

No. RW/23011/1/87-RMP

Dated the 23rd July 1990

To

The Chief Engineers (National Highways) of all State PWDs.

Subject: Revised guidelines for preparation and submission of repair/maintenance estimates of central machinery.

This Ministry had earlier issued guidelines for preparation and submission of repair/maintenance estimates of central machinery in the year 1972 vide letter No. RW.1(4)/70-RM dated 21.7.72. It was felt that these guidelines need revision on the basis of experience gained since then. Accordingly the revised guidelines for preparation and submission of repair/maintenance estimates of central machinery are enclosed.

2. It has been observed that many times, estimates have been submitted at the fag end of the financial year, resulting in delayed sanctioning of estimates and carrying out of repairs. Since repairs/maintenance estimates are annual feature, you would appreciate that the estimates should be submitted in the financial year and processed urgently. Accordingly a time schedule has been laid down in the guidelines.

3. You would appreciate that the repairs are to be economical and commensurate with the previous utilisation. In this regard Ministry's circular letter No. RW/NH-11048/1/87-Do I dated 15th January, 1990 addressed to Ministry's Regional SEs (M) and copy endorsed to Chief Engineer (National Highways) and others may please be referred wherein in Appendix 'A', permissible repair charges per hour/km of utilisation for each type of equipment have been indicated. It is requested that these permissible repair charges per hour/kms may please be kept in view at the time of preparation and submission of annual repair/maintenance estimates. This would enable the Regional Officers to process the estimates quickly.

4. These guidelines may please be circulated to all concerned for implementation and followed henceforth.

Appendix-'A'

Enclosure to Ministry's technical circular No. RW-23011/1/87-RMP dt. the 23-7-90

REVISED GUIDELINES FOR PREPARATION AND SUBMISSION OF REPAIR/MAINTENANCE ESTIMATES OF CENTRAL MACHINERY BY STATE PWDs.

1. Repair/Maintenance estimates of central machinery should be prepared and sent in triplicate, as per time schedule indicated in para (2) below directly to the Regional SE(M). Copies of the estimates are not required to be sent to the Ministry by the State PWDs directly.

2. TIME SCHEDULE

2.1 Time Schedule will be as under:

- | | |
|---|---------------------|
| (i) Submission of estimates by State PWDs. | Between April-June. |
| (ii) Sanctioning/forwarding of estimates by Regional SEs(M) | By September end. |
| (iii) Sanctioning/processing of estimates by Ministry | By November end. |

2.2 However, it is advisable to submit estimates at the earliest possible so that the funds are made available, repairs completed in rainy season and machines are available in working season.

2.3 Estimates received after 30th June shall be treated as belated estimates and will loose priority in sanction.

3. BASIC CONSIDERATIONS

3.1 The estimates may be prepared machine-wise, bunched together for all machines working in each division/sub-division. This is essential so that the conditions of all the central machines working in the division can be inspected by the Ministry's Regional Officer in one tour to avoid delay and for satisfying the provisions made in the estimates. All the relevant records, complete utilisation Data and position of crediting of hire-charges should be clearly indicated in the proforma II and corresponding entries made in the History sheet of machines and made readily available at the time of inspection.

3.2 Estimate for repair of individual machine should be based on condition of the machine, earlier major repairs carried out and previous performance record etc.

3.3 Repair estimate should be sent for only such machines which will be utilised in the State immediately after repairs.

3.4 All spare parts procured out of central funds or against earlier sanction of this Ministry for the central machines available in the State PWD division/sub-division should be taken into account before making provision for additional spare parts in the estimate.

- 3.5 Repairs sanctioned in the previous year, but are yet to be carried out, should not be included in the current year's estimate. For such repairs, funds can be re-released by the Ministry within the sanctioned amount provided surrender of unutilised funds was made as per Instructions in para (15) of these guidelines.
- 3.6 Since repairs/maintenance estimate is an annual feature, it is necessary that the estimate for the previous year should be sanctioned or indication may be given in the Report that no estimate is required for the machine under consideration for past year before considering the estimate for the current year. If any estimate is awaiting sanction for any reason for a particular machine, reference etc. be brought out in the report.
- 3.7 State P.W.Ds need not furnish details of spare parts and materials each costing less than Rs. 100/-. A lump sum provision for such items may be made in the estimate.

4. SIMPLIFICATION OF ABSTRACT & PROFORMA OF ESTIMATE

The estimate, as usual, will consist:

- (a) Report
- (b) Abstract
- (c) Proforma-I
- (d) Proforma-II

4.1 Report

The report to the estimate should indicate location of the equipment, job where deployed or likely to be deployed, year of estimate, basis for adopting rates of spare parts, performance record of tyres, performance record of battery, necessity for major repairs, replacement of assembly/sub-assembly, costly spare parts etc.

4.2 Abstract

The abstract of the estimate is a summary of the total cost of spare parts, repair labour charges, cost of other materials, cost of outside agency charges etc. Abstract has been slightly modified. The specimen of the same is enclosed.

4.3 Proforma-I

The Proforma-I meant for requirement of spare parts has been further simplified by deleting three columns. The modified proforma is enclosed herewith.

4.4 Proforma-II

Proforma-II meant to contain essential information like, working hours done during the last previous year, cumulative hours done up to previous March, brief particulars of the last major repairs/overhauls, working hours done after such repairs and crediting of hire charges in the preceeding financial year etc. This proforma has also been slightly modified and a copy of the same is enclosed.

- 4.5 Information in the revised proformae should be completed in every respects. This is essential to process the estimate quickly without back references.

In the absence of the essential information as required to be furnished in the Proformae I & II, the estimate may not be treated as complete and is liable to be returned back unsanctioned.

5. REPLACEMENT OF PARTS/SUB-ASSEMBLY ETC.

- 5.1 Normally, cost of complete assembly/sub-assembly such as self starter, dynamo, fuel pump assembly, engine, gear box, differential etc. should not be provided in the estimate. However, if the same are needed to be replaced due to pre-mature failure or being uneconomical to repair, in that case full justification should be furnished for consideration in the report of estimate.
- 5.2 In case of some assembly/sub-assembly is missing or lost, State PWD should indicate the action taken to fix responsibility for the loss and take further necessary regularisation action. The latest position of the case should be indicated in the estimate.
- 5.3 Battery is expected to have a life of minimum two years. As such, date of previous issue should be indicated in the report to estimate, if provision for replacement of battery is made.
- 5.4 If the tyres are needed for replacement, justification based on records indicating their earlier performance i.e. tyre no., date of issue, kms. done should invariably be indicated. After 20,000 km (1000 hrs) of running 1st retreading should be considered. A life of 10,000 kms (500 hrs) is expected after retreading. Thus a total life of 30,000 kms. (1500 hrs.) is essential for considering replacement of a tyre. In case replacement has become necessary earlier than 30,000 kms full justifications and reason for the same must be furnished.

6. REPAIRS DUE TO ACCIDENTS

In case the repairs have become necessary due to accident, a report is required to be furnished as per guidelines communicated by the Ministry vide letter No. RW-RMP-11(3)/83 dated 24-12-1983. The estimate should be prepared in such a way that the repairs due to accident are indicated separately in the estimate. Such estimates should not be combined with other machines.

7. CANNIBALISATION

Normally, changing of assemblies/sub-assemblies from one equipment to the other should be discouraged. However, if such replacements are to be made in the best interest of work, due entries in the respective log books and history sheets of both the machines must be made. The Executive Engineer, Incharge of the Division will give permission in writing, for any such replacement and copy of order or order reference may be entered in the History sheets. In no case, the engine assemblies are to be inter-changed without the prior approval of the Ministry's Regional Officers (Mech.) concerned.

8. OUTSIDE AGENCY JOBS

All the repair jobs should be undertaken in the Departmental workshops. However the jobs like fuel pump calibration, crank shaft grinding etc. may be undertaken through outside agencies, if such facilities are not available with the Department.

9. PURCHASE OF SPARE PARTS & THEIR RATES

9.1 Purchase of all proprietary items should be done at DGS&D rate contracts rates, where they exists and other items at competitive rates, following the relevant, purchase procedures provided under State Rules. Purchase of parts should be done from Authorised dealers or original manufacturers of machines.

9.2 The basis for adopting the rates mentioned in the estimate should be indicated, to establish their reasonableness. If any PWD schedule of rates exists, reference should be made of it and relevant extracts attached with the estimate.

10. LABOUR CHARGES

The labour charges provided in the estimate are meant for repairs carried out in Departmental workshops and are to be as percentage of spare parts cost i.e. 10%

11. CONTINGENCY

Contingencies, if required are allowed only as percentage of total value of the estimate. Normally it is 3%.

12. ACCOUNTING OF OLD PARTS

All old and replaced parts should be positively accounted for, by taking them 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 machines. The remaining old parts should be auctioned as per State procedure. The amount thus realised by way of auctioning the old parts tyre, batteries etc., may be credited to this Ministry's appropriate revenue head of account. Ministry R.Os (Mech.) should be informed of the amount credited to central head of account.

13. AD-HOC RELEASE OF FUNDS

At present 30% of the last year released is being given in April-May. Now it will be released on the basis of average of last 3 years releases to make it more rational.

14. RELEASE OF FUNDS

The funds will be released progressively without request being received from the State P.W.D. except in the last quarter of the year when the overall position will be reviewed.

15. SURRENDERING OF FUNDS, IF ANY

State P.W.D. will intimate Ministry by 28th February positively regarding surrender of funds, if any, indicating the brief details of the job. T.A. No. etc. In case no proposal is received by 28th February, it shall be assumed that funds already released are being utilised in full by the end of financial year.

16. B.E.R. EQUIPMENT

Since no maintenance is required to be carried out to Beyond Economical Repairs (B.E.R.) machines, no estimate for their maintenance is needed to be submitted by the State P.W.D.

ABSTRACT TO ACCOMPANY THE REPAIR ESTIMATE

(a) Cost of Spare parts (Proforma-I)	Rs.
(b) Departmental labour charges @ 10% cost of spare parts.	Rs.
(c) Outside agency charges if any (details as proforma)	Rs.
(d) Consumables, minor items of spare parts, costing less than Rs. 100/- & P.O.L. for test run etc.	Rs.
(e) Miscellaneous if any (details as per Annexure II)	Rs.
Total	Rs.
Contingency @ 3% of the total	Rs.
Grand total	Rs.
Amount in words Rupees	Rs.

ESTIMATE FOR REPAIR OF MACHINE**PROFORMA I**

Machine Name _____ CODE/Machine Serial No. _____
 State _____ Division _____
 Location _____

Sl.No	Name of part	Qty. required	Rate in Rs.	Amount	Remarks
1	2	3	4	5	6

PROFORMA II

SUBMISSION OF ESSENTIAL INFORMATION ALONGWITH REPAIR ESTIMATE

State _____			Division _____		
Sl. No.	Type of machine	Code No. Machine No.	No. of hours/Km worked in the last year, i.e. preceding financial year	Total cumulative No. of hours/Km worked upto end of last financial year i.e. Total life achieved	Brief particulars of last major repairs overhauling, if any, with month
1	2	3	4	5	6

No. of hours worked after last major repairs	Hire charges credited in the preceding financial year	Remarks
7	8	9