

No. RM-1 (4)/70

Dated the 21st July, 1972

To

All the State Secretaries
(Dealing with Roads),

Bihar, Maharashtra, Orissa, West Bengal, Rajasthan, Himachal Pradesh, Madhya Pradesh, Assam,
Uttar Pradesh, Punjab, Tamil Nadu, Gujarat and Andhra Pradesh

Subject : Procedure for the submission of maintenance and repair estimates for the Central Government Machinery in various States

I am directed to say that the estimates for maintenance and repairs of Central Government Machinery submitted by the State Governments from time to time are not being prepared on an uniform basis. These lack in essential data and are incomplete in many respects. Such estimates, therefore, cannot get readily processed and sanctioned. Repairs to equipments have been delayed and these remain unutilised or under utilised. Funds for maintenance placed at the disposal of State Governments are also, therefore, not being utilised usefully and get surrendered. In order to streamline the procedure to be followed and to avoid delays and back references, it has been decided that the following instructions should be followed for (a) preparing and submitting maintenance and repair estimates and (b) for submission reports at regular intervals on progress of repairs against approved estimates :

1. **REPAIR ESTIMATES**

- 1.1. A set of instructions to be followed for preparation and submission of repair estimates is enclosed.
- 1.2. The repair estimate will consist of three parts :
 - (a) An abstract for each category of Equipment as per Appendix I
 - (b) Detailed estimate for repair of each category of equipment vide proforma I
 - (c) Report detailing essential information justifying the necessity for the repairs (provided in the estimate) indicating the present condition of equipment and previous performance records vide proforma II

2. **MAINTENANCE ESTIMATE FOR IDLE/SURPLUS MACHINERY**

With a view to economise on cost of road construction by optimal use, longer life, maximum outputs and low operation cost of equipment every possible effect should be made to utilise properly. The plan in advance the utilisation of the machines on Central Works throughout the State and by timely shifting of equipment from one site/project to another.

- 2.1. Maintenance during short periods of idling of equipment is chargeable to the estimate of the works concerned.
- 2.2. Maintenance estimate for idle/surplus equipment should be prepared and submitted only when the equipments are declared overall surplus by the State and for the transit period awaiting their shifting from that State to another needy State.
- 2.3. It is necessary that the utilization programme and the overall surplus list should be submitted to the Ministry well in advance (at least 3 months) so that the other needy States may take over the equipment as soon as they are surplus.
- 2.4. The maintenance estimate referred to under para 2.2 should be prepared on the basis of the equipment being started and run for one hour each fortnight. This one hour may be achieved by starting the machines two times i.e. once in every week and running for half an hour at a time wherever possible.
- 2.5. P.O.L. for washing purposes, topping up and starting only have to be provided. If the condition of lubricants in some equipment necessitate complete renewal, the same may be provided.
- 2.6. Particulars as part of the estimates are required to be furnished in proformae III and IV

3. **PROGRESS REPORTS**

- 3.1. In order to watch the progress of the repair works to be carried out against the sanctioned estimates it will be obligatory on the part of the State Government to send a monthly progress report in the prescribed proforma No. V, directly to this Ministry with a copy to the Regional Superintending Engineer so as to reach this Ministry latest by 15th of subsequent month.
- 3.2. Monthly progress report regarding idle/surplus maintenance of machinery in the prescribed

proforma No. VI should be sent directly to the Regional Superintending Engineer so as to reach him latest by 15th of subsequent months.

4. Progress reports in respect of repairs and maintenance estimates already sanctioned by this Ministry since the commencement of IV Plan (from 1969) should be sent to this Ministry, if not already done.
5. This Ministry is anxious that all machinery needed for the execution of Central works are kept ready in order to achieve the targets of road programme assigned. It is requested that necessary action for planning the repairs and submission of requisite estimates may please be taken immediately.

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF REPAIR ESTIMATES

1. Repair estimates in triplicate, should be prepared and sent well before the commencement of the year direct to the Ministry with a copy to the Regional Superintending Engineer (Mechanical) so that they can be examined and sanctioned in time for the work of repair being taken up and completed during slack season (rainy season).
2. As far as possible the estimate should be sent in bunched up batches so that the condition of machines can be inspected by the Ministry's Regional Officers in one tour for satisfying the provisions made in the estimate. All relevant records should be made readily available at the time of inspection.
3. Separate estimate for repair of individual machines should be sent on the basis of visual inspection and condition of machines, also based on previous performance records.
4. Repair estimate should be sent for such machines only that will be utilised in the State after repairs.
5. Repair estimate for each category of machine will consist of an Abstract detailing the total cost for spare parts to be used labour charges and cost of other materials alongwith the detailed information as in proforma I and II.
6. Cost of complete assemblies/sub-assemblies such as auxiliary engine, self starter, dyna-mo fuel pump assemble etc. should not normally be provided in the repair estimates. However, if the same are needed to be replaced due to premature failure or being uneconomical to repair, in that case full justification should be furnished based on the records.
7. In case some assembly/sub-assembly is missing or lost, State Government should fix responsibility for the loss and take further necessary action.
8. If batteries, tyres etc. are needed for replacement justification based on records indicating their earlier performance should be indicated.
9. All spare parts procured out of Central Funds or an order against earlier sanction of this Ministry for all the central machines supplied to the State should be taken into account before making provision for additional requirement of spare parts in the estimate.
10. Normally all the repair jobs should be got attended to in the Department itself. However, if due to unavoidable circumstance the jobs like fuel pumps calibration, crank shaft grinding etc. have got to be done from outside agencies, prior approval of competent authority should be obtained. In such cases also, the spare parts should be supplied by the Department, as far as available with them.
11. All old and replaced parts should be positively accounted for by taking in appropriate books/records. All efforts should be made to retrieve as many old parts as could be reconditioned for re-use during subsequent repairs in the same or similar machine. The amount realised by way of auctioning the old parts etc. that could not be re-used may be credited to this Ministry. The Ministry should be informed while formulating proposals for such auctions.
12. Purchase of all proprietary items should be done at D.G.S. & D rate contracts rates where they exist and other items at competitive rates, following the relevant purchase procedures provided under State rules.
13. The basis for adopting the rates detailed in the estimate should be indicated so that the rates can be checked for reasonableness. If any schedule of rates exist, reference should be made to them.
14. Repair Reserve Fund available and the head under which credited should be invariably indicated so that only technical sanctions will be necessary in most of the cases, cost of repairs being met out of the balance Repair Reserve Fund available. Where no such reserve credit is reported available and if on consideration of urgency of requirement of repairs Ministry considers sanction of such estimates, in that case the adjustment of credit for component of "Operational Charges" of usage charges of machinery shall subsequently thereafter be afforded as a credit to the Central Government account.
15. It should be indicated as to how the repair expenses of the equipment have been met with, so far, prior to this estimate, in case where no repair estimate was sanctioned earlier.
16. The labour sanctioned for the maintenance of idle/surplus declared equipment, if any, maintenance estimate have been sanctioned out of Central Funds, will also be counted for utilisation to the extent available for special repairs work also. This point shall be taken into account while providing labour for repairs in the repair estimate.

APPENDIX I

ABSTRACT TO ACCOMPANY THE REPAIR ESTIMATE

- | | |
|---|----------|
| (a) Cost of spares is detailed in (Proforma I) | Rs _____ |
| (b) Cost of Miscellaneous items such as cotton waste, split bins, P.O.L. and other consumable materials | Rs _____ |
| (c) Cost of Labour | |
| (i) Foreman/Chargeman Hrs. @ Rs per hour | |

- (ii) Mechanic Hrs. @ Rs per hour
 (iii) Helper Hrs. @ Rs per hour
 (iv) Deptl. Agency charges (with details)
 (v) Outside Workshop expenses if any

Rs _____

Total : Rs _____

PROFORMA I**ESTIMATE FOR REPAIR OF (ONE CATEGORY OF MACHINE I.E. RUSSIAN MOTORISED SCRAPERS ETC).**

in _____ Division, P.W.D. _____

Sl. No.	Name of Parts	Part No.	Qty. fitted per Machine	Quantity required for each Machine in case estimate (provides for repair of) more than one machine			Availability			Balance Qty. required	Rate in Rs	Amount	Remarks	
				Moto-rised Scra-per No. 1.	Moto-rised & so on Scra per No. 2	Total	In Site/numer-ical account	On order against earlier sanction of Mi-nistry	Total					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ENGINE GROUP														
1.	Sleeve & Piston set	2041-1000112	6	6	Nil	6	12	6	Nil	6	—	1000	12000	

PROFORMA II**PROFORMA FOR SUBMISSION OF ESSENTIAL INFORMATION ALONG WITH REPAIR ESTIMATE**

State _____

Division _____

Sl. No.	Type of Machine	Machine Sl. No.	Engine No. Chassis No.	Date of Receipt (originally by transfer) of Machine in the State	Total No. Hrs Worked upto date	Date of last Major over haul	Details of last Major overhaul
1	2	3	4	5	6	7	8

PROFORMA III**PROFORMA FOR SUBMISSION ALONGWITH MAINTENANCE ESTIMATE FOR WORKING OUT /POL/ CONSUMPTION ONE HOUR IDLE RUNNING PER FORTNIGHT**

Sl. No.	Category of Machine	Qtr.	Type of Engine fitted & H.P.	Average consumption of H.S.D. oil in litres/ hour/machine	Total H.S.D. oil consumption litres	Crank case capacity for Engine oil per litre	Average consumption of Engine oil for topping up in litres/Hour/ machine
1	2	3	4	5	6	7	8
1.	Aircompressors			6	6	16	0.030
2.	Motorised Scrapers & so on						

Abstract					Total Rate Cost	Litres	Total Rate Cost	
Ref. to Estimate sanctioned by Ministry pertaining to column 456	No of Hrs worked after last overhaul	Present condition of machine	Repair Reserve		Value of present estimate	Brief details of repairs to be carried out	Reference of future utilisation programme already communicated to this Min- (if not already) sent, to be enclosed now)	Remarks
			Total earned upto date	Balance available and head to which credited				
9	10	11	12	13	14	15	16	17

PROFORMA IV

PROFORMA FOR SUBMISSION ALONGWITH MAINTENANCE ESTIMATE FOR IDLE/SURPLUS MACHINES

STATE
DIVISION

Sl. No.	Category of Machine	Total as available in the State	No. actually required as per utilisation programme already communicated to this Ministry justifying their retention	Reference of utilisation programme sent to Ministry (if not already sent to be enclosed now)	Qty. surplus to State requirement	Reference of intimating surplus to Ministry
1	2	3	4	5	6	7

1. Motorised Scrapers
2. Motor grader
& so on

Total Consumption of Engine oil in litres/ litre/hour	Other consumables	Qty. per Machine	Total Qty.	Remarks
8	9	10	11	12

Litres

PROFORMA V

PROFORMA FOR MONTHLY PROGRESS REPORT IN RESPECT OF REPAIR OF CENTRAL MACHINERY SANCTIONED
OUT OF CENTRAL FUND

STATE _____

Sl. No.	Job No.	Sanctioned Amount of Estimate				Type of Machine	Sl. No. of Machine	Brief details of repairs done
		Spares	Other Materials	Labour	Total			
1	2	3	4	5	6	7	8	9

Staff required with average salary for one set of Machine

Remarks

Mechanic		Operator		Helper		Other		
No.	Amount	No.	Amount	No.	Amount	No.	Other	
10	11	12	13	14	15	16	17	18

PROFORMA VI

PROFORMA FOR MONTHLY PROGRESS REPORT IN RESPECT OF IDLE MAINTENANCE OF CENTRAL MACHINERY
 SANCTIONED OUT OF CENTRAL FUNDS FOR SUBMISSION TO REGIONAL SUPERINTENDING ENGINEER,
 MINISTRY OF SHIPPING AND TRANSPORT (ROADS WING)

STATE _____ DIVISION _____ MONTH OF REPORT _____

Sl. No.	Job No.	Name of Machine	Sl. No. of machine	Details of Maintenance Action			Expenditure during the month	Cumulative Expenditure
				Engine Starting date	Date of oil change crank case/GB/Differential	Other items attended to with date		
1	2	3	4	5	6	7	8	9

Expenditure on spare parts	Expenditure on other material	Expenditure on Labours		Total expenditure in the period	Cumulative total	Likely date of cumulation of work	Bottle-necks if any	Remarks
		Depot	Outside Agency					
10	11	12	13	14	15	16	17	18