

Department of Industrial Training and Vocational Education, Haryana

1. SHORT TITLE AND COMMENCEMENT

- i) These rules shall be called Haryana Government/Recognised Industrial Training/Vocational Education Institute, Building Fund Rules, 1997
- ii) They shall come into force from, 13-10-97

iii) DEFINITION

In these rules the expression :-

- i) Fund means the Government/Recognised Industrial Training Vocational Education Building Fund and includes collection from students in a particular institute.
- ii) Government/Recognised Industrial Training Vocational Education, Recognised institute includes a Govt./recognised institutes and such other institutions as may be declared as such by Govt. in the industrial Training Vocational Education Department from time to time.
- iii) "Competent Authority" means the authority specified in Rules No. 7&8
- iv) "Government" means Govt. of Haryana in the industrial Training & Vocational Education Department.

iv) CONSTITUTION OF FUND

The following income shall constitute the fund :-

- a. Subscription to the fund by students of the Govt./recognised institutes.
- b. Grants/contribution from Local Bodies, Parents Associations or individuals.
- c. Receipts from any other source.

v) RATE OF SUBSCRIPTION

Every student of a Govt./recognized Industrial Training/Vocational Education institutes/Art school, Rohtak & Foot wear institute, Rewari shall subscribe to the funds Rs. 20/- in a academic session.

- i) Subscription to the fund shall be charged from each student at full rate irrespective of the fact that he/she enjoying any fee concession.
- ii) Subscription to the fund shall not be charged from the student for the second time if he/she has already paid in the previous institutions on migration from one Government institution to another Government institution during the same academic year.

vi) CUDTODY OF FUND

The fund shall be in the nature of Local Fund deposit. The fund shall be lodged in the Treasury/Sub Treasury as a Personal Ledger Accounts or in the local/nearest Post office as a Saving Bank Accounts or in the State Bank of India and the fund shall be operated upon by the Head of the institute.

2. THE FUND SHALL BE UTILISED ON THE FOLLOWING OBJECTS :-

On Government owned buildings, rented buildings and rent free public building in the following manner :-

I. IN CASE OF GOVERNMENT OWNED BUILDING.

- a. To carry out as a first priority ordinary and special repairs.
- b. To improve the campus by providing additional accommodation making alteration , constructing boundry- wall urinals and lavatories, providing drinking water facilities, electric installations and providing such other amenities and facilities as Government may approved.

II. IN CASE OF RENTED BUILDING.

- a. To form a corpus for purchase of a site.
- b. Construction of buildings.
- c. Purchase of building to house the educational institution.
- d. To provide such amenities and facilities in the rented building 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 in to force by making suitable provision in the agreement while renting the building.

III. IN CASE OF RENT FREE PUBLIC BUILDINGS

- a. To carry out minor repairs, installations, drinking water facilities , sanitary installations and to provide such essential amenities and facilities as Govt. may approve
- b. For the creation of a corpus.

IV. ON PAYMENT OF MISCELLANEOUS CHARGES CONNECTED WITH THE ADMINISTRATION OF THE FUND SUCH AS:

- a. Ordinary contingent charges viz purchase of stationary/forms and registers.
- b. Traveling allowance charges of employees members etc, as may be determined by the Director Industrial Training Vocational Education, Haryana.
- c. Payment of Audit fee.
- d. On such objects as Government may by general or special orders approve.

(v) IN CASE OF RECOGNISED INDUSTRIAL TRAINING INSTITUTION:

In the case of recognized industrial Training Institution, the funds shall be utilized to improve the campus by providing additional accommodation making alterations constructing boundary wall, urinals lavatories, providing drinking water facilities electric installation and providing such other amenities and facilities.

NOTE:- While utilizing the fund due consideration may be given that the repair addition/alterations are carried out in accordance with the specifications laid down by the P.W.D.

7. EXECUTIVE COMMITTEE

There shall be an executive committee at each institution level consists of the following members:-

- (i) principal/Vice Principal of institute.
(In case of Guest class institute, the Principal of parent institute and in case of Art School Rohtak and Food Wear Institute and women Wing institute Principal of the nearest ITI).
- (ii) Senior most Group Instructor/Head Master/head Mistress/Craft Instructorless/Senior Most Instructor.
- (iii) Office Superintendent/Assistant.

8. POWER OF THE EXECUTIVE COMMITTEE.

The executive committee shall have the power to incur the expenditure upto Rs 500/- After that Joint Director in charge building is competent for approval the Rough Cost estimate upto Rs. 20,000/- Director, Industrial Training Department shall have power to approve rough cost estimate upto Rs. 2,00,000/- Govt. Shall have full power after Rs. 2,00,000/-

- 9. The work involving special repair/addition/alteration exceeding Rs. 50,000/ shall be executed through PWD (B&R) as "Deposit work". 2 Percent of the total cost may be invariable given to a retired overseer/SDO (PWD) Panchayati Raj Department from building fund if the plan estimate got prepared by him/them.

10. DETAILED INSTRUCTIONS & ACCOUNTING PROCEDURE.

- i) Expenditure out of the Fund shall be incurred in accordance with the estimates approved by the Competent Authority.
- ii) No work/repair shall be undertaken unless the estimate is approved by the competent Authority,
- iii) Estimates shall be prepared by the Head of the Institution with the assistance of technical expert in term B.F. II in case of minor works.

- 11. The estimates shall fall in the following three categories :-

- i) Ordinary repair
- ii) Special repair
- iii) Additions 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 special approved by the Director, Industrial Training and Vocational Education, Haryana.

12.

- i) The cost of work/ repair may be worked out under the following heads:-
 - a. Labour.
 - b. Material.
 - c. Carriage.
 - d. Contingencies
- ii) The cost of labour shall consist of a payment to skilled and unskilled 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 percent of the total cost on the first three items to 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) Tenders/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 of estimated cost

of the work and the tender shall be submitted on the basis of the sanctioned estimates amount. The earnest money of the Successful tenderness 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 forthwith. All material required for the execution of the work repair shall be purchased after inviting quotations in respect of the items, of the estimated of which is in excess of Rs 250/-.

- 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 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 the value of which exceeds Rs,5000/- 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 Industrial Training Department visits an institution, he shall inspect the work, if in progress and ensures that the fund is collected regularly and proper accounts are maintained.
- viii) As soon as a work is completed a completion certificate in form vi shall be recorded by technical authority which sanctions the estimate. The Institution shall have submit the following records to get the completion certificate.
 - (i) Labour charges (muster roll – wise or contractia bill- wise)
 - (ii) Cost of material
 - (iii) Cost of Carriage
 - (iv) Contingencies
 - (v) Total
- ix) Payee's receipts: All receipts for amounts exceeding Rs. 500/ shall be duly stamped the case memos will not constitute proper

legal acquaintance unless payment is acknowledged thereon by actual payees and receipt duly stamped.

- X) Account Records;- (a) A cash book shall be maintained in from 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 utilized direct for expenditure. Ordinarily. The payment of amount exceeding Rs 500/- 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 each month and shall be regularly s geed by the Head of Institution or such officer as may be designated by the Director of Industrial Training & Vocational Education, Haryana who shall be personally responsible to ensure that all subscriptions are collected in time and all receipts are credited to the fund intact.
- (c) All accounts shall be supported by vouchers, muster rolls and quotations/tenders and record there of shall be properly kept in the Head of the Institution for audit as and when necessary, for at least 10 years.
- (d) temporary adages shall not ordinary 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 Institutions,

13. AUDIT OF THE FUND

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 as such rates as may be approved by the govt. in consultation with the state Finance Department.

FORM B.F. II

Rule no 10 (iii)

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) Plastering floor, roots.
- (c) Making parapets 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

(I) cost-

(a) Labour	at the rate of
(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	"
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No, of bricks
Cement

at the rate of
"

(III) **CARRIAGE CHARGES OF THE ABOVE MATERIAL**

(IV) Total.

Grand total ;

Approved for Rs,

Signature

Head of the Institution

FORM B.F. V

RULE 12 (VI)

MEASUREMENT BOOK

Book No.

Name of the Officer

Name of the Institution

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 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 on 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 estimatefor 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 this case of Measurement 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) (g) 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 or supplies, the word Nil may be noted.

- 5. 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 canceling the incorrect words or figures with a single stroke o the pen or pencil and by writing in the correct words or figures separately and the correction thus made should be initialed and dated. All signatures and initials made in the measurement book should be dated.
- 6. All measurements must be neatly recorded in the authorized 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 payment for work 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 measurement 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 page left blank inadvertently must be cancelled by diagonal lines, the cancellation 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 which 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 taken of having so checked it.
12. The officer making the measurement must calculate in contents or area of each measurement and enter it in ink and abstract the results himself. The measurements book should then be submitted to one paying officer for his orders. If he is satisfied that a bill should be prepared and that one name of estimate has been correctly entered, he will check rates if entered or all in the correct rates and initial an order in the measurement book to the responsible clerk to check and prepare the bill.

13. From the Measurement Book all quantities should be clearly traceable into the documents on which payments are made. When payment is made to the work measured every page of the book recording the measurement must be invariably scored out by a disposal red ink link line, and an endorsement must be made in red ink on every abstract of measurement 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)

14. The voucher for payment must invariably bear a reference to the number and page of measurement book in which the Measurement are recoded also to the number and date work order.
15. 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 the necessary corrections made in the name of the officer on the fly leave on the Measurement Book.
16. In case of Measurement Book is lost on 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 to commence work :

Date of Actual completion of work:

Date of Measurement:

The a above lines should be repeated at the commencement of the

Measurement relation to each work).

FORM B.F. VI

Rule 12 (VIII)

COMPLETION CERTIFICATE

Certified that the work has actually been executed at site par 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 Reference	Particulars	Number	Length	Breadth	Depth	Contents	areas	Last Measurement
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1	2	3	4	5	6	7	8	
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