

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF WORKS
CENTRAL PUBLIC WORKS DEPARTMENT

No. DG(W)/CON/67

New Delhi, the

6 May, 1994

MEMORANDUM

Attention of all the officers of the department is invited to paras 27.6.1 to 27.6.8 of C.P.W.D. Manual Vol.II, 1988 edition. In order to ensure adequate safeguards against pilferages and malpractices, it is imperative that the departmental officers should be meticulous in following these instructions.

Paras 27.6.1 to 27.6.8 of C.P.W.D. Manual Vol.II, 1988 edition, are extracted and given in Annexure-I for ready reference. Other relevant instructions aimed at eliminating the incidence of pilferages are reiterated in the following paras.

1. In order to minimise the chances of pilferage of cement from the site of works, the cement godowns should be properly and effectively doubled locked, keys of one of the locks remaining with the department and that of the other with the contractor.
2. The pages of cement register should be as per Annexure-38, machine numbered and each page initialled by the E.E. The cement godown and the register should be checked by the A.E./E.E. incharge of the work as per following:
 - (i) Atleast weekly or fortnightly, respectively, in case of works at the headquarters of A.E./E.E. and
 - (ii) whenever they visit the site of work in case of works located outside the Sub-divisional/Devisional headquarters.
 - (iii) In case of large concentrated projects like bridges etc. the E.E. should check the cement register atleast fortnightly.
3. It will be the duty of the Executive Engineers to see that these instructions are strictly followed by all the Assistant Engineers working under them by actual inspection.

In addition to the existing instructions, the following instructions should also be strictly adhered to in future as additional safe-guards against pilferage of diversion of materials issued from the Central Stores :

- (a) For all works costing more than Rupees 10 lakhs and using cement, the contractor shall distinctly

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display a board at work site on the cement stor^{re} indicating the opening balance on a particular^{lar} date, receipt during the day, issue during the^{the} day and closing balance at the end of the day^{day}. (The entries for receipts and issues shall be updated immediately on physical receipt and physical issue and also at the end of the day).

- (b) While issuing an indent for fresh cement/steel, the balance material available at the site should be checked. The A.E. must record on the body of the indent, the balance of such material available at the time and date of issue of the indent which should be taken into account by the Executive Engineer before signing the indent.
- (c) At the time of receipt of the materials, not only the date but also the time of receipt may be mentioned in the cement register as well as in the MAS register. The entries should be made separately for each truck giving the gate pass number. The consignee should also indicate the time/date of receipt of material on the gate pass returned to the Central Stores through the transporter. Gate pass should be countersigned by A.E. for all quantities of cement received against indents of 10 tonnes and above.
- (d) The cement/steel & other materials received from Stores/Local purchase etc. on any particular day, shall not be used in the work or transferred to any other work for 24 hours from the time of receipt at site, for physical check and verification except in rare cases where there is emergent need and A.E. incharge permits and authenticates such use/transfer personally. Cement already available in the Store should ordinarily be consumed first, before issue from the new consignment. Similarly new steel items should be stacked in countable shape before these are used to facilitate physical check.


(N.S.K. RAO)

F.O. to Director General of Works

(Issued from File No. 16/10/94-VS.I)

Encl. Annexure-I

Paras 27.6.1 to 27.6.8 of CPWD Manual Vol.II, 1988 edition.

27.6.1 An unstamped but dated acknowledgement detailing full particulars of the materials including rates and value chargeable to him should immediately be taken from the contractor as soon as any materials required for issue to the contractor is made over to him.

27.6.2 Cement and steel are the major items which are stipulated for issue in most of the contracts in the Deptt. It should be clearly borne in mind that stores issued to the Contractors under the term of their contract are intended for the exclusive use and consumption on the work, for which these are issued. There is inherent risk of their pilferage and misuse if such stores are issued in bulk to contractors long in advance of their actual requirement. It should be ensured that the materials are not issued to contractors arbitrarily and without keeping eye on the actual requirements at site. To safeguard and prevent such invisible losses to Government it is essential that issues to contractors should be regulated and restricted to actual requirements.

27.6.3 Although the contracts for works provide for comparison of actual consumption of cement issued to the contractors and theoretical consumption after the completion of the works, the EEs should keep a broad check on the consumption of cement at various intermediate stages of works also to make sure that there is no pilferage and misuse of cement.

27.6.4 The theoretical consumption statement for consumption of cement on the work executed from the start of the work upto and including the work included in the bill should be invariably prepared alongwith every running bill. This should be got signed from the Contractor at the time of obtaining his signature on the running account bill so that he is aware of the basis on which the theoretical quantity of cement is worked out and it may be possible for the Contractor as well as the Department to exercise a check over the consumption of cement during the execution of the work. The theoretical quantity so worked out should be compared with the actual issue of cement as per cement Register as on the last date of the measurement of the work. Should there be any difference beyond the normal limits of variations between these two quantities, such difference should be properly explained both for less or more consumption and the EE should go into such explanations and give his directions about the actual progressive recovery to be made from that bill. Any undue excessive variation should be reported to the SE of the Circle for such orders as he may deem fit.

27.6.5 Various instructions regarding checking of cement godowns should be followed vigorously. It would be very desirable to check the cement godowns before a fresh indent for cement to the contractor.

27.6.6 For making comparison of the actual consumption of steel with the theoretical consumption, each diameter of steel bars should be treated as an individual item issued Departmentally and check on theoretical consumption should be applied to each diameter.

27.6.7 Theoretical consumption statement for steel bars should be prepared alongwith every running bill. Should there be any case of issue being less or just equal in any particular diameter/ section than the actual consumption, this should be properly investigated. If such issue diameterwise/sectionwise or in total is very much higher than the consumption, it should be generally ensured that balance steel is available at site in good condition and this should be certified by the Asstt.Engineer. Any serious discrepancies noticed should be reported to the SE. The issue of reinforcement or structural steel should not be made too much in advance of the actual requirements at site. Normally issue should not exceed beyond the requirements of the next two/ three months at the site. However, depending on the type and importance of the work, availability and scarcity of steel, if more quantities are required to be issued in advance for any particular work, this should be done with specific approval of the EE. The steel issued to the contractors should be properly stacked at the site in a proper accountable manner till it is consumed in the work.

27.6.8 Similar precautions should be taken in the case of all other materials issued by the Department.