

## CHAPTER I

### EXTENT OF APPLICATION

1. (1) The rules contained in this Code describe the financial methods and procedures to be observed by Public Works Officers in dealing with transactions relating to Public Works and for keeping accounts of such transactions.
- (2) These rules are supplementary to the Financial Rules contained in the Sikkim Financial Rules, 1979 and amended from time to time. The general rules contained therein regarding receipts, custody and withdrawal of money and disbursement of salaries and contingent charges and other matters pertaining to works transactions are also incorporated in this Code for easy reference.
- (3) The directions given in the Code are broadly based on the accepted accounting procedure and forms prescribed by the Comptroller and Auditor General.
- (4) The provisions of this Code are applicable to Roads and Bridges, Buildings and Housing, Irrigation and Flood Control, Water Security and Public Health Engineering and other departments executing civil works.
- (5) The rules in this Code may be amended, modified or supplemented by orders which may be issued by the Roads and Bridges Department in consultation with Finance Revenue and Expenditure and other Departments wherever necessary.

## CHAPTER II

### DEFINITIONS

2. Unless the context otherwise requires, the terms defined in this Chapter are used in this Code in the sense herein explained.
  - (1) **Accountant General** means the head of the Office of Accounts and Audit subordinate to the Comptroller and Auditor General of India, who keeps the accounts of Government and to whom the accounts of the Circle are rendered.
  - (2) **Administrative approval** means formal acceptance by the competent authority of the proposal for incurring any expenditure in the Public Works Department on a

work initiated by or connected with, the requirements of such administrative department. It is in effect, an order to the Public Works Department to execute certain specified works, at a stated sum to meet the administrative needs of the department requiring the work.

- (3) **Accounts Officer** means an Officer in-charge of Accounts irrespective of the designation.
- (4) **Appropriation** means the allotment of funds to meet specified expenditure included in a primary unit of appropriation.
- (5) **Audit Officer** means the head of an Office of Accounts and Audit or Audit alone or any officer subordinate to the Comptroller and Auditor General, who exercises audit functions.
- (6) **Internal Audit Officer** means an officer of internal audit wing of Finance Revenue and Expenditure Department or other officers who is subordinate to the Secretary Finance Revenue and Expenditure Department and who exercises audit functions as a representative of the Finance Revenue and Expenditure Department.
- (7) **Advance payment** means a payment made on running account to a contractor, for the work done by him but not measured. All intermediate payments made in the case of contracts are also treated as advance payments. The term also includes advance payments to suppliers of stores and stock.
- (8) **Assets:** In the accounts of works, the term includes all outstanding or anticipated credits, recoveries of advances or recoverable payments and sale proceeds or transfer value of surplus materials.
- (9) **The Bank** means the Bank which is authorized to transact Government business.
- (10) **Book transfer:** the term is applied to the process whereby financial transactions, which do not involve giving or receiving of cash or of stock materials, are brought to account. They usually represent assets and liabilities of Government brought to account by settlement or otherwise but they may also represent corrections and

amendments made in cash, stock or book transfer transactions previously taken to account.

- (11) **Competent Authority** means the Government or any other authority whom the relevant powers are delegated by the Government.
- (12) **Chief Pay and Accounts Officer** means the Chief Pay Accounts Officer of the Government of Sikkim, who is also required to submit the compiled accounts to the office of the Accountant General.
- (13) **Circle** denotes the executive charge of a district headed by a Superintending Engineer who is also referred to as Circle Officer.
- (14) **Comptroller and Auditor General** means the Comptroller and Auditor General of India.
- (15) **Constitution** means the Constitution of India
- (16) **Consolidated Fund** means the consolidated fund of State as defined in the Article 266 of the Constitution.
- (17) **Contingency Fund** means the contingency fund of State established under Sikkim Contingency Fund Act 1975 in terms of Article 267(2) of the Constitution.
- (18) **Controlling Officer** means an Officer entrusted with the responsibility of controlling in incurring expenditure or collection of revenue. The term shall include Head of a Department.
- (19) **Completion and Completed:** The expression completion of a work also includes abandonment of a work and completed work includes abandoned work.
- (20) **Contingencies (Works):** When used in respect of the accounts of a work, it indicates incidental expenses of a sundry nature, which cannot be classified under any Sub-head or sub-work but pertain to the work.

- (21) **Contract** means any kind of undertaking written or verbal, express or implied, by a person not being a Government servant or by a Syndicate or Society or Firm, for the construction, maintenance or repairs of one or more works, for the supply of materials or for the performance of any service in connection with the execution of works or the supply of materials.
- (22) **Contractor** means a person, syndicate or a firm or Society making such an undertaking but often its use is restricted to contractors for the execution of works or for services in connection therewith.
- (23) **Deposit works:** The term is applied to works of construction or repair cost of which is met out of funds made available either by the Central or other State Governments or other Government Departments or from non-Government sources like Municipalities, PRIs and Public or Semi-Government bodies.
- (24) **Direction Office** indicates the office of the Principal Chief Engineer cum Secretary or Heads of the Department.
- (25) **Direction Officer:** The head of a direction office is known by this designation.
- (26) **Division:** This term is used to denote the executive charge held by the Divisional Engineer.
- (27) **Divisional Officer** means Divisional Engineer.
- (28) **Disbursing Officer** means head of an office or any other gazette officer so declared as such by the Finance Revenue and Expenditure Department of the State to draw bills and make payments on behalf of the State as per the prescribed procedure.
- (29) **Final Payment** means the last payment on a running account made to a Contractor or Supplier, on the completion or determination of the contract and in full settlement of the account.

- (30) **Finance Department** means the Finance Revenue and Expenditure Department of Government of Sikkim.
- (31) **Head of Office** means a Gazetted Officer declared as such by the Finance Revenue and Expenditure Department as Head of Office for purpose of these rules.
- (32) **Intermediate payment** is a term applied to a disbursement of any kind of running account not being the final payment. It includes advance payment.
- (33) **Issue rate** is the cost per unit fixed from time to time in respect of an article borne on stock exclusive of storage charges.
- (34) **Liabilities** when applied to works include all anticipated charges which have not been paid.
- (35) **Major estimate** is a term applied to an estimate for a work cost of which exceeds Rs. 1 Lakh.
- (36) **Market rate** is the rate at which an article borne on stock can be procured in the local market.
- (37) **Minor estimate** is the term applied to an estimate for a work cost of which does not exceed Rs. 1 lakh.
- (38) **Pay and Accounts Office** means the Pay and Accounts office set up by Government of Sikkim.
- (39) **Progress** means up to date quantum of work done or supplies made.
- (40) **Quantity** is used to describe the extent of work done, supplies made or services rendered when these can be measured, weighed or counted.
- (41) **Rate:** In estimates, contracts or supplies, the rate means the consideration for each unit of work, supply or other services.

- (42) **Rate of cost** means the total cost of work or supply divided by its quantity.
- (43) **Re-appropriation** means transfer of funds from one unit of appropriation to another unit.
- (44) **Recoverable payment** means payment to or on behalf of contractor which is to be made good from the Contractor.
- (45) **Running account** is a term applied to the account with a contractor when payment for work or supplies is made to him at convenient intervals subject to final settlement of the account in the completion or determination of his contract.
- (46) **Storage rate and storage charges:** These denote charges fixed and levied on all issues of stock, to cover such actual expenditure incurred after the acquisition of stores, on work charged establishment, labour and muster roll employees employed, on handling, custody maintenance and keeping of initial accounts.
- (47) **Sub-head:** In the accounts of work, the term is used to describe sub-divisions made for purpose of financial control and statistical convenience e.g. excavation, concrete, woodwork etc.
- (48) **Sub-work:** The term is often applied to a distinct unit of work for purpose of execution e.g. compound wall, outhouses, protective works etc. and in the case of Irrigation works, the Head works, Main Lines; branch of canal, protective works etc.
- (49) **Sikkim Public Works Department:** The Sikkim Public Works Department means the Departments of Irrigation, Public Health Engineering, Roads and Bridges, Buildings and Housing and other Departments who are engaged in execution of civil works in the Government, comprising of the offices and the staff under the control of Principal Chief Engineer Cum Secretary or Secretary of the respective department.
- (50) **Supervision charges** are charges levied in addition to book value and storage, in respect of stock materials sold or transferred and are intended to cover items of expenditure not included in book value or storage charges.

- (51) **Secured advance** is a term applied specifically to an advance made, on the security of materials brought to site of work, to a contractor, whose contract is for the completed items of work.
- (52) **Suspense Accounts** - This term is applied primarily to certain heads of account, falling under the minor head "Suspense" of a major head of expenditure, which are reserved for the temporary passage of such transactions as must at once be taken to the account of the sanction or grant concerned, but cannot be cleared finally either because the relevant payment, recovery or adjustment is awaited, or because it is necessary to keep an effective watch over the values of any stock materials, until their final disposal. The charges under a suspense account are taken in enhancement of the charges under the major head of expenditure concerned, and the receipts, in reduction thereof.
- (53) **Technical Sanction** - This name is given to the order of competent authority sanctioning a properly detailed estimate of the cost of a work of construction or repair proposed to be carried out in the Public Works Department. Ordinarily, such sanction can only be accorded by the Government in the Public Works Department or by such authorities of the Department to whom the power has been delegated by the Government. Sanction accorded to a work by any other Department of Government is regarded merely as an administrative approval of the work, vide clause (2).
- (54) **Works**— The term used in its comprehensive sense includes not only works of construction or repair but other objects of expenditure connected with supply, repair and carriage of tools and plant, supply or manufacture of other stores or the operation of a workshop.
- (55) **Works expenditure:** The term is used to indicate expenditure connected with planning, designing, investigation, estimation, construction, repair and maintenance of work including expenditure on work charged establishment.

## CHAPTER III

### GENERAL OUTLINES OF SYSTEM OF ACCOUNT

#### **Classification of Transactions:**

3. (1) The Public Works Department executes primarily works of all classes required for all Departments except those wherein Engineering Cells / Wings have been created to cater and meet their specific requirements. Officers of Public Work Department exercise such powers as are delegated to them from time to time.
- (2). Petty works and ordinary repairs upto a limit of Rs. 10,000/- may be undertaken by the Departments with no engineering wing / cell (after obtaining the advice of the Public Works Department regarding estimate, plants etc.)
4. (1). As a general rule the classification of transactions in Government Accounts has closer reference to the function, programme and the activity as well as the object of expenditure.
- (2) The main unit of classification in accounts is the major head, which is divided into minor heads, each of which has a number of subordinate heads, or sub-head. The sub-heads are further divided into detailed heads.
- (3). Major head of the account falling within the Consolidated Fund generally correspond to 'Functions' of Government, such as different Services like Public Works, Human Resource Development provided by Government, while minor heads subordinate to them, identify the 'Programme' undertaken to achieve the objectives of the function represented by the major head. A programme may consist of a number of schemes or activities and these generally correspond to sub-heads below the minor head represented by the programme. In certain cases, especially in regard to non-developmental expenditure or expenditure of an administrative nature, the sub-heads may denote the components of a programme as 'Organizations' or the different 'Wings of Administration'.
- (4). A 'Detailed head' is termed as an object classification. On the expenditure side of the accounts particularly in respect of heads of account within the Consolidated



Fund, detailed heads are primarily meant for itemized control over expenditure and indicate the object or nature of expenditure on a scheme or activity or organization in terms of inputs such as “salaries” , “office Expenses”, “Grants-in-aid”.

- (5) The detailed classification of account heads is Government Accounts and the order in which the Major and Minor heads appear in all account record are prescribed by the President on the advice of the Comptroller and Auditor General of India. The List of Major and Minor heads of Account of Union and States contains the classification prescribed.
- (6). A four digit Code has been allotted to the Major Heads, the first digit indicating whether the Major Head is a Receipt Head or Revenue Expenditure, Head or Capital Expenditure Head or Loans and Advance Head. If the first Digit is ‘0’ or ‘1’ the Head of Account will represent Revenue Receipt, ‘2’ or ‘3’ or it pertaining to Public Account will represent Revenue Expenditure, 4 and 5 Capital Expenditure, 6 or 7 Loans and Advances Head (4000 for Capital Receipt). And ‘8’ will represent Contingency Fund and Public Account.
- (7). Adding 2 to the first digit of the Revenue Receipt will give the Code number allotted to corresponding Revenue Expenditure Head, adding another 2 – the Capital Expenditure Head and another 2- the Loans and Advances Head of Account e.g.

Head of Accounts: e.g.

0215 represents the Receipt Head for Water Supply and Sanitation

2215 represent the Revenue Expenditure Head for Water Supply

4215 represents the Capital Outlay on Water Supply and Sanitation

6415 resents Loan for Water Supply

- (8). Expenditure which under the provisions of the Constitution is subject to the vote of the Legislature is to be shown in the accounts separately from expenditure which is charged on the Consolidated Fund of the State. The expression “charged” or

“Voted” is appended to the head concerned to distinguish the two categories of expenditure.

- (9). Transactions related to the charges and receipts connected with the services pertaining to public works of Government are adjusted finally in the accounts of Circle Officers against the provision of funds there for placed at their disposal. Transactions connected with the services for other Government Works are not so adjusted finally, but pass eventually out of the account of Circle Officers for incorporation in the accounts of the departments concerned. Outlay on non-Government works is charged against the deposits received thereof.
  - (10). In all cases the primary accounts of these transactions should be kept in accordance with the rules of this Code, even though the ultimate cost of the transactions may not have been brought to account finally in the books of the Circle Office.
5. The transactions of Public Works Offices may thus be grouped under the heads indicated below:-
- I. Expenditure Heads: for charges adjustable finally in the accounts of Circle Offices.
  - II. Revenue Heads: for revenue receipts creditable finally to Government in the accounts of Circle Offices.
  - III. Remittance Heads: Receipts as well as payments of cash, stores, or other valuables received from or paid to or on behalf of Government or other Departments.
  - IV. Suspense and Deposit Heads for certain receipts and payments held in suspense or Deposit pending clearance by payments or recovery (as the same may be) in cash or otherwise.
6. The transactions under each of these groups are further sub-divided for purpose of accounts. In the case of Expenditure and Revenue Heads, the main unit of classification is known as the major head and the further divisions of it as minor heads, each of which has a number of sub-ordinate heads generally known as detailed heads.

7. The classification and the heads of accounts under which the transactions are adjustable have been indicated in the list of Major and Minor Heads of Accounts.  
To meet local requirements, necessary changes can be made in the standard list of detailed heads with the concurrence of Finance Revenue and Expenditure Department and approval of the Accountant General.
8. Revenue is realized and placed to the credit of Consolidated Fund of the State Government as it falls due, under the statutory or other rules governing it but expenditure can be incurred only against a grant voted by the State Legislature or against appropriation provided for meeting charged expenditure. The incidence of expenditure between voted and charged is determined by the relevant provisions of the Constitution of India.

Note: A sum required to satisfy the award of an arbitral tribunal is to be charged to the consolidated fund. The arbitral tribunal should be one that is constituted by an order or act of the State and must be vested with inherent judicial authority.

#### **SYSTEM OF ACCOUNTS**

9. (1) The general system of de-centralization of payments and accounting at District Level applies also to the Public Works Department. Under the System, the office of the Superintending Engineer of the Public Work Department or the officer designated by the Government for the purpose is the primary disbursing unit of the Department within the District / Circle and is required to present all bills including the bills for works executed within the District / Circle to the District Pay and Accounts Office for pre-check and payment through the Disbursing Officer of the Department.
- (2) Based on the payments released and transactions effected in the cash book, the monthly Account is compiled by the District Pay and Accounts Office and rendered directly to the Accountant General, Sikkim for incorporation in the account of the State Government.
10. (1) A parallel cash book shall be maintained by the Disbursing Officer to watch the transactions on receipt of cheque, from the District Pay and Accounts Officer against the connected bill.

- (2) The Departmental receipts are collected by the State Bank of Sikkim and accounted for by the Accountant General, Sikkim through the monthly account of the State Government.
- (3) The store Officer in the office of the Superintending Engineer is further required to maintain clear accounts of all stores received by him and to make these accounts available for audit by the Accountant General, Sikkim.
- 11.** It is not sufficient that an Officer's account should be correct to his own satisfaction. A Disbursing Officer has to satisfy not only himself, but also the Audit, that a claim which has been accepted is valid, that a voucher is a complete proof of the payment which it supports, and that an account is correct in all respects. It is necessary that all accounts should be so kept and the details so fully recorded, so as to afford the requisite means for satisfying any enquiry that may be made into the particulars of any case, even though such enquiry may be as to the economy or the bona fides of the transactions. It is further essential that the records of payment, measurement and transactions in general must be clear, explicit and self-contained so as to be admissible as satisfactory and convincing evidence of facts, if required in a Court of Law. All transactions involving, giving or taking of cash, stores, other properties, rights, privileges, and concessions which have money values should be brought to account. The record of a transaction of receipt or expenditure should always be made at once under the final, debt, deposit or remittance head to which it pertains,

#### **CHAPTER IV**

#### **RELATIONS WITH AUDIT**

- 12.** The Superintending Engineer or the Officer designated by the Government shall be the overall in-charge of his Circle / District and is responsible for proper maintenance of record in his office. The Accounts officer or Drawing and Disbursing Officer posted in the circle / district office shall be the primary Disbursing Officer of the district/circle and is responsible not only for the financial regularity/propriety of the transactions of the whole district/circle but also for the maintenance of the accounts of transactions correctly and in accordance with the rules. He should ensure that no infructuous or illegal expenditure is incurred, under his charge.

13. The Superintending Engineer is assisted by an Accounts Officer, in the discharge of his responsibilities regarding control of expenditure in accordance with the rules. He should have received adequate training in the Public Works Accounts and should be well acquainted with the initial and subsidiary accounts of a regular Public Works Division / Circle of the State Government.

#### **Accounts Officer of the Circle**

14. In addition to the functions and duties defined in Section 2, paragraph 2.44 of the Sikkim Public Works Manual 2009, the Accounts Officer of the Circle will act:-
1. As an accountant responsible for the maintenance of accounts in accordance with the prescribed rules.
  2. As internal auditor applying certain preliminary checks, to the initial accounts and vouchers and
  3. (a) As a financial advisor to the Superintending Engineer in all matters relating to accounts, budget estimates and application of financial rules generally.
  - (b) In the discharge of his duties he is expected to keep himself fully conversant with all sanctions and orders passing through the district/circle and other matters which affect the estimates or actual accounts of receipts and charges. He should also advise the Superintending Engineer, on the financial aspect of all proposals for expenditure and keep a watch as far as possible on the overall liabilities against the grants of the district concerned.
  - (c) The Superintending Engineer should see that all proposals for sanction and other financial matters are routed through the Accounts Officer to enable him to keep himself fully conversant with the accounts as well as other important matters.
15. The Accounts Officer should bring to the notice of the Superintending Engineer, defects or omissions or cases of infructuous or illegal expenditure detected by him during the course of initial check of accounts and vouchers. If however, the Superintending Engineer passes orders overruling the advice of the Accounts Officer, the Accounts Officer should

abide by the decision of the Superintending Engineer but keep a confidential record of the facts of the case to be shown to higher authorities when called for.

16. The Accounts Officer is responsible for the custody of tender documents. He should also ensure that the comparative statements are properly prepared and checked. The Accounts Officer should also undertake scrutiny of accounts of sub-ordinate offices, with the approval of the Superintending Engineer.
17. As a general rule, the Accounts Officer of the district shall not receive or pay any cash. All defalcations or losses of money, stores or other property above Rs. 500/- should be reported immediately to the Accountant General, Chief Engineer and Finance Revenue and Expenditure Department through the Superintending Engineer.
18. The Accounts Officer of the District / Circle is also responsible for bringing to the notice of the Divisional / Superintending Engineer, all transactions which are irregular in his opinion and also for implementing the instructions which the Superintending Engineer may issue for compliance of prescribed rules and regulations by sub-ordinate officers.

#### **AUDIT INSPECTION**

19. The Accountant General arranges for periodical test check and audit and local inspection of the accounts of the Circle/Division. The Superintending Engineer should make available to audit, all the initial accounts and connected records for inspection and scrutiny. The Inspecting Officer will also discuss the draft inspection report with the Superintending Engineer, whose accounts are audited. The Superintending Engineer should normally be present, at the time of inspection of the circle.

#### **SUBMISSION OF RECORDS AND INFORMATION**

20. **Demand for information by Audit:-** A subordinate authority shall afford all reasonable facilities to the Audit Officer for the discharge of his functions, and furnish fullest possible information required by him for the preparation of any official account or report.
21. A subordinate authority shall not withhold any information, books or other documents required by the Audit Officer.

22. If the contents of any file are categorized as ‘Secret’ or ‘ Top Secret’ the file may be sent personally to the Head of the Audit Office specifying this fact, who will then deal with it in accordance with the standing instructions for handling and custody of such classified documents.
23. The following procedure should be adopted in the disposal of inspection reports of Circle Officers:-
- (1) The report will be sent by the Accountant General to the Superintending Engineer, who after examining the facts pointed out in the reports, will forward it to the Chief Engineer, with his remarks, within fifteen days of the receipt of the report.
  - (2) The Chief Engineer, after examining the replies of the Superintending Engineer, will submit the same to Principal Chief Engineer cum Secretary / Head of the Department for sending the same to the Accountant General within one month of the receipt of the report.
  - (3) The Accountant General will forward to the Head of the Department a copy of the inspection reports, representing serious financial irregularities or any important defects or omissions, which require special attention of the Head of Department.
  - (4) The Head of Department will deal with all matters within his competence and refer to Government matters, which require either specific ratification or special orders of Government. A copy of the Head of Department’s orders would be sent to the Accountant General for his reference. The Head of Department shall also endorse copies of Government orders obtained on any particular objection or irregularity.
  - (5) It is essential for the Head of Department and other officers to adhere to the time limit prescribed for attending to the audit report and instruct the subordinate officers to promptly attend to the audit observations.

### **Results of Audit**

24. The results of audit are communicated to the Superintending Engineer by the Accountant General in the form of Audit notes, Inspection reports, or special letters. Prompt attention is required to be given by the Superintending Engineer, and furnish the replies based on verification of facts and his personal knowledge.

- 25.** Part 1 of the Audit note and the inspection report should be returned to the Accountant General through the Principal Chief Engineer cum Secretary / Heads of Department, after recording replies in respect of each item or paragraph. The Chief Engineer, after examining the replies furnished by the Superintending Engineer, will pass order in respect of matters which he is competent to deal with and finally record his remarks (with a note of the action taken) on all other points, before returning the documents, to the Accountant General. Once a transaction has been entered in the Audit or Inspection report, the responsibility for settlement or removal of the objection rests with the Superintendent Engineer. The periodical reports of outstanding objections communicated by the Accountant General on the important items should be given special attention by the Superintending Engineer and other higher authorities. The Superintending Engineer should try to settle the objections either by furnishing necessary documents or information or by securing compliance with the provisions of specified rule. In case the Department contends the validity or correctness of audit objections, the objection should be held to be in force unless a formal intimation of its withdrawal is received from the Audit Officer.
- 26.** The Accountant General will have objection, any transaction coming to his notice, which is not covered by adequate sanction or involves excess or deviation. In cases of action already taken by the Superintending Engineer to regularize the excess or deviation or inadequacy of sanction, the copies of the relevant orders, regularizing the transaction, should be communicated to the Accountant General to avoid any objection from the Accountant General on such transaction. The object of this rule is to ensure that the expenditure conforms to the rules prescribed and that there is no infructuous or illegal expenditure.
- 27** It is the duty of the Superintending Engineer to compile the details of outstanding audit objections and submit the details of action taken report quarterly to the Principal Chief Engineer cum Secretary / Head of Department through the Chief Engineer. The Principal Chief Engineer cum Secretary / Head of the Department are personally responsible for timely reply to the proposed draft audit paragraph to be incorporated in the audit report of the Comptroller and Auditor General of India, forwarded by the Accountant General and if necessary, discuss the reply of the department with the Accountant General.



28. The Principal Chief Engineer cum Secretary / Head of the Department should review the outstanding audit paragraphs lying unsettled in the department and take measures to convene the Audit Adhoc Committee Meeting in consultation with the Accountant General.

**Communication of sanction to Audit.**

29. Sanctioning authority is required to appoint a Nodal Officer not below the rank of Deputy Secretary for signing the sanction orders / schedules and who is responsible to communicate to the Accountant General, copies of sanctions and orders against which audit of receipts and disbursements is conducted by the Accountant General.

**CHAPTER V**

**APPROPRIATION AND CONTROL OF EXPENDITURE**

**Introductory**

30. Expenditure can only be incurred on a work or other object :
- i) If sanction, either special or general of the competent authority has been obtained authorizing the expenditure
  - ii) If funds to cover such charges during the year have been provided by competent authority and
  - iii) if the expenditure conforms to the relevant provisions of the Constitution and to the financial rules, regulations and orders issued by competent authority.

In case of suspense accounts like stock, the expenditure incurred, should not exceed the net provisions for the year and in respect of transactions falling under other suspense heads, it should be ensured that there is no breach of any of the canons of financial propriety.

**Grants and their Distribution**

31. A grant or supplementary grant may be made in respect of expenditure, falling under one or more major heads. For the purposes of financial control, the grant allotted to each major head of account is sub-divided into minor heads, the later being further sub-divided into detailed heads, service and departmental heads. The sub-divisions of

major heads into minor heads are known as primary units of appropriation. They may be further sub-divided into detailed heads which are known as secondary units of appropriation.

32. The grant for Public Works is broadly divided into the following primary units of appropriation such as

- 1) Original works
- 2) Repairs
- 3) Establishment
- 4) Suspense
- 5) Petty construction and repairs by civil department
- 6) Tools and Plant
- 7) Grant in aid.

Any sub-divisions of the primary units e.g. original works into major works minor works, establishment, salaries, office expenses etc, are known as secondary units of appropriation.

33. The demand for a grant presented to the State Legislature is for the gross amount of expenditure to be incurred and should show separately recoveries to be taken in reduction of expenditure. The appropriation for the minor heads "Suspense" subordinates to the Public Works, Major Head should provide for gross debit of the whole year and the recoveries and other credits should be exhibited separately in the Demand.

### **Budget Estimates**

34. The Head of Department is responsible for the preparation and submission to the Finance Revenue and Expenditure Department, the budget estimate of receipts and expenditure for the year. The departmental estimates of receipts and expenditure shall be prepared as per time schedule and format prescribed by the Finance Revenue and Expenditure Department.

### **Communication of Grants**

35. As soon as the Legislative Assembly has voted the grant of service or administration of several branches of the Public Works Department, the Finance Revenue and

Expenditure Department will communicate to the Head of Department concerned the amount so voted as well as provision made for non-voted expenditure. The Head of Department shall place the appropriation at the disposal of spending units who are answerable for proper utilization of funds.

### **Appropriation and Re-appropriation**

36. Appropriation or re-appropriation is the allotment of a particular sum of money to meet expenditure on a specified object and it is a fundamental rule that no outlay shall be incurred without such appropriation or re-appropriation. In exceptional cases, expenditure may be incurred with the specific authorization of Finance Revenue and Expenditure Department, in anticipation of allotment of funds with the approval of Head of Department.
37. An appropriation is intended to cover all the charges including liabilities of the past year, to be paid during the year or to be adjusted in the account of it. It is operative until the close of the financial year. Any unspent balance, lapses and is not available for utilization in the following year.
38. The allotment in a unit of appropriation can be increased or decreased only by a formal order or re-appropriation authorizing transfer of funds from one unit to another. In all orders proposing or sanctioning re-appropriation, reasons necessitating the addition or reduction, should be indicated.
39. An appropriation or re-appropriation within the grant of the year can be authorized at any time before the expiry of the financial year.
40. While submitting proposals for re-appropriation, the provisions of rule 85 of Sikkim Financial Rules should be observed. All re-appropriations should be noted in the register of re-appropriations.

### **Expenditure not provided for in the Budget**

- 41 (a) For exceptional reasons expenditure not provided for in the budget or in excess of the allotment thereof has to be incurred, application for additional funds should be made to the Finance Revenue and Expenditure Department stating how the

expenditure is proposed to be met. It should also be explained why it was necessary to incur the expenditure, how it was not foreseen for inclusion in the budget and why the expenditure can not be postponed to the next financial year.

- (b) It should be distinctly stated in the application for sanction, whether the proposed expenditure is to be met by re-appropriation and if so from which unit of appropriation.
- (c) However, no expenditure should be incurred without sufficient budget provision.
- (d) In exceptional cases, advance from contingency fund of the state should be applied by the Head of Department.

### **Control of Expenditure**

- 42.** The Principal Chief Engineer cum Secretary or Head of Department shall keep a watch over the progress of expenditure through his financial advisor as he is ultimately responsible for keeping the expenditure within the allotment. He should accordingly keep himself informed of such circumstances as may affect the progress of expenditure so that steps may be taken either to obtain extra funds or utilize the possible savings as far as possible. The Principal Chief Engineer cum Secretary or Heads of Department should utilize the funds allotted to the Department as per the priority, need and requirements of the Department. The transfer of provisions from one Head of Account to another Head or the District as per the provisions contained in Sikkim Financial Rules, 1979, shall be within the administrative power of Head of Department. However, all re-appropriations and surrenders shall be approved by Finance Revenue and Expenditure Department.
- 43.** Similarly, the Superintending Engineer of the Circle is required to keep a watch over the progress of works and expenditure and is responsible for keeping the expenditure within the allotments. He is required to submit monthly expenditure to the Office of the Principal Chief Engineer cum Secretary or Head of Department by 5<sup>th</sup> of every succeeding month.

44. The Principal Chief Engineer cum Secretary / Head of Department and the Superintending Engineer, should depute the concerned drawing / disbursing Officer to the Accountants General's Office, for reconciliation periodically and as per time schedule, intimated by office of Accountant General and ensure that the expenditure is booked correctly and certificate to this extent is forwarded to the Principal Chief Engineer cum Secretary / Head of the Department.
45. It is also necessary for the Drawing and Disbursing Officer to ensure that all bills presented to Pay and Accounts Office for pre-check are entered under the relevant unit of appropriation in the Allotment Register / CAR to be maintained in form (referred to in paragraph 8.9 of Sikkim Public Works Manual 2009).
46. Monthly review on progress of expenditure should be conducted under the following categories of expenditure by Head of Department as well as the Circle Office.
- 1) Works under State Plan.
  - 2) Works under Centrally funded schemes including the World Bank funded projects.
  - 3) Tool and Plant and Machinery and
  - 4) Suspense.
  - 5) Expenditure under Direction and Administration

In this monthly review of expenditure, special attention shall be paid to: -

- 1) Outstanding debits, stock suspense and amounts recoverable from contractors.
  - 2) Outstanding advances etc., under the Suspense Head or Works Advances.
  - 3) Other liabilities awaiting settlement.
  - 4) Work completed but bills are not yet closed.
47. The account maintained in the Public Works Department contains all the details necessary for adequate watch of expenditure under the above heads. In the case of works, register of works shows a progressive account of the expenditure on each individual work. Where a specific appropriation has been provided for any work, the progress of expenditure against the sanctions can be watched through the **Work Register as detailed in Para 8.7 and 8.8 of Sikkim Public Works Manual 2009** and the register prescribed therein. In case of number of works are included in a particular

sanctioned estimates / detailed project report, the expenditure shall be watched through the work register, duly allocating separate pages for each such works and with reference to the sanctioned provision. Monthly accounts and statements shall, however be prepared as per sanction accorded from the Government.

- 48.** It is however, necessary that an abstract of expenditure should be prepared monthly, for each Major Head of Account with the help of the Accounts Officer, to ascertain the overall picture of the Circle as a whole and compare and reconcile the same, with the monthly account as rendered by the District Pay and Accounts Office. The work-wise statement of expenditure, as per the sanctions accorded and intimated should be furnished, to the Principal Chief Engineer cum Secretary / Head of Department every month immediately after the compilation of monthly accounts and not later than 10<sup>th</sup> of every succeeding month.
- 49** The Principal Chief Engineer cum Secretary / Head of Department after considering the progress of expenditure submitted by the Circle shall consolidate the statements of the Circle and prepare a report of the Department for submission to the Government for review of the expenditure for the State as a whole and issue such instructions as may be necessary to field functionaries.

## **CHAPTER VI**

### **WITHDRAWAL OF MONEY FROM GOVERNMENT ACCOUNT**

#### **General Principles**

- 50** No authority may incur expenditure or enter into any liability, involving expenditure or transfer of money, from the Government account, unless such expenditure or transfer, as the case may be, has been sanctioned by general or special orders of the Government or by any authority to whom power has been delegated.
- 51.** Every officer who is authorized to incur expenditure should be guided by high standards of financial propriety and enforce strict economy and ensure that relevant provisions of Sikkim Financial Rules, 1979, and regulations are observed, not only by him, but also by his subordinate officers.

52. No money shall be drawn, unless the amount is required for immediate disbursement and the expenditure incurred, the drawal should not be prima facie, more than the occasion demands.
53. No authority should exercise its powers of sanctioning expenditure which will be utilized directly or indirectly to its own advantage.
54. Expenditure from public money should not be incurred for the benefit of a particular section or person unless the claim is enforceable in a court of law or is according to the established policy.
55. The Principal Chief Engineer cum Secretary / Head of Department and the Superintending Engineer are responsible to ensure that the total expenditure is within the authorized grant and is utilized for the purpose intended.

**56. Mode of Withdrawal:**

Cash is obtained by Drawing and Disbursing officers of the Department by bills pre-checked by Pay and Accounts Office of the respective district.

**57. Manner of Payment:**

- a) If a cheque is issued by the Government, for payment of any sum, due by the Government and it is acknowledged, payment shall be deemed to have been made.
- b) Similarly, if the cheque is handed over to the payee or sent to him through registered post, the payment shall be deemed to have been made.
- c) It is also permissible to make payments to suppliers by obtaining Bank Drafts prepared at the cost of such suppliers on their request.
- d) Payment to the contractors and suppliers may, if so desired by them be made to their banks, instead of direct to the contractors, through "account payee" cheques provided the Department obtains (1) proper authorization from the contractor and

(2) contractor accepts the correctness of the amount on the bill by affixing his signature.

**58. Forms of Bills and Payments:**

The authorized forms of bills to be used for payment to contractors are described below:-

- a) Work bill form. (Sikkim Public Works Department in **Form No 24** of Sikkim Public Works Manual 2009. This form should be used for making payments to contractors for works/ or suppliers, when payment is made for a job or contract on its completion, and also for making running accounts or intermediate payments to works for contractors and also final payments.
- b) Hand receipt in **Form No 28** of Sikkim Public Works Manual 2009. This is simple form of voucher, used for all miscellaneous payments and advances, for which none of the special forms are suitable.

**59.** The authorities competent to pass the bills after observing the required checks are given in Paragraph 7.7 of the Sikkim Public Works Manual 2009.

**Bill Register**

**60.** Payments are made by the office of the Superintending Engineer / Divisional Engineer on receipt of bills from the Assistant Engineer. A consolidated record of bills should be maintained in the Circle / District Office in a register known as “Bill Register”. The details on maintenance of bill register is explained in Section 8, paragraph 8.1 Sikkim Public Works Manual 2009. The receipt and disposal of bills should be watched through this register.

**61. Vouchers for payment**

- (a) The Drawing and Disbursing Officer shall obtain for every payment a voucher setting forth the full and clear particulars of the claim and complete information necessary for determining the classification.
- (b) Every voucher must bear an acknowledgement of the payee, obtained at the time of payment.
- (c) Every voucher must bear the pay order, signed by the Disbursing Officer, specifying the amount payable, both in words and figures. All pass orders must



be signed in ink. All vouchers must be stamped paid and the entries in Measurement Book should be cancelled by the Pay and Accounts Office before drawl of cheque by diagonal line in **RED** ink to ensure that the same measurements are not used again.

- 62.** The Superintending Engineers or the Drawing and Disbursing Officer, shall hold such advance permanent or imprest, as may be authorized by Principal Chief Engineer cum Secretary / Head of the Department, with the sanction of Finance Revenue and Expenditure Department, for making such petty payments, subject to recoupment periodically. The imprests amount to be held should be so fixed and reviewed, taking into account, the average expenditure met from imprest, during the last six months. Imprest amount held not recouped at least once a month, or not utilized in full, should be deemed not justified and should be either reduced or withdrawn, to avoid retention of excess cash. Every person holding such advance should maintain, a subsidiary cash book, in the prescribed form to record day to day account of the imprest.

### **Preparation of bills**

- 63.** The following instructions with regard to preparation and forms of bills shall be observed.
- 1.** Printed form or computerized printed bills in English should be used.
  - 2.** All bills must be signed in ink and amount of the bill should be written both in figures as well as in words.
  - 3.** All corrections and alterations made in the amount of the bill should be attested by the full signature with date by the Drawing Office.
  - 4.** Erasures and overwriting should be avoided. If any correction is necessary, the incorrect entry should be struck off once and correct entry inserted duly attested by the Drawing Office.
  - 5.** The Demand for Grant number and full classification as reflected in the budget should be recorded on each bill.
  - 6.** The bill pertaining to Plan and Non Plan should be separate and form of different colour should be used as prescribed by the Government from time to time.

7. Charges pertaining to more than one major head should not be included in one bill.
8. In the pay bills, all persons belonging to one category should be grouped to facilitate comparison with sanctioned strength and keep a watch on the sanctioned strength of each cadre e.g. , Supervisor, Junior Engineer, Accountant , Senior Accounts Clerk, Lower Division Clerk etc. The sanctioned strength under various categories should be noted in red ink at the top of the bill.
9. In respect of temporary appointments, the office order number and date and the period of sanction should be noted above the claim for the post.
10. The total of each section, i.e. cadre should be prepared and the abstract should indicate the grand total of all the sections.
11. The difference between gross amount and net amount should tally with the details of recoveries e.g. General Provident Fund, Income Tax, Festival advance, Housing Loan, State Bank of Sikkim Loan etc. Recoveries which are adjustable through book adjustments should be marked and endorsement should indicate, that separate cheque be issued, in respect of such recoveries, e.g. recoveries of Banks and housing companies, loan are to be drawn by means of cheque in favour of Manager State Bank of Sikkim. Separate schedules should be prepared in respect of each type of recovery.
12. The total of vouchers enclosed to the bill should be checked and an abstract of the amounts of different vouchers enclosed to the bill should be prepared and attached to the bill.
13. The bill should be accompanied by sanction orders duly signed by an officer authorized in this behalf. The sanction orders should not be communicated over the signature of the Drawing and Disbursing officer.
14. A note to the effect that the amount of the bill is below a specified amount expressed in whole rupees which is slightly in excess of the total amount of the bill should be invariably recorded on the body of the bill in red ink.
15. In case the cheque issued for payment of bill is lost, intimation should be sent regarding loss of cheque and duplicate bill should be processed after obtaining a non-payment certificate from the bank.

16. All receipt enclosed to the bill should bear stamped acknowledgement for the amount specified by the Finance Revenue and Expenditure Department from time to time.
17. The Salary Audit Register should be maintained in the form prescribed and the postings should be made giving reference to Transfer Order No. and Date, Last Pay Certificate No. and Date, Appointment Order No. and Date in case of fresh appointments. Records of his basic pay and other allowances shall be recorded in this register along with full details of recoveries and deductions from the pay and allowances of the Government servant.

**Distribution of Pay and Allowances:**

64. The Head of the Office/Drawing Officer is personally responsible for the amount drawn on bills signed by him until the amount has been disbursed to the person or persons, entitled to receive the same. The Disbursing Officer should obtain legal acquaintance on the office copy of the bill.
65. In case the payee is not available for disbursement, disbursement should be made on authorization from the payee to any other employee of the office and the authorization received should be attached to the office copy along with the signature of recipient.
66. An account of the undisbursed pay and allowances should be kept in a Register in the form prescribed. Entry regarding the amount received and amount undisbursed should be made against each bill serially. Subsequent payment should be entered in the relevant column of the register and also cash book and each such entry of subsequent payment should be attested by the Drawing Officer in the register as well as in the cash book. The paid stamp should be affixed against each payment attested by the Disbursing Officer. An abstract of amounts lying undisbursed for more than 3 months should be prepared for remittance into the Bank or by short drawal from the next bill.

**Deduction from Pay bills**

**67. (a) General provident Fund: -**

It is compulsory to deduct General Provident Fund at the rate prescribed by the Government from the basic pay in respect of every Government servant who is regularly appointed and who completes one year of service.

**(b) Income Tax Deduction**

Deduction from pay bills on account of income tax if applicable shall be in accordance with the Indian Income Tax Act as amended or modified from time to time.

© **Contributory pension.**

Any person(s) appointed after the imposition of the Contributory Pension Rule, it the responsibility of the Drawing Officer to deduct the amount as specified in the said rule and credited to the contributory pension employees so appointed.

**68. Recoveries of Advances and Loans**

Loans and Advance, sanctioned and drawn for various purposes viz. the Festival Advance, General Provident Fund or other Loans of Banks and Financial Institutions etc. should be noted immediately in the Salary Audit Register and Advances Register and it is the responsibility of the Drawing Officer to ensure prompt and regular recovery. In respect of various recoveries which are not adjustable, in the books of the Government, an endorsement should be made in the bill specifying the authority in whose favour cheque is to be issued.

**69. Recoveries ordered by Accountant General or Pay and Accounts office:**

Deduction on account of sums disallowed by the Accountant General or Pay and Accounts office shall be promptly made from the pay bill, of the individual after verification of correctness of disallowance or recovery.

**70. Travelling allowance**

- (a) The bills for travelling allowance other than permanent or fixed travelling allowance should be prepared in the from prescribed and in accordance with instructions contained in the Travelling Allowance Rules of Sikkim Government.
- (b) A travelling all cash book owance register in the from prescribed should be maintained by each Drawing officer in respect of officers and staff in their respective jurisdiction to ensure that the claims are properly recorded and that no double claims are made for the same period.

**71. Cash Book**

The Accounts Officer or other officer authorized to present bills to Pay and Account office for pre-check and receive cheques for making payment for work as well as

other payments should maintain a cash book for accounting of cash transactions ( **Form No 01**).

## **72. Maintenance of Cash Book**

The following rule should be observed in handling cash and maintenance of cash book.

1. The cash book should be maintained in **Form No 01**, Sikkim Public Works Manual 2009.
2. The transactions should be entered in the Cash Book, according to the order of receipt and payment and entry in support of the same should be attested by the drawing officer.
3. The cash book should be closed monthly to ensure the accuracy of totals, posting and the balance, if any
4. Whenever cash book is closed, it is necessary that the certificate of cash balance, if any, should be recorded after verification by the concerned officers, in his own handwriting in the cash book.
5. In respect of money credited into the Bank, the entry in the receipt side should be supported by B.R. /Challan No:/Transfer Entry Order No. and date.
6. Erasure or overwriting in the cash book is strictly prohibited. If there are mistakes in the entry, the incorrect entry should be struck off once and the correct entry inserted in red ink, duly attested by the officer responsible for maintenance of cash book.
7. Cash chest for government money should be separate and under no circumstance private or non-Governmental money should be kept in the Government cash chest.
8. Full particulars of name of payee, name of work, reference to measurement Book No. should be furnished in the column intended for “particulars” in the Cash Book.
9. The full classification of receipt and charges should be noted in the Cash Book against each entry of receipt/ payment.
10. Cash transaction should be entrusted to the Junior Accountant / Cashier who is authorized and entrusted with such works by the Head of Department.

## **73. Custody of cash / Securities**

- (1) Government money should be kept in cash chest, secured by two locks of different patterns, each pattern of key being in different person’s custody i.e.

both the types of keys, should not be kept in the custody of the same person. Both the persons should be present, whenever cash chest is opened or locked. Cashier who furnishes prescribed security or ordered to do so, by an order, of Head of the Department, should be allowed to handle cash or deal with cash transactions.

- (2) The cash balance should be verified on the last day of the month and the cash balance as per cash book, if found, to be incorrect, it should be rectified in the following manner.

If it is due to mistake in entry, it should be corrected by striking off, the incorrect entry and inserting the correct entry in red ink, under the attestation on the disbursing officer.

- (3) The Superintending Engineer or the Drawing and Disbursing Officer should immediately take action, to fix the responsibility, for the shortage of cash, if any, and take suitable action to explain the recoveries the shortage, in cash and to clear the account.

#### **DEFALCATION AND LOSSES**

**74. Report of Losses:- Except as provided in Rule** any loss or shortage of public money, Government revenue or receipts, stores or other property held by, or on behalf of, the Government irrespective of the cause of loss and manner of detection, shall be immediately reported by the subordinate authority concerned to the next higher authority, as well as, to the Accountant General, and the Finance Revenue and Expenditure Department, even when such loss has been made good by the party responsible for it.

**75.** Cases involving loss not exceeding Rs 500/- each need not be reported to the Accountant General unless there are in any case important features which merit detailed investigation and consideration.

**76.** Report of loss contemplated in rules (75) and (76) shall made at two stage:

- (i) An initial report should be made as soon as a suspicion arises that a loss has taken place.
- (ii) The final report should be sent to the authorities, as per the rules, after investigation, indicating the nature and extent of loss, omissions and

commissions, by which the loss has been caused and the prospects of recovery.

- 77.** The complete report contemplated in rule (76), shall reach through proper channels to the Head of the Department, who shall after due examination submit it to the Government for disposal.
- 78.** An amount lost through misappropriation, defalcation, embezzlement, etc., may be redrawn on a simple hand receipt form, pending investigation, recovery or write off, with the approval of the authority competent to write-off the loss in question. The amount drawn, should be debited to the head of account 8550 civil advances- other advances, special advances. The amount recovered should be subsequently credited to the above head and the balance if any found irrecoverable should be written off under the sanction of the competent authority.
- 79.** In cases of loss to Government, on account of culpability of the Government servants, the loss should be borne by the Government. If any recoveries are made from the erring Government officials in cash, the receipt will be credited to the Government Revenue which sustained the loss.
- 80.** Loss of Government property due to fire, theft, fraud:-  
Departmental Officers shall, in addition to taking action as prescribed in Rule, 75-77, follow the provisions indicated below in cases involving material loss or destruction of the Government property as a result of fire, theft, fraud, etc.
- All losses above the value of Rs. 10,000/- (Rupees ten thousand) due to suspected fire, theft, fraud, etc., shall be invariably reported to the Police, for investigation as early as possible.
- Once the matter is reported to the Police authorities, all concerned should assist the Police in their investigation. A formal investigation report should be obtained from the Police authorities in all cases, which are referred to them.
- 81.** Loss of immovable property exceeding Rs. 50,000/-, (Rupees fifty thousand) such as buildings, communications, or other works, caused by fire, flood, cyclone, earthquake or any other natural cause, shall be reported, at once, by the subordinate authority concerned, to the Government through the usual channel. All other losses should be immediately brought to the notice of the next higher authority.
- 82.** Responsibility for Losses- An officer shall be held personally responsible for any loss sustained by the Government through fraud or negligence on his part. He shall also be held personally responsible for any loss or negligence of any other officer to the

extent to which it may be shown that he contributed to the loss by his own action or negligence.

- 83.** Prompt disposal of cases of loss:- Action at each stage of detection, reporting, write off, final disposal, in cases of losses including action against delinquents and remedial measures should be completed promptly with the special attention to action against delinquents and remedial measures, taken to strengthen the control system.

## CHAPTER VII STORES

Comprehensive procedure has been prescribed in Section 25 to 34 of the Sikkim Public Works Manual 2009, regarding the “Stores”. Following additional instructions should be observed.

- 84.** The term stores applies generally to all articles and materials purchased for use on works and for general use and also includes articles of dead stock, such as Plant and Machinery, Instruments, Furniture, and Fixtures, Books and stationeries etc.
- 85.** Officers entrusted by the Government for the care, use or consumption of stores are responsible for maintaining correct records and preparing correct returns in respect of the stores entrusted to them.
- 86.** All transactions of receipts and issues should be recorded strictly in accordance with the rules or procedure prescribed in Sikkim Financial Rule in the order of receipt or issue, as they occur, fictitious adjustments. such as: -
- (i) debiting to a work, the cost of materials not required or in excess of actual requirements.
  - (ii) debiting to a particular work for which funds are available, of the value of materials intended to be utilized, on another work, for which, no allotment has been sanctioned and,
  - (iii) writing back the value of materials used on work to avoid excess expenditure, are strictly prohibited. Any breach of this rule constitutes a serious irregularity which will be brought prominently by the Accounts Officer.
- 87.** The accounts of the stores are based on the fundamental principle that the cost of acquisition, should be debited to the final head of account.
- 88.** Advance payments are also made either to the **State Trading Corporation of Sikkim** or any other Government undertakings on bulk supplies for a particular works



concerned other than the purchases from provision of stock Suspense. In such case, advance payments made should be debited, to the final head of account. An advance Register shall be maintained in the office of Drawing and Disbursing Officer and the adjustment of such advances shall be made, within three months from the date of advance payment. No further advance shall be made, against the work, unless previous advances are fully settled and adjusted. The Accounts Officer of the Circle shall ensure that all advances drawn are adjusted within three months and shall not draw any advances till the previous advances are settled.

#### **Procedure for Acquisition of Store**

- 89.** Purchases should be made in the most economical manner, in accordance with assessed requirements. Ordinarily, materials should be purchased for works in progress and works sanctioned. A reserve stock should only be kept to the extent of necessary requirements and budgetary limit.
- 90** The purchases of stores for use of the Government Departments is governed by in rules 125 to 130 of Sikkim Financial Rules 1979, and the procedure for procurement is detailed in sections 27 and 28 of the Sikkim Public Works Manuals 2009.
- 91** Local purchases may be made to meet immediate requirements of works sanctioned subject to the following conditions-
1. Purchases up to Rs. 20,000/- may be made by calling quotations from reputed local firms or authorized agents or distributors.
  2. For purchases value of which exceeds Rs. 20,000/- but does not exceed Rs. 10.00 lakh, sealed tenders should be invited giving wide publicity through advertisement in the local news papers.
  3. In respect of purchases value of which exceeds Rs. 10.00 lakh sealed tenders should be invited giving publicity through leading news papers.

#### **Purchases for stock**

- 92.** The statements of annual or periodical requirements received from the Districts / Circles should be scrutinized by the Chief Engineer who should obtain the approval of Government for procurement in accordance with the provisions of the Financial Rules.
- 93** If purchases are made from Government of India / Government of Sikkim undertakings or their authorized distributors no tenders/quotations need be called for.

#### **Emergency Purchases**

**94** Emergency purchases may be made under the following circumstances, after ensuring that the purchases are made at reasonable market price.

- 1) Stoppage of work due to- availability of materials.
- 2) Urgency to restore communication.
- 3) Urgency necessitated by landslides, floods, earthquake or any other natural calamities.

#### **State Trading Corporation of Sikkim**

**95** All purchases costing more than Rs 10.00 lakhs should normally be made through the State Trading Corporation of Sikkim / any other Government of Sikkim undertakings. In cases where delay is anticipated for procurement through State Trading Corporation, purchases may be made in the manner deemed appropriate with the approval of the competent authority.

#### **Procedure to be followed for tenders**

In addition to the various provisions in Sikkim Financial Rules, 1979, and Sikkim Public Works Manual, 2009, the following procedure should be followed while inviting quotations / tenders.

**96.**

- (a) In the notice inviting tenders / quotations, minimum fifteen days time should be given for purchases not exceeding Rs. 10.00 lakhs and one month time should be given for all purchases value of which exceeds Rs.10.00 lakhs. The advertisement should be published in the local dailies. The advertisement should be made through Information and Public Relation Department.
- (b) Tenderers should be required to furnish a security deposit of such amount as is considered adequate by the tender calling authority. While inviting tenders, the time limit for completion of supplies, and penalty for non supply according to schedule or defective or short supply should be specified in the tender notice. Tenders should also be required to quote the rate inclusive of packing, forwarding charges and F O R destination as far as possible and also specify whether the rates are inclusive or exclusive of VAT and other taxes. Transit risk to the place of delivery shall be the responsibility of the supplier.

#### **Acceptance of Tenders**

#### **97. Essential Condition**

No material should be purchased without a proper purchase order or supply order approved by the competent authority and a register should be maintained for record, of all purchases orders and payments. The purchase order should indicate, the quantity of supply, specifications, rate, period of supply, consignee etc. When the accepted terms of supply specify, advance payment, specific mention to that effect must be made in the sanction order/ supply order. Otherwise, payments shall normally be made only after the supplies have been received in accordance with the supply order and have been accepted and certified by the receiving official.

A numerical or quantity account should be kept for all stores (including dead stock) even though, the expenditure there on, is debited to the final head, with a view to control the balances.

## **Stock**

### **General**

- 98.** The stock of Public Works Department is kept in different godowns under charge of Assistant Engineer/ Divisional Engineer, who is required to maintain separate accounts, in respect of stock in his custody. Though the stock may be scattered in different places, the same may be kept in charge of a single official who is responsible for the maintenance of accounts. Assistant Engineers or Sub- Divisional Officers are responsible for custody of stock or stores.
- 99.** In order to ensure accuracy of posting, of all transactions, and facilitate the preparation and valuation of indents, a list of materials in stock, showing their correct description and identifying numbers should be evolved on the basis of, an up to date classification of items along with value. This should be uniformly adopted in the posting, receipt, issue and balance. This classification should be kept up to date.

### **Quantity Accounts - Receipt**

- 100.** Materials may be received on stock from the following sources:-
- (a) State Trading Corporation of Sikkim or any other Government of Sikkim / India undertakings.
  - (b) Other Departments like Forest, Power etc.
  - (c) Works or Buildings
  - (d) Other suppliers

- (a) In every receipt, there should be proper authority. Materials received from State Trading Corporation/ other suppliers should bear reference to the supply order in the consignment note. Similarly materials received from other works or Department should bear, reference to the requisition letter of the indenting officer.
- (b) All materials received should be examined with reference to the supply order, counted or measured, as the case may be, when delivery is taken. The record of receipt should be kept in goods received sheet (**Sikkim Public Works Manual 2009, form 8A**) and the total number or quantity received should be entered in the Bin Card, Sikkim Public Works Manual 2009, Form 8, immediately. A receipt in the following form should be given to the supplier or agent of the supplier.

Received on ..... and duly entered in Bin Card, No .....

**101.** In case of materials received in piecemeal against single supply order, a separate register should be maintained by the Assistant Engineer and the Divisional Engineer, giving reference to supply order number and date, quantity or quantities ordered, quantity or quantities received, reference to consignment note, name of agent through whom supply is effected and the balance due at the end of each consignment, separate page may be opened in respect of each supplier/ each item, if that facilitates watching receipts of supplies.

**102.**

- (1) The goods received sheet (Sikkim Public Works Manual 2009, form 8A) will be printed in the form of booklet and will be serially numbered with the office copy intact and second and third copy perforated. This should be prepared by carbon process one copy should be retained by the Assistant Engineer or officers in charge of receipt and second and third copies should be transmitted to the Divisional Engineer, Stores and suppliers respectively.
- (2) To facilitate preparation of summary of stock receipt, separate goods received sheets (Sikkim Public Works Manual 2009, form 8A) should be prepared in respect of items falling under each sub- head of stock and the description, code no. of materials, should tally with the classified list approved by the Chief Engineer.
- (3) The goods received sheet forms the basis of payment and should be treated as a very important record. All the forms of the booklet containing (Sikkim

Public Works Manual 2009, form 8A) should be machine numbered, just like receipt books indicating the booklet issued, to whom issued and the date of return.

- 103.** The stock receipt books and the Bin Cards maintained should be posted from the goods received sheets and the classification adopted and approved in the priced vocabulary of stores should followed in the posting of different types of receipts of stores. The stocks receipt books, should contain reference to goods receipt sheet and date, the consignment note, supply order number and date, the agency through which received and reference to vehicle number through which delivery is taken from the transport agent or the supplier. This is particularly necessary as this will also facilitate check of quantity of materials received against each supply order if supplies are received in piecemeal or in different consignments.
- 104.** From the Stock Receipt Register, the transactions of the month are abstracted and a statement of monthly stock receipts should be prepared and sent to the Divisional Engineer who consolidates the transactions of all Sub-Divisions and prepares the monthly abstract of stock receipts of the entire Stock Accounts.
- 105.** Materials may be issued from stock for the following purposes:-
- (a) for use on works in progress executed through contractors or Departmentally.
  - (b) for other Departments and
  - (c) for sale to Government undertakings or local bodies like Municipalities, Panchayats etc.
- 106.** Materials may be issued on receipt of an **indent in specimen** (Sikkim Public Works Manual 2009, form 7) signed by Assistant Engineer or Divisional Engineer. The indent book should be numbered and a proper account of the indent books should be maintained by the Divisional Engineer stores. Indents should be prepared in quadruplicate, one copy to be retained by the issuing stores Sub- Division, one copy to be given to the recipient, one copy to be sent to Divisional Engineer stores, who maintains the contractor's ledger and is responsible for payment to the contractors and for adjustment against the work departmentally executed. Every indent sent to Division Office should be accompanied by a gate pass which should also be in quadruplicate.
- 107.** A Register to keep watch of the issue of materials for work with reference to the estimate should be maintained by Assistant Engineer (stores) and Divisional Engineer

(store) in Sikkim Public Works Department to avoid excess issue of materials. Similarly a register for work done departmentally may also be kept, if necessary.

**108.**

- (1) The indent duly checked and signed by Assistant Engineer/ Divisional Engineer should be handed to the contractor or his authorized representative to receive the stores.
- (2) The Divisional Engineers who are in charge of execution of works, should send three sets of specimen signatures of contractors or their authorized agent, to the Assistant Engineer or the Divisional Engineer (stores).
- (3) The indent should contain full information regarding the head of account, name of works, name of division and the name of the contractor etc. In case of materials issued by way of sale, reference to order number and date in which the sale was approved should be given in indent.

**109.**

- 1) Separate indents should be prepared for items falling under each sub-head of stock as far as possible. The indent should be examined properly before issue and signature of the receiving person should be obtained in the space provided. An entry of the issue should simultaneously be made in the Bin Card and also stock issue register.
- (2) The stock issue register maintained in the Sub- Division should be posted from the Indent number and date, the gate pass through which materials was permitted, estimate number and date, name of the work, name of contractor/ other person/ Division etc.

**110.** From the Register of Stock Issue, the transactions of the month are abstracted and the statement of monthly stock issue should be sent to the Divisional Engineer, stores, who consolidates the transactions of all Sub- Divisions and incorporates the same in the monthly stock issue.

**Bin Cards**

**111.** A Bin Card is a running account of receipts, issues and balances and is kept in **Form 8** at the place where materials are stored. All the Bin Cards should be serially numbered and a register of the same should be maintained. The details of recorded in the Bin Card and when the Bin Card is completed, it should be returned to the Divisional Engineer after carrying forward the balance in the new Bin Card.

**Monthly abstract of stock receipt and issue**

- 112.** The monthly returns of the stock, receipt and issue transactions of all Sub-Stores/Central Stores are abstracted and submitted to the Head Office in a manner prescribed.
- 113.** In a monthly abstract, the total receipts from each source, should be entered as a single transaction and total issues should be entered as a single transaction. Separate columns should be opened for each distinct item of stock and these columns should be so written to group the articles by the prescribed sub-head of stores. While posting receipts or issue in the abstract receipts/ issues, which are brought to account through transfer entries or adjustments, should be separated from other transactions. It should also be ensured that transactions involving transfer of stores from one Store to another are reflected correctly in the issuing and receiving stores accounts.

**Recoveries for Stock Issues****Issues rate of materials****114.**

- (a) (1) An issue rate is assigned to each article as it is brought to stock. The rate is fixed on the principle, that the cost to be charged to works on which the materials are to be used should approximately equal the actual cost of the stores, and that there may be no ultimate profit or loss, in the stock account. It should provide beyond the original price paid, and the cost of carriage, storage charges and handing charges etc. connected with acquisition of such stores.
- (2) The issue rate should be fixed normally at the beginning of each year. However, in cases of appreciable fluctuations of cost of materials, the issue rate may have to be revised to bring it at par with the market rate from time to time.
- (3) If the issue rate of an article is below the market rate, the issue to contractors should be made only for bonafide requirements of work and sale or issue to other Division may be made at market rate. If these articles are controlled and restricted, like explosive etc., then the issue rate should be revised, whenever there is a change in the controlled price.

**Issue rate of other materials**

- (b) In respect of other materials obtained from suppliers and used on the works departmentally, the issue rate should be the rate at which the materials were acquired.

**Storage charges**

**115.** A storage rate is fixed yearly for each store on the estimated expenditure to be incurred on work-charged establishment, employed in handing and keeping accounts of stock, custody of stock and maintenance of stores godown. A fixed percentage is arrived at after taking into account the above factors and this is added to the issue rate for purpose of recovery.

**Mode of recovery****116.**

- (a) Materials sold to local bodies and public and also to contractors for private use, should be on production of paid chalangans / bank receipt duly deposited in the relevant revenue head. The details should be maintained in the form prescribe in this behalf.
- (b) Stock materials issued from Stock for Works to contractors or for use on Departmental Works should be recovered from the contractor or adjusted through transfer entry as the case may be by the Assistant Engineer in charge of the work.
- (c) 10 percent supervision charges should be recovered in respect of sale of stock materials to public or contractors for non-bonafide use of sales to local bodies, in addition to issue rate plus storage charges. These constitute receipts, creditable to receipt head of account under revenue receipt.

**117. Valuation of Quantity Accounts**

- (1) The goods received sheet (Form 8A) which is the basis for receipt of materials will be valued on the basis of cost paid and the same should be posted in the Stock Account in Form 73. In case of supplies received but not paid for, estimated figures should be adopted.
- (2) When indents in support of issue are received in the Division Office, the issues should be valued at the issue rate and the copy of indent received should be utilized for posting the Stock Account.

**118.**

- (1) Receipt and issue transactions of the entire Division should be abstracted in the "Summary of Stock Receipt" (Form 9) and Summary of Issue" (**Form 10**). These forms should be posted daily in the Division Office as and when the



copies of goods received sheet or indents are received. The total value of receipts and issues should be reconciled with the monthly total of the stock.

- (2) It is possible that some materials would have been received but not paid for. Similarly payment would have been made for certain materials but materials would not have been received. Such transactions should be separately noted from the transactions for which materials was received and cost is paid. When preparing the abstract of receipts and issues, the classification and nomenclature prescribed should be adopted.

### **Stock Account**

- 119.** An account shall be maintained in the Store Division to record transactions, relating to all items of stock. This account should be maintained in **Form 73**, Stock Account will have different sections or sets of pages, for different articles of stock with columns for receipts issues and balances, for both quantities and values. Separate pages will be maintained for articles falling under each sub-head of stock. All receipts and issues are posted from the goods received sheet/indents received daily from the Assistant Engineer and the balance under each articles should be worked out in respect of quantity as well as value. The stock account should be closed every month both for quantity and value at the end of each month. An abstract of value of stock receipts, issues and balance should be worked out for each article of stores. A consolidated abstract should be prepared for all the items in the stock and the same should tally with the summary of Stock Receipts and Stock Issues.

### **Adjustment of profit and loss on stock**

- 120.** At the end of the financial year, the account of annual excess or short fall representing the difference in value in issue rate and cost of acquisition should be worked out Performa wise and credited to Revenue Head or sanction obtain to write off losses with details justification as the case may be.
- 121.** A physical verification of all stores shall be conducted at least once in a year. The Principal Chief Engineer cum Secretary / Head of Department shall nominate verification officer and shall ensure that: -
- i. The verification is not entrusted to an Officer who is the custodian of stores,

- ii. That the verification is entrusted to a person who is conversant with the classification, nomenclature and the uniqueness of the particular classes of stores to be verified.
- iii. The verification is done by a Gazetted Officer who is independent of the authority in charge of stock. A certificate of verification with the result of verification shall be recorded by the officer nominated for the purpose.
- iv. In making physical verification the following instructions should be observed.
  - v. Verification should always be made in the presence of the officer/subordinate in charge of stores.
  - vi. Value of surplus stores should be taken as receipt in quantity.
  - vii. Losses if any should be reported to the Government and action to be taken for write-off.
  - viii. Any excess stocks on verification should be seriously dealt with and disposed of by public auction.

In places where there is large concentration of stores, physical verification should be performed by such a team of officers to be appointed by the Principal Chief Engineer cum Secretary / Head of Department.

#### **Rectification of Accounts**

- 122.** Clerical errors in value account should be corrected by drawing a line on the incorrect entry and inserting the correct entry. Corrections discovered after the month should be made (i) by making entries of value in stock accounts of the current month and (ii) by preparing transfer entries. Both in quantity and value accounts all additions to quantities should be treated as receipts and reductions as issues, suitable remark being made in **Form 8**.

#### **Disposal of Surplus Stores**

- 123.** All articles of stock which are not likely to be required, during the following 12 months, report should be submitted to the Chief Engineer by the Divisional Engineer/Superintending Engineer and the orders for the disposal for stores should be obtained.

In case of unserviceable stores, report should be submitted and orders of Principal Chief Engineer cum Secretary / Head of Department through the Chief Engineer for their disposal by public auction or writing off. A sale account should be prepared in support of the sale after obtaining orders for the disposal.

## **TOOLS and PLANTS**

### **General**

- 124.** The Tools and Plant of a Division are of two kinds: -
- (a) General or ordinary Tools and Plant i.e. those required for general use of the Division, and
  - (b) Special Machinery and Equipment i.e. those required not for general use but for specific work.
- 125.** The cost of supply, repairs and carriage of articles of class (a) is charged to the minor head maintenances, where as similar charges of class (b) borne under the capital head of account.
- 126.** Quantity accounts of articles of both classes should be maintained by each Assistant Engineer in respect of Tools and Plant in his charge. Separate account should be maintained in respect of each office sub- division. These rules relating to numerical accounts also apply to non- consumable articles like typewriter, furniture whether acquired by payment of cost or free of charge.

### **127. Numerical or Quantity Accounts**

#### **(a) Receipts**

- (1) All articles received should be examined and counted when delivery is taken. The record of receipt should be kept in Tools and Plant received sheet (**Form 13**). This should be prepared in triplicate by carbon process, one copy being retained by the store keeper or section officer and other two by the Assistant Engineer, who will retain one copy for posting the Tools and Plant ledger and pass on the other copy to the Divisional Engineer. Articles lent and articles received back should be supported by proper acknowledgement and such entries should be distinguished from original receipt entries. The Tools and Plant received sheet should be machine numbered just as in the case of goods received sheets and an account of the book containing forms of Tools and Plant received sheets should be maintained by each Division.

#### **(b) Issue**

- (2) The articles of Tools and Plant should be issued only on receipt of a requisition known as Tools Plant Indent (**Form 14**) signed by either Assistant Engineer or Divisional Engineer. Dated acknowledgement should be obtained in respect of all issue and in the case of Tools and Plant lent to contractor,

acknowledgement should also indicate the value or cost of the articles lent. The indent should be prepared in triplicate as in the case of receipt and accounted for in the sub-division Office/Division Office.

**128.**

- (a) A consolidated account of receipts, issues and balances should be maintained in the Division Office/Head office in **Form 15**. This should be maintained in three parts.

Part I – Articles on hand (opening balance)

Part II – Articles temporarily lent or sent out for repairs.

Part III – Shortages or deficiencies awaiting adjustment.

- (b) In part I, articles should be grouped under the prescribed sub-heads e.g. Scientific Instruments and Drawing materials, Plant and Machinery, Tools, Camp equipment, Office furniture etc.
- (c) In Part II, should be entered, articles which are lent either to contractors or other Divisions/ Departments or other persons. Articles sent out for repairs also should be entered in Part II. Separate page or account should be kept in respect of each contractor or other person to whom the articles are lent.
- (d) Part I and II, of the Register should be posted from the copy of Tools and Plant Received sheet (**Form 13**) and Tools and Plant Indent (**Form 14**) as and when the transaction takes place. The accounts of the Receipts and Issues (**Form 13 and 14**) should first be totaled up monthly, when closing the accounts of the month. The totals of Receipts and Issues of each article thus arrived at should be posted in Part I of the Register **Form 15**, in the column for Receipts and Issues respectively.
- (e) The Accounts of Tools and Plant are to be closed at the end of September every year. The account should then be closed, balanced and the closing balance should be carried forward to the next year.
- (f) A separate Register should be maintained for each office. e.g. Office of the Assistant Engineer / Divisional Engineer / Superintending Engineer. The Tools and Plant Register for Superintending Engineers office should be maintained by the Drawing and Disbursing Officer of the respective offices.

**Payment for Supplies and Recoveries**

- 128.** Payments for Tools and Plant received from suppliers and other sources should be made in the same way as prescribed for Stock.

**129.**

- (a) Recoveries for general use of Tools and Plant borne under the category of ordinary Tools and Plant may be made on the basis of percentage to be fixed by the Chief Engineer. The recoveries should be effected based on the bills raised by the Division which lends or allows the use of Tools and Plant either by the contractor or other Department.
- (b) In respect of special Tools and Plant such as machinery lent to contractors, recovery should be effected on the basis of hire charges rates fixed for each type of machinery from time to time by the Chief Engineer.

**130.** The hire charges rates should be so fixed as to cover the crew charges, maintenance and repair of the machinery and normal wear and tear. All other charges such as cost of fuel, diesel oil, petrol, kerosene oil etc, required for running the machinery, and cleaning charges should be borne by the contractor/ indenter.

**131.** The period of hire charges should be calculated from the time of Tools and Plant Machinery leaves, the Department Store or Yard or a specified place till the date of return. The terms and conditions under which machinery are lent on hire, should be made clear to the contractor/creditor before hiring the machinery, to safeguard against any loss or damage to Government property. An agreement in the form prescribed should be entered before letting the same on hire.

**132.** The Assistant Engineer/ Divisional Engineer in charge of the work should raise a bill of cost against the contractor/indenter and send the for advance payment which is posted in the hire charges Register maintained in the division.

**133. Disposal of surplus Tools and Plant**

- (a) The Disposal of Tools and Plant should be done with the proper sanction of the competent authority and the amount realized should be credited to Government Revenue.
  - (b) It is not permissible to write off the cost of special Tools and Plant in anticipation of the same being used on another work at a future date.
  - (c) No articles can be removed from the Tools and Plant account on the plea that the accounts of the work are closed, until they are actually sold or transferred by competent authority.
- 134.** The rules regarding verification of Stock vide Para 143 apply mutatis mutandis to the verification of Tools and Plant also. In case of Tools and Plant all deficiencies should

be noted in red ink in Part III in **Form 15** and the articles will continue to be shown in the Tools and Plant Register till the loss is recovered, deficiencies are adjusted or the write off is sanctioned.

**135.** Discrepancies in quantities and losses should be dealt as under:-

1. Deficiencies should be entered in Part III (**Form 15**) and their clearance watched.
2. Articles found surplus will be treated as receipts in part I and require no further action.

Note: - The authority to write off should be obtained on a Survey Report in **Form 18**.

## CHAPTER VIII TRANSFER ENTRIES

136. Transfer entries are entries intended to transfer an item of receipt or expenditure from the account of a work in progress or a regular head of account to another work or head of account. Transfer entries are normally prepared under the following circumstances:-

1. To correct an error of classification in the original accounts.
2. In order to adjust receipt or expenditure to the proper head of account or an item outstanding in a suspense account or a debit head.
3. In order to bring to account certain classes of transactions which do not pass through cash or stock accounts e.g.:-
  - (i) For credit to the suspense head on account of materials received for works from stock suspense.
  - (ii) For credit to "Public Works Deposits" on account of balances due to contractors on closed accounts.
  - (iii) For credit to revenue heads on account of revenue not recovered in cash including deposit.
  - (iv) For credit to same work of on account of materials purchased from the same work head.
  - (v) For debit or credit to remittance heads based on transactions not appearing in Cash or Stock account e.g transfer of Tools and Plant to another Department of Government when the value is recoverable from them.

- (vi) For credit to the revenue receipt head concerned towards percentage recoveries i.e those on account of agency charges, establishment, tools and plant and workshop charges.
4. In order to respond to a remittance transaction advised by the Accountant General or Department, if the corresponding debit or credit is not reflected in the accounts of the Department.
  5. In order to transfer from the accounts of the work in progress items which are not debitible to the work and suspense charges which can no longer be included in the account of the work. Such entries are necessary when the accounts of any contractor are to be closed or when any recoveries have to be effected by transfer of stores to other works or accounts.

137

- a. For every transfer entry there must be an authority in Form 53. Transfer Entry Order or order recorded on another document (e.g. Survey report, Form 18, and final bill of contractors' closed account transferred to Public Works Deposit.) which sets forth all the necessary particulars.
- b. There is no objection for preparing a transfer entry covering a number of adjustments or corrections provided full particulars like hire charge of machineries bill no and date, amount etc of such adjustments or corrections are given in the transfer entry order.

138.

- a. Transfer entries prepared by Assistant Engineer should be submitted in triplicate so that two copies can be retained in the Circle Office by Drawing and Disbursing Officer and one copy can be sent to the Pay and Accounts Office for compilation and submission to the Accountant General along with the monthly account.
- b. Transfer entries involving inter district transactions should be forwarded to the Head Office to arrange for incorporation by the Accountant General through the Pay and Accounts Officer, East District.
- c. The Drawing and Disbursing Divisional Officer is responsible to see that no transfer entry is made in the account unless it is admissible under rules referred to above.

139.

- a. Transfer entries should receive special attention of the Drawing and Disbursing Officer so that habitual errors and mis-classification may not remain unnoticed.

- b.* All transfer entry orders should contain full particulars of the transaction and the explanation or the proposed transfer, to establish and justify the necessity for transfer entry.
140. In cases of recoveries of materials involving a reduction in the expenditure against the estimate of a work, it is necessary to give full particulars of the materials issued and amounts in which the expenditure was booked earlier.
141. All transfer entries prepared during a month should be entered in a Transfer Entry Book (**Form 54**) maintained in the Circle Office. Entries should be grouped separately for each month in the accounts of which they are to be included. Before the transfer entry book is closed for the month, the Accounts Officer should ensure that no adjustments, which are passed by the Pay and Accounts Office, are omitted.
142. No transfer should be made from one sub-head to another sub-head of a work except on issue of materials purchased from one work and transferred / issued to another work. Authority of Chief Engineer for formal transfer as prepared by the Divisional Engineer / Assistant Engineer in-charge of Store is required for such transfer with the concurrence of heads of Accounts section in the Department. The order should be filed in the Works Register by Debits and Credits transfer as it effects the head of the accounts of the work.

## CHAPTER IX

### RECEIPT OF MONEY

#### GENERAL

- 143.** Receipts and collections of revenue should be accepted only through Bank Receipt / Challan forms from the State Bank of Sikkim or Bank authorized by Government. The Accounts Officer of the Circle should ensure prompt collection of the Bank receipts / Challan's from the Bank for incorporation in the accounts and reconciliation of the discrepancies with the Bank records.

#### Revenue Receipts

- 144.** Public Works revenue consists of the following receipts.
- (1) Rents of buildings and lands.
  - (2) Rents or hire charge of Vehicles, Plant and Machinery.
  - (3) Sale of tender documents.
  - (4) Lease revenue of buildings and Lands.
  - (5) Sales of stock materials.



- (6) Recoveries due from Government servants for loss of stores if any.
- (7) Recovery of water supply charges.
- (8) Other Miscellaneous items.

The revenue is assessed according to the orders issued by Government from time to time regarding the assessment of rent, lease rights, hire charges, charges for water supply and other items falling under revenue receipts. It is the responsibility of the Principal Chief Engineer cum Secretary and Circle Officer to assess the revenue under each category and watch the realization of revenue within his Circle and the Department.

**145.** As soon as the sales of miscellaneous properties are confirmed and lease amounts are determined, the Circle Officer should see that the particulars of each item are entered in the Register. He is personally responsible for the receipt to get it accounted for.

- 1) For obtaining lease agreements wherever necessary within the prescribed time.
- 2) For collecting the lease amount in lump sum or installments and (3) for seeing to the fulfillment of other conditions of the sale notice and agreement. The Circle Officer should also see that the entries of the previous month verified by him are not tampered with. The Circle Officer primarily and the Accounts Officer secondarily will be held personally responsible, for losses arising from failure to observe the procedure laid down above.

**146.** Distinction must be made between receipts which are finally creditable as revenue of the Department and receipts which are either eventually repaid or utilized to meet the cost of service rendered or taken as reduction of expenditure. Receipts of the latter category are creditable to suspense heads like deposit, remittance or expenditure head concerned. Recoveries of the following nature are treated in the manner noted below:

- 1) Recoveries in respect of over payments other than works made during the current year are adjusted as deduction from the current years charge.
- 2) Recoveries of overpayments of the previous year made in the succeeding year are treated as revenue receipts.
- 3) Recoveries of expenditure previously debited to Capital major head should be taken as reduction in expenditure under the major head concerned.
- 4) Recoveries of stock and suspense transactions and recoveries of expenditure on works in progress.
- 5) Recoveries of establishment at percentage charges to be credited to revenue

6) Recoveries on hire charge of tools and Plant are treated as Revenue

**147.** Other items of receipts which are creditable to revenue under the category of miscellaneous are:

- 1) Fines collected either from the Contractors or others for damage to the property of Public Works Department.
- 2) Rents realized from Public Works Department rest houses.
- 3) Recovery of Storage Charges on stock material recovered from contractors for self/ private procurement.

**148.** Circle Officers should prepare demands as and when they fall due and incorporate same in the Demand, collection and Balance Register to be maintained in the Divisional Office. The object of this rule is that all classes of revenue, whether accruing from property of any kind, services provided from leases of rights and concessions or from any other source, are properly watched. It is not permissible to take credit for revenue to the head concerned until it is realized.

**149.**

- (a) From private persons: where buildings are let out, lands are leased out or other property are leased or rented to private persons, the full assessed rent should be recovered in advance. Any lease of land or building given or rent to private parties should be made on proper agreement duly incorporating a clause to safeguard Government interest and liability for any damage caused to the property.
- (b) From Government Servants: Recovery from Government servants occupying Government buildings may be made by deduction from their pay bills through the Disbursing officer of the Department concerned.

**150.**

- (a) Amounts due on account of hire of Government furniture or value of furniture or other articles lost or damaged by Government servants, may be made good by cash or deduction from pay bill of the Government servants.
- (b) Where rents are recoverable from officials of other Circles or Departments, a demand (Statement of rents recoverable) should be sent in duplicate before the close of the month to the pay and Accounts Officer as well as Drawing and Disbursing Officer who will return one copy of the statement duly completed.

- (c) In the demand will also be included any amounts due on account of hire of Government furniture, value of Government property lost or damaged as well as any other dues for which Government servant may be liable to Government in respect of residence allotted to him.
- (d) The completed copies of demands returned either by the Pay and Accounts Officer or the Drawing and disbursing officer should also be made use of in preparing the demand for next month. The Superintending Engineer should also provide for the recovery of additional rent either due to revision of rent or additions and alterations made. The recoveries made by deduction from pay bills are adjusted by the Accountant General based on the schedules sent by Pay and Accounts Officer along with the vouchers. But the Circle Officer should however credit the same in the Register of rents of Buildings and Lands (**Form 49**) based on the statement certified by the Pay and Accounts Officer or the Drawing and Disbursing Officer.

### **Revenue representing hire charges of Departmental Machinery**

#### **Vehicles and Tools and Plant**

**151.** In respect of Departmental machinery or vehicles hired to the Contractors on works in Division fortnightly reports should be obtained, collected together every month and calculations and assessments checked. A statement of dues recoverable from each contractor should be prepared. The Mechanical Circle / Division shall record all the dues in their register and the recovery of the same should be watched by them. No bill shall be paid without obtaining the clearance certificate from Mechanical Circle/ Division of the department. The amounts recovered should be credited to the relevant receipt head and note in a separate Register maintained for watching recovery of hire charges of machinery etc. The detailed rules in respect of hire of tools and plant and machinery given in Chapter IV, Section 21 of the Sikkim Public Works Manual 2009 and Paragraph 124 to 135 of this code may also be referred to.

**152.** A Register of hire charges in the form prescribed should be allotted for each type of machinery and plant. As soon as the statement of hire charges is received from the Assistant Engineer, the particulars of the same should be posted in the Register of hire charges and a copy of bills should be forwarded to the Account Officer for effecting recovery or sending advice of transfer. The register of hire charges should be

reviewed monthly by the Divisional Officer ( Mechanical) to ensure that prompt action is taken for realization of hire charges and that no amounts recoverable remain unsettled for long.

### **153. Refunds and Remission**

- (a) Remission of revenue allowed before collection should be treated as reduction in demand. Cash repayment of revenue after collection should be accounted as “Deduct Refunds” under the relevant receipt head.
- (b) Before a remission or refund is allowed, the original demand and realization should be verified and the refund or remission should be noted against the original entry in the Cash Book, relevant Register of Revenue and other accounts, as to make the entertainment of double or erroneous claim impossible. The original receipt granted should be taken back and cancelled and a note of repayment should also be made on the counterfoil of the receipt.
- (c) When the original receipts are not produced due to loss etc. repayments can be made only on execution of an indemnity bond by the payee on stamped paper.

## **CHAPTER X WORKS ACCOUNTS**

### **General**

**154.** Works may be executed in two ways (a) through Department by engaging labour (b) and through contractor.

- (a) The work in the Department may carried out departmentally if it is found more economical or urgent or for reasons of special importance, than through contractor. In such case, the work is done through labour engaged by the Department, supplying materials to the works.

For execution of work departmentally, the concerned sub- division shall be paid the advances as the Imprests fund, in order to mobilize the labour to the extent of labour payment required for a month based on the Labour: Material Ratio of the approved Analysis of Rate of the relevant Schedule of Rates against the sanctioned work with the approval of Principal Chief Engineer cum Secretary / Head of Department. Therefore, executing authorities should satisfy themselves by record in writing that the work to be executed departmentally is economical and is in public interest for speedy completion. The advance paid shall be adjusted in subsequent bills of the work

and the expenditure incurred is within the sanctioned estimate. In cases where the work is not susceptible of detailed measurement, departmental execution may be allowed, even though the cost may not be economical.

- (b) Procedure for works to be executed through the agency of the contractors is detailed in chapter II Sections 5, Paragraph 10-13 of the Public Works Manual, 2009.

### **Works Accounts**

**155.** Expenditure on construction or maintenance of a work is broadly divided into two classes viz:

- (1) Cash and (2) Stock Charges

In addition to the main charge, there are other charges affecting the cost of the works e.g. charges for supplies made or service rendered by other Divisions. To account for all these transactions affecting the cost of the work, separate accounts are maintained in the Sub- Divisional /Circle Officer for recording (i) the cost of individual works and (ii) the transactions of individual Contractors / suppliers and the Divisional Engineer. These are known as Works Accounts.

**156.** The primary object of the accounts of work is to exhibit simply but accurately the actual cost of work and also the expenditure on various components of the work. The Superintending Engineer/ Accounts Officer attached to the Circle are responsible for the proper maintenances and compilation of accounts to be sent to the Head Office in such form and manner as may be prescribed.

**157.** Cash charges on work consist of payments (i) to labourers and members of work charged establishment of their wages and (ii) to Contractors and others for work done, services rendered or supplies made.

### **Departmental Labourers**

**158.** Payment to departmental labour engaged on execution of works should be drawn on Muster Roll in Sikkim Public Work Department **Form 21** and charged to estimates of the works on which they are engaged.

**159.**

- (a) One or more muster rolls should be kept for each work but these should never be prepared in duplicate. It is however, permissible to keep one muster roll for labourers and workmen employed on several small works to facilitate watching payments of wages. The Munshi or the Baidar or the overseer should check the attendance of labour daily before commencement of the work. The Junior Engineer/ Assistant Engineer should check the attendance of muster roll at least twice a month and the

Divisional Engineer at least once a month. The Superintending Engineer and the Chief Engineer should conduct surprise checks to ensure that all the workers shown in the muster roll are actually employed a work. While marking attendance, Fathers' name, Mothers Name, sex and address should be noted.

- (b) Labour may be paid once in a month but no later than first week of the following month.
- (c) The daily attendance and absence of labour should be recorded in part I of the form in such a way as to facilitate correct calculation and prevent any unauthorized additions or alterations.
- (d) At the close of the muster roll i.e. after the muster roll is passed for payment, the following certificates should be given under the dated signature of Assistant Engineer. "Certified that the workers mentioned in the muster roll were actually paid on my identification in my presence".

**160.** In the muster roll, the details of the progress of work done supported by current as well as progressive detailed measurements should be recorded in addition to measurements recorded in the measurement book. If the work is not susceptible of measurements, a certificate to that effect should be recorded in the muster roll. The muster roll should be checked with reference to the measurements recorded, before they are passed by the competent authority.

#### **Register of Muster Roll Forms**

**161.** The Muster roll forms are very important records and a proper custody and accounting of forms is necessary to prevent any misuse of the forms. The Divisional Engineer will procure the forms and maintain a stock account of the same. A register should also be maintained for the muster roll forms in each Divisional Office before issue or use by the subordinate official. The signature with designation of the official, to whom the muster roll forms are issued, should be obtained in the register. The Superintending Engineer should also periodically verify the stock of forms and ensure the correctness of entries and balances.

#### **Payment for Work done by Contractors and Supplies**

**162.** The payment to contractor and others for work done or services rendered are made on the basis of measurements recorded in Measurement Books (**Form 23**).

The Measurement Books should therefore be considered as very important account record and should be so written that the transactions are easily traceable in the Measurement Book.

- 163.** The measurement book is to be maintained carefully and correctly as they may have be produced as evidence in a court of law, as and when required. All measurement books belonging to the Sikkim Public Works Department should be numbered serially and a register of measurement books should be maintained by the Divisional Engineer showing the serial No. of books received, issued, date of issue and date of return to Division Office. A similar register should be maintained by the Assistant Engineer to watch issue and return of MBs to or by subordinate officials.

#### **Detailed measurements**

- 164.** In recording detailed measurements instructions contained in Chapter III paragraph 6.12 should be carefully observed.

1. The pages of the measurement book should be machine numbered and entries should be recorded continuously and no blank pages or blank lines should be left or pages torn out. Any pages left blank in advertently should be cancelled by diagonal lines, the cancellation being attested and dated. The reasons for cancellation should also be recorded.
2. When a bill has been passed for payment and a cheque is issued, the authority signing the cheque should draw a diagonal line on the measurements, to prevent any fraudulent use of measurements for double payment.
3. Measurement books should not be allowed to be handled by contractors or suppliers.
4. Each measurement book should be kept with an index indicating particulars of works of supplies recorded in the measurement book.
5. Cancellation of Original measurements and re- recording of measurements should be approved by the Superintending Engineer.

#### **Test check of Measurements**

- 165.** Details given in Chapter III Para 6.33 to 6.36 of Sikkim Public Works manual 2009 should be carefully observed.

#### **Preparation of Bills**

- 166.** The entries in the measurement book should be scrutinized by the Assistant Engineer before the bill of the contractor is prepared. The calculation of 'Contents' in the measurement book should be checked to ensure authenticating and accuracy. The bill should be prepared in one of the forms prescribed. The rates allowed should be entered in the abstract of measurements in the measurement book and also in the bill. Full rates as per the estimate/ agreement/ supply order should be allowed only if the Variety of work done or supplies made is upto the stipulated specification when the work or supplies fall short of that standard such a fraction of the full rate as may be considered adequate. Payment for sub-standard work or work not up to specification should not be allowed. The Chief Engineer may if he is satisfied about the quality of work; allow part payment for such work. In case of short supplies or deficiency of materials no payment should be allowed.
- .The Assistant Engineer who submits the bill to Divisional Officer for payment should check at least 50 percent of the entries before the bills are sent to the Divisional Officer. The details contained in Paragraph 6.33 to 6.36 regarding check measurement should be strictly adhered to. When the bill is a running bill or intermediate payment, it should be compared and checked with the previous bill. Memorandum of payment should then be prepared indicating the recoveries on account of materials, hire charges, security deposit, income tax etc. The Assistant Engineer should thus indicate the net amount payable in words as well as in figures.
- 166.** The acknowledgement of the contractor should however, be obtained for gross amount of the bill on the bill. Advance payment for works should not be made except with the specific approval of the Principal Chief Engineer cum Secretary/ Head of Department. In such cases, precaution should be taken to ensure that the advance payment is restricted to 75% of the probable value of work done but not measured.
- 167.** When the bill is scrutinized and passed for payment by the Accounts officer of the Pay and Accounts Office (either for work done or supplies made), every page containing detailed measurement in the measurement book must be invariably scored out by a diagonal red ink line on the abstract of a measurement, giving reference to voucher and date of payment.
- 168.** Payment for work done or supplies made on a running account should ordinarily be made monthly, depending on the progress. Such payment should be treated as payment on account subject to adjustment in the final bill, which should be drawn in the prescribed form. When final payment is made, acknowledgement of the contractor



should indicate “that the claim is received in full and final settlement of all demands”. If the payee is illiterate, these words should be filled in by the officer making the payment.

Note: The addition of the words “ in full and final settlement of demands ..... dose not prevent the Disbursing Officer from accepting a bonafide claim which may have been omitted from the final bill by mistake or through inadvertence.

A separate running account is maintained in respect of each contract agreement. Transactions relating to two or more agreements pertaining to separate, parts of the same work should be in separate running accounts.

**169.** The payment on running account should be recorded in the original copy of the agreement/supply order retained in the Circle Office and the entry of each payment on the agreement/supply order should be attested by the Divisional Engineer or the Disbursing officer. Advance payment for work or supplies should be adjusted as soon as possible and actual measurement should be taken on completion of work/supply adjusting the advance payment in the abstract of quantities and rates prepared in the measurement book as well as the bill.

**170.** The payment of work completed should be made in the final bill form. Final measurement should be taken within one month of the completion of work.

**172.**

- (a) In case the contractor fails to turn up within 30 days of completion, the Department has the right of preparing the final bill without waiting for the contractor.
- (b) Before payment of any bills other than adhoc / advance payment is made, the contractor is required to produce, a clearance certificate from the Labour Department to the effect that the payments for all labourers engaged by him are made and no laborer remains unpaid, should be obtained by the contractor and produced to the concerned Engineer and attached with the bill.
- (c) Before payment of final bill against contract value of which exceeds Rs.100 Lakhs, the Superintending Engineer should inspect the work and record a certificate to the effect that the inspection of work was done by him and that the work was carried out according to the specifications and that there are no noticeable defects and deviation.

- 174.** In case, the final payment to be made is meager and is not sufficient to adjust the recoveries due from the contractor, action should be taken to adjust the same from the others works of the contractor in the Circle / District or Security Deposit/ Earnest Money Deposit. It is therefore, essential that the recoveries should be effected as and when issue are made from the running bills and not postponed till the final bills. Responsibility to recover the cost of materials promptly rests with the Superintending Engineer /Accounts Officer in charge of payments.
- 175.** When the contractor neglects or fails to complete the works and it becomes necessary to incur expenditure on such works, action should be taken to determine the contract, according to the conditions of contract, specified in the agreement. Neither, advance or recoverable payment should be made on behalf of the contractor nor any financial aid given to him outside the terms of contract.

#### **Work Charged Establishment**

- 176.** Work charged establishment means that establishment (whose pay and allowances are directly charged to works) includes such establishments as is employed on the actual execution of a specific work or upon subordinate supervision of Department labour, stores and machinery in connection with such work. If the engagement of Work Charged Establishment is contemplated in connection with any work, the cost should invariably be shown as a separate sub-head of the estimate for that work. The expenditure on Work Charged Establishment is thus, limited to the provision for petty supervision charges in the sanctioned estimate.

Work Charged Establishment Rules are laid down in Department of Personal Notification No. 45(GEN) Est. dated 25<sup>th</sup> May 1981. Various categories of skilled and un-skilled workers coming under the category of work charged establishment and the scales of pay applicable to them shall be decided by such orders and instructions as may be issued from time to time by the Government.

- 177.** Person under work charged establishment may be absorbed in regular establishment of the State in accordance with the rules made from time to time. Fixation of pay, in such cases should be done in the normal way as laid down in the Sikkim Service Rules. Service Books should be maintained in respect of every Work Charged employee and a register of Service Rolls should also be maintained to keep a record of the service rolls opened.

#### **Pay bill of work charged establishment**

- 178.** Wages of the members of work charged establishment should be drawn and paid in the form “pay bill of work charged establishment”. A consolidated bill should be prepared monthly for each Sub- Division. The pay bills of work charged establishment are checked by the Accounts Officer or Drawing Officer before they are presented to the District Pay and Accounts office. Adjustment, if any regarding periods of absence should be made in the next pay bill upon issue of Office Orders for such absence by Superintending Engineer.
- 179.** Payments made to work charged establishment on account of wages etc., are debited to the work concerned and the expenditure on work charged establishment should be incorporated in the relevant work register. The Salary Audit Register of work charged establishment should be maintained and the progressive expenditure against each estimate should be watched against the provision made in the respective estimate of the work.

### **Issue of Materials**

- 180. (a)** Issues of materials to works either from stock, purchases or manufacture are divided into two classes.
1. Issues to contractors according to the terms of the agreements.
  2. Issues direct to works when work is done departmentally or by contractors whose agreements are for labour only.
- 181.** The issue of materials to contractors, who have contracted for completed items of work, is permissible, when it is necessary to retain in the hands of the Government, supply of quality material and a condition to this effect has been incorporated in the contract.
- (a) The contract in such cases should specify, :-
    - 1) The materials to be supplied by Government for use on work.
    - 2) The place or places of supply of materials to the contractor and
    - 3) The rates to be charged for each type of material.
  - (b) The contractor is responsible to obtain all such materials, required for use on the work and for making payments, by way of deduction from the bills at the rate specified in the agreement regardless of fluctuation in the market rate or stock issue rate.
  - (d) No carriage or incidental charges should be borne by the Government for moving the materials beyond the place where the contractor agreed to take delivery.

- (e) Normally, no other materials i.e. other than those specified in the agreement should be supplied to the contractor but the Chief Engineer may depending on the circumstances, allow, issue of materials from the existing stock at issue rate and storage rates as may be applicable at the time of issue.
- (f) Issue of materials to contractors for bonafide use on works is exempted from the usual charge of 10 percent on account of supervision which is made when materials are sold to public.
- (g) In order that the Government might get the benefit of any savings in the quantities of materials actually used in the execution of work and if the materials drawn according to schedule are short used (as compared with the theoretical requirement of materials) the excess quantity drawn should be returned to the Department in good condition and no payment should be made to the contractor therefore. If they are not returned, their cost should be recovered at the market rate or issue rate whichever is higher, plus storage charges, plus supervision charge at 20 % plus sales tax if leviable.
- (h) The issue rate of cement should include the cost of cement bag and that of bitumen, asphalt, tar etc, the cost of empty drums / containers.

### **Accounting Procedure**

#### **182.**

- (a) All materials required by the contractor should be made over to him after obtaining proper dated acknowledgement detailing full particulars of materials rates etc, in the indent in **Form 7**.
- (b) A numerical account of materials issued to contractor be maintained and the copies of indent and gate passes should be sent to the Store Division for posting the same in the contractors' ledger.

**183.** The adjustment of issues should be effected by giving credit to the head concerned as indicated below.

Sl. No.	Source of receipt	Head of account to be credited
1)	Stock	Stock suspense
2)	Purchased from work	Work concerned.
3)	Transfer from other work	Work concerned

- 184.** The recovery from the contractor on account of cost of materials for use on works should normally be made by deduction from the next bill authorising payment, after the issue of materials. In case full recovery causes hardship to the contractors, Chief Engineer may allow recovery of cost of materials actually used or consumed on the work in later bills.. The Assistant Engineer/Divisional Engineer should also ensure that the total quantities of materials issued to contractors are within the estimated requirements of his contract.
- 185.** The indents should as far as possible be complied in one instance and in case all the materials in the indents are not issued, copy of the gate pass in support of issue of materials noted in the indents should be sent to the Divisional Office giving reference to indent no. and date. In case all the materials specified in the indents are not issued, in the same month, the items not supplied should be struck off and indents should be closed and sent to the Division Office, giving reference to different gate passes through which issues were made, on the indents. Fresh indents should be used for issue of materials in the subsequent month. The indents should be approved either by the Assistant Engineer or the Divisional Engineer (store) and they should maintain a register of Indents in the prescribed form.

#### **HIRE OF TOOLS, PLANTS and MACHINERIES**

- 186.** The following rules govern the hire of tools, plant and machinery by the Public Works Department to other Division, Government Departments, local bodies, contractors, private parties etc.
1. Ordinarily heavy plant and machinery alone should be let out on hire.
  2. The hire charges payable under these rules should be recovered in advance.
  3. Charges for hire of machinery lent to contractor or other Divisions or other Government Departments should be based on the hire charges approved and notified by the Department from time to time.
  4. In case of bills raised against other Department a reference to requisition no. details of advance paid and balance to be shown in the bills.
  5. The hire charges statement should specify the description of machinery, the duration of hire, rate chargeable and cost of other items as may be recoverable.
  6. The formal agreement in the prescribed form should be entered into by the officer in charge of plant and machinery and tools hired out.
  7. In addition to the hire/rent payable under the rules the persons hiring tools, plant and machinery should also pay.

- a) Cost of fuel required for running the machinery.
- b) All charges connected with packing, handling in stores, conveyance and other incidental charges in connection with dispatch of tools, plant and machinery from Stores and return there to inclusive of freight charges if any and also erection and dismantling charges and
- c) The cost of replacing, missing or broken parts or repairs necessitated by any definite or specific damage.
- d) The hire charges for heavy plant and machinery should be fixed to cover interest, depreciation; repairs on returns, over hauling, storage and the daily rates should be fixed based on the specific formula approved by the Principal Chief Engineer cum Secretary.

### **Disposals of surplus materials**

**187.** All surplus materials at site of works which are either completed or abandoned should be transferred to works in progress or stock accounts. The materials transferred to works should be adjusted through transfer entry by debit to works to which the materials are transferred and credit to the work concerned. Similarly materials transferred to stock should be debited to Stock by contra credit to the work.

Materials rendered unserviceable are disposed off under the orders of Superintending Engineer/ Chief Engineer and should continue to be borne on the work till they are disposed off under the orders of the competent authority. Materials transferred to other works or stock should be transferred at the market rate and any loss resulting in the transfer or disposal of surplus materials should be debited to the work.

### **Verification of unused balance**

**188** Balances of materials issued to work but lying unutilized should be verified at least once a year, to watch disposal of such materials. The results of verification should be prepared by the Assistant Engineer and sent to the Divisional Officer for necessary action. Similarly balance of materials at site in respect of works completed, should also be verified by the Assistant Engineer and proposal for disposal of such surplus or unused balances should be submitted either to the Superintending Engineer/ Chief Engineer for orders for disposal. The verification of materials at site of works should also be done whenever there is a transfer of charge. After the completion of work, theoretical calculation of principal items of materials should be worked out and then

compared with the quantities and action should be taken either for excess or less use, according to the terms of agreement.

### **Liabilities against the work**

**189.** If unpaid wages are claimed and paid subsequent to the closing of the accounts of work, the payment should ordinarily be charged against a fresh estimate under the same head of service as the original works, suitable note being recorded against the closing entry relating to the original work in the Register of Works. The accounts of the contractor should be closed as soon as his contract is completed. If he delays to receive final payment after intimation, the unpaid amount should be transferred to “Public Works Deposits”, and if the contractor subsequently obtains a decree from the court for larger amount, the entire expenditure should be charged on the Consolidated Fund irrespective of the fact that a part of the amount might already have been voted out of the Consolidated Fund and kept as a deposit in the Public Account. Before taking payment in satisfaction of Court decree, the amount standing to the credit of the contractor under “Public Works Deposit” should be cleared by reversing the initial adjustment. These provisions will not be attracted where a refund of security deposit or revenue is made in satisfaction of court decree as such an item cannot be treated as an item of expenditure with in the meaning of Article 2002(B)(e) of the Constitution. Value of materials received from sources other than stock (including manufacture) whether for issue direct to works or contractor is at once brought to the accounts of works even though payment to suppliers and adjustments crediting transfer are not made at the time of receipt. If the final account of a contractor shows that he has been overpaid or the account closes with balance due by him, the account should be settled by recovery in cash or deposits in the Government.

## **WORKS REGISTER**

### **Form of Register of works and its preparation**

**190.** The permanent and collective record of the expenditure incurred in the Division / Circle during a year on each work is the Register of Works. The Register is maintained in the Circle Office, Division Office and Sub- Division Offices. The Register of Works is posted as and when payments of any bills debitable to the work concerned are made with details of payment. An index is prepared at the beginning indicating the name of works, head of account for each work and the page allotted to each work and estimate.

- (a) The sanctioned amount of each work, original as well as supplementary, should be entered in respect of each work and the head of account under which the estimate was sanctioned should also be noted at the top of the page.
- (b) In case of works for which specific appropriations are sanctioned individually, the amount of appropriation should be noted separately.

#### **Examination by Divisional Officer**

**191.** The monthly accounts of each work on which the expenditure was incurred during the month should be initialed by the Sub-Divisional Officer / Divisional Officer in token of having checked the correctness of the expenditure, the cost of the work as compared with the progressive expenditure should be examined and action should be taken for regularizing any excess or deviation. In the case of Circle, action should be taken by the Superintending Engineer with the help of drawing and disbursing office. The review should also include the works on which there has been no transaction for the last two or three months and enquire into the reasons for slow progress or delay in execution.

#### **Closing the Accounts on completion of works, Settlement of liabilities and clearance of suspense accounts.**

**192.** It is essential to close the accounts of work as soon as possible after the actual work is completed. If there is any delay in closing the accounts of the work, it should be ensured that no further charges are incurred without the permission of the Principal Chief Engineer cum Secretary / Head of Department

**193.** The accounts of annual maintenance estimate must be closed in the month fixed by the Chief Engineer as the last month of the working year for the purpose. Ordinarily, it should be possible to complete all repair works and to settle the accounts of contractors and other suspense accounts, before the expiry of the working year. If any balance work remains to be done, under maintenance estimate, action should be taken as under.

- 1) The expenditure incurred in the next working year should be treated as fresh expenditure against the annual maintenance estimate for that year and sanction accorded and incorporated.

#### **Closing entries**

**194.** When the work is completed and the accounts have been settled, a double red ink should be ruled in the work Register in the relevant page and the Agreement. The notes should be signed by the Superintending Engineer in token of having satisfied



himself about the correctness of the particulars recorded and this entry will be the authority for closing the accounts of the work.

If the work is a deposit work, effort should be made to refund the unspent balances with the approval of the Principal Chief Engineer cum Secretary / Head of Department. When the settlement of compensation claims is unavoidably delayed, the completion report should not be withheld on this account, but the estimated amount of compensation for land should be recorded therein, as a distinct item, in order to facilitate inclusion in the total cost of the work and enable comparison of the total expenditure with the estimate.

### **Works executed on behalf of other Departments**

**195.** The detail procedure regarding execution of works of other Department / agencies has been explained in Chapter VI, section 35 of Sikkim Public Works Manual 2009.

On completion of a work in accordance with the sanction and approval against funds placed by other Departments or against deposits, the Superintending Engineer-in-Charge of the work should inform the Head of the Department concerned through the Principal Chief Engineer cum Secretary / Head of Department to the effect that the work has been completed requesting him to take over the structure. Record drawing showing the work, as actually executed should be completed and completion report elucidating the additions or alterations should be prepared and sent along with the intimation of completion.

### **Corrections of Errors after Closing the Accounts of Works**

**196.** If any omission or error is detected in the record of the expenditure after the closure of the works, the accounts may be reopened with the approval of the Principal Chief Engineer cum Secretary / Head of Department in order to rectify the error or omission, if the amount involved is substantial. If the omission or error detected is petty and is not more than in thousand rupees it is sufficient to make a note of error or omission in the relevant Work Register.

### **Contractors Ledger**

**197.** In view of decentralization of payment procedures through the respective Pay and Accounts offices, the contractor ledger for works shall be maintained by respective Pay and Accounts Offices. Therefore, rules in this section apply to all transactions with the contractors in connection with the procurement, issue of stock and recovery of cost of stock or supply of materials for works or stock by contractors.

**Form and use of ledger**

**198.** The account relating to contractors should be maintained by the respective Pay and Accounts Office in the contractors ledger **form 43** a separate folio or set of folios being allotted for transactions of each work of the contractor.

This is a form of personal account shall be maintained for each contractor for each work by the respective Pay and Accounts Office, in which all debits i.e. issues and credits i.e. value of works done and recoveries are incorporated in the bills of the contractor to ascertain the balance due to Government. In the case departmental works, separate register work-wise shall be maintained for each sub- division

**Posting the ledger**

**199.** The contractor's ledger should be maintained in the Store Division and posted as and when the transaction takes place. The value recoveries should be credited to the Account on payment of bill with reference to the bill. Similarly, debit entries in the ledger should be made only on the basis of transaction recorded at the time of issue of materials from the store with reference to gate passes and posting being made from the supporting stores or adjustment vouchers in the form of Transfer entries and measurement book.

Note: - Security Deposit of contractors received in cash or deducted from the bills should not be included in the Contractors Ledger as the same are accounted for in the Deposit Register.

**Balancing and Reconciliation**

**200.** The ledger account should be closed and balanced regularly. The closing balance of each personal account should be detailed so as to show in respect of each separate work or transactions not recovered or adjusted in the last running account bill, i.e. amounts outstanding for recovery. In case of running account bills these balances can be ascertained from the memorandum of payment.

**201.** The Accounts Officer / officer in charge of the store Circle should be held responsible for the correctness of the ledger and for reconciling the balances contractors' ledger shown in the ledger. The contractors' ledger should also be reviewed periodically to ensure that there is no delay in effecting recoveries from running account or final bills. This examination must invariably be made before a volume of the ledger is completed and balances are carried over to the new volume.

**Scrutiny by contractors**

- 202.** A contractor if he desires, should be furnished with an extract of his account of the Contractors Ledger and should be encouraged to see his accounts in the ledger and sign it in token of acceptance of the accounts.
- 203.** When surplus materials are returned from work to stock, the cost of carriage should be borne by the work, but if they are transferred to another work, the charge may be debited to either work as may be equitable. Incidental charges connected with the movement of materials should be classified in the same way as carriage charges. In all cases of claim of carriage and incidental charges the payment vouchers should indicate the materials conveyed, the quantity the distance and the rate. The rate for carriage shall be as per approved rate in schedule of rate applicable.

#### **Charges for examination of soil**

- 204.** The expenses incurred in connection with the examination of the soil for the foundation works should be treated as outlay on works and not as contingent charges, provision being made under service head concerned.

#### **Acquisition of Land in General**

- 205.** When land is acquired for execution of Government works, it should be acquired through the Land Revenue Department after giving proper notification under the existing Acts of the State but the officer concerned should assess the extent of land available, probable cost per acre together with the value of building, trees, etc. situated in the property. He or his representative should be present during joint inspection of property to be required. The estimate should be prepared by the Public Works Officer based on the compensation determined as payable by the Land Revenue Department and submitted for sanction. Before finalization of acquisition of the land, the clint Department shall obtain the opinion of the Mines, Minerals and Geology Department about the geological suitability of the land, required for the purpose.

After the formal award is passed by the Land Acquisition officer and payment is made by the Public Works Department, the land should be taken over for execution of work. However, the salvage value of properties so proposed to be acquired must be accessed by the authority competent to do so, and recoveries shown as reduction of expenditure.

#### **Expenditure on inauguration ceremonies**

- 206.** The expenditure incurred with the sanction of the competent authority on inauguration ceremonies of important works should be charged to the contingencies of the works.

### **Rent, Rate and Taxes on Buildings**

**207.** Municipal or other rates and taxes on Government buildings shall be accounted for in the manner laid down below.

- (a) As a general rule Municipal rates and taxes on non-residential buildings used for functional purpose such as for school, collages and hospitals if paid by the concerned Department would be debited to the sub-head “rent and Taxes” under the relevant Department major head. Where whole or part of tax is paid by the Public Works Department which is having administrative control of the building, the payment should be debited to the maintenance estimate of the buildings concerned under Public Work major head-taxes on residential shall be debited to the maintenance estimate of the building if they are under the administrative control of the Public Works Department.

### **Execution of works by other Departments**

**208.** Whenever the maintenance of any works under the administrative control of Public Works Department is transferred to another Civil Department with the approval of the Government the procedure applicable to expenditure will be the same as applicable to Public Works Department and the Civil Department should.

- 1) be responsible to account for appropriation placed at the disposal of Civil Department.
- 2) the Public Works Department should control the budget for the maintenance expenditure and
- 3) the Public Works Department should retain technical control through inspection.

### **Execution of works by Local bodies**

**209.** When the Public Works Department entrusts the maintenance of Government buildings to the Municipal Corporation or Local body, the payment should be treated in the same way as payment made to a contractor and as far as possible this liability should be settled within the same year.

### **Government works partly or wholly contributed by Local bodies and private parties**

**210.** Annual contribution received from Local bodies or private parties towards certain works e.g. maintenance of roads, bridges etc, should be credited to the appropriate revenue head and the actual expenditure will be charged in the Public Works Accounts in the same way as other Government works.

## CHAPTER XI STOCK SUSPENSE ACCOUNTS

**211.** The account of the minor head “Suspense” under the major head of Public Works expenditure should be utilized for purchase of stock materials for the Department. The head of account is intended to accommodate the transactions, temporarily until they are cleared, finally by payment or recovery or by adjustment. The transactions, therefore, consist of both debits and credits.

## CHAPTER XII

### WORKSHOP ACCOUNTS

#### INTRODUCTORY

**212.** The operations of workshop consist of repairs to tools and Plant and the workshop is run mainly for departmental purposes.

#### Execution of Jobs

**213.** Officer in-Charge of workshop, should prepare the plans and estimates of the jobs, in cases where it is found that the original estimate is likely to be exceeded, a revised estimate should be prepared and submitted to the competent authorities prior taking up the work.

## CHAPTER XIII DEPOSITS

#### a) General

**214.** Deposit transactions of the Public Works Department are of two kinds:

- 1) Public Works Deposits which pass through regular accounts of the Circle and
- 2) Interest bearing securities: which do not pass through the accounts of the Circle.

Deposits of the first kind comprise transactions of the following classes which are passed through the head “Public Works Deposits”.

- Cash deposits of subordinates as security.
- Cash deposits of contractors held as security.
- Deposits for works to be done.

- Sums due to contractor on closed accounts and
- Miscellaneous deposits.

**b) Security Deposits**

- 215.** Security Deposits of subordinates represent, deposits recovered from the staff falling under the category of Cashier, and Store Keeper, who may be required to furnish such security as may be deemed necessary by the Principal Chief Engineer cum Secretary / Head of the Department. Security deposits of contractors consist of amounts deposited by the contractor in lump sum or amounts deducted from their bills towards security deposits.
- 216.** The Security Deposit of contractors are made in cash or one of the recognized forms of security covered by a interest bearing securities viz, Fixed Deposits Receipts which is pledged in favour of the Public Works Department. Reference to such interest bearing securities should be recorded, in the Deposit Register or Register of Security, as the case may be.
- 216.** The recognized forms of interest-bearing securities and the conditions to which they are subject to are the following.
1. Post Office Cash Certificates, National Savings Certificates, National Plan Saving Certificates.  
These certificates shall be accepted only if they are held in the name of the Government Employees furnishing security. These certificates shall be formally transferred to the Governor. The Superintending Engineer authorized to accept the security, shall accept the same with the sanction of the Postmaster of the Office of registration at their surrender value.
  2. Post Office Saving Bank Pass Books  
A pass book for a deposit made under the Post Office Savings Bank Rules, may be accepted as security, in case of Government Employees, provided the depositor has signed and delivered to the Post Master, a letter in the prescribed form, a letter of authority as required by the rules. The pass book shall be sent to the Post Office in the beginning of each financial year, to get the entries on account of interest may be made in them.
  3. Deposit receipts of all scheduled banks in case of contracts and supplies.  
The Fixed Deposit Receipts shall be made out, in the name of the pledge and the Public Works Department shall accept the deposit, if the bank certifies that the

deposit can be drawn only on the demand of or with the sanction of the pledge. The Bank shall agree that on receiving a signed withdrawal order from the pledge in respect of the deposit, the withdrawal shall be permitted. The original instrument of deposit shall be in custody of the department and shall be refunded as per provision of the Sikkim Public Works Code and Manual.

The depositor shall agree in writing to undertake, any risk involved in the investment and make good depreciation, if any. The depositor shall receive the interest, when due direct from the bank on the letter from the pledge, authorizing the bank to pay it to the depositor.

The responsibility of the pledge in connection with the deposit and the interest on it will cease when he issues a withdrawal order to the depositor and sends intimation to the bank that he has done so.

4. Fidelity bond from any one of the following companies or subsidiaries of the General Insurance Corporation of India may also be accepted in case of deposit for sub-ordinate Government employees.
  - (a) National Insurance Company Ltd.
  - (b) New India Assurance Co. Ltd.
  - (c) Oriental General Insurance Company Ltd.
  - (d) United India general Insurance Co. Ltd.
5. Fidelity bond as security is accepted from the Government servant but not from a private party. When the Government servant has furnished security in the Form prescribed, the Superintending Engineer who is authorized to accept such security shall see that the Government servant pays the premium necessary on the due dates to keep it alive and continues to do so until he vacates his office.
6. Any other form of security approved by the Government for acceptance:-  
It should be done in accordance with the special orders as may be issued by the Government.
7. Drafts on Cooperative Banks or non-scheduled banks. Drafts may be accepted from private contractors/suppliers. The authorities concerned shall ensure that the draft is encashed immediately and the contract is allotted only after encashment of the draft.

**c) Cash deposits of subordinates**

**218.** A security deposit taken from the Government servant shall be retained for at least six months from the date; he vacates his post but a security bond, shall be retained permanently or until it is certain there is no further necessity for keeping it.

**d) Custody of securities and security bonds**

**219.** Post Office Savings Bank pass book, deposit receipts of Banks, fidelity bonds and surety bonds should be kept in the safe custody of the Accounts Officer in the office of the Superintending Engineer who is authorized to accept the security.

Post Office Cash Certificates, National Savings Certificates etc. deposited as security should be lodged for safe custody with the State Bank of Sikkim for safe custody.

**220.** Cash deposit of subordinates/contractors may be converted at the cost of the depositor, into one or more forms of interest bearing securities, provided (1) that, the depositor has expressly desired this in writing and (2) that, the acceptance of new form of security is permissible, under the rules and terms of the bond or agreement.

**e) Cash deposit of contractors**

**221.** Cash deposits of contractors comprise of Earnest Money deposited at the time of tender and security deposit recovered from the bills of the contractors/ suppliers as and when payments are made the rate of earnest money is 2 ½ % of value of work and security deposit is deducted from bills at the rate of 5% of the value of work. Monthly accounts of such deposits including deposit works of other Departments should be compiled by Accounts Officer of the concerned District in the Form 79 after compilation of accounts with the Pay and Accounts Office.

**f) Earnest Money Deposit**

**222.** The earnest money to be paid by the contractor is to be deposited in the form of Temporary Deposit Receipt (T.D.R.) of State Bank of Sikkim or Fixed Deposit Receipt of any scheduled bank in Sikkim, should be pledged in favour of competent authorities. In case of earnest money, in the form of TDR, so deposited should be credited to the Deposit Head, through respective Pay and Accounts Office and entered in the Deposit Register giving full particulars of the name of contractor/supplier and the name of the work. Such deposit should be classified under “Cash Deposit of Contractors” under Deposits.

Earnest money is paid by the each tenderer along with the tender to enable the Government to ensure that a tenderer does not refuse the work after it has been



awarded to him. In case, where the tenderer fails to commence the work awarded to him, the earnest money is liable to be forfeited to the Government.

- 223.** The earnest money deposited through bank receipt along with the tender by unsuccessful tenderer, should be refunded on an application after intimation is given regarding rejection of the tender.

The Accounts Officer, who maintains the Register of Tenders, should periodically review the register, with a view to ensure that the earnest money deposit of unsuccessful tenderers is refunded in time.

**g) Security Deposit**

- 224.** Security deposit deducted from the running bills of the contractor at the rate of 5% of the value of work should be credited to the head "Public Works Deposits".

**h) Refund of Security Deposit**

- 225.** These security deposit shall not be refunded to the contractor except, in accordance with the terms of contract agreement. The security deposit should be released, after obtaining a certificate to the effect, that the work has been completed, within the due date, according to the agreement, and that, no defect in construction works have been noticed, during the period specified after completion of work. However, in case of carpeting works, the security deposits shall not be refunded for a period of 5 years from the date of completion of the project/ work. The Principal Chief Engineer cum Secretary may, however order release of security deposit; pending payment of final bill keeping such amount as security as he deems to be sufficient.

The Accounts Officer should keep a close watch over the delay in refund of security deposit and periodically review the Register (**Form67**).

The claim for refund of Security Deposit should normally be made within a period of three years from the date the deposit is due for repayment. In respect of refunds of deposit beyond the period of three years, The Principal Chief Engineer cum Secretary shall have the authority to review the outstanding deposit and arrange for refund before the limitation period prescribed under the law.

**i) Account of Public Works Deposit**

**226.**

**(a) General:**

No money shall be credited to deposit, unless it is received, under proper authority. It is not correct to credit the amount to deposit on the ground of insufficiency of sanction or incomplete particulars of the classification or the head of account.

**(b) Deposit Register:**

A record of the transactions relating to Public Works Deposit should be maintained in the Circle Office in the register prescribed in the Code and Manual. The Deposit Register should show monthly, the total receipts and payments i.e. credits and debits and closing balance of each separate deposit item.

But in the case of deposits for work, to be done, for which full details are furnished in the schedule of deposit works, it is sufficient to make single entry for all such deposits.

**(j) Schedule of deposits**

**227.** From the Deposit Register, a monthly extract known as the schedule of deposits (Form 79) showing each items, the opening balance, the credit and debit and closing balance, should be prepared for submission to the Head Office after proper reconciliation with the designated Pay and Accounts office. The form is in two parts. In part I of the abstract, the total of each class of deposit is furnished, and in part II extract, only such items as are affected by months transactions are furnished.

**k) Repayment of deposit**

**228.** (a) Refunds of cash deposits can be made only,

- (1) On production of authority for refund of deposit and
- (2) On receipt of the bank receipt in which the amount was originally credited.

The Officer who refunds the deposit should verify the original credit in the Deposit Register and ensure that the amount of refund is covered by the credit in the Deposit Register.

The Accounts Officer who processes the bill should record the following Certificates on the bill for refund of deposit

- (i) that the original credit has been verified
- (ii) A note of refund has been made against the original credit in the Deposit Register and
- (3) The refund is not time barred and is not lapsed to Government under rules.

Under no circumstances refund of deposit in excess of credit should be made as this will result in minus balance. It is also irregular to refund deposit in anticipation of credit not actually brought to account.

- (b) Form prescribed for Deposit repayment should be used for repayment of deposits.

#### **1) Deposits Lapsed and Credited to Government**

**229.** The Accounts Officer who is responsible for the maintenance of Deposit Register, should ensure, that the balances in deposits are not outstanding, after they had become due for repayment, to the contractor or supplier after the work or supply is completed, according to the terms of the agreement or supply order and final payment is made. The balance in deposits remaining unpaid, after they had become due for refund, should be cleared in the accounts by end of March.

- (1) Original deposits not exceeding twenty five rupees remaining outstanding for one whole account year after becoming due re-payment.
- (2) Balances not exceeding twenty five rupees of items partly cleared during the year, and
- (3) Balances unclaimed beyond the limitation period prescribed under law should be credited to the Government as lapsed deposits by means of transfer entry debiting the deposit head concerned and crediting the head "Lapsed Deposits".

**230.** Balances in deposits credited to the Government, as lapsed deposits cannot be refunded by the Circle Officer, if they are subsequently claimed by the depositor i.e. after the expiry of the time prescribed. Such refund claims, should be sent to the Finance Revenue and Expenditure Department, which will authorize payment after ascertaining (1) that the item was actually received (2) that it was credited to the Government as lapsed or confiscated deposit and (3) that the claimants identity and title for the refund are certified by the Superintending Engineer. The amount repaid should be treated as refund of receipts under the major head to which it was credited and the repayment should be noted in the Deposit Register against the entry for its credit to the Government.

#### **1) Account of Interest Bearing Securities**

**231.** Transactions connected with interest bearing securities; do not pass through the cash book and the accounts of the circle. They are separately accounted for, in a Register called the Register of Interest bearing securities, which should be maintained in **Form 85** by Drawing and Disbursing Officer who receives such securities. The register should contain the receipt and disposal and the balance of securities in the custody of the Circle. At the close of the year an account of the securities in **Form 86** should be

prepared and sent to the Head Office from the register of securities maintained in the Circle.

The account should be supported by

- (1) the original acknowledgement for the securities returned or re- transferred during the year, and
- (2) certificate to the effect that all securities shown as outstanding are in his possession and safe custody, after comparing the credit entry and making a suitable entry in the security register giving reference to no. and date of return.

**m) Release of securities**

**232.** (1) No security received shall be released or transferred to the depositor except in accordance with the terms of his security bond or agreement. The Drawing and Disbursing Officer while returning the security to the depositor should obtain his acknowledgement duly signed and witnessed. When an interest bearing security is returned or re-transferred the acknowledgement should give particulars of such security.

**n) Deposits for Work done for Other Departments / Agencies**

**233.** The detail procedure for execution of such work has been laid down vides Chapter VI, Section 35 of Sikkim Public Works Manual 2009.

Deposit for works to be done, received from other Departments are classified in Part III of the Deposit Register under the head "Deposit for work to be done". These deposits are classified in lump sum for all works put together, but entry in Deposit Register should be separate, for each work for which deposit is received. This will facilitate the watching of expenditure against the deposit received and also preparation of "Schedule of deposit works" (**Form 79**) to be sent, to the Department / Agency concerned.

**234.** Following procedure should be followed to watch the progress of expenditure under such category of works:-

- (1) The expenditure shown in the month should be agreed with the expenditure posted in the Allotment Register and Work Register of the Circle for that month.
- (2) The Form 79 should also indicate the progressive expenditure incurred on the works to ensure that the expenditure incurred is with in the amount of deposit received.
- (3) The opening balance is verified with the closing balance of the previous month.

**o) Miscellaneous Deposit of Contractors on closed accounts**

- 235.** Under this category are classified amounts due to contractors on final bills which were not received by them either due to dispute or otherwise. The entries in the Deposit register are based on adjustments carried out through transfer entries, debiting the accounts of the work and crediting the deposit head.

**CHAPTER XIV**

**TRANSACTIONS WITH OTHER DEPARTMENTS**

- 236.** The Public Works Department undertakes works on behalf of other Departments and also supplies materials existing in stock. Such transactions representing services rendered and supplies made to other Departments constitute Inter Departmental transactions. The settlement of transactions and the mode of accounting of such transactions are deputed in this Chapter.
- 237.** Subject to such general exceptions as may be prescribed, the Public Works Department should incur expenditure on all charges connected with the construction and maintenance of buildings etc. of all Government Department. The expenditure on construction and maintenance of buildings which are under the administrative control of the Public Works Department should be treated as expenditure of the Sikkim Public Works Department. In case, where the administrative control of the buildings rests with Civil Department, the expenditure of maintenance and construction is treated as expenditure of the Civil Department. Similarly value of Stocks supplied by Public Works Department to other Departments is Chargeable to them.
- 238.** Services rendered or articles supplied by one Department to another department should be settled through transfer Entry order or transfer of provision.

**Works Executed on behalf of other Departments**

- 239.** When works are executed by Public Works Department against funds placed at the disposal of the Public Works Departments with the approval of the Government, the expenditure on such works is directly debited to the final/head under the relevant major head of the Department. Separate accounts of expenditure under each major head are sent by the District Pay and Accounts Office along with the monthly account of the District to the Accountant General, who will incorporate the same in the relevant departmental classified expenditure.

The normal procedure of preparation of estimate, invitation of tenders and conclusion of agreements and preparation of completion reports should also be followed with regard to works on behalf of other Departments against funds placed at the disposal of the Public Works Department. The amount of estimate and appropriation for the work, should be split up into two parts one to represent the works expenditure and the other to accommodate percentage charges recoverable on account of establishment, tolls, and plant etc.

## **CHAPTER XV CONTINGENT CHARGES**

**240.** Like other expenditure cash required for meeting contingent charges is obtained directly by presentation of bills for pre-check and issue of cheques. The general procedure and instructions for drawl as laid down in rules 99 to 105 of Sikkim Financial Rules should be observed in respect of contingent charges drawn through Pay and Accounts Office.

### **Accounting of Contingent charges**

**241.** The amounts drawn towards contingent charges through Pay and Accounts Office should be accounted for in the cash book from, the cash book for other than for works transactions.

### **Control of contingent expenditure**

**242.** Subject to the detailed instructions regarding the general procedure for control of expenditure, contained in chapter V of this code, the control of contingent expenditure against appropriation shall be regulated by such instructions, as may be, issued by Finance Revenue and Expenditure Department from time to time.

The allotment made for a distinct unit of appropriation should be noted in a separate register called "Allotment Register" The expenditure under each detailed head should be watched against the allotment.

**243.** Advance drawn for meeting contingent expenditure should be entered in a separate Advance Register and the procedure of adjustment as laid down by Finance Revenue and Expenditure Department, should be followed in regard to adjustment of such advances.

## CHAPTER XVI

### ACCOUNTS TO BE MAINTAINED BY ASSISTANT ENGINEER / SUB-DIVISION

**244.** The assistant Engineer or the Sub-Divisional Officer should maintain the initial accounts described in Chapter VI to XIII as well as works register for each work in progress. All these records are written up in the office of the Assistant Engineer as and when the transactions take place. The consolidation of the transactions of the various Sub-divisions and the compilation of accounts is done in the Circle Office.

**245.** The following are the important initial accounts to maintain by the assistant Engineer.

#### **1. Cash Book:**

The Assistant Engineers should maintain cash book in **Form 1** in accordance with the instructions contained in chapter VI. The Assistant Engineer should also see that the accounts of all the imprest holders are received and incorporated in the cash book before it is closed for the account month concerned. Immediately, after the cash book of a month has been closed the cash balance i.e. report should be prepared and sent to the Division Office.

The Assistant Engineers should satisfy themselves before signing the cash book that the entries are correct and as a further precaution, the total of the cash column on both sides should be expressed in words in their own hand.

It is also permissible for Assistant Engineer in charge of Sub-division to maintain two alternative cash books one being submitted in original to the Division Office at the end of the month and the other being used in the following month.

#### **2. Temporary Advance Accounts**

In case where the Assistant Engineer takes cash from the Division Office for making payment to persons stationed elsewhere, the amount so taken out should be accounted for as a temporary advance against his name in the cash book and account should be rendered to the Division before drawl of next temporary advance.

#### **3. Other Accounts records**

Several accounts that are required to be maintained, by the Sub-Division and that are required to be prepared by the Assistant Engineer monthly and periodical accounts returns are given below:

1. Cash book (if he is a drawing officer)

2. Temporary advance accounts
3. Bill Register
4. Omnibus transfer entry order
5. Register of stock receipts and issues
6. Monthly abstract of stock receipt and issues
7. Work Register
8. Register of check measurement
9. Register of miscellaneous
10. Register of sanctioned
11. Register of measurement books
12. Register of agreement
13. Register of miscellaneous Recoveries
14. Register showing issue and Consumption of materials 15.
- Monthly accounts of receipts and issue of tools and plant
16. Annual Register of tools and Plants (road wise) in case of road
17. List of surplus stores
18. Indents, gate Passes
19. Goods received sheets
20. Purchase order Register
21. Files of periodical physical verification reports annual physical register
22. Register of Inspection of Public buildings
23. Schedule of rates
24. Hire charges register
25. Index Register

**246.** It is of utmost importance that the prescribed initial and subsidiary accounts are written up in accordance with the rules. In case of any difficulty the Assistant Engineer should consult the Accounts Officer of the Circle for advice and instructions. The Assistant Engineer should also ensure that the prescribed returns and accounts are submitted on the due dates to the Circle Office for consolidation.

**247.** Within three days of the date on which the accounts of a month are closed the following returns should be forwarded to the Circle Office with a covering letter.



- (a) Abstract of stock receipts and issue (Form 9 and 10) supported by receipts, goods received sheets indents, gate passes and other vouchers and extracts from Register of Stock receipts and issues.
- (b) Accounts of Receipt and Issues of Tools and Plant in Form 13 and 14 supported by necessary vouchers and acknowledgements in original.
- (c) A work abstract accompanied by the Form 53 A wherever necessary and transfer entry order in respect of transfer transactions of one work to another or adjustments.
- (d) Hire charges statements, transfer advices and bills of cost against other Divisions/Departments.
- (e) Certificate regarding security of materials at site account.
- (f) Progress reports and other reports as may be required.

**248.** In addition to the above returns the following monthly reports should be submitted to the Circle Officer.

- (a) Revenue Statement
- (b) Hire charges statement
- (c) Works Expenditure Statement showing progress in both physical and financial terms
- (d) Such other statements or reports as may be prescribed by the Heads of department.
- (e) Yearly: Register of Tools and Plant in Form 15 before 15<sup>th</sup> October.
- (f) Occasional: Report of verification of stores and materials at site immediately after each verification.

The Assistant Engineer and the Accounts Staff of the Sub-Division should write up regularly the works register by posting day to day transactions of payments and receipts affecting the works expenditure and so also the transactions included in stock. At the end of the month the postings in regard to monthly abstract of stock issues / receipts of the register subdivision should be made in the works stock receipt and issues, transfer entries, hire charges statements should be sent to the Circle.

**249.** The monthly accounts of receipts and issues should be posted with reference to day to day, receipts and issues by the Store keeper/ Junior Engineer from the goods received sheets, indents and gate passes. Abstract of stock receipts and issues should be prepared based on the transactions in the subdivision and sent to Circle Office.

The indents in support of the issues and goods received sheets in support in receipts should be incorporated in the register of stock issues, receipts and consolidated statement of issues /receipts should be sent to Circle Office after posting the same in the concerned work register.

**250. Tools and Plant Account**

The monthly accounts of receipts and issues of Tools and Plant articles of the Assistant Engineers' Office shall be prepared by the Assistant Engineer and sent to the Division. The Sub-divisional Accountant shall have it signed and by the Assistant Engineer. Monthly accounts shall be consolidated for the entire Sub-Division and forwarded to the Circle Office along with the Sub-Division accounts, care being taken to attach the receipts of the parties in original, indents, gate passes, survey reports, or sale accounts in support of the corresponding issues shown in the monthly accounts. For the year ending 10<sup>th</sup> September, the Assistant Engineer should have the Annual Register of Tools and Plant articles prepared for the entire Sub-Circle and send it to the Division Office for incorporation in the Register.

**CHAPTER XVII**  
**ACCOUNTS OF CIRCLE/DISTRICT OFFICE**

**GENERAL**

- 251.** Under the decentralized Payment and Accounts System, the monthly account of the Circle/District is to be rendered to the Accountant General by the District Pay and Accounts Officer. However, for budgetary and administrative control such account is to be furnished to the Head Office by the Drawing and Disbursing Officer after due reconciliation with the account rendered by the Pay and Account Officer within one week. The monthly accounts should incorporate the transactions of cash, stock and adjustment transactions of all the Sub-Divisions under the control of the Circle in the form prescribed.
- 252.** The cash and stock accounts, for the month are closed on the last working day of the calendar month. The transfer entry, book adjustments, incorporating all the transfer entries carried out, should be closed as soon as possible after expiry of the month. It should be ensured before the transfer entry order book is closed, that adjustments of the following nature are carried out and transfer entry orders are prepared for incorporation in the monthly accounts.

1. For carrying out corrections in misclassification.
2. Adjustment of debit or credit to the final head by corresponding credit or debit to the suspense head.
3. Adjustment of percentage charges on account of establishment, tools and Plant.

The cash and stock accounts and the transfer transactions should be scrutinized by the Accounts Officer, before they are incorporated in the monthly account and connected Register and Schedules. The responsibility of the Accounts Officers also extends to scrutiny of all claims presented to the Pay and Accounts Office for pre-check and revenue realized in transfer entries as well as through remittance into Bank.

**Scrutiny of Accounts:**

**253.** The Accounts Officer, who is responsible for the compilation of the monthly accounts, should examine the account returns and registers monthly, to see that the accounting staffs have attended to their duties properly and in time. It is in particular, his duty to examine, the monthly works register on which he should initial and review the posting monthly. It is the duty of the Accounts Officer to report to the Superintending Engineer about the slackness on the part of the accounts staff or subordinate staff in relation to their accounting functions and it is the duty of the Circle Officer to pull up the accounting staff and subordinate staff to attend to their accounting duties.

- 254.** The Accounts Officer should also see
- 1) that the returns and accounts are in complete shape,
  - 2) that all sums receivable are duly realized and on realized and on realization credited to proper head of account.
  - 3) That the charges are covered by sanction, appropriation and supported by complete vouchers.
  - 4) That all vouchers and accounts are arithmetically correct and kept in safe custody
  - 5) Vouchers are prepared in the prescribed form in accordance with the instructions
  - 6) That all charges are properly classified and entered in the relevant account registers,
  - 7) That the claims admitted are valid and in order and are based on the rates provided in the estimates.
  - 8) All duplicate vouchers and files and measurement book are in safe custody.

It is not necessary that the Accounts Officer himself should check the arithmetical accuracy of the transactions but he should ensure that cent percent check of arithmetical accuracy is done under his supervision.

The Accounts Officer of the Circle should exercise similar checks from day to day in regard to

- 1) Transactions recorded direct in cash and stock account of the Circle and
- (2) Bills and vouchers of Sub-Divisions, submitted for approval and payments by the competent authorities. The arithmetical accuracy and entries in the measurement books relating to bills sent for pre-check and payments should be checked cent percent under the supervision of the Accounts Officer.

**255.** The Accounts Officer should also take the following precautions to prevent double or fraudulent claims of the following nature.

- 1) Works done or supplies made: The suppliers bills preferred for each supply pertaining to specific purchase order are treated as first and final bills for all purposes. In these cases and in the case of first and final bill for work done, the detailed measurements are recorded in the measurement books only once. Immediately after payment of such bills, a note of payment should be made on the agreement or purchase order copy concerned with a similar note on the detailed estimate copy over the dated initial of the Accounts Officer
- 2) Pay and Allowance of work charge staff, rent of building etc. In respect of the claims of work charged establishment, necessary entries should be made in the Salary Audit Register of work charged establishment at the time of passing of bills. Similar register should also be maintained for watching payment of rents of buildings; telephones, etc.

**a) Payment of Muster rolls:**

No office copies should be maintained for Muster rolls. In case of regular labour gang, and supervisors a suitable register should be maintained indicating the Name of Worker, period of payment, rate at which paid, date of payment etc.

**b) Other Checking**

**256.** If payments allotments of funds are made against letters of credit or against any limit prescribed by Head office, it should be seen that the total amount of cheques drawn does not exceed the prescribed limit.

The Accounts Officer is also responsible to ensure that every order affecting expenditure should be noted in the relevant register for watching payment. General sanctions to estimates and appropriation for works should be noted in the Register of Works. Sanction to fixed charges of works e.g. those relating to engagement of work-charged establishment, Sanction to estimates for works should be entered in the register of Works.

- 257.** If against single transaction two or more Disbursing Officers have to operate, the orders of the Superintending Engineer or higher authority shall be obtained. In such cases, it may be advisable to have a separate working estimate to cover the transactions of each Disbursing Officer, and for the purpose of bringing the expenditure to account. These should be treated as independent transactions as far as possible. The Accounts Officer should also ensure that the expenditure sanctioned is within the competence of the Circle Officer or other authorized officers.

When a recovery is ordered to be made from the contractor or other person, which cannot be watched, the order should be noted in the Register of Miscellaneous recoveries (Form 95) opened especially for the purpose, so that the amount recovered from time may be recorded against it.

**c) Control of Expenditure:**

- 258.** It is the responsibility of the Accounts Officer to ensure that the expenditure authorized is not exceeded without the orders of the competent authority. The Office copies of the monthly accounts of the entire Circle the Register of Works, the Schedule of Works expenditure. Allotment Register and the Advance Register maintained shall be made use by the Superintending Engineer and the Accounts Officer to make a comprehensive review of the monthly and yearly progressive expenditure against each grant and other units of appropriation to take such action as is deemed necessary in time either for obtaining extra funds or surrender possible savings. The Accounts Officer shall also carry out such corrections in monthly accounts as may be advised by the head office after audit of accounts by the Account General. The Superintending Engineer who will be the controlling officer for the expenditure of the Circle should furnish monthly such information as may be necessary to the Principal Chief Engineer cum Secretary / heads of the department to watch the progressive expenditure of the Circle individually and collectively. The Superintending Engineer with the help of the compiled monthly accounts should prepare and send to the Principal Chief Engineer cum Secretary or the Senior

Officer dealing with Accounts in head office. the monthly statement of expenditure major head, minor head and detailed head wise and the statement of expenditure for individual works for which specific appropriation have been sanctioned. The Senior Officer dealing with Accounts in head office after review of expenditure for each circle would communicate his remarks or orders to the officers of the Department for their future guidance and necessary action.

**d) Other checks to be exercised by the Accounts Officer of the Circle**

**259.**

- (1) He should ensure that savings due to the abandonment of work or works are not utilized towards unauthorized expenditure.
- (2) Every voucher should be checked and should be en faced with the word “checked” over the dated initials of the Sr. Accountant and the Accounts Officer.
- (3) Voucher relating to new supplies of Tools and Plant should be completed by noting on them name of the month in the Accounts of which articles are brought on to Form 13 i.e. Accounts of Receipt of Tools and Plant.

**e) Register of Revenue Realized:**

This should be maintained **in Forms 46** and separate register should be maintained for each of the revenue receipts. While posting the transactions in the above register and preparing the Revenue Schedule 46 A, the following instructions should be observed.

- (a) No amounts should be credited to revenue until they are actually realized.
- (b) The revenue should be posted from the Registers into the revenue schedule and the reference to Voucher No., which the amounts are recovered Bank Receipt No. or transfer entry through which adjusted, should be given in the schedule.
- (c) Amounts appearing under deduct refunds should be supported by details.
- (d) The amount shown under percentage recoveries such as establishment, Tools and Plant shall be incorporated in the monthly accounts of Pay and Accounts Office.

**f) Schedule of Deposit Works**

This should be prepared in **Form 65** While preparing the Schedules it should be ensured that the opening balance shown in Part I and Part II are correctly entered, that receipts under Deposit are verified with the receipts shown, and that the expenditure figures and the details are correct as per the schedule dockets received

from Pay and Accounts Office and copy of same is furnished to head office along with monthly accounts.

**g) Schedule of Works Expenditure**

The Schedule should be prepared after the reconciliation is effected with Pay Accounts office and the Schedule of dockets forwarded by them, a schedule of expenditure is to be submitted to head office for compilation of the department as a whole.

**h) Schedule of Stock Account**

All debits to stock should be collected in Form 73 Schedule of Debits to Stock.

**Classified abstract of expenditure**

- 260.** A consolidated account of all expenditure debited against the grant of the Circle should be prepared classified abstract of expenditure. The figures relating to several major and sub-major heads should be entered in separate section arranged in the order indicated in the list of major and minor heads of account.
- 261.** The monthly accounts should be prepared for presentation with all supporting schedule, vouchers etc. to the Circle Officer and submission to the Headquarters Office under the signature of the Drawing and Disbursing Officer.

**Miscellaneous**

**262. Closing of the Accounts of the year**

The financial year ends on 31<sup>st</sup> March and actual transactions taking place after that date can on no account be treated as pertaining to that year. Cash account should therefore be closed positively on 31<sup>st</sup> March. The stock accounts, transfer entries, adjustments (not involving cash transactions) should be kept open till 20<sup>th</sup> April of the succeeding year.

**263 Corrections in Accounts**

Mis-classification in accounts affecting revenue or expenditure head may be corrected by means of transfer entry at any time before the accounts of the year are closed, but within the time frame by the office of the Accountant General

- 1) An error that is detected in the expenditure of the work after its accounts are closed.
- 2) Error affecting debit, remittance and suspense heads.

All correction in account which may be advised by the Accountant General on auditing the accounts, should after verification be carried out in all relevant records,

the entries being made in red ink (noting the reference to audit note or other advice) and attested by the dated initials of the Accounts officer of the Division.

**264. Review by Divisional Officer and Superintending Engineer**

The Divisional Officer and the Superintending Engineer should review from time to time the several registers, books and accounts as are maintained by the Divisional and the Assistant Engineer. To this end he may require the Division/Sub-Division to submit the records at such intervals as may be fixed for review/scrutiny. The fact of such review should be placed on record in all cases.

**CHAPTER XVIII  
MISCELLANEOUS**

**265 Reconstitution or Merger of Divisions**

When in consequence of the reconstitution or merger, executive charges of two or more Circle are to be amalgamated or to be sub- divided; the Chief Engineer should issue necessary instructions to the Circle Officers regarding the procedure to be observed in regard to accounts. On all such occasions, the necessary transfer of unsettled accounts as noted below and liabilities, should receive special attention of all concerned.

1. Works in progress and suspense accounts of Works
2. Appropriations and sanctions not yet completely operated upon.
3. Stock and other suspense accounts.
4. Remittance accounts.
5. Deposits and cash balances.
6. unrealized revenue and dues
7. Interest bearing securities.

At the time of reorganization of Circle, the outstanding balances of suspense and deposit heads in the books of the Circle to be abolished or closed or to be merged with another Circle, may be transferred to the successor Circle by proforma adjustment without making any adjustment in accounts.



- 266** The following procedure should followed by the closing and the successor Circle in effecting transfer of these balances to ensure that there are no omissions in transfer of balances.

The closing Circle should make out copies of the various Registers, showing therein the items proposed to be transferred and forward the same to the Circle or Circle concerned with a forwarding letter, requesting them to incorporate those figures in their balances and endorse copy of the same to the Accountant General intimating the total amount under each head that is proposed to be transferred. The registers of the closing Circle duly completed should be transferred to the Circle which is nominated as its successor and to which the entire records of the defunct Circle are transferred. If the entries balances are to be transferred to one Circle only the closing Circle may simply transfer the Registers duly completed intimating at the same time balances under each head to the successor Circle, with a copy to the Accountant General. The closing Division should intimate No. and date of the forwarding letter in the relevant schedules to be forwarded to the Accountant General and show the closing balances as nil. The Circle/ Circles to which the balances have been transferred should incorporate the balances in its books without making any adjustments in the accounts in the month immediately following the month in which the balances are transferred by the closing Circle. The balances so transferred should be incorporated in their entirety by the successor Circle/ Circles and discrepancies, if any, should be settled subsequently with the successor Circle.

In the event of closure of a Division only, the unused measurement books, Cash books and other relevant Registers should be handed over to the successor Division. Partly used measurement books, cash accounts forms etc. should be cancelled and the succeeding Division should start with fresh books and cash accounts from the date of taking over.

**267. Destruction of Records**

There should be a separate file for every major work and minor work. Matters relating to administrative approval, allotment of funds etc. should be kept in a separate file. Matters relating to preparation of estimates, tenders, entrusting of work and other matters and instructions connected with the execution of work should be kept in a subsidiary file apart from main file. These should be closed as soon as the work is

completed. When the file is closed, the Account Officer or the Superintending Engineer should be retained permanently. The papers so extracted, will be made into a separate file.

Files which should be retained permanently will be stamped 'R' while files which are to be destroyed after a certain period will be stamped 'D' the year in which they are to be destroyed being specified. These should be stacked separately and the record keeper in which office should prepare a list and submit the list for approval to the Head of the end of the Chapter. File and sub-files bearing the same file number should be kept in separate room and destroyed as they fall due for destruction. The stamping of files, registers etc. should be initialed by the head of the section concerned.

In February each year the record keeper should pick out all the files, registers, statements, and accounts etc. which are marked for destruction in that year and should maintain a Register for preparing a list of them and submit it to the Head of the office for approval through the section head who will be responsible for proper scrutiny of the list. When the list is approved, the record keeper should destroy the files, register, statements, the accounts etc. and certify on the list that he has done so. The list then should be filed and kept permanently.

The various records of the Circle and the Divisional Office noted in the list approved may be destroyed after the periods specified therein unless in any case a record has been specially ordered to be kept for longer period. As regards records not included in the list, the sanction of Principal Chief Engineer cum Secretary / Heads of the department or Finance Revenue and Expenditure Department in the case of accounts records should be applied for annually in the month of January.

In ordering the destruction of records great care should be exercised to see that only un-important records are destroyed. The following records should on no account be destroyed.

- 1) Records in connection with expenditure covered by any Statute or limitation.
- 2) Records of Expenditure on works not completed.

- 3) Records of experiments and observations.
- 4) Records in connection with claims to service and personal matters connected with persons in service.

**268 List of records and the period of preservation**

1	Acquaintance rolls other than TA bills	6	Years
2	Administrative reports	3	Years
3	Sanction to advertisement charges	3	Years
4	Advice of transfer debit or credit	3	Years
5	Allotment Registers	3	Years
6	Agreement	5	years after the completion of work or till audit objections of the Accountant general are cleared.
7	Assignment deeds, Succession certificates Power of attorney etc. in connection with works	10	Years
8	Attachment orders	1	year after recovery of amounts.
9	Bill Registers	3	Years
10	Attendance Register	1	Year
11	Audit files and Audit objection slips		Till audit objections of the Accountant general are cleared.
12	Budget appropriations and Re - appropriations.	3	Years
13	Budget and budget estimates	5	Years
14	Completion certificates	3	years after completion
16	Building Register		to be retained Permanently
18	Building purchase and sanctions to Execution of works		to be retained Permanently

20	Cash books	20	Years
22	Casual leave Register	1	Year
24	Circulars		to be retained Permanently
	Confidential sheets/reports etc.		
26	relating to retired or dismissed or resigned officials	5	Years
	Confidential sheets of deceased officials	1	Year
28			
30	Contingent bills and vouchers	3	Years
			years after the claims are settled
32	Contractor ledger	5	
34	Deposit Register	5	Years
36	Dispatch Register	7	Years
	Estimates and original sanctions of all works		to be retained permanently
38			
40	Estimates Register		to be retained permanently
	Expenditure statements and correspondence	3	Years
42			
44	Imprest accounts	5	Years
46	Gate pass books	3	Years
	Indents for stationery M/Books, forms etc.	5	Years
48			
50	Inspection reports of CE/SE	5	Years
52	Land Register		to be retained permanently
54	Land-Leases records		Permanently.
	Losses-written off files and correspondence	3	Years
56			
58	Measurement books	10	Years of final record of measurement
60	Pay bills	5	Years
62	Postage Register	6	Years
64	Receipt Register		to be retained permanently
66	Receipt books	3	Years
68	Register of Service books		to be retained permanently

70	Remittance books	3	Years
72	Rent Register of buildings	5	Years
74	Rest houses occupation Register	3	Years
76	Returns half yearly, yearly, quarterly or monthly	3	Years
78	Goods received sheets and indents	5	Years
80	Stock accounts	5	Years
82	Survey report	3	Years
84	Tools and Plant receipts and issues statements	3	Years
86	Transfer entry book and transfer entry orders	3	Years
88	T.A. bills and Acquaintances	3	Years
90	Supply of uniform files	6	Years after supply
92	Water Supply connection files		to be retained permanently
94	Work Registers	20	Years completion of work.

**95. The following records should be maintained in the Division Office and Circle Office**

1. Cash book
2. Cash Balance reports
3. Register of Tenders
4. Register of undisbursed Pay and Allowances
5. Register of Bills
6. Bank remittance book
7. Register of interest Bearing Securities
8. Account of interest Bearing Securities
9. Bills Receipt Register
10. Work Register
11. Deposit Register
12. Imprests or Temporary Advance Account Register
13. Salary Audit Register

14. Allotment Register
15. Register of Transfer Entries
16. Register of Re-appropriations
17. Register of Payment made against assignments/letters of Credit or Resources
18. Salary Audit Register for work charged employees
19. Traveling Allowances Register
20. Advances Register for both for Works and Civil
21. Petrol drawn
22. Register of Telephones
23. Stamp account

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF RE-APPROPRIATION

(See paragraph 40 of Sikkim Public Code 2009)

Sl. No	Head of A/C	Unit of appropriation	Unit of appropriation to which transferred	Reference to Finance Department approval	Amount Re-appropriated (Rupees)
1	2	3	4	5	6

SIKKIM PUBLIC WORKS DEPARTMENT  
BILL REGISTER

(See paragraph 60 of Sikkim Public Code 2009)

Bill No.	Particulars of bill	Net amount of bill	Date of submission to PAO	Bill Receipt No and date of PAO	Date of receipt by PAO
1	2	3	4	5	6

Vr. No. and date	Cheque No. and date	Amount (Rs.)	Date of entry into Cash Book	Date of encashment or disbursement	Initial of Accounts Officer
7	8	9	10	11	12

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF MUSTER ROLL FORM  
(See paragraph 161 of Sikkim Public Code 2009)

RECEIPT				ISSUE					
Date	Opening stock	Number of forms procured	Total	Date	To whom issued	Number of forms	Balance in stock	Acknowledgement	Remarks
1	2	3	4	5	6	7	8	9	10

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF UNDISBURSED PAY AND ALLOWANCES

(See paragraph 161 of Sikkim Public Code 2009)

Sl. No.	Number and date of bill	Net amount of bill	Cheque No. and date	Date of encasement	Particular of un-disbursed name	Amount (Rs.)	Date of Disbursement	Initial of AO	Remarks
1	2	3	4	5	6	7	8	9	10

SIKKIM PUBLIC WORKS DEPARTMENT  
TRAVELLING ALLOWANCE REGISTER

(See paragraph 70 of Sikkim Public Code 2009)

Sl. No.	Station of Establishment	Name of the Government servant and Designation	Period of claim	Nature of claim (tour / transfer)	Amount claimed (Rs.)	Initial of AO
1	2	3	4	5	6	7

SIKKIM PUBLIC WORKS DEPARTMENT  
DEPOSIT PAYMENT ORDER AND VOUCHER  
(See paragraph 228 of Sikkim Public Code 2009)

\_\_\_\_\_ DIVISION, MONTH OF \_\_\_\_\_ 20

HEAD OF ACCOUNT \_\_\_\_\_ DEPOSIT VR. NO. \_\_\_\_\_ OF LIST OF \_\_\_\_\_ PAYMENTS

Original Bank Receipt or Challan Number and Date	Date of Deposit	Name of Depositor	Amount originally deposited

Received this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) being the amount payable on account of the deposit described above.

Examined and entered  
Accountant (Division)

Claimant's Signature

Passed for payment to \_\_\_\_\_  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
Date: \_\_\_\_\_

Pay Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
Date: \_\_\_\_\_



SIKKIM PUBLIC WORKS DEPARTMENT  
PURCHASE / SUPPLY ORDER REGISTER  
(see paragraph 97 of Sikkim Public Code 2009)

Sl. No.	Purchase Order No. & Date	Particulars of supply order	Approximate amount of Supply	Date of receipt of supply	Particulars of drawl		Amount	Date of payment	To whom issued	Dated initial of controlling officer
					Bill No. & Date	Cheque No. & Date				
1	2	3	4	5	6	7	8	9	10	11

SIKKIM PUBLIC WORKS DEPARTMENT  
HIRE CHARGE STATEMENT / REGISTER  
(see paragraph 152 of Sikkim Public Code 2009)

Sl. NO.	Particulars of tools & plant machinery	Period of hire	Rate (Rs.)	Hire charge (Rs.)	Other charges (if any)	Total amount recoverable / recovered
1	2	3	4	5	6	7

Name of work where the machinery is issued	Name of contractor or party	Payment details (cheque No / TEO No)	Acknowledgement of contractor / party	Remarks
8	9	10	11	12

Signature of Assistant Engineer /Divisional Engineer

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF ADVANCE  
(See paragraph 243 of Sikkim Public Code 2009)

ADVANCE					ADJUSMENT			
Sl. No	CB No. & Date	Vr. No & Date	Particulars of Transaction	Amount (Rs.)	CB No & Date	Vr. No. & date	Amount adjusted (Rs.)	Initial of D&DO
1	2	3	4	5	6	7	8	9

SIKKIM PUBLIC WORKS DEPARTMENT  
 FORM 3  
 IMPEREST CASH ACCOUNT  
 (See paragraph 154 of Sikkim Public Code 2009)

Month & Date	Vr. No & date	Particulars of transaction	Amount (Rs.)	Total (Rs.)	Head of account	Initial of D&DO
1	2	3	4	5	6	7

SIKKIM PUBLIC WORKS DEPARTMENT  
 FORM 7A  
 REGISTER OF INDENT  
 (See paragraph 106 of Sikkim Public Code 2009)

Sl. No.	Opening balance Indent Book No.		Quantity Received		Quantity Issued		Signature of Officer receiving Indent Book	Signature of Officer issuing Indent Book
	From	To	From	To	From	To		
1	2	3	4	5	6	7	8	9

SIKKIM PUBLIC WORKS DEPARTMENT  
 FORM 9  
 Summary of stock Receipt  
 (See paragraph 112 of Sikkim Public Code 2009)

Item	Code No.	Goods received sheet No.	Quantity	Remarks
1	2	3	4	5

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 10  
Summary of stock issues  
(See paragraph 112 of Sikkim Public Code 2009)

Item No	Code No.	Indent No.	Quantity	Remarks
1	2	3	4	5

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 12A  
REGISTER OF BIN CARD  
(See paragraph 111 of Sikkim Public Code 2009)

Date	Bin Card Received Sl. No		Bin Card issued Sl. No		To whom Issued	Dated signature of receiver	Balance	Initial of issuing officer
	From	To	From	To				
1	2	3	4	5	6	7	8	9

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 13  
TOOLS AND PLANT REGISTER  
(See paragraph 127 of Sikkim Public Code 2009)

Sl. No.	Date	C/note No. Invoice No.	Purchase Order No & date	Source of receipt	Quantity	Name of article	T&P register Folio No.	Ref. to payment Vr. No. or adjustment voucher	Remarks
1	2	3	4	5	6	7	8	9	10

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 14  
INDENT FOR MACHINERY OR TOOLS AND PLANT  
(See paragraph 127 (2) of Sikkim Public Code 2009)

Date: \_\_\_\_\_

Division: \_\_\_\_\_

Description of item	Quantity or No.	Unit Rate	Amount (Rs.)	To whom Issued	Dated sig. of receiver & GP No.	Name of work & contractor / name of Division	Item No. in hire charge register, Folio No	Remarks
1	2	3	4	5	6	7	8	9

Note: Article entered in column 1 should be grouped by the prescribed sub head of classification of articles lent and received back should be indicated in the remarks column.

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 15  
TOOLS AND PLANT LEDGER  
(See paragraph 128 of Sikkim Public Code 2009)  
Name of articles (one separate page for each article)  
PART – I ARTICLES ON HAND

Sl. No	Date	Opening Balance	Receipt T&P Receipt sheet No.	Quantity	Total receipt	Issues		Balance	Initial of AE & DE
						T&P Indent No.	Total issue		
1	2	3	4	5	6	7	8	9	10

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 15  
TOOLS AND PLANT LEDGER  
(See paragraph 128 of Sikkim Public Code 2009)  
PART – II ARTICLES TEMPORARILY LENT OR SENT FOR REPAIR

Name of person or Division to whom / which lent	Name of article	Date of issue	Sign. Of Receiver	Date of Receipt	Balance	Initial of AE & DE
1	2	3	4	5	6	7

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 15

**TOOLS AND PLANT LEDGER**  
(See paragraph 128 of Sikkim Public Code 2009)  
**PART – III SHORTAGE AWAITING ADJUSTMENT**

Name of person or Division responsible for shortage	Name of article	No. of article found short	Value	Ref. to recovery or write off orders	Remarks
1	2	3	4	5	6

Divisional Engineer

**SIKKIM PUBLIC WORKS DEPARTMENT**  
**FORM NO 18**  
**REPORT OF SURVEY OF STORES WHICH HAS BECOME UNSERVISABLE**  
(See paragraph 123&135 of Sikkim Public Code 2009)

No. or Quantity	Description of articles	Value in Book		Reasons for articles becoming un-serviceable	Order of authority permitting disposal
		Rate (Rs.)	Amount (Rs.)		
1	2	3	4	5	6

Divisional Engineer

**SIKKIM PUBLIC WORKS DEPARTMENT**  
**FORM NO 19**  
**SALE ACCOUNT**  
(See paragraph 116&123 of Sikkim Public Code 2009)

Name of articles	Quantity	Stock		Amount realized	Loss if any	To whom sold	Classification of receipt
		Rate (Rs)	Book value (Rs.)				
1	2	3	4	5	6	7	8

SIKKIM PUBLIC WORKS DEPARTMENT

FORM NO 20  
REGISTER OF UNPAID WAGES  
(See paragraph 178 of Sikkim Public Code 2009)

Sl. No.	Name of Works	Name of person with designation	Amount unpaid	Month of wages CB, Vr. No	Ref. to subsequent payment with date of payments	Dated initial of Disbursing Officer
1	2	3	4	5	6	7

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 21  
(See paragraph 158 of Sikkim Public Code 2009)

MUSTER ROLL

Cash Book Vr. No: \_\_\_\_\_ Date: \_\_\_\_\_

Description No:	Name (grouped) according to classes	Fathers / Husband Name	Date											
			1	2	3	4	5	6	7	8	9	10		
Daily total														
Initial of the person making daily attendance														
Initial of the inspecting officer														

Date															
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

Contd.....

Date					No of days present	Rate	Amount	Acknowledgement
27	28	29	30	31				

Certified that the payment has actually been made by me as per the above details

Signature of the payment disbursing Officer      PASSED FOR Rs: \_\_\_\_\_

DIVISIONAL ENGINEER

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 23

**MEASUREMENT BOOK**  
(See paragraph 162 of Sikkim Public Code 2009)

Sl. No.	Particulars	Details of actual measurement			Content or areas
		Length	Breadth	Height or Depth	
1	2	3	4	5	6

**SIKKIM PUBLIC WORKS DEPARTMENT**  
**FORM 24**  
**WORK BILL FORM**  
See paragraph 58 of Sikkim Public Works Code 2009

Division: \_\_\_\_\_ Sub-Division:- \_\_\_\_\_

CB Vr. No. and date: \_\_\_\_\_

Name of contractor: \_\_\_\_\_

Name of Work: \_\_\_\_\_

Head of Account: \_\_\_\_\_

Serial number of the bill : \_\_\_\_\_

Reference to estimate and Agreement: \_\_\_\_\_

Date of commencement: \_\_\_\_\_

Due date of completion: \_\_\_\_\_

Actual date of completion: \_\_\_\_\_

Sl. No	Item of work	Quantity	Unit	Rate	Amount
1	2	3	4	5	6

Total value of work done: Rs. \_\_\_\_\_

Deduct value shown in previous bill Rs. \_\_\_\_\_

Net value of work since previous bill Rs. \_\_\_\_\_

Measurement for the value shown in column 6 were made by me on \_\_\_\_\_

\_\_\_\_\_ and recorded at page \_\_\_\_\_ to \_\_\_\_\_

measurement book No. \_\_\_\_\_. No advance payment has been made previously

without detailed measurement.

Assistant Engineer

1	Total value of work done	Rs.	_____
2	Total advance payments and running A/C bill as per previous bill	Rs.	_____
3	Balance ( 1 - 2) (Since bill)	Rs.	_____
4	Deduct cost of materials ( creditable to work)	Rs.	_____
5	Balance ( 3 - 4)	Rs.	_____
7	Payment now to be made as per detailed below:		
a)	Recovery towards cost of materials (creditible to stock suspense)	Rs.	_____
b)	Hire charges of machineries	Rs.	_____
c)	Forest royalty	Rs.	_____
d)	Income tax	Rs.	_____
e)	Vat	Rs.	_____
f)	CESS	Rs.	_____
g)	Storage charge	Rs.	_____
h)	Recovery to revenue head	Rs.	_____
i)	Recovery of interest against advance payment	Rs.	_____
j)	Other recoveries	Rs.	_____
k)	Net payable (By cheque)	Rs.	_____
l)	Gross (a to g)	Rs.	_____

Signature of the passing authority

Signature of the paying authority



SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 28  
HAND RECEIPT

See paragraph 58 of Sikkim Public Works Code 2009

( To be used as a simple form of voucher for all miscellaneous payment and advance for which the special forms are not suitable

- 1 Name of Work: \_\_\_\_\_
- 2 Purpose for which payment is made \_\_\_\_\_
- 3 Passed for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ).
- 4 MB No.: \_\_\_\_\_

Signature of D&DO

Signature of Passing Authority

For use in PAO

BR No: \_\_\_\_\_

Date: \_\_\_\_\_

- 5 Pay for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ).

Signature of Paying Authority

Vr. No: \_\_\_\_\_

Date: \_\_\_\_\_

Cheque No: \_\_\_\_\_ Date: \_\_\_\_\_

- 6 Received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ).

Date: \_\_\_\_\_

Signature of Receiving Authority

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 43  
CONTRACTORS LEDGER

(See paragraph 198 of Sikkim Public Code 2009)

Particulars of bill			Secured advance	Advance payment debit (+)	Other transaction		Name of work or account or Job No.	Gross transaction		Total value of work	Remarks
Date	No.	Serial No. of the bill			Debit (+)	Credit (-)		Debit (+)	Credit (-)		
1	2	3	4	5	6	7	8	9	10	11	12

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 44  
(See paragraph 172, 173 of Sikkim Public Code 2009)  
DEVIATION STATEMENT

DIVISION: \_\_\_\_\_ SUB-DIVISION: \_\_\_\_\_

NAME OF WORK: \_\_\_\_\_

ESTIMATE NO., DATE AND AMOUNT: \_\_\_\_\_

Sl. No.	Items of Work	Sanctioned			Executed			Excess	Saving	Remarks
		Quantity	Rate	Amount	Quantity	Rate	Amount			
1	2	3	4	5	6	7	8	9	10	11

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 46  
REGISTER OF REVENUE REALISED  
(See paragraph 144 of Sikkim Public Code 2009)

Ref. to BR No & Date or Vr. No.	Nature of Revenue (by whom remitted or from whom recovered)	Amount	Classification	Remarks
1	2	3	4	5

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 46A  
Schedule of i) Revenue realized, ii) Refund of revenue and iii) Receipt and recoveries on capital account  
(See paragraph 259 of Sikkim Public Code 2009)

Sl. No.	Particulars	Minor head and detailed head	Recoveries of expenditure	Miscellaneous	Total
1	Amount brought forward from last month				
2	Amount relating to this month				
3	Total at the end of the month				
4	Deduct refund				
5	Net carried over to next month				

Accounts Officer

SIKKIM PUBLIC WORKS DEPARTMENT

FORM NO 49  
REGISTER RENT OF BUILDING AND LAND ETC.  
(See paragraph 150(d) of Sikkim Public Code 2009)

Division: \_\_\_\_\_

Sl. No.	Particulars of property	Name of the occupant	Standard rent or lease	Arrear if any	Realization April to March
1	2	3	4	5	6

Total realized:

Accounts Officer

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 58  
SALARY AUDIT REGISTER OF W/C ESTABLISHMENT  
(See paragraph 179 of Sikkim Public Code 2009)

Division:

Name of Work:

Sanctioned post	Scale	Amount per month	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Total of the month:

Progressive expenditure:

Accounts Officer

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 65  
SCHEDULE OF DEPOSIT WORKS  
(See paragraph 259 of Sikkim Public Code 2009)

Division: \_\_\_\_\_

Sl. No.	Name of work	Head of account	Details of deposit		Total deposit	Expenditure during the month	Progressive expenditure	Excess debited to Public Works advances	Remarks
			Opening balance	During the month					
1	2	3	4	5	6	7	8	9	10

Accounts Officer

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 67  
REGISTER OF STOCK SUSPANCE / DEPOSIT / PURCHASE  
(See paragraph 216 & 225 of Sikkim Public Code 2009)

Items No.	Month of Transaction	Particulars of items	Opening balance	April			May			continue same format for rest of the month
				Debit	Credit	Closing balance	Debit	Credit	Closing balance	
1	2	3	4	5	6	7	8	9	10	

Total:

To be indicated thus

- a) Paid in cash recovered in cash, b) Adjusted by transfer outlay, c) Converted into security

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 73  
(See paragraph 117 & 119 of Sikkim Public Code 2009)

STOCK ACCOUNTS

Item No	Name of Item	Opening Balance		Receipt		Total		Quantity, closing balance	Value, closing balance	Remarks
		Quantity	Value in Rupees	Quantity	Value in Rupees	Quantity	Value in Rupees			
1	2	3	4	5	6	7	8	9	10	11

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 79  
SCHEDULE OF DEPOSIT  
(See paragraph 221 of Sikkim Public Code 2009)

Sl. No	Class of deposit	Opening balance	Credits during the month	Total	Debits during the month	Closing balance
1	2	3	4	5	6	7
1	Cash deposit of subordinates					
2	Cash deposit of contractors					
3	Deposit for works to be done					
4	Misc. deposit					
5	Total					

Accounts Officer

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 85  
REGISTER OF INTEREST BEARING SECURITIES  
(See paragraph 231,232 of Sikkim Public Code 2009)

Item No.	Name of depositor	Purpose	Nature of security	Date of receipt	Date of sending to bank	Sig. of Div. Officer verifying the entry
1	2	3	4	5	6	7

Reference to orders sanctioning return or transfer	Date of receipt from bank	Particulars of disposal	Dated initial of Div. Officer
8	9	10	11

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 86  
ACCOUNT OF INTEREST BEARING SECURITIES  
(See paragraph 232 of Sikkim Public Code 2009)

Sl. No. in the register of securities	Name of depositor	Balance as per last account	Fresh deposits of the year	Total	Securities returned or transferred	Balance	Ref. to acknowledgement for securities returned
1	2	3	4	5	6	7	8

Accounts Officer

Divisional Officer

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM NO 95  
REGISTER OF MISCELLANEOUS RECOVERIES  
(See paragraph 257 of Sikkim Public Code 2009)

Item No.	No. & date of order ordering recovery	Nature and particulars of recovery	From whom due	Amount recoverable (Rs.)	Recovery made			Remarks
					No. or Vr., Br. No. & date	Month	Amount (Rs.)	
1	2	3	4	5	6	7	8	9

SIKKIM PUBLIC WORKS DEPARTMENT  
 FORM NO 97  
 ACCOUNT OF INTEREST BEARING SECURITIES  
 (See paragraph 267 of Sikkim Public Code 2009)

Item No.	Nature of record	Volume or size	Period to which record relates	Authority for destruction	Dated initial of Div. Engineer	Date of destruction	Remarks
1	2	3	4	5	6	7	8