

DIRECTORATE GENERAL BORDER ROADS



**TECHNICAL INSTRUCTION NO 6
(REVISION - 2022)**

**COST CONTROL OF PROJECTS:
MANAGEMENT INFORMATION SYSTEM**

अजय भट्ट
AJAY BHATT



रक्षा एवं
पर्यटन राज्य मंत्री
भारत सरकार
Minister of State for
Defence and Tourism
Government of India

MESSAGE

The revised DGBR Technical Instructions are unique as they combine technical content and codes with practical advice on practice of specific subjects. These Technical Instructions have definite data/content which explicitly bring out tools, process and methodology to be followed for various road construction and infrastructure development associated activities.

The literature is a repository of technical and ground experience amassed by the BRO, working over six decades in inhospitable terrain with harsh climatic conditions as well as latest technical advancements in the field of road communication infrastructure development. I personally find these technical instructors informative, exhaustive and practical in approach. These will mitigate the need for ground executers to refer various books/codes where working on various aspects of road construction and will go a long way in assisting the coming generations of BRO executives.

Jai Hind !

Dated : 20 Dec, 2021
New Delhi

Ajay Bhatt
(Ajay Bhatt)

डा. अजय कुमार
रक्षा सचिव
Dr. Ajay Kumar
Defence Secretary



भारत सरकार
रक्षा मंत्रालय
Government of India
Ministry of Defence

FOREWORD

1. I am pleased to note that the Border Roads Organisation (BRO) has revised its twenty seven Technical Instruction, after a gap of 10 years having updated technical content and IRC codes. These Technical Instructions will positively prove to be very useful and ready reckoner for the BRO ground executives while steering them towards the correct methodology and processes to be followed for diverse road construction and associated activities.
2. Since the past six decades, BRO has been developing road infrastructure in the remote regions of the nation. It has contributed immensely in nation building and ushered in prosperity and development in the border areas. A robust mechanism to channelize the road construction activities is an essential planning process and therefore, the revised Technical Instructions will facilitate in dissemination and application of engineering knowledge with updated codes and provisions, to enable the executives to construct roads with the latest specifications as laid down by IRC.
3. I congratulate Team BRO for their stupendous efforts put in for revision of the twenty seven Technical Instructions which will further strengthen their technical proficiency.

New Delhi,
March 3, 2022.


(Ajay Kumar)



श्रमेण सर्वम साध्यम्

ले. जनरल राजीव चौधरी, वी एस एम
महानिदेशक सीमा सड़क एवं कर्नल कमांडेंट
सीमा सड़क संगठन



Lt Gen Rajeev Chaudhry, VSM
Director General Border Roads &
Colonel Commandant
Border Roads Organisation

FOREWORD

1. DGBR Technical Instruction Number 6 (Revision 2022) lays down guidelines on keeping records of works at various levels for monitoring cost of Project.
2. This Technical Instruction has now been updated and revised incorporating the current requirement laid down by HQ DGBR and PCDA (BR). The specific requirements of works accounting in BRO have also been kept in view while formulating the Technical Instruction.
3. An efficient management information system is very vital to monitor physical and financial progress on works with a view to check time and cost over-run of Projects. The guidelines contained in this Technical Instruction will help executives of BRO to achieve this objective to a large extent.
4. This Technical Instruction will come into force with immediate effect.

Station: New Delhi

Dated: Mar 2022

(Rajeev Chaudhry)

Lt Gen

Director General Border Roads

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TECHNICAL INSTRUCTION NO 6
COST CONTROL OF PROJECTS:
MANAGEMENT INFORMATION SYSTEM

1. INTRODUCTION

1.1 The need for controlling the cost of construction is imperative specially in the present financial climate. The executive must endeavour to be more economical / competitive and accountable for the cost of construction.

1.2 Technical Instruction No. 6 on Cost Control of Projects was initially issued by DGBR in October 1960 and subsequently revised during December 1963. Thereafter, some clarification and letters on the subject were issued. A need has now been felt to revise the subject T.I. considering the changes in the Management Information System that have taken place over the last 30 years in refining of procedures, accounting etc.

1.3 The revision will help executives to keep appropriate records of input vis-a-vis output and thus help review cost effectiveness periodically. The revised T.I. will be called DGBR Technical Instruction No. 6 (Revision-2022) on Cost Control of Projects: Management Information System”.

2. AIM

2.1 The aim of this T.I. is to develop an information system through which control can be exercised at various levels on expenditure, productivity, utilisation of available resources and time schedule of the projects.

2.1 Development / introduction of such a Management Information System, is essential for monitoring of physical and financial position of works under progress with the ultimate aim of controlling the cost. It gives guidelines for maintaining records at various levels so that the Information is available for review, which may indicate in time the need for control over expenditure. While defining documents, stress has been laid on their proper maintenance to avoid an ambiguity.

3. INFORMATION SYSTEM

3.1 The Planning and execution of work on ground is done by CE Project down to Platoon Commander level. The related documents are also maintained at various levels, depending on degree of checks required. The succeeding paras elaborate on documents to be maintained at various levels.

3.2 Documents at Platoon Level. The basic documents like special wages bills and works diaries are initiated / maintained at Platoon level. Regular technical checks / controls at laid down intervals are exercised by OC RCC/BCC/DMC. These documents will be maintained as per formats mentioned in succeeding paras. Officer-in-Charge Platoon must educate his staff about proper maintenance of records for which he himself must be well conversant.

3.2.1 The actual inputs, barring share of common service units and overheads of RCC/BCC/DMC and Task Force etc., and outputs are bode at platoon level only and hence there is a need to check efficiency at this level itself so that corrective action, if any, is taken well in time. Officer-in-Charge of a platoon must compute versus input, including cost of common service units. This exercise will give fair idea whether output is commensurate with input and the remedial action needed to increase productivity.

3.2.2 The Officer-in-Charge of Platoon will maintain a cost evaluation register in the format given at Appendix 'A'. The explanatory notes for maintaining this register are also given at Appendix 'B'. The evaluation will be done by Officer-in-Charge and signed on weekly basis from Monday to Saturday and checked by OC RCC/BCC/DMC at least once in a fortnight and by Commander Task Force once in a month. CE also must check the same whenever he visits site.

3.2.2.1 The rates for costing of output considered in the evaluation should be same as given in Adm Approval/approved rates of maintenance. The input should include not only the men/material at site but also share of adm elements of platoon/unit HO, common service units and other overheads. The details of latter must be intimated by Task Force to RCC/BCC/DMC and by latter at Platoon.

3.2.2.2 Since the evaluation at Platoon level is relatively a new concept, the staff in office as well as at site may not be well conversant with intricacies at various stages. To overcome this, some classes/lectures must be arranged by Projects/TFs/RCCs/BCCs/DMC. The details of approved rates must be informed by RCC/BCC/DMC to Platoon well in time.

3.3 Documents at RCC/BCC/DMC Level. The basic documents of input and output are maintained at Road Construction Coy/Platoon level. Utmost care must be taken to maintain them meticulously and as per instructions1Ssued from time to time. The documents to be maintained

and precautions taken at RCC/BCC/DMC level are given in succeeding paras.

3.3.1 Special Wages Bill. Special wages (SW) bills are maintained for making attendance of Casual Paid Labourers (CPL) at site. The details of payments and recovery on account of Ration & Railway Warrants are also endorsed in this Bill against each and every CPL. The following precautions should be taken in maintaining the same.

3.3.1.1 They must be maintained as per BRDB Form No. 19. (Outer Sheet) and BRDB Form No. 19 (Inner Sheet), till any change is suggested by appropriate authority.

3.3.1.2 A proper Account / Control of receipts and issues of special wages bill sheets will be maintained at RCC/BCC/DMC level by an officer, duly designated by OC RCC/BCC/DMC. The steps in accounting will as follows:-

(a) RCC/BCC/DMC will keep two registers, one showing receipts of inner and outer sheets separately received from Task Force, their monthly consumption and balance and second showing monthly distribution of inner and outer sheets to Platoons / Detachments. While issuing inner / outer sheets to Platoons / Detts, care will be taken to see that they are issued serially. Similarly a strict watch will be kept every month for issue and receipt of outer/inner sheets to Platoons / Detts.

(b) As soon as the outer and inner sheets are received from Task Force each quarter they will be marked serially at top on right hand side corner indicating TE / RCC/BCC/DMC / Serial no sheet (using alphabet O for outer sheet and I for Inner sheet) / Year Example of serial marking is given as 46TF / 85 RCC/3594-95. These inner and outer sheets will be taken on charge in register, mentioned in para above, separately. Each sheet, after marking serially, will be initialed and stamped by an officer designated by OC RCC/BCC/DMC.

(c) While sending paid vouchers of Casual Paid Labourers to Task Force, a summary of outer sheets and inner sheets must be sent giving serial number used during the month.

3.3.1.3 As far as possible Special Wages Bills should be maintained separately for each job / maintenance of road / building. However, in

some cases a common Special Wages Bill may be required due to concurrent execution of different works in a particular sector / ground conditions. In that case one combined Special Wages Bill may be maintained for such works and job allocation may be made based on deployment of labourers on different jobs / activities.

3.3.1.4 All columns given on outer / inner sheet must be filled and instructions printed on them followed.

3.3.1.5 No erasings / overwriting will be done. Where corrections are unavoidable, same must be done by cutting the original entry and writing the new entry separately and initialed by mustering officer / supervisor.

3.3.1.6 Mustering must be done by JE (Civ) but where unavoidable same can be done by Overseer also with prior approval of Chief Engineer, as per instructions on the subject.

3.3.1.7 The special wages bills must be checked at site. The level / periodicity will be as under :-

(a) When labourers are mustered by Overseers : Twice weekly JE (Civ) and once weekly by platoon commander or Officer deputed by OC Unit.

(b) When labourers are mustered by JE (Civ): Twice weekly by platoon commander or equivalent of an Officer deputed by the OC Unit.

Note: OC Unit will personally make surprise checks of labourers employed in all the sectors at least once monthly.

3.3.1.8 Audit authorities need daily labourers report (DLR) and same must be sent by Platoons to RCC/BCC/DMC daily in the format given at Annexure to Appendix C. The DLR will be sent daily by platoons / detts in duplicate so as to reach same day evening in HQ of RCC/BCC/DMC. The latter, in turn will send it to AO/UA of Task Force next day under a covering letter given in format at Appx 'C', enclosing annexure to Appendix 'C' duly countersigned by OC RCC/BCC/DMC. Task Force can use the DLR sent to AQ/UA for checking whether labourers recruited/on roll are as per jobwise sanction or not, where needed. This report is used by audit for scrutiny of special wages bills and hence its correct/timely submission is essential to obviate delays in payment of wages to CP labourers.

3.3.2 Works Diaries. This is a basic engineering document, which shows complete input of all resources in the form of men, machines and stores and reflects output of various items at any given point of time and hence needs due care and accuracy in their maintenance at all levels. This must be considered as a serious issue and special attention paid particularly by Commander Task Force and OC RCC/BCC/DMC apart from others.

3.3.2.1 The detailed instructions for maintaining works diaries are given at Appendix 'D'. The instructions given from time to time by HQ DGBR and observations raised by Inspection Cell of BRDB must also be followed to improve the standard of maintenance of the documents.

3.3.2.2 The works diaries are to be maintained in different formats for different works as follows :-

- | | | |
|------------------------------------|---|-------------|
| (a) Formation cutting/Filling work | - | As per W-6 |
| (b) Permanent Works | - | As per W-6A |
| (c) Surfacing Works | - | As per W-7 |
| (d) Quarry Operation | - | As per W-8 |
| (e) Maintenance | - | As per W-9 |
| (f) Bridge works | - | As per W-10 |
| (g) Building Works | - | As per W-11 |

The formats of W-6 to W-11 are given at Annx. I to V of Appendix 'D'. Similarly, examples of fortnightly reviews of different type of works are also given in Annexure VI to X.

3.3.2.3 There are observations of repetitive nature on maintenance of works diaries by various authorities. This indicates need for more attention on following lines :-

- (a) Dissemination of proper instructions on maintenance of works diaries upto the level of lowest executive.
- (b) Organising intensive training to Supervisory Staff, who maintains same, by Commander Task Force/Officer Commanding of Road Construction Coy from time to time by a short course/lectures with demonstration or any other such means.
- (c) Meticulous checking of works diaries at site by Inspecting Officers.

3.3.3 Utilisation of Vehicles and Plants. The vehicles and plans play a major roll in works of BRO. With more emphasis on modernization / mechanisation, the utilisation of vehicles/plants has assumed greater importance. This must be maintained upto their optimum so that maximum output is extracted. The records of vehicles/plants will be maintained as per instructions given from time to time. Maintenance instructions are issued separately by HQ DGBR/ ADG(BR) must be followed meticulously.

3.3.3.1 The utilisation or idling of equipments plays a major role on cost of a project. To monitor the same, a quarterly utilisation report, as per format at Appendix E', is already in use. This must be prepared on monthly basis at RCC/BCC/DMC level and critically examined by OC RCC/BCC/DMC and resources re-deployed to avoid imbalance/idling.

3.3.4 Works Documents. The works documents like Monthly Progress Report, Cost Control Return, etc. are initiated by RCC/BCC/DMC. Their formats and effective utility are given in paras 3.4.1 and 3.4.3. RCC/BCC/DMC should utilise them for analysis and cost effectiveness.

3.3.4.1 The bridging activity in BRO has increased considerably in the recent past and as a result, a number of permanent bridges are under construction. This activity needs separate monitoring. The Engineer Incharge will initiate a monthly progress report in the format given at Appendix 'F for bridges being constructed through contract and after thorough check, OC contract will forward the same to Task Force. Commander Task Force will review this and send to Project Chief Engineer. The latter in turn, after checking, will send it to HQ DGBR. At the end of each quarter, these monthly reports will be accompanied by General Arrangement Drawing (GAD) as per format at Appendix 'G'. Similarly for bridges being constructed departmentally, the monthly report will be initiated by Officer-in-Charge BCC or the Officer-in- Charge of Platoon in the format given at Appendix 'H' and forwarded to higher authorities. This report will also move in the same channel like bridge construction through contract and will be accompanied by GAD each quarter. Instructions issued by Dte (Br) on the subject from time to time will be implemented.

3.3.5 Miscellaneous. There are other areas where some cross checks can be done at RCC/BCC/DMC level itself and corrective action taken in time to save labouroures/stores and thus affect economy.

3.3.5.1 The labourers element takes a good chunk of budget while executing jobs. RCC/BCC/DMC, if very alert, can save a lot on this item.

They should reconcile labourers element each month as per format at Appendix 'J'. This reconciliation will give fair idea of over/under provision/employment of labourers, which can be reconciled timely and corrective action taken. This reconciliation should be watched personally by OC RCC. In case there is large variation in percentage of labourers employed, same be maintained in the form of register and sent to HQ Task Force for perusal of Commander by first week of next month.

3.3.5.2 In order to ensure proper control/monitoring of labourers at RCC level and accountability of OC RCC/BCC/DMC, register of labourers as per format given at Appendix K' will be maintained at RCC and it will be update each month after closure of muster rolls. The register must show labourers job wise and must be signed by Officer-in-Charge or 2 I/C of RCC/BCC/DMC. Similarly, it must be perused by OC RCC at the end of month for correct booking. The percentage of booking with reference to TS amount must, more or less, tally with percentage of progress of job at any given time. This register must be got tallied with construction accounts also atleast once in a quarter for the element of CP Labourers.

3.3.5.3 Another element in job is major construction stores. This also should be checked by OC RCC on the same lines as that of labourers every month. Reconciliation of actual consumption and theoretical requirement will be carried out and corrective action taken, wherever required. The requisite formats are given at Appendix 'L' and 'M'.

3.4 Documents at Task Force Level

3.4.1 Monthly Progress Report. Initially Task Force will forward Linear Progress Report (LPR) to HQ Project as per format at Appendix 'N' and its Annexure I. This will be followed by detailed Monthly Progress Report (MPR) for the same period as per format given at Appendix 'O'. The MPR will be the basis of output on original works. This report should be used not only for the checking of achievements vis-à-vis targets but also for control of executed quantities of item against Sanctioned quantum and taking timely corrective action, as and when required. If used pragmatically and compared with expenditure return for the corresponding period, MPR will help executives to assess the likely overall cost of a job against sanctioned approximate quantities at any given point of time.

3.4.2 Monthly Expenditure Return. A Monthly Expenditure Return (MER) will be prepared by Task Force in format given at Appendix 'P' and its Annexures I to IV and submitted to HQ Project with copy to various

formations. This return will show input in works/maintenance for each Job/road. The supporting documents for MER are Construction Account for various jobs maintained by DAD staff. The latter must be maintained very meticulously and updated each month and checked by the Task Force staff. The formats of Construction Accounts are given at Appendix 'Q' and its Annexures I to IV. These accounts must be maintained by Assistance Account Officer of Task Force in consultation with Commander TF. Each Task Force must maintain other documents/ registers in support of construction accounts as per instructions issued from time to time. This input return gives financial position of jobs, which is required for comparison with physical progress and sanctioned cost. The above formats will be modified as and when instructions to this effect are issued in future.

3.4.3 Cost Control Return. The input and output, given in preceding paras, will need reconciliation to check trend of expenditure as compared to output. This will be prepared in a quarterly/Half Yearly return called 'Cost Control Return' (CCR), given as under :-

- (a) Quarterly Cost Control Return as per format at Appendix 'R'.
- (b) Half Yearly Cost Control Return as per format at Appendix 'S' to 'U'.

3.4.3.1 Above CCRs will be submitted by Task Force to HQ DGBR/HQ ADGBR. Project as per time schedule given from time to time. This return will be used for following purposes:

- (a) Reconciliation of large variations between costed progress, MER expenditure and assessed expenditure and for taking corrective measures in time, if required.
- (b) Check quantity of each item executed with that given in Technical Sanction and revise the same, if needed, based on instructions given on the subject from time to time,
- (c) Review of cases and checking if RAE is required for any job.

3.4.3.2 Quantity of each item of work executed must be compared with Technical Sanction provision and corrective action taken in time. Guidelines given in the revised Technical Instruction on Technical Sanction be followed for any corrective action required.

3.4.3.3 There is a need to review all jobs in hand atleast once in a quarter to check their physical and financial position. This should be done at the end of each quarter by HQ Task Force as per format given at Appendix 'V'. This reconciliation should be checked atleast by 2nd-in-Command at Task Force level and corrective action taken, wherever required, in time in consultation with Commander Task Force.

3.4.4 Labour Sanction - Commander Task Force is to accord sanction of labours each month to RCCs/BCCs/DMC. Before giving sanction, Commander Task Force must check and ensure that:-

(a) Sufficient funds and labour days are available in the concerned job. To keep a tag on this element, Task Force must maintain a record showing labour days authorised as per the Technical Sanction and that actually utilised every months.

(b) The sanction given is commensurate with the laid down target of the month, or otherwise justification is obtained from OCRCC/BCC/DMC for such sanction by Commander Task Force.

(c) A proper account of receipt and issue of special wages billsheets will be maintained at TF by an officer designated by Commander Task Force. Outer and Inner sheets duly initialed by designated officer will be issued on quarterly basis to RCCs/BCCs/DMC as per their requirement. The number of outer and inner sheets issued to RCCs/BCCs/DMC and their monthly consumption will be watched by budget section of Task Force by maintaining a register. RCCs/BCCs/DMC will send a summary of outer/inner sheets each month with paid vouchers, based on which the sheets will be charged off from register in Task Force.

3.4.5 **Quarterly Utilisation Return.** The quarterly utilisation return as per format at Appendix E' must be compiled at TF level and sent to Project and others concerned in given time schedule. This return reflects one of the major inputs i.e., machines used in jobs. A critical examination of the same can identify under utilised plants, which can be fruitfully utilised at some other place and thus enable maximum use of available resources.

3.5 **Monitoring at Hì Project Level.** The basic documents like Monthly Progress Report (MPR), Cost Control Return (CCR), Monthly Expenditure Return (MER) and Utilisation Return of Plants/Equipments are initiated by Task Force/RCC/BCC/DMC.

3.5.1 The CCR gives not only reconciliation of input against output but also indicates quantum of work of each item sanctioned/unsanctioned versus executed. This return must be fully utilised by HQ Projects to examine not only procedural lapses but also control of expenditure, wherever required.

3.5.2 The Utilisation Return of Plants/Vehicles, submitted quarterly, gives fair idea of utilisation of each plant/vehicle. Project should monitor effective utilisation and transfer under-utilised equipment, wherever needed so that utilisation is to the maximum possible extent as this has a major impact on the cost.

4. CONCLUSIONS

4.1 No system, which will give total control over cost, can be developed. However, if a systematic information system is developed and made operative in right spirit, same will help in checks/cross checks/reviews at various stages which will give indications/clues about cost over-runs. This, in turn, will help for taking timely corrective action and avoid further cost over-run. While revising the T.I., more stress has been given on creating data base which can be utilised by executives at various levels in right spirit for achieving above mentioned objectives and obviate time/cost over-run.

COST EVALUATION REGISTER

Name of the Road _____

Platoon _____

RCC/BCC/DMC _____

BRTF/ _____ Project)

WEEKLY COST ANALYSIS

(Week ending.....)

PART I : INPUTS

A MANPOWER

Sr No.	Category	No of days	Rate	Amount
-----------	----------	---------------	------	--------

(a) **GRAF**

- (i) Officer
- (ii) JE (Civ)
- (iii) OEM/DES/RRDvr/MT Dvr
- (iv) Carpenter

.....
.....

(b) **CP LABOUR**

- (i) HighlySkilled
- (ii) Skilled
- (iii) Semi Skilled
- (iv) Unskilled

Total cost of manpower Deployed by pln.
Rs. _____ during the week

B. MACHINERY/EQPTS

Sr No.	Item	Hrs/Days	Usage Rate	Amount
(i)	Dozers D-80/D-50			
(ii)	Road Rollers			
(iii)			
			
	Total on account of usage rates			
	Rs. _____			

C. STORES

Sr No.	Item	Qty	Rate	Amount
(i)	Cement			
(ii)	Bitumen			
(iii)			
			
	Total on account of stores			
	Rs. _____			

D. OVERHEADS

(i)	Share of CSU		
	Rs. _____			
(ii)	Share of HQ RCC/BCC/DMC and Adm elements.		
	Rs. _____			
	Total share of overheads		Rs _____	

E. MISCELLANEOUS EXPENDITURE

Any other items of expenditure not covered
Rs. _____
in or under A to D above
Total cost of inputs during the week
Rs. _____
(A+B+C+D+E)

PART II: OUTPUT

A. ORIGINAL WORKS

Sr No.	Item of Work	A/U	Qty	Rate	Amount
i)	Jungle clearance		Sqm		
(ii)	Rough Excavation in SMB		Cum		
(iii)	RRM in CM		Cum		
(iv)	GSB		Sqm		
(v)				
				
	Total costed output of original works				
	Rs. _____				

B. MAINTENANCE

- (i) Maintenance of Roads _____ Km _____ @ Rs. per/Km
Rs. _____
 - (ii) Maintenance of Buildings (Actuals)
Rs. _____
- Total costed output of Maintenance Works
Rs. _____

C. MISCELLANEOUS

- (i) Miscellaneous items of works, if any
Rs. _____

Total costed output during the week (A+B+C)

PART III : EVALUATION

Input
Rs. _____
Output
Rs. _____

Reasons of variation between input & output and remedial actions taken
.....

Remarks of OC RCC/BCC/DMC

Remarks of Cdr TE

Action taken on remarks of Inspecting Officer

Signature of OIC Platoon

EXPLANATORY NOTES ON WEEKLY COST ANALYSIS

General

1. **Period covered by the report:** The report will be for period of one Week from Monday to Sunday.
2. The report will be prepared by the OIC Platoon himself and will include all works done by all Detts in the Platoon during the week.

Part I: Inputs

3. **GRES Pers.** For assessing the cost of inputs, capitation rate must be used for persons at site from platoon. As Regards other persons from TF/RCC/BCC/other units, their rates must be covered under CSU/Over heads. These will be intimated by HÌ RCC/BCC to Platoon.
4. **CP Labour.** The actual muster roll days during the week based on DLR including the wages for Sunday will be considered and the rates shall be as per the sanctioned rates for the sector.
5. **Machinery/Equipment.** All first line and second line tpt and all machinery eqpts held in the Platoon/Dtts will be considered.
6. **Stores.** The rates to be adopted should include the Stock Book Rates plus the element of transportation cost upto work site. Even if the exact rates for very minor items like nails, paints and other miscellaneous items are not available, a suitable lumpsum amount may be considered. For major items like cement, steel, bitumen, explosives, timber, procured items of stone aggregates, firewood etc., the exact rates must be considered. These will be intimated by the HQ.RCC/BCC to Platoon.
7. Only completed Bailey Bridges will be considered after costing both as input and output.
8. **Expenditure on Common Service Units.** Share of Common Service Units will be intimated to the RCCS by HÌ TF in the beginning of the finance year. The share of such expenditure to be borne by each Platoon (depending financial on work load) will be intimated by the HQ RCC/BCC

to each platoon. Proportionate weekly amount on that account will be intimated by the HQ RCC/BCC to each platoon. Proportionate weekly amount on that account will be added in the cost analysis by the Platoons.

9. **Overheads on account of HQ RCC/BCC.** The platoon wise share of the expenditure of HQ RCC/BCC, Pioneer Platoons on adm duties in the TF/RCC/BCC will also be intimated to the platoons by the HQ RCC as a one time information. The weekly amount on that account will be calculated and added in the Cost analysis by the platoons. In this, the overheads of platoon (clerical and store staff) also must be included. Similarly, certain percentages of persons are always on leave/Ty. Duty/sick. The average of such persons must be found and added in the overheads of platoon.

Part II: Output

10. **For Original works.** The rates to be adopted are the AA rates.

11. **Maintenance.** Maintenance rates as per approved scale per Km/per week are to be adopted.

12. **Maintenance of Buildings.** Actual as per approved/sanctioned rates for work done qty. is to be considered.

13. **Evaluation.** In the evaluation, if the input is found higher than the output, remedial measures to reduce the input/increase the output must be examined and actions be taken to implement remedial measures on ground. Action taken should be recorded in the evaluation proforma before the O1C Platoon signs it. This should be critically examined by OC RCC/BCC/Commander Task Force for corrective action.

Appendix 'C'
(Ref. Para 3.3.1.8)

AAO/UA

..... BRTF

C/O____APO

DAILY LABOUR REPORT

DLR of (Date) pertaining to RCC/BCC of Detts in sheets are forwarded herewith for your information and necessary action.

2IC/

RCC

Encs..... sheets

Annexure to Appendix 'C'
(Refer Para 3.3.1.8)

PROFORMA FOR DAILY LABOUR REPORT
DAILY LABOUR REPORT ON

Name of Road

Name of Dett

Sr No	S W Bill No.	Job No	On Roll					On ROAD/Present					Remarks
			Mate	Crp	B/S	Labour	Total	Mate	Crp	B/S	Labour	Total	

Note :- Number of columns can be increased/decreased

depending upon trade deployed

Signature of Supervisor-In-Charge

C/S
OC RCC/BCC

C/S
Officer -In-Charge

INSTRUCTIONS ON MAINTENANCE OF WORKS DIARIES

General

1. The Works Diaries are nothing but measurement books for the works executed departmentally. So, it carries the same importance in our organization as the measurement books in the PWD. Works diary is the basic engineering document which records input of resources and output of progress achieved. Any incorrect entry made in the works diaries will always lead to variations and complications. All the returns like monthly progress report, cost control return etc. are prepared on the data recorded in the works diaries. Works diaries are the basis for assessing the norms on the ground and thus give a useful data for future planning. A works diary gives average output achieved by labours and machine and also gives the data of stores consumed.
2. The aim of these instructions is to outline briefly the points to be borne in mind for maintenance of works diaries and points to be checked in the works diaries by an Inspecting Officer.
3. Layout of Works Diaries: Works diaries are divided into three major parts as under:-
 - (a) Outer cover and inner cover (cover sheet).
 - (b) Works diary (Daily diary of works executed).
 - (c) Half monthly evaluation sheet.
4. Procedure for Maintaining Works Diaries: Following general points should be followed while maintaining works diaries:-
 - (a) Separate works diaries should be maintained for each type of work. For this purpose, separate forms are provided for each type of work.
 - (b) Works diaries should be maintained jobwise, depending on type of work. Under no circumstances, entries relating to two or more jobs or two or more types of works relating to same job or technical sanction should be entered in the same works diary
 - (c) Resources (manpower-GREF/CP, plants, machinery, vehs and stores) allotted to a unit for works must be reflected and tallied in

the works diaries in totality

(d) As far as possible, there should be no over writing or erasions in the works diaries. All the corrections must be attested by the Supervisor-in-Charge of the works.

(e) The works diaries will be returned to unit HQ record at the end of each month. Monthly progress report and the cost control return W-16, W-17, W-18 & W-19 will be completed from these works diaries.

(f) Progress reflected in works diary must be the same as obtained on the ground.

(g) Progress reflected in progress report must tally with works diaries.

(h) Consumption of stores mentioned in the works diaries must be the same as reflected in reports/returns.

(j) The consumption of stores reflected must tally with the expense vouchers prepared weekly.

(k) The consumption of stores should tally with the assessed consumption based on designs and any variation, if found, reasons should be invariably recorded in the remarks column.

5. **Outer Sheet.** This gives the details of the works for which the works diary is intended. Only one entry is required to be made in this sheet, i.e., the month for which it is being maintained. Normal practice is to write the month, i.e., January or February or January or February and so on. Specific period for which the works Diary is being maintained should be entered on this page, i.e., from 21 January 1995 to 20 February 1995.

6. **Cover Sheet.** All entries on this sheet are self explanatory. These must be filled in accurately.

7. **Inner Sheet.** General instructions for maintenance of works diaries are given at the back of the outer sheet of each works diary. It covers following important points:-

(a) The works diary should be filled daily by the Supervisor-In-Charge.

(b) The works diary will be checked as under:-

(i) Daily - By Officer-In-Charge of works.

(ii) Weekly - By OC Unit.

(iii) Monthly - By Commander Task Force.

- (c) The works diary should be kept at site of work during working hours and should be made available to Inspecting Officers.
- (d) A monthly abstract on form W-16 will be sent to the Task Force Commander by the 5th of the following month.
- (e) The form must contain all relevant data and may contain more information than provided for in the columns but not less.
- (f) The work diary should be used for one month only.
- (g) Half monthly sheets have been placed after every 15th page of works Diary for evaluation and dimensional analysis. The dimension analysis is to be done at the middle and end of each month when the following computations should be made and compared against each other:-
 - (i) Summation of daily 'OUTPUT' as entered in the works diary.
 - (ii) Computation of quantities arrived at from overall dimensions taken at the end of each half-month.

8. Formation Works Form W-6. The columns are practically self explanatory. Following points must be borne in mind when filling up this form for the day's work:-

- (a) Weather must be specified clearly. If it has been raining intermittently, give the timings and also indicate, if it has hampered work.
- (b) Location of the work site should be clearly written in continuous chainage/KMs from starting points of the road. Whenever there is change in chainage/KMs new chainage/KM and the corresponding old chainage/KM should be stated.
- (c) Altitude of the work site should be stated as under, whichever is applicable:-
 - (i) Below 2,400 Mtrs.
 - (ii) Between 2,400 to 3,000 Mtrs.
 - (iii) Above 3,000 Mtrs.
- (d) Classification of soil should be grouped under broad categories, i.e., Ordinary Soil (OS), Soil Mixed with Boulders (SMB), Soft Rock (SR) and Hard Rock (HR). No other classification should be entered.

(e) Manpower deployed should be given category wise. Details of Supervisory staff, skilled and unskilled labourers (GREF/CP) deployed on various tasks on a day should be clearly indicated.

(f) Under the Plant and drilling equipment columns', the type and BA No/EM No. of vehs, plant and machinery should be stated. Idle runof plant/machinery while moving from camp to work site should be entered in the remarks column.

(g) Any diversion of men and equipment due to any reason should be recorded giving reference of other works diaries, where they are deployed.

(h) Under the column 'blasting', number of holes drilled should be mentioned along with average depth and dia of holes. Along with the length of holes charged, their number should also be mentioned the holes which are not charged and blasted should be carried reward to next day's works diary form. HOLES ONCE CHARGED MUSTBE BLASTED BEFORE THE DAY'S WORK. EM No. If jack Hammers used must also be mentioned. If a Jack Hammer has gone off road for a particular period or for the day, if should be mentioned in the remarks column.

(j) Under average output, following information must be recorded:-

(i) Drilling per Jack Hammer/hour-Separately for each type of machine if, more than one type being used (Annexure I to Appx D).

(ii) Clearance/cutting for each type of soil under column 3(a),(b) and (c) separately for each type of machine, if more than one type being used (Annexure I to Appendix 'D').

(iii) Average output by manpower for each type of soil and jungle clearance should also be recorded.

(k) Actual output should be reflected. OUTPUT SHOULD NOT BE WORKED ON THE BASIS OF RESOURCES DEPLOYED MULTIPLIED BY WORKS CONSTANTS.

9. A specimen form is attached as Annexure-I to **Appendix -'D'** for guidance.

10. **Soling/Metalling and Surfacing Works.** Form W-7: Following points should be borne in mind, while filling up this form for the day:-

- (a) See para 9 above as applicable.
 - (b) Fill up average output for:-
 - (i) Manpower for each type of work and
 - ii) Each machine by EM No.
11. A specimen form is attached at Annexure-II to Appendix 'D' for guidance.
12. **Permanent Works-Form W-6 A.** Following points should be borne in mind while filling up this form for the day:
- (a) See Para 9 and 11 above as applicable
 - (b) Under Item of work', a brief description and specification of works as under should be given whichever is applicable.
 - (i) Excavation over areas.
 - (ii) Excavation in stretches less than 5' depth.
 - (iii) Excavation in stretches less than 10' depth and so on.
 - (c) Under Manpower' indicate GREF and CP separately under skilled and unskilled.
 - (d) Under 'constructional equipment', fill up details of concrete mixers, stone crushers and any other machinery being actually used for the works by EM No.
 - (e) Lead for disposal of excavated material/transfer of building material should also be indicated under 'remarks' column for each item/lead under material and transport column.
 - (f) Under 'materials and transport', upto date quantity of material collected and balance should be reflected daily and carried forward to enable the Supervisor-In-Charge works and an inspecting officer to be in the full and upto date knowledge about use of the material. Also fill up POL consumed by each veh under 'remarks' column.
 - (g) Actual output should be indicated in linear, quantitative and dimensional analysis.
 - (h) An upto date quantity of work done against the total required to be done for a particular item of work in hand should be recorded daily on the reverse page of previous day's works diary to enable the Supervisor-In-Charge works and the Inspecting Officer to know how much work is one and how much remains as balance.

- (j) Actual consumption of stores, including cement, should be recorded in the Works Diary in the remarks column against each item of work. If the quantity of stores consumed exceeds the specified quantity, reason for variations should be stated in the remarks column. In case of hand-mix, 10 percent more cement can be used. In the remarks column, the following should be written:-
'HAND MIXING DONE, HENCE..... PERCENT
MORE CONSUMPTION OF CEMENT.
- (k) Give a drawing sketch of the works done, if possible.
13. A specimen form is attached at Annexure-III to Appendix 'D' for guidance.
14. **Quarry Operations Form W-8.** Following points should be borne in mind when filling up this form:-
- (a) See Para 9, 11 and 13 above as applicable.
 - (b) Give EM No. of drilling eqpt used.
 - (c) For output and its consumption from the quarry and crusher (sand, metal and chips) keep a running record on the reverse of this page so that you know what has been your upto-date output and consumption at any time. Under 'metal/aggregate crushed', fill in separately for sand, metal and chips crushed and collected.
 - (d) Give veh BA No. under column 'carriage and transport' and fill up quantity transported item wise (sand/metal/chips).
 - (e) Give average lead of veh from quarry site to Crusher site.
 - (f). Under 'average output', fill up item wise (Stone, sand, Metal and Chips) output.
15. A specimen form is attached at Annexure-IV to Appendix 'D' for guidance.
16. **Maintenance Works Form W-9.** Following points should be borne in mind when filling up this form:-
- (a) See Paras 9, 11, 13 and 15 above as applicable.
 - (b) Maintenance works cover a wide range of items of works. It is therefore, essential that the column item of work' is filled up in detail and correctly.

- (c) It is specifically emphasized that 'output' and 'average' output columns in maintenance. Works Diary must be correctly filled up as achieved on the ground.
17. A specimen form is attached at Annexure-V to Appendix 'D' for guidance.
18. **Bridge Works.** Following points should be borne in mind when filling up this form:-
- (a) See paras 9, 11, 13, 15 and 16 above as applicable.
 - (b) Bridge works cover a wide range of items of works. It is therefore, essential that the column 'item of work' is filled up in detail and correctly.
 - (c) It is specifically emphasized that 'output' and 'average output' column in Bridge Works Diary must be correctly filled up as achieved on the ground.
19. **Building Works.** Following points should be borne in mind when filling up this form:-
- (a) See paras 9, 11, 13, 15, 16 and 17 above as applicable.
 - (b) Building Works cover a wide range of items of works. It is therefore, essential that the column 'item of work' is filled up in detail and correctly.
 - (c) It is specifically emphasized that 'output' and 'average output' column in Building Works Diary must be correctly filled up as achieved on the ground.
20. On all work diaries, table for material statement (deppt) as Annexure VI to Appendix 'D', table for material statement (contract) as Annexure VII to Appendix 'D' and table for daily labourers report as Annexure VIII to Appendix 'D' should be added.
21. **Filling up Works Diaries under Para 560 works.** Form for Works Diary for Para 560 will depend on the type of work. Instructions for filling up Works Diary form for Para 560 works are the same as discussed above under each type of work.
22. **Half Monthly Evaluation Sheet.** Half monthly evaluation should be carried out as given in the instructions on the form. In the column

dimension analysis of work done', the detailed calculations of output based on the measurements should be shown, along with variations in the output as worked out from dimensional analysis against summary of progress recorded in the Works Diary forms. Variation in output as against the planned targets should also be analysed, giving reasons for variations. Other details, as required should be entered. Dimensional analysis should be supported by L & X sections.

23. The general practice is just to enter the summary of work done during the fortnight. This is only a part of the information required. The aim of the half monthly evaluation sheet is to evaluate the data recorded in the Works Diary as against the actual progress achieved and to find out the reasons for variations. Therefore, it is essential to measure the quantities of works executed during the half month physically on the ground and then compare these with the recorded data. In certain cases, it may not be practical to actually measure the quantum of works executed during the fortnight. In such cases, the works should be taken and recorded on a separate sheet and attached in the Works Diaries, so that the required evaluation could be carried out. This sheet must be checked and corrections/shortcomings corrected by the OC Unit regularly.

24. A specimen form of half monthly evaluation sheet duly filled is attached as **Annexure IX to XV** to Appendix 'D'.

25. **Checking of Works and Works Diaries.** Works Diaries must be available at site and produced for entering remarks of an inspecting officer during the working hours. Works and Works Diaries must be checked daily by the Officer-In-Charge works, weekly by OC unit and monthly by Task Force Commander.

Issue of Works Diaries and Control Thereof

26. **Demand.** Works Diaries will be demanded by RCC from H¹ TF on as requirement basis.

27. **Issue.** Works Diary will be issued by RCC to the executive units/site in-charge. Each Works Diary issued will bear the seal of issuing unit and Control No. of Works Diary Book with the signature of an Officer designated by OC RCC/BCC/DMC. Works Diaries will be serially numbered and their record maintained in a register by RCC/BCC/DMC. OC unit will allot serial number to the Works Diary of each type being used in his unit for every financial year, i.e., WD-1/Job No./..... RCC/

BCC/DMC/20-21, WD-2/Job No/.... RCC/BCC/DMC/20-21 and so on. Following certificate, as under, should be endorsed on the fly leaf of the Works Diary under the signature of OC unit or any other officer authorised by him for the purpose:

Certified that the Works Diary Contains..... Pages

Works Diaries will be issued to Officers and Supervisory staff, not below the rank of JE (Civ)/ Overseer after delegation of powers by Competent Authority. The name of Supvr and OIC work should be written on the fly leaf of the Work Diary. A register for issue the Work Diaries with the following columns will be maintained by RCC/BCC:-

Date	BRDB Form No	SI No. of Works Diary	Job No.	Issued to			Signature of receiving Officer	Signature of issuing Officer	Remarks
				No	Rank	Name			

28. Conclusion

28.1 Work Diary is an important document. It is the basic duty of Supvr-In-Charge work site to maintain it correctly. It is not to be treated as book meant for recording parade statements and assumed outputs based on works constants, but to give a complete and vivid record of performance and utilisation of each item of resources employed for particular task so that more realistic planning conforming to different site conditions could be done. Since Works Diaries are most important documents, their security, safe custody and proper physical maintenance should be ensured at all time.

28.2 Chief Engineers/Task Force Commanders/OC units will ensure that their unit personnel are well conversant with these instructions. Works diaries will be maintained as per these instructions with immediate effect.

Annexure I to Appendix 'D'

तारीख _____
DATE

निर्माण दैनिकी
WORKS DIARY

फॉर्म नंबर-6
FORM W-6

मौसम _____
WEATHER

विरचना
FORMATION

भीतरी पन्ना
(INNER SHEET)

स्थान और ऊंचाई कि० मी०/कि० Location and Altitude mtrch.	बिट्टी का प्रकार Type of soil	बल शक्ति Man Power		संयंत्र तथा वेधन उपकरण Plant & Drilling Equipment			बिस्फोटक Blasting						अन्य विवरण Remarks		
		गा० श्र० ई० इ० संख्या GREF (Non.)	सिविल श्रमिक सं० Civil Labour (Non.)	प्रकार Type	घण्टा में Hours Run	ई० वे० ली० (लिटर) POL Consumed (Litres)	छेदन Drilling			बिस्फोटक Explosives					
							वेध बजों की संख्या No. of Jack Ham- mers	छेदों की औसत गू- थई की गहराई Average Depth & dia of holes	वेधे हुए छेदों की कुल संख्या (मी.) Total Length of holes Drilled (m)	प्रचालित छेदों की संख्या (मी.) Length of holes Charged (m)	बहुल बिस्फोटकों का प्रकार और मात्रा (कि०ग्रा०) Type & Qty. of Explosive used (kg)	बिस्फोटक चट्टान की मात्रा (क्यू.मी.) Qty. of Rock Blasted (Cum)	कार्य मात्रा (निर्धारित किए गए काम की मात्रा) Output (Assesst Qty. of Works done)		

औसत कार्य मात्रा :
AVERAGE OUTPUT :

1.	प्रति जैक बरमा से प्रति घंटा वेधन : DRILLING PER JACK HAMMER PER HOUR :	मी. m	सधारण बिट्टी (a) Ord. Soil :	क्यू.मी. Cum
2.	बिस्फोटक के प्रति कि०ग्रा० से बिस्फोटित चट्टान : ROCK BLASTING PER KG OF EXPLOSIVE :		सुह चट्टान : (b) Soft Rock :	क्यू.मी. Cum
3.	प्रति मशीन घंटा सफाई/कटाई : CLEARANCE/CUTTING PER MACHINE HR :		सख्त चट्टान : (c) Hard Rock :	क्यू.मी. Cum

निरीक्षण अधिकारी का विचार :
REMARKS OF INSPECTING OFFICER

642/DGBK/87

(हस्ताक्षर)
(Signature)

निर्माण प्रभारी पर्यवेक्षक
SUPR. IN-CHARGE WORKS

Annexure II to Appendix 'D'

तारीख _____
DATE

निर्माण दैनिकी
WORKS DIARY

फार्म डबल्यू-7
FORM W-7

मौसम _____
WEATHER

(रोड़ी भराई, रोड़ी डालना और घुटाई)
(SOLING, METALLING AND SURFACING)

भीतरी पन्ना
(INNER SHEET)

स्थिति और उंचाई कि०मि०/ मी० Location & Altitude Km Ch.	काम की सूची Item of work	श्रम शक्ति Man Power		समय और उपकरण Plant & Constructional Equipment			सामग्री और परिवहन Materials and Transport				कार्य मात्रा Out-put			संश्लेषण Remarks	औसत कार्य मात्रा Average output
		सी० ग्रा० सं० G.REF (Nos.)	सर्वोच्च शक्ति (संख्या) Cool Labour (Nos.)	प्रकार Type	कार्य घंटे Hrs. run	पेट्रोल/डिजेल की मात्रा (लि०) POL consumed (Litres)	वहन/वाहन Item/Load	वाहन Veh.	फैरी की संख्या No. of Trips	जमा की गई मात्रा (क्यू.मी.) Quantity collected (Cum)	प्रदत्त की गई मात्रा (क्यू.मी.) Quantity issued (Cum)	समताई Length	औसत चौड़ाई Average width		
	गड्ढा खोदना Trenching														प्रति श्रम दिन PER MAN-DAY
	घेरे Berms														गड्ढा खोदना Trenching
	घेरे पत्थर Kerb Stone														रोड़ी फैलाव Laying Soling
	रोड़ी भराई Soling														रोड़ी डालना Spreading Metal
	रोड़ी डालना Metalling														प्रति मशीन दिन PER MACHINE-DAY
	घुटाई Surfacing														बिन्दवना बेलना Rolling Formation
															रोड़ी बेलना Rolling Soling
															रोड़ी बेलना Rolling Metalling
															घुटाई बेलना Rolling Surfacing
															घुटाई SURFACING
															प्रदत्त डबल्यू Bitumen used
															प्रति 100 वर्ग मी. कि० या० per 100 SQ. M. Kg

28

निरीक्षण अधिकारी की टिप्पणी
REMARKS OF INSPECTING OFFICER

(हस्ताक्षर)
(Signature)

निर्माण प्रभारी पर्यवेक्षक
SUPERVISOR IN-CHARGE WORKS

Annexure III to Appendix 'D'

तारीख _____

DATE

मौसम _____

WEATHER

फार्म डब्ल्यू-6 A

BRDB F-6 A

निर्माण दैनिकी WORKS DIARY स्थायी निर्माण PERMANENT WORKS

भीतरी पन्ना
(INNER SHEET)

स्थिति और ऊँचाई कि.मी./ च. Location & Altitude Km/ch.	कार्य की मद Item of Work	श्रम शक्ति Man power		संरचनात्मक उपकरण Constructional Equipment			सामान और परिवहन Materials & Transport				प्रयुक्त मात्रा (क्यू.मी.) Qty used (Cum)	कार्य मात्रा Output	अभ्युक्ति Remarks	औसत कार्य मात्रा Average output		
		कुशल Skilld	अकुशल Unskilled	प्रकार Type	चालन घंटे Hours Run	पे.ते.रन. की खपत लिटर POL. Con- sumed (Litres)	मद/भार Item/ Load	गाड़ी Veh.	फेरों की संख्या No. of Trips	जमा की गई मात्रा (क्यू.मी.) Qty. Col- located (Cum)						
	नालियाँ Drains													प्रति क्रम दिन PER MANDAY नाली खोदना मी. लम्बाई Trenching Drains RM नाथ खोदना क्यू.मी. Trenching Fund Cum		
	पुलियाँ Culverts													प्रति राज-दिन PER MASON-DAY पत्थर गद्दाई संछपा Dressing Stone Cum सूखी चिनाई वर्ग-मी. Dry Masonry RM सोपेंट की चिनाई क्यू.मी. Cement Masonry Cum		
	पुश्ता उदर/ भित्ति Retaining Breastwalls													पत्थर लगाना वर्ग-मी. Stone Pitching FR पत्थरी नाली मी.-लम्बाई Lined Drains FR		
	प्रकार भित्ति Parapet Wall													कंकरीट चिनाई क्यू.मी. Concreting Cum		
	विविध Miscellaneous															

टिप्पणी:- वास स्थान के लिए काय-हायरी एम.ई.एस. फार्म में ही रखा जाए।

Note:- Work diaries for Accommodation should be maintained in form similar to MES forms.

निरीक्षण अधिकारी को टिप्पणी

REMARKS OF INSPECTING OFFICER

(हस्ताक्षर)

(Signature)

निर्माण प्रभारी पर्यवेक्षक

SUPERVISOR IN-CHARGE WORKS

Annexure IV to Appendix 'D'

तारीख _____
 DATE _____
 - _____
 मौसम _____
 WEATHER _____

निर्माण दैनिकी
 WORKS DIARY
 खदान कार्य
 PERMANNT WORKS

फार्म डब्ल्यू-8
 BRDB F-6
 भीतरी पन्ना
 (INNER SHEET)

मौसम _____
 WEATHER _____

श्रम शक्ति MAN POWER	खुदाई और निर्माण उपकरण DRILLING & CONSTR. EQUIPT.			खुदाई Quarrying			उत्पादन OUTPUT	वाहन और परिवहन CARRIAGE AND Transport			अधुनि Remarks	औसत उत्पादन AVERAGE OUTPUT							
				छेदन DRILLING		विस्फोटक EXPLOSIVE													
स.आ.ड.ए. (संख्या) GREF (Nos)	असैनिक श्रमिक (संख्या) Civil Lab. (Nos)	इंजन Type	वाहन घंटे Hours Run	पेट्रोल का खपत (लीटर) POL consumed (Liters)	जैक हॉमरों की संख्या No. of Jack Hammers	औसत गहराई और छेदों का व्यास (मी.) Av. Depth & Dia. of Holes (m)	छेदों की कुल लम्बाई (मी.) Total Length of holes Drilled (m)	विस्फोटक किए गए छेदों की लम्बाई (मी.) Length of holes Charged (m)	इस्तेमाल किए गए विस्फोटकों का प्रकार और मात्रा (कि.ग्रा.) Type & Qty Explt. Used (KG)	खदान की खुदाई की मात्रा (क्यू.मी.) Qty. of Rock Quarried (Cum)	पत्थरों की जमा की गई मात्रा (क्यू.मी.) Qty. of Stone collected (Cum)	कुटी हुई षण्/विलेय की मात्रा (क्यू.मी.) Qty. of Metal Aggregate Crushed (Cum)	सद/भाट Item/Load	गाड़ी Veh.	फेदों की संख्या No. of trips	परिवहन की गई मात्रा (क्यू.मी.) Qty. Transport (Cum)			

निरीक्षण अधिकारी का विचार :
 REMARKS OF INSPECTING OFFICER

हस्ताक्षर
 Signature

निर्माण पर्यवेक्षक
 SUPER-IN-CHARGE WORKS

Annexure V to Appendix 'D'

तारीख _____

DATE

मौसम _____

WEATHER

निर्माण दैनिकी
WORKS DIARY
अनुरक्षण
PERMANNT WORKS

फार्म डब्ल्यू-9
BRDB W-9
भौतरी पन्ना
(INNER SHEET)

स्थिति और ऊँचाई कि.मी./फु. Location & Altitude Km/ch	कार्य की मद Item of work	श्रम शक्ति Man power		मशीनें और संपंत्र Machines & Plant			सामग्री और परिवहन Materials & Transport					उत्पादन किये गए काम की निर्धारित मात्रा (Assessed Qty. of work done)	अभ्युक्तिर्पा Remarks	औसत उत्पादन Average output
		कार्य की मद Item of work	असैनिक श्रमिक (संख्या) Civil Labour (Nos)	प्रकार Type	चालन घंटे Hrs. run	पै. तै. स्पे. की खपत (लिटर) POL consumed Litres	मद/भाग item/ Load	गाड़ी Veh	फेरों की संख्या No. of Trips	जमा की गई मात्रा (क्यू.मी.) Qty. Collected (Cum)	इस्तेमाल की गई मात्रा (क्यू.मी.) Qty. used (Cum)			

निरीक्षण अधिकारी का विचार :
REMARKS OF INSPECTING OFFICER

हस्ताक्षर
Signature

निर्माण पर्यवेक्षक
SUPER-IN-CHARGE WORKS

Annexure - VI to Appendix 'D'

Table for Materials Statement (Departmental)

Sr No.	Item	A/U	Opening Balance	Received/ Collected	Total	Consumed	Closing Balance	Remarks

Annexure - VII to Appendix 'D'

Material Statement (Contract) CA No.....

Sr No.	Item	A/U	Opening Balance	Received/ Page No	RMR Page No.	Total	Consumed Balance	Closing	Remarks

Annexure - VIII to Appendix 'D'

Daily Labour Report

Job No.	Muster Roll No.	On Roll							Present						Remarks			
		Mate	SK I	SK II	CP Dvr	CP OEM	Usk	Total	Mate	SK I	SK II	CP Dvr	CP OEM	Usk		Total		

Annexure IX to Appendix 'D'

Fortnightly Evaluation (Formation Cutting)

Date	SMB	SR
06.10.21	317 Cum	
07.10.21	297 Cum	
08.10.21	345 Cum	
09.10.21	313 Cum	
11.10.21	378 Cum	
12.10.21	354 Cum	
13.10.21	345 Cum	
14.10.21		173 Cum
15.10.21		156 Cum
16.10.21		161 Cum
18.10.21		150 Cum
19.10.21		176 Cum
20.10.21		165 Cum
	2248 Cum	980 Cum

Dimensional Analysis

	Earth Work Calculation	SMB	SR
0.00-1.00	$\frac{(38+36) \times 30}{2}$	1110.00	-
1.00-2.00	$\frac{(38+38) \times 30}{2}$	1140.00	-
2.00-3.00	$\frac{(38+27) \times 30}{2}$	-	975.00
		<u>2250.00</u>	<u>975.00</u>
Qty booked as per Work Diary		2248.00 Cum	980 Cum
Variation		(-) 2.00 Cum	(+) 5.00 Cum

Annexure X to Appendix 'D'

Fortnightly Evaluation (Surfacing)

Date	Trenching Cum	G.S.B Sqm	Metalling Sqm	BT 2.5 Cm thick Sqm	Bitumen Consumption Kgs
06.10.21	18	112	112		
07.10.21	21	127	127		
08.10.21	18	112	112		
09.10.21	21	127	127	223.00	757
11.10.21	18	112	112	223.00	758
12.10.21	18	112	112	239.75	815
13.10.21	21	127	127	249.75	848
14.10.21	18	112	112	249.75	850
15.10.21	21	127	127	223.00	759
16.10.21	18	133	133	223.00	759
18.10.21				239.75	814
19.10.21				249.75	849
20.10.21				281.25	970
	<u>192</u>	<u>1201</u>	<u>1201</u>	<u>2402.00</u>	<u>8179</u>

Note :- Exact location for progress achieved for each item during the fortnight be indicated.

Dimensional Analysis

Sr No.	Item of Work	Qty	Qty as per Work Diary	Variation
(a)	Trenching (305x4x0.15) + 5% for curves	192 Cum	192 Cum	-
(b)	GSB (305x3.75) + 5% for curves	1201 Cum	1201 Cum	-
(c)	Metalling (305x3.75) + 5% for curves	1201 Cum	1201 Cum	-
(d)	2.5 Cms thick BT (610x3.75) + 5% for curves	2402 Cum	2402 Cum	-
(e)	Bitumen consumption	8167 Kgs	8167 Kgs	(+) 12 Kg

Annexure XI to Appendix 'D'

Fortnightly Evaluation (Permanent Works)

Date	RR Masonry 1:6 Cum	Cement consumed Bags	Dry Masonry Cum	Remarks
06.10.21	25	37		
07.10.21	25	37		
08.10.21			16	
09.10.21			15	
11.10.21			20	
12.10.21			19	
13.10.21			10	
14.10.21			27	
15.10.21	16	24		
16.10.21	15	22		
18.10.21			13	
19.10.21			24	
20.10.21			22	
Total	<u>81 Cum</u>	<u>120 Bags</u>	<u>166 Cum</u>	

Dimensional Analysis

<u>RR 1:6</u>	<u>Cement bags as per theoretical</u>	<u>Dry Masonry</u>		
$\frac{30 \times (2.75 + 2.60) \times 0.62}{2}$	50 Cum	-	-	
$\frac{30 \times (2.44 + 1.90) \times 27}{2}$	-	-	-	141 Cum
$\frac{30 \times (1.75 + 1.60) \times 0.62}{2}$	31 Cum	-	-	
$\frac{30 \times (1.45 + 1.20) \times 0.62}{2}$	-	-	-	25 Cum
Total	81 Cum	119 Bags		166 Cum
Qty booked as per work diary		120 Bags		166 Cum
Variation	-	(+) 1.00 Bags		-

Annexure XII to Appendix 'D'

Fortnightly Evaluation (Quarry Operation)

Date	Stone collection Cum	Metal breaking Cum	Chips breaking Cum	Gelatine Kg.	Cordtex Mtrs.	Safety fuse Mtrs	Detonators Nos.
06.10.21	51			18	25	4	4
07.10.21	57		1.70	19	20	4	4
08.10.21	50	7.00		20	40	5	5
09.10.21	45		1.70	16	37	4	4
11.10.21	42		1.70	16	36	4	4
12.10.21	40	8.00		16	36	4	4
13.10.21	40		1.70	15	32	4	4
14.10.21	62	5.00		25	25	5	5
15.10.21	57		1.70	20	28	4	4
16.10.21	51		1.75	18	21	3	3
18.10.21	60	8.00		22	35	5	5
19.10.21	60			25	36	6	6
20.10.21	93	7.00		25	36	6	6
	708 Cum	35.00 Cum	10.25 Cum	255 Kg	417 Mtrs	58 Mtrs	58 Nos

Dimensional Analysis

	Qty	Qty booked as per work diary	Variation
Stone 250 stacks of size (1.50x1.50x1.26)	708 Cum	708 Cum	-
Gelatin consumed @ 0.35 Kg/ Cum of stone 708x0.35	248 Kgs	255 Kgs	(+) 7 Kgs
Metal of various stacks 50 stacks of size 1.50x1.50x0.31	35 Cum	35 Cum	-
Chips breaking 60 stacks 1.00x0.61x0.28	1025 Cum	10.25 Cum	-

Annexure XIII to Appendix 'D'

Fortnightly Evaluation (Maintenance)

Date	Slide Clearance Cum	Jungle Clearance Sqm	Patch Work Sqm	Ford Maint Cum	Earth filling in bridge approaches Cum
06.10.21	28	186			20
07.10.21	34	200		45	17
08.10.21	33	149		34	
09.10.21	43	223			
11.10.21	35	186			
12.10.21	37	186	22		
13.10.21	28	149			
14.10.21	20	155			
15.10.21	24	167	22		
16.10.21	34	223			
18.10.21	53	223	9		
19.10.21	40	186	9		
20.10.21	45	167			
	454 Cum	2400 Sqm	62 Sqm	79 Cum	57 Sqm

Dimensional Analysis

		Qty	Qty booked as per work diary	Variation
1	Slide clearance KM 13-14 61x1.52x3.05= KM 27 55x0.91x1.52= KM 12-13 24X1.83X2.17= 454 Cum	283 76 95 454 Cum	708 Cum	-
2	Jungle cutting on berm side 2 KM 2000x1.20=	2400 Sqm	454 Cum	-
3	Patch work 6x3.70, 9x2.50, 14x1.45 Bitumen consumed	65 Sqm 221 Kg	62 Sqm 250 Kgs	(-) 3 Sqm 29 kgs more booked being Patch work

Item 4 and 5 are not susceptible for details.

Appendix 'F'
(Ref Para 3.3.4.1)

PROGRESS REPORT FOR THE MONTH OF _____ (BY CONTRACT)

Name of Bridge
 RCC/BCC/Task Force/ Project.....
 Job No
 Ca No & Date.....
 AA No & Amount (For Bridge Proper).....
 Caa Amount
 Name of The Contractor.....
 Date of Placing Work Order.....
 Date of Completion as per CA.....
 Extended Date of Completion
 After I Extension
 After II Extension
 After III Extension

Loc/Road..... Length/Arrangemnts
 BRDB Works Agency Total
 Budget Allotment for Year..... (Rs In Lakhs)
 Expenditure During The Month.....
 (Excluding Liabilities).....
 Expenditure During The Year.....
 Expenditure Upto Date.....

 Eqvt meterage Achieved
 During Month m
 During Yearm
 Upto Date m

Sr No	Items of Billing Schdule	%Age as Per Billing Schedule	%Age Progress Achieved Upto Previous Month	%Age Progress Achieved During the Month	Upto Date % Age Progress	Detailed Reasons For Slow Progress And Details Remedial Action Taken
1	On Establishment of Camp Site					
2	On Submission of Designs					
3	On Approval of Design					
4	On Excavation for Abutments					
5	On Laying of Cutting Edges & Casting of Well					
6	On Casting of Abutments					
7	On Casting of Well Steining					
8	On Sinking of Wells					
9	On Casting of Piers					
10	On Supply And Fixing of Bearings					
11	On Staging & Shuttering of Super Struture					
12	On Casting of Decking					
13	On Casting of Wearing Coasts, Kerbs Fixing Rails & Exppansion Joints					
14	On Load Testing					
15	Clearance Of Site					
Total (Progress Achieved By Previous Contract If Any)		100				
Grand Total						

Review Report by Task Force Commander
 Review Report by Chief Engineer Project

Engineer In-Charge
 OC Contract

Notes:-

1. Item of billing of billing schedule mentioned above shall be as per the latest approved billing schedule for each bridges (there may be deletions or additions from the items mentioned above).
2. Above proforma is required to be made for each bridge separately reflecting the items of billing schedule of respective bridges only.
3. Expenditure on bridge proper only be reflected, expenditure on approaches and protective works if any are not to be included.
4. Amount to be reflected in lakhs.

Appendix 'G'
(Ref Para 3.3.4.1)

GENERAL ARRANGEMENT DRAWING OF BRIDGE

AT KM..... ON ROAD.....

PROGRESS REPORT FOR Q/E

RCC/TASK FORCE/PROJECT

IOB NO

ADM APPROVAL AMOUNT

PROGRESS ACHIEVED IN PERCENTAGE:-

DURING QUARTER

DURING THE YEAR

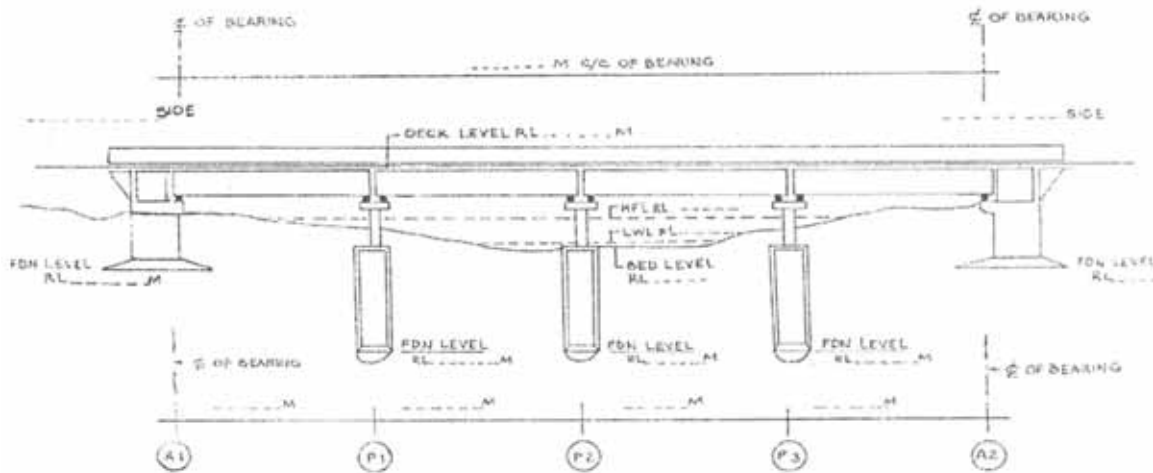
UP TO DATE

EQVT LINEAR ACHIEVED

DURING QUARTER

DURING THE YEAR

UP TO DATE



LEGEND :-

PROGRESS ACHIEVED UPTO PREVIOUS QTR
BY PREVIOUS CONTRACTOR IN ANY

IN YELLOW

PROGRESS ACHIEVED UPTO PREVIOUS QTR

IN GREEN

PROGRESS ACHIEVED DURING QTR

IN RED

Appendix 'H'
(Ref Para 3.3.4.1)

PROGRESS REPORT FOR THE MONTH OF _____
THROUGH DEPARTMENT _____

NAME OF BRIDGE _____ LOC/ROAD _____	LENGTH/SPAN ARRANGEMENT _____	BRDB WORKS AGENCY TOTAL _____
RCC/TASK FORCE/PROJECT _____	BUDGET ALLOTMENT FOR YEAR _____ (RS. IN LAKHS)	
JOB NO _____	EXPENDITURE DURING MONTH (EXCLUDING LIABILITIES) _____	
AA NO AND AMOUNT _____	EXPENDITURE DURING THE YEAR _____	
DATE OF COMMENCEMENT _____	EXPENDITURE UPTO DATE _____	
TARGET DATE OF COMPLETION _____	EQVT METERAGE ACHIEVED :-	
AS PER WORKS PLAN _____	DURING THE MONTH _____ MTRS	
	DURING THE YEAR _____ MTRS	
	UPTO DATE _____ MTRS	

ITEM OF WORK AS PER ADM APPROVAL	BREAK DOWN % age	% age PROGRESS ACHIEVED UPTO PREVIOUS MONTH	% age PROGRESS ACHIEVED DURING THE MONTH	UP TO DATE % age PROGRESS	DETAILED REASONS FOR SLOW PROGRESS AND DETAILS OF REMEDIAL ACTION TAKEN
BRIDGE PROPER					
AMP ESTABLISHMENT					
AUXILEY STRUCTURE					
SUB STRUCTURE					
STAGING AND SHUTTERING					
SUPER STRUCTURE					
LOAD TEST/RECTIFICATION					
TOTAL					

REVIEW REPORT BY TASK FORCE

OFFICER IN CHARGE (BCC)

REVIEW REPORT BY CHIEF ENGINEER PROJECT

OFFIER COMMANDING

Appendix 'J'
(Ref Para 3.3.5.1)

LABOURS REONCILATION FOR THE MONTH OF

Name of RCC/BCC

Sr No	Name of Road/ Name of work,	Job No	Type and Qty of work		Norms of Labour per Unit	Labour days		% age Labour employed Colmn. 8/7x100	Remarks
			Type	Qty		Theoretical Colmn (5x6)	Actual as per Muster Rolls		
1	2	3	4	5	6	7	8	9	10

Signature of OC RCC

Appendix 'K'
(Ref Para 3.3.5.2)

REGISTER OF CASUAL PERSONNEL

Name of RCC/BCC.....

Sr No.	Name of Road / Name of work	Job No.	TS Provision		Upto and of previous year (Rs. Lacs)	Actual Booking in the year (Rs. Lacs)											
						Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Appendix 'L'
(Ref Para 3.3.5.3)

**RECONCILIATION OF MAJOR CONSTRUCTIONAL STORES
FOR THE MONTH OF**

Name of RCC/BCC.....

Sr No.	Name of Road / Name of work	Job No.	Type and Qty of work		Name of consumption		Theoretical requirement (Colmn 5x7)	Actual consumption	% age of store consumed colmn 9/8x100	Remarks
			Type	Qty	Store	Norm				
1	2	3	4	5	6	7	8	9	10	11

45

Note : In case of variation more than 5% between Column 8 & 9

Suitable remarks be given in remarks column

Signature of OC RCC

Appendix 'M'
(Ref Para 3.3.5.3)

REGISTER OF MAJOR CONSTRUCTIONAL STORES

Name of RCC/BCC.....

Sr No.	Name of Road / Name of work	Job No.	TS Provision of store (MT)	Booking upto end of previous	Actual Booking in current year												Remarks
					Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Cement
Bitumen
Steel
Explosive

Appendix 'N'
(Ref Para 3.4.1)

LINEAR PROGRESS REPORT

From : (TF)

To, :(Project)

LPR for month (.) All figures are in CI-9 equivalent Km for Fmn
Comm Surfacing and Rs. Lacs for other items () First Fig. indicates
achievement during month and second cumulative during the year
including current month (.) Firstly () Name of Road (.) Job No. (.) a (.)
Formation (.) b (.)..... Surfacing etc.

Copy by post

In confirmation to..... along with Annexure I.

Annexure I to Appendix 'N'
(Ref Para 3.4.1)

LINEAR PROGRESS REPORT FOR THE MONTH OF

Unit :

Task Force :

Sr No.	Name of road and Job No.	Item of work	A/U	Target during the year	Target to the end of the month	Progress			Remarks
						Upto previous month	Progress during the month	Cumulative progress	
1	2	3	4	5	6	7	8	9	10

1. **GS WORKS**

- | | |
|----------------------|------------------|
| A. Formation Works | (i) Cum |
| | (ii) Eqvt. Cl. 9 |
| B. Surfacing Works | |
| (a) GSB | (i) Sqm |
| | (ii) Eqvt. Cl. 9 |
| (b) WBM/
WMM(ii) | (i) Sqm |
| | (ii) Eqvt. Cl. 9 |
| (c) BT | (i) Sqm |
| | (ii) Eqvt. Cl. 9 |
| Total surfacing | Eqvt. Cl.9 |
| C. Resurfacing Works | (i) Sqm |
| | (ii) Eqvt. Cl. 9 |
| D. Pmt Works | (i) Sqm |
| E. Pmt Bridges | (i) Sqm |
| | (ii) Eqvt. Cl. 9 |
| F. Para 560 Works | Rs. In Lacs |
| G. Accn /Misc Works | Rs. In Lacs |
| H. Agency Works | |

The above columns will be applicable for Agency Works also

Annexure I to Appendix 'P'
(Ref Para 3.4.2)

MONTHLY EXPENDITURE RETURN FOR THE MONTH OF LOANS & ADVANCES

Sr No.	Item	Allotment	Payment of Loans and advances			Re-payment of loans and Advances			Remarks
			To end of Previous month	During The month	To end of The month	To end of Previous month	During The month	To end of The month	

Annexure II to Appendix 'P'
(Ref Para 3.4.2)

MONTHLY EXPENDITURE RETURN FOR THE MONTH OFITEM WISE

Sr No.	Item	Allotment of funds	Amount			Remarks
			To end of previous month	During the month	To end of previous month	

Appendix 'Q'
(Ref Para 3.4.2)
बी. आर. डी. बी. -26 ए
(बाहरी पृष्ठ)
BRDB-26-A
(Outer)

निर्माण लेखासार सूची
Construction Account Abstract
सामान्य रिजर्व इंजीनियर दल
(GENERAL RESERVE ENGINEER FORCE)
सीमा सड़क संगठन
(Border Roads Organisation)
(बी. आर. विनियमों के अध्याय प्प का पैरा देखिए)
(See Para - Chapter III BR Regulations)

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आवंटन
Allotments
डी.जी.बी.आर
संख्या
DGBR No
तारीख
Dated :
तारीख
Amount Rs.

लेखा शीर्ष
Head of Account _____
जॉब संख्या
Job No. _____
जॉब विवरण
Particular of Job _____
प्रशासनिक अनुमोदन की संख्या तथा तारीख
No & Date of Admn. Approval _____
प्रशासन द्वारा अनुमोदित राशि
Amount of Tech. Sanction _____
तकनीकी संस्वीकृति की संख्या और तारीख
No. & Date of Tech Sanction _____
तकनीकी संस्वीकृति की राशि
Amount of Tech. Sanction _____

समाप्ति रिपोर्ट:
Completion Report
1. समाप्ति की तारीख
Date of Completion
2. दाखिल करने की तारीख - सी. आर. भाग- क
Date of submission-C.R., Pt. -A
3. वहीं - भाग - ख
Date of submission-C.R., Pt. -B
4. समाप्ति कीलागत रु.
Completion Cost Rs. _____

BRDB-26 (OUTER)

ABSTRACT

महीना Month	नकद व्यय Cash Expenditure महीने के महीने की				समायोजित व्यय Adjusted Expenditure महीने के महीने की				कुल नकद समायोजित व्यय Total Cash and Adjusted Expenditure				प्रगामी नगद और समायोजित व्यय Progressive Cash & Adjusted Expenditure	
	दौरान During the month	समाप्ति पर To end of the month		दौरान During the month	समाप्ति पर To end of the month		(कालम 2क+3क) During the month (Column 2A+3A)	(कालम 2ख +3ख) To end of the month (Column 2B+3B)						
1	2A		2B		3A		3B		4A		4B		5	
	रु. Rs.	पै. P.	रु. Rs.	पै. P.	रु. Rs.	पै. P.	रु. Rs.	पै. P.	रु. Rs.	पै. P.	रु. Rs.	पै. P.	रु. Rs.	पै. P.
अप्रैल April														
मई May														
जून June														
जुलाई July														
अगस्त August														
सितंबर September														
अक्टूबर October														
नवंबर November														
दिसंबर December														
जनवरी January														
फरवरी February														
मार्च Mar														

ABSTRCT

प्रोफार्मा व्यय Proforma Expenditure						देयतायें व्यय नगद समायोजित प्रोफार्मा Liabilities और पिछले वर्ष की दयताओं									
महीने के दौरान During the month		महीने की समाप्ति पर To end of the month		पिछले वर्ष जोड़े गए प्रगामी प्रोफार्मा व्यय Progressive Proforma expenditure including that of previous year		महीने के दौरान During the month		महीने की समाप्ति पर To end of the month		प्रगामी दयतायें पिछले वर्ष जोड़कर Progressive Proforma expenditure including that of previous year		सहीत का कूल जोड़ Grand Total of Expenditure cash adjusted Proforma & Liabilities including that of previous year		Remarks	
6a		6b		6c		7a		7b		7c		8		9	
रु. Rs.	पै. P.	रु. Rs.	पै. P.	रु. Rs.	पै. P.	रु. Rs.	पै. P.	रु. Rs.	पै. P.	रु. Rs.	पै. P.	रु. Rs.	पै. P.	रु. Rs.	पै. P.

Annexure -I to Appendix 'Q'
(Ref. para 3.4.2.)
बी. आर. डी. बी. -26-सी
(बाहरी पृष्ठ)
BRDB-26-C
(Outer)

निर्माण लेखा (फोलियो सं. प)
CONSTRUCTION ACCOUNT(FOLIO NO. II)
(Cash Expenditure)
सामान्य रिजर्व इंजीनियर दल
(GENERALRESERVEENGINEERFORCE)
सीमा सड़क संगठन
(Border Roads Organisation)
(बी. आर. विनियमों के अध्याय प का पैरा देखिए)
(See Para-Chapter IIBR Regulations)

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जॉब की संख्या
No. of Job
जॉब का विवरण
Particulars of job

कार्य निष्पादन की एजेंसी – विभागीय
Agency of Execution-Departmentally
ठेका संख्या और तारीख
Contract No. & Date
ठेके की राशि
Amount of Contract_____

ठेकेदार का नाम
Name of Contractor_____

संलग्न किए गए पृष्ठ के ब्यौरे
Details of Folios inserted

तारीख
आद्यक्षर

1. Dated _____ Initial _____
2. _____
3. _____
4. _____

FOLIO NO. 2 : CASH EXPENDITURE

क्रम सं. Serial No.	भदे Item	इन्द्राय की तारीख Date of Posting	टी.ई. संख्या और तारीख CBI Date	वेतन और भत्ते PAY AND ALLOWANCES								यात्रा और भत्ते रेल वारंट Travelling Allowance & Railway Warrants	एस.आर./सी.पी.वी. पर नियुक्त मजदूरों की मजदूरी और विशेष मजदूरी बिल Wages of labourer employed on MR/CPB/Spl. Wages bill
				सेवाला अफसर Service Officer		सेवा से अन्य Service Other		सिविलियन अफसर Civilian Officer		सिविलियन अन्य Civilian others			
1	2	3	4	5क/5A		5ख/5B		5ग/5C		5घ/5D		6	7
				रु.	पै.	रु.	पै.	रु.	पै.	रु.	पै.	रु.	पै.

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रतन Ration	पी.ओ.एल. P.O.L.		श्रेणी 'ख' भण्डार Cat 'B' Stores		परिवहन प्रभार (भण्डार) टंके और जमा पत्र के लिए Transport charges Conveyance (for stores Contract) and redit notes		सी.एस.यू. के शेयर Share of C.S.U.		विविध Miscellaneous		विविध Miscellaneous		बुक किया गया कुल समायोजित व्यय Booked total adjusted expenditure		अभ्युक्तियाँ Remarks	
	8	9		10		11		12		13		14		15		16
	रु.	पै.	रु.	पै.	रु.	पै.	रु.	पै.	रु.	पै.	रु.	पै.	रु.	पै.	रु.	पै.

Note : FOLIO for Adjusted Expnditure is same as for Cash Expnditure.

Annexure -IV to Appendix 'Q'
(Ref. para 3.4.2.)

बी. आर. डी. बी. -26-ई

(भीतरी पृष्ठ)

BRDB-26-E

(Inner)

फोलियो दाइत्य
FOLIO LIABILITIES

पद सं. Item No	तारीख Date	आदेश संख्या क्र.पं.अं. संख्या आदि Order No. CBI No. T.E. No. etc.	डेपो/प्रां. का आदेशपत्री (यदि डेपो को अतिरिक्त) Payment to Contractor (other than conveyance contract)		वेतन और पुरो Pay and Allowances								नि.प्रा.क. प्रेषण Free Remittance	रेल वारंट Railway Warrant		एच.आर.सी.पी. बिल/ विशेष पत्रद्वारा मिल या नि.प्रा.क. बिलों एवं पत्रद्वारा को बुनि Wages of labour Employed on MR CP Bill/Spl Ways Bill		
					सेवागत अक्षरणा Service Officers		वेतन से अन्य Service Others		नि.प्रा.क. अक्षरणा Civilian Officers		नि.प्रा.क. अन्य Civilian Others							
1	2	3	4		5A		5B		5C		5D		6		7		8	
			₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.

राशन Ration	पो.अं.सु.क. POL				श्रेणी 'क' भण्डार स्थानीय रूप से खरीदे गए अतिरिक्त पुरो Cat. 'A' Stor including spot purchasd locally				श्रेणी 'ख' भण्डार Cat. 'B' Stores				वेतन और प्रेषण Transport Charge				विशेष Miscellaneous	कुल देयताएं Total liabilities	अव्युत्तरांश Remarks
													डि.कॉ. Contract		जमा पत्र Credit Notes				
9	10				11A 11B				12A 12B				13		14		15		
₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.	₹. Rs.	₹. P.		

COST CONTROLL RETURN

**CERTIFICATION REVIEW RECONCILIATION FOR THE HALF YEAR
ENDING**

Name of Project..... Job No.....
Name of Task Force..... AA Amount :
Unit : TS Amount :.....
Description of Job :
Name of Road
Sector from K.M

COSTED PROGRESS VIS ASSESSED EXPENDITURE

1. Costed Progress :
2. Assessed Expenditure :
3. Variation Between 1&2 :
4. Reasons for variation & remedial action taken :
5. MER expenditure :
6. Variation Between 2&5 :
7. Reasons for Variation and remedial action taken :

DEPLOYMENT OF RESOURCES

8. Are there any resources (manpower/plant/stores) :
Remaining under-utilised ?
9. Indicate action taken in each case to make optimum :

BUDGET

10. What is the allotment for the job for year? :
11. Anticipated total expdr (incl. all anticipated Liabilities), likely to be cleared. :
12. Are there any likely to be surrenders/excess and reasons if any thereof? :

AA & TS

13. AA Amount :
14. TS amount :
15. Likely total quantities to be executed against the job :
16. Variations if any, with reference to TS quantities :
 - (i) Quantities :
 - (ii) Percentage :
17. Has action required to be taken for these Variations has taken ? :
18. Has the anticipated Variation as above been costed? :
What is impact on AA Amount?
19. If AA Amount is likely to burst by more than 20% :
has action been taken to initiate RAE?

Appendix 'V'
(Ref Para 3.4.3)

**PHYSICAL AND FINANCIAL POSITION OF JOBS
FOR QUARTER ENDING**

Sr. No.	Name of Road/ Name of Job	Job No.	AA Amount (Rs Lakh)	Costed progress as per AA(Rs Lakh)	Permissible Limit Colmn 5 + permissible % age of 'Colmn 5 (Rs Lakh)	Actual booking including firm liability and proforma (Rs Lakh)	Excess booking colmn. (7-6) (Rs Lakh)	Less booking colmn. (6-7) Rs Lakh)	Remarks
1	2	3	4	5	6	7	8	9	10