

**SOUTH CENTRAL RAILWAY
OFFICE OF THE PRINCIPAL CHIEF ENGINEER
RAILNILAYAM, SECUNDERABAD - 500071**

No.W.B.12/XIII/1/17/JPO/ESO/W.R

Dt: 12.02.2021

ENGINEERING STANDING ORDER NO.92

Sub: Maintenance of Work Registers – reg.

Ref: Engineering Code Para no. 1473.

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1. As per the Engineering Code, Para no. E-1472, work register is a collective record of expenditure designed:

(i) for effecting control of expenditure on works with reference to estimates, by facilitating comparison between the expenditure incurred on each work and the detailed provision made in the estimate for work;

(ii) for effecting budgetary control, by facilitating a comparison between the budget allotment for the work and the actual expenditure to the end of the month; and

(iii) to enable any material modification occurring being spotted.

Single set of Works Register (E-1473)--Detailed Register of Works in Form E.1473 should be kept for all sanctioned works including those chargeable to Revenue, new minor work showing the amounts of estimates sanctioned. At the close of every month, the Register of Works should be totalled up and the monthly, yearly and 'up-to-date' totals for each work struck.

2. However, it is observed that, multiple Work Registers for single work are being maintained department-wise, which is contrary to the codal provisions as mentioned in the Para no.1473 of Engineering Code mentioned above. It is also observed that, the department-wise expenditure incurred against each work is not being updated in the work registers of the Coordinating Sr. Divisional Engineer/Sr. Divisional Electrical Engineer/Sr. Divisional Signal and Telecom Engineer, by other departments viz. Electrical, S&T etc.

In connection with the above, it is reiterated that, single set of work registers (as mentioned vide Para no.1473 of Engineering Code) should be maintained by the Coordinating Engineer with up-to-date expenditure, department-wise.

3. Name of the work shall be same where two or more departments are involved for the work. Work Registers are not being concurrently updated and getting updated only at the time of FCC and drawal of CR and this practice defeats the purpose of maintaining Work Registers. In this connection, henceforth, the following procedure to be followed towards maintenance of Work Registers:

i) Coordinating Engineer should enter the sanctioned estimate amount and allotted budget for each work in the Work Registers, department-wise. Other engineers

should enter the expenditure incurred against each work, whenever they approach Coordinating Engineer for certifying the budget. Coordinating Engineer shall ensure that updation of expenditure details in the Work Registers maintained by Coordinating Executive before certifying the budget for the work for which budget certification is requested. Concerned DA in the office of Coordinating Engineer should certify on the bills that the Works Register is updated with expenditure details of all concerned departments and Sr. DFM should admit the bills only with such certification by DA of Coordinating Engineer. At the close of every month, the Register of Works should be totalled up department-wise and reconciliation should be done with the Accounts as per the codal provisions.

- ii) With a view to facilitating control over works expenditure against estimate as well as allotment, the Accounts Officer shall furnish monthly statement showing estimated cost, allotment during the year, expenditure during the year and up-to-date expenditure incurred on each work, department-wise to the Executive Engineer (Co-ordinating). Month-wise and Department-wise expenditure details with CO7 & IVs Nos and date are to be posted in Work Register and monthly reconciliation as per IPAS figures to be done. Wrong bookings if any detected during the reconciliation should be rectified prior to the closure of Monthly Account.
4. It is observed that Work Registers are not being maintained as per the codal provisions duly posting all the details in Works Registers. One of the example of such deviation is ... upon sanction a work, clear bifurcation of various components like contractual payment, Dept. charges, maintenance charges etc.. are not being posted, thereby, funds are being utilized solely for contractual payments. Other unused/unexecuted components are supposed to be shown as savings, but being consumed by items not covered in the estimates in deviation of the codal provisions. In this connection, it is reiterated that "Work Registers are to be maintained as per the codal provisions, duly posting all the details in Works Registers with a clear bifurcation of various components like contractual payments, Dept. charges, maintenance charges etc.
5. Works physically completed are to be reviewed and identified and efforts to be made for drawal of Completion Reports duly speeding up the process of clearance of Final Bills and accountal of adjustments against the work.
6. Incurred expenditure is not being tallied with IRPSM ID. Updation of IRPSM data should be tallied with data of Work Register. Before deletion of work from IRPSM, executive should ensure that the work is completed or pre-closed.
7. Revised sanction for Excess over Estimates should be obtained before drawal of Completion Report as the inordinate delay is being noticed in regularization of expenditure.


(Sanjiv Agarwal) 15/12/2021
Principal Chief Engineer

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Sr.DEN/Co-ord/SC, HYB, BZA, GTL, GNT & NED for necessary action.
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