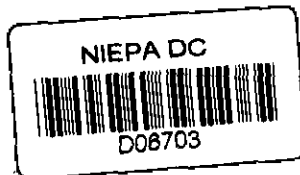


GOVERNMENT EDUCATIONAL
INSTITUTIONS (SCHOOLS)
BUILDING FUND
RULES, 1979



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Date..... 11-3-92



Copy of letter No. 4/3/78-Edu III-(2) dated Chandigarh, the 20.12.79 from the Secretary to Govt. Haryana, Education Department addressed to the Director of Public Instruction, Haryana and other concerns.

Sub :—Haryana Government Educational Institution (Schools) Building Fund Rules, 1979.

1. Reference your memo No. 19/130-77 WK(3) dated 19.11.79 on the subject noted above.
2. Sanction of the Governor of Haryana is hereby accorded to the repealing of the Government Educational Building Fund Rules, 1966 (amended upto 31-10-73) w. e. f. 1.1.79 and to frame the new rules called. The Government Education Institutions (Schools) Building Fund Rules 1979, as per annexure.
3. This issues with the concurrence of the Finance Department conveyed vide their U. O. No. 11/14/79-3FDII/5722 dated 20.12.79.

Sub. Systems Unit,
National Institute of Educational
Planning and Administration
17-B, Sarafai Marg, New Delhi-110016
DOC. No.....
Date.....28/6/82.....

**GOVERNMENT EDUCATIONAL INSTITUTIONS (SCHOOLS)
BUILDING FUND RULES, 1979**

**Short title and
commencement**

1 (i) These rules shall be called Haryana Government Educational Institutions (Schools) Building Fund Rules.

(ii) They shall come into force from 1.1.79.

Definition

2 (a) In these rules the expression :—

(i) Fund means the Government Educational Institutions (Schools) Building Fund and includes allocation out of the collections from students to the common Pool with the Block Education Officer, District Education Officer and the Director of Public Instruction.

(ii) Government Educational Institutions : includes a Government Primary School, Government Middle School, Government High/Higher Secondary School, a Junior or Senior Model School, Government JBT Institution or a unit attached to a Government School, a special school, and such other institution as may be declared as such by Government in the Education Department from time to time.

(iii) "Competent Authority" means the authority specified in Rules 10 and 11 of these rules.

(iv) "Government" means Government of Haryana in the Education Department.

(b) Other expressions used in these rules shall have the same meaning as is assigned to them in Haryana Education Code unless different meanings are specially assigned or appear from the context.

3. The following income shall constitute the fund :—

**Constitution of
Funds**

(a) Subscription to the fund by students of Government Educational Institutions.

(b) Grants contributions from Local Body, Parents-Teachers Associations or Individuals.

(c) Receipts from any other sources.

Every student of a Government Educational Institution (Schools) shall subscribe to the Fund at the following rates in the first month of the academic session or at the time of first admission to the Government Educational Institution (Schools) :

**Rate of sub-
scription**

(i) Primary Classes (I to V) Rs. 2/-p.a.

- (ii) Middle classes (VI to VIII) Rs. 4/-p.a.
- (iii) High/Hr. Sec. Classes Rs. 10/-p.a.
(IX to XI) JBT classes and
classes in special schools.

Note:—(i) The above rates shall also be applicable to the pending classes in Government Nursery Schools, Rural and Urban Kindergartons and Junior and Senior Model Schools.

(ii) Subscription to the fund shall be charged from each student at full rate irrespective of the fact that he/she is enjoying any fee concession. In case of brothers/sister studying in the Government Educational Institutions, quarterly instalments, the first instalment to be paid at the time of first payment of dues.

(iii) Subscription to the fund shall not be charged from the student for the second time on migration from one Government Educational Institution to another during the academic year.

Custody of the
Fund

5. The fund shall be in the nature of Local Fund Deposit. The balance of the Fund shall be lodged in the Treasury/Sub-Treasury as a Personal ledger Accounts or in the Local or the nearest Post Office as a Saving Bank Account or into the State Bank of India and the fund shall be operated upon by the authorities specified in the following tables :—

Sr. No.	Particulars of the institution/ common Pool.	Balance of the Fund where to be kept.	By whom to be operated upon.
1.	Institutions the Heads of which are not drawing and Disbursing Officers or Institutions as are situated beyond five miles radius of a Treasury/Sub-Treasury.	In the Local or the nearest Post Office having Banking facilities	Head of the Institution.
2.	Common Pool of the Block Education Officer.	In the Local or the nearest Post Office having Banking facilities.	Block Education Officers.
3.	Institution, the Heads of which are Drawing and Disbursing Officer and the Institutions are situated within three miles radius of Treasury/Sub-Treasury.	In the Personal Ledger Account in the Treasury or sub-Treasury.	Heads of the Institution.
4.	Common Pool of the District Education Officer.	In the Personal Ledger Account in the Treasury/Sub-Treasury.	District Education Officer.

6. Whenever any institution is closed or ceases to function the balance of amount in the Building Fund shall be transferred to the Block Level Pool, District Pool, and State Level Pool as indicated below :—

Transfer of Funds of the Educational Institutions closed/ceases to function

Sr. No.	Name of the Institution	To whom the Balance of amount of Building Fund is required to be transferred.
1.	Government Primary Schools.	Common Pool of the Block Education Officer concerned.
2.	Government Middle/High/Higher Secondary School and JBT Schools.	Common Pool of the District Education officer.

Provided that a Separate account of such an amount would be maintained by the each institution so that on revival of the old institution the amount would be returned. Similarly account would be also maintained by the authority who received the amount of closed institutions.

7. The fund shall be utilised on the following objects :—

(i) On Government owned buildings, rented buildings and rent free public buildings in the following manner :—

I IN CASE OF GOVERNMENT OWNED BUILDINGS :

(a) To carry out, as a first priority, ordinary and special repairs.

(b) To improve the campus by providing additional accommodation making alterations, constructing boundary wall, urinals and lavatories, providing drinking water facilities, electric instalations and providing such other amenities and facilities, as Government may approve.

II IN CASE OF RENTED BUILDINGS.

(a) To form a corpus for purchase of a site :

(b) Construction of building.

(c) Purchase of a building to house the educational Institution.

(d) To provide such amenities and facilities in the rented buildings as Government may approve provided the amount so incurred is deducted from rent payable to the owner in respect of building which may be rented on or after the date from which

these rules come into force by making suitable provision in the agreement while renting the buildings.

III IN CASE OF RENT FREE PUBLIC BUILDINGS :

- (i) To carry out repairs and to provide such essential amenities and facilities as Government may approve.
 - (ii) For the creation of a common Pool.
 - (iii) To sanction a grant to a local body/parents-Teachers Association or any individual upto maximum of 50% of the cost of a work which the body, Association or Individual Volunteers to execute, with a view to improving the campus of Government Educational Institutions.
 - (iv) On payment of miscellaneous charges connected with the administration of the fund such as :—
 - (a) Ordinary contingent charges viz purchase of stationery/ forms and registers.
 - (b) Travelling allowance charges of employees members etc. as may be determined by the Director of Public Instruction Haryana.
 - (c) Payment of audit fee.
 - (d) On such other objects as Government may be general or special orders approve.
- 8(i) There shall be common pool of the Director of Public Instruction, Haryana, the amount of which shall be kept in the State Bank of India at the Headquarter and it shall be operated upon by the Director of Public Instruction, Haryana or his nominee.
- (ii) There shall also be a separate common pool at District level/ Block level. The accounts of these pools shall be kept in the State Bank of India and shall be operated upon by the concerned District Education Officer/Block Education Officer in their own jurisdictions.

Note :— While utilising the funds, the priority shall be given to the repair of such buildings which are not borne on PWD books so that buildings are upgraded to the specifications laid down by the PWD for taking over buildings on their books.

- (ii) The repairs, addition and alteration shall invariably be carried out through PWD.
- (iii) The amount of the Building Fund collected by the Educational Institutions from 1-1-79 shall be distributed in the following manner.

- | | |
|--|-----|
| (i) Common Pool of the D.P.I. Haryana | 80% |
| (ii) Common Pool of DEO in respect of High/
Higher Sec. School, JBT & Middle School
and Block Education Pool in case of Pry.
Schools. | 10% |
| (iii) Amount to be kept by the Educational
institution concerned. | 10% |

The amount of Building Fund meant for pool of DPI Haryana Distt. Education Officer and Block Education Officer shall be remitted by the Heads of Institutions direct through Bank Draft by 15th October of the year in respect of the amount of Building Fund collected by the school upto 30th September and by the 15th March in respect of the amount collected after 30th September. The Director, Public Instruction, District Education Officer, Block Education Officer shall acknowledge the amount so received by issuing a receipt in form B.F. VII.

- (iv) 60% of the balance of the Building Fund amount available with the school and 80% of the pool money lying at the Block/Distt. on 31-12-78, shall be transferred immediately through Bank Draft in the common pool account of DPI Haryana.

9 (i) The fund shall be utilized on the repairs/additions and alterations of the existing Buildings of the Educational Institutions (Schools) in such a manner that the building not borne on PWD Books are upgraded according to the specifications laid down by the PWD for taking over buildings on their books. The repairs, additions and alterations shall invariably be carried out by PWD.

Utilization of
the Fund

- (ii) The collection received in the common Pool money by the Block Education Officer/District Education Officer from the schools in the jurisdiction shall be spent on the repair/improvement of schools in his Block/District. The District Education Officer shall distribute his pool money to the Educational Institutions of his district in consultation with the concerned sub-Divisional Educational Officer and the Head of Institution keeping in view the need of the school. The Block Education Officer will distribute the amount of his common pool money to the school under his jurisdiction with the approval of concerned sub-divisional Education Officer.

10. The Heads of the Institutions shall have power to incur expenditure on works upto the following limits.

Power to incur,
expenditure

- (a) Rs. 100/- in the case of Primary schools.
(b) Rs. 300/- in the case of Middle Schools.
(c) Rs. 1000/- in the case of High/Hr. Sec./Junior/Senior Model and special Schools, and JBT Institutions.

(iii) The District Education Officers shall have power to accord administrative sanctions to an estimate of a work to the following extent :—

- (a) Rs. 500/- in the case of a Pry. School.
- (b) Rs. 1500/- in the of Middle school.
- (c) Rs. 5000/- in the case of High/Hr. Sec./Junior/Senior Model/ Special Schools and JBT Institutions. No work costing more than Rs. 1000/- each shall be commenced unless technical sanction has been obtained from the Block Overseers of PWD (B & R).

Powers of the
Advisory Com-
mittee

11. The State level building Fund Committee shall have power to sanction the expenditure out of common pool money to any extent. copies of all such sanctions shall be endorsed to the Govt. who will bring them to the notice of the Minister Incharge. A copy of these sanctions shall also be endorsed to the Examiner Local Fund Accounts, Haryana.

Constitution of State Advisory Committee

12. There shall be an Advisory Committee at the State level to tender advice regarding the utilization of pool money to accord administrative approval for the execution of works on the basis of estimates received from the PWD and to accord sanction to incur expenditure out of the common pool account of DPI Haryana.

The advisory Committee shall have the following members.

- (1) Director of Public Instruction (School) Haryana, (Chairman)
- (2) Deputy Secretary to Govt. Haryana, Education Deptt. (Member)
- (3) Superintending Engineer Incharge PWD (B & R) Circle or nominee of the Engineer-in-chief. (Member)
- (4) Officer Incharge of Works Branch in the Education Deptt. (Member)
- (5) One District Education Officer. (Member)

Note :—The committee shall meet frequently according to need and shall fix priorities of work to be under-taken under the academic year.

Execution of
the work

13. The works pertaining to repairs/additions and alterations shall be carried out by the special Divisions of PWD (B&R) However, the Director of Public Instruction, Haryana or his nominee shall be competent to execute the work at any time.

Detailed instruc-
tions & account-
ing procedure

14. a)(i) Expenditure out of the Fund shall be incurred in accordance with the estimates approved by the Competent Authority.

- (ii) Preparation of the Estimate (a) No work/repair shall be undertaken unless the estimate is approved by the competent authority.

- (b) Estimates shall be prepared by the Head of the Institution with the assistance of technical expert in form B.F. II in case of minor works.

The estimates shall all in the following three categories :—

- (1) Ordinary repairs.
- (2) Special repairs.
- (3) Additional and alterations in the building.

Note: Special repairs include:—

- (i) Reconstruction of fallen roof and walls of room.
 - (ii) Replacement of white ant eaten or old doors windows and broken panes.
 - (iii) Reconditioning of floors.
 - (iv) Repairing hand pumps, water taps, water reservoirs and sanitary conveniences.
 - (v) Any other item especially approved by the Block Education Officer in the case of Primary schools and District Education Officer in the case of Secondary schools.
- (c) The cost of work/repair may be worked out under the following heads :—
- (i) Labourer.
 - (ii) Material
 - (iii) Carriage.
 - (iv) Contingencies
 - (d) The cost of labour shall consist of a payment to skilled and un-skilled labourers employed on daily wages for the execution of work. The material shall include bricks, iron, cement lime wood and such other articles as may be actually needed for the work. The cost of carriage shall include the cost of transportation, loading and un-loading charges of the material from the place of purchase to site of the work. The cost of contingencies may be added at the rate of 10% of the total cost on the first three items meet unforeseen charges.

Note -- The amount provided for contingencies shall be spent most economically and prudently. Provision of the amount does not constitute authority for incurring the expenditure (iii) Tender quotations: The work/repair at the site shall be executed either through a contractor engaged for providing labour only or departmentally or by the village Panchayat by engaging labour on daily wages under the supervision of the Head of the Institution. When the work is entrusted to a contractor, tenders

shall be invited and the lowest tender shall be accepted unless for reasons to be recorded in writing, a tender other than lowest is accepted.

Each tender shall be accompanied by earnest money equal to 1/10th estimated cost of the work and the tender shall be submitted on the basis of the sanctioned estimates (viz above, below or at par of the amount. The earnest money of the successful tenderers shall be retained as security till the completion of the work to be refunded at the time of final payment by adjustment. In other cases, the earnest money shall be refunded forth with. All material required for the execution of the work repair shall be purchased after inviting quotations in respect of the items, the estimated cost of which is in excess of Rs. 100/-.

- (iv) **Muster Rolls** :—In case of minor work or repair of value not exceeding Rs. 500/- muster rolls shall be maintained in Two parts in form B.F. III part I showing the attendance of the labour engaged on the work and part-II showing the progress of the work.
- (v) **Stock Register** :—Material purchased or otherwise received shall be entered in register in form B.F. IV. Any surplus material shall be disposed of by public auction and the amount credited to the fund.
- (vi) **Measurement** :—All works to value of which exceeds Rs.1000/- shall be measured and measurements recorded in the measurement book in form B.F.V. measurement shall be recorded on the spot. Red lines shall be drawn across each page after the payment is made. Measurement book shall be entered in the stock register and retained as a permanent record.
- (vii) **Inspection of Work** : Whenever an Officer of the Education Department visits an educational institution, he shall inspect the work, if in progress ensure that the funds are collected regularly and proper accounts are maintained.
- (viii) **Completion Certificate** :—The school at least the bigger one must be inspected in order to examine the accommodation and the extent of repair needed for the building. As soon as a work is completed, a completion certificate in form B.F.VI shall be recorded by technical authority which sanctions the estimate technically in respect of the work costing more than Rs. 1000/- and by the Administrative Authority in respect of the work upto Rs. 1000/- is competent to accord administrative approval.
 - (i) Labour charges (Muster roll-wise or contractor bill wise)
 - (ii) Cost of material
 - (iii) Cost of carriage
 - (iv) Contingencies.

(v) Total.

(ix) **Payee's receipts** :—All Receipts for amounts exceeding Rs 20/- shall be duly stamped. The cash memos will not constitute proper legal acquittance unless payment is acknowledged thereon by the actual payees and receipt duly stamped.

(x) **Account Records** :— (a) A cash book shall be maintained in form B.F. I in which all receipts and expenditure transactions will be recorded in the chronological order. All entries shall be made on the actual date of transaction or as soon as possible thereafter. No amount of receipts shall be utilised direct for expenditure. Ordinarily, the payment of amount exceeding Rs. 200/- shall be made by cheque where banking facilities exist.

(b) The cash book shall be closed, balanced and reconciled with the Bank Treasury Pass Book on the close of the each month and shall be regularly signed by the Head of the Educational Institution or such officer as may be designated by the Director of Public Instruction, Haryana, who shall be personally responsible for the accuracy of all entries recorded therein. He shall also be responsible to ensure that all subscriptions are collected in time and all receipts are credited to the fund intact.

(c) All account shall be supported by vouchers muster rolls and quotations tenders and record thereof shall be properly kept in the office of the Head of the Educational Institution for audit as and when necessary, for at least 10 years.

(d) Temporary advances shall not ordinarily be drawn and if drawn, shall be adjusted by the end of next month. A register of advances shall be maintained in the form in use in the educational institutions and the adjustment of the advances shall be watched by the Head of the Educational Institutions.

15. The audit of the fund accounts shall be conducted by or under the orders of the Examiner, Local Fund accounts, Haryana. Audit fee shall be charged at such rates as may be approved by the Govt. in consultation with the State Finance Department.

Audit of the
Fund

16. The Govt. Educational Institutions Building Fund Rules, 1966 applicable to the Govt. Primary/Middle/High and Higher Secondary Schools/Government Junior and Senior Model Schools and Special Schools shall cease to be operative and as such w.e.f. 1-1-79.

Repeal and
Savings.

Provided that any action taken under the old existing rules shall be deemed to have been taken under these rules.

FORM B.F.II

Rule No. 14 (b) (1)

SPECIMEN ESTIMATES

Name of the Estimate Repair of the Govt.
Building at

DESCRIPTION OF REPAIRS

I Essential such as—

- (a) Reconstruction of a fallen roof, walls or room.
- (b) Replacement of white ant eaten or old doors, windows *broken* panes.
- (c) Reconditioning of floors.
- (d) Repairing hand pump, water tap, water reservoirs, urinal *and* lavatory.
- (e) Any other item.

II Ordinary such as—

- (a) White washing of walls
- (b) Plaste-ring floor roofs.
- (c) Making parapits or repairing boundary walls.
- (d) Petty repairs, to khura, doors, windows and shutters.
- (e) Other items :

III Quantity of work to be done such as—

- (a) White washing Ft. in rooms.
- (b) Plastering roof and floors Ft.
- (c)
- (d)
- (e) and so on.

IV Requirements—

Cement Bags	Kilograms.
Plaster	Kilograms.
Bricks	Nos.
Irons bars	Kilograms
Lime	Kilograms.

Electric Goods and so on ii

I *Con-*

(a) *Labour* @

(b) *Carpenter for days* @

(c) *Mason for days* @

(d) *Woodwork for days each* @

II *Materials*

Kilograms lime @

No. of bricks @

Cement @

(iii) *Carriage charges of the above materials*

(iv) *Contingent expenditure.*

Total:

Ordinary Repairs

(i) *Labour* @

(ii) *Carpenter for days* @

(iii) *Mason for days each* @

II. *Materials—*

Kilograms lime @

No. of bricks @

Cement @

(III) *Carriage charges of the above material.*

(IV) *Total.*

Grand total:

Approved for Rs.

Signature
Head of the Institution.

FORM B.F.II

Rule No. 14 (b) (1)

SPECIMEN ESTIMATES

Name of the Estimate

Repair of the Govt.
Building at

DESCRIPTION OF REPAIRS

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III Quantity of work to be done such as—

- (a) White washing Ft. in rooms.
- (b) Plastering roof and floors Ft.
- (c)
- (d)
- (e) and so on.

IV Requirements—

Cement Bags	Kilograms.
Plaster	Kilograms.
Bricks	Nos.
Irons bars	Kilograms
Lime	Kilograms.

*Electric Goods and so on***I Cost—**

(a) Labour	@
(b) Carpenter for days	@
(c) Mason for days	@
(d) Mazdoors for days each	@
II—Materials	@
Kilograms lime	@
No. of bricks	@
Cement	@

(iii) Carriage charges of the above materials

(iv) Contingent expenditure.

Total:

Ordinary Repairs

(i) Labour	@
(ii) Carpenter for days	@
(iii) Mason for days each	@
II. Materials—	
Kilograms lime	@
No. of bricks	@
Cement	@

(III) Carriage charges of the above material.

(IV) Total.

Grand total:

Approved for Rs.

Signature
Head of the Institution.

FORM B.F. V**Rule 14 (Notes VI)****MEASUREMENT BOOK**

Book No.

Name of the Officer

Name of the Institution Common Pool.

Date of first entry.

Date of last entry.

INSTRUCTIONS OF POSTING

The Measurement Book is a most important record being the basis of all accounts of quantities, whether of work done by daily labour or by the piece or by contractor or materials received which have to be counted or to be measured. The description of the work must be lucid, so as to admit easy identification and check.

2. For large works a separate measurement book may be set apart or if found convenient two or more books may be sent apart for different classes of work.

3. Detailed measurement should be recorded only by the Overseer Incharge of works to whom Measurement Books have been supplied for this purpose.

4. Each set of measurement should commence with entries stating :—

(i) In the case of bills for work done :

- (a) Full name of work as given in estimate.
- (b) Situation of work, exact locality.
- (c) Name of contractor.
- (d) Number and date of his agreement or work order.
- (e) Date of written order to commence work.
- (f) Date of actual completion of work.
- (g) Date of measurement.

(ii) In case of bills for supply of Materials:—

- (a) Name of suppliers.
- (b) Number and date of his agreement order.
- (c) Purpose of supply in one of the following forms applicable to the case.

- (i) "Stock" (for all supplies for stock purposes)
- (ii) "Purpose" for direct issue to (here enter full name of work as given in estimate) for issuing to contractor.
- (d) Date of written order to commence work.
- (e) Date of actual completion of work.
- (f) Date of measurement.

and should end with the dated initials of the persons making the measurement. See also article 119 of account code Vol. II. A suitable abstract should then be prepared which should collect in the case of Measurements for work done, the total quantities of each distinct item for work relating to each sanctioned sub-head.

Note:—In regard to item 4 (I) (e) and 4 (II) (d) the date of the written*** Order to commence work should only be given if the work order has been issued or a contract agreement has been executed. Where no such order is issued to commence work of supplies the word—Nil may be noted.

No page should on any account be torn out of a book nor should any entry be erased or disfigured so as to be illegible if a mistake be made it should be corrected by cancelling the incorrect words or figures with a single stroke of the pen or pencil and by writing in the correct words or figures separately and the correction thus made should be initialled and dated. All signatures and initials made in the measurement Book should be dated.

6. All measurements must be neatly recorded in the authorised form of Measurement Book and in no other. The entries should be made if possible in ink, but when this is not possible and entries have to be made in pencil, the pencil entries in the "contents or areas" columns should, however, be made in ink in the first instance and not inked over.

7. As all payments for work or supplies are based on the quantities recorded in the Measurement Book, it is incumbent upon the person taking the measurement to record the quantities clearly and accurately. If the measurements are taken in connection with a running contract account on which work has been previously measured he is further responsible :—

- (i) that reference to the last set of measurement is recorded and
- (ii) that if the entire job or contract has been completed the date of completion should be duly noted in the prescribed place. If the measurements taken are the first set measurements on the running account or the first and final measurements that fact should be suitably noted against the entries concerned and in the later cases, the actual date of completion noted in the prescribed place.

8. Entries should be recorded continuously in the measurement Book and no blank pages should be left. Any pages left blank inadvertently must be cancelled by diagonal lines, the cancellation on being attested and dated.

9. When any measurements are cancelled, the cancellation must be supported and dated initials of the officer ordering the cancellation or by the reference to his order initiated by the officer who made the measurements. In either case the reason for cancellation should be recorded.

10. Each measurement book should be provided with an index each should be kept upto date.

11. The clerk ordered by the Disbursing Officer is responsible for the arithmetical check of all calculations entered in a measurement book and he must initial (with date) each account in the book, in token of having so checked it.

12. The officer making the measurements must calculate in "contents or area" of each measurement and enter it in ink and abstract the results himself. The measurement book should then be submitted to the paying officer for his orders. If he is satisfied that a bill should be prepared and that the name of estimate has been correctly entered, he will check rates if entered, or fill in the correct rates and initial an order in the measurement book to the responsible clerk to check and prepare the bill.

13. When an officer or subordinate is required to submit his measurement book, with his accounts to the Divisional or Sub-Divisional Officer, he should be supplied, if necessary with the second book for alternate use.

14. From the Measurement Book all quantities should be clearly traceable into the documents on which payments are made. When payment is made for the work measured every page of the book recording the measurement must be invariably scored out by a disposal red ink line, and an endorsement must be made in red ink on every abstract of measurements giving a reference to number and date of the voucher of payments. These diagonal lines and endorsement must be made by Disbursing Officer himself at the time of payment immediately. For the purpose of making the endorsement a rubber stamp as below may be used, but care should be taken not to obliterate any figure when using it.

Paid vide voucher No. _____

Dated

Head of the Institution (Initial)

15. The voucher for payment must invariably bear a reference to the number and page of Measurement book in which the measurements are recorded also to the number and date work order.

16. All Measurement Books in use must be sent in once a year on the date fixed by the Government to the Divisional Officer for the personal scrutiny of the Divisional Officer and should be returned to the Division within 15 days.

17. On the occasion of transfer it will be the special duty of the Heads of the Institution to see that the Measurement Book with the relieved officer at the time are recorded in the transfer papers by the number they bear and are acknowledged by the relieving officer, and that necessary corrections made in the name of the officer on the fly leave on the Measurement Book.

18. In case of Measurement Book is lost an immediate report should be made of the facts of the case and this report be promptly forwarded to the Govt. together with the explanation of all parties concerned or responsible to the loss index.

Book No.

Name of the work

Situation of work

Agency by which work is executed

Number and date of agreement work order.

Date of written order of commence work :

Date of actual completion of work

Date of Measurement :

(The above lines should be repeated at the commencement of the measurement relating to each work).

FORM B.F. VI**Rule 14 (Notes) (VIII)****COMPLETION CERTIFICATE**

Certified that the work has actually been executed at site per description given in the approved estimate and a sum of Rs.----- has been spent on ordinary repair/special repair/minor repairs and all vouchers in support of expenditure have been placed on record in the Institution.

Technical Authority.

FORM B.F. I

Rules. 10 (X) (a)

CASH BOOK OF THE BUILDING FUND

Income from Building Fund

Expenditure from the Building Fund.

Date	Details of receipts	Amount	Gross receipts deposited	Amount drawn from the fund for expenditure	Attestation by the Head of Institution	Date	Voucher No.	Details of payment	Amount	Cheque No. & Date	Attestation by the Head of institution.

FORM B.F. VI

Rule 14 (Notes) (VIII)

COMPLETION CERTIFICATE

Certified that the work has actually been executed at site per description given in the approved estimate and a sum of Rs.----- has been spent on ordinary repair/special repair/minor repairs and all vouchers in support of expenditure have been placed on record in the Institution.

Technical Authority.

MEASUREMENT BOOK

* * *

FORM B.F.V.

Details

Date	Particulars	Number	Length	Breadth	Depth	Contents of area	Reference to last Measurement.
1	2	3	4	5	6	7	8

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Form B. F. VII

Rule 8 (IV)

ENCLOSURE

OFFICE OF THE DIRECTOR PUBLIC INSTRUCTION/DISTRICT
EDUCATION OFFICER/BLOCK EDUCATION OFFICER

Dated

Receipt No.

Received Rs.

(Rs.

on account of Building Fund contribution for the period from

DIRECTOR OF PUBLIC INSTRUCTION/
DISTRICT EDUCATION OFFICER/
BLOCK EDUCATION OFFICER

Stamp of office to be affixed
C.S. No. 6, dated the 30th June, 1971.

9528-D.P.I.-H.G.P., Chd.

Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
17-B, SriAurobindo Marg, New Delhi-110016
DOC. No. D-6703
Date.....11-3-92

