

2300/8

No. RW-23011/1/87-RMP

Dated the 25th July, 1990

To

All Regional SEs(Mech.) Bangalore/Calcutta/Guwahati/Jaipur and Lucknow.

Subject: Guidelines for scrutiny and sanction/forwarding of repair estimates by the Regional SEs(Mech).

The guidelines for preparation and submission of repair/maintenance estimates of central machinery were issued vide Ministry's letter No. RM-1(4)/70 dated 21-7-1972. It is felt that these guidelines need review on the basis of experience gained since then. The revised guidelines for State P.W.Ds have been issued vide Ministry's letter No. RW-23011/1/87-RMP (2300.7) dated 23rd July, 1990. A copy of the same is enclosed for information and follow up action.

2. It is also felt that for the sake of uniformity in processing the estimates by Regional SEs(Mech.), some guidelines for scrutiny and sanctioning/forwarding of repair estimate are also necessary. Accordingly, the guidelines for the same have been prepared and are enclosed herewith for your information and guidance in processing the estimates.

3. The check-list has been modified and enclosed herewith. It may please be used henceforth. It is clarified that the check-list is to be filled by Regional SEs(M) & not by State PWDs.

*Enclosure to Ministry's Circular No. RW-23011/1/87-RMP dated the 25-7-90.***Guidelines for scrutiny and sanctioning/forwarding of Repair Estimates by the Regional SEs(Mech)**

1. Repair/Maintenance estimates will be received from State Chief Engineer, in triplicate. In case the estimate is sanctioned by SE (Mech.), one single copy of the estimate duly modified alongwith necessary copies of the sanction letters is to be sent to the Ministry. In case, the estimate is forwarded to the Ministry, two copies of estimate (one copy duly modified) alongwith comments/recommendations should be furnished to the Ministry by the Regional SE (Mech).
2. **TIME SCHEDULE**
Proposed time schedule is as under:

(a) Submission of estimates by State P.W.D.	April-June
(b) Sanctioning/forwarding of estimates by Regional SEs (M)	By September end.
(c) Sanctioning/processing of estimates by the Ministry	By November end.
3. **BASIC CONSIDERATIONS**
 - 3.1 State P.W.D.s are required to send the estimates of all machines working in a Division/Sub Division in one bunch to facilitate inspection of equipments and records in one inspection tour. Accordingly, Regional, SEs (Mech.) may insist on State P.W.D.s for the same.
 - 3.2 Log books/history sheets of the machines should be inspected for their completeness, at the time of inspection. The relevant data may be obtained, if already not mentioned in the estimates and incorporated in the proforma II.
 - 3.3 Estimates should be processed keeping in view the condition of the machines, earlier major repairs carried out and previous performance record etc.
 - 3.4 Repair estimates should be entertained for such machines only which are to be utilised after repairs. No estimate should be considered for sanction for these equipments declared as surplus./B.E.R.
 - 3.5 Since repairs/maintenance estimates is annual feature, it is necessary that estimates for previous year, if any should be sanctioned first before considering the estimate for the current year or indication may be given by the State P.W.D. in the report of the estimate that no estimate is required for the machines under consideration for the previous years. This aspect should be taken into account before processing the estimates.
 - 3.6 It may be ensured that repair/maintenance estimate is complete in all respects. The working hours/kms of the last year and cumulative hours/kms. done by the equipment should invariably be indicated in Proforma-II. In case essential information, as required, has not been furnished, the estimate be treated as incomplete and returned to the State P.W.D. unsanctioned.
 - 3.7 The utilisation data should be noted in a register for future reference in the office of Regional SE(M).
 - 3.8 It is to be ensured that all spare parts procured out of central funds alongwith the machines and against earlier sanctions of the Ministry have been taken into account by the State P.W.D. While preparing the estimates.
 - 3.9 The basis on which the rates of spare parts etc. have been provided in the estimate should be examined. An approval may be given only when the reasonableness of the rates has been ascertained.
4. **ENGINE OVERHAULING**
 - 4.1 Where major overhaul of the engine has to be considered, the date of last major overhaul and number of hours worked after that should be seen.
 - 4.2 Whenever the major overhaul is not justified with reference to the working hours, the reasons for allowing such major overhaul should be indicated.
5. **ASSEMBLY/SUB-ASSEMBLY**
Normally, complete assemblies/sub-assemblies, such as, engine dynamo, self starter, fuel pump, auxillary engine, gear box, differential etc. should not be allowed in the repair estimates. However, due to premature failure or being uneconomical to repair, if provided, reasonableness should be examined and the definite opinion of the SE(M) should be recorded in sanction or recommendations along-with its justification.
6. **MISSING ITEMS**
For missing items, replacements are to be allowed only when the State has furnished the requisite information, as to how the loss is being accounted for and what action for regularisation of loss and for fixing responsibility etc. has been taken.
7. **BATTERY**
In case of batteries, replacement should be allowed only after two years of last sanction of such replacement.
8. **TYRES**
In case of tyres, after 30,000 kms. of minimum use in case of tippers/trucks and 1500 hours in case of heavy machinery should be taken as basis. The reasons for sanctioning/recommending such items which have not completed their normal life should be mentioned. Tyre record must be properly checked and maintained in the History sheet of the machine/vehicle.
9. **ACCOUNTING OF OLD PARTS**
A watch is to be kept for proper accounting and disposal of old spare parts. In cases, where the procedure is not being followed, it has to be insisted upon.
10. **PROCUREMENT OF SPARE PARTS**
Sanctions are subject to the condition that the spare parts are to be purchased as per DGS&D rate contract rates wherever they exist and in other cases, as per State Government rules regulating such purchases.

11. CANNIBALISATION

- 11.1 The cannibalisation i.e. changing of assembly/sub-assembly/parts etc. from one equipment to the other has to be discouraged. However in exceptional cases, State P.W.D. may do it by making necessary entries in the relevant log books and history sheets, with recorded approval of EE(Mech) of State P.W.D.
- 11.2 In case of change of engines, proposals are to be received from State P.W.D. and Regional SEs. (Mech.) have to examine and approve such changes, if necessary. All such interchanges should be properly recorded in the relevant history sheets.

12. LABOUR CHARGES

- 12.1 Labour charges in the repair estimates are meant for repairs only. Hence, the same may be allowed as percentage cost of spare parts. The present rate of labour charges is 10% of spare parts cost and may be allowed only in this manner.
- 12.2 In this case outside Agency provision being allowed in the estimate may be examined properly.

13. OUT-AGENCY JOBS

- 13.1 All the repairs jobs are to be done departmentally, as in most cases, the equipments are under the control of Mechanical Divisions/ Sub Divisions. Jobs such as fuel pump-calibration, crank shaft grinding etc. may be allowed through outside agency as the State P.W.D.s may not have facilities for such works.
- 13.2 Repairs proposed to be taken up with outside agencies may have to be discouraged and kept to the minimum. Only in exceptional cases, SEs(M) at their discretion may allow repairs through outside agencies, only when they feel that it is inevitable under circumstances prevailing.
- 13.3 For repairs of self dynamo and fuel pump etc., lump-sum provisions may be allowed on a uniform basis.

14. REPAIR CHARGES PER HOUR

In order to have some control and uniformity in repair sanctions linked with utilisation, fixing of hourly repair charges has become necessary. The maximum hourly repair charges of the equipment to which extent the Regional Officer can sanction the estimates has been indicated in the revised delegation of powers already issued vide Ministry's Circular letter No. RW/NH/11048/1/87 -DO I dated 30th January, 1990. Henceforth, the SE(M) has to first arrive at the repair charges per hour/km taking into consideration the total number of hours worked since last sanction. In case, the amount or rate of repair charges exceeds the admissible limits, the estimates should be sent to the Ministry alongwith his comments and recommendations for consideration/sanction.

15. HIRE CHARGES

The State Governments are required to account for the hire charges for the hours/kms used by crediting them to the respective Central Head of Account. Regional SEs (Mech.) should watch and insist on the State PWDs for following the laid down procedure. They should also insist for furnishing this information in proforma-II.

16. MODIFICATIONS IN THE SANCTIONED LETTERS

While issuing sanction, at present, it is mentioned that State PWD is to submit a proposal for release of funds. Keeping in view the revised guidelines recently issued by the Ministry, this para will require modifications it may be as under:

"In this connection, it may be mentioned that this is only a technical approval and not a financial sanction for incurring expenditure".

The funds will be released by the Ministry in the following quarter progressively subject to availability of funds except in 4th quarter when the overall position will be reviewed.

CHECK LIST

(TO BE ATTACHED BY S.E. (MECH.) ALONGWITH THE ESTIMATE RECOMMENDED FOR SANCTION)

Name of Machine _____

Make of Machine _____

Sl. No. of Machine _____

Year of Estimate _____

1. PREPARATION OF ESTIMATE

- (a) Estimate has been prepared by State PWD as per Ministry's instructions. Yes/No
- (b) Proforma-II has been enclosed and contains all the essential information like:
- (i) Vehicle/equipment details. Yes/No
- (ii) Hours run cumulative total and during previous year. Yes/No
- (iii) (i) Hire charges details
- (ii) In case the hire charges are not being credited regularly, whether States has been reminded _____ Yes/No
- (c) Justifications for replacement of major assemblies have been given Yes/No

2. INSPECTION AND SCRUTINY OF RECORDS

- (a) Machine belong to Ministry Yes/No
- (b) Machine has been inspected during _____ by _____ SE(M)/EE(M)/ AEE(M).
- (c) Log book/History sheet has been checked and details tally with Proforma-II Yes/No

- (d) The machine is working on NH works for Job No. _____ and is located at km _____ NH _____
- (e) The previous sanctioned estimate has been gone through and
- (i) Amount sanctioned against this Machine was Rs. _____ during the year _____ vide TA No. _____
- (ii) Total Hours worked during last year _____
- (iii) Hours run worked by machine after last sanction are _____
- (iv) Total Cumulative utilisation _____ kms/hrs till last financial year i.e. Yes/No
- (f) Is there any premature failure of assemblies? Yes/No
- (g) Any accident involved? (If yes, whether action has been taken as per Ministry's guidelines or not) Yes/No
- (h) The repair demanded now are justified to the extend modified and the estimate is recommended for sanction of Rs. _____
- (i) The unit rate of repair cost recommended comes to Rs. _____ which is higher than the powers delegated to Regional SEs (Mechanical).

Station _____

Dated _____

Regional Superintending
Engineer (Mech.)