



KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

Corporate Identity Number (CIN) : U40109KA1999SGC025521

Regd. Office of the Company : Corporate Office, Kaveri Bhavan, K.G.Road, Bengaluru-560009.

Sub:- Regarding measurements of civil works, costing more than Rs.25.00 lakhs, using Electronic spreadsheets and making computations thereof.

Ref:- 1. G.O. No. FD 56 Pro- Cell 2004 dated 18/01/2005.
2. KPTCL/HRDC/Civil/2018-19 dated 16/11/2018.

Preamble:

1. Paragraphs 348 to 363 of KEB Accounts Manual Volume-II, Part A, details the instructions regarding record of measurements, rules for taking measurements, keeping measurement books, record of measurements and check measurements. The salient instructions are:
 - i. The measurement book is the most important record, since it is the basis of all accounts of quantities, whether of work done by daily labour or by the piece work or by contract or of supplies of building materials such as slabs, bricks, sand, jelly etc., received which have to be counted, or measured or weighted.
 - ii. The measurement book is generally in use in the Board for all works. There should be only one measurement book for each work or for each class of work. In respect of large works, one measurement book for different sub heads of the work may be used, if necessary.
 - iii. The measurement books should always be retained by the executive subordinate in charge of the work for measuring the work done and to record the measurements so taken. No copies of detailed measurements should ever be made.
 - iv. As all payments for works or supplies of building materials are based on the quantities recorded on the measurement book, it is incumbent upon person taking the measurements and record the quantities clearly and accurately.
 - v. Measurements should be taken and recorded by the executive subordinates in charge of the works. When measurements are taken by two or more officers, jointly, the entries should always be recorded and signed by the senior most officer.

- vi. Measurements of all works and repairs taken and recorded by the executive subordinates should be checked every month by the officers who are in charge of the execution of works.
 - vii. All entries should be continuously recorded in the measurement book at the work spot in ink. The recorded entries should be free from corrections and over-writings. If a mistake is made, it should be corrected by crossing out the incorrect words/ figures and re-writing the words / figures correctly and attested by the officer/ subordinate making the correction with his dated initials. When any measurements are cancelled, the cancellation must be supported by the dated initials of the officer ordering the cancellation or by a reference to his orders duly attested by the officer who took the measurement. In either case, the reasons for the cancellation should be recorded. A reliable record is the object to be aimed at, as it may have to be produced as evidence in a court of law.
 - viii. From the measurement book all quantities should be clearly traceable into the documents on which payments are made and a reference to the voucher in which the quantities are entered for payment as well as the date of entry should be given by a endorsement in RED INK, upon the original entries in the measurement book. No contract certificate or bill should be signed without thus crossing off the connected entries in the measurement book and the document on which payment is made should invariably bear a reference to the number and page of the book in which the detailed measurements are recorded.
2. As per the Government order dated 18/01/2005, regarding recording of measurement of works and supplies, in respect of works contract of value more than Rs.25.00 lakhs, the contractors are responsible for submitting the bills duly supported by hard copy of detailed measurements of work using electronic spreadsheets and making computation thereof. The contractor shall submit diskette / CD ROM in addition to the hard copy.
 3. The Administrator, HRD Centre, has requested to follow the said Government order regarding recording of measurement of works pertaining to construction of multipurpose Auditorium, Amphitheatre, Executive Hostel block, Additional hostel block for Trainees, Executive Conference Hall and other allied works at HRD Centre, using electronic spreadsheets.
 4. Considering the fact, that recording of measurements in measurement books as per the provisions of Accounts Manual, in respect of major civil construction projects of value more than Rs.25.00 lakhs, results in lot of

clerical work by the Technical officers, whose primary duty is supervision of work in the field. Further, verification of the huge measurements in respect of major building construction works, for passing of bills is also tedious and time consuming.

5. The issue has been examined in detail and hence this order.

KPTCL/B9/85316/18-19/ Bengaluru

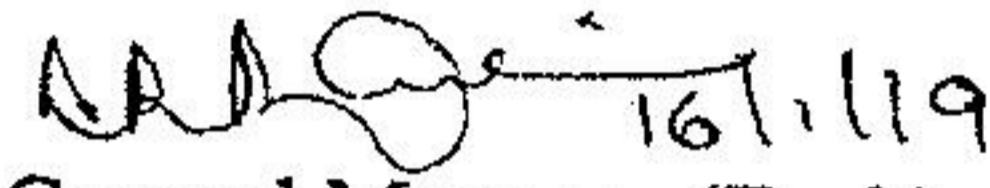
Dated 16/01/2019

Based on the Government order dated 18/01/2005, this order is issued for recording of measurements of civil works costing more than Rs.25.00 lakhs. This order shall supersede the current instructions in paragraphs 348 to 363 of KEB Accounts Manual, Volume II, part-A to the extent relevant in respect of civil works costing more than Rs.25.00 lakhs.

1. In respect of civil works contracts of value more than Rs.25.00 lakhs, the contractors shall be made responsible for submitting bills both in soft and hard copy of detailed measurements of work using electronic spreadsheets and making computations thereof. The contractor shall submit diskette / CD ROM in addition to the hard copy.
2. The field engineer in direct charge of the work shall take independent measurements of the work and enter the same in the electronic spreadsheets and do computations thereof. The field engineer can make use of the detailed measurements as given by the contractor in the diskette / CD ROM. In any case, the responsibility for the correctness of the measurements shall be entirely of the field engineer as prescribed in the Accounts Manuals.
3. The measurements would be checked by the Officers from the hard copy of the spreadsheet as per present stipulations and computations would be made accordingly.
4. The counter signature of the contractor or his authorized agent shall be obtained on each page in the hard copy of the detailed measurement spreadsheets prepared by the field engineer, which will be binding on the contractor in all respects.
5. The hard copies of the detailed measurement spreadsheets shall be indexed, bound, numbered serially and stored, which shall be treated as the measurement books for all practical purposes, as referred to in the Accounts Manuals. All pages of the measurement spreadsheets shall be signed by the field engineer and checked and corrected by the Assistant Executive Engineer in charge of the work.

6. An index shall be prepared for each contract / work, which shall show the details of the bills, reference to measurement books and vouchers. Similarly, the diskettes / CD ROMs shall be indexed and stored.
7. The current provisions and instructions regarding measurement books in paragraphs 348 to 363 of KEB Accounts Manual Volume II, part-A shall continue to be applicable for all civil work contracts of value Rs.25.00 lakhs and less.
8. This order shall apply to the ongoing work of construction of Multipurpose Auditorium, Amphitheater, Hostel and other allied works at HRD Centre, Hoody and the work of construction of Indhana Bhavan office complex at A.R. Circle, Bengaluru.
9. This order shall apply prospectively in respect of all other civil work contracts of value more than Rs.25.00 lakhs and shall not be applicable for contracts concluded in the past and in respect of ongoing works their part bills have already been paid.

By order



Deputy General Manager (Tech)
KPTCL, Bengaluru.

Copy to:-

1. All Chief Engineers (Ele), KPTCL.
2. All Financial Advisors, KPTCL, Kaveri Bhavan, Bengaluru.
3. The Company Secretary, KPTCL, Kaveri Bhavan, Bengaluru.
4. All Superintending Engineers (Ele), KPTCL.
5. The Superintending Engineer (Civil), KPTCL, Kaveri Bhavan, Bengaluru.
6. The Superintending Engineer (Ele), (IT & MIS), KPTCL, Kaveri Bhavan to publish in KPTCL website.
7. The Deputy General Manager (P), KPTCL, Kaveri Bhavan, Bengaluru.
8. All Controller of Accounts KPTCL.
9. All Executive Engineers (Ele) / (Civil), KPTCL.
10. All Deputy Controller of Accounts, KPTCL.
11. All Assistant Executive Engineers (Ele)/ (Civil), KPTCL.
12. All Accounts Officers, KPTCL.
13. SPS to Managing Director/ Director(F)/ Director(T)/ Director (A&HR), KPTCL, Kaveri Bhavan, Bengaluru.
14. SA-II Records Corporate office Kaveri Bhavan, Bengaluru.