [Item 1 P, 31, Vol I and para 12 of the printing and stationary manual]	and 12 of the Printing and Stationery Manual.
237.	To print locally :	
	[1] a small number of registered dorms if the supply from the press is delayed, and if forms cannot be borrowed from a neighbouring officer.	[i] Upto Rs. 10 (Rs. 200/-)
	[ii] unregistered forms required temporarily and urgently. [Item 4, p 31, Vol. I]	[ii] If the work requires the use of paper, upto first reasons. [Rs. 400/-] [See para 13 of the U.P. printing and Stationery Manual]
238.	To sanction local printing of forms and notices at private presses. (Item 8, p 81, Vol. I)	Upto a limit of Rs. 125 (Rs. 500/- (See para 12 of the U.P. Printing and Stationery Manual)
239.	To approve of gauge register forms and get them printed. (Item 6, p 32, Vol I)	Full power within the appropriation for contingencies, subject to the provisions of rules contained in the Printing and Stationery Manual.

Uniforms

240.	To sanction supply of liveries and warm clothing to inferior staff (Item 2, p 48, Vol. I)	Full power subject to the conditions laid down in Appendix XXXVIII of the Manual of Government Orders, Appendix VI, Vol. VII and Appendix X, Vol. V.

Miscellaneous Contingent Expenditure

241.	To sanction payment of Municipal or Cantonment taxes. (Item 1, p 49, Vol. I)	Subject to the conditions laid down in rule 407 of the Treasury Code. (See para 165, Vol. V)
242.	To sanction payment of electric and water charges. (Item 2, p 49, I.M.O.)	Subject to the conditions laid down in rule 405 of the Treasury Code. (See para 165, Vol. V)

243.	To sanction estimates for shajras and khasras. (p 111 I.M.O.)	Upto a limit of Rs. 1000 (Rs. 2500/-)

Conveyance charges

244.	To use motor transport instead of bullock-carts or camels for the conveyance of his camp equipment. (Item 8, p 50, Vol. I)	Upto the actual running expenses admissible, had bullock-carts or camels been used and subject to the provisions of paragraph 22.08 of the M.G.Os, and rule 41 of Appendix X, Vol. V.

Medicines

245.	To purchase in emergent cases medicines for canal dispensaries. (Para 62 (4)(X)(VI) I.M.O.)	Upto a limit of Rs. 20 per mensem, provided that the sanction of the Civil Surgeon is subsequently obtained within 30 days.

Advances

246.	To grant any advance to any member of his establishment (except accountants) or to himself when under orders of transfer. (Item 7, p 62, Vol. I)	Upto the limit of one month's pay plus traveling allowance.
247.	To sanction small advances of travelling allowance to members of the subordinate establishment, if necessary, in the interest of public service. (Item 8, p 63 Vol. I)	Full power
248.	To grant advances to Government servants subordinate to him to enable them to proceed for anti-rabic treatment to the nearest centre in Uttar Pradesh. (Item 17, p 63, Vol I)	Full power, subject to the rules in Chapter X, Vol III

Addition to Pay and Allowances

249.	To sanction special pay at Rs. 20 (Rs. 50) per month to members of the Subordinate Engineering Service and	Full power, provided that (i) budget provision exists and (ii) the duration of

	also supervisors in the tube well divisions, for such period as they hold continuous charge of two sections. (Item 18, p 105, Vol. I and P. 116, I.M.O.)	the charge of the two sections is not less than one month.

Land and Buildings

250.	To let non-residential building not required for Government use. (Item 20, p 110, Vol. I read with S.O. no. 249 of I.M.O.)	Subject to the Superintending Engineer's previous sanction in the case of a lease for a longer period than one month. (See para 291 D of Vol. V)

Irrigation – Miscellaneous Revenue

251.	To sanction -	
	(1) the sale of grass, fuel, timber, or other canal produce. (2) mill contracts or leases (3) leases of canal lands for agricultural purposes. (4) corrections in warrants for the collection of miscellaneous revenue not involving any actual monetary loss, (5) osrabandis, and (6) to sign jamabandis and warrants. (Item 15, p 112 and 118 Vol. I)	Full power
	(7) Remission or refund of canal miscellaneous revenue. (Para 62 IX, p 114 I.M.O.)	Upto Rs. 100 in each individual case.

Works

252.	To sanction detailed estimate for -	
	a) Original work or works chargeable to a general project for original or subsidiary works sanctioned by a higher competent authority under heads "18, 19 and 68"	Upto a limit of Rs. 10000 (Rs. 100 lacs) exclusive of charges for establishment and tools and plants :

b) extensions and improvements under “XVII Working Expenses”
c) new works or additions or alterations to existing ones required by other departments ;
d) contribution works
e) famine relief works.

Provided that –

1. In the case of works falling under (a) and (b) in column 2 the power is subject to the following restrictions :
   (i) that the works do not concern river training works, head works and / or temporary and permanent buildings
   (ii) that the works are not designed to introduce irrigation into a new area of an area not provided for in the general project ;
   (iii) that the works do not concern channels carrying more than 200 (100) cusecs and that the sanctioned longitudinal section of any channel is not altered ;
   (iv) that he shall report the sanction at once to the Superintending Engineer, who may rescind it if he does not approve of the scheme ;
   (v) that he shall not sanction any additional expenditure on works previously sanctioned if the aggregate of the original and the supplementary estimates exceeds the limits of his powers of sanction. He shall also avoid sanctioning petty estimates in successive

		months for what is really one ant he same work. (vi) In the case of works falling under [c] in column 2 it is subject to the provisions of paras 322 to 328, Vol. VI
353.	To sanction estimates for – (i) ordinary repairs, (ii) special repairs (Item 35, p 124 Vol. I)	(i) Full power within the limit of the appropriation. (ii) (ii) Upto the extent of Rs. 10000 (Rs. 10 lacs) except in the following cases in which the Superintending Engineer's sanction in necessary (a) Works or repairs involving alterations in the design of channels carrying more than 200 cases of less, the divisional officer shall obtain the technical approval of the Superintending Engineer before sanctioning the estimate : (b) Compensation exceeding Rs. 500 (1000 for crops destroyed by breaches of canals distributaries etc.) (c) Special repairs to an inspection house, dwelling house or office which exceeds Rs. 2500 (250) or involves any alteration in the design, accommodation or use of such buildings.
254	To sanction the excess over an original estimate sanctioned by himself or by a higher authority. [Item 40, p 127, Vol. I]	Upto not more than 5 percent of the original estimates: Provided that the total amount of expenditure including the excess is within the limit of his power to sanction estimate technically. He has no power to sanction any excess over a revised estimate sanctioned by a higher authority.

255.	To divert the provision for contingencies to new walks or repair not provided for in the original sanctioned estimate. (Item 46, p 129, Vol. I)	Upto a limit of Rs. 200 (Rs. 10000)
256	To transfer savings from any one detailed head of classification in a sanctioned estimate to another in the same estimate within the same sub-work. (Item 49, p 137, Vol. I)	Full power provided that – (i) in the case of an estimate sanctioned or approved by higher authority, there is no material departure from the approved or the standard designs : (ii) the transfer is not for the purpose of carrying out any additional work or important structural alteration not contemplated in the original project, unless with the special sanction of the authority who approved the original project: (iii) the savings are not due to the abandonment of a substantial section of a project sanctioned by the Government or higher authority ; (iv) in the case of residential buildings, the transfer does not cause an excess of more than 10 percent over the amount allowed in it.

Contracts and Tenders

Note – For the purpose of determining the authority competent to accept a tender, the amount of the tender shall be net amount to paid to the contractor, exclusive of the cost of value of materials supplied by Government. Further, the amount of the contract added to the cost of materials must not exceed the sanctioned estimate by an amount greater than that which the officer concerned can sanction under his power.

257.	To accept tenders for contracts. [Item 5, p 137, Vol. I]	Upto a limit of Rs. 50000 (Rs. 5.00 lacs) as a class and Rs. 100000 in the

		case of an officer selected by Chief Engineer, by name ; Provided that the amount of the tender does not exceed the total of the relevant items in the sanctioned estimate plus such excess as he is competent to sanction.
258.	To delegate to his sub-divisional offices the power to accept tenders. (Item 6, p 138, Vol. I)	Upto a limit of Rs. 5000 (Rs. 7500) in the case of officers selected by name, subject to the restriction that the amount of the tender does not exceed the amount of the sanctioned estimates.
259.	To alter the time limit and to remit or reduce the penalty provided in all agreements or contracts. (Item 8, p. 138 Vol I, read with P.W.D.G.Os. nos. 714-W/XXIII-325-W/51, dated September 10, 1952 and 3861-WXXIII, dated November 17, 1970))	Full power in the case of those entered into by officers subordinate to him. (Up to 6 months or 50% of the time provided, whichever is less in case of his own agreement)
260.	To revise the rates of contracts or agreements and to fix a date from which the revision of rates is to take effect. [Item 12, p 139 Vol. I]	Full power Provided – (i) that as a result of the revision, the total amount does not exceed his powers to accept tenders or enter into agreements and (ii) that it does not necessitate a revised estimate or cause an excess (over the sanctioned estimate) which is beyond his power of sanction. Notes –

1) The power to revise rates of contracts or agreements shall not apply to cases in which the rates are revised due to market fluctuations or to the payment of lump sums as compensation in lieu thereof. The orders of Government shall invariably be obtained in all such case.
2) The rates shall not be revised with retrospective effect unless there is sufficient justification which should be recorded in writing.

Execution of Contracts

[Vide Judicial (Civil) Department notification no. 765, VII-127-1253, dated April 27, 1933, as subsequently amended.]

261. To execute contracts and other instruments relating to house building and other advances where the advance was granted by him.

[Item 5, p 142, Vol I]

262. To execute all instruments relating to the purchase, supply and conveyance of materials, stores, machinery. etc.

[Item 32 p 144, Vol. I]

263. To execute all instruments relating to the execution of works of all kinds, connected with buildings bridges, roads, canals, tanks, reservoirs and embankments, and also instruments relating to the construction of water works, sewage-works, the election of machinery and the working of coal mines.

[Item 33, p 144, Vol. I]

264. To execute bonds of auctioneers and security bonds for the due performance and completion of works.

[Item 34, p 144, Vol. I]

265. To execute security bonds for the due performance of their duties by Government servants whom he has power to appoint.

[Item 36, p. 144, Vol. I]

266. To execute leases for grazing cattle on canal, banks or roadsides, for fishing in canals, for the cultivation of land under the Irrigation Department, leases, of water for irrigation and other purposes, and leases of water power, and instruments relating to the sale of grass, trees or other produce on roadsides or in plantations.

[Item 36, p 145, Vol I]

267. To execute lease of houses, land or other immovable property, provided that the rent reserved shall not exceed Rs. 5000 a month.

[Item 37, p 145, Vol I]

268. To execute all instruments connected with the re-conveyance of property given as security.

[Item 38, p. 145, vol. I]

269. To execute agreements for the recovery of fines on account of drift wood or other timber passing into a canal.

[Item 39, p. 145, Vol. I]

270. To execute agreements relating to the loan of tools and plant to contractors and others.

[Item 41, p. 145, Vol. I]

271. To execute security bonds or mortgage deeds given as security in connection with the employment of treasurers, cashiers or clerks charged with the disbursement of money or the custody of securities.

(Item 48, p. 147, Vol. I)

Stores and Stock

Note – Powers conferred do not over ride the U.P. State Purchase Rules published with Government notification No. 905/XVIII-652, dated March 13, 1935, which have to be observed where applicable.

Purchase of Stores

272.	To sanction the purchase of stores not manufactured in India in cases of emergency when serious inconvenience to public service is likely to be caused by waiting to obtain an article through the Stores Purchase Section of the Industries Department.	Up to Rs. 100, subject to the conditions laid down in the Stores Purchases Rules given in Appendix XVIII of Vol. V.

(Item 2, p 149, Vol. I)

273.	To sanction the purchase of store required for the construction of works. (Item 8, p 15, vol. 1)	Within the limit of the sanctioned estimate.

Purchase and manufacture

274.	To sanction the purchase or manufacture of stock. (Item 11, P. 151, Vol. I)	Up to the reserve limit if this involves an outlay of more than Rs. 10000 he shall first sanction an estimate for it, with the previous approval of the Superintending Engineer, (See paras 181, 182, Vol. VI)

Purchase of tools and plant

275.	To sanction the purchase of tools and plant (excluding livestock, motor vehicles office furniture and tents) and the necessary estimates therefore (including revised estimates). Item 12, P. 152 Vol. I read with P.W.D.G.O. no. 242 (P, XXIII-D, dated April 14, 1952)	Upto a limit of Rs. 2500 (Rs. 5000/-)

Purchase of Office furniture

276	To sanction estimates for the purchase or manufacture of office furniture. (Item 15, P. 154, Vo. 1)	Upto a limit of Rs. 250
277.	To sanction estimate for the purchase of furniture for an inspection house situated in an ordinary revenue division to the extent of the powers vested in him as regards original works and repairs. (Item No.7, p 155, Vol I)	Upto the limit of the prescribed

Tents

278.	To sanction estimates for the purchase of tents according to the prescribed scale.	Upto a limit of Rs. 1000 (Rs. 2000/-)

Item 21, p 156, Vol. I)

Purchase of Stationery

279.	To sanction the local purchase of stationery (including rubber stamps and ink) (Item 29 P, 151, Vol. I read with item 22, p 156, Vol. I)	Upto a limit of Rs. 20 (Rs. 200/-) in each case and Rs. 100 (2000/-) during a year. ***Note – A list of local purchases made during the preceding year should be sent to the Superintendent, Printing and Stationery, by April 30, each year.***

Typewriters

280.	To sanction the supply or replacement of typewriters in his own office and in offices subordinate to him. (Item 30, p 185, Vol I)	Full power subject to the rules in Chapter IV of the Printing and Stationery Manual.

Repairs and carriage of tools and plant

281.	To sanction estimates for repairs to, and carriage of tools and plant. (Item 37, P. 150, Vol. I)	Upto a limit of Rs. 500/- (Rs. 2500/-)

Sale of stores and plant

282.	To sanction the sale of stock (but not tools and plant) which are not surplus nor unserviceable at full value plus the usual supervision charges on cost unless s0pecifially waived by competent authority. (Item 41, p. 161, Vol I)	Upto a book value of Rs. 1,000/- (Rs. 2000/-) in any one transaction.

Sale of tools and plant

283.	To issue stock or other material to a contractor for works when the contract does not provide for its issue, at stock or market rate, whichever is greater. [Item 47, p. 163, Vol. I]	At the stock or the market rate, whichever is greater, subject to the condition that a report is made to the Superintending Engineer, stating the amount of the issue.

Declare surplus or unserviceable and sanction of sale

284.	To declare any stores [including stock, tools and plant, materials received from works dismantled and materials at site] as surplus or unserviceable and to sanction their sale by public auction or otherwise their destruction.	Upto a book value of Rs. 2500 in the cases of selected Executive Engineer and Rs. 500 in the case of others: provided that when the book value of stores so dealt with exceeds Rs. 2000/- information of such declaration and/or order shall be given within a week from the date

		thereof, by the selected Executive Engineers to Superintending Engineer for transmission to Chief Engineer, Irrigation Department, and to the Accountant General, U.P. *Note – The exercise of power in this case is also subject to the following conditions.* *(1) When petty articles of goods and plant such as phoorahs, kudals, pick-axes, rammers, axes, lanterns, measuring tapes, etc., become unfit for further, use, the Executive Engineer shall not sell them by auction, but shall have them thoroughly broken up in his presence and dispose them of in such manner as to make it impossible for any one to substitute them for serviceable articles of tools and plant.* *(2) Office furniture and tents which have become unfit for further use shall be sold by auction.* *(3) Old arms shall be returned to the District Magistrate.*

Remission or Abandonment of Revenue

285.	To sanction all classes of remissions and refunds of miscellaneous revenue. [Item 41, p 174 Vo. I]	Upto Rs. 100 in each individual case.

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286.	To sanction field to field remission of occupier's rate (Item 43, p 174, Vol II)	Upto Rs. 50 to an individual cultivator and Rs. 250 to a village.

Write off of Losses

287.	To waive in part or whole the advances granted (under the rules contained in Chapter X, Vol VIII) for the traveling expenses of a member of a Government servant's family. (Item 2, p 176, Vol II)	Up to a limit and subject to the conditions laid down in the rules quoted in column 2 (See Appendix XIII, Vol. V)
288.	To write off the value of all classes of stores lost destroyed or damaged by negligence, accident or fraud. (Item 27, p 185, Vol I and p 112, IMO)	Upto a limit of Rs. 200 (Rs. 300/-) provided that the loss does not disclose. (a) a defect of system, the amendment of which requires the orders of higher authority, or

		(b) serious negligence on the part of some one which may call for disciplinary action requiring the orders of higher authority.
289.	To sanction estimate for losses on stock due to depreciation owing to a fall in prices or any other cause. (Item 28, p 185, Vol. II)	Upto a limit of Rs. 1000.
290.	To adjust losses on manufacture accounts. (Item 30, p 185, Vol II)	Full Power; provided that the rates of outturn are not more than ten percent above the estimated or the current stock rates.
291.	To write-off the following from the returns of tools and plant – (a) unserviceable or surplus articles of tools and plant, (b) tents which have become unserviceable by use for ten years or more ; (c) any item of unserviceable office furniture, the cost of which does not exceed Rs. 50; and (d) tools and plant lost by fraud or negligence or other causes the value of which is irrecoverable provided that the value does not exceed Rs. 1000 and the loss does not disclose – (i) defect of system, the amendment of which requires the orders of higher authority, or (ii) serious negligence on the part of some one which may call for disciplinary action requiring the orders of higher authority. (Item 51, p 186, Vol I and P. 143 IMO)	Full power; provided that (i) their full value or a reasonable portion of it has been recovered by sale or by public auction or otherwise, or (ii) he certifies having destroyed them, and that the conditions laid down in paragraph 266 of the Manual have been fulfilled.
292.	To write off discrepancies in accounts. (Item 37, p 187, Vol I)	Upto a limit of Rs. 5
293.	To write off lost not books from the divisional register. (Item 114, IMO)	(Full powers)

Re-appropriation

294. To re-appropriate, within the grant, between heads subordinate to the minor head "Maintenance and Repairs". He shall forward copies of orders sanctioning such re-appropriation to the Finance Department through the Superintending Engineer as well as to the Accountant General.
(P 110, IMO)

Establishment

295.	To sanction estimates for not weather establishment (Item 73, P 97, Vol I)	0Withinthe limit of the appropriation.
296.	To appoint men on works establishment posts. (Item 74, p97, Vol I and P 115, IMO)	A. When provision exists in the sanctioned estimate to cover the necessary cot. On salaries not exceeding Rs. 100 (Rs. 300/-) per mensem. B. When there is no provision in sanctioned estimate – On salaries not exceeding Rs. 10 per mensem, but action should be reported to the Superintending Engineer. Notes – (1) The excess expenditure on account of work charged establishment not provided for in the sanctioned estimate will invariably be treated as an excess over the estimate if on the whole the amount of the estimate is exceeded. (2) The work-charged establishment in the strict sense of the term should always be included in the estimate, and in the case of omission of the same, the officer concerned should always be asked to explain the omission.

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297. To appoint men possessing the necessary qualifications :
   (a) On probation, to every class of permanent divisional establishment, with the exception of Engineers, Deputy Revenue Officers, Ziladars, members of the Subordinate Engineering Service and clerks, and to confirm the appointments after the completion of the probationary period :
   (b) To temporary posts sanctioned by Government, on salaries not exceeding Rs. 100 per mensem.

298. To fill by promotion permanent vacancies in all classes of the divisional establishment with the exception of Engineers sub-divisional officers, Deputy Revenue Officers, accountants, Ziladars, members of the Subordinate Engineering Service, Clerks, munshis, draftsmen, signalers and telephone munshis.
(P 115, IMO)

299. To give temporary promotion in leave vacancies (not exceeding six months) in all classes of the divisional establishment except engineers, sub-divisional office, Deputy Revenue Officers, Ziladars and accountants.
(P 115, IMO)

300. To sanction increments of all classes of the divisional establishment on incremental scales of pay, with the exception of Engineers, divisional accountant and members of the Upper Subordinate Service.
(P 116, IMO read with PWDO M. no. 3730/XXIII-352-E 1941, dated January 5, 1982)

(a) To censure.
(b) To stop at an efficiency bar, or to withhold increments of
(c) To reduce to a lower post or timescale or to a lower stage in a time scale.
(d) To recover the whole or part of any pecuniary loss caused to Government by negligence or breach of orders from the pay of, or
(e) To suspend
any members of the divisional establishment, except Engineers, Deputy Revenue Officers, members of the Upper Subordinate and Subordinate Engineering Services, accountants and Ziladars. He shall, however, report his action to the Superintending Engineer when reducing men appointed by an authority higher than himself.
(f) To fine any member of the inferior establishment,
(g) To remove or dismiss or accept the resignation of any member of the divisional establishment that he is competent to appoint. He shall not, however, remove or dismiss a man appointed by an authority higher than himself.
(P 116 IMO)

302. To grant leave (other than casual leave) to all members of the divisional establishment, except engineers, sub-divisional officers, Deputy Revenue Officers, accountants and Ziladars provided he can make his own arrangements for carrying on the work during their absence. He may, however, grant leave not exceeding four months to a Ziladar, if a qualified amin, who has passed the Ziladar's examination, is available in the division to officiate in the vacancy. In every exceptional circumstances when the grant of immediate leave is imperative and / or the post must immediately be filled, the Executive Engineer may fill the post temporarily by a suitable experienced amin who has not passed the examination reporting his action to hither authority.
(P 116 IMO and P.W.D.O.M. no. 3730/XXIII-352-E-1941, dated January 5, 1952)

303. To grant casual leave to all members of the divisional establishment including engineers, sub divisional officers, Deputy Revenue Officers, Ziladars, and accountants provided that in the case of sub-divisional officers the previous permission of the Superintending Engineer is obtained when he is touring or is about to tour within the jurisdiction of the officer desiring casual leave.
(P 117, IMO and PWDOM no. 3730/XXIII-352-E-1941, dated January 5, 1952)

304. To pass the traveling allowance bills of all classes of the divisional establishment, except engineers and sub-divisional officers.
(P 117, IMO)

305. To transfer within the division any member of the divisional establishment except engineers and sub divisional officers. He shall, however, report the transfer of Ziladars to the Superintending Engineer.
(P 117 IMO)

306. To decide in terms of note to audit instruction no. 1 under rule 107. Chapter XI, Financial Handbook, Volume II, whether or not the time taken in assuming charge is excessive in respect of lower sub-ordinates and members of the Subordinate Engineering Service.
(P 117, IMO)

Central Conditions of Service

307. To appoint a Government servant to officiate in a vacant post.
(Item 1, p 313, Vol II)

Full power in the case of a post to which he has authority to make an officiating appointment as (for instance) in a leave vacancy.

308.	(1) To authorize payment to a Government servant treated as on duty under rule 9 (6) (b) of the Fundamental Rules, or the U.P. Fundamental Rules, as the case may be, of the pay of his substantive post or of any lower rates of pay.	Full power subject to any general orders of the Governor applicable to particular courses of instruction or training or to particular examinations. In the absence of a general order of the Governor the sanction of the Government in case of a Government servant treated as on duty under rules 2 and 4.

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	(2) to direct that the pay of a Government servant who is treated as on duty while on a course of training or instruction should be the pay of any officiating post held by him at the time he was placed on such duty, provided that this rate of pay shall not be allowed for a period longer than that for which the Government servant would have held the officiating post had he not been placed on such duty : Provided he has power to make a substantive appointment to the post which the Government servant holds. (Item 7, p 314, Vol II)	6 of the Subsidiary Rules, is required to the drawl of any special pay or compensatory allowance attached to the post. In every case the authority sanctioning the deputation of a Government servant to undergo a course of training or permitting him to prepare for an examination will specify the amount of pay and allowance to be drawn by him during the period of training or preparation. A copy of the order will be sent to the Accountant General.
309.	To withhold increments. (Item 8, p 315, Vol II)	Full power in a case where he had power to make a substantive appointment to the post which the Government servant holds.
310.	To reduce the pay of an officiating Government servant. (Item 13 p 318, Vol II)	Full power in case he has power to make an officiating appointment to the post concerned.
311.	To retain Government servants in service after the age of 55 years on posts which he is competent to fill, if vacant. (Item 21, p 321 Vol. II)	Full power, provided that no Government servant is retained in service beyond the age of 60 years.
312.	To extend leave of Government servants whom he granted the leave. (Item 23, p 322, Vol II)	Full power, if the Government servant is no longer under the administrative control of the authority who granted leave, the authority to whose control he has been transferred and who has power to grant leave will exercise full power.
313.	To grant leave other than disability leave and leave extending beyond the date of compulsory retirement to non-gazetted Government servants who are not in foreign service. (Item 5, p 324, Vol. II)	Leave of all kinds to all members of the divisional establishment except engineers, sub divisional officers, Deputy Revenue Officer, accountants and Ziladars

Note – *The exception in the case of ziladars does not apply to leave not exceeding two months when "recommended amins" are available [to officiate in the divisions concerned]*

314.	To set aside or cancel in any case the prefixing of holidays to leave or affixing of holidays to leave or joining time of Government servants whose leave or transfer was sanctioned by him. (Item 13, p 339, Vol II)	Full power
315	To accept a certificate signed by any registered medical practitioner as evidence of the fitness of a non-gazetted Government servant to return to duty from leave to work under his control. (Item 14, p 340, Vol II)	Full Power
316.	To accept under article 911 (C of the Civil Service Regulations a medical certificate bearing a later date than the application for pension from a non-gazetted officer whom he is authorized to sanction pension. (Item 35, p 20, M.G.Os. Vol II)	Full power
317.	To require a Government servant whom he granted leave for reasons of health to produce a medical certificate of fitness to return to duty even though such leave was not granted on medical certificate. (Item 15, p 340, Vol II)	Full power
318.	To grant to a female Government servant leave in continuation of maternity leave. (Item 23, p 341, Vol II)	Full power
319.	To grant leave to a temporary or officiating Government servant (Item 24, p 341,Vol II)	Full power

Travelling Allowance

320.	To permit a Government servant to draw actual expenses for keeping up equipage during a halt at headquarters. (Item 3, p 341, Vol III)	Full power. In respect of deputy magistrates, ziladars and ministerial government servants authorized to accompany Executive Engineers, Assistant Engineers and Sub-Divisional Officers, Deputy Magistrates, and Ziladars on tour.

Miscellaneous

321. To sanction the disposal as follows of all files and documents weeded in accordance with rules in force :
    (a) The sale as waste paper of used file covers, published repots, books and gazettes and ordinary sweepings from the office rooms.
    (b) The burnings in the presence of a responsible officer of files and documents not mentioned in (a)

    (Standing Order no. 135, p 117, I.M.O.)

[Vide Judicial (Civil) Department notification no. 765/VII-127-1935, dated April 27, 1938, as subsequently amended]

322. To execute all instruments relating to purchase, supply and conveyance of materials, stores, machinery, etc.
(Item 32, p 144, Vol I)

323. To execute al instruments relating to the execution of works of all kinds, connected with buildings, bridges, roads, canals, tanks, reservoirs and embankments, and also instruments relating to the construction of water – works, sewage-works, the erection of machinery and the working of coal mines.
(Item 33, p 144, Vol I)

324. To execute bonds of auctioneers and security bonds for the due performance and completion of works.
(Item 34, p 144, Vol I)

325. To execute security bonds for the due performance of their duties by Government servant whom he has power to appoint.
(Item 36, p 144, Vol I)

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CHAPTER VI

Land

Instructions for the guidance for the officers of the Department regarding acquisition of land

333. Law and Rules – The law regarding compulsory acquisition of land is contained in the Land Acquisition Act, I of 394, while the rules are given in the Manual of Orders of the Government of Uttar Pradesh in the Revenue Department, Volume I, Chapters XIV and XV, which should be followed …….. any land is required for acquisition.

334. Selection of site alignment –

(1) Every endeavour should be made to avoid religions buildings, grave, tombs, monuments, etc, while acquiring land. Where they cannot be avoided, it should be stated whether their demolition or obliteration will or will not be necessary.

(2) In all cases were it is proposed to acquire land under actual cultivation it should first bee seen whether another plot of banjar or uncultivated land will not equally serve the purpose. If the Collector asks for it, a map showing such banjar and uncultivated land should be supplied to him. In this connection the provisions of the Revenue 'A' Department memorandum no. (089/IA, dated November 22, 1950 (Annexure I), should be kept in view.

335. Preparation of plans and schedules – The application to Collector for acquisition should mention whether the project has the administrative approval of Government and whether funds are available for the payment of compensation. It would be accompanied by the following:

(a) A shajra plan on the scale of the village map showing clearly the land to be acquired.

Note – A copy of the village map may be obtained from the tehsil, if available otherwise extract may be taken.)

b) A schedule giving the name of the district, pargana and village and the approximate area in acres to be acquired in each village.

The schedule should also be copied out on the plan.

c) Draft notification Act, I of 1894 (Annexure II and III).

Note – *Application of urgency clause, section 17, should be recommended only in case of urgency, where land is either arable or waste.*

e) A certificate regarding the land in the form given in Annexure IV.

These papers should be signed by the divisional officers and countersigned by the Collector or Land Acquisition Officer of the district.

336. Demarcation of Land – As soon as the declaration under section 4 (1) has been published, the land should be demarcated on the site.

337. Taking over possession – If provisions of urgency clause section 17 ( ), have been applied the possession of waste and. or arable land can be transferred to the department by the Collector after the expiry of 15 days from the issue of a notice as required under section 9 of the Act. In all other cases possession should be taken over under section 16 i.e. after the declaration of the award.

To no case should any land be occupied without formal transfer of possession by the Collector.

338. Plan of the land acquired – The divisional officer should ask the Collector to supply him with a signed copy of shajra plan showing the land acquired.

339. Land register –

(1) The divisional officer must maintain a bound "Register of land taken up" in form no. 22. Columns 1,2 and 7 will be posted in each case as soon as the declaration under section 6 (1) appears in the Gazette, the number and date of the divisional officer's letter forwarding the plan to the Collector of the district bring at the same time entered in column 8.

(2) As soon as the Collector has declared the award, the divisional officer should obtain from him statement showing the area actually acquired in each village and the gross compensation paid, including interest, if any, Columns 3-6 of the register will then be filled from these particulars and column 8 will then be initiated and dated.

(3) The register should be periodically checked.

340. **Application for acquisition – Temporary acquisition –** The plans, schedules and certificate are to be prepared and forwarded to the Collector as in the case of permanent acquisition, but instead of draft notifications under sections 4 (1) and 6 (1), a draft G.O. under section 35 (1) of the Act, is to be forwarded (Annexure V), mentioning the period of acquisitions. It should not exceed three years.

341. The Collector should be asked to supply the following information to the divisional officer:

(1) Area acquired in each village.

(2) Compensation paid or periodical compensation agreed upon.

342. Compensation for damage done to land (permanent acquisition) – At the expiration of the term of acquisition, the Collector is bound to tender compensation for such damage done to land as was not provided for by the agreement for compensation. If the land, however, has become permanently unfit to be used for the purpose for which it was used before its temporary acquisition, the persons interested may demand that it shall be acquired permanently and if the Collector agrees with this view it should be treated as a fresh case of permanent acquisition and necessary action taken accordingly.

343. Land required for the construction of or repairs to casual hanks – When earth is required for the construction of or repairs to canal banks the following rules shall be observed:

(a) Sufficient land for the purpose of construction shall be taken up permanently or temporarily as required. Temporary lands shall not be acquired for more than one year; and when for special reasons, it is taken up for longer periods, as much of the land as possible shall be given up at the end of one year. Where it is necessary to dig borrow pits of a greater depth than one foot, the advisability of acquiring the land permanently shall be considered.

(b) Additional land shall only be taken up where there is likely to be a recurring demand for fresh earth.

(c) Earth required for repairs shall not be excavated from fields outside canal boundary, except –

(i) in the case of an accident to a canal work happening, or being apprehended, when the provisions of section 15 of the Canal Act shall apply, or

(ii) where the divisional officer has made an agreement with the occupant and/ or owner of the land and obtained his consent to making the necessary excavation.

344(1) When land lying within the limits of reserved forest is required by the Irrigation Department, it is not necessary that a formal notification deforesting the land should be issued under section 27 of the Forest Act. An executive order of Government in the Forest Department transferring the land to the Irrigation Department would be sufficient.

(2) To obtain the transfer of forest land, the Superintending Engineer shall submit in duplicate a land plan and schedule of the land in question to the Chief Engineer, Irrigation Department, who will than forward the same to the Conservator of Forests concerned. The Conservator of Forests, if he agrees to the transfer of such a land, shall then obtain the orders of Government in the Forest Department through the Chief Conservator of Forests.

(3) As soon as the Executive Engineer concerned has taken possession of the land, he shall enter the date of its taking over in his register of land and shall thereafter forward through the Superintending Engineer, a plan and schedule of the land duly certified by the Divisional Forest Officer, to the Chief Engineer, Irrigation Department, for record in his office. The Executive Engineer shall also retain a copy of the plan and scheduled in his own office and forward another copy of the land plan and schedule to the Conservator of Forests concerned.

(4) The land so transferred by the Forest Department shall remain reserved forest. The Irrigation Department shall pay for the land and also for the tress standing thereon at the rates fixed by Government.

ANNEXURE I

[See Para 334 (2)]

Copy of Revenue (A) Department Memorandum no. 1089

I-A, dated November 22, 1950

1. It has been noticed that the standing rules regarding the procedure for acquisition of land for public purposes under the Land Acquisition Act are not carefully followed Sometimes proposals for the acquisition of the same land have been made by different departments independently, and there have been occasions when this has given rise to a conflict between them. On other occasions likely objections were not anticipated or considered which later led to complications. These difficulties have arisen not from any defect in the rules but from a failure to observe them. It is, therefore, considered desirable that the attention of the various departments of the Secretariat may be drawn to the salient rules, particularly those which have sometimes been overlooked.

2. The revised Chapter XIV of the Revenue Manual lays down general instructions regarding procedure in the acquisition of land on behalf of Government, local authorities or companies. They provide for all likely contingencies and if they are carefully followed anomalies such as referred to above should not arise. In particular, it may be noted that -

(1) the department officer concerned should consult the Collector regarding the selection of site and the likely cost of a acquisition and the Collector shoul9d9 9imm9edi99ately represent any material objections to the proposal (para 411).

(2) before a Secretariat Department publishes a notification under section 4 of the Land Acquisition Act, it must ensure that the Collector's report deals specifically with the following points:

(a) if the land proposed to be acquired is under cultivation it should be mentioned whether another plot of banjar or uncultivated land, which may equally serve the purpose, is available within a radius of half a mile of the land proposed to be acquired [para 411-A] ;

(b) full particulars of any religious buildings tombs and graveyards on the land should be given;

(c) it should be stated whether their demolition or obliteration will be necessary;

(d) the Collector should mention in his report the objections likely to be raised and his opinion thereupon.

(3) the administrative department concerned should not take any action unless the particulars mentioned above together with the report of the Collector and the Commissioner are before it. After giving the due weight to the vies of the Collector and the Commissioner and after satisfying itself that the funds required to meet the cost of acquisition would be available, the administrative department may issue the preliminary notification under section 4 of the Land Acquisition Act;

(4) after publication in the Gazette of the notification under section 4, the Collector is required to hear objections under section 5-A and to record a memorandum of the evidence

produced in support thereof or in support of the proposal to acquire the land. After making further enquiry, if he thinks fit, the Collector submit the case for the decision of Government in the appropriate department together with the record of proceedings held by him and a report containing his recommendations on the objections. The administrative department should then decide finally whether the land is to be taken up permanently, and if it so decided a notification under section 6 should be issued (paras 416-4-7);

(5) in certain cases of urgency, the Collector can be empowered by Government to take possession in anticipation of the award. Sub-section (1) of section 17 permits this only when the land to be taken possession of is waste or arable and action under this sub section should not be taken unless the land is of this type. Under sub-section [2] of section 17 possession of land of any kind can, however, be taken with the sanction of Government when the land is required by a Railway Administration in cases of unforeseen emergencies [para 435]. In cases where the provisions of sub-section [1 or sub section [2] of section 17 are applied, it will be open to Government under sub-section [4] of that section to direct that the provisions of section 5-A shall not apply. The Administrative Department should take, particular care to ensure that this step is taken sparingly and only in cases where the need for immediate possession of the land is really urgent ; for, part from the hardship which may be caused to the persons interested in the land by rendering nugatory the provision of section 5-A, which allow them to file objections, there is the consideration that under section 34, Government have to pay interest at 6 percent, on the award for the period intervening between the date of the possession and the date on which the amount awarded is paid or deposited in the court.

BHAGWAN SAHAY,

Chief Secretary

ANNEXURE II

(See Para 335 (c))

Notification under section 4 (1) of the Land Acquisition Act, 1894

(1 of 1894)

IRRIGATION DEPARTMENT

Notification

NO. / XXIII – Dated Lucknow, 20

Under sub – section [1] of section 4 of the Land Acquisition Act, 1894 [1 of 1894], the Governor is pleased to notify for general information that the land mentioned in the Schedule is needed for a public purpose.

2. Under section 5-a of the said Act, any person interested in the land may, within thirty days after the issue of this notification, make an objection to the acquisition of the land or of any land in the locality writing to the Collector/ Deputy Commissioner of ……..or

*2. The Governor being of opinion that the provisions of sub-section (1)/(2) of section 17 of the said Act are applicable to the land, is further pleased, under sub-section (4) of the said section to direct that the provisions of section 5-A of the Act shall not apply ;

Schedule

District	Pargana	Mauza	Approximate area

For what purpose required –

Remarks –

Deputy Secretary ***Secretary***

NOT TO BE PUBLISHED

In case this paragraph is retained and the other committed a notification under section 6 may in view of section 17 (4), be issued at any time after the publication of this notification.

No. …… of date

Copy of the foregoing, together with the plans and schedule in original, forwarded to the Collector/ Deputy Commissioner of ……for information.

2. Any objections received should be submitted to this office within ten days of receipt with his recommendations endorsed thereon.

By order etc.

Enclosures: Deputy Secretary

No. …….. of date

Copy of the foregoing forwarded to the Commissioner/ Agent …….. Division,……for information, with reference to his letter no. dated

By order, etc.

Deputy Secretary

No. …… of date

Copy of the foregoing forwarded to the Chief Engineer, Uttar Pradesh, Irrigation Department, for information, with reference to his letter no. …….. dated. ……

By order, etc.

Deputy Secretary

ANNEXURE III

[See Para 335 (c)]

Notification under section 6 (1) of the Land Acquisition Act, 1894

(1 of 1894)

IRRIGATION DEPARTMENT

Notification

No / XXIII

Dated Lucknow, 19

With reference to this department's notification no…….. dated……, issued under section 4, sub section (1) of the Land Acquisition Act, 1894 (I of 1894)" the Governor [after considering the report made under section 4-A, sub-section (2) of the said Act][2] is pleased to declare under section 6 of the Act that he is satisfied that the land mentioned in the schedule is needed for a public purpose, and under section 7 of the Act, to direct the Collector/ Deputy Commissioner of to take order for the acquisition of the said land.

2. * The case being one of urgency, the Governor is further pleased under sub-section (I) of

Collector

section 17 of the Act to direct that the …….. of ……. though no award under

Deputy Commissioner

section 11 has been made, may, on the expiration of the notice mentioned in sub-section (1) of section 9, take possession any waste or arable land forming part of the land …… mentioned in the land being waste or arable land

Schedule, for a public purpose.

Schedule

District	Pargana	Mauza	Approximate area

For what purpose required –

Remarks

Note - *A planed of the land may be inspected in the officer of the Collector.*

……

Deputy Commissioner

Deputy Secretary ***Secretary***

NOTE TO BE PUBLISHED

Notes – 1. Here refer to the notification issued under section 4 (1).

2. Where no report has been submitted to Government under section 5-A, sub-section (2), or where the provisions of section 5-A have under section 17 (4), been declared not to apply, the words within brackets should be omitted.

3. This paragraph may be omitted, if not required

4. Strike of the Note, if no plan has been made.

No. …….. of date.

Copy of the foregoing forwarded to the Collector/ Deputy Commissioner of …….. for necessary action in continuation of Government endorsement no……. dated…….

By order, etc.

Deputy Secretary

No. …….. of date.

Copy of the foregoing forwarded to the Commissioner/Agent Division /Railway of ……. For information, in continuation of Government / this office endorsement no……. dated…….

By order, etc.

Deputy Secretary

No…….. of date

Copy of the foregoing forwarded to the Chief Engineer, Uttar Pradesh, Irrigation Department, for information, in continuation of Government endorsement no. ……..… dated…….

By order, etc

Deputy Secretary

ANNEXURE IV

[See para 335 (d)]

Certificate

Certified that the land is arable/ uncultivable waste and that it is free from religious structures and monumental buildings (or …… religious structures/ monumental building is situated on the land and its demolition/obliteration will/ will not be necessary. Further certified that there is no other proposal for acquisition of this land and that the instructions contained is paragraph 2 [2] of the Revenue [A] Department G.O. no. 1089-R/1-a, dated November 22, 1950, have been considered and the cultivated land, if any, could not be avoided.

Note – ***The officer giving the certificate will have the see that the portions which are not required are scored out before he signs the certificate).***

ANNEXURE V

See para 340

GOVERNMENT OF UTTARA PRADESH

IRRIGATION DEPARTMENT

No. /XXIII - 19 dated, Lucknow, 19

From

_____

_____

_____

_____

Subject: Temporary occupation of the land for the construction of the –

_____

_____

Sir,

I am directed to say that under section 35 [l] of the Land Acquisition Act, [1 of 1894], the Governor is pleased to direct you to procure the temporary occupation, for a period not exceeding …… year (s) with effect from the date of occupation, of …… acres of land as specified in the enclosed schedule and to hand it over to the Executive Engineers, ……. Division ……., for purpose mentioned above.

2. Necessary site-plans have already been forwarded to you with Government endorsement no……., dated…….

Yours faithfully,

No. / XXIII - 19 of date

Copy forwarded to the Provincial Land Acquisition Officer Uttar Pradesh, for information, with reference to his letter no. …….. dated…….19

By order

Assistant Secretary

No. / XXIII - 19 of date

Copy also forwarded for information to –

(1) The Chief Engineer, Uttar Pradesh, Irrigation Department Buildings and Roads Branch.

(2) The Commissioner ……

By order,

Assistant Secretary

APPENDICES

APPENDIX – I

[Referred to in Paragraphs 69, 287 (7)]

Questionnaires for the guidance of officers when inspecting the offices under their control

A – INSPECTION OF THE OFFICER BY THE DEPUTY REVENUE OFFICER BY THE DIVISIONAL OFFICER

1. [a] Is the register of cases received [H.C. form No. 11] kept up to date ?

   [b] Are cases promptly disposed of ? What is the longest time taken ?

   [c] How many cases were tried during the year in each district ?

2. Is the register of cases tried [H. C. form No. 12] kept up to date, and does it give a clear description of the cases tried ?

3. Is the register of fines, compensation, bail, etc. (H.C. form No. 2) kept up to date, and do entries in it correspond with receipt- book ?

4. Register of compensation to witnesses –

Verify the balance with other accounts.

5. Books of receipt for fines imposed -

   [a] Compare it with register of fines and book of receipts.

   [b] What is the heaviest punishment imposed during the years ?

   [c] How many cases were reversed on appeal ?

6. Is the register of summons and warrants kept up to date ?

7. Is the register of witnesses including complaints (H.C. form No. 23) kept up to date ?

8. Is abstract of cases tried, with results as sent to Magistrate of district with files, kept up to date and sent regularly both to Executive Engineer and to District Magistrate ?

9. Is the register of quarterly return of cases and abstract from other registers complete ?

10. Is the guard book containing circular orders from Government and other orders received from Executive Engineer, etc. complete and up to date ?

11. Register of partal -

   (a) Is the register of partal kept upto date and does it show checking done in each patrol's beat both from kham and rakka partal ?

   (b) Is the quantity and quality to partal work satisfactory ?

12. Are the following registers maintained in proper order and upto date:

   (1) Roznamcha

   (2) Register of punitive rates and abzayas

   (3) Register of estimate of irrigation

   (4) Register of weekly progress of measurements.

   (5) Register of records weeded.

   (6) Dak-bahi

   (7) Cash book and dakhila-bahi for miscellaneous revenue receipts and deposits.

   (8) Register of service stamps.

13. (a) Is the register of complaints against khasra measurements properly kept and upto date ?

   (b) Are intimations directly given to applicants ?

   (c) How many complaints were dismissed as time barred and what proportion were admitted ?

14. Are proper entries made as occasion arises in register of amins and patrols showing work done and character, etc ?

15 [a] Is the register of outlets complete in all respects ?

[b] Are corrections duly authenticated ?

[c] Are notices of charges (form 52-V) duly and promptly issued ?

16. Is the gauge – book upto date and written by the Deputy Revenue Officer ?

17. [a] Is proper care taken of Government *shouldari* and is the date of issue properly marked on it ?

[b] Is a list duly kept of all Government articles, tools and plant, etc. ?

18. How often was each ziladari office inspected during the year and with what result in each case ?

19. Are books of reference like Irrigation Manual of Orders and Criminal Procedure Code, etc. duly kept up ?

20. When were the divisional and sub-divisional vernacular offices last inspected by the Deputy Revenue Officer and with what result ?

21. Is the register of petitions of osrabandi duly kept ?

22. [a] Is the register of petitions of osrabandi duly kept ?

[b] Is there any excessive delay between the date of receipt of the petition and the date of the Executive Engineer's approval to the preparation of the *osrabandi* or rejection of the petition.

[c] Is there any case where a delay of more than six months has occurred between the date of the Executive Engineer's approval and the date of the Executive Engineer's final sanction ? If so, is there a satisfactory Explanation ?

23. What is the result generally of your inspection ?

B – INSPECTION OF THE SUB- DIVISIONAL OFFICE BY THE DIVISIONAL OFFICER

1. Cash -

[a] How is the cash kept ?

[b] What is the description of the box and locks used for its safe custody ?

[c] In whose custody are the keys of the chest and locks kept ?

[d] What are the largest sums drawn from treasuries ?

[e] Are the rules for the safe carriage of government money attended to ?

[f] Is the guard register properly maintained ?

2. Cash – book –

[a] Are entries in cash book regularly made as transaction actually occur ?

[b] In the case of daily labour, and otherwise, are payments ever entered thought not actually made ?

[c] Are corrections neatly made and initiated ?

[d] Is the cash-book regularly closed every month ?

[e] Is allocation of expenditure made by the sub divisional officer himself in the last column ?

[f] Are the monthly accounts submitted to divisional offices on due dates ?

3. Cash balance –

(a) Verify cash in chest ?

(b) Is cash balance at end of month kept to the minimum possible limit ?

4. Cheque book –

(a) Are payments generally made by cheque or is there a tendency to make them in cash ?

(b) Are counterfoils of cheque books written up properly in ink by the sub-divisional officer himself and initialed by him ?

(c) Are cheque books kept in the personal custody of the sub-divisional officer ?

5. Imprests –

(a) Are the amounts of imprests held by subordinates in excess of requirements ?

(b) Are recoupments regularly made ?

(c) Is proper sanction obtained to the grant, increase or decrease of an imprest advance ?

(d) Verify receipts of imprests holders and sanctioning letters.

6. Payments –

(a) Are payments regularly made and fairly to date ?

(b) Are they made immediately after measurements have been recorded ?

7. Contractor's accounts –

(a) Are the contractors accounts clear and satisfactory ?

(b) Are contracts' book duly kept ?

8. Contracts certificates –

Do the quantities in contract certificates and work abstracts agree with those in the measurement book ?

9. Measurement books -

(a) Is every fresh entry in the measurement book appropriately headed with the number and date of the sanctioning work order or agreement.

(b) Are there any measures or corrections not properly authenticated by initials of the measuring or passing officer ?

(c) Are contents entered in ink and details left as originally entered ?

(d) In case of running measurements are references given to the pages and the number of the measurement book in which the last entries were recorded ?

(e) Are the calculations duly checked and signed by the checker ?

(f) In original measurement books are the measurements cancelled by reference to the bill in which they have been copied ?

(g) Are the reference to such measurements fully made in the bills in which they are entered ?

10. Check measurements –

(a) To what extent does the sub-divisional officer checked measurements before making payments ?

(b) Are all the figure of such checked measurements ticked off by him in pencil ?

(c) Are the results of such check measurements duly recorded and an index maintained in the fly leaf ?

(d) Have differences over 10 percent, been found in checking ?

(e) Have such case, if any, been promptly reported to the Executive Engineer ?

11. Work orders

(a) Are work orders sufficiently and correctly issued ?

(b) Are contractors furnished with copies at the time of signature ?

(c) Is the section holder also given his copy previous to starting work ?

(d) Are specifications of works and conditions clearly endorsed on each work order (vide I.M.O.) and such condition signed by the contractor ?

(e) Are work orders, agreements and contracts exceeding Rs. 500 sent to the divisional officer for record and check with the vouchers ?

(f) What care is taken of the work order books to prevent their being tampered with ?

(g) Was any work commence before an agreement or contract was entered into and if so, why ?

(h) Are the instructions contained in paragraph 255 of the manual regarding the procedure to be followed in the preparation of work “orders” rigidly observed ?

12. Rates -

(a) Is a schedule of rates maintained, and where was it last revised ?

(b) Are such rates adhered to when issuing work orders ?

13. Work abstract, register of works –

(a) Are works – abstract entries correctly carried into the register of works ?

(b) Is the register of works up to date and complete as regards the entries of assignments and of sums due by or to contractors ?

(c) Are the rates properly worked out ?

(d) Are works abstracts written up to date ?

(e) Is the register of works regularly posted by the sub-divisional officer, initiated and dated ?

(f) Is the register of works maintained in sufficient detail to afford the sub-divisional officer the assistance that it should ?

14. Materials –

(a) What care and account is there of materials not borne on tools and plant or stock list ?

(b) Are these periodically counted by the sub-divisional officer ?

(c) Is there anything to show as to which articles were actually counted by the sub-divisional officer himself during the year ?

15. Stock, tools and plant –

[a] Are stock and tools and plant registers kept up to date ?

[b] Are the maukawar register of stock and tools and plant kept up to date ?

[c] Do the balances of the above registers agree with the section holders and ziladars book ?

[d] When was the last actual count made by the sub-divisional officer and with what results ?

[e] Is there anything to show as to which articles were counted by the sub divisional office and which by other subordinates ?

16. Transfer charge lists –

[a] Are transfer charge lists of all subordinates promptly checked, noticed and recorded in the sub-divisional office ?

[b] Are old and new registers, books and plans included in such lists ?

17. Plantations –

[a] Are the plantation register “A” and “B” kept up to date ?

[b] Is any maukawar account of fuel, timber, bamboos and charcoal kept and do balances agree with section holders’ registers ?

[c] Is work being carried out according to the programme approved by Executive Engineer ?

18. Irrigation register -

[a] Is register of irrigation duly written up and signed by the sub-divisional officer ?

[b] Can the sub divisional officer explain, or has he instituted inquiries regarding any marked variation in the irrigated areas ?

[c] Are commanded and allotted areas posted up to date ?

19.A. For Tube well Divisions –

[a] Is the test and efficiency register properly maintained and up to date ?

[b] Are discharges observed sufficiently often ?

[c] What percentage of tests has the sub-divisional officer checked or made personally ?

[d] Do any wells show considerable drop in efficiency and decrease in discharge ?

[e] Has any action been taken to improve the efficiency and to increase the discharge?

[f] Have these alternations been properly recorded in the test register ?

20. Regulation –

[a] Is the gauge book properly written up by the sub divisional officer himself ?

[b] Are regulation orders punctually and explicitly issued ?

[c] Were any channels unable to distribute supplies from head to tail according to requirements either in Rabi & Kharif ? If so, what were the reasons ?

21. Discharges, water depth –

[a] Is the register of discharges upto date ?

[b] Are discharges observed sufficiently often ?

[c] Is the combined register of gauges and water consumption properly maintained ?

[d] Are depths worked out by the sub-divisional officer himself ?

[e] Is the register posted up to date ?

[f] Do any channels show excessive depths, and if so what are the reasons ?

22. Outlet registers –

(a) Is the outlet register written up to date ?

(b) Are the data complete ?

(c) Are corrections duly initialed and authenticated by reference to order of the competent authority ?

(d) Are kulaba bahis in use ?

23. Shajras –

[a] Are the shajra maps complete and do they show signs of care being paid to them ?

[b] Have any recent drainages been shown on them and are the water courses and their boundaries of command clearly shown and the outlet heads properly numbered ?

[c] Have recent changes of outlets been duly carried out in them ?

[d] Is the Hindi register of their receipts and issues duly kept ?

24. Gul culverts –

Is the register of gul culverts duly kept and are they periodically inspected ?

25. Inspection of offices -

[a] When was the ziladar's office last inspected by the sub-divisional officer and with what result ?

[b] When was the sub-divisional office last inspected by the accountant ?

[c] Was the accountant's inspection helpful to the sub-divisional officer ?

[d] Do the sectional officers and signalers maintain gauge registers properly and in their own handwriting ?

26. Casual leave –

Is the casual leave register posted up to date ?

27. Amins, patrols and petty establishment -

[a] Is the cut file of half-yearly reports on amins and patrols duly maintained ?

[b] Is the character book for other petty establishment duly kept up ?

28. Are sub-divisional standing order books in English and vernacular complete in good order and duly.

[b] Is the date of issue properly marked on them ?

32. Silt tanks –

Is there a register of silt tanks with a note of the work done on each tank ?

33. Essential registers -

Are the essential registers required by Appendix III of the Irrigation Manual of Orders properly maintained ?

34. Vernacular office -

[a] What is the general state of work in the Vernacular office ?

[b] When was the office last examined by the Deputy Revenue Officer ?

35. Sub-divisional records –

[a] Where are the records of the sub-division kept and what is their conditions ?

[b] are preservable record ; promptly sent to divisional office for record, when no longer needed for reference in the sub-division ?

[c] Is the register of contractors debarred maintained ?

[d] Is the receipt and dispatch of official correspondence recorded regularly in receipt and dispatch registers ?

[e] Are separate files maintained for different subjects and important works ?

[f] Are letters given serial numbers in each file ?

36. Clearance of channels –

(a) For which channels were longitudinal sections to be plotted during the year in accordance with Chief Engineer's memo No. 1220-I.W./92-B-1180.W, dated May 19, 1943 ?

(b) Have they all been plotted ?

36.A. For Tube well divisions –

(a) Is the register of failures maintained properly (for Electrical and Mechanical sub-divisional office only) ?

(b) Is the History Chart register properly maintained (for Tube-well sub-divisions only) ?

37. General remark –

(a) What is the result generally of your inspection ?

(b) Record any further points which you consider should be brought to the notice of the Superintending Engineer ?

C- INSPECTION OF THE DIVISIONAL OFFICE BY THE SUPERINTENDING ENGINEER

1. Cash –

[a] How is this kept by Executive Engineer, in what kind of box ?

[b] What are the arrangements for custody of the keys and for drawing out money ?

[c] What guards are there ?

[d] Is a register maintained in which the carriage of cash is recorded ?

2. Cash accounts and imprests -

(a) Who are the disbursers of the division and which of the disbursers have cash accounts and which imprests and state the amount of imprests held by each ?

(b) Are imprest regularly recouped ?

(c) Are the monthly accounts submitted to Accountant General, Uttar Pradesh, on due dates ?

2-A. Acquaintance rolls –

(a) Are completed acquaintance rolls properly checked and recorded in certificates ?

(b) Note any acquaintance rolls more than three months old which have not so far been recorded ?

3. Miscellaneous advance account –

(a) What is its state ?

(b) Note any items which have been outstanding for too long a time giving briefly the Executive Engineer's reasons therefore and the action taken by him to clear them?

4. Deposit account –

(a) What is its state ?

(b) Note any long standing items ?

4.A. Purchase account –

(a) What is its state ?

(b) Note any items which have been outstanding for too long a time giving briefly the Adhishashi Abhiyanta's reasons therefore and the action taken by him to clear them.

5. Stock and tools and plant –

(i) Stocks

(a) Are registers maintained in accordance with G.O. no, 351, I.M., dated January 9, 1937 ?

(b) Were check measurements made in accordance with note 4 in Form no. 2-S ?

(c) Are there any unadjusted transactions with contractors on account of stock ?

(d) Are the amounts, if any, standing against manufacture fairly represented by the probable outturn ?

(e) Have arrangements been made to dispose of surplus articles ?

(f) On what dates were the reviews on form 4S on the half-yearly stock accounts signed by the Executive Engineer ? If they were not signed by the latest dates fixed in paragraph 768, Financial Handbook, Volume VI, can be delay be satisfactorily explained ?

(ii) Tools and plant –

(a) Are registers maintained in accordance with G.O. no. 12452-IM, dated August 30, 1938 ?

(b) Were check measurements made in accordance with note 5 in form no. 2T and P ?

(c) On what dates were the sub divisional T and P registers form no. 3T and P, signed by the Executive Engineer ?

(d) Were the closing balance in form no. 4T and P carried forward into the new register by October 15, as required by note 4 of the form ?

6. Register of works –

(a) Are the headings all correctly filled in showing number and authority for sanction of estimates, etc., amount of estimates and amount of funds allotted for the year ?

(b) Is this posted up to date ?

(c) Kept in proper detail as regards quantities and rates ?

(d) Initialed by Executive Engineer ?

(e) Is expenditure on repairs in the month of April to June excessive ? If so, what is the escapes.

(f) Are sufficient repair funds allotted and spent on each class of work particularly drains and escapes.

7. (a) Does the expenditure under “Office Contingencies” appear to be excessive, and, if so, under what subheads ?

(b) Are inferior and temporary establishments in excess of requirements ?

8. Materials –

(a) Have the following instructions been scrupulously observed ? If not, to what extent, why and when were they infringed ?

(b) No material shall be paid for, which is not provided for in a sanctioned estimate and has not actually been taken over by a responsible official of the department ?

(c) The purchase of large quantities of materials in the concluding months of the year and more especially in the last few days of that month obviously for the purpose only to avoid lapses of grants must be discontinued.

9. Contracts for works –

(a) Are these drawn up and carried out according to the prescribed rules ?

(b) Are work orders, agreements, and contracts exceeding Rs. 500 entered into by the sub-divisional offices sent to the divisional office for record and check with vouchers ?

(c) Is the register of contracts up to date ?

(d) Do contracts and work orders give specifications or refer to the Irrigation Department standard specification for each class of work to be done ?

(e) Was any tender other than the lowest accepted ? If so, what was the reasons ?

10. Measurement books –

    (a) Are these kept up properly by sub-divisional officers and subordinates ? Are all headings properly filled in ?

    (b) Are the measurements books periodically inspected by Executive Engineers ?

    (c) To what extent have measurements been checked by sub-divisional offices and Executive Engineer ?

    (d) Is the register of measurement books properly maintained ?

    (e) Are measurements recorded promptly and bills paid ?

11. "Contractors' claims" –

    (a) Are the contractor's statements, ordered in Chief Engineer's no. 12380-I.M., dated December 22, 1933, received regularly on the transfer of a sub-divisional officer, or at the end of each working season and the claim of the contractors properly looked into ?

    (b) Note any items outstanding for more than three months ?

12. Rates and estimates –

    (a) Schedule of rates at which work is actually being carried out. When was this last revised ?

    (b) Are estimates sanctioned by Executive Engineer prepared in sufficient detail ?

    (c) Are estimates prepared and posted in registers of work in accordance with G.O. no. 8613-I W. dated October 18, 1932 ?

13. Miscellaneous revenue account –

    (a) What is its state ?

    (b) Note any long outstanding items, giving, briefly the Executive Engineer's reasons therefore and the action taken by him to clear them.

    (c) What is the general result of the inspection of application and warrant register ?

    (d) Is Mr. Palmer's memo book of miscellaneous revenue regularly posted up ?

    (e) Explain nay large differences that have occurred.

    (f) Is the Vernacular register showing revenue from lands other than those attached to residential buildings checked in detail by the divisional accountant as required by the Accountant General's circular no. W.M-3, dated April 8, 1924.

14. Inspection of Office –

(a) On what dates was each sub-divisional office inspected by Executive Engineer and with what general result.

(b) On what date was the Deputy Revenue Officer's office inspected by Executive Engineer and with what general result ?

(c) On what date was each Ziladar's office inspected by any officer and by whom and with what general result ?

(d) When was Executive Engineer's Vernacular office has examined by the Deputy Revenue Officer ?

(e) How often has the accountant inspected each sub-divisional office in the year under report and with what results, and were such inspections helpful ?

(f) Are Accountant General's observations replied to promptly ?

(g) Do sub-divisional officers reply promptly to accounts objections from Executive Engineer ?

15. Registers of rivers and drains –

(a) Are they posted upto date ?

(b) Are catchments areas and anticipated maximum run off recorded and values of C in Dicken's formula D= CM worked out ?

16. Personal register and character sheets –

Are entries being made annually ?

17. Register A -

Measurements of depths of water in wells. In this properly kept ? Are there any excessive variations and can Executive Engineer explain them ?

18. Records -

(a) Do they appear to be kept tidy and clean and in methodical order ?

(b) Are files serially numbered as required by G.O. No. 2004-I-M/101-B-6 W, dated March 3, 1932 ?

(c) Is a register of weeding operations maintained ?

(d) How many files are there in the record room ?

(e) How many files have been weeded since last inspection ?

(f) How are old records disposed of when no longer required ?

(g) Is waste paper sold periodically ?

19. Office Library -

Are the books in good order, are any missing and are files of circulars, Codes, Manuals, etc, complete, posted and indexed to date ?

20. Essential registers -

Are the essential registers mentioned in Appendix III of the Manual properly maintained?

21. Register of men debarred -

Is the register of contractors and persons disqualified for employment maintained in the divisional office so as to preclude the possibility of any debarred contractor or person being employed again ?

22. Stationery -

[a] Are registers showing receipts and issues of stationery properly maintained ?

[b] Are indents for stationery confined to actual requirement ?

23. Forms –

[a] Are forms properly arranged ?

[b] Are registers showing receipts and issues of forms properly maintained ?

[c] Are indents for forms in excess of requirements ?

[d] Have obsolete forms been disposed of as waste paper ?

24. Punitive rates –

[a] Were the punitive rate imposed in accordance with the rules in paragraph 315 of the Manual ?

[b] Were inquiries made promptly and thoroughly ?

[c] Were defendants heard ?

[d] Was the evidence adequate and were decisions correctly based on the evidence ?

25. Osrabandis –

[a] Are osrabandis correctly framed without undue delay and only sanctioned by Executive Engineer, after personal inquiry ?

[b] Are the registers of *osrabandis* properly maintained and were cases of undue delay looked into ?

26. Vernacular register of complaints against measurements –

[a] This should be carefully examined and a few entries checked with the misls with reference to dates of beginning and ending of cases?

[b] Do inquiries appear to be thorough and are decisions supported by the evidence in accordance with the provisions of Canal Act and Rules there under ?

27. Register of candidates –

[a] Are the copies of lists of candidates for appointment on circle scales and lists of candidates for appointment on the divisional scales properly maintained and are the numbers of candidates in accordance with rules on the subject and not in excess of requirements ?

Lists of the following classes of establishment should be seen as far as they concern the division :

Clerks, signalers, telephone munshis, amins, patrols, assistant draftsman, munshis, tubewell operators and mistries sectional and assistant.

[b] What is the proportion of Hindus, Muslims and others on the list of candidates for appointment on the divisional scales ?

28. Plans of works and land plans –

[a] Is there a register of all plans and is it complete and up to date ?

[b] Are the land plans complete ?

[c] Corrected upto date in cases where boundaries have been altered ?

[d] Is the register of land acquired posted upto date ?

[e] Have recent alterations to works been correctly shown on record plan ?

29. Fire extinguisher –

Is the instrument in good order and properly kept ?

30. Stores (for division) -

Give date of submission of annual indent to –

(a) Director of Industries (through S.E.)
(b) Irrigation Work shop (through S.E.)
(c) Equipment circle

31. Orders placed by sub-division/ Division -

(a) Number of orders placed by S.D.O./ Executive Engineer ?

(b) Maximum amount for which a single order has been placed ?

(c) Total amount for which orders have been placed ?

(d) Was D.P. Authority from D.I. obtained in any case in which required ?

(e) Were proper quotations not called in any case ?

32. (a) Number of cases in which work was carried out on unsanctioned estimate ?

(b) Whether proper quotations were called for ordering such works which are not covered by schedule of rates ?

33. Were any repairs or purchase got done from outside agencies or any direct purchase made by section holders (mechanical) directly expending that covered by the imprest ? Give details,

34. Log book for boring well sets, vehicles, drilling machines etc :-

(a) Are the above log books properly maintained ?

(b) Which of the above T & P is in your sub – division / Division ?

(c) Are the periodical checking done regularly by the section holders and S.D. Os.?

(d) Has prompt action been taken on defects noted by such inspections?

35. Are closures reports being regularly submitted by the sub-division ?

36. [a] Is the register for karguzaries of tube-well operators, mistries, supervisors and operators properly maintained ?

[b] Is it posted upto date ?

[c] Are all punishments entered against each incumbents ?

37. Posting of clerks –

[a] Is there a list of clerks, having experience on various seats maintained ?

[b] How many clerks are working on one seat for more then three years?

[c] Is there any sub-divisional clerk for more than three years in the sub-division ?

38. Pay and T.A. –

(i) Pay

(1) How the sub-divisional and divisional registers of claims of pay and T.A., ordered in C.E.'s No. 512-IFS dated 31.01.1957 been maintained properly?

(2) Are this regularly signed by persons drawing pay and T.A. ?

(3) S.D. Os, submit abstract regularly with the monthly account. Examined disposal of cases reported and note any unsatisfactory delay.

(4) Is the register of increments maintained properly by the divisional accountant and Executive Engineer ? Does the index shows the date of increment of each incumbent and has a month wise table of incumbent due maintained at the end of the register ?

(5) Have the increments been sanctioned and drawn at the proper time, note down the delays ?

(6) Are service books kept up the date, have they been verified from acquaintance rolls. Have they been attested every five years?

(7) Is the register of leave cases properly maintained in sub division and division ?

(8) What is the position of pension cases in the division ?

(ii) Pending claims of Travelling Allowance –

(1) Are T.A., bills checked and passed in the divisional office promptly as laid down in C.E.s No. 512 IFS dated 31.01.1957.

(2) Is the register of person transferred maintained properly ?

Note any case in which service book and L.P.C. of the transferred person was not sent to his new place of posting within seven days of the handing over his charge.

39. General remarks -

What is the general result of your inspection ?

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Chief Engineer's Office,

Irrigation Department, U.P.

No. 1909 W/IV Dated Lucknow, May 20, 1971

OFFICE MEMORANDUM

During the course of inspection of works in a certain Division it was observed by Superintending Engineer that outlets were tampered quite frequently and were short in length in many places. While some were broken or lowed or tilted in order to draw higher discharge. It was also observed that outlets were shifted by cultivators, after chakbandi operations in an irregular manner. It has been found that these irregularities can be curbed if a system of regular checking

of the outlet is involved and certificate of complete checking of all the outlets is obtained from the patrols every month. It is, therefore, hereby ordered threat a certificate should be obtained from the patrol every month to the effect that there is no unauthorized outlet in their beats and the vantage and location of all the outlets are correct.

Besides, a programme of checking of outlets should be drawn by the Executive Engineer in such a manner that all the outlets are checked by DROs, Overseers and Ziladars every year and by the Assistant Engineers in a period of three years. The Executive Engineer should also carry out taken checking of the outlets (Subject to minimum of 2%) for verification.

In order to ensure rigid compliance of these orders, posting remarks in this regard, should be recorded by the Superintending Engineer in his inspection note of periodical inspection of Divisional Offices. For this a specific paragraph should be added in the questionnaire for Inspection of Divisional Office by Superintending Engineer, which may bear No. 32 and the number of the existing para No. 32 General Remarks may be changed as No. 33.

The following questions should be added against para No. 33 –

1. Has a programme of checking of all the outlets by the Asstt. Engineers D.R. Os, Ziladars been drawn out by the Executive Engineer ?
2. Has checking of all the outlets during the year been carried out by the D.R.Os, Overseers and Ziladars and if so with what result ?
3. Has checking of all the outlets in a period of three years been carried out by the Asstt. Engineers and if so with what results ?
4. Has the Executive Engineer done 2% checking of the outlets.
5. What action has been taken against persons who have not completed their quota of checking ?

Sd/ Krishna Murari,

Chief Engineer, I.D.

No. (i) of date

Copy forwarded to all the Superintending Engineers in Irrigation Deptt. including Directors Lift Organisation, Central Design Directorate and Irrigation Research Institute, Roorkee for information and necessary action.

Sd/ K.C. Varshney,

Personal Asstt.(W)

For Chief Engineer, I.D.

ANNEXURE OF D.O. LETTER NO. C-8 VII DATED 18.01.83

ROSTER OF PARTAL

S. No	Designation	area fixed for partal		Rabi						Kharif							
		Rabi	Kharif	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Apr	May	June	July	Aug.	Sept.	Oct.	Nov.
1	Executive Engineer	300	250	10	60	90	45	35	60	5	10	35	35	40	50	50	25
2	Assistant Engineer	700	500	20	140	200	100	100	140	5	20	75	75	75	100	100	50
3	Junior Engineer	275	250	5	55	80	50	30	55	5	10	35	35	40	50	50	25
4	D.R.O.	3000	2500	75	600	900	450	375	600	25	100	375	375	375	500	500	250
4.	Ziladar	7000	5000	175	1400	2100	1050	875	1400	50	200	750	750	750	1000	1000	500

APPENDIX II

[Referred to in Paragraphs 8 (9) (2), 11 (2), 323(3)]

1. Statement showing the areas fixed for partal by different officers

			Kharif				Rabi	
Name of Division	**Executive Engineer**	**Sub divisional Officer**	**Deputy Revenue Officers**	**Ziladars**	**Executive Engineer**	**Sub-divisional Officers**	**Deputy Revenue Officer**	**Ziladars**
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
	Acres	Acres	Acres	Acres	Acres	Acres	Acres	Acres
Northern	300	[a] 300 [b] 600	3000	[a] & [b] 6000	300	[a] 300 [b] 600	3000	4500
Meerut	300	500	2500	5000	400	700	3250	7000
Bulandshahr	250	450	2250	5000	350	600	3000	7000

Aligarh	200	450	2250	5000	300	600	3000	7000
Narora	200	[a] 200 [b]&[c] 400	2000	4500	300	[a] 300 [b]&[c]600	3000	7000
Mainpuri	200	440	2250	4000	400	600	3000	6500
Kanpur	200	400	2250	4000	400	600	3000	6500
Etawah	300	500	2500	6000	400	700	3500	7000
Fatehpur	250	450	2250	4000	350	600	3000	6500
Mat Branch	250	450	2250	5000	350	600	3000	7000
Upper Eastern Jamuna Canal	300	[a]&[c]300 [b] 300	3000	[a&b] 6500 [c] 2500	200	[a]&[c]200 [b]400	2000	[a]&[b]4500 [c] 2000
Upper Agr.	200	[a] 200	..	4000	250	(a) 250	…	6000
Lower Agr	200	(b) 400 400	2000	4500	330	(b) 500 600	2800	6000
Mirzapur	…	150	…	3500	…	150	…	1250
Jhansi	100	100	…	250	200	400	300	(g) 2500 (h) 4000 (f) 5000
Betwa Canal	100	(a) 200 (b) 100	500	(g) 1000 (h) 250	300	600	3000	6000
Ken Canal	200	(a)&(b)300 (c) 100	2000	(g) 2500 (h) 3000	200	(a)&(b) 600 (c) 400	2500	(g)&(h) 5000
Rohilkhand Canals	300	[a] 500 (b) (c) 600	3000	(g) 5000 (h) 6000 (i) 6000	250	[a] 400 [b] [c] 500	2000	(g) 3000 (h) 3000 (i) 4000
Headworks	100	(a) 100 (b) 300	..	2000	150	(a) 100 (b) 300	..	2500
Shahjahanpur	250	450	2250	4000	300	600	3000	5000
Sitapur	250	(a) 300	2250	4000	300	(a) 400	3000	5000

		(b)&(c)450				(b)&(c)600		
North Lucknow	250	500	2500	5000	350	700	3000	7000
South Lucknow	250	500	2500	500	350	700	3000	7000
Unnao	250	500	2500	5000	350	700	3000	7000
Hardoi	250	500	2500	5000	350	700	3000	7000
Rampur Canal Division	250	400	2500	3500	250	400	2500	3500
T.W. Div., Meerut	200	300	1500	2500	300	450	2000	3000
T.W. Div., Aligarh	200	300	1500	2500	300	4500	2000	3000
T.W. Div., Moradabad [North]	200	300	1500	2500	300	450	2000	3000
T.W. Div., Badaun	200	300	1500	2500	300	450	2000	3000
Faizabad Div. Ghagra Canal	250	400	1500	3000	250	500	2000	4000
Northern Div. Ganga Canal	300	I 300	3000	6000	300	I 200	3000	
		II 600				II 600		4000
Gorakhpur Div	150	250	1250	2000	200	350	1500	2500

(a) I Sub – Division (c) III Sub-Division (h) Ziladar II

(b) II Sub – Division (g) Ziladar I (i) Ziladar III

* Or 15 percent of the area actually irrigated, whichever is less.

* Or 50 percent of the area actually irrigated, whichever is less.

APPENDIX III

(Referred to in paragraphs 10 (19, 278 and 279)

Registers and Records for Canal Offices

A - ENGLISH REGISTERS AND PERIODS FOR WHICH ENGLISH RECORDS ARE TO BE KEPT

D- Divisional Office S – Sub- Divisional Office

R- Deputy Revenue Officer's office Z – Ziladar's Office

P – Permanent

Sl No.	Sr. No. of essential registers	Name	From	Where kept	period	Remarks
1	2	3	4	5	6	7
		(a) Accounts matter				
1.	1	Cash book	P.W.A. 1	D.S.	20	
2.		Cash book (copy)	P.W.A. 2	D.	20	
3.		Imprest cash account		D.	10	
4.		Imprest cash account (counterfoils)		D.S.	3	
5.		Receipts for payment to Govt. (counterfoils)	F.H.B.I.	D.S. *	3	* Completed books to be sent to divisional office
6.	2	Treasury remittance book	P.W.A. 4	D.S.	3	
7.		Cash balance report	P.W.A. 5	D.S.	3	
8.		Cash balance report (counterfoils)		D.S.	3	
9.		P.W. cheques (counterfoils)	P.W.A. 6	D.S*	5	* Completed books to be sent to divisional office
10.		Indent and invoices for stores.	P.W.A. 7	D.S.	10	
11.		Indent for stores [counterfoils]	P.W.A. 7	D.S.	5	
		Receipts				
12.	3	Registers of stock issues	P.W.A. 8	D.S.	5	
13.		Abstract of stock receipts	P.W.A. 9	D.	5	
14.		Abstract of stock issues	P.W.A.10	D.	5	
15.	4	Half yearly balance return of stock	P.W.A.11	D.S.	5	
16.	5	Half yearly register of stock parts I and II.	P.W.A.12	D.	5	
17.		Accounts of receipts of tools and plant	P.W.A.13	D.	5	
18.		Accounts of receipts of tools and plant (copy)		S.	5	
19.		Accounts of issues of tools and plant		S.	5	

20.		Accounts of issues of tools and plant (copy)		S.	5	
21.	6	Register of tools and plant	P.W.A.15	D.S.	5	
22		Survey report of stores (copy)	P.W.A.18	D.S.	5	
23.		Sale account (copy)	P.W.A.19	D.	5	
24.		Acquittance roll, salary	P.W.A.20	D.		* For period of preservation see Appendix XVI Financial Hand book, Volume V. Part I
25.		Acuittance roll, traveling allowance	P.W.A.20	D.		
26.		Muster roll	P.W.A.21	D.	10	
27.		Casual labour roll	P.W.A.22	D.	10	
28.		Measurement books	P.W.A.23	D.	10	
29.		First and final bills (Under Rs. 25)	P.W.A.24	D.	10	* Or when relating to large projects, five years after closing of the estimate, whichever is later.
30		Hand receipts (under Rs. 25)	P.W.A.28	D.	10	
31.		Pay bill of work charged establishment	P.W.A.29	D.	35	
32.		Indenture for secured advance	P.W.A.31	D.	10	
33.		Petty works requisition and account	P.W.A.32	D.	10	* Or when relating to large projects, five years after closing of the estimates, which ever is later
34.		Works abstracts A and B	P.W.A.33 and 34	D.	10*	
35.		Detailed statement of expenditure of materials compared with estimated requirements.	P.W.A.35	D.	10*	
36.		Outturn statement of manufactures	P.W.A.36	D.	10*	

37.		Report of value and verification of unused materials	P.W.A.37	D.	10*	
38.		Register of clearance of suspense account "materials"	P.W.A.38	D.	10*	
39.		Works slip (copy)	P.W.A.39	D.	3	After closing the accounts of the work concerned.
40.	7	Register of works A and B	P.W.A.40 and 41	D.S.	10*	
41.	8	Register of manufacture	P.W.A.42	D.S.	10*	recorded the rain
42.	9	Contractor's ledge	P.W.A.43	D.	10	
43.	10	Contractor's book I.B.	62	S.	10	
44.		Detailed completion report (copy)	P.W.A.44	S.	3	
45.		Completion report of works and repairs (copy)	P.W.A.45	D.S.	3	
46.		Register of				
		1. Revenue realized		D	5	
		2. Refunds of revenue		D	5	
		3. Receipts and recoveries on capital account		D	5	
		4. Recoveries on revenue account		D	5	
47.		Statement of rents recoverable from pay bills copy	FHB.3	D	5	
48.	11	Register of rents of buildings and land	FHB 49	D	5	Provided none of the balance is outstanding on date of destruction
49.		Schedule of monthly settlement with treasuries (copy)	P.W.A.51	D.	5	
50	12	Cheque Register of …… Receipt book	P.W.A.52	D.S.	5	After date of record of lact completed counterfoil in the register
51.		Transfer entry order (counterfoils)	P.W.A.53	D.S.	5	
52.	13	Transfer entry book	P.W.A.54	D.	5	
53		Advice of transfer debit (original and copy) credit (copy)	P.W.A.55	D.	5	

54.		Acceptance of transfer debit ……. (copy) credit	P.W.A.56	D.	5	
55.	14	Register of transfers awaited.	P.W.A.57	D.	5	From date of completion of register
56.	15	Register of sanction to fixed charges.	P.W.A.58	D.	5	Ditto.
57.	16	Register of miscellaneous sanction	P.W.A.59	D.	5	Ditto.
58.	17	Register of Divisional Accountant's audit objections.	P.W.A.60	D.	5	
59.		Schedule of work expenditure (copy)_	P.W.A.63	D.	5	
60.		Schedule of deposit works (copy)	P.W.A.65	D.	5	
61.		Schedule of taqaviworks (copy)	P.W.A.66	D.	5	
62.	18	Suspense deposit register	P.W.A.67	D.	5	Provided no balances are outstanding
63.		Schedule of London stores (copy)	P.W.A.71	D.	5	
64.		Schedule of debits to stock (copy)	P.W.A.72	D.	5	
65.		Stock account (copy)	P.W.A.72	D.	5	
66.		Classified abstract of expenditure (copy)	P.W.A.74	D.	5	
67.		Schedule of debits ……. credits to miscellaneous heads of accounts (copy)	P.W.A.76	D.	5	
68.	18	debits Schedule of ……. credits remittances (copy)	P.W.A.77	D.	5	
69.		Monthly account (copy)	P.W.A.80	D.	5	
70.		Abstract book	P.W.A.81	D.	5	The use of this form is optional
71.		List of accounts submitted to audit (copy)	P.W.A.83	D.	5	
72.		Divisional Officer's report of scruting accounts (copy)	P.W.A.84	D.	5	

73.	19	Register of interest bearing securities.	P.W.A.85	D.	10	After date of completion
74.		Indent for service postage labels (counterfoils)	F.H.B.42 A	D.S.	3	
75.		Annual certificate of balances (copy)	P.W.A.91	D.	5	
76.	20	Register of measurement book –	P.W.A.92	D.S.	10	After completion of
		Part I for ordinary books.		D.S.	P	the register.
		Part II for standard books				
77.		List of monthly sub-divisional accounts.	P.W.A.93	D.	5	
78.		Detailed list of work abstracts	P.W.A.94	D.	5	
79.	21	Register of miscellaneous recoveries.	P.W.A.95	D.	5	
80.	22	Register of destruction of records.	P.W.A.97	D.S.	P	
81.		Application for re appropriation of budget grants (copy)	C.P.W.D 10	D.	2	
82.	23	Supplement to balance return of tools and plant	C.P.W.D 11	D.S	2	
83.	24	Register of sanctions to estimates.	C.P.W.D 18	D.S.	5	
84.	25	Registers of appropriations	C.P.W.D 19	D.S.	3	
85.		Capital and revenue accounts of Government buildings (copy)	F.H.B. 17	D.	5	
86.		Indent of P.W.A. forms (copy)	Old P.W.D. 149	D.S.	2	
87.		Salary bills (copy)	F.H.B. 5 and 9	D.		
88.		Travelling allow once bills of gazetted government servants (copy)	F.H.B. 6	D.	see XVI,	For period of preservation appendix Hand book, Volume V, part I
89.		Travelling allowance bills of establishment	F.H.B. 12, 12-A and 12-B	D.		

90.	26	Register of accounts of salary and traveling allowance of establishment	Manuscript	D.S.	5	
91.	27	Contingent bill register	F.H.B. 14 to 18	D.S.		
92.		Last pay certificate (copy)	Try. 340	D.	6	
93.	28	Register of service postal labels.	Provincial 52	D.S.	2	
94.		Application for sanction to purchase European stores in India (copy)	G.B. 44	D.	3	
95.		Transfer report of accountants (copy)		D.	3	
96.		Indent for English stores (copy)	Store purchase Department from No. Mis 31R	D.	2	
97.		Statement of payments made in England		D.	3	
98.		Invoice of English stores		D.	3	
99.		Famine accounts (initial accounts)		D.	3	
100		Famine accounts (initial accounts)		D.	5	
101		Famine naib-tehsildars cash book (copy)		D.	5	
102		Security bond		D.	P	
103		Schedule of rates		D.S.		Until a revised schedule is approved.
104		Codes, manuals and other reference books		D.S.		One copy of the latest edition to be kept
105		Budget estimates.		D.		
106		Report of expenditure on contribution works (copy)		D.S.	2	
107		Contract agreements	I.B. 111	D/	10	Or when relating to large projects, five years after closing of the estimate, whichever is later,
108		Contract percentage rates	I.B. 112			

109		Petty work orders I.B.	10-B	D.S.	5	After payment of final bill. * Includes work orders for works of over Rs. 500 in value issued in sub – divisional office.
110		Agreements for lease of land mill contracts, etc.		D.	3	
111	29	Memorandum book of miscellaneous revenue [Palmer's register]	IB. 73	D	10	After completion of register
112	30	Register of guards Manuscript detailed for safe carriage of Government money.		DS	5	In the form laid down in paragraph 93 (3)
113	31	Register of revenue showing demands of assessment and amount realized by the civil department	1 B 72	D	10	

S. No.	S. No. of essential registers	Name	Form	Where kept	Period	Remarks
114	32	Register of savings	1 B70	D.	5	After the last account has been closed.
115	33	Register of valuation of plant and machinery	As in paragraph 236	DS.	P.	
116	-	Counterfoils (or copies) of credit notes for payment of railway freight.	-	D.S.	5	
117	43	Register of credit notes	-	D.S.	5	
118.	-	Accountant Central's inspection reports of divisional office (copy)	-	D.	5	After orders been passed by Government

119.	-	Test audits notes	-	D.	5	After all objection have been removed
119.A	-	Inspection notes on the accounts of sub divisional offices by divisional accountants.	-	D.	5	After the Accountant General has examined the notes and all objections have been removed.
120.	-	Observations by Executive Engineer on half margin on the monthly accounts of sub divisional offices.	G.B.132	-	2	Or, until inspection by an audit officer, whichever is later.
121.	-	Replies of sub divisional offices to monthly objections by the accountant General (copies)	-	D	2	Ditto, provided that all audit objections have been removed.
122.	-	Hot weather establishment estimate of	-	-	1	
123.	-	Local and acting allowances.	-	-	1	
124.	-	Monthly list of sanctions of estimates	-	-	1	
125.	-	Outlay, Statement of	-	-	1	
126.	-	Revenue report, Annual	-	-	P	Manuscript report to be destroyed after receipt of printed report.
127.	-	Revenue return Half yearly	-	-	3	
128.	-	Stock Reserve limit of	-	-	P	
129.	-	Treasury pass book	F.H.B.77	D	5	
129.A	-	Counterfoils of fishing license	-	D	3	After completion

(b) Personal matters

130.	35	Register of incumbents incharge	Manuscript D.S.P.	-	-	
131.	36	Personal registers –				
		(a) For Deputy I.B. Revenue Officers, Ziladars and Amins	I.B. 102 I.B. 101	D D	10	After leaving the department
		(b) For Upper sub ordinates, Subordinate Engineering Servicemen and lower subordinates				
132.	37	Character roll (for clerks, munshis, draftsman and signalers)	I.B. 4	D	10	Ditto
133.	-	Character record of Patrols	Manuscript	D	10	After leaving the department
134.	-	Service books (for all men in the superior non gazetted service)	F.H.B.13	D	-	For period of preservation see Appendix XVI –
135.	-	Service rolls (for all inferior servants)	F.H.B.14	D	-	Financial Handbook Volume V, Part I Service Books may be maintained in lieu of service rolls.
136.	39	Register of attestation of service books	Manuscript	D	P	
137.	40	Register of qualified candidates for clerks, signalers assistant draftsman, tracers, amins, patrols and petty establishment.	Manuscript	D.S.	5	From date of last entry. The register following information – Name, address, date of birth, educational qualification, date of approval as candidates, by whom approved, date of employment and remarks.
138.	41	Register of men debarred from reemployment.	Manuscripts	D.S.	P	
139.	42	Register of fines levied from establishment	DO	D.	P	
140.	43	Register of casual leave	DO	D.S.	2	From date of last entry

141.	44	Transfer memorandum book	DO	D.S.	P	
142.	-	Applications for employment in superior posts.	-	-	-	Applications from ineligible candidate to be destroyed. Those of successful candidates be kept with personal files. Others for five years.
143.	-	Applications of approved candidates for employment.	-	-	5	-
144.	-	Personal files	-	D	5	After death. Superintending Engineer's orders should be obtained in cases of retirement of dismissal.
145.	-	Promotion roll	-	D	5	Ditto
146.	-	Postings of subordinate	-	D	1	After copies have been placed in the personal files concerned.

(c) Office matters

147.	45	Registers letters received and dispatched	I.B. 48 & 49	D.S.	10	After completion
147.A	45.a	Register of attendance	Provincial 161	D	1	
148	46	Station a dak book	Provincial 51	D.S.	1	
149.	47	Register of files Manuscript	D.S.	P		
150.	48	Register of weeding records	P.W.A. 97	D.S.	P	A separate register should be used for accounts records.
151.	49	Stationery stock book	Form 83	D	3	After completion
152.	50	Stock book of forms	Misc 33R	D.S.	3	After completion
153.	51	Register of weekly weather reports	I.B. 51	D	1	
154.	52	Register of contractors disqualified for re employment	Manuscript	D.S.	P	

155.	53	Register of piece work and contract agreements	Manuscripts	D.S.	10	
156.	54	Register of irrigation	I.B. 55	S.	P.	
157.	55	Catalogue of library	Manuscript	D.S.	2	After the preparation of a new catalogue
158.	56	Standing order book	Manuscript	D.S.	P	
159.	-	Guard books for circulars of Government of India Government of Uttar Pradesh, Accountant General, and Superintending Engineers	-	D.S,	20	
160.	-	Indian Bradshaw and similar books	-	-	D.	Latest edition
161.	-	Post and Telegraph Guide	-	-	D.S.	Latest edition
162.	-	Civil List	-	-	D	Ditto
163.	-	Half yearly classified list and distribution return.	-	-	D	Ditto
164.	-	History of services	-	-	D.	Ditto
165.	-	I.B. Forms, indent for	-	-	D	Ditto
166.	-	Gazette of India	-	-	-	
167.	-	Uttar Pradesh Gazette, parts I	-	-	-	
		I-A, II and V			D	Parts I, I-a and V, to be bound and retained permanently and Part II to be weeded out and sold every three years.
168.	-	Uttar Pradesh Gazette other pats	-	D	2	
169.	-	Holidays, list of	-	-	1	
170.	-	Inspection reports on offices (except that of Accountant General)	-	-	5	After all orders have been complied with.
171.	-	Fasli statements	-	-	1	
172.	-	Irrigation in India, Review of	-	-	2	
173.	-	Invoices	-	-	2	

174.	-	Jail manufactures, list of	-	-		Latest list only to be kept
175.	-	Leave required by officers, Half yearly return of	-	-	1	
176.	-	Mileage of channels. Return of	-	-	1	
177.	-	Memories	-	-	1	After disposal
178.	-	Plantation report	-	-	5	
179.	-	Printed proceedings and collections	-	-	1	Correspondence only to be destroyed and the papers to be bound.
180.	-	Stationery, indents	-	-	1	
181.	-	Stationery, purchases, Local -	-	-	1	
182.	-	Stationery, Indents	-	-	1	
183.	-	Tour list	-	-	-	The superseded. The latest only to be kept.
184.	-	Telegraphic circulars	-	-	-	To be kept in cut files.
185.	-	Telegraph gauge slips	-	-	1	
186.	-	Telegraph, Received and dispatched messages	I.B.	164	1/4	Three months
187.	-	Weather report Weekly (copy)	-	-	1	
188.	-	Weather report, Indian daily	-	-	1	

(d) Works matter

189.	57	Register of plans	General Branch no. 58	D.S.	-	P.A. 1 maps should be registered and in all cases the register number should be endorsed on the plan.
190.	58	Register of land taken up permanently	I.B. 25	D.	P.	
191.	59	Register of land taken up temporarily.	I.B. 25	D.	P.	
192.	60	Register of buildings,	F.H.B. 28	D.	P.	
193.	61	Register of masonry works on Government channels,	L.B.60	D.S.	P	

194.	62	Register of gul culverts	Manuscript	S.	P.	
195.	63	Guard book long section of channels		S.	P.	
196.	64	Register o bench marks	Manuscript	D.S.	P.	
197.	65	Register of permanent outlets	Manuscript	D.S.	P	In the form approved b Superintending Engineer. To be carefully corrected according to duly sanctioned alteration from time to time
198.	66	Register of temporary outlets,	Manuscripts	D.	P.	
199.	67	Register of river and drain discharges	I.B. 255	D.S.	P.	
200.	68	Tables to discharges	Manuscripts	D.S.	P.	
201.	69	Register of observed discharges in canals and distributaries.	I.B. 12	D.S.	P.	
201.A		Discharge note book	I.B. 9eng.) 14	D.	10	
202.	70	Combined register of channels and rainfall gauges and water consumption	Special	D.S.	P.	In a form specially printed for each division. To be written up personally by the executive engineer and the sub-divisional officer.
203.	71	Register of spring levels of wells	I.B. 259	D.S.	P.	
204.	72	Register of rosters of distributaries.	Manuscript	D.S.	P.	Showing time of opening and closing heads of channels as fixed by the divisional officer.
205.	73	Register of osrabandis	As given paragraph 311	D.	P.	
206.	74	Register of estimates submitted for sanction	Manuscript	D.	5	
207.	75	Register of plantation operations.	I.B. 34 & 35	D.S.	3	
208.	76	Register of professional (Engineering papers.)	Manuscript	D.	P.	

209	-	Note books (open canals)	G.P.W.D.	D.	5	To be kept by officers and subordinates and filed in the divisional office when field.
210.		Note books (on construction works, surveyed and projects)	G.P.W. 5	D		These should be examined at the completion of the project and may then be destroyed if they contain nothing important as affecting engineering data or contractor's claim.
211.	77	Register of note books	Manuscript	D.S.	P	
212.		Level books	M.F. 73	D.	P	Note: Level books pertaining to all important projects and surveys should be retained permanently. Level books pertaining to unimportant works should only be retained for three years.
212.A	-	Register of level books	Manuscript	D.S.	P.	
213.	78	Canal closure report register	Do.	S.	10	

(e) Reports and correspondence

214.	-	Breaches in channels	-	D.	2	Important reports to be kept permanently
215.	-	Bench marks G.T. survey Annual reports on	-	D.S.	1	
216.	-	Discharges of rivers, drains, main channels, distributaries.	-	D.S.	1	
217.	-	measurement books loss of -	-	D.	P	
218.	-	Measurement books supply of	-	D.	10	
219.	-	Drains, list of large and important works	-	D	P	

		completed during the calendar year.				
220.	-	Famine Relief works programme of	-	D.	5	
221.	-	Flood reports	-	D.	P	
222.	-	Ganga River at Hardwar, Narora and Yamuna River at Okhla. annual reports on	-	D.	P.	
223.	-	Inspection reports of works	-	D.S.	P.	
224.	-	Land taken up permanently	-	D.	P.	
225.	-	Land relinquished	-	D.	P.	
226.	-	Mathematical instruments list of	-	D.S.	5	
227.	-	Owners and occupiers rates	-	D.	P.	
228.	-	Professional papers	-	-		The papers themselves to be bound and kept in the library
229.	-	Statement of rainfall	-	-	1	Register to be kept permanently
230.	-	Rain gauges inspection of	-	-	1	
231.	-	Transfer of charge	-	-	5	
232.	-	Telegraph Working and up keep	-	-	1	Correspondence regarding installation to be kept permanently.
233.	-	Warm clothing Correspondence	-	-	9	
234.	-	Stores – Correspondence regarding unserviceable stores, and purchase of European stores -	-	-	2	
235.	-	Stores, list of surplus	-	-	3	
236.	-	Stores works Report on determination of water available for proposed	-	D.	P.	
237.	-	Water consumption, statement of	-	-	1	Register to be kept permanently in sub divisions

238.	-	Records of experiments and observations	-	D.	P.	
228.A	-	Farkhatis of contractors	-	D.S.	3	If the farkhati mentions any outstanding claims then for three years after final settlement of such claims.
239.	-	Applications from contractor for work	-	-	2	
240.	-	Correspondence with contractors	-	-	-	As long as required by statute of limitations
241.	-	Examinations Correspondence	-	-	1	
242.	-	Correspondence regarding the details of annual repairs to channels	-	-	2	After repairs are completed
243.	-	Library, Correspondence regarding books etc.	-	-	1	
244.	-	Monthly progress reports	-	-	1	
245.	-	Annual progress report	-	-	2	In the case of large projects to be kept two years from the completion of the project.
246.	-	Maps supply of	-	-	1	
247.	-	forms, correspondence regarding printing of	-	-	1	
248.	-	Casual leave correspondence	-	-	1	
249.	-	Injury to land by percolation from canals	-	D.	1	
250.	-	Permission granted to use canal roads or buildings	-	-	1	
250.A	-	Proceedings of the Divisional Canal Advisory Committee	-	-	D	10
		Minutes			D	5
		other papers				

251.	-	Estimates (including correspondence in connection therewith):	-	-	-	
		(1) Estimates not sanctioned				To be destroyed if not required for further reference.
		(2) Sanctioned estimates for				
		(a) Repairs				As ordered by Superintending
		(b) Repairs to head works)			1	Engineer
		(c) Purchase of tools and plant (including tents and furniture)		D	P	
		(d) Original works under 68-a-capital.				Those of minor importance may be destroyed by Superintending Engineer's orders.
		(e) Original works under other heads		D	P	Ditto
		(f) Correspondence and estimates for ordinary annual repairs			2	
		(g) Reports and estimates for special repairs.				
		(h) Reports and estimates for large cross drainage works.		D	P	
		(i) Correspondence regarding contribution works		D	P	
					5	

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mi;Dr fo'k; ij e> ;g dgu dk fun"k gvk g fd Jh okb0,l0tkxydj] miegky[kkdkj ¼jktdk'k d v/k"kkldh; i=kd Vh0,0Mh0@Vh0,e0&1@218] fnukd 4 Qjojh] 1987 e mfYyf[kr rF;k ij iufopkjkijkr mRrj in"k "kklu u oru n;dk dh egky[kkdkj dk;ky; e lj{k.k dh vof/k dk

6 o'k l ?kVkdj 3 o'k dju dh Lohdfr inku dj nh g fdUr vki }kjk di;k ;g lfuf"pr dj fy;k tk; fd oru n;dk l lcf/kr lHkh okmpjk dh lEijh{kk mud Hkxrku d ckn 3 o'k d vUnj vo"; gh dj yh tk;A

2& ;fn fdUgh ekeyk e xcu gb fdlh /kujkf"k dk irk pyrk g rk ,l okmpjk dk lcf/kr vf/kdkfj;k d vujk/k ij 3 o'k l vf/kd vof/k d fy, Hkh ljf{kr j[kuk vko"; d gkxkA

Hkonh;]

¼lkenRr R;kxh½

fo"k'k lfpo

l[;k ,&1&2054 ¼1½@nl&10¼11½&85] rnfnukd

ifrfyfi fuEufyf[kr dk lpukFk ,o vko"; d dk;okgh gr if'kr %&

¼1½ leLr foHkkxk/;{k@ie[k dk;ky;k/;{k dk bl vujk/k d lkFk fd o di;k viu dk;ky; ,o v/khuLFk dk;ky;k d leLr vkgj.k ,o forj.k vf/kdkfj;k dk ;g fun"k tkjh dju dk d'V dj fd o lEcfU/kr dk'kkxkj e iR;d ekg Lo; mifLFkr gkdj io ekg e vkgfjr /kujkf"k;k d dk'kkxkj vfHky[kk l lR;kiu dj fy;k djA ,lk dju l fdlh Hkxrku vFkok xcu gb /kujkf"k dk irk rjUr py tk;xk vkj ,l okmpjk dk egky[kkdkj dk lfpr djd 3 o'k l vf/kd rd d fy, ljf{kr j[ku d fy, vujk/k dj yuk vko"; d gkxkA

¼2½ lfpoky; d leLr foHkkxA

¼3½ fun"kd] dk'kkxkj] mRrj in"k] y[kuÅ dk mud v)"kkldh; i=kd & 236@16¼34½&68] fnukd 07-0-87 d lnHk eA

¼4½ leLr dk'kkf/kdkjh] mRrj in"k A di;k vkgj.k ,o forj.k vf/kdkfj;k dk lR;kiu gr vfHky[k miyC/k djku dh 0;oLFkk lfuf"pr djA

vkKk l

¼fol tu jke½

l;Dr lfpo

B - VERNACULAR REGISTERS AND PERIODSFOR WHICH VERNACULAR RECORDS ARE TO BE MAINTAINED

D-	Divisional office	S-	Sub divisional office
R-	Deputy Revenue Officers, office	Z-	Ziladars office
O-	Sectional Subordinate	Sig –	Signaller

P – Permanent

S. No.	S. No. of registers	Name	Colour of wrapper	Form to be used	Where kept	period	Remarks
1	2	3	4	5	6	7	8
1.	-	Gauge reports	Blue	2-V	D.R.S. Z.O. Sig	1	
2.	1	Gauge Register	Blue	3-V	D. RSZ. O. Sig	10 5	
3.	-	Dak Chalan	Green	3-V	D.	1	
4.	2	Dak Bahi	Green	5-V	D.R.S.Z.	5	
5.	3	Copy of settlement khasra	Blue	6-V	-		Until next settlement
6.	4	Khasra Shudkar	Blue	7-V	D.Z.	6	
7.	-	Patrols monthly estimate of irrigation	Do	14-V	Z.	1	
8.	-	Monthly estimate of irrigation by patrols	Do	15-V	Z.	1	
9.	-	Monthly estimate by distributaries and minors	Do	16-V	Z.	1	
10.	-	Estimate of irrigation for first fortnight by patrols.		17-V	-	1	
11.	-	Amins weekly abstract of measurements	Do	18-V	-	1	
12	5	Register of weekly abstract of measurements.	Do	19-V	-	5	
13.	-	Amins weekly journal	Do	20-V	-	1	
14	6	Amins weekly journal bound in books of 50 leaves.	Blue	20-V	-	1	
15.	7	Fard uzries in bound books of 50 leaves	Do	21-V	D.Z.	3	
16.	-	Fard uzris, loose forms	Do	21-V	-	3	

17.	-	Abstract of partal before measurements	Do	21-V	-	3	
18.	8	Register of partal before measurements	Do	23-V	D.R.S.Z.	2	
19.	-	Half yearly statement of partal before measurements.	Do	24-V	-	3	
20.	-	Abstract of partal after measurements	Do	25-V	D	3	
21.	9	Register of partal after measurements	Blue	26-V	D.R.S.Z.	3	
22.	-	Half yearly statement of partal after measurements	Do	27-V	-	2	
23.	10	Register of partal by village for 10 years	Do	28-V	Z.	10	
24.	-	Abstract of closing patrols khasra shudkar	Do	29-V	-	2	
25.	11	Half yearly karguzari of Amins register	Yellow	30-V	D.	P.	
26.	12	Half yearly karguzari of patrols register	Do.	31-V	D.	P.	One register may be used
27.	-	Statement of wastage of water and unauthorized irrigation.	Black	32-V	D.Z.	3	
28.	13	Register of wastage of water and punitive rates in bound books of 50 leaves each.	Blue	33-	D.R.Z.	10	
29.	-	Statement of alterations in demand of irrigation dues and register	Do	34-V	D.Z.	3	

30.	14	Register of receipt and issue of khasra shudkar and parcha books	Do	35-V	D.Z.	6	
31.	5	Register of khasra and shajras with patrols and amins.	Do	36-V	D.R.Z.	P	
32.	16	Register of receipt and issue of shajra sheets in books of 40 leaves.	Green	37-V	D.S.	6	
33.	17	Register of amins and patrols beats.	Blue	38-V	D.R.S.Z.	P	
34.	18	Register of khaki and muafi lists	Blue	39-V	D.Z.		Till next settlement
35.	19	Register of mohlwar list	Do	40-V	D.Z.		Ditto
36.	20	Register of irrigation by villages and classes bound in books of 100 leaves.	Do	40-V	Z	10	
37.	21	Register of irrigation by villages, crops and channels in bound books of 100 leaves.	Do	42-V	Z.	10	
38.	-	Statement of irrigation and distributaries.	Do	43-v	S.	1	
39.	-	Statement of area irrigated by soils	Do	44-V	S.	1	
40.	-	Letters to tahsildars for attendance of patwaris.	Do	45-V	Z.	1	
41.	-	Report of breaches	Green	46-V	-	3	
42.	22	Register of breaches	Do	-	D.S.	5	
43.	23	Note book of permanent outlets	Red	47-v	D.R.S.Z.	P.	

44.	24	Register of temporary outlets having 20 leaves	Blue	48-V	S.Z.	P.	
45.	25	Register of irrigation by outlets and villages	Do	49-V	Z.	10	
46.	26	Kulaba bahi of patrols kharva bound after completion	Do	50-V	-	5	To be kept by patrols and then sent to the Ziladars for destruction
47.	27	Register of outlets closed for repairs in book s50 leaves.	Do	51-V	D.S.Z.	10	
48.	-	Notice of alteration in outlet	Blue	52-V	D.	3	
49.	-	Notice of tatil of outlets	Do	53-V	D.	1	
50.	-	Notice of closure of outlets	Do	54-V	D.	3	
51.	-	Notice for building a culvert on a water course	Red	55-V	D.	3	
52.	-	Agreement for temporary outlets	Do	56-V	D.	3	
53.	-	List of fields in the command of an outlet for osrabandi	Blue	57-V	D.	P.	
54.	-	Abstract of area by asamis for osrabandi	Do	58-V	D.	P.	
55.	-	Osrabandi by parties showing time	Do.	59-V	D.	P.	Or until revised
56.	28	Register of osrabandi sanctioned	Do	60-V	D.R.Z.	P.	
56.A	28A	Register of application for osrabandi	Blue	10-V	D.	P.	
56B	28B	Register of osrabandi rejected	Do	102-V	D.	P.	

57.	-	hearing of reports on complaints against khasra measurements	Do	61-v	D	3	
58.	29	Register of complaints against khasra measurements for divisional offices.	Do	62-V	D.R.S.	3	
59.	30	Register of complaints against khasra measurement for subordinate offices.	Do.	63-V	Z.	3	
60.	-	Copy of final orders on istagasas	Do.	65-V	D.	3	
61.	31	Ziladars cash book in bound books of 50 leaves.	Do	68-V		P	To be recorded in divisional office
62	32	Dakhila bahi	Blue	69-V	D.	5	
63.	33	Register of receipts and balances (wasul baqi asamiwar)	Do	70-V	D.S.Z.	3	
64.	-	Monthly account of miscellaneous revenue by warrants and classes	Do.	71-V	D.S.Z.	1	
65.	-	Fortnightly mil statement	Do.	72-V	S.	5	
66.	-	Memorandum by warrants and classes of miscellaneous revenue	Do	73-V	D.S.Z.	1	
67.	-	Memorandum by warrants and asamis of direct realizations, made by the sub divisional office or head office.	Do	74-V	Z.	-	

68.	34	Register of sale of grass and fruits, lease of land and mill rent.	Do	75-V	D.Z.	10	
69.	-	Agreements and applications for sale of grass	Blue	76-a	D.	5	
70.	35	Register of records weeded out	Green	78-V	D.R.S.Z.	P	
71.	36	Register of candidates	Yellow	79-V	D.R.S.Z.	3	
72.	-	Lease of land patta	Green	80-V	D.	3	After expiry of lease. To be sued for small leases only For others I.B. no, 115 should be used.
73.	-	Lease of land agreement (qalbuliat)	Do	81-V	D	3	
74.	-	Monthly return of receipt and issues of fuel, timber, etc	Blue	82-V	S.	5	
75	37	Register of timber logs,	Blue	82-V	O.	5	
76.	38	Register of annual count of standing trees	Do	84-V	S.O.	5	
77.	-	Estimate of standing trees	Do.	85-V	-	5	
78.	39	Register of receipts and issues of fuel and charcoal to inspection houses.	Do.	86-V	S.	5	
79.	40	Register of transactions of fuel, timber, charcoal and bamboos.	Do.	87-V	S.	5	
80.	-	Salary bills	Yellow	88-V	D.R.S.Z.	2	
81.	41	Account of service stamps	Green	89-V	D.R.S.Z.	3	
82.	-	Half yearly statement of tools	Red	90-V	S.	5	

		and plant and furniture account.					
83.	-	Daily report of ziladars	Blue	91-V	-	1	
84.	-	Monthly return of orders not returned	Green	92-V	-	1	
85.	42	Roznamcha	Do	93-V	D.R.S.	5	
86.	-	Copy of orders received	Do	94-V	O.Z.	5	
87.	-	Copy of reports submitted	Do	95-V	O.Z.	5	
88.	43	Register of hukumnamas and letters	Do.	96-V	O.Z.	5	
89.	44	Register of permanent filed in record room.	Do	100-V	B.	P.	
89.A	44-A	Register of temporary files in record room	do	10-V	D.	-	To be destroyed ten years after the files entered there in have been weeded out.
		Bilingual Forms English And Hindi					
90.	-	Monthly return of eases decided and statement of wastage and punitive rates.	Black	2-B	D.	3	
91.	-	Statement of dispatch jamabandis parganas	Blue	4-B	-	3	
92.	-	Statement of irrigation by crops and districts.	Blue	5-B	D.Z.	10	
93.	-	Statement of irrigation by distributaries, giving numbers of outlet's mileage, etc.	Do.	6-B	D.Z.	3	

94.	-	Statement of outturn of crops by district	Do	7-B	D.	3	
95.	45	Register of areas on which remissions are granted under irrigation manual of orders, paragraph 316(8)	Do	8-B	D.Z.	5	
96.	-	Warrant of collection of miscellaneous revenue	Blue	9-B	D.	3	
97.	-	Inspection notes on Ziladar's office	Green	11-B	D.	-	Last report to be kept
98.	-	Half yearly statement of partal pukhta or check measurement after preparation of jamabandis	Blue	12-B	D.	1	
99.	-	Half yearly statement of partal kham or check measurement before preparation of jamabandis	Do	13-B	D	1	
100	-	Statement of areas not matured	Do	14-B	D.	5	
101.	-	Statement of services for first appointment	Yellow 15-B	D.	P.	-	
102.	-	Statement, showing punitive rate levied.	Black	16-B	D.	-	
103.	-	Statement showing number of complaints in each class.	Blue	17-B	-	3	
104.	-	Return of complaints against	Do.	19-B	-	3	

		khasra entries pending					
105.	-	Statement showing details of dismissed complaints against khasra measurements	Do	20-B	-	3	
106.	-	Monthly Statement of irrigation	Blue	21-B	D.R.	1	
107.	-	Half yearly return of revenue from miscellaneous sources.	Do	23-B	-	3	
108.	-	Half yearly return of revenue from all sources	Do	24-B	-	5	
109.	-	Statement showing area of crops damaged and remissions granted under paragraph 316 (8), Irrigation Manual of orders.	Blue	25-B	-	3	
110.	-	Indent for vernacular and bilingual forms	Green	26-B	-		
		Manuscript Vernacular Records					
111.	-	Acquisition of land	Red.	-	-	P	
112.	-	Standing orders	Do.	-	-	P.	
113.	-	Circular orders	Blue	-	-	P	
114.	-	Appointments, disallowances, promotions, reversions and punishments.	Yellow	-	-	5	After pension is sanctioned, death or dismissal or retirement.
115.	-	Weather report	Blue	-	-	1	
116.	-	Indent for water	Do	-	-	1	
117.	-	Application for appointment.	Yellow	-	-	1	
118.	-	Casual leave	Yellow	-	D.	1	
119.	-	Application for leave not sanctioned	Do	-	D.	1	

120.	-	Telegrams	Green		-	1	
121.	-	Programmes of officers.	Do.	-	-	1	
122.	-	Filing tanks (correspondence only)	Do.	-	-	1	
123.	-	Transfer and leave	Yellow	-	D.	1	
124.	-	Receipts form cattle pound	Green	-	D.	2	
125.	-	Miscellaneous correspondence with other divisions	Do.	-	D.	2	
126.	-	Miscellaneous correspondence with sub divisional officers	Do	-	-	2	
127.	46	Register of account of forms	Do.	-	D.S.Z.	2	After completion of register
128.	47	Register of leases of land	Green	-	D.Z.	P.	
129.	-	Estimate and supply of shajras	Blue	-	-	3	
130.	-	Plantations (correspondence)	Red.	-	-	3	
131.	-	Miscellaneous works (correspondence)	Do	-	-	3	
132.	-	Contact for water	Blue	-	D.	3	
133.	-	Compensation for crops damaged by breaches (correspondence)	Do	-	D.	3	
134.	-	Complaints against measurements (correspondence)	Do	-	D.	3	
135.	48	Register of tatils	-	-	D.S.	3	
136.	-	Countered of works	Red.	-	D.S.	5	
137.	-	Receipts	Red.	-	-	5	
138.	-	Acquisition of land for temporary purposes (correspondence)	DO	-	D.	5	

139.	-	Redistribution of outlets (correspondence)	Blue	-	-	5
140.	49	Register of filling tanks	Green	-	D.S.	5
141.	50	Register of land	Red	-	D.R.S.Z.	P.
142.	-	Receipts of forms	Green	-	D.Z.	1
143.	-	Construction of works on water courses (correspondence)	Red.	-	-	3
144.	-	Miscellaneous irrigations and revenue correspondence	Blue	-	-	3
145.	-	Correspondence regarding estimates for supply of khasra and shajras.	Red.	-	-	2
146.	-	Disputes between cultivators (correspondence)	Blue	-	D.	3
147.	-	Miscellaneous revenue correspondence	Do.	-	-	3
148.	-	Pay and traveling allowance (correspondence)	Yellow	-	-	3
149.	-	Ordinary files (correspondence)	Do.	-	-	3
150.	-	Miscellaneous and contingent (establishment maters correspondence)	Do	-	-	3
151.	-	Miscellaneous correspondence (judicial matters)	Black	-	-	3
152.	-	miscellaneous correspondence with revenue officers	Green	-	-	3
153.	-	Miscellaneous correspondence	Do	-	-	3

		(miscellaneous matters)				
154.	-	Inspection notes on vernacular offices	Do.	-	D.	3
155.	51	Register of applications for the sale of items creditable to miscellaneous revenue.	Blue	-	Z.	3

APPENDIX IV

[Referred to in paragraph 147-(3)]

Rules for the qualifying examination of subordinates for promotion to the Uttar Pradesh Service of Engineers

mRrj in"k ljdkj

fl pkb vuHkkx & 2

l[;k 1444@lh&2@23@80] y[kuÅ] fnukd 24 eb 1980

dk;ky; Kki

voj vfHk;Urk l lgk;d vfHk;Urk in ij ikUufr d fy; ik=rk gr fuEukfdr vgrk, vko";d jgh g k&

1- vH;Fkh voj vfHk;Urk in ij LFkkb gkA

2- vH;Fkh ,0,e0vkb0b0@ch0b0 vFkok "kklu }kjk fu/kkfjr ijh{kk mRrh.k gkA

3- vH;Fkh voj vfHk;Urk in ij 10 lky dh lok dk vuHkok j[krk gkA

2- ykd lok vk;kx l fopkj dju d mijkUr fnukd 02-02-77 dk "kklu dk ikUufr d mijkDr Qkey dk l"kkf/kr dju dk fu.k; fy;kA l"kkf/kr Qkeyk fuEukfdr fcUnvk ij vk/kkfjr gkxkA

1- ikUufr d fy; vkjf{kr 25 ifr"kr fjfDr;k e vk/kh fjfDr;k ,0,e0vkb0b0@ch0b0 ijh{kk mRrh.k vH;fFk;k e l Hkjh tk;xh vkj "k'k vk/kh fjfDr;k mu voj vfHk;Urkvk l Hkj yh tk;xh] tk ,0,e0vkb0b0@ch0b0 vFkok vgrk ijh{kk mRrh.k gkA

2- ,l voj vfHk;Urk tk ,0,e0vkb0b0@ch0b0 mRrh.k dj fy; gk mud fy; doy LFkkb gkuk vko";d gA voj vfHk;Urkvk e tk ,0,e0vkb0b0@ch0b0 mRrh.k u g;

gk] ik=rk {k= e ogh j[k tk;x tk in ij LFkk;h gk rFkk 7 o'k dh lok ijh dj pd gkA

3- mi;Dr ikfo/kku 01-03-77 l iHkkoh eku tk;xA

3- ikUufr d fy; dkV dk iu% iujh{kr dju ij fopkj fd;k x;k vkj lefpr fopkjkijkur "kklukn"k l[;k 10335@23&4&94 ,u0th0@72] fnukd 07-12-79 }kjk ;g fu.k; ?kkf'kr fd;k x;k fd lgk;d vfHk;Urk in ij miyC/k fjDr;k dh 25 ifr"kr Hkkx ukuxt,V voj vfHk;Urkvk dk ikUufr }kjk Hkjk tk;xk rFkk 5 ifr"kr fjfDr;k ,0,e0vkb0b0@ch0b0 mRrh.k vH;Fkh l Hkjk tk;xkA ;fn ,0,e0vkb0b0@ch0b0 vH;Fkh i;kIr l[;k e miyC/k u gk rk mud ifrHkkx dh fjfDr;k uku xt,V voj vfHk;Urkvk l Hkjh tk;xhA ;g ikfo/kku o'k 1979&80 rFkk mld vxlj o'kk dh fjfDr;k ij iHkkoh gkx

4- lok fu;ekoyh e mDrkulkj 0;oLFkk dh tk;xhA

5 vkj{k.k d lEcU/k e le;≤ ij fuxr "kklukn"k dk ikyu fd;k tk;xk rFkk rnFk p;u dk vk/kkj vul;Dr dk NkMr g, T;'Bk gkxkA

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mi lfpo

mRrj in"k ljdkj

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l[;k 345@nk&88@23&fl0&2&26&85

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lfo/kku d vuPNn 309 d ijUrd }kjk inRr "kfDr dk i;kx djd jkT;iky ;ukbVM ikfolt lfol vkQ bthfu;l Dykl&V bjhx"ku ckp :Yl] 1936 e l"kk/ku dju d fy, fuEufyf[kr fu;ekoyh cukr g %&

mRrj in"k lfol vkQ bthfu;l Dykl&V bjhx"ku ckp ¼l"kk/ku½ fu;ekoyh] 1988

lf{kIr uke vkj ikjEHk

1& ¼1½ ;g fu;ekoyh mRrj in"k lfol vkQ bthfu;l Dykl&V bjhx"ku ckp ¼l"kk/ku½ fu;ekoyh] 1988 dgh tk;xhA

¼2½ ;g rjUr ioRr gkxhA

fu;e&5 dk l"kk/ku &

2& vf/klpuk l[;k 7017&vkb0b0 fnukd 21 eb] 1936 d lkFk idkf"kr lfol vkQ bthfu;l Dykl&V bjhx"ku ckp :Yl 1936 e] ¼ftl vkx mDr fu;ekoyh dgk x;k g½ e] fu;e&5 d LFkku ij fuEufyf[kr fu;e j[k fn;k tk;xk] vFkkr &

Hkrh dk lk= &

5 & lok e Hkrh ljdkj }kjk fuEu idkj l dh tk;xh &

¼1½ ,l bthfu;j Nk=k e l ftUgku Fkkelu flfoy bthfu;fjx dkyt] :Mdh l ijh{kk mRrh.k dh gk] vkj ftUgku mRrj in"k ykd lok vk;kx l ijke"k dju d i"pkr bthfu;j Nk= d :i e if"k{k.k ikB;Øe ijk dj fy;k gk] lh/kh Hkrh] }kjk]

¼2½ foKkfir dju d i"pkr vkj mRrj in"k ykd lok vk;kx l ijke"k dju d i"pkr lh/kh Hkrh }kjk (

¼3½ mRrj in"k ykd lok vk;kx l ijke"k dju d i"pkr mRrj in'k lkotfud fuek.k foHkkx] flpkb "kk[kk dh vLFkkb lok e vf/kdkfj;k dh fu;fDr }kjk]

¼4½ mRrj in"k ykd lok vk;kx d ek/;e l flpkb foHkkx d ,l LFkk;h voj vfHk;Urkvk vkj LFkkb lx.kdk ¼dEl;Vj½ e l ;kX;rk d vk/kkj ij inkufr }kjk &

¼d½ tk fdlh ekU;rk ikIr lLFkk l bthfu;jh e Lukrd ;k bthfu;jh e mud led{k mikf/k j[kr gk ;k bLVhV;V vkQ bthfu;l d ,lfl,V eEcj gk] ;k]

¼[k½ tk fMlykek /kkjd gk] vkj ftUgku flpkb foHkkx e voj vfHk;Urk ;k lx.kd ¼dEl;Vj½ d :i e de l de 7 o'k dh lok dh gkA

fu;e & 6 dk l"kk/ku &

3- mDr fu;ekoyh d fu;e 6 d LFkku ij fuEufyf[kr fu;e j[k fn;k tk;xk] vFkkr &

6&¼1½ Hkrh bl idkj dh tk;xh fd lox e 33 1@8 ifr"kr in voj vfHk;Urkvk vkj lx.kdk e l inkUur 0;fDr;k }kjk /kr fd; tk; vkj inkUufr 0;fDr;k d bl dkVk e l&

¼d½ 25 ifr"kr in fu;e & 5 ¼pkj½ ¼[k½ e mfYyf[kr voj vfHk;Urkvk vkj lx.kdk e l Hkj tk;x] vkj

¼[k½ 8&1@3 ifr"kr in fu;e 5 ¼pkj½ ¼[k½ e mfYyf[kr voj vfHk;Urkvk vkj lx.kdk e l Hkj tk;x] vkj

ijUr ;fn fu;e 5 ¼pkj½ ¼d½ ;k 5 ¼pkj½ ¼[k½ e mfyyf[kr fdlh Hhk lkr l 0;fDr viuh dkVk d in ij fu;fDr d fy, miyC/k u gk rk ,l in dk Hkh bu lkrk d vU; lkr l Hkjk tk ldrk g

½2½ voj vfHk;Urk vkj lx.kdk e l Hkj tku oyk ink dk foHkktu mud lEcfU/kr lox dh lnL; l[;k d vuikr e fd;k tk;xk A

fu;e & 9 dk l"kk/ku

¼,d½ dk'Bd vkj vd ¼1½ vkj ¼nk½ mifu;e ½2½] fudky fn; tk;x vkj fnukd 2 Qjojh] 1977 l fudky x,] le> tk;xA

vkKk]

,0d0nk l

lfpo

APPENDIX V

[Referred to in paragraph 245 (4)]

Method of calculating the protective valve of an irrigated acre and the permissible Capital Outlay per acre.

Extract from the report of the Indian Irrigation Commission of

1901-1905 Part I

106. The best scale which we can suggest is that afforded by the direct protective value of the irrigated acre. It may be estimated, as we have shown, for any particular tract, by considering in the light of past experience, the probable cost of famine relief in the future, the population, the area usually cropped the area which may be regarded as protected, and the minimum area that should be protected in order to tide over a period of severe draught. The calculation which appears to us most suitable may be expressed symbolically be the formula –

$$x = \frac{F}{Pn-a}$$

Where x = the direct protective value of an irrigated acre, or the capitalized value, at 25 years' purchase, of the saving in average annual cost of famine which will be affected by every acre brought under Irrigation.

F = Estimated total cost of famine in given tract for a period of 25 years or quarter of a century.

P = Population of the tract, with necessary addition for prospective increase.

n= Area in acres which should be protected by irrigation for each head of the population.

a = Area in acres already protected.

The coefficient n will vary in ach tract, but for insecure tracts it will probably never be less than 0.3 or more than 0.5. Other things being equal, the value of n should diminish as the area normally cropped per head of population increase; but the character of the cultivation, nature of staple crops, and other points affecting the question, require consideration and when possible the conditions in villages which are adequately protected within the same tract should be considered. The value of x (Rs. 57) which we have proposed for Sholapur may probably be regarded as nearly a maximum for a whole district as there are few districts which have suffered so much from famine. If, therefore, the value could be worked out for al [districts (although a smaller unit, such as the taluka, would be preferable), we should expect to find it varying from a maximum of Rs. 60 in the Deccan to nil in those districts which may now be regarded as secure.]

107. Permissible capital outlay per acre – As we have before stated, we do not desire to propose that the unproductive share of the capital cost of bringing an acre under irrigation should be limited to the value of x, although it should probably be limited with reference to this value, for the direct protective value of an irrigated acre will be a very fair measure of its total, or direct and indirect, protective value, or, in other words, the recorded famine expenditure is a fair measure of the intensity and severity of the famine. Let it be assumed, for the sake of sample, that this total protective value or x, that is to say, that we may contemplate an unproductive capital expenditure of 3x rupees per acre, in consideration, not only of the reduction which will be effected in the future direct cost of famine, but also of the indirect profits which will accrue to the State under the heads (a) and (b) referred to in paragraph 93, of a reduction in the unreported or indirect cost of famine, and above all, the protection to be afforded to the community from all the evils of famine. Then, if it be assumed as before, that every acre of average annual irrigation will yield a net revenue of Rs. 2.8, a capital expenditure of Rs. 21 per acre might be contemplated on new irrigation works for the Sholapur.

(20 x 2.5) + (3 x 57) – 221

District ; or generally, if –

C = Permissible capital cost per acre.

x = Direct protective value of an irrigated acre.

r = Anticipated net revenue per acre of average annual irrigation.

m= A multiplier, representing the ratio of the total protective value of an irrigated acre to its direct protective value.

Then C = 20r + mx,

dk;ky; ie[k vfHk;urk ¼ioh ugj ,o okn vu0½

flpkbZ foHkkx] mRrj in"k

i=kd & 6522@i0u0 ,o0 ikoj] fnukd y[kuÅ] tuojh 11] 1988

fo'k; % foRrh; vf/kdkjk dk ifrfu/kk;u A

dk;ky; Kki

e[; vfHk;Urk flpkb foHkkx d dk;ky; Kki l[;k & 201@fuek.k@fel&48 1972 tujy] fnukd 24-01-76 d vkf"kd l"kk/ku e "kklukn"k l[;k ,&2&3148@nl&35&,lh 1972@lkekU; ^9* fnukd 1-12-72 }kjk foRrh; vf/kdkjk d ifrfu/kk;u d vulkj vf/kdkfj;k dk fn; vf/kdkjk d lnHk e flpkb foHkkx d v/kh{k.k vfHk;Urk rFkk vf/k"kklh vfHk;Urkvk dk ugjk o ukyh d yEcfNUud Lohdfr dju rFkk iDd dk;k dk vueknu inku dju gr ,rn}kjk fuEu vf/kdkj fn; tkr gA

v/kh{k.k vfHk;Urk

"kh'k ij 500 D;ld fuLlj.k ¼fMLpkt½ {kerk dk ugjk rFkk dN vkmVQky ij bruh gk {kerk d ukyk dk ey fuek.k dk;k l lEcfU/kr yEcfNUud vueknu djukA

2& 1000 D;ld fuLlj.k {kerk rd oky ty ekxk d iDd dk;k dk vueknu A

MkW vkj0 ,l0 of.k;

ie[k vfHk;Urk] flpkb foHkkx

APPENDIX VI

[Referred to in paragraph 324 (19)]

A. Rates at which charges for irrigation from the various irrigation works of Uttar Pradesh Government are to be realized.

The rates as shown in the schedules appended below should be realized on account of charges for irrigation from the various irrigation works of Uttar Pradesh Government.

Note – *These rates came inta force with effect from July 1, 1983, i.e. beginning of Kharif, 1983.*

mRrj in"k ljdkj

flpkbZ ¼6½ vuHkkx

l[;k 2273 ,Q@83&21 fl0 & 6@4 jV@83

y[kuÅ fnukd 30 tu 1983

vf/klpuk

lk/kkj.k [k.M vf/kfu;e] 1897 ¼vf/kfu;e l[;k 10 lu 1897½ dh /kkjk 21 d lkFk ifBr mRrj in"k e viuh iofRr d lEcU/k e ;Fkk l"kkf/kr mRrjh Hkkjr Hkkjr ugj vkj ty fudkl vf/kfu;e] 1873

¼vf/kfu;e l[;k 8 lu 1873½ dh /kkjk 75 d v/khu “kfDr dk i;kx djd] jkT;iky fuEufyf[kr fu;ekoyh cukr g %&

mRrj in”k flpkb ifj0;; ¼jktdh; uyi½ fu;ekoyh] 1983

lf{kIr uke ¼,d½ ;g fu;ekoyh mRrj in”k flpkb ifj0;; ¼jktdh; ikjEHk vkj uydi½ fu;ekoyh] 183 dh tk;xh] ykx gkukA

¼nk½ ;g 1 tykb 1983 dk ior gkxhA

¼rhu½ ;g ,l leLr ifj0;;k ¼ftld vUrxr [kjhQ 1391 Qlyh o’k d fy; Hkh ifj0;; g½ d lEcU/k e] tk bl fu;ekoyh d ikjEHk d fnukd d i”pkr oly fd; tk ldx] ykx gkxhA

flpkb ifj0;; dh nj 2& jktdh; uydik l lEHkkfjr ty d fy; flpkb ifj0;; &

¼d½ 16 viy l 15 vDVcj rd dh vof/k e iR;d 45460 yhVj ¼10000 xyu½ ty d fy; vkj

¼[k½ 16 vDVcj l 15 viy rd dh vof/k e iR;d 22730 yhVj ¼5000 xyu½ ty d fy;] 120 :i; gkxkA

fo[k.Mu vkj viokn & 3 & mrj in”k flpkb ifj0;; ¼jktdh; uydi½ fu;ekoyh 1981 dh rn/khu vftr] inHkr] mixr fdlh vf/kdkj] fo”k’kkf/kdkj] c/;rk] nkf;Ro ;k dh xb dk;okgh dh fof/k ekU;rk ij ifrdy iHkko Mky fcuk ,rn}kjk fo[kf.Mr fd;k tkrk g

(Canal Irrigation Rates)

l[;k 2273 ¼3½ ,Q@83&23 fl0&6@4 jV@83

y[kuÅ fnukd 30 tu] 1983

lk/kkj.k [k.M vf/kfu;e 1897 vf/kfu;e l[;k 10 1897½ dh /kkjk 21 d lkFk ifBr mRrj in”k e viuh iofRr d lEcU/k e ;Fkk l”kkf/kr mRrjh Hkkjr ugj vkj ty fodkl vf/kfu;e] 1873 vf/kfu;e l[;k 8 lu 1873½ dh /kkjk 75 d v/khu “kfDr dk i;kx djd jkT;iky fuEufyf[kr fu;ekoyh cukr g %&

mRrj in”k flpkb ifj0;; ¼jktdh; ugj i.kkyh½ fu;ekoyh] 1983

lf{kIr uke ikjEHk vkj ykx gkuk &

¼1½ ;g fu;ekoyh mRrj in”k flpkb ifj0;; ¼jktdh; ugj i.kkyh½ fu;ekoyh] 1983 dgh tk;xhA

¼2½ ;g 1 tykb 1983 dk ioRr gkxhA

¼3½ ;g ,l lHkh ifj0;;k ¼ftl vUrxr [kjhQ 1391 Qlyh o’k d fy; Hkh ifj0;; g½ d lEcU/k e tk bl fu;ekoyh d ikjEHk d fnukd d i”pkr oly fd; tk ldx] ykx gkxhA

flpkb ifj0;; dh nj 2& bl fu;ekoyh dh vulph] ,d] nk] rhu vkj pkj e iR;d d LrEHk&2 e vfdr Qlyk d lEcU/k e vulph dh LrEHk 1 e mfYyf[kr mRrj in"k e jktdh; ugj i.kkyh ¼jktdh; uydi dk NkMdj½ d fy; flpkb ifj0;; dh nj ogh gkxh tk ml Qly d lkeu vulph d LrEHk 3 ;k 4 e rkM flpkb ;k Mky flpkb d fy; mfYyf[kr gA

fo[k.Mu vkj viokj 3 & mRrj in"k flpkb ifj0;; ¼jktdh; ugj i.kkyh½ fu;ekoyh] 1981 dk rn/khu vftr] iknHkr] mier fdlh vf/kdkj] fo"k'kkf/kdkj] c/;rk] nkf;Ro ;k dh x;h dk;okgh dh fof/k ekU;rk ij iHkko Mky fcuk] ,rn}kjk fo[kf.Mr fd; tkrk g

vulph & ,d

¼fu;e 2 nf[k;½

fVli.kh & LrEHk 2 e mfYyf[kr Qlyk d fy; mud lkeu LrEHk 3 ;k 4 e nh x;h nj LrEHk 1 e lphc) iR;d ugj ij ykx gkxhA

Ø0l0	Ugj i.kkyh	Qly	¼:i; ifr ,dM½	
			rkM flpkb	Mky flpkb
1-	Åijh xxk ugj	1 & xUuk	96.00	48.00
2-	fupyh xxk ugj	2 & /kkn	58.00	29.00
3-	ioh ;euk ugj	3 & rjdkfj;k] ckx ¼ifrQly½ fl?kkMk] ikLrk	58.00	29.00
4-	vkxjk ugj	4& vky	72.00	36.00
5-	"kkjnk ugj	5& rEckd	62.00	31.00
6-	x.Md ugj	6& xg tk vkj xg ;k tk l fefJr Qly	58.00	29.00
7-	¼1½ l ¼6½ rd	7 & dikl	23.00	11.50
8-	ugj i.kkfy;k e	8& pkj dh Qly	20.00	10.00
	ty of) dju	9 & gjh [kkn	14.00	7.00
	okyh iEi ugj	10 & jch dh vU; Qly	43.00	21.50
		10 [kjhQ dh vU; Qly	35.00	17.50

vulph & nk

¼fu;e 2 nf[k;½

fVli.kh & LrEHk 2 e mfYyf[kr Qlyk d fy; mud lkeu LrEHk 3 ;k 4 e nh x;h nj LrEHk 1 e lphc) iR;d ugj ij ykx gkxhA

Ø0l0	Ugj i.kkyh	Qly	¼:i; ifr ,dM½	
			rkM flpkb	Mky flpkb
1-	nu ugj	1& xUuk	96.00	48.00
2-	jke xxk ugj	2& /kku ¼nu ugjk ij ckMdkLV /kku dk NkMdj½	35.0	17.59
3-	vQtyx< ugj	3& rjdkfj;k] ckx ¼ifr Qly fl?kkMk] ikLrk	35.00	17.50
4-	Refj;k ugj	4& vky	72.00	36.00
5-	lhyh ugj ¼yfyrij½	5& nu ugjk ij ck.MdkLV /kku	23.00	11.50
6-	crck ugj	6& rEckd	43.00	21.50
7-	ckYehdh ugj ¼vkgu ck/k½	7& nu ugjk ij pk;] Qykn;ku vkj ckx	43.00	21.50
8-	du ugj ¼doy /kku½	8& xg tk vkj xg ;k tk l fefJr Qly	35.00	17.50
9-	xjlgk; ugj	9& dikl	12.00	6.00
10-	Hkk.Mj ugj	10& pkj dh Qly	8.00	4.00
11-	tkeuh ugj ¼tkeuh ck/k½ yfyrij	11& gjh [kkn	6.00	3.00
12-	ckuxxk ugj	12&jch dh vU; Qly	23.00	11.50
13-	?kk?kjk ugj	13& [kjhQ dh vU; Qly	20.00	10.00
14-	jkfguh ugj			
15-	MkUMk ugj			
16-	Cyu ugj			
17-	xyfj;k ugj			
18-	vulph&,d e tyof) dju okyh ugj i.kkfy;k dk NkMdj leLr iEi ugj			
19-	Hkxokuij ljkoj ¼xkMk½			
20-	dYyokyk c/kh ¼fctukj½			
21-	tekyijrky ¼yfyrij½			
22-	Cpj rky ¼yfyrij½			

vuloh & rhu

¼fu;e 2 nf[k;½

fVli.kh & LrEHk 2 e mfYyf[kr Qlyk d fy; mud lkeu LrEHk 3 ;k 4 e nh x;h nj LrEHk 1 e lphc) iR;d ugj ij ykx gkxhA

Ø0l0	Ugj i.kkyh	Qly	¼:i; ifr ,dM½	
			rkM flpkb	Mky flpkb
1-	fctukj ugj	1& xUuk	48.00	24.00
2-	jkeij ugj ¼doy dklh cgYyk ?kxk vkj xkxu ugj½	2&/kku	26.00	13.90
3-	vulph pkj e mfYyf[kr ugjk dk NkMdj :gy[kM ugj	3&rjdkfj;k ckx] ¼ifr Qly½ fl?kkMk ikLrk	26.00	13.00
4-	yfyrij ugj ¼yfyrij½	4& vky	48.00	24.00
5-	/klku ugj	5&rEckd	23.00	11.50
6-	igt vkj x<uÅ ugj	6&xg tk vkj xg ;k tk l fefJr Qly	26.00	13.00
7-	cjckj ugj	7& dikl	8.00	4.00
8-	vtu ugj	8& pkj dh Qly	6.00	3.00
9-	ccjb ugj	9& gjh [kkn	6.00	3.00
10-	jkuhij ugj ¼lijkj ck/k½	10& jch dh vU; Qly	14.00	7.00
11-	du ugj ¼/kku dk NkMdj½	11& [kjhQ dh vU; Qly	14.00	7.00
12-	dvkykjh ugj			
13-	cjck ugj			
14-	dey[kMk vkj fi.Mkjh ugj ¼pUnkoy ck/k½			
15-	/kkjh ugj			
16-	xjb vkj fxjxh ugj			

17- deuk"kk vkj ?kk?kj ugj

18- fudk;k ugj

19- iFkjok ugj

20- cxxkxh ugj

21- [kljk rky ugj

22- fl;kojh ugj

23- vulph&,d nk rhu vkj pkj e fof"k'V :i l mfYyf[kr ugjk dk NkMdj leLr vU; ugj ftUg ufn;k] tyk"k;k] rkyk vkj >hyk l ikuh feyrk gA

24- fgek;k c/kh ¼okjk.kl hh½

25- Hkdk c/kh ¼okjk.kl hh½

26- e>xok tyk"k; ¼gehjij½

27- txuj c/kh ¼vkxjk½

28 chMj tyk"k; fetkij

29 nekgu tyk"k; fetkij

30 Jkt[kkj tyk"k; fetkij

31 cjok Vkyk tyk"k; fetkij

32 fiijkMhg tyk"k; fetkij

33 [krkyh tyk"k; fetkij

34 enok tyk"k; fetkij

35 lejh tyk"k; fetkij

36 dkVk tyk"k; fetkij

37 Qyoj tyk"k; fetkij

38 cMokMhg tyk"k; fetkij

39 l[kjh n/kh tyk"k; fetkij

40 /kjrh Mkyok tyk"k; fetkij

flpkb foHkkx }kjk fy; x; tehnkjh fuek.k dk;

41	lkxj tyk"k; mQ f"koifr lkxj	cLrh
42	fllok tyk"k;	cLrh
43	crck tyk"k;	cLrh
44	exkyh tyk"k;	cLrh
45	i[kjk ukyk i.kkyh	cLrh
46	ck>k tyk"k;	cLrh
47	dkl h >hy tyk"k; mQ ekrh lkxj tyk"k;	cLrh
48	Ekyh tyk"k;	cLrh
49	Ekl h tyk"k;	cLrh
50	lejk tyk"k;	cLrh
51	HkjkFkh tyk"k;	cLrh
52	dkgjxMMh tyk"k;	xk.Mk
53	clgok tyk"k;	xk.Mk
54	xu"kij tyk"k;	xk.Mk
55	ekrhij tyk"k;	cgjkbp
56	Jhuxj ryk ugj i.kkyh	xkj[kij
57	lugok rky	>kl h
58	eykuh yf/k;kl rky	yfyrij
59	ckjrky	yfyrij
60	/kkokrky	yfyrij
61	xUMkjkij rky	yfyrij
62	vtu f[kfj;k rky	yfyrij
63	lik/kj rky	yfyrij
64	igyxko rky	>kl h
65	fi;koh rky	>kl h
66	lkj rky	>kl h
67	fugkuk rky	>kl h
68	cjckij rky	>kl h
69	ekuij rky	>kl h
70	jkeijk eFkuij rky	>kl h
71	c/kkjk rky	>kl h
72	ejkjh rky	>kl h

73	xxkuh rky	>klh
74	djhyk rky	yfyrij
75	iukjh rky	yfyrij
76	t[kkjk rky	yfyrij
77	fxlkyh rky	yfyrij
78	ijkdyk rky	yfyrij
79	cUV rky	yfyrij
80	fotjkBk rky	yfyrij
81	xtjk rky	yfyrij
82	dkyk igkM rky	yfyrij
83	dyokjk rky	yfyrij
84	ddjb rky	yfyrij
85	ch rx] [krky	yfyrij
86	fcukdk ekih rky	yfyrij
87	lxkyh rky	>klh
88	ljky fcluijk rky	>klh
89	l[kjk /kkok rky	>klh
90	iyjk rky	>klh
91	/kjV rky	>klh
92	dVjk rky	>klh
93	QVjk rky	>klh
94	dpu >hy	>klh
95	exjij >hy	>klh
96	vjtkj rky	>klh
97	bVkjk c/kh	>klh
98	nojk x/kh	>klh
99	iMkokgk c/kh	>klh
100	xjljk; c/kh	>klh
101	Hk.M[kkjk u0 1 c/kh	>klh
102	Hk.M[kkjk u0 2 c/kh	>klh
103	HkMkjk c/kh	>klh
104	cjokjk c/kh	>klh
105	ejgk c/kh	>klh
106	vulph nk e fof"k'V :i l mfYyf[kr >hyk] rkyk vkj	>klh

tyk"k;k dk NkMdj lHkh rky] >hy vkj tyk"k;

vulph & pkj

¼fu;e 2 nf[k;½

fVli.kh & LrEHk 2 e mfYyf[kr Qlyk d fy; mud lkeu LrEHk 3 ;k 4 e nh x;h nj LrEHk 1 e lphc) iR;d ugj ij ykx gkxhA

Ø0l0	Ugj i.kkyh	Qly	¼:i; ifr ,dM½	
			rkM flpkbZ	Mky flpkbZ
1-	:gy[k.M ugj] ftUg "kkjnk ugj ;k tyk"k;k l ikuh ugh feyrkA	1&xUuk	20.00	10.00
2-	dkl h] cgYyk] /kxk vkj xxu ugjk dk NkMdj jkeij ugjA	2&/kku	8.00	4.00
3-	iorh; vkj rjkb {k= e fuEufyf[kr dk NkMdj lHkh x:Ro ugj ¼xfoVh duky½	3& rjdkfj;k ckx ¼ifr Qly½ fl?kkMk] ikLrk	8.00	4.00
	¼,d½ nu ugj	4&vky	20.0	10.00
	¼nk½ dek; ty fu;ekoyh }kjk fu;f=r ugj i.kkfy;k	5& dikl	7.00	3.50
	¼rhu½ vulph& ,d] nk] rhu vkj pkj e fof"k'V :i l mfYyf[kr ugj i.kkfy;k	6&pkj dh Qly	7.00	3.50
4-	vulph& nk vkj rhu e fof"k'V :i l mfYyf[kr bykgkckn] okjk.kl h] fetkij]	7& gjh [kkn 8& jch dh vU; Qly 9& [kjhQ dh vU; Qly	7.00 8.00 8.00	3.50 4.00 4.00

>klh] yfyrij] gehjij] tkyku rFkk ckndk ftyk e cf/k;k dk NkMdj vU; cf/k;k

vkKk l

g0@ vjfoUn "kek

lfpo

"kklukn"k l[;k & 1056 l[k 85&23&fl0&3&85 fnukd 16 viy 1985 dh ifrfyfiA

dk;ky; Kki

flpkb foHkkx vdf'kdkjh mi;kx gr fofHkUu miHkkDrkvk dk tek miyC/k djkrk jgk gA vdf'kdkjh mi;kx gr ty dh ifr flpkb ddykok d }kjk dh tkrh Fkh vkj ml ty dk eY; flpkb vkn"k lxg ¼vkb0,e0vk0½ e fu/kkfjr njk ij fy;k tkrk FkkA ;g nj 1952 e c<kdj 3-75 :i; ifr ikp gtkj ?ku QV dh x;h FkhA ;g ifØ;k FkkM ty d vdf'kdkjh mi;kx gr lrk'ktud Fkh D;kfd ble flpkb foHkkx dk dkb vU; fuek.k dk; vkfn ugh dju iMr Fk vkj u gh flpkb dk dkb fo"k'k {kfr gkrh Fkh bld ckn rkih; fo|r xgk dk ty ifr dju dh leL;k flpkb foHkkx d lkeu vk;hA mudh ikuh dk ekx vf/kd Fkh ftld fy, dN vyx l fuek.k dk;k dh Hkh vko";drk iMhA mudk ty nuk flpkb vkn"k lxg vkb0,e0vk0 d ikfo/kkuk d vulkj lEHko u gk ldkA vr% fo|r xgk dk ikuh nu d fy; vyx vucU/k dju iMA flpkb foHkkx u bl rjg d db vucU/k le;≤ ij dj fy; g ijUr ;g n[kk x;k g fd bu vuc/kk e dkb ,d fu/kkfjr uhfr ugh vikuk;h xb gA ;g Hkh n[kk x;k g fd bu vucU/kk d ckn Hkh flpkb foHkkx ,o jkT; fo|r ifj'kn d chp e fookn gkrk jgrk gA

2& ty d vdf'kdkjh mi;kx gr ekx fnuk fnu c<rh tk jgh g vkj bu mi;kxk d fy, Hkh flpkb foHkkx dk ty miyC/k djkuk gkrk g A ;g vdf'kdkjh ekx fuEu idkj dh Fkh &

¼1½ i;ty

¼2½ "kgjh i;kx

¼3½ fo|r xgk gr

¼v½ rkih; fo|r xg

¼c½ ijek.k fo|r xg

¼4½ vk|kfxd mi;kx

3& flpkb foHkkx d fofHkUu lxBu mijkDr vf/kdkjh vdf'kdkjh ty dh ekx dh ifr d fy, vyx&vyx vucU/k djr jgr g] ftld dkj. ;g v/;;u ugh gk ikrk fd in"k dh ijh ty lEink ij bl rjg dh ty ifr dk d;k iHkko iMxkA tl&tl bu mi;kx gr ty ekx c<rh tk;xh in"k dh ty lEink tk fd lhfer g df'k d fy, de gkrh tk;xh vkj flpkb dh {kerk ij diHkko c<xkA vr% ;g vko";d g fd bl rjg d mi;kxk gr vkofVr dh tku oky ty dh ek=k d lEcU/k e fu.k; mPpre Lrj ij ij in"k dh ty lEink ,o mi;kxk dk /;ku e j[kdj fy;k tk;A

4& bl fo'k; e "kklu u bl leL;k d lHkh igyvk ij fopkjkijkUr ;g fu.k; fy;k g fd Hkfo'; e bl rjg d vdf'kdkjh mi;kx d fy, ty dh ifr dh ek=k gr fu.k; mPpre Lrj ij fy;k tk;xk ftle ty mi;kx gr lHkh lEcfU/kr foHkkxk d foHkkxk/;{k ,o lfpo Hkkx yxA fu.k; yu l igy fuEu ckrk ij fopkj fd;k tk;xk %&

¼v½ ty miyC/krk lrgh rFkk Hk ty dh miyC/krk d fo'k; e vkdM n"kk; tk;xA ;g vkdM flpkb foHkkx rFkk thOMCyOvkbOvkO miyC/k djk;xA

¼c½ ifrc) mi;kx fofHkUu mi;kxk gr i;kx e vk jg rFkk vkofVr ty ifr d vkdM fn; tk;x ;g vkdM flpkb foHkkx miyC/k djk;xkA

¼l½ fofHkUu mi;kxk dh ikFkfedrk;A

fu.k; fy; tku d mijkUr ,d "kklukn"k tkjh fd;k tk;xkA

5& miHkkDrk foHkkx dk fn; tku oyk ty dk tk eY; flpkb foHkkx }kjk oly fd;k tk;xk mldk fueu idkj fu/kkfjr fd;k tk;xk rFkk bl gr doy nl o'kk d fy, gh flpkb foHkkx o mi;kx dju oky foHkkxk d lcf/kr vfHk;Urkvk vFkok led{k vf/kdkfj;k }kjk vucU/k fu'ikfnr fd;k tk;xkA nl o'k d mijkUr vxy nl o'kk d fy, u;k vuHko fu'ikfnr fd;k tk;xkA

1& ith0;;

¼d½ ;fn ty nu d fy, dkb u; dk; dju iMx rk mldh ijh miHkkDrk l yh tk;xhA

¼[k½ ;fn oreku flpkb lk/kuk l ty fn;k tkrk g rk fn; tku oky ty dh ek=k dh ifr dju d fy, flpkb foHkkx dk tk odfYid 0;oLFkk djuh gkxh mldk ijk 0;; rFkk vxy nl o'kk e mld ifjpkyu ,o j[k j[kko ij gku oky vuekfur okf'kd 0;; dk ithdj.k ¼Capitalisation½ djd dy /kujkf"k miHkkDrk l vfxe /ku d :i e tek djk yh tk;xhA

2& okf'kd eY; jk;YVh 50]000 :i; ifr D;ld ifro'k dh nj l oly dh tk;xhA

mRrj in"k "kklu d v/khu fdlh Hkh jktdh; foHkkx] Lok;Rr lLFkk vFkok fuxe l i;ty ifr d fy, jk;YVh pkt ugh dh tk;xhA

j0d0 Hkkxo

lfpo

mRrj in"k "kklu

flpkb & 2 & vuHkkx

l[;k & 4542 nk@23&fl0&2

i'kd %& **lok e]**

Mk0 ijekuUn feJ] **ie[k vfHk;Urk]**

l;Dr lfpo **flpkb foHkkx] m0i0**

mRrj in"k "kklu

flpkb&2& vuHkkx **y[kuÅ fnukd flrEcj 28] 1981**

fo'k;% in"kh; vfHk;Urk if"k{k.k lLFkku dkykx< }kjk if"k{kkFk;k d ijh{kk dk vk;ktu A

egkn;]

mi;Dr fo'k; e e> ;g dgu dk fun"k gvk g fd "kklu }kjk jkT; d flpkb rFkk lkotfud fuek.k foHkkx d vf/kdkfj;k dk i"kklfud nf'Vdk.k l dk; d"kyrk c<k; tku rFkk nfud dk;Øek dk lpk: :i l likfnr dju d fy; mDr nkuk foHkkxk d vfHk;Urkvk dk foHkkxh; vuLFkkiu] foRrh; ,o y[kk vkfn d lEcU/k e if"k{k.k fn; tku d vk"k; l dkykx< e ,d vfHk;Urk lLFkku dh LFkkiuk "kklukn"k l[;k 1684&2&80&23&fl0&2123@75 fnukd 3 eb] 1980 d }kjk dh xb g ftle vc if"k{k.k dk dk; fu;fer :i l ikjEHk gk x;k g

2-00 blh ifji{; e "kklu }kjk vc ;g fu.k; fy;k x;k g fd mi;Dr if"k{k.k lLFkku e vk;kftr iR;d if"k{k.k l= ijk gku d i"pkr lLFkku }kjk ijh{kk yh tk;xh ftldk ikl djuk iR;d if"k{kkFkh d fy; vfuok; gkxkA ,d ckj e ijh{kk u ikl dju ij ijh{kk fQj l rc rd nuh gkxh tc rd if"k{kkFkh ml ikl u dj yA flpkb foHkkx e ;g ijh{kk foHkkxh; ijh{kk d leku ekU;rk ikIr gkxh vkj if"k{k.k l= d ckn lLFkku }kjk fu/kkfjr ijh{kk dk ikl dju ij ;g le>k tk;xk fd if"k{kkFkh u lHkh 0;ogkfjd mnn";k d fy; foHkkxh; ijh{kk ikl dj fy;k g

Hkonh;]

g0@ijekuUn feJ

l;Dr lfpo

dk;ky; ie[k vfHk;Urk

¼vf/k'Bku & 4 [k½

flpkb foHkkx] mRrj in"k

l[;k & 2978@b&4[k@ fnukd y[kuÅ tu 13] 1983

dk;ky; Kki

iR;d irjky d ikl gj xko dh fefly cUnkcLr gkrh gA bld dkye 11] 12 e fdLe vkik"kh rkM ;k Mky fy[kk gkrk g bld vulkj irjky dk flpkb fy[kuh pkfg,A ;fn fdlh cl e fefly cUnkcLr e ¼Classification½ ifjoru dh vko";drk g rk vkb0,e0vk0 & Hkkx&5 d ijk 10 ¼5½ e mijktLo vf/kdkjh d dr0;k d ckj e fuEu fy[kk g &

Para -10 [5] To decide and pass final orders on farduzries, and send those which involve alternation of the classification lift or flow to the divisional officer with his recommendations.

vkb0,e0vk0 Hkkx&5 d ijk 317 ¼11½ ,o 317 ¼2½ e fuEu fy[kk g %&

Para -317 [11] Objections to occupier's rate made under rule 44 of the rules under the Canal Act, and based on alleged incorrectness of entries in the khasra shukdkar – These include al objections on the ground of wrong measurement of classification, or that the land in question has not receive canal water, or has been irrigated by lift and not by flow.

Para -317 [2] He may from time to time define by general order the kinds of objections under classes II and III upon which his sub-divisional and Deputy Revenue Officer may pass final orders, or he may require that they shall send such orders to him for confirmation or modification before communicating them to the complaints.

pdcUnh gk tku ij flpkb foHkkx dh ijkuh fefly cUnkcLr cdkj gk x;h g D;kfd [kr d uEcj cny x; gA tgk u;h ugj cuh g ogk ij Hkh fefly cUnkcLr e rkM vkj Mky dk ¼Classification½ gkuk vko";d gA ;fn rkM ,o Mky dk oxhdj.k ¼Classification½ fefly cUnkcLr e ugh gkrk g rk flpkb d bUnkt dk oxhdj. fu;ekulkj ugh gk jgk gA ftll flpkb jktLo e dHkh xMcMh gk ldrh gA vr% bl lEcU/k e fuEufyf[kr vkn"k ,rn }kjk fn; tkr g %&

1- fefly cUnkcLr tgk ij cuh g ogk ;g lfuf"pr fd;k tk; fd rkM ,o Mky dk oxhdj.k ¼Classification½ rjUr dj dj fn;k tk;A tgk ;g ugh cuh g] fefly cUnkcLr rjUr cukb tk; ftle rkM ,o Mky dk oxhdj.k ¼Clification½ fn;k tk;A

fefly cUnkcLr e rkM ,o Mky dk oxhdj.k fuEu idkj fd;k tk; %&

¼1½ tk [kr fiNy 3 o'kk e ,d ckj rkM g, g mudk oxhdj.k ¼Classification½ rkM fy[kk tk;A ;g dk; viuh fuxjkuh e mijktLo vf/kdkjh }kjk jktLo l djk;k tk;A

¼2½ iMrky d le; voj vfHk;Urk] lgk;d vfHk;Urk] vf/k"kklh vfHk;Urk] ftynkj ,o mijktLo vf/kdkjh dk tk Mky [kr feyr g] mUg fefly cUnkcLr e Mky vfdr fd;k tk;A vf/k"kklh vfHk;Urk ;g lfuf"pr djx fd bu lc vf/kdkfj;k dk iMrky e budk ;g iek.k i= ¼certificate½ gk fd iMrky d vulkj rkM ;k Mky fefly cUnkcLr e vfdr dj fn;k x;k gA

¼3½ ;fn ugj ijh ily l ugh py jgh g rk bl le; tk {k= Mky g mld dN le; ckn rkM gk tku dh vk"kk gA ,l {k= tk Mky g mudh pfdx djd fefly cUnkcLr e l"kk/ku mijktLo vf/kdkjh dh fuxjkuh e rc rd gkrh jgxh tc rd ugj Qy llykb yfcy rd pydj rkM ,o Mky dk oxhdj.k vfre u gk tk;A

2- leLr iMrky dju oky vf/kdkfj;k@ depkfj;k dk vkn"k fn; tkr g fd og iMrky lko/kkuh l dj ftle rkM ,o Mky@ iMrky d le; [kljk cUnkcLr e leLr voxhdr [krk ¼unclassified fields½ dk oxhdj.k ¼Classification½ gLrk{kj ,o fnukd lfgr vfdr dj ,o iMrky e bl vk"k; dk iek.k i= nA tk vf/kdkjh@depkjh ,lk ugh djx] mudh bl idkj dh xb iMrky] dkV e ugh ekuh tk;xhA

3- vf/k"kklh vfHk;Urk bl vkj fo"k'k /;ku nA ;g cgr gh egRoi.k dk; g rFkk vf/k"kklh vfHk;Urk bl lEcU/k e bldh =ekfld fjikV fuEufyf[kr ii= e bl dk;ky; d o;fDrd lgk;d ¼b&4 [k½ dk Hktx &

[kM e dy xkek] dh l[;k	fdru xkek dh fefly cnkLr =ekl d "k: e ijh g	fdru xkek dh fefly cUnkcLr =ekl e ij dh x;h	=ekl d vr vo"k'k rd fdru xkek dh fefly cnkcLr ijh gk x;h
1	2	3	4

g0 n"kjkt flg

ie[k vfHk;Urk] fl0fo0

l[;k % 2978¼1½@b&4 [k@rfnukd

ifrfyfi fuEufyf[kr dk vfoyEc vko";d dk;okgh gr if'kr &

1- leLr v/kh{k.k vfHk;Urk] ,o fun"kd] flpkb foHkkx] m0i0A
2- leLr vf/k"kklh vfHk;Urk] flpkb foHkkx] m0i0A
3- leLr e[; vfHk;Urk] flpkb foHkkx] m0i0A

g0 ¼jke idk"k vxoky½

o;fDrd lgk;d ¼b&4[k½

dr ie[k vfHk;Urk] fl0fo0

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691. If the relieving government servant fails to bring to notice with in a reasonable period any deficiency or defect in work or stores taken over from his predecessor, he will be held responsible for the same, both as to quantity and quality, so far as he was in a position to ascertained.

Note – Three months in the case of divisional Engineerest of he public works Department or sub Divisional officers or assistant engineers and one month in the case of sectional officers should be consider I as a reasonable period for the purpose of this rule. In the case of divisional engineers of the Irrigation Department the period will be six months.

dk;ky; ie[k vfHk;Urk

¼y[kk vuHkkx½

i=kd % &1938@ y0vu0@io lijh{kk@ 88&89

y[kuÅ % fnukd 30 tykbZ 1988

fo'k;% mRrj in"k "kklu d fo:) vo"k'k nkek dh io y[kk ijh{kk dk; lEcU/kh fun"kA

dk;ky; Kki

"kklukn"k lO & ,&2023@nl&3@1½6½@65] fnukd 18 flrEcj] 1985 }kjk mijkDr fo'k;d nkok dh io lEijh{kk fd; tku dk ikf/kdkj foHkkxk/;{kk d dk;ky; e fu;fDr foRr ,o y[kk lok d ofj'Bre vf/kdkjh dk lkik x;k gA

2- ikIr dkykrhr fcyk dh tkp d le; ;g idk"k e yk;k x;k g fd lEcfU/kr vkgj.k ,o forj.k vf/kdkfj;k d }kjk fcyk dk lefpr tkp fd; fcuk bl dk;ky; dk if'kr dj fn;k tkrk g rFkk mUg fujkdj.k djku e ,d rjQ vuko";d le; u'V gkrk g rFkk nljh rjQ Hkxrku e vuko";d foyEc Hkh gkrk g

vr% "kklukn"k lO & ,&1&1959&nl&3@1½6½] fnukd 23-01-86 e fufn'V fcUnvk rFkk le;≤ ij ikIr gku oky fcyk e ik;h x;h dfe;k dk nf'Vxr j[kr g, ih vkfMV fcy funf"kdk cukb xb g tk lkFk e lyXu djr g, foHkkx d leLr vkgj.k ,o forj. vf/kdkfj;k dk funf"kr fd;k tkrk g fd o Hkfo'; e dkykrhr fcyk dk Hktr le; funf"kdk e fn; x; fo'k;k dk dMkb l ikyu djr g, lefpr tkp d ckn dk fcyk dk io lEijh{kk gr HktA

lO bf"r;kd vgen

ie[k vfHk;Urk] flOfo0

1&ih vkfMV fcy funf"kdk

dkykrhr vo"k'k nkok d lEcU/k e fu;fer fLFkfr] mue ikb tku okyh dfe;k ,o vkgj.k forj.k vf/kdkjh d vuikyukFk vko";d fun"k &

¼v½ lkekU;

¼1½ dkykrhr fcyk dk if'kr djr le; mu ifjfLFkfr;k ,o dkj.kk dk Li'V :i l mYy[k fd;k tk, ftud dkj.k Dye dk Hkxrku frfFk l ,d o'k@rhu o'k d vUnj ugh fd;k x;kA bl lEcU/k e foyEc dk mRrjnkf;Ro fu/kkfjr dj nk'hk depkjh d fo:) dr dk;okgh ,o Hkfo'; e bldh iujkofRr jkdu gr fd, i;klk dk Hkh mYy[k fd;k tk,A

¼2½ jktif=r@vjktif=r depkfj;k d oru] HkRr ,o okf'kd oru of);k d 0;fDrxr vo"k'k nko] tk :0 1000@& l vf/kd gk rFkk tk ,d o'k l vf/kd fdUr rhu o'k l vukf/kd vof/k e iLrr fd, x, gk] fcuk fdlh mPp vf/kdkjh dh ÞvHog.k Lohdfrþ d dk;ky;k/;{k }kjk gh foRrh; fu;e lxg [kM&5] Hkkx&1 d iLrj 74 ¼ch½¼1½ d vUrxr io lEi{kk gr Hkt tk ldxA

¼3½ vjktif=r depkfj;k d 0;fDrxr nko tk :0 1000@& l vukf/kd gk vkj tk rhu o'k l vf/kd fdUr 6 o'k l vukf/dk vof/k d gk] lEcfU/kr dk;ky;k/;{k dh Þvuo'kd Lohdfrÿ d lkFk gh io lEi{kk gr foRrh; fu;e lxg [k.M&5] Hkx&1 d iLrj 74 ¼lh½ ¼1½ d vUrxr Hkt tk ldxA

¼4½ :0 1000@& l vukf/kd jktif=r depkfj;k d 0;fDrxr vo"k'k nkok rFkk vU; "kklh; depkfj;k d ,l vo"k'k nko tk :0 1000@& l vf/kd d gk vkj ftudh vof/k rhu o'k l vf/kd gk pdh gk] foRrh; gLr ifLrdk [k.M&5] Hkkx&1 d iLrj 74 ¼ch½¼3½ d vUrxr gr Hktk tk ldxkA

¼5½ ;k=k HkRrk chtd] pkg fdlh Hkh /kujkf"k d gk] ;fn n; frfFk l ,d o'k d vUnj Hkxrku ugh fd, tk ld gk] rk mUg io fu/kkfjr ifØ;kulkj vc "kklu d i"kklfud vuHkkx ¼Section½ dk Lohdfr gr Hktuk vfuok; gkxkA

¼6½ iklfxd 0;; lEcU/kh nko] pkg fdlh Hkh /kujkf"k d gk] ;fn n; frfFk d ,d o'k d vUnj mDr vo"k'k d Hkxrku ugh fd, tk ld gk] rk mudk Hkxrku io lEi{kk d mijkUr gh gk ldxkA

¼7½ fcy fu/kkfjr ii= ij gh r;kj fd, tk,A

¼8½ e[;ky; Lrj ij tkp gr lnfHkr Þckmpjkß dh lfo/kk miyC/k u gku d dkj.k] v/khuLFk dk;ky;k }kjk ih&vkfMV gr if'kr vo"k'k nkok d fcyk d lkFk lnfHkr okmpjk dh dk;ky; ifr vkgfjr dh /kujkf"k vkgj.k dh frfFk rFkk fofHkUu ekgokj vof/k;k e oru] egxkb HkRrk vkfn dh mu njk dk mYy[k djr g, ftl nj ij igy gk vkgj.k fd;k tk pdk g] ,d rkfydk vkgj.k ,o forj.k vf/kdkjh d gLrk{kj ;Dr lyXu dh tk;] ftld vk/kkj ij nko dh tkp dh tk ldA ;g rkfydk cMh lko/kkuh l r;kj dh tkuh pkfg,A le;≤ ij bUgh rkfydkvk d vk/kkj ij {k=h; dk;ky; d ey vfHky[kk dh tkp dh tk;xh vkj =fV ikb tku ij lEcfU/kr vkgj.k ,o forj.k vf/kdkjh d fo:) dk;okgh dh tk;xhA

¼9½ fcyk ij dh xb dfVXl] vkoj jkbfVXl vkfn ik;s vkgj.k ,o forj.k vf/kdkjh }kjk vgLrk{kfjr gh jg tkrh g] bl vkj fo"k'k /;ku j[kk tk,A

¼10½ ik;s nkok d fcyk ij fuEu iek.k i= vfdr ugh fd, tkr gA fcy ih&vkfMV gr Hktr le; vkgj.k ,o forj.k vf/kdkjh }kjk fuEu iek.k i= nuk lfuf"pr dj fy;k tk, &

¼d½ fd Dye ;FkkFk ¼Genuine½ vueU; ,o lgh g ¼In order½

¼[k½ fd Dye igyh ckj iLrr fd;k x;k g vkj bld io vkgfjr ugh fd;k x;k gA ¼Certified that claim is genuine in order and has not been drawn before).

¼x½ dk;ky; vfHky[kk ij vko";d ifof'V;k dj nh xb g] ftle fd Dye dk nckjk vkgfjr u fd;k tk ld

¼11½ fcyk ij y[kk "kh'kd Li'V :i l vfdr gkuk pkfg;A

¼d½ vo"k'k oru fcy

¼1½ LFkkb ,o vLFkkb vf/k'Bku d chtd ,d gh fcy ij cuk, tk;x rFkk vLFkkb vf/k'Bku d le{k ml vf/k'Bku dh Lohdfr lEcU/kh "kklukn"k dk mYy[k fd;k tk,A

¼2½ foRrh; fu;e lxg [kM&5] Hkkx&1 d iLrj 141 d vulkj iR;d Hkkx dk Dye vyx&vyx fn[kk;k tk, vkj vun"kk d i;kx dk Dye dk vk/kk Hkkx fVli.kh e djd u fn[kk;k tk,A

¼3½ oru ,o egxkb HkRrk vkfn ftl ij n; g vkj ftl nj ij vkgfjr gk pd g] dk Li'V fooj.k ¼M; ,.M Mku½ fcy ij fn;k tk, vkj doy PuV ,ekm.Vß gh u fn[kk;k tk,A

¼4½ lHkh idkj l i.k lok ifLrdk@ lfol jky fcy d lkFk lyXu djd Hkth tk;A

¼5½ fuEufyf[kr vfHky[k vko";drkulkj fcy d lkFk vo"; lyXu fd; tk,A

¼1½ bUØheV lfVfQdV

¼2½ vfUre oru iek.k i=

¼3½ n{krkjkd ikj dju dk l{ke vf/kdkj dk vkn"k

¼4½ oru fu/kkj.k vkn"k

¼5½ vodk"k Lohdfr dk vkn"k

¼6½ fuyEcu@ cgkyh d vkn"k

¼7½ xg HkRrk@okgu HkRrk vkfn dh Lohdfr;k

¼6½ ;g iekf.kr fd;k tkuk pkfg, fd lEcfU/kr depkjh dk ftld fy, xg HkRrk] Dye fd;k g] fu"kkYd vkokl dh lfo/kk lEcfU/kr vof/k e miyC/k ugh djkb xb gA

¼7½ egxkb HkRrk] xg HkRrk] lokjh HkRrk] /kykb HkRrk] uxj ifrdj HkRrk] lhekUr HkRrk] vkfn d lEcU/k e fu/kkfjr iek.k i= fcy ij vko";drkulkj fn, tku pkfg,A

¼l½ **;k=k HkRrk fcy**

¼1½ nkonkjk d gLrk{kjk d uhp nkok iLrr dju dh frfFk rFkk dk;ky;k e nkok ikIr fd, tku dh frfFk Li'V :i l nh tk, ftll fd ;g fuf"pr fd;k tk ld fd ;k=k lekfIr dh frfFk l ,d o'k d vUnj gh nkonkj }kjk viuk nkok iLrr dj fn;k x;k FkkA

¼2½ ;k=k lekfIr dh frfFk d ,d o'k d ckn nkonkj ¼2½¼d½ }kjk iLrr nkok fdlh Hkh n"kk e Lohdkj u fd;k tk; vkj u ml io lEi{k gr Hktk tk,A

¼[k½ foRrh; gLrifLrdk [k.M&5 Hkkx&1 d iLrj l[;k 74 ¼ch½ ¼5½ d uhp ukV 2 d vuIkj ;k=k HkRrk fcy Hkxrku e foyEc gr nk'kh depkfj;k@ vf/kdkfj;k d fo:) dk;okgh dh tk; ftle Hkfo'; e bldh iujkofÙk u gk ld

¼3½ ;k=k fcyk ij fuEufyf[kr iek.k i= vko;drkulkj fn;k tkuk pkfg; &

¼d½ fd ;k=k mlh J.kh e dh xb g ftld fy, Dye fd;k tkuk gA

¼[k½ fd ifjokj d lnL;] ftud fy, ;k=k 0;; dk Dye fn;k x;k g] okLro e nkonkj d lkFk gh jgr g vkj ml ij i.k :i l vkfJr g rFkk mlh J.kh e ;k=k dh g ftld fy, Dye fd;k x;k gA

¼x½ fd ;k=k tufgr e dh xb g

¼?k½ fd o LFkku ftud fy, ehy HkRrk Dye fd;k x;k g] jy vFkok cl ekx l tM ugh gA

¼M-½ fd lEcfU/kr ljd jh lod u ml lkekU; njh d nk;j d ckgj] ftld fy, ml ekx 0;; feyrk g] ;k=k dh gA

¼p½ fd ljdkjh lod dk fu;e ;k=k HkRrk ¼Fixed T.A.½ ikIr ugh gA

¼4½ ?kjy lkeku Vd ;k ekyxkMh l y tku dh jlhn lyXu dh tk,A

¼5½ ifjokjk d lnL;k dk i.k fooj.k rFkk vk; ,o lEcU/k fcy ij fn;k tk,A

¼6½ fcy ij fu;=d vf/kdkjh d ifr gLrk{kj gku pkfg;A

¼n½ **dfUVUt.V fcy**

¼1½ Dye d leFku e Lohdr dh ifr lyXu dh tk,A

¼2½ 0;; dk lgh foHkktu vfdr fd;k tk,A

¼3½ fcy ij gLrk{kj dju oky vf/kdkjh d gLrk{kj d uhp inuke Li'V :i l vfdr fd;k tkuk pkfg;A

¼4½ ml ifjfLFkfr dk mYy[k fd;k tk, ftld dkj.k fiNy o'k dk Dye oreku pky o'k dh xkV l ogu fd;k tk jgk gA

¼5½ vko";drkulkj fuEufyf[kr iek.k i= fcy ij fn, tk, &

¼1½ fd Dye igyh ckj iLrr fd;k tk jgk g vkj bld io ;g Dye vkgfjr ugh fd;k x;kA

¼2½ fd fdjk;k mi "kYd ,o djk rFkk fo|r pkt vkfn dh /kujkf"k] tk fiNy dfUVUtV fcy e vkgfjr dh xb Fkh] okLro e lEcfU/kr ikfV;k dk Hkxrku dj nh xb gA

¼3½ fd bu fcy ij vkgfjr dh tku okyh /kujkf"k lcf/kr ikfV;k dk vkgj.k dk Hkxrku dj nh tk;xhA

¼4½ fd Dye d }kjk vkgj. dh lHkkouk dk lekIr dju d fufer vko";d ifof'V;k dk;ky; vfHky[kk e dj nh xb gA

¼5½ fd Hkou d fdlh Hkkx dk] ftld fy, 0;; fd;k x;k Fkk] i;kx fjgk;lh vFkok vU; fdlh mnn"; gr lEcfU/kr vof/k e ugh fd;k x;kA

¼6½ fd o depkjh] ftud oru dk Dye bl fcy e fd;k x;k g] lEcfU/kr vof/k e okLro e "kkldh; lok e yxk, x, FkA

¼7½ ekx 0;; ¼Conveyance allowance½ HkRr d Dye d leFku e foRrh; fu;e lxg [k.M&5] Hkkx&1 dh ,ifUMDl nl e fu/kkfjr okgu HkRr l lEcfU/kr iek.k i= fn;k tk,A

¼8½ fd V.Mj vkef=r fd, x, Fk vkj U;Ure V.Mj Lohdr fd;k x;k FkkA

¼9½ fd Hkou d ml Hkkx ij gku oky 0;;] ftl fjgk;"kh vFkok vU; mnn"; l i;kx fd;k x;k Fkk fuEufyf[kr depkfj;k l ftUg 0;; ogu djuk Fkk] oly dj fy;k x;k g

¼6½ :0 50]000@& d Åij d dfUVUtV 0;; d Dye fcy d lkFk ÞdUVDV ,o ,xheVÞ dh ifr;k lyXu dh tk,A

dk;ky; ie[k vfHk;Urk

¼vk;&0;; vuHkkx½

flpkb foHkkx] mRrj in"k

l[;k & 9452@vkb0ch0@86 ch&dUnhdj.k y[kuÅ % fnukd 05-09-1988

dk;ky; Kki

bl dk;ky; d Kki l[;k & th&81&vkb0ch0 fnukd 22-03-75 }kjk foRrh; gLr ifLrdk Hkkx&6 iLrj 133 d vUrxr fuek.k [k.Mk e fnukd 01-04-75 l mi[k.Mh; vf/kdkfj;k ¼lgk;d vfHk;Urkvk½ dk ioRr Hkxrku vf/kdkj okfil yu vkj Hkxrku d [k.Mh; Lrj ij dUnhdj.k d vkn"k fuxr fd; x; FkA rRi"pkr dk;ky; Kki l[;k 13598&vkb0ch0 fnukd 17-11-75 }kjk dUnhdj.k d QyLo:i Hkxrku lEcU/kh ifØ;k dUnhdj.k i.kkyh l foHkkx dh n{krk e deh vkj lgk;d vfHk;Urkvk d if"k{k.k e fxjkoV vkb gA

bl lEcU/k e i;kIr fopkjkijkUr ,rn}kjk mi;Dr dk;ky; Kkik fnukd 22-03-75 rFkk 17-11-75 d vfrØe.k e foÙkh; gLr ifLrdk Hkkx&6 iLrj 133 d vUrxr fuek.k [k.Mk e fnukd 01-04-75 l mi[k.Mh; vf/kdkfj;k ¼lgk;d vfHk;Urkvk½ dk ioRr Hkxrku vf/kdkj okfil yu vkj Hkxrku d [k.Mh; Lrj ij dUnh;dj.k d vkn"k fuxr fd; x; FkA rri"pkr dk;ky; Kki l[;k & 13598&vkb0ch0 fnukd 17-11-75 }kjk dUnhdj.k d QyLo:i Hkxrku lEcU/kh ifØ;k dk Li'V fd;k x;k FkkA xr o'kk d vuHko l;g vkHkkl gkrk g fd dUnhdj.k i.kkyh l foHkkx dh n{krk e deh vkj lgk;d vfHk;Urkvk d if"k{k.k e fxjkoV vkb gA

bl lEcU/k e i;kIr fopkjkijkUr ,rn}kjk mi;Dr dk;ky; Kkik fnukd 22-03-75 rFkk 17-11-75 d vfrØe.k e fxÙkh; gLr ifLrdk [k.M&6] iLrj 126 lifBr iLrj 427 rFkk iLrj 133 d vUrxr [k.Mh; vf/kdkfj;k d vkgj.k ,o forj.k lEcU/kh ifrfufgr fd; x; vf/kdkjk dk fuEufyf[kr ifrcU/kk lfgr iu% LFkkfir dju gr ikf/kdr fd;k tkrk g &

1& Hkxrku du d vkn"k doy mUgh uofu;Dr@ ikUufr lgk;d vfHk;Urkvk dk fn; tk;x ftUgku foHkkx e de l de ,d o'k @ 6 ekg dh ikjfEHkd Vfux dkykx< fLFkr if"k{k.k lLFkku rFkk rri"pkr [k.Mh; dk;ky; e i.k dj yh gkA ;g ifrcU/k mu lgk;d vfHk;Urkvk ij ykx gkxk tk bl vkn"k dh frfFk d ckn foHkkx e fu;Dr@inkUur gkxA

2& [k.Mh; vf/kdkjh iR;d mi[k.M d fy; lk[k lhek dk forj.k djx ,o bldh ifrfyfi mi[k.Mh; vf/kdkjh ,o dk'kkxkj dk Hkh nxA ;g iR;d mi[k.M gr enokj@ ikDdyuokj ctV vkoVu Hkh djxA foRrh; gLrifLrdk [k.M&6 d ijk 139 e [k.Mh; vf/kdkjh d vf/kdkjk dk lLi'V dj fn;k x;k gA

3& lgk;d vfHk;Urk ;g lfuf"pr djx fd leLr Hkxrku mud }kjk vkofVr lk[k lhek d vUnj gh jgx

4& lgk;d vfHk;Urk doy mUgh dk;k d lEcU/k e dk;kn"k vFkok vucU/k djx] ftud ikDdyu l{ke vf/kdkjh }kjk Lohdr fd; x; gk vFkok mUg l{ke vf/kdkjh }kjk dk; ikjEHk dju gr fyf[kr vkn"k fn; x; gkA

5& foRrh; gLrifLrdk [k.M&6 ijk&369 dk vuikyu djr g, dkb dk; fofHkUu v"kk e foHkkftr djd dk;kn"kk }kjk ugh djk;k tk;xkA fo"k'k ifjfLFkfr e ,lk dju d fy, l{ke vf/kdkjh dh io fyf[kr Lohdfr dh vko";drk gkxhA

6& fu;fer rFkk dk; iHkkfjr vf/k'Bku l lEcfU/kr lHkh fcyk dk ihvkfMV [k.Mh; dk;ky; e gku d mijkur gh Hkxrku fd;k tk;xkA

7& 20]000@& :i; l vf/kd ykxr d vucU/kk d vfUre fcy] [k.Mh; dk;ky; l ihvkfMV gkx rFkk mld mijkUr gh mudk vfUre Hkxrku lgk;d vfHk;Urk }kjk fd;k tk ldxkA

8& 30-00 yk[k :i; d Åij d vucU/kk d iR;d ,dkUrj fcy dk ihvkfMV [k.Mh; Lrj ij djk; tku d mijkUr gh Hkxrku fd;k tk;xkA

9& ¼1½ 20]000@& l 1]00]000@& :0 dh ykxr d le{k vf/kdkjh }kjk fuxr vkifr vkn"kk d vfUre fcy [k.Mh; dk;ky; e ihvkfMV gkx rFkk mld i"pkr gh fcy dk Hkxrku lgk;d vfHk;Urk }kjk fd;k tk ldxkA

¼2½ ,d yk[k :0 l vf/kd ykxr d vkifr vkn"kk dk iR;d fcy [k.Mh; dk;ky; e ihvkfMV gkxk rFkk mld mijkUr gh mudk Hkxrku lgk;d vfHk;Urk }kjk fd;k tk ldrk gA

10& Lohdr ikDddyu vFkok ikf/kdr dk;k d fy, fuxr dk;kn"kk dk Hkxrku lgk;d vfHk;Urk viu Lrj l dj ldr gA

mijkDr e l fdlh Hkh ifrcU/k dk mYy?ku dju ;k foRrh; fu;ek dh vogyuk dju ij i[k.Mh; vf/kdkjh l okil ydj nk'kh vf/kdkjh d fo:) fu;ekudy vu"kklukRed dk;okgh lfuf"pr djxA

l0 bf"r;kd vgen

ie[k vfHk;Urk] flpkb foHkkx

dk;ky; ie[k vfHk;Urk

flpkb foHkkx] mRrj in"k

i=kd 10174@vkb0ch0@86ch&dUnhdj.k y[kuÅ fnukd 15 uoEcj 1988

dk;ky; Kki

bl dk;ky; d Kki l[;k 9452&vkb0ch0@86ch@dUnhdj.k fnukd 05-09-88 }kjk [k.Mh; vf/kdkfj;k dk vkgj.k ,o forj.k lEcU/kh ifrfufgr fd; x; vf/kdkjk dk dfri; ifrcU/kk lfgr iuh LFkkfri dju gr ikf/kdr fd;k x;k FkkA bl lEcU/k e vfxe vkn"kk d ikIr gku rd "kklukn"k l[;k & ,&2&4065@1@nl@1976 fnukd 19-01-1976 ft ldk mnkgj.k uhp fn;k tk jgk g] e fufgr vkn"kk dk ikyu djuk Hkh lfuf"pr fd;k tk;

þfoRrh; gLrifLrd [kM&6] d iLrj 183 d vUrxr [kMh; vf/kdkfj;k }kjk Hkxrku gr vf/kdr fd; x; lc fMohtuy vkfQlj@ vfLlVV bthfu;j Hkxrku dju gr bl ifrcU/k d lkFk l{ke gkx fd mud }kjk fd; tku oky Hkxrkuk d fdlh ,d pd dh /kujkf"k :0 5000@& ¼doy ikp gtkj :i; ek=½ l vf/kd ugh gkxhAß

g0@l0 bf"r;kd vgen

ie[k vfHk;Urk] flpkb foHkkx

APPENDIX XI

[Referred to Appednix II]

l[;k % 5050 l[k@76&23&fl0&3

i'kd]

Jh vk0ih0 "kek

mi lfpo

mRrj in"k ljdkj

lok e]

e[; vfHk;Urk

flpkb foHkkx mRrj in"k

y[kuÅ

flpkb ¼3½ vuHkkx y[kuÅ fnukd 30 flrEcj 1976

fo'k;% jktdh; flpkb lk/kuk l flfpr {k= dh iMrky A

egkn;]

e> vkidk ;g lfpr dju dk vkn"k gvk g fd jktdh; flpkb lk/kuk l ftle ugj vkj uydi lfEefyr g] [kjhQ vkj jch dh Qlyk e tk {k= flfpr g ml {k= d d'kdk l flpkb "kYd

fy;k tkrk gA "kYd fu/kkj.k d fy; tk ifØ;k fu/kkfjr g mld vulkj ugjk l flfpr {k=Qy dk bUnkt viu [klj e foHkkx d irjky }kjk fd;k tkrk gA irjky }kjk [klj e bUnkt fd; x; {k=Qy dh tkp flpkb foHkkx d vehuk }kjk dh tkrh gA jktdh; uydik l flfpr {k=Qy dk bUnkt viu [klj e uydi pkydk }kjk fd;k tkrk g vkj bldh Hkh tkp vehu }kjk dh tkrh gA ugjk rFkk jktdh; uydik ij tk flpkb irjky ;k uydi pkyd }kjk viu [klj e bUnkt dh tkrh g] mldh pfdx ftynkj] mijktLo vf/kdkjh voj vfHk;Urk lgk;d vfHk;Urk vkj vf/k"kkl h vfHk;Urkvk }kjk dh tkrh gA flpkb foHkkx dh fu;ekoyh bjhxf"ku euvy vkQ vkMj e bu vf/kdkfj;k d fy, {k=Qy fu/kkfjr g] v/kh{k.k vfHk;Urkvk d fy, [kjhQ vkj jch e flfpr {k= dh ijrky dju d fy, dkb {k=Qy fu/kkfjr ugh g bld vHkko e flpkb foHkkx d jktLo depkfj;k ,o vf/kdkfj;k d dk; dh n[kHkky Hkh mud }kjk lpk: :i l ugh gk ikrh gA ;g i"kkldh; nf'V l Bhd ugh gA "kklu dh ;g /kkj.kk g fd mPpre vf/kdkfj;k dk Hkh vf/kd tu lEid gk vkj og 0;fDrxr vuHko l ekd dh leL;kvk dk le> ld vkj mudk ly>ku e ekx n"ku djA "kkldh; dk; e n{krk yku d fy, Hkh ;g vko";d g fd mPp vf/kdkjh viu v/khuLFk vf/kdkfj;k d dk; {k= e vpkud :i l fujh{k.k dj ldA bl i'V Hkfe e ;g vko";d g fd flpkb foHkkx d v/kh{k.k vfHk;Urk Hkh jktdh; lk/kuk l flfpr {k= {k= dh iMrky dj vkj bl lEcU/k e depkfj;k ,o vf/kdkfj;k }kjk fd; tk jg i;klk dk eY;kdu djA vr% jkT;iky egkn; rRdkyhu iHkko l foHkkx d v/kh{k.k vfHk;Urkvk dk iR;d Qly dh iMrky dju dk nkf;Ro inku djr gA bu vf/kdkfj;k dh U;ure lhek [kjhQ e 150 ,dM rFkk jch e 200 ,dM fu/kkfjr dh tkrh gA v/kh{k.k vfHk;Urk bl lhek rd iMryk viu v/khuLFk lHkh [k.Mk e ckV dj djA

bl lEcU/k e bjhx"ku euvy e vko";d l"kk/ku fd; tk jg gA

Hkonh;]

g0@vk0ih0"kek

milfpo

dk;ky; e[; vfHk;Urk

flpkb foHkkx mRrj in"k

l0 th0&511@fu0&4@fel@166 iMrky fnukd y[kuÅ vDVcj 16] 1976

ifrfyfi "kkldh; i=kd 5050 l0[k0@76&23&fl0&3 fnukd 30-09-76 dh ifrfyfi lfgr fuEufyf[kr dk lpukFk ,o vko";d dk;okgh gr if'krA

1- leLr v/kh{k.k vfHk;Urk ,o fun"kd flpkb foHkkx

gLrk{kj vCny jghe

o;fDrd lgk;d ¼ck<½

dr e[; vfHk;Urk fl0fo0

l0 6644&1@73&23&fl0&1@529 fnukd y[kuÅ uoEcj 23] 1973

i'kd]

Jh tuknu nkl "kkg] mi lfpo] mRrj in"k "kkluA

lok e]

ie[k vfHk;Urk] flpkb foHkkx] mRrj in"k] y[kuÅ

flpkb vuHkkx ¼1½

fo'k;% vfHk;Urk vf/kdkfj;k d fy, fu/kkfjr ?kMlokjh ijh{kk dh lekflrA

mijkDr fo'k;d v/k"kklh; i= l[;k 1088 ¼th½ b&1@1118&fofo/k@72 fnukd 07-05-73 dh vkj vkidk /;ku vkdf'kr djr g, e> ;g dgu dk fun"k gvk g fd vfHk;Urk vf/kdkfj;k d fy; fu/kkfjr ?kMlokjh ijh{kk dh lekflr dju d i"u ij Hkyh Hkkfr fopkj dju d i"pkr "kklu u ;g fu.k; fy;k g fd mDr ijh{kk dh vc dkb mi;kfxrk ugh jg x;h gA vr% ?kMlokjh ijh{kk dk ,rn }kjk lekIr fd;k tkrk g A

g0 tuknu nkl "kkg

mi lfpo

"kklukn"k l[;k % 6387@84&23&fl0&7&44¼1½@82 fnukd 11 fnlEcj 1984 dh ifrfyfiA

fo'k;% Mkbx lox d depkfj;k ¼lx.kd] ik:idkj rFkk vuj[kd d dr0;k ,o mRrjnkf;Rok dk fu/kkj.kA

egkn;]

mi;Dr fo'k;d mi fun"kd ¼lok;½ d v/k"kklh; i= l[;k & 7935@b&4[k@2ch&992@15 fnukd 17-10-84 d lnHk e e> ;g dgu dk fun"k gvk g fd Mkbx @ lox d depkfj;k ¼lx.kd ik:idkj rFkk vuj[kd½ d dr0;k ,o mRrjnkf;Rok dk fu/kkj.k vkipkfjd :i l vHkh rd ugh fd;k x;k gA vkid iLrko ij fopkjkijkUr mDr depkfj;k d dr0;k ,o mRrjnkf;Ro dk jkT;iky egkn; lyXud d vulkj fu/kkfjr djr gA

2- mijkDr fu/kkfjr dr0;k ,o mRrjnkf;Rok dk mYy[k Þeuvy vkQ vkM l] bjhx"ku fMikVeV mRrj in"kß d plVj & 1 d lD"ku AAA e ;FkkLFku lfEefyr dj fn;k tk;A

lyXud & mijkDrkulkj

Hkonh;]

eg"k pUn

l;Dr lfpo

¼vuj[kd d dr0; ,o mRrjnkf;Ro½

1& lHkh idkj d j[kkfp=k vuj[k.k djuk ,o bud fiV fudkyukA

2& Hkfe lEcU/kh ekeyk d "ktjkvk dh ifr;k cukukA

3& mpUr [kkr dk j[k j[kko rFkk lEcfU/kr fglkc fdrkcA

4& mPp vf/kdkfj;k }kjk funf"kr vU; leLr rduhdh ,o ic/kh dk;A

5& depkjh ftl vf/kdkjh d fu;=.k e dk;jr gkxk mud }kjk fn; x; fun"kk dk ikyu djx rFkk crk; x; dk;k dk dju d fy, mRrjnk;h gkxA

6& depkjh fn; x; dr0;k dk fun"kkulkj fØ;k"khy :i e dju d fy; mRrjnk;h gkxkA

7& dk; d fy; depkjh dk fun"k lkekU;r% mld }kjk fn; tk;x ftl vf/kdkjh@ depkjh d fu;=.k e og dk;jr gkxkA

8& depkjh mld pkt e fn; x; leLr vfHky[k midj.k] l;= rFkk vU; lkexh d lefpr j[k&j[kko d fy; mRrjnk;h gkxkA

9& og fn; x; dk;k dk i.kr% "k) :i l dju d fy; mRrjnk;h gkxkA

10& fo"k'k ifjfLFkfr;k e vko";drk iMu ij depkjh dh lokvk dk mi;kx fuek.k dk;k dk ,ukfyfll d vk/kkj ij QhYM e Hkh djk;k tk ldrk gA

11& fu;=d vf/kdkjh }kjk lki x; vU; "kkldh; dk;A

;kf=d ik:idkj d dr0; ,o mRrjnkf;Ro

1& ty ;kf=d] lkexh] bLikr ljpukvk dk;"kkykvk midj.kk V;c oYl] fy¶V flpkb ;k tukvk] vU; ;kf=d ifjdYiuk ,o dkULVD"ku f"kM;y ,o y{; vkfn d j[kkfp=r cukuk] x.kukvk dk l0;ofLFkr :i e fy[kuk mud fiV fudyokuk rFkk ey j[kkfp=k] ey x.kukvk pd fiV] vfrfjDr fiV] fjdkM j[kkfp= vkfn d j[kj[kko l lEcfU/kr lHkh dk;A vuj[kdk ,o Qjke Ul d dk;k ij fu;=.kA

2& ;kf=d dk;k l lEcfU/kr nj fo"ky'k.k] f"kM;y vkQ jVl vkj ikDdyu r;kj dju tkp dju l lEcfU/kr lHkh dk;A e"khuk d vfrfjDr itk] LVhy] lheUV o vU; lkefx;k d uke i= r;kj djukA

3& Hkfe vf/kdj.k vfHky[k r;kj djukA mudh ijoh djuk rFkk bud ikDdyuk dh Lohdfr l lEcfU/kr j[kkfp= o lEcfU/kr dk;A

4& fufonk y[k&i=] ryukRed] rkfydk] rduhdh fufnf'V;k ,o vucU/k i= r;kj dju l lEcfU/kr dk;A

5& dk;kn"kk ,o vuc/kk e nh xb fofHkUu dk;k dh ek=kvk ,o njk dk ey ikDdyuk l feyku djuk rFkk mu ij fu;=.k j[kukA

6& iEi n{krk jftLVj] ifj;ktuk jftLVj] dk; lekfIr ifronu LVVk pkV] iEixgk d yEc fNUudk l lEcfU/kr dk;A

7& o'kk] ugj] V;coy] unh] tyk"k; vkfn d xt ,o fMLpkt jftLVj rFkk fofHkUu LFkkuk d fLix yfcy fy[kuk rFkk lEcfU/kr vfHky[kk dk j[k j[kkoA

8& rduhdh i= 0;ogkj ,o rRlEcU/kh i=kofy;k dk j[k j[kko fuek.k dk;k o dk;"kkykvk e lEcfU/kr fofHkUu idkj d ifjy[k ,o fooj.k cuku dk dk; A

9& Mkbx LV"kujh ,o eFkefVdy midj.kk vkfn dk y[kk tk[kk ,o j[k j[kkoA

10& mpUr [kkrk dk j[kj[kko rFkk lEcfU/kr fglkc fdrkc A

11& mPp vf/kdkfj;k }kjk funf"kr vU; leLr rduhdh ,o ic/kdh; dk;k dk lEiknuA

12& depkjh ftl vf/kdkjh d fu;=.k e dk;jr gkxk mud }kjk fn; x; fun"kk dk ikyu dju rFkk crk; x; dk;k dk dju d fy; mRrjnk;h gkxA

13& depkjh fn; x; dr0;k dk fun"kkulkj fØ;k"khy :i e dju d fy; mRrjnk;h gkxkA

14& dk; d fy; depkjh dk fun"k lkekU;r% mld }kjk fn; tk;x] ftl vf/kdkjh@depkjh d fu;=.k e og dk;jr gkxkA

15& depkjh mld pkt e fn; x; leLr vfHky[k] midj.k] l;= rFkk vU; lkexh d lefpr j[kj[kko d fy; mRrjnk;h gkxkA

16& og fn; x; dk;k dk i.kr% “k) :i l dju d fy; mRrjnk;h gkxkA

17& fo"k'k ifjfLFkfr;k e vko";drk iMu ij depkjh dh lokvk dk mi;kx fuek.k dk;k dh ,ukfyfll d vk/kkj ij QhYM e Hkh djk;k tk ldrk gA

18& fu;=.kvf/kdkjh }kjk lkix x; vU; “kkldh; dk;A

okLr ik:idkj d dr0; ,o mRrjnkf;Ro

1- fofHkUu vkdfr;k ,o ljpukvk dk okLrdh; j[kkdu djuk rFkk vkjfEHkd Hkekiu ¼byheVjh lo½ d i"pkr vueki e j[kkdu rFkk vuj[ku djukA

2- fofHkUu ljpukvk d ifjdfYir okLrdh; j[kkdu] foLrr j[kkØe u; n"kk ¼ikLifDVo½ vkfn cukukA vfrfjDr ltkoV d iLrko r;kj djuk rFkk okLrdh; j[kkduk e jx ;ktuk ¼dyj Ldhe½ inf"kr djukA

3- ifjdYiu] okLrdh; j[kkfp=k gr fof"kf'V;k ¼LiflfQd"ku½ r;kj djuk vkj mUg fp=k e vfdr djukA

4& LFku ekufp= vkfn d fodkl gr fofHkUu iLrko r;kj djukA

5& fo|eku ljpukvk dh eki ydj j[kkdu djuk] Hkn"; vkfn iLrkok ij j[kkdu djuk rFkk fofHkUu idkj d o{k] ik/kk vkfn dh rkfydk; vkfn cukukA

6& fofHkUu ljpukvk d {k=Qy vkfn dh x.kuk djukA

7& j[kkfp=k d fiUVk dk fudyokuk rFkk ey j[kkfp=k] fiUVk] pd fiUVk] fjdkM j[kkfp=k vkfn d j[k j[kko l lcf/kr lHkh dk; djukA

8& Mkbx] LV"kujh] Mkbx ,.M eFkefVdy midj.kk vkfn dk y[kk tk[kk ,o j[k j[kko j[kukA

9& mpUr [kkr dk j[kj[kko rFkk rRlEcU/kh fglkc fdrkc j[kukA

10& e[; okLr ik:idkj ,o mPp vf/kdkfj;k }kjk funf"kr vU; leLr icU/kh; dk;k dk lEiknuA

11& depkjh ftl vf/kdkjh d fu;=.k e dk;jr gkxk mud }kjk fn; x; fun"kk dk ikyu dju rFkk crk; x; dk;k dk dju d fy; mRrjnk;h gkxA

12& depkjh] ftl vf/kdkjh d fu;=.k e dk;jr gkxk mud }kjk fn; x; fun"k dk ikyu dju rFkk crk; x; dk;k dk dju d fy; mRrjnk;h gkxA

13& depkjh] fn; x; dr0;k dk fun"kkulkj fØ;k"khy :i e dju d fy; mRrjnk;h gkxkA

14& dk; d fy; depkjh dk fun"k lkekU;r% mld }kjk fn; tk;x ftl vf/kdkjh@depkjh d fu;=.k e og dk;jr gkxkA

15& depkjh mld pkt e fn; x; leLr vfHky[k midj.k] l;= rFkk vU; lkexh d lefpr j[k&j[kko d fy; mRrjnk;h gkxkA

16& og fn; x; dk;k dk i.kr% “k) :i l dju d fy; mRrjnk;h gkxkA

17& fo"k'k ifjfLFkfr;k e vko";drk iMu ij depkjh dh lokvk dk mi;kx fuek.k dk;k dh ,ukfyfll d vk/kkj ij QhYM e Hkh djk;k tk ldrk gA

18& fu;=.k vf/kdkjh }kjk lki x; vU; “kkldh; dk;A

e[; okLr ik:idkj d dr0; ,o mRrjnkf;Ro

1& okLr ik:idkjk d leLr dk;k ij fu;=.kA

2& fofHkUu okLrdh; ,o Hkn”; iLrkok dk cuku gr okLr ik:idkjk dk rFkk okfNr iLrkok d ifr:i ¼ekMyj½ cuoku gr ik:idkj ¼ekMYl½ dk ekx n”ku djukA

3& okLr ,o Hkn”; ifjdYi cuku gr lnfHkr j[kkfp=k dk v/;;u djd ikjfEHkd ik:i r;kj djukA

4& dk;dkjh okLrdh; ,o fuek.k dh lfo/kk gr foLrr okLrdh; j[kkfp=k dk cukukA

5& mPp vf/kdkfj;k d fun”kkulkj[;fn vko”;d gk rk dk;{k=k e tkdj vko”;d fun”ku djukA

6& lHkh idkj d j[kkfp=k] x.kukvk ,o rduhdh ifronuk] dk;ky; iLrdky; dh iLrdk vkfn dk j[k j[kko rFkk y[kk tk[kkA

7& Mkbx LV”kujh] Mkbx ,.M eFkeVhdy midj.kk vkfn dk y[kk tk[kk ,o j[kj[kkoA

8& mpUr [kkr dk j[k j[kko rFkk rRlEcU/kh fglkc fdrkcA

9& mPp vf/kdkfj;k }kjk funf”kr vU; leLr rduhdh ,o icU/kh dk;k dk lEiknuA

10& depkjh ftl vf/kdkjh d fu;=.k e dk;jr gkxk mld }kjk fn; x; fun”kk dk ikyu dju rFkk crk; x; dk;k dk dju d fy; mRrjnk;h gkxkA

11& depkjh fn; x; dr0;k dk fun”kkulkj fØ;k”khy :i e dju d fy; mRrjnk;h gkxkA

12& dk; d fy; depkjh dk fun”k lkekU;r% mld }kjk fn; tk;x ftl vf/kdkjh@ depkjh d fu;=.k e og dk;jr gkxkA

13& depkjh mld pkt e fn; x; leLr vfHky[k] midj.k] l;= rFkk vU; lkexh d lefpr j[k j[kko d fy; mRrjnk;h gkxkA

14& og fn, x; dk;k dk i.kr% “k) :i l dju d fy; mRrjnk;h gkxkA

15& fo”k’k ifjfLFkfr;k e vko”;drk iMu ij depkjh dh lokvk dk mi;kx fuek.k dk;k dh ,ukfyfl”k d vk/kkj ij QhYM e Hkh djk;k tk ldrk gA

16& fu;=.k vf/kdkjh }kjk lki x; vU; “kkldh; dk; A

lx.kdk d dr0; ,o mRrjnkf;Ro

1& ik:idkjk d leLr dk;k dk lo{k.kA

2& ey ifjdYi jftLVjk d ik:idkjk }kjk l0;ofLFkr :i l fy[kh xb ifjdYi x.kukvk dk ey jftLVjk l feyku djukA

3& lHkh idkj d j[kkfp=k] ifjdYi x.kukvk] T;ykthdy ,o rdudh ifronuk] dk;ky; iLrdky; dh iLrdk vkfn dk j[k j[kko ,o y[kk tk[kkA

4& lHkh rduhdh fo'k;k ij i= 0;ogkj ,o lEcfU/kr i=kofy;k dk j[k j[kkoA

5& ctV lEcU/kh dk;k dk lEiknuA

6& ikDddyuk dk r;kj dju] tkp dju l lEcfU/kr dk; ,o dk;kn"kk ,o vucU/kk e dh xb fofHkUu dk;k dh ek=kvk ,o njk dk ey ikDddyuk l feyku djuk rFkk bu ij fu;=.k j[kukA

7& fufonk y[ki=] ryukRed rkfydk] rduhdh fufnf'V;k] u; vucU/k r;kj dju@ijh{k.k dju l lEcfU/kr dk;A

8& Mkbx LV"kujh] Mkbx ,M eFkefVdy midj.kk vkfn dk y[kk tk[kk ,o j[k j[kkoA

9& mpUr [kkr dk j[k j[kko rFkk rRlEcU/kh fglkc fdrkcA

10& mPp vf/kdkfj;k }kjk funf"kr vU; leLr rduhdh ,o icU/kdh; dk;k dk lEiknuA

11& depkjh ftl vf/kdkjh d fu;=.k e dk;jr gkxk mud }kjk fn; x; fun"kk dk ikyu dju rFkk crk; x; dk;k dk dju d fy; mRrjnk;h gkx A

12& depkjh fn; x; dr0;k dk fun"kkulkj fØ;k"khy :i e dju d fy; mRrjnk;h gkxkA

13& dk; d fy; depkjh dk fun"k lkekU;r% mud }kjk fn; tk;x ftl vf/kdkjh d fu;=.k e og dk;jr gkxkA

14& depkjh mld pkt e fn; x; leLr vfHky[k] midj.k] l;= rFkk vU; lkexh d lefpr j[kj[kko d fy; mRrjnk;h gkxkA

15& og fn; x; dk;k dk i.kr% "k) :i l dju d fy; mRrjnk;h gkxkA

16& fo"k'k ifjfLFkfr;k e vko";drk iMu ij depkjh dh lokvk dk mi;kx fuek.k dk;k dh ,ukfyfll d vk/kkj ij QhYM e Hkh djk;k tk ldrk gA

17& fu;=d vf/kdkjh }kjk lki x; vU; "kkldh; dk;A

Copy of G.O. No. 6225/A/23/1A/156 dated 13.11.68 from Sri. K.D. Agarwal, Deputy Secretary, Irrigation (B Deptt. to Chief Eningeer, Irrigation Department U.P., Lucknow

Subject – Duties of Mate

1. To carry important documents and measurement books and muster rolls etc. and dak and to deliver necessary message to the departmental authorities and to contractors.
2. To arrange labour and to get repaired tools and plants etc.
3. Whenever necessary to watch and preserve material and stores and to arrange delivery of the same.
4. To assist in measuring the work, surveying, aligning and chaining etc. and to carry the instruments.
5. Whenever necessary to supervise the execution of the works.

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ERRATUM

Page No.	Para No.	Line No.	Instead of	To be read as
11	6 (7)	13	Width	With
11	6 (8)	6	Throughly	Thoroughly
15	7 (9)	2	respects	respects
27	10 (18)	5	bivisional	divisional
29	11 (4)	last	from	form
30	11 (6)	4	entires	entires
37	14 (19)	4	sec	see
58	50	Heading	Reyorts	reports
60	54	8	and Aminsand Amins	and Amins
87	76 (1)	5	rank	rank
88	77	3	dated map	dated May
88	77 (3)	21	entiled	entitled
124	108 – 3(a)	1	elgible	eligible
130	118	3	king	kind
137	138	1	de spatch	dispatch
137	138 (a)	last	nn avoidable	unavoidable
179	Ann II (a)	3	proceedinag	proceding
179	Ann II (d)	2	hims-if	himself
198	223 head	1	Extensions	Extensions
201	226	heading	From of	Form of
224	241 (7)	3	Accounts	Accountant
228	10 (c)	3	recors	records
228	10 (g)	last	officaing	officiating

229	3	2	befreo t-e	befre the
230	4	6	letter case	later case
230	4	12	deawn up	drawn up
231	3	9	4-2 (d)	42 (d)
246	d (i)	10	a no-ice to	a notice to
250	250 (5)	1	submerged	submerged
258	(30)	2	at al on	at all on
266	256	3	Offceting	affecting
288	270 (iii)	2	loods	floods
291	C	9	irowarding	forwarding
303	281 (9)	8	hen	when
304	281 (14)	3	jot	got
306	283	4	egister	register
318	294	last	disturbed	disturbed
358	307 (6)	2	fals	fasl
380	316 (3)	1	remissien	remission
282	316 (6)	3	inpividuai	individual
289	318 (10)	7	disposed of	disposed off
292	321 (2)	Pro	owner or	owner or
403	329 (if)	3	warrant	warrant
421	322 (29)	1	To pass excese	To pass excess
421	322 (30)	3	evcess is	excess is
423	322 (39)	1	To executive	To execute
425	322 (48)	3	certnin Irrigation	certain Irrigation
430	322 (67)	10	s 286 phir month	Rs. 200/- per month

437	322 (94)	1	Th grant leave	To grant leave
439	322 (102)	Last	excess of ten dass	excess of ten days
440	322 (105)	1	half yearls	half yearly
442	322 (112)	7	words ta be bopoied	words to be copied
447	322 (131)	3	7 Financial cooe	Financial code
448	322 (134)	7	This resesvation	This reservation
451	322 (150)	6	flucluation	fluctuation
460	322 (176)	8	hief Engineer	chief Engineer
463	32 (186)	1	reappropriations	reappropriation
465	322 (95)	7	is appointed to	is appointed to
472	322 (219)	6	to return to duty	to return to duty
493	322 (29)a	3	the condisions	the conditions
496	322 (219)	1	by promition	by promotion
504	322 (334)	2	monuments ect	monument etc.
506	322(340)	1	for acquttion	for acquisition
521	20	1	vernaclar	vernacular
524	19 (g)	1	fluly made	fully made
	O.M.	10	ordred theet	ordered that
547		1	Transfer entry book	Transfer entry book
561	52	1	Accountatn ceneral	Accountant General
570	18	1	wather resort	weather report
580	187	1	cuard book	Guard book
581	185	1	perolation from	percolation from
591	249	1	cansls	canals
595	1	1	cauge reports	Gauge reports

598	24	2	closing patrols	closing patrol’s
601	47	3	book 50 ieaves	books of 50 leaves
603	92	2	irrigation districts	irrigation districts
609	97	2	zitadars office	ziladar’s office
611	109	3	irrigatism	irrigation
611	113	1	circular orthers	circular orders
612	123	1	yeilow	yellow
613	136	1	coutered fo works	counter foil for works
614	144	3	corres-ondance	correspondence
616	155	4	credita-le revenue	creditable revenue
617	2	2	vrj vfHk;Urkvk	voj vfHk;Urkvk
619	1	1	Dykl*&V&xjhx”ku	Dyky&V&bjhVk”ku
622	107	9	Sake of e-ample	Sake of example
623	heading		jktdh; uyi	jktdh; uydi
624	2	1	100 D;ed “kh?k	100 D;ld “kh’k
632&633	heading	1	appendix iv	appendix vi
634&635		1	miHkkDrkvk dk tek	miHkkDrkvk dk ty
		1	fipkb dk dkb	flpkb dk dkb
636	office order	7	vucU/k fn’ikfnr	vucU/k fu’ikfnr
336	office order	4		
		2		
338	1	6	jktLo e dk Hkh	jktLo e dkQh
641	1(1)	4	(Classification)	(Classification)
641	1 (3)	1	ugj ijh iUly l	ugj ijh iUlky l

643	691	Note-1	Engineers of he	Engineers of the
649	5 (3)	2	vkgj.k dk Hkxrku	vkgj.k dj Hkxrku
650	6	2	dUVDV ,o ,xhueUV	dkUVDV ,o ,xheV