

No. WI-70 (24)/52

Dated the 1st September, 1953

To

The Secretary to the Govt. of Madras, Public Works Department, Madras, etc.

Sub : Completion reports on National Highways Original Works

I am directed to say that, as you may be aware, in the case of all original works on National Highways, a completion report is required to be furnished to the Government of India on completion of the work. The question of the form in which this completion report should be furnished has been under the consideration of this Ministry for some time and it has now been decided as follows :

- 1) In cases where the expenditure exceeds the sanctioned cost by more than the permissible limit (Rs 10% or Rs 25,000—whichever is less) and it has not been possible for the State Government to forward a revised estimate to the Govt. of India and get their technical approval and financial sanction in time, a detailed completion report in the form appended to this letter (Appendix I) or in the corresponding form in usage in the State should be furnished. (In this connection it is desired to point out that, as far as possible, a revised estimate should be forwarded as soon as excess expenditure is foreseen and the use of completion report in place of revised estimates should be resorted to, only in exceptional cases). The detailed report should contain a certificate to the effect that there have been no material deviations from the sanctioned plans and specifications other than those approved of by the Consulting Engineer to the Govt. of India (Road Development). The report should also give a comparison and explanation of differences between the quantities, rate and cost of the work executed and those entered in the estimate.
- 2) In cases where the actual expenditure does not exceed the sanctioned cost by more than the permissible limit, it would suffice if a completion certificate is furnished in the form appended to this letter as Appendix II.
- 3) Completion drawings should be submitted in case of all bridges costing Rs. five lakhs or more.

2. I am to request that, if there is no objection, necessary instructions may be issued to the concerned officers.

Enclosure to letter No. WI-70(24)/52 dt. 1.9.53

APPENDIX I

DETAILED COMPLETION REPORT IN RESPECT OF ORIGINAL WORK ON NATIONAL HIGHWAYS

Division
Name of work
Job No.
Amount of estimate
Major head
Minor head
Expenditure
Excess
Percentage of excess
Date of commencement
Date of completion

Rs

Rs

Rs

Sub-heads of estimate	As estimated			As executed			Difference*			Remarks
	Quantity	Rate	Amount	Quantity	Rate	Amount	Quantity	Rate	Amount	

Total _____

* Excess to be entered in red ink; Savings in black ink.

Certified that there have been no material deviations from the sanctioned plans and specifications other than those approved of by the Consulting Engineer to the Government of India (Road Development).

Executive Engineer

Dated the _____

Division.

COMPLETION CERTIFICATE IN RESPECT OF ORIGINAL WORKS ON NATIONAL HIGHWAYS
Division.

Name of work

Job No.

Sanctioned estimated cost

Rs

Actual expenditure

Rs

Major head

Minor head

Certified that the work mentioned above was completed on _____, and that there have been no material deviations from the sanctioned plans and specifications other than those approved of by the Consulting Engineer to the Government of India (Road Development).

Executive Engineer

_____. Division

NOTE : The figure of actual expenditure should be furnished after getting it verified from Audit.