

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF BUILDINGS  
*Referred to in paragraph 2.22*

Sl. No.	Particulars of building and its location	Municipal Number of building or number allotted by Government	Type of building	Permanent / semi - permanent	Cost of construction	Year of construction	Cost and year of addition	Remarks
1	2	3	4	5	6	7	8	9

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF ROADS  
*Referred to in paragraph 2.22*

Sl. No.	Distance from terminus	Type of road	length and width	Cost of laying road	Cost of protective work	Total cost	Year of laying	Remarks
1	2	3	4	5	6	7	8	9

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF BRIDGES  
*Referred to in paragraph 2.22*

*Division* .....

Sl. No.	Distance from terminus	Name of river bridge etc.	Type of bridge	Size of opening in meters	Particulars of length and breadth	Cost of bridge	Cost of protective work	Total cost	Year of construction	Anti-cipated life
1	2	3	4	5	6	7	8	9	10	11

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF INSPECTION OF PUBLIC BUILDING/ASSETS  
*Referred to in paragraph 2.23*

No.	Particulars of the building	Date of Inspection	By whom Inspected	Remarks of Inspection	Action taken to attend the remarks
1	2	3	4	5	6

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF ESTIMATES  
*Referred to in paragraph 4.16*

Head of A/C .....

Sl. No	Name of work	Sub-Division	Amount (Rs.)	By whom sanctioned	File No	Remarks
1	2	3	4	5	6	7

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF CHECK OF MEASUREMENTS BY DIVISIONAL ENGINEER/ASSISTANT  
ENGINEER

*Referred to in paragraph 6.33*

Sl. No	Name of the contractor	Reference to MB and page number	Date of check measurement	Remarks
1	2	3	4	5

SIKKIM PUBLIC WORKS DEPARTMENT  
**PROFORMA FOR WRITE OFF OF LOST MBs**

(Reference to the Paragraph 6.55)

1. Serial number of the MB.
2. To who issued.
3. The date on which the MB was lost.
4. Details of FIR lodged with the police.
5. From whose custody it was lost.
6. Detailed circumstances leading to its loss.
7. What efforts were made to trace the MB.
8. By whom the last measurements were recorded.
9. Whether the measurements have been checked up to the required % age by the Superior Officer as required under the rules. If not why?
10. If any register is maintained to watch the movement of the MB.
11. Whether the MB contained the details of any work for which Payment has not been made or all the works have been finalized.
12. Whether any audit objection or contractors dispute relating to the MB is pending and if so nature thereof and how it is proposed to settle up.
13. Whether work is susceptible of measurement again if not, what are the basis on which the AE proposes to make final payment for the outstanding bills.
14. Whether the DE is satisfied that by writing of fresh measurements on the basis of other subsidiary record, if any, the Government will not be put to any loss and there will be no dispute from any quarter. If no, what steps be suggested to safeguard against any such shortcoming.
15. Details of disciplinary action taken against the persons responsible for the loss.
16. Details of remedial measures taken to avoid recurrence of such cases.
17. Any other remarks

Divisional Engineer

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF MEASUREMENT BOOKS  
Reference to in Paragraph 6.7)

Date of receipt	Opening Balance	No. of MBs Received	Total	Sl. No. of MBs issued	To whom issued	Date of return	Date of Last entry in MB	Remarks
1	2	3	4	5	6	7	8	9

SIKKIM PUBLIC WORKS DEPARTMENT  
WORK BILL REGISTER  
(Referred to in paragraph 8.1)

Sl. No	Date of receipt	Name of Sub-Division to which the bills pertains	Name of work	Name of the Contractor	Amount of the bill	Reference of M.B			Date of preparation of the bill by the Sub-Division
						No	Page or Pages	Date of recording measurements	
						A	B	C	
1	2	3	4	5	6	7			8

Date of completion of work if final bill.	Date of last payment, if a running acctt. Bill.	Date of sending PAO	Date of which cheque is received.	Signature of the Cashier.	Date of Return of M.B. to Sub Division	Ref. in each voucher No. and date.	Initial of Divisional Acctt	Remarks
9	10	11	12	13	14	15	16	17

SIKKIM PUBLIC WORKS DEPARTMENT  
ALLOTMENT REGISTER/C. A. R  
Referred to in paragraph 8.9

Major Head  
Minor Head  
Detailed Head  
Appropriation Rs.

Sl. No.	Bill & Date	Particulars of bill	Amount	Progressive expenditure (Rs)
1	2	3	4	5

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF DISMANTLED MATERIALS  
(Referred to in paragraph 8.21)

Name of Works

Name of Division .....

Sl. No.	Date of receipt	Full particulars of materials giving size if any	Opening balance	Quantity received	Total	Ref. to its disposal whether by write of sale or transfer to other works
1	2	3	4	5	6	7

Quantity issued or disposed off	Closing balance	Dated initial of AE	Date of verification of balance and by whom verified	Remarks
8	9	10	11	12

SIKKIM PUBLIC WORKS DEPARTMENT  
(Referred to in Paragraph 11.10)  
REGISTER OF NITS ISSUED DURING THE YEAR .....

Sl. No.	Date	Serial No. Assigned	Name of Work	Amount of Tender Form	Estimated cost	Date of opening	Amount of Earnest Money

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF TENDERS  
Referred to in paragraph 13.3

Division .....

Sl. No.	Name of work	Name of Tenderer	Estimate Amount	Name of successful tenderer	Date of Acceptance and date of agreement	Reference to TDR No. date of Earnest Money Deposit and amount of Earnest Money deposit
1	2	3	4	5	6	7

SIKKIM PUBLIC WORKS DEPARTMENT  
(Referred to in Paragraph 16)  
PROFOMA FOR WEEDING OUT AND DESTRUCTION OF OLD AGREEMENTS

Sl No	Name of work	Agreement No.	Agency	Date of Commencement	Date of Completion stipulated date	Date of Completion actual	Estimated cost put to tender
1	2	3	4	5	6	7	8

Tendered amount	Percentage above /below	Vr. No & date of final bill	Amount of the final bill	Audit para if any	Arbitration if any	Remarks
9	10	11	12	13	14	15

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF AGREEMENTS  
*Referred to in paragraph 16.9*

Division.....

Sl. No.	Name of work	Reference to TS No. and Date	Amount in (Rupees)	Name of Contractor	Value of Agreement
1	2	3	4	5	6

Agreement No and Date	Reference to EMD	Period of Agreement	Remarks
7	8	9	10

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF DISPUTED CLAIMS OF CONTRACTORS  
*Referred to in paragraph 17.13*

Sl. No.	Name of contractor	Name of Work	Amount under dispute (in Rupees)	Reference to CB.Vr. No & date	Reference to correspondence	CB.Vr. In which settled
1	2	3	4	5	6	7

SIKKIM PUBLIC WORKS DEPARTMENT  
(Referred to in Paragraph 18.1)  
FORM FOR SITE ORDER BOOK

Name of work.....  
Date of commencement/period for completion.....  
Name of Contractor

Agreement No \_\_\_\_\_ Work Order No \_\_\_\_\_

Sl. No.	Remarks of the inspecting Officer or contractor	Action to be taken by whom	Action taken	Signature inspecting Officer

SIKKIM PUBLIC WORKS DEPARTMENT  
(Referred to in Paragraph 18.3)  
INSPECTION REGISTER

Sl. No.	Date and time	Officer's Name & Designation	Items inspected and Specific defects noticed and action to be taken.	Signature	Defects taken over to site Order Book letter written			Final action / result
					Site Order Page No./Letter No.	Date	Sign of AE/EE	
1	2	3	4	5	6	7	8	9

SIKKIM PUBLIC WORKS DEPARTMENT  
(Referred to in Paragraph 19.22)  
Accounts of Materials Issued to Contractors

Division..... Sub-Division.....  
Name of Work.....  
Name of Contractor \_\_\_\_\_

Description of materials Unit Estimated requirements Quantities	Total issue to The Work		Date initials of Sub- Divisional Officer	Dated initials of Divisional Accountant in token of check	Balance B/F to end of March	April 20... Progressive		
	2	3	4	5	6	7	8	9

Sub- Divisional Officer,

SIKKIM PUBLIC WORKS DEPARTMENT  
PROFORMA FOR HINDRANCE REGISTER  
(Referred to the paragraph 22.13)

SI No	Nature of Hindrance	Item of works which could not be executed on account of this hindrance	Date of Start of Hindrance	Date of removal of Hindrance	Overlapping period if any
1	2	3	4	5	6

Net Hindrance in days	Sig. of A.E.	Weight age of this Hindrance	Net effective days of Hindrance	Sig. of E.E/DE.	Remarks of Reviewing Officer
7	8	9	10	11	12

SIKKIM PUBLIC WORKS DEPARTMENT  
REPORT OF UNSERVICABLE STOCK AT STORES  
(Referred to the paragraph 35.2)

Division .....

Sub-Division .....

No or Qty	Description of unserviceable	Value in Books		Reasons for articles becoming unserviceable	Order of Authority
		Rate (Rs)	Amount (Rs)		
1	2	3	4	5	6

SIKKIM PUBLIC WORKS DEPARTMENT  
REGISTER OF CONTRACTORS  
Referred to in paragraph 38.3

Name and address of contractor	Class	Reference to authority for registration	Date of registration	Remarks

SIKKIM PUBLIC WORKS DEPARTMENT  
 CONTRACTORS LEDGER (STORE)  
 (Referred to in paragraph 8.4)

Name of materials \_\_\_\_\_

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

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

Date of Receipt	Quantity Received	Gate pass No. & Date/Self Purchase Tax Invoice No.	Source of Receipt (Name of Store/Name of firm)	Total qty. in stock	Date of issue	Qty issued to work and consumed	Balance in stock at site
1	2	3	4	5	6	7	8

SIKKIM PUBLIC WORKS DEPARTMENT  
 FORM 1  
 CASH BOOK

*Referred to in paragraph 2.50*

Circle Cash Book .....for the month of .....20.....

RECEIPT SIDE					
Date	Voucher No. or receipt	From whom received	Cheque No / TEO No.	Amount (Rs.)	Classification
1	2	3	4	5	6

PAYMENT SIDE							
Date	Voucher No.	To whom paid	Gross Amount	Adjustment details		Payment details	
				Details	Amount (Rs)	Cheque No. and date	Classification of charges
1	2	3	4	5	6	7	8



SIKKIM PUBLIC WORKS DEPARTMENT

FORM 7

STORES INDENT

*Referred to in paragraph 31.1*

STORES INDENT

DIVISION: .....

INDENT NO:

SUB - DIVISION .....Stores indent \_\_\_\_\_ Store

Sl. No.	Description of stores	Code No.	Quantity Indented	Quantity Issued	Unit	Rate	Value	Head of Account	Name of work / job (with name of contractor from whom value is recoverable)
						Rs	Rs.		
1	2	3	4	5	6	7	8	9	10

Name of the person to whom stores are to be delivered and his signature	Dated signature of indenter and his designation	Approved by	Issued on__	Received date and Signature	Bin Card No...	Ledger Folio No. and Sl. No. of item	Remarks, if any
11	12	13	14	15	16	17	18
Name signature	A.E.	D.E.	A.E.	Signature of supplying officer	Signature of Store Keeper ledger Keeper	Account Officer	
	Seal	Seal	(Store) Store)				

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 7  
*Referred to in paragraph 31.7*  
GATE PASS

No: \_\_\_\_\_  
Office Copy (White) \_\_\_\_\_ No: \_\_\_\_\_  
Materials issued against indent no: \_\_\_\_\_ Date: \_\_\_\_\_

SL No	Description	Quantity	Head of account	Name of work
			Vehicle No.	Name of Contractor

Prepared by \_\_\_\_\_ Gate Pass issued \_\_\_\_\_ Materials received by \_\_\_\_\_ Materials issued by \_\_\_\_\_  
Store \_\_\_\_\_ Junior Engineer \_\_\_\_\_ Store keeper \_\_\_\_\_  
Account Clerk (Stores) \_\_\_\_\_ (Also see overleaf)

**RULES OF GATE PASS**

1. Materials of the issued Gate Pass should be lifted completely on the same day up to 1600 Hrs.
2. In case of failure to lift the materials on the same day for reason beyond control, it should be informed to the Store Keeper who shall report to the Assistant Engineer / Divisional Engineer (Store) immediately to allow lifting of materials on the next day positively.
3. Any overwriting, corrections or alteration should be initialed by the Junior Engineer (Store) and the contractor or authorized representative of the contractor.
4. Any non-receipt of materials (if claimed later) unless already reported to the Assistant Engineer / Divisional Engineer (Store) shall not be entertained for issue and the responsibility shall not lie with the Store Division.

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 8  
*Referred to in paragraph 29.1*  
**Bin Card**

Name of article: .....  
Maximum stock: .....  
Code No: .....  
Minimum stock: .....  
Units: .....  
Issue rate: .....

Date	GRS No. Indent No.	Quantity received	Issued	Balance	Dated initial of Store keeper	Remarks
1	2	3	4	5	6	7

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 8A  
GOODS RECEIVED SHEET  
*Referred to in paragraph 29.1*

Division .....

Name of Supplier .....

Sub- Division .....

SL NO	Date	Invoice / RR No. or C	Purchase Order No and Date	Description of Materials	Store Code No.	Quantity	Unit	Rate
1	2	3	4	5	6	7	8	9

Amount	Incidental Charges	Amount including Incidental charges	Bin Card	Store Ledger folio	Reference to payment voucher No. of adjustment debit	Remarks
10	11	12	13	14	15	16

SIKKIM PUBLIC WORKS DEPARTMENT  
MATERIALS AT SITE ACCOUNTS  
FORM 35  
*(Referred to in paragraph 8.13, 8.14)*

Name of Contractor: \_\_\_\_\_

Name of work: \_\_\_\_\_ A/C bill / Final bill

Sl. No.	Items	Date of receipt of materials	From whom received	Challan No. and date	Quantity	Consumption at site	Balance
1	2	3	4	5	6	7	8

SIKKIM PUBLIC WORKS DEPARTMENT

FORM 40

REGISTER OF WORKS

Referred to in paragraph 8.7 & 8.8

WORK REGISTER

Reference Paragraph 8.7 & 8.8

Details of Sanction

1	Name of Work.	1	Civil Works Rs.
2	Technically Sanctioned Estimated Cost Rs.	2	Bridge Materials Rs.
3	Revised Cost Rs.	3	Pipes Rs.
4	Original Sanction Amount Rs.	4	Fittings Rs.
5	Additional Sanction Rs.	5	Tanks Rs.
6	Sanction Order No. Dated.	6	Contingency Rs.
7	Technical Sanction No. Dated.	7	W/C Establishment Rs.
8	Head of A/c	8	Water Supply & Sanitation
		9	Electrification

Date	Particularly Payment & M.B. No.	Materials issued		Storages Charges Rs.	Road Machinery Recoveries Rs.
		Advances	Recoveries		
1	2	3	4	5	6

10	Quality Control	Name of Contractor
11	Agency Charges	Address of Contractor
12	Temporary Restoration	
13	Diversions	
14	Land Compensation	Reg. No
15	Forest Compensation	Date of Commencement
16	Others (i)	Due date of completion
	(ii)	State Share Rs.
	(iii)	C.S.S./NLCPR/NEC/NABARD SHARE Rs.
	(iv)	

Taxes & CESS Rs.	Compensation Rs.	Royalty Rs.	Security Deposit Rs.	Contingency Rs.	Other etc. Rs.	Net Payable Rs.	Total Payment Rs.	Progressive Total Rs.	Signature of DDO
7	8	9	10	11	12	13	14	15	16

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 53  
Register of Transfer Entry Order  
(Referred to in paragraph 8.10)

No. \_\_\_\_\_

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

Adjusted in the account for: .....

Vide transfer entry book, item No: .....

Particulars of transaction with reasons for the proposed adjustment	DEBITS		CREDITS	
	Name of work and head of account	Amount (Rs.)	Name of work and head of account	Amount (Rs.)

Account Officer

Divisional Engineer

Official initiating transfer entry

For use in Pay and Accounts Office

Signature of Passing authority

SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 54  
TRANSFER ENTRY BOOK  
(Referred to in paragraph 8.10)

MONTH

Date	Item No:	particulars of Transaction	DEBIT		CREDIT	
			Name of work and head of account	Amount	Name of work and head of account	Amount
1	2	3	4	5	6	7

Accounts Officer

Divisional Engineer .....