

**MANUAL OF ORDER FORM NO.1**

(Referred to in para 1.6)

**Estimate of Receipts & Payments During the Quarter Commencing 1.6.1957**

S. No	Cash Receipt	6/57	7/57	8/57	Cash payments	6/57	7/57	8/57
1.	Operating cash balance				1. Regular Estt. (including TA)			
2.	Calls for shares				2. Work charged Estt.			
3.	Payment to be received for work done (separately by each contract)				3. Labour			
	Other receipts (detailed below)				4. Piece Workers			
					Sub-contractors			
					5. Purchases of Materials for Works & stock including freight etc.			
					6. Furniture			
4.					7. Tools			
					8. Plants & Machinery			
					9. Equipment			
					10. Stationery and forms			
					11. Other payments (detailed below)			
					12. Closing balance			
	Total				Total			

Unit Officer

**MANUAL OF ORDER FORM NO.2**

(Referred to in Para 1.8)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

( A Government of India Enterprise )

Register of Interest Bearing Securities

Sl. No.	Name & Designation Of Depositor	For what purpose Or work (quoting reference to agreement or bond)	PARTICULARS OF SECURITY RECEIVED										Forwarded For safe custody to	Acknowledgement of custodian.			
			Govt. Securities, Including Municipal Debentures, Post Office 5 years cash Certificates					Other securities i.e. Post Office Saving Bank Pass Book or deposits receipts of recognised banks						Date of receipt in office	Dated Initials of the Accountant and of the Officer verifying columns 1 to 11	Number	Date
1	2	3	4	5	6	7	8	9	10	11	12	13	14				
			Number	Percent (or issue price in the case of cash certificates)	Loan (or date of issue in the case of cash certificates)	Amount i.e. market value (or surrender value in the case of cash certificate)	Name of post office or Bank	Number Of Account/ Receipt	Amount	Date of receipt in office	Dated Initials of the Accountant and of the Officer verifying columns 1 to 11	Number	Date	Name of the Officer	Number		

Dated initials of the Accountant and of the Officer verifying columns 13-17	Order sanctioning the return or transfer of the security			Letter recalling the security, if out of office		Custodian's letter with which received back		Particulars of disposal, quoting reference to acknowledgment of the depositor	Dated initials of the accountant and of the officer verifying columns 19-26	Remarks
	Name of the officer	Number	Date	Number	Date	Name	Date			
18	19	20	21	22	23	24	25	26	27	28

If the Post Office Savings Bank Pass Book pertains to a security deposit recovered in instalments, no entry should be made in this column until the security has been fully paid up. But if such security deposit is to be refunded before the full amount is recovered it should be treated as fully paid up and brought on the register before being refunds. In all cases only the original deposit should be entered here and not interest.

**MANUA OF ORDER FORM NO. 3**  
(Referred to in para 1.8)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
(A Govt. of India Enterprise )

**Account of Interest Bearing Securities for the year ending 31<sup>st</sup> March,19**

Unit.....

Item No. as per Register of Securities	Name of Depositor (with name of work in the case of contractors )	Balance as Per last account		Fresh deposits of the year		Total		Deduct securities returned or retransferred to the depositors		Balance at the close of the years		Reference of acknowledge ment For amounts in Col.6 which should be attached Rs. P	Remarks
		Rs.	P	Rs.	P	Rs.	P	Rs.	P	Rs.	P		
1	2	3		4		5		6		7		8	9

Certified that with the exceptions noted below, all the securities shown in Column 7 of this account or their acknowledgement by the authorized custodians are in my possession.

Exceptions (with reasons)

Accountant

Accounts Officer / Executive Engineer



MANUAL OF ORDER FORM NO.5

(Referred to in para 3.3)

Telegrams : 'NAPROCON' New Delhi

Telephone: 6416580 New Delhi

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

( A Public Sector Enterprise )

Ref. No.....

Registered Office:

.....

.....

Dated:.....

To

.....

.....

Dear Sirs,

The rates quoted by you in your letter No.....dated..... Are accepted and you are requested to supply goods as follows :-

Sl. No.	Name of Article with Specification	Quantity	Unit	Rate	Amounts	Terms of delivery	@	Remarks
	@ Mark for identification to be given on the packages for each article							

The above goods are to be booked to.....at(Name of Station).....by.....train, and R/R sent to AE/AEE/XEN Rail Head, P.O.....alongwith full particulars about the number of packages and reference of this order etc.

You are requested to please intimate by return of post probable date of dispatch of the goods, copy of AE/AEE/XEN: Rail head P.O.....

All the packages of this consignment should be marked as indicated above.

Intimation of dispatch should be sent to this office giving R/R No. Railway invoice No. and date, No. of packages and date of dispatch. The consignment should be booked on railway risk unless it is refused by the railway authorities. A certificate to that effect should be furnished to this office with the bill of cost in triplicate.

Yours faithfully,

For and on behalf of the National Projects Construction Corporation Ltd.,

\*Here give the code No.(if any) allotted to the article for the purpose of stock accounts otherwise give a suitable symbol.

No.

Copy to

1.



MANUAL OF ORDER FORM NO. 7  
 (Referred to in Para 3.5.)  
 NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
 (A Public Sector Enterprise )

Railway Receipt Register to be Maintained by the AE/AEE/XEN : Rail Head

Sl. No.	Date of Receipt of R/R	R/R No.	Date	Invoice		Station		Wagon No.	Goods or Passenger Train	Sender	Consignee	Ref. to order of folio No. at which copy of order filed	Brief description of goods
				No.	Date	From	To						
1	2	3	4	5	6	7	8	9	10	11	12	13	14

No. of packages despatched	Actual weight	Weight charged	Rate	FREIGHT		Amount actually paid	Date of actual receipt	No. of packages received	Identification mark on packages	Condition of packages received	Actual weight as received	Reference to dispatching challan	Signature / Name of the person take over the packages with date
				Paid	To Pay								
15	16	17	18	19	20	21	22	23	24	25	26	27	28

MANUAL OF ORDER FORM No.8  
(Referred to in para 3.6.)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
(A Public Sector Enterprise )

No.....

Book No.....

Challan Form for dispatching goods received by rail from railhead to the Stores etc.

R/R No.	Mark of identification Serials or Code Nos.	Description of Goods	No. of packages sent	No. of Vehicles with name of carriage contractor (if any)	Person to whom despatched	Place where to be despatched	Time of despatch	Time of arrival at receiving end	Dated signature of official taking over in token of acknowledgement	Remarks
1	2	3	4	5	6	7	8	9	10	11

Signature.....

Designation.....

Date.....



MANUAL OF ORDER FORM No.9  
(Referred to in para 3.6.)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
(A Public Sector Enterprise )

Challan Form for taking the articles from Store of .....

Indent No.	Serial No. or Code No.	Description of materials	Total Qty. to be supplied	Qty. being dispatched in this trip	Qty. previously dispatched (Ref. of Challan No. & Date to be quoted)	Total Qty. supplied so far including present consignment	Name, Designation and signatures of the official receiving the materials as per Col. No.5	Remarks (Condition of materials, special instructions to be given if for transportation handing etc.
1	2	3	4	5	6	7	8	9

1. C.S. No. 82 dated 13.3.74

Signature.....  
Name.....  
Designation.....  
(of the Officer not below the rank of AEE/AE)  
Date.....

MANUAL OF ORDER FORM No.10  
(Referred to in para 3.8)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
(A Public Sector Enterprise )

Book No.....  
No.....  
Date.....

Goods Receipt Sheet

Name of the supplier Reference to Purchase Order			No. of packages received marked on packages				Reference to R/R Reference to Challan Serial No. Of R/R Register			Whether received for stores or work if for work, name of work/job etc.....				
Sl. No.	Description of goods (with specificatio n)	Code No.	Unit	Quantit y accept ed	RATE		AMOUNT		Qty. rejecte d, if any	Amount of recovery due from the supplier, if any		Net Amount Payable		Remark s
					Rs.	P.	Rs.	P.		Rs.	P.	Rs.	P.	

Received and entered  
In the relevant bin-Cards/  
Material-at-site account

Entered in the  
Register of Purchase  
Entered in the  
relevant store  
Price ledger

Checked

Dated signature of  
Persons accepting the  
Goods

Dated signatures of person  
receiving the goods

Signature

Signature

Accountant

MANUAL OF ORDER FORM NO.11  
 (Referred to in para 3.16)  
 NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
 ( A Public Sector Enterprise)

Book No. \_\_\_\_\_

Form No. \_\_\_\_\_

Store Transfer Note

Unit Office \_\_\_\_\_ Dated \_\_\_\_\_

No. & Name of work/job from which issued \_\_\_\_\_

Name of AEE/AE \_\_\_\_\_

No. & Name of work/job chargeable \_\_\_\_\_

Name of AEE/AE \_\_\_\_\_

Sl.No.	Code No.	Description of Article	Unit	QUANTITY		Rate	Amount	Remarks
				Indented	Supplied			
1	2	3	4	5	6	7	8	9

Please deliver to:

Receiving Officer

Supplying Officer

Entered in the Materials-  
At-site account

Signature of the person  
To whom stores actually  
delivered or

Challan No. ....

Receiving Officer

Supplying Officer

Date  
Entered in the Material  
Summary

MANUAL OF ORDER FORM NO.12  
 (Referred to in para 3.13)  
 NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
 ( A Public Sector Enterprise)

Book No. \_\_\_\_\_  
 No. \_\_\_\_\_

Indent Form  
 Unit Office \_\_\_\_\_ Dated \_\_\_\_\_  
 No. & Name of work/job \_\_\_\_\_  
 Name of AEE/AE \_\_\_\_\_

Sl.No.	Code No.	Description of article	Unit	Quantity indented	Quantity supplied	Rate per Unit	Cost	Bin Card balance after supply	Remarks
1	2	3	4	5	6	7	8	9	10

Please deliver to :

Indenting Officer

Entered in Materials-  
at-site account

.....

Entered in Bin-Card

.....

Supplying Officer

Entered in price ledger & Materials Summary

.....

Signature of person  
Actually receiving or  
dispatched by

Challan No.....

.....

MANUAL OF ORDER FORM NO.13  
 (Referred to in para 3.15)  
 NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
 ( A Public Sector Enterprise)

Store Bin Card

Date of Revision of rate.....

Quantity	Volume













MANUAL OF ORDER FORM NO. 17  
 (referred in para 3.18)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
 ( A Public Sector Enterprise )

Form 'M' – Analysis sheet of Purchases/ Purchases Return Register  
 For the month of .....

Stock at.....		Stock at.....		Name of works, sub works, job etc. (Direct Charge)									
G.R. Sheet No.	Amount	G.R. Sheet No.	Amount	G.R. sheet No.	Amount	G.R. Sheet	Amount	G.R. Sheet No.	Amount	G.R. Sheet No.	Amount	G.R. Sheet No.	Amount

Certified that the total of the summary of this analysis sheet agrees with the total column 6 & 7 of  
 The Purchased/Purchases Return Register for the month and that no goods received sheet issue  
 During the month has been omitted from the summary

Checked

Signature.....

Signature.....

Designation.....

Designation.....

MANUAL OF ORDER FORM NO. 18  
 (Referred to in para 3.12)  
 NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
 ( A Public Sector Enterprise )

Return of Stock-taking for the month of.....  
 Subhead of stock

Section For Store to..... AEE/AE  
 ..... Store Keeper/Hd. SKP.

Sub-Section Material-at-site Work No.....Name.....  
 Job

Sl. No.	Date of count	Date of last count	Code No.	Name of Article	Unit	Bin card balance	Result of count		Un-serviceable	Total	Excess	Shortage	Proposed adjustment	Adjusted voucher ref.	Remarks
							Required for use on works	Surplus to requirement on works							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

All necessary action has been taken

Record

Accountant Accounts Officer AEE/AE

MANUAL OF ORDER FORM NO. 19  
 (Referred to in para 3.19)  
 NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
 ( A Govt. of India Enterprise )

Summary of carriage and freight charges paid during the month of .....

Name of Field Office.....

Stock at		Stock at		Name of works, Sub-works or jobs (Direct Charge)											
Vr. No.	Amount	Vr. No.	Amount	Vr. No.	Amount	Vr. No.	Amount	Vr. No.	Amount	Vr. No.	Amount	Vr. No.	Amount	Vr. No.	Amount

Certified that all charges relating to "Carriage & Freight" have been posted in this summary and those relating to Stock, in the relevant Stores Ledger Cards and that the totals of abstract of this Summary agree with the total of Debit during the month to the 'Carriage & Freight Account' in the Ledger.

Checked

Signature.....

Signature.....

Designation.....

Designation.....

MANUAL OF ORDER FORM NO.20  
(Referred to in para 3.18)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
( A Govt. of India Enterprise )

Material Summary for the month of .....

Particulars	Name of work, Sub- work or job												
	Indent / SR Note/ ST Note	Amount	Indent / SR Note/ ST Note	Amount	Indent / SR Note/ ST Note	Amount	Indent / SR Note/ ST Note	Amount	Indent / SR Note/ ST Note	Amount	Indent / SR Note/ ST Note	Amount	
Issues													
Total issues:													
Deduct: Returns to stock Adjust : Transfer (+add- deduct) Net issues during the month													

Certified that all indents, SR Notes and ST Notes for the month as entered here/have been posted in the Store Ledger Cards and that the total of abstract of this Summary agree with the net total of all indents, S.R. Notes and S.T.Notes.

Checked.....

Signature.....

Designation.....

Signature.....

Designation.....





MANUAL OF ORDER FORM NO. 23  
(Referred to in para 3.26)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
(A Govt. of India Enterprise )

Receipt for Tool T Plant\_\_\_\_\_

Field Office No.....  
Sub Head No.\_\_\_\_\_

Received from\_\_\_\_\_

Nos.\_\_\_\_\_ (Distinguishing mark)\_\_\_\_\_  
with history sheet containing list of working tools and accessories etc. ) as per Tools & Plant, Detail book pages\_\_\_\_\_  
to\_\_\_\_\_ ) which )tools and accessories) have also been received by me for use on Work/Job No.\_\_\_\_\_

Name\_\_\_\_\_

Countersigned

Unit Officer's Signature\_\_\_\_\_  
Designation\_\_\_\_\_

Dated\_\_\_\_\_



MANUAL OF ORDER FORM NO.24  
(Referred to in para 3.29)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
(A Govt. of India Enterprise )  
Field Unit No. \_\_\_\_\_

Survey Report of Stores

Number or quantity	Description of article	Value of the Books		Date of receipt	Remarks by the office charge explaining the in case of the article becoming unserviceable	Remarks or orders of the Executive Engineer	Final orders (including manner of disposal)
		Rate	Amount				
		Rs. P	Rs. P.				

No. \_\_\_\_\_ Dated the \_\_\_\_\_

Incharge

No. \_\_\_\_\_ Dated the \_\_\_\_\_

Submitted to the Planning Officer  
N.P.C.C. for Orders.

\_\_\_\_\_  
Executive Engineer

Returned to the Executive Engineer for  
necessary action as per orders noted above.





MANUAL OF ORDER FORM NO. 27  
(Referred to in para 3.34)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
( A Govt. of India Enterprise )

Monthly Report on Working of Machine  
Sectional Officer\_\_\_\_\_

Field Unit\_\_\_\_\_

Sl. No.	Name of Machine	Maker's name of trade mark	Machine No. "If there is no No. distinguishing No. allotted	Estimated working Hrs./miles during the month as per job estimate	Fuel oil for the month as per estimate Gallons	Actual work during the month Hours/miles	Fuel oil used Gallons	Reasons for differences in Col. 5 & 7 and 6 & 8	Other remarks (in the case of earth work machinery state type of soil, quantity lead and lift
1	2	3	4	5	6	7	8	9	10
		( Name of the Sectional Officer)							

Sectional Officer\_\_\_\_\_

Unit Office\_\_\_\_\_

Dy. Manager\_\_\_\_\_

MANUAL OF ORDER FORM NO.28  
( Referred to in para 4.3 [ii] )

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
( A Govt. of India Enterprise )

SERVICE NOTE

Book No.....

Form No.....

Field Office\_\_\_\_\_

No. and name of manufacture estimate doing work

Or rendering service\_\_\_\_\_

Name of Sectional Officer rendering service\_\_\_\_\_

No. and name of work/job chargeable\_\_\_\_\_

Name of Sectional Officer receiving service\_\_\_\_\_

Sl. No.	Description of work done or service rendered	Unit	Quantity	Rate	Amount	Remarks
1	2	3	4	5	6	7

Measurements recorded in M.Book No.\_\_\_\_\_

Page\_\_\_\_\_and entered in out-turn statement

Accepted

Officer rendering service.

Officer receiving service.  
Entered in the Summary.

MANUAL OF ORDER FORM NO. 29  
( Referred to in para 4.3. [iii] )

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
( A Govt. of India Enterprise )

D U T Y    S L I P

Vehilce No. \_\_\_\_\_

Page No. \_\_\_\_\_

Date \_\_\_\_\_

Field unit \_\_\_\_\_

Sectional Officer \_\_\_\_\_

From  
With time

To  
with time

Number of Trips

Mileages  
Milometers

.....  
to  
.....miles

.....miles @ Rs.....Per Mile = Rs.....

Details of work done

Name of Estimate charged

Remarks

Signature

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
( A Govt. of India Enterprise )

Name and address of Contractor.....  
.....

Establishment  
Sl. No. of MR Register  
on.....

employer  
Name of job/sub-job  
Part – Nominal Roll

Annexure A  
New Form No.30

Form XVIII of Register of wages cum  
Muster-roll for Nominal muster roll workers.

(See Rule 78 (a) (a) (i)

Cash Book Vr.No.....dated.....

Name of Job/Sub-job.....

Field Office.....  
Name and address of

in which contract is carried

Name & address of Principal

Sl. No.	S.No. in Register of workmen	Name of Employee (grouped) to classes	Designation /Nature of work	Token No.	Daily attendance 1....10	Total attendance/ Units of workmen	Daily rate of wages /piece rate	Amount of Wages earned				Deduction, if any			Net amount paid	Signature/ thumb impression of workmen	Dated initials of paying officer at the time of payment	Dated initials of the contractor or his representative	Certificate of Principle Employer
								Wages	OT	Other cash payments (Nature of payments to be indicated)	Total	EPF	Others	Total					

Daily Total \_\_\_\_\_  
Dated initials of the persons  
Making the daily attendance \_\_\_\_\_

Dated initials of inspecting Officer\_\_\_\_\_

Passed for Rs.....(Rupees.....

Dated..... Office

Dated.....

Signature.....

Authorising

Signature.....

Officer

Rank.....

Payment

Rank.....

Pay in M.Roll

Pay Rs.....

Accountant

Accounts Officer

Date.....



Part III –Certificate of Payment

Paid by me on .....Rs.....in the presence of .....  
 (Signature-Rank) (Signature-Rank)

Paid by me on .....Rs.....in the presence of .....

Paid by me on .....Rs.....in the presence of .....

Paid by me on .....Rs.....in the presence of .....

Paid by me on .....Rs.....in the presence of .....

Paid by me on .....Rs.....in the presence of .....

Part III- \*Detail of Measurement of work done by the labour employed as per this nominal  
 muster-roll.

Description of work (Each distinct item of work, grouped by sanctioned sub-heads)	Quantity	Deduction as shown on the last Muster Roll	B a l a n c e	Rate of Cost	Estimate rate	Remarks if any

Measurement taken on .....Signature.....

Measurement Book no. ....Page.....Rank.....

\*If the work is not susceptible of measurement a remark to this effect should be recorded and progress noted in general terms in sufficient detail.

MANUAL OF ORDER FORM No. 35  
 (Referred to in para 4.3[vii] )  
 NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
 (A Government of India Enterprises)

**Measurement Book**

(Printed Separately)

MANUAL OF ORDER FORM No. 31-A  
(Referred to in para 4.3[iv][b] )  
NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
(A Government of India Enterprises)

**Work Order**

Field Unit \_\_\_\_\_  
Book No. \_\_\_\_\_  
No. \_\_\_\_\_

Dated \_\_\_\_\_

Order for work described below given to \_\_\_\_\_ Contractor to be executed as per conditions and at the rates specified below:

Sl. No.	Description of Work			

Contracter

Officer-incharge of work

**CONDITIONS**

**1. The Officer-in-charge of the work will accept or reject the work executed, according**

**to his judgement.**

1"2 The work order may be cancelled and the work stopped at any time by the Unit

Officer if the progress specified in the schedule given below for each period is not achieved or the quality of work done is inferior or below specifications. In addition to terminating the contract the Unit Officer will also be entitled to impose penalty by forfeiting the payments due to the piece-workers/ task workers to the extent as under:

- (a) The full amount of security deposit standing at the credit of the piece-worker/ task worker;
- and (b) Any payments due to the piece-worker/task worker for the work done or any other payment due to him.

The total amount of payment so penalized and to be adjusted should not be more than 20% of the total value of work executed by them."

## SCHEDULE OF PROGRESS

Description of work	Period

CS No. 40 dated 18.9.70

The work shall be executed strictly according to the specifications.

Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications designs, drawings and instructions before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right matter or thing, whatsoever, in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same, whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the persons appointment that the arbitrator so appointed is a Corporation officer that he had to deal with the matter to which the contract relates and that in the course of his duties as Corporation Officer he had expressed views on all/ or any of the matters in dispute of difference. The Arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, the Managing Director as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of the contract that no person other than a person appointed by the Managing Director as aforesaid should act as arbitrator and, if for any reason, that is not possible, the matter is not to be referred to arbitration at all. The arbitrator may from time to time with the consent of the parties, enlarge the time, for making an publishing the award.

Subject as aforesaid the provisions of the Arbitration Act, 1940 or any statutory modification or reenactment thereof and the rules made there under and for the time being in force shall apply to the Arbitration proceeding under this clause."

All work executed shall be paid for according to measurement taken by or under the orders of the Officer-in-charge of the work, and not according to the quantity given in any estimate.

If the contractor or his work people or servant shall break, deface, injure or destroy any building, road, road curbs, fence, enclosure, water pipes, cables drains, electric or telephone posts or wires, any machinery of fitting of the Corporation trees, grass or grass land or cultivated ground contiguous to the place where the work is being executed, the contractor, shall make good the same at his own expense, and in the event of his refusing operating to do so the damage shall be repaired at his expense by the Officer-in-Charge, who shall deduct the cost from any sums due, or which may become due, to the contractor.

No labour below the age of TWELVE year shall be employed on the work

The Contractor shall submit by the 4<sup>th</sup> and 19<sup>th</sup> of every month., to the Engineer-in -charge a true statement showing in respect of the second half of the preceding month and the first half of the current month, respectively (1) the number or labourers employed by him on the work, and (2) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them.

In respect of all labourer directly or indirectly employed on the work for the performance of the contractor's part of this agreement, the contractor shall comply with or cause to be complied with all the rules framed by Govt. from time to time for the protection of health and sanitary arrangements for workers employed by the Public Works Department and its contractors.

In every case in which by virtue of the provisions of section, 12 Sub-section(1) of the Workmen's Compensation Act, 1923 the Corporation is obliged to pay compensation to a workman employed by the contractor, in the execution of the works, the Corporation will recover from the contractor, the amount of the compensation so paid; and without prejudice to the rights of the Corporation under section 12, sub-section(2) if the said Act, the Corporation shall be at liberty to recover such amount or any part thereof by deducting if from the security deposit or from any sum due by the Corporation to the contractor whether under this contract or otherwise. The Corporation shall not be bound to contest any claim made against it under section 12, sub-section(1) of the said Act, except on the written request of the contractor and upon his giving to the Corporation fully security for all costs for which the Corporation might become liable in consequence of contesting such claim.  
 Security Deposit shall be recovered a 5% of gross value of work billed for.

MANUAL OF ORDER FORM No. 32  
 (Referred to in para 4.3[vi])  
 NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
 (A Government of India Enterprises)

**Monthly Report of Quantities Executed**

(Obverse)  
 Part I- Quantities for work done

Field Office \_\_\_\_\_  
 Sectional Officer \_\_\_\_\_

Month ending \_\_\_\_\_

Code No. Sl.No.	Items or sub-head grouped under each job estimate	Reference to measurement for month's quantities	Unit	Actual this month	Actual to date	Probable final quantity	Remarks
1	2	3	4	5	6	7	8

(Reverse)



Issues during the month as on reverse																				
Balance C.O.																				

Checked

Accountant

Accounts Officer

\_\_\_\_\_Field Unit

Asstt. Executive Engineer Signature\_\_\_\_\_

Designation\_\_\_\_\_

For direct reference to G.R.Sheet may be given, while for other reference to Indent, Issue Note, Store Transfer Note and Store Return Note may be quoted. Stores transferred from the work or returned to stores should be shown as minus receipt.

349

FORM 31-a (Reverse)

	Material used on each sub-head	Quantity executed																	Total	Remarks
	(1) Cement masonry 1:5																			
	(2) Cement Concrete 1:3:6																			
	(3)																			
	(4)																			
	Total quantity issued																			

350

MANUAL OF ORDER FORM NO.33  
( Referred to in para 4.3 [viii] )

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
( A Govt. of India Enterprise )

List of documents submitted to Field Office for Transmission to Corporate Office

List No. \_\_\_\_\_ / \_\_\_\_\_

Dated \_\_\_\_\_

Sectional Officer / Storekeeper \_\_\_\_\_

Sl. No.	Particulars of documents	Form No.	Nos.	Sl. Nos. of documents if any	Remarks
1.	G.R.Sheets	13/F			
2.	Indents on Stores	13/H			
3.	Copies of issue notes issued by Contract authorities				
4.	Store Transfer Notes	13/G			
5.	Out turn Statements	53/I			
6.	Service Notes	53/A			
7.	Duty Slips	53/B			
8.	Store Return Notes	13/J			
9.	Survey Reports	27/C			
10.	Return on Stock taking	13/N			
11.	Copies of acknowledgement of Tools & Plant taken on loan or for work from Project Authorities	27-B			
12.	Acknowledgement for issues outside the Field Unit or Sales	27-B			
13.	Monthly Report of Quantities	53/E			
14.	Pay Rolls of Workcharged establishment	53/J			
15.	Accounts of Receipts/Issues of Tools and Plant	53/K			
16.	Monthly Report of working machines	53/L			
17.	Special documents.				

Signature \_\_\_\_\_

Designation \_\_\_\_\_

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MANUAL OF ORDER FORM No. 34

Referred to in para[4.6][3][5]

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
(A Government of India Enterprises)

Register of Unpaid Wages

S.NO.	Unpaid in Vr. dated no.	Name	Token no.	Designa- tion	Period for which due	Details of Amount Due	Amount due Rs.	P.	Dated initial of the officer	<u>Paid</u> Vr. No.	Amount dated paid	Dated initial of officer	Remarks		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Instruction for up-keep of 'Register of Unpaid Wages'

At the end of each month every unpaid item should be entered separately in columns 1 to 11 from partly paid cash vouchers.

When any payments are made against unpaid items they should be noted in columns 12 to 16 at the time of payment.

After the entries referred to in (1) and (2) above have been made, the total of the month's entries in the columns 9 and 10 should be struck and an abstract should be made in the register below the entries for the month as follows:

Rs. P.

Balance unpaid at the end of the last month .....

Amount left unpaid in cash vouchers during the month as detailed above.....

Bills adjusted during the month but wholly unpaid.

No. dated Rs.....

No. dated Rs.....

No. dated Rs.....

Total

Amounts paid during the month vide serial Nos. ....

Net Amount

Agreed with the amount outstanding in the ledger

After closing the accounts for March, June, September and December, all the Unpaid items should be independently totaled and agreed with the amount shown unpaid in the abstract.

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MANUAL OF ORDER FORM No. 35

(Referred to in para 4.3[vii] )

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.

(A Government of India Enterprises)

Register of Registering Charges

(Printed Separately)



Out turn Statement of Manufacture

Manufacture Estimate No.....Name  
 Sectional Officer.....Field Office  
 Authority.....Month

date	invoice no. & date	Stock or name of Work or Job to which Manufactured Article issued	Manufactured Articles																																																																																																																																																																																																																																																																																																																																																																																																																																																														
		Q C.V.O.																																																																																																																																																																																																																																																																																																																																																																																																																																																															

P		V B.O. Q										
		(a) Total issues to works or stock during the month (b) Balance in hand..... (c) Balance in hand at end of this month. Out turn during the month(a+c-b) Out turn to end of this month.										

Abstract of months issues to work's and stock by values only.

Adjusted vide -----J.E. dated  
 Sectional Officer..... Asstt. Executive Engineer.....  
 Accountant..... Accounts Officer.....

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MANUAL OF ORDER FORM No. 37 \*  
 (Referred to in para 4.6[5] )  
 NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
 (A Government of India Enterprises)

Pay Bill of Workcharged Establishment

S.L. No. of W.C. Rolls Register  
 No. of Cash Voucher \_\_\_\_\_ Date \_\_\_\_\_ Form no.  
 Name of Assistant Executive Engineer/ A.E. \_\_\_\_\_ Month of Payment \_\_\_\_\_ 198  
 Name of Sectional Officer/ J.E. \_\_\_\_\_ Name of Section \_\_\_\_\_

Ref. to Adj. Voucher \_\_\_\_\_ of \_\_\_\_\_ Bill for the month of \_\_\_\_\_ 198

			<b>EARNINGS</b>					<b>DEDUCTIONS</b>				
--	--	--	-----------------	--	--	--	--	-------------------	--	--	--	--

S. N O.	Name of Incumbent	Designation	Period	Rate of Pay	Pay	D.A	A.D.A.	Inderim-Relief	H. R. A.	Total	CPF	I.Tax	Fest. Adv.	Others	Total	Net Amount Payable	Dated Acknowledgment of Payess	Dated initial paying officer
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18

Names should be grouped according to works. The name of the work and reference to orders sanctioning the establishment should be written in red ink across the page above the entries relating to each group. The total for each, work should be entered in red ink.

C.S.No. 175 dated 16.9.85

Contd.....

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(Contd.) from page 355

S. N O.	Name of Incumbent	Designation	Period	Rate of Pay	EARNINGS			Inderim-relief	H. R. A.	Total	DEDUCTIONS				Total	Net Amount Payable	Dated Acknowledgment of Payess	Dated initial paying officer
					Pay	D.A	A.D.A.				CPF	I.Tax	Fest. Adv.	Others				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18

Total amount in words

EARNINGS	DEDUCTIONS					
Pay	CPF	Net Amount Payable	Checked and entered	1.Certified that all persons for whom wages has been drawn in this bill, were on duty, drawing periods shown against their names each man being employed on the work and on duties for which his appointment was sanctioned. 2. Certified also that the wages of every person actually employed during the month have been claimed in this bill Sectional Officer/JE                      Asstt.Exe.Engineer date Signatures                                      (Dated Signatures)		
D.A.	I.T.				Dated Signature of Accountant	
A.D.A.	Festival Advance					Passed for payment of Rupees
Interim Relief	Other deductions					
H.R.A.						
		Acctt	Accounts Officer	(This space is reserved for remarks if any by the Executive Engineer)		
Paid Rs..... on.....			Cashier    Accounts Officer	Executive Engineer		

Paid Rs..... on..... Cashier Accounts Officer  
 Paid Rs..... on..... Cashier Accounts Officer  
 Total:

Certified that the certificate of the workmen have been received and recorded for the period the work men have been shown on leave for reasons other that sickness and temporary disablement.

Signature of leave sanctioning Authority

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MANUAL OF ORDER FORM No. 38  
 (Referred to in para 4.5 )  
 NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
 (A Government of India Enterprises)

Account of Receipt of Tools and Plant

Date	Source of Receipt with particulars	Name of Articles, with classification*														Reference to G.R. Sheet No. & date or adjustment of value
	Totals of the months															

\*The classification may be indicated by capital letters, i.e. Office furniture= O, Office Equipment = O.E., Works equipment= W.E., Tools= T, Plant & Machinery= P

Quantities should be shown in black and values in red.

-----  
 Sectional Officer/ Store keeper

MANUAL OF ORDER FORM No. 39  
 (Referred to in para 4.5)  
 NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
 (A Government of India Enterprises)

Account of Issue of Tools and Plant

Sectional Officer / Store Keeper..... Month..... Field Office.....

Date	Reference to Receipt or Voucher accompanying	To whom issued with particulars etc.	Name of Articles, with classification*														Reference to G.R. Sheet No. & date or adjustment of value
		Totals of the months															

\*The classification may be indicated by capital letters, i.e. Office furniture= O, Office Equipment = O.E., Works equipment= W.E., Tools= T, Plant & Machinery= P

Quantities should be shown in black and values in red.

-----  
 Sectional Officer/ Store keeper

**MANUAL OF ORDER FORM NO. 40**

( Referred to in para 4.7 )  
 NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
 ( A GOVERNMENT OF INDIA ENTERPRISE )

**List of Documents submitted to Head Office**

List No. \_\_\_\_\_

Dated \_\_\_\_\_

Sl. No.	Particulars of documents	Form No.	Nos.	Sl.Nos. of	Remarks documents if any
---------	--------------------------	----------	------	------------	--------------------------

<b>Part I</b>					
1.	G.R.Sheets				13/F
2.	Indents on stores				13/H
3.	Copies of issue notes issued by contract authorities.				13/G 53/I
4.	Stores transfer notes.				53/A
5.	Out-turn statement.				53/B
6.	Service notes.				13/J
7.	Duty slips				27/C
8.	Stores Return Notes				13/N
	Survey Reports				
	Return of Stock taking.				
	Copies of acknowledgement of Tools & Plant taken on loan or for works from Other projects.				
	Acknowledgements for issues out-side the Field Office.				53/E
13.	Monthly Report of quantities				53/J
14.	Pay Rolls of work-charged establishment.				53/K 53/L
	Account of Receipts/Issues of Tools and Plant.				
	Monthly Report of working Machinery.				

17.		
18.		

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Sl. No.	Particulars of documents	Form No.	Nos.	Sl.Nos. of	Remarks documents if any
---------	--------------------------	----------	------	------------	--------------------------

**Part II**

Copy of Cash book  
 Cash vouchers  
 Journal entries  
 Stock verification report  
 Copies of Ledger Accounts  
 for wages suspense,  
 Advances to labour etc.

Reconciliation statement of  
 bank balance with bank  
 pass book.

Value of Stationary  
 Postage Library books.

Copies of Corporation's  
 Ledger accounts with each  
 Project Executive Engineer  
 Concerned.

Imprests showing the action  
 taken to clear them.

Report Reviewing the  
 financial aspects.

Special Documents.

- 1.
- 2.
- 3.
- 4.

Signature.....  
 Designation.....

**MANUAL OF ORDER FROM NO. 41**

( Referred to in para 4.8(II) )  
NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
( A GOVERNMENT OF INDIA ENTERPREISE )

Field Office.....

Form 2.

Month .....19

Reconciliation of value Balance in Stores Price Ledger with the closing balance in ledger head " stock " at .....

Serial or Code No.	Value Balance	Serial or Code No.	Value Balance	Serial or Code No. Balance	value
	Rs. P.		Rs. P		Rs. P.

**MANUAL OF ORDER FROM NO. 46**

(Referred to in para 5.13)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
(A GOVERNMENT OF INDIA ENTERPREISE)



**MANUAL OF ORDER FROM NO.47**

(Referred to in para 5.13)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
(A GOVERNMENT OF INDIA ENTERPREISE)

**MANUAL OF ORDER FROM NO. 48**

(Referred to in para 5.13 )

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
(GOVERNMENT OF INDIA ENTERPREISE)

Statement of Labour Recruited  
Obverse

1. Name \_\_\_\_\_ 2. Token No. \_\_\_\_\_  
3. Father's Name \_\_\_\_\_ 4. Age (Approx.) \_\_\_\_\_  
Village/Town \_\_\_\_\_ 6. Post Office \_\_\_\_\_  
Police Station \_\_\_\_\_ 8. Tehsil \_\_\_\_\_  
District \_\_\_\_\_  
Personal marks of identification: \_\_\_\_\_  
(ii) \_\_\_\_\_

Left Hand thumb impression \_\_\_\_\_

Witness \_\_\_\_\_

Amount of Advance \_\_\_\_\_

Amount of transportation charges \_\_\_\_\_

Signature of Recruiting official \_\_\_\_\_  
Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

Particulars of employment

Reverse

**From**

**Designation**

**Daily Wage**

**Signature of and other**

Remarks regarding leave,  
Efficiency suitability etc. by  
Sectional Officers.

Notes :

1. Particulars of employment will filled in from time to time in the Sectional Officer's, duplicate copy only. No report need be made to the Unit Office.
2. The Sectional Officer's copy should be transferred along with the person concerned if and when he is transferred to another Sectional Officer's charge.
3. When the services of the person are terminated, the Sectional Officer's duplicate copy should be returned to the Unit Office with the bill of final settlement on which recoveries due on account of advance and/or transportation charges should be noted, which should be checked by the Field Office before making payment.

**MANUAL OF ORDER FROM NO.50**

**APPLICATION FORM**

(Referred to in para 5(ii) of Appendix 2)

**To**

I hereby declare that I have read and understood the rules and regulations of the Provident Fund of the  
.....  
.....

and I agree to become a subscriber and to be bounded by the rules and regulations of the Fund for the time being in force and as may from time to time be prescribed.

Name in full  
Father's Name  
Nature of Appointment  
Date of joining service  
Present pay/wages

Witness

Signature of Thumb Impression  
Dated :

As the applicant is illiterate, the rules and regulations of the Provide Fund have been explained to him by me and certify that he understands them.

Witness  
Signature  
Dated :

**MANUAL OF ORDER FROM NO.51**

**DECLARATION & NOMINATION FORM**  
(Referred to in Rule 6 of Appendix 2)

1. Name  
 Caste or Surname  
 Sex  
 Religion  
 Occupation  
 Height  
 Father's Name  
 Husband's name (for married women only)  
 Marital Status (whether bachelor, spinster, married, widow or widower)  
 Date of birth: Day.....Month.....Year.....  
 Marks of Identification .....

.....  
 Permanent Address .....

Village .....Thana.....  
 District .....State .....

I hereby nominate the person/persons mentioned below to receive the amount standing to my credit in the Fund, in the event of my death before that amount has become payable or having become payable, has not been paid and direct that the said amount shall be distributed among the said person/persons in the manner shown below against their games.

Name and Address of nominee or nominees	Nominee's relationship with the member	Age of Nominee	share of accumulation in the fund to be paid to each nominee	Amount or the happening of which the nomination shall become invalid	Contingencies on
1	2	3	4	5	
Date.....					

Signature of left hand thumb impression of the member.  
 Certified that the above nomination has been signed by .....

Employed .....before me after he has read the entries.  
 The entries have been read over to him by me.  
 Signature of the Manager  
 or other authorised Officer.....

Date..... Designation .....

Name and address of the Corporation

## MANUAL OF ORDER FROM NO.59

(Referred to in para 2.39)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
(GOVERNMENT OF INDIA ENTERPREISE)

FORM OF REPORT OF ACCIDENT BY ENGINEER IN CHARGE  
OF THE FIELD UNIT

Sl.No.	Particulars	Reference to Sections of the Workmen's Compensation Act '1923'.	Answer
1	2	3	4

(I) Name of Injured workman  
Father's name and  
Age at the date of accident.

Time and date of accident  
Was the workman engaged by any  
Sub-contractor?.

(a) Was the workman's employment of

**Casual nature and**

Was the workman employed otherwise  
than for the purposes of Corporation's  
trade or business.

5. (i) Was the workman employed by way of  
manual labour on monthly wages, if so,  
the amount of monthly wages from the  
date of employment to the date of  
accident? If employed on daily wages  
then the rate of wages and the period  
of employment?

(ii) Has the workman remained absent from  
duty for more than 14 days during the  
period of employment?

6. Was the workman employed in any such capacity as is specified in schedule II to workmen of compensation Act 1923? S.2(i) (n)

7. Was the injury caused by accident arising out of and in the course of workman's duty? S.3 (i)

Did the accident occur on or about the premises on which the Corporation has undertaken or usually undertakes to execute the work, or which are otherwise under Corporation's control or management? S.12 (14)

Was any order expressly given or any rule expressly framed for the purpose of securing the safety of workmen. If any what? Was the injury caused due to the wilful disobedience of the workman to such order or rule. S.3 (i) (ii)

Was any safety guard or other device provided for the purpose of securing the safety of the Workmen, if any, what?

Was the injury due to the wilful removal or Disregard by the workman of such device or Safety guard. S.3 (i) (iii)

Was the workman at the time of accident Under the influence of drink or drug? S.3 (i) (i)

Full details of injuries caused.

13. (i) Whether death resulted from injury or injuries. S.(i) (a)

(ii) Whether disablement resulted from the injury or injuries, if so.

(a) Whether permanent total disablement or

(b) Permanent Partial disablement or S.4 (i) (c)

(c) Temporary disablement (Total or Partial) S.4 (i) (d)

Is temporary disablement (Total or Partial) expected to last for more than three days.

Has a report been made to the Police?

15. Give a proper narrative report with events in proper Chronological reference.

Signature of  
Engineer-in-charge

Note : (i) Instead of more 'Yes' or 'No' there should be sufficient reasons in Support of replay to various questions.

The reference in column (3) of the form pertain to sections of the Workmen's Compensation Act, 1924.

Nature and extent of injury or injuries and the nature of disablement Caused should be supported by a certificate from a qualified Medical Practitioner.

\* 2. Certified that

My wife/husband is not in Government Service.

My wife/husband is in Govt. service and that no reimbursement would be claimed by her/him and also the pay drawn by her/him does not exceed Rs.600 p.m.

My wife/husband is not employed outside the Central Govt./Corporation.

My wife/husband is employed with @ \_\_\_\_\_. She/he is not entitled to reimbursement of tuition fees in respect of our Children. She/he is entitled to reimbursement of tuition fees in respect of our Children as follows :

3. Certified that none of the Children mentioned above has been studying in the same class for more than two years.

4. Certified that I have not claimed and will not claim the Children's Educational allowance under the Ministry of Finance (O.M. No. F.10(l) – Est (Sp)/60 dated 30.1.62 in respect of the children mentioned above. (strike out if not applicable).

\* strike off what is not applicable.

@ Employer other than Central Government to be mentioned.

Signature and designation of the employee

Dated \_\_\_\_\_



**MANUAL OF ORDER FROM NO. 63**

(Referred to in para 2.34 (ii))

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
(A GOVERNMENT OF INDIA ENTERPRISE)

**Overtime Allowance Bill**

1. Name, Designation and emoluments of the official .....Rs.....

---

2. Date on Time of Time of (i) On work- Next There- Sunday/ Remarks

which duty	arrival	Depart- ure	ing days	2 hours after 1st 2 hrs. after 6 P.M.	Holiday
---------------	---------	----------------	----------	--	---------

Total

Whether entry has been made in overtime register, yes at Page No.....

Signature of the Official

(a) Certified that the officer in whose case the overtime allowance has been claimed in this bill was/were required under specific orders to attend office/ to sit late in office after having put in full days work on the dates mentioned above for disposal of urgent work which in Public interest could not be postponed till the next working day.

(b) Also certified that the amount claimed in this bill is in accordance with the rates prescribed in the Ministry of Finance Office Memorandum No. F.9(5)/E.II(B)/60, dated the 1<sup>st</sup> June 1961, 15<sup>th</sup> December, 1961 and 17<sup>th</sup> November, 1961;

(c) Also certified that the staff did not receive any other remuneration/conveyance charges/compensatory leave for the performance of that overtime work.

(d) Also certified that the official whose claim has been drawn in this bill was not holding supervisory post during the period mentioned above.

Signature of the Immediate Officer

F.A. & C.A.O./A.C.E.(P)/C.E.

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**MANUAL OF ORDER FROM NO. 65**

Gram: 'NAPROON  
New Delhi

Tele: 6416580  
Telex:031-4083 NPCC -IN

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)

Raja House,  
30-31, Nehru Place,  
New Delhi - 110019

Ref.No.....

Dated the .....198

.....  
.....  
.....  
.....

**REGISTERED**

Subject: Offer of appointment for the post of .....

**Dear Sir/Madam,**

With reference to your application dated .....interview on..... We take pleasure in offering you the position of .....in this Corporation on the terms and conditions as set out below :

1. You will be entitled to a starting salary of Rs.....  
.....p.m. in the scale of  
Rs.....

1. 2. In addition you will be paid Dearness and other allowances as may be admissible and sanctioned by the Corporation from time to time to similar categories of employees of the Corporation depending upon the place of posting.

2. As regards the facilities/perquisites such as Leave, LTC, Leave Encashment, Medical, CPF, Gratuity etc. you will be governed by the respective rules and regulations of the Corporation in force and as amended from time to time.

3. You will also be governed by all other Conditions of Service/Rules/Regulations of the Corporation in force and as are amended and made applicable to the various categories of employees of NPCC from time to time. Decision of the Management shall be final and binding in each case

4. You will be on probation for a period of one year which depending upon your work and conduct, may be extended, if found necessary. Please also note that you will continue to be on probation until your services are confirmed in writing by the Corporation. During the probationary period your services are liable to be terminated at any time without assigning any reasons therefor on either side with one month's written notice or pay in lieu therefore.

5. You will be required to serve the Corporation at least for a period of five years (including probation period) and you will execute a bond of Rs.10,000/- with one Surety ( as per proforma enclosed) on non-judicial stamp paper of Rs.10/- in favour of the Corporation.

(Applicable to AEE/AE/Junior Executives only).

6. After the successful completion of your probationary period your services will be liable to be terminated on one/three month's notice in writing on either side or payment of pay in lieu therefor.

7. You will be required to serve in any part of India or abroad according to the requirements of the Corporation.

8. In addition to other duties assigned to you from time to time you will also be required to :
  - (a) Take measurements of works done;
  - (b) Maintain all initial records as well as Materials at Site Accounts etc.  
(Applicable to AEE/AE/Junior Executives only)
9. You will please submit a fitness certificates from a District Civil Surgeon, before joining your appointment.
10. You will also submit a declaration to the effect whether you are related/not related to any of the Directors of the Corporation in the proforma enclosed at the time of joining.
11. You will be required to furnish cash security of Rs.....and to execute surety bonds or fidelity guarantee from the Insurance Company to an extend of Rs.....respectively before joining your appointment.  
(Applicable to Sectional Officers/Junior Engineers and A/C clerk/cashers)
12. You will have to become a member of the NPCC Ltd. Employees Group Insurance Scheme as per Rules of the Corporation. The form of "Appointment of Beneficiary " is enclosed which may be brought duly completed at the time of your joining the Corporation.
13. In respect of seniority in the service/cadre, the seniority so fixed by the NPCC will be final and binding on you.
14. No T.A. will be admissible to you for joining your first appointment.
15. You should bring with you, character certificate in the enclosed proforma duly attested by a District or Sub-Divisional Stipendiary Magistrate or their superior officers and Attestation Forms, to submit alongwith you joining report.
16. Any person appointed to the .....  
Service/post of .....immediately on or after the .....shall, if so required, be liable to serve in any Defence Services or post connected with the Defence of India, for a peroid of not less than four years including the period spent on training, if any;
  - a) Provided that such person.....shall not be required to serve as aforesaid after the expiry of ten years from the date of appointment.
  - b) Shall not ordinarily be required to serve as aforesaid after attaining the age of forty years.
18. (i) You should inform the Corporation before .....whether or not you accept this offer of appointment.

- (ii) If you accept the offer of appointment in time, you should report for duty to the .....  
.....  
Immediately but not later than.....
  
- (ii) If the acceptance of this offer of appointment is not received before .....or if after acceptance you fail to report for duty to the .....by the stipulated date, this offer will be treated as cancelled.

Yours faithfully

For and on behalf of  
National Projects Construction Corporation Ltd.

**DA : As above**

**CC:**

- 2. ....  
.....  
.....

The date of arrival may be reported to this office alongwith his general particulars. The Attestation form duly filled in by the employee and his Character Certificate, Medical fitness certificate, declaration surety bond and form of appointment of beneficiary, should be submitted immediately on his arrival.

- 3. A.O.(C&B), NPCC Limited, Corporate Office, New Delhi.
- 4. P.O.(Estt.), NPCC Limited, Corporate Office, New Delhi.
- 5. P.O.(CR), NPCC Limited, Corporate Office, New Delhi.
- 6. Personal File.....
- 7. File No. ....

MANUAL OF ORDER FROM NO.66

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
(A GOVERNMENT OF INDIA ENTERPREISE)

No. \_\_\_\_\_

Dated the \_\_\_\_\_ 19

To:

.....  
.....

REGISTERED

Subject: **OFFER OF APPOINTMENT FOR WORKCHARGED**

Dear Sir,

With reference to your application dated \_\_\_\_\_ you are, hereby, offered a temporary post of a/an \_\_\_\_\_ in this Corporation on an initial pay of Rs. \_\_\_\_\_ in the scale of Rs. \_\_\_\_\_ plus allowance and any other concessions which be admissible and sanctioned by the Corporation from time to time, on workcharged establishment , on the following conditions :

1. Your appointment in this Corporation is purely temporary, and your services are liable to be terminated at any time after notice for a period not less than 15 days but without assigning any reasons or upon payment to you, the pay for the period in lieu of notice.
2. Your services will cease to continue in the event the work on which you are employed is closed. If, however, you wish to resign your employment at any time, you have to give this Corporation 15 days notice in writing or in default forfeit to this Corporation your pay for 15 days. If, however, you are required to be retrenched for reasons other than misconduct or you want to resign after completion of one year's continuous service. One month's notice in writing shall be given on either side instead of 15 days notice as stated above.
3. You shall be on probation for a period of 3 months from the date of your appointment. During this period you 2ork will be reviewed and in case you are found unsuitable, your services are liable to be terminated without any notice.

4. You will be required to produce documentary proof of age within one month from your date of appointment.
5. You will not be paid any T.A. for the journey undertaken to join the post offered unless specifically sanctioned.
6. You will be required to serve in any part of India, according the requirements of the Corporation.
7. You will be subject to such conditions and rules which may be framed by this Corporation from time to time.

If you accept the post on the above noted conditions, you are requested to report yourself for duty to \_\_\_\_\_not later than \_\_\_\_\_failing which the offer may be treated as cancelled.

Yours faithfully,

For and on behalf of National Projects Construction Corporation Ltd.

Copy forwarded to :

1. Executive Engineer/Assistant Executive Engineer \_\_\_\_\_  
Unit for information.  
  
The pay of the applicant is chargeable to \_\_\_\_\_  
The joining date may be intimated.
2. Administrative Officer/Accounts Officer, NPCC Ltd., New Delhi
3. Accounts Section \_\_\_\_\_Unit.

**MANUAL OF ORDER FROM NO.58 (a)**

(Referred to in para 1.7)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
(A GOVERNMENT OF INDIA ENTERPRISE)

THIS BOND made this \_\_\_\_\_ day of \_\_\_\_\_  
Between \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_

(hereinafter called the Sectional Officer Store/keeper/Asstt. Store-keeper/Head Store-keeper/ Store Holder which term shall include his heirs, executors and administrators and legal representatives) of the 1<sup>st</sup> part and the National Projects Construction Corporation Limited, a company registered under the Indian Companies Act :1956 and having its Registered Office at Raja House, 30-31, Nehru Place, New Delhi (hereinafter called as the Employer Company which terms shall include its successors and assigns) of the 2<sup>nd</sup> part.

Whereas the said \_\_\_\_\_ was on the day of \_\_\_\_\_  
Appointed to and now holds the office \_\_\_\_\_.

AND WHEREAS the said \_\_\_\_\_ by virtue of such office is bound to (specify duties in brief) keep and render true and faithful accounts of his dealings with all property and money which may come into his hand or possession or under his control, such accounts to be kept in the form and manner that may, from time to time, be prescribed by duly constituted authority and also to furnish and submit such returns, accounts and other documents from time to time required of him.

AND WHEREAS, the said \_\_\_\_\_ in consideration of his said appointment has made over and paid to the employer company a sum of Rs.(Rupees .....only ) in case as security of the said and as fidelity guarantee for the purpose of securing in part and indemnifying the said employer company its successors and assigns and all the superior officers, against all loss and damage which he or they may or might in any way suffer by reason of the said property or any part or parts thereof being in any way consumed, wasted, embezzled, stolen, misapplied, lost, misspent, lost, missapplied or otherwise dishonestly, negligently or by or through oversight or violence made away or parted with by himself the said \_\_\_\_\_ or any person acting for him in his said office during his absence or otherwise or by any servant or clerks, cash keepers, coolies or other persons whatsoever whether in the service of the employer company or otherwise.

AND WHEREAS AS the said \_\_\_\_\_ in consideration of his said appointment has further delivered and deposited with the employer company a fidelity bond by \_\_\_\_\_ (Company) for the sum of rupees \_\_\_\_\_ (Rupees \_\_\_\_\_) as Security over & above the said cash security hereinbefore for the due and faithful performance by the said \_\_\_\_\_ his said officer and other office requiring security to which may be appointed at any time and of other duties which may arise while holding any such office as aforesaid of securing and indemnifying the Employer company against all loss, injury, damage costs or expenses which the Employer Company may, in any way suffer, sustain or pay, by reason of misconduct, neglect, oversight or any other act or omission of the said \_\_\_\_\_ or any person or persons acting under him or for whom he may be responsible.

AND WHEREAS the said \_\_\_\_\_ has entered into the above bond in the sum of \_\_\_\_\_ conditioned for the due performance by him the said \_\_\_\_\_ of the duties of the said office and of other duties, appertaining thereto or which may lawfully be required of him and to indemnify the Employer Company, against loss from or by reason of the acts or default of the said \_\_\_\_\_ and of all and every person and persons aforesaid.

Now the condition of the above written bond is such that if the said \_\_\_\_\_ has whilst he has held the said office of \_\_\_\_\_ as aforesaid, always duly performed and fulfilled the duties of his said office and if he shall, whilst he shall hold the said office or any other office



requiring security to which he may appointed, or in which he may act, always duly perform and fulfil all and every duties thereof respectively and other duties which may from time be required of him while holding any such office as aforesaid, and shall duly pay upto the Employer Company all such moneys and securities for money as are payable or deliverable to the Employer Company as shall come into his possession or control by reason of the said office and if the said \_\_\_\_\_ his heirs/executors, administrator or legal representative shall pay or cause to be paid unto the Employer Company the amount of any loss or defalcations in the accounts of the said \_\_\_\_\_ within 72 hours after the amount of such loss and/or defalcations shall have been demanded from the said \_\_\_\_\_ by the employer company such demand to be in writing and left at the (Office) or last known place of residence of the said \_\_\_\_\_ and shall also at all times indemnify and save, and keep harmless the Employer Company from all and every loss, injury, damage, actions suits, proceedings, costs, charges or expenses which has been or shall or may at any time or times hereafter during the service or employment or the said \_\_\_\_\_ in such office as aforesaid or any such offices aforesaid be sustained, incurred, suffered, brought, used or commended or paid by the employer Company by reason or any act. embazzment defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, ommission or insolvency of the said \_\_\_\_\_ or of any person or persons acting under him or for whom he may be responsible then the above written bond shall be void and of no effect, otherwise the same shall be and remain in full force.

PROVIDED ALWAYS and it is hereby declared and agreed by and between the parties hereto that the said fidelity bond No. \_\_\_\_\_ delivered and deposited as aforesaid shall be remain at the disposal of the said employer company as and for part and additional security over the above the cash security deposited with the Employer Company for the indemnity and other purposes aforesaid with full power to the employer company or an officer duly authorised in that behalf to obtain and receive payment of the sum or sums of the money recoverable or to be received upon by virtue of the said fidelity bond or a sufficient portion thereof and all benefits and advantages thereof and to apply the same in and towards indemnity as aforesaid of the employer company.

AND IT is hereby further agreed and declared by and between the parties hereto that the said \_\_\_\_\_ shall keep the said fidelity bond issued by the said company in full force by payment of the premia as and when they fall due and by otherwise confirming to the rules of the said company relating thereto and shall keep the employer company duly informed of the continuance in force of the fidelity Bond on renewal of the period of continuance.

PROVIDED ALWAYS that the cancellation or lapse at any time of the said fidelity Bond shall not be deemed to affect or prejudice the right of employer company to take proceedings upon or under the said fidelity bond but the responsibility of the said \_\_\_\_\_ shall at all times continue and the employer company shall be fully indemnified against all such loss or damage as aforesaid at any time.

AND IT is hereby further agreed that in the event of the death, insolvency, lunacy of the said \_\_\_\_\_ or on the vacation by him of the said office of in any manner whatsoever or howsoever or in the event of the said \_\_\_\_\_ ceasing to hold any office requiring security, the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) shall be retained and remain with the said employer company for six months after the said \_\_\_\_\_ has either died while holding the said office or has quitted the said office as aforesaid or has ceased to hold any office requiring security as the case may be as security against any loss or damage that may have been or may thereafter be incurred by the said employer company, its successors or assign and in respect of which the said \_\_\_\_\_ and his heirs, executors, administrators and representatives after his death is or are and shall or may be liable to indemnify the employer company its successors and assigns, PROVIDED ALWAYS that the return at any time of the said deposit shall not be deemed to affect the rights of the said employer company to take proceedings upon or under this Bond against the said \_\_\_\_\_ in case of any breach of the conditions of this Bond shall be discovered after the return of the said deposit but the responsibility of the said shall all times continue and the said employer company shall be fully indemnified against all such loss or damage as aforesaid at any time.

PROVIDED FURTHER that nothing herein contained nor in the fidelity bond so deposited shall be deemed to limit the liability of the said \_\_\_\_\_ in respect of matters aforesaid to the forfeiture of the said of Rs. \_\_\_\_\_ (cash security) or any part or parts thereof and that shall the said sum be insufficient to indemnify the employer company in full for any loss or damage sustained by them in respect of matters aforesaid or any of them, the said \_\_\_\_\_ shall pay to the employer company on demand such further sum as shall be demand by the Employer Company to be necessary in addition to the said fidelity bond of Rs. \_\_\_\_\_ to cover such loss or

damage as aforesaid and that the Employer company shall be entitled to recover such further sum payable as aforesaid in any manner open to them.

IN WITNESS WHEREOF the parties hereto have signed this deed on the day and year first above written.

Signature

\*1. \_\_\_\_\_ }  
2. \_\_\_\_\_ } Witnesses

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**MANUAL OF ORDER FROM NO.58**

(Referred to in para 1.7)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
(A GOVERNMENT OF INDIA ENTERPREISE)

This Bond made this \_\_\_\_\_ Day of \_\_\_\_\_ between  
\_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_  
(hereinafter called the Sectional Office/Store Keeper/Asstt.Store Keeper/Head Store Keeper / Store Holder which terms shall include his heirs, executors, administrators and legal representatives) of the 1st part Shri \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ (hereinafter called as surety) of the second part and the National Projects Construction Corporation Limited, a company registered under the Indian Companies Act, 1956 and having its Registered Office at Raja House, 30-31, Nehru Place, New Delhi (hereinafter called as the Employer Company which terms shall include its successors and assigns) of the 3<sup>rd</sup> part.

WHEREAS THE said \_\_\_\_\_ was on the day of \_\_\_\_\_ appointed to and now holds the office of \_\_\_\_\_ AND WHEREAS the said \_\_\_\_\_ by virtue of such office is bond to (specify duties in brief) keep and render true and faithful accounts of his dealing with all property and money which may come into his hand or possession or under his control, such accounts of his dealing with all property and money which may come into his hand or possession or under his control, such accounts to be kept in the form and manner that may, from time to time, be prescribed by duly constituted authority and also to furnish and submit such returns, accounts and other documents from time to time be required of him.

AND WHEREAS , the said \_\_\_\_\_ in consideration of his said appointment has made over and paid to the employer company a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in cash, as security of the said \_\_\_\_\_ and as fidelity guarantee for the purpose of securing in part and indemnifying the said employer company, its successors and assigns and all the superior officers, against all loss and damage which he or they may or might in any way suffer by reasons of the said property or any part or parts thereof being in any way consumed, wasted, embazzled, stolen, misspent, lost, misapplied or otherwise dishonestly negligently or by or through oversight or violance made away or parted with by himself, the said \_\_\_\_\_ or any person acting for him in his said office during his absence or otherwise

or by any servant or clerks, cash keepers, coolies or other person or persons whosoever whether in the service of the employer company or otherwise.

AND WHEREAS the above named employer company has taken into its service as \_\_\_\_\_ and the said \_\_\_\_\_ has agreed to obtain a respectable person to become surety for his duly accounting to the said employer company and for his faithful and honest conduct during his service as \_\_\_\_\_ with the said employer company.

AND WHEREAS the said surety has at the request of the employer company agreed to become such surety and for the purpose to execute the herein written obligation.

KNOW ALL MEN BY THESE PRESENTS that accordingly I the surety of my own free will am bound to the employer company to the extent of Rs. \_\_\_\_\_ as surety and covenant that the said \_\_\_\_\_ shall duly act in accordance with his undertakings and restore at \_\_\_\_\_ to the employer company its property and \_\_\_\_\_ be payable by him under the contract of his employment and if he should fail therein then any amount so payable may be realised by the employer company from me and my property to the aforesaid extent of Rs. \_\_\_\_\_ and/ or the amount of security deposited by the said \_\_\_\_\_ or and from person and other property of the/said \_\_\_\_\_.

PROVIDED FURTHER and it is expressly agreed and declared between and by the said \_\_\_\_\_ and the employer company and the surety that notwithstanding the provisions of section 133 of the Indian Contract Act or any other rule of law or equity in that behalf any variance of the contract or terms of service of the \_\_\_\_\_ shall not operate as discharge of the surety.

AND WHEREAS the said \_\_\_\_\_ has entered into the above bond in the sum of \_\_\_\_\_ conditioned for the due performance by him the said \_\_\_\_\_ of the duties of the said office aforesaid and of other duties, appertaining thereto or which may lawfully be required of him and to indemnify the Employer Company, against loss from or by reason of the acts or defaults of the said \_\_\_\_\_ and of all and every person and persons aforesaid.

Now the condition of the above written bond is such that if the said \_\_\_\_\_ has whilst he has held the said office as aforesaid always duly performed and fulfilled the duties of his said office and if he shall, whilst he shall hold the said office or any other office requiring security to which he may be appointed, or in which he may act, always duly perform and fulfil all and every duties thereof respectively and other duties which may from time to time be required of him while holding any such office as aforesaid, and shall duly pay unto the employer company all such moneys and securities for money as are payable or deliverable to the employer company as shall come into his possession or control by reason of the said office and if the said \_\_\_\_\_ his heirs, executors, administrators or legal representatives shall pay or cause to be paid unto the employer company the amount of any loss or defalcations in the accounts of the said \_\_\_\_\_ within 72 hours after the amount of such loss and/or defalcation shall have been demanded from the said \_\_\_\_\_ by the employer company such demand to be in writing and left at the office or last known place of residence of the said \_\_\_\_\_ and shall also at all times indemnify and save and keep harmless the employer company from all and every loss injury, damage, actions, suits, proceedings, costs, charges and expenses which has been or shall or may at any time or times hereafter during the service or employment of the said \_\_\_\_\_ in such office as aforesaid or any such offices aforesaid be sustained, incurred, suffered, brought used or commended or paid by the employer company by reason of any act, embezzlement, defalcation, mismanagement, neglect, failure, misconduct default, disobedience, omission or insolvency of the said \_\_\_\_\_ or of any person or persons acting under him or for whom he may be responsible then the above written bond shall be void and of no effect, otherwise the same shall be and remain in full force.

AND it is hereby further agreed that in the event of the death, insolvency, lunacy of the said \_\_\_\_\_ or on the vacation by him of the said office of \_\_\_\_\_ in any manner whatsoever or howsoever or in the event of the said ceasing to hold any office requiring security, the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) shall be retained and remain with the said employer company for six months after the said \_\_\_\_\_ has either died while holding the said office or has quitted the said office as aforesaid or has ceased to hold any office requiring security as the case may be as security against any loss or damage that may have been or may thereafter be incurred by \_\_\_\_\_ or assigns and in respect of which the said \_\_\_\_\_ and his heirs, executors, administrators and representatives \_\_\_\_\_

may be liable to indemnify the employer company it \_\_\_\_\_ALWAYS THAT the return at any time of the said \_\_\_\_\_rights of the said employer company to take proceedings upon or \_\_\_\_\_said and/or the surety or any of them in case of any breach of the \_\_\_\_\_be discovered after the return of the said deposit but the responsibility of the \_\_\_\_\_ and the said surety shall at all times continue and the said employer company \_\_\_\_\_indemnified against all such loss or damage as aforesaid at any time.

PROVIDED FURTHER that nothing herein containing shall be deemed to limit the liability of the said \_\_\_\_\_in respect of matters aforesaid to the forfeiture of the said sum of Rs. \_\_\_\_\_(cash security) or any part or parts thereof and that shall the said sum be insufficient to indemnify the Employer Company in full for any loss or damage sustained by them in respect of matters aforesaid or any of them the said \_\_\_\_\_shall pay to the Employer Company on demand such further sum as shall be deemed by the Employer Company to be necessary in addition to the said surety for Rs. \_\_\_\_\_ to cover such loss or damage as aforesaid and that Employer Company shall be entitled to recover such further sum payable as aforesaid in any manner open to them.

IN WITNESS WHEREOF , the parties hereto have signed this deed on the day and the year first above written.

Signature

1. \_\_\_\_\_}

} Witnesses

2. \_\_\_\_\_}

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**MANUAL OF ORDER FROM NO.67**

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
( A GOVERNMENT OF INDIA ENTERPREISE )

Technical Inspection Report(Vehicles)  
for all wheeled vehicles

and Type.....File No. ....  
No.....Date .....

Chassis No. ....Date of last inspection.....  
Engine Number(S).....Vehicle on charge of .....

Total Distance covered/Km.....  
Distance covered since/Date of last General.....Unit from which Recd.....  
Overhaul/Engine Change.....Date vehicle taken on unit charge.

Tools and equipment(condition and deficiencies) ( As per list attached )

Documentation

Maintenance :



	11.	Release bearing		
	12.	Adjustment		
	13.	Running		
	14.			
Cooling System	15.	Radiator		
	16.	Fan Belt		
	17.	Water Pump		
	18.			18. Thermostat
	19.		19. Hose Pipe	
	20.			
Ignition & Electrical System	21.	Battery		
	22.	Starter motor & Switch		
	23.	Dynamo & Regulator		
		Distributor/Magneto		
		Coil		
		Spark Plugs		
		Junction Boxes		
		Leads and wiring		
		Ignition Timing		
		Horn/Siren Switch		
		Screen Wiper		
		Control Board & Instrument		
	33.			
Fuel System	34.	Tanks(s)		
	35.	Lines		
		Filters(s)		
		Pump(s)		
	38.			
		Air Cleaner(s)		
		Carburettor Controls		
		Primer		
	42.			
	43.			
Lubrication System	44.	Tanks		
	45.	Pumps		
		Coolers		
		Filters		
		Running Pressure		
		Level		
Gear Box and Differential	51.	Main Gear Box		
	52.	Auxiliary Gear Box		
	53.	Controlled Differential		
	54.	Final Drives		
	55.	Power Take-off		
		Speedometer and cable		
	57.	Technometer and cable		

58.  
Drive and 59. Propeller Shafts  
Axles 60. Universal joins  
Bearings  
Front Axle  
Rear Axle  
Spindles and Bearings(M/c)

Steering 66. Wheel  
Column/Linkages  
Steering Box  
Castor, Camber, Toe-in

Brakes 71. Master Cylinder  
Wheel Cylinders  
Lines, Pipes, Unions  
Serve, System  
Parking Brake  
Steering Brakes  
Efficiency

Chasis and 79. Springs and Mountings  
Suspension 80. Schock absorbers  
Chassis/Frame  
Rivets  
Wheel/Tyres  
84.  
85.  
86.  
87.

Chassis and 88.  
Suspension 89. Suspension arms  
(Contd.) 90. Telescope Forks (M/C)  
Torsion Bars  
Towing attachments

Body work (Planking & Fittings)  
Gross/Longitudinal Members  
Superstructure/canopy  
Paint work and Markings  
Special 98. Upholstory  
Fittings 99. Tool Boxes/Stowage  
Doors  
Seats/Cushions  
Fittings

Special 108. Mechanical tyre pump  
Fittings 109. Compressor  
Fire extenguisher  
.

Remarks on  
Items of  
Specialist  
Vehicle.

Modifications  
Suggested

Road Test (i) Engine/Clutch/Gearbox Sychronisation(where applicable)  
Gear changing  
Steering  
Brakes  
General



**MANUAL OF ORDER FROM NO.68**

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
(A GOVERNMENT OF INDIA ENTERPRISE)

Confidential Report – Workcharged Staff – since revised)

Note – See Appendix XVIII for revised Merit Rating format for workmen

**MANUAL OF ORDER FROM NO.69**

(Referred to in para 3.35 A Correction Slip No. 45)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.  
(A GOVERNMENT OF INDIA ENTERPRISE)

Technical Inspection Report for Earth Moving Machinery  
and Construction Equipment

MAKE MODEL & TYPE .....  
CODE No.....  
CHASSIS NO.....ENGINE NO.....ENGINE MAKE.....  
Model of Engine.....Total Hrs run.....  
Hours run since last inspection .....  
Date of last inspection.....Date of present inspection.....  
Holding Unit.....Unit from which received.....  
Date & place of last major overhaul/change of Main engine.....  
Date & place of last major overhaul/change of starting engine.....  
" " " " /change of track chains.....  
" " " " /of Transmission system.....  
" " " " /of complete tractor.....  
Name of the Operator.....  
Name of the Mech.Engr I/C.....

**DOCUMENTATION**

Is the long book properly maintained .....  
Are all the previous inspections properly kept .....

Remarks regarding other documents.....  
MAINTENANCE

Lubrication .....  
Adjustments .....  
Cleanliness .....

\_\_\_\_\_  
Name and designation of the Inspection Officer .....  
Classification awarded .....

(Signature and Date)

Remarks of the unit XEN(MECH).....

(Signature and Date)

Orders of the Unit Officer.....

(Signature and Date)

Action taken by Unit W/shop to rectify defects pointed out in the report

.....  
.....

NOTES:

Each item below, applicable to the Machinery inspected must be reported under the column "condition". The following symbol will be used to denote the condition.

S Serviceable  
UW To be attended to by Unit Workshop  
CWS To be attended to by Central Workshop Agra  
BER Beyond Economic Repair

Item note applicable to the equipment inspected will be deleted.

The spare serial nos. at the end of each group will be used for entering major items not included in the form.

Condition	If defective,	Group	Serial	Major items
				state briefly nature of defect and probable cause

Main Engine  
1. Compression  
2. Bearings  
3. Valve and Valve Gear  
4. Gasket and Oil Seals

- 5. Mountings
- 7. Exhaust system
- 9. Hour meter
- 6. Induction system
- 8. Timing gear
- 10,
- 11.
- Starting Engine 12. Compression
- 13. Bearings
- 14. Valve and Valve Gear
- 15. Gasket and Oil Seals
- 16. Mountings
- 17. Induction system
- 18. Exhaust system
- 19. Timing gear
- 20. Hour meter
- 21.
- 22.
- Clutch 23. Pedal and linkage
- 24. Release bearing
- 25. Adjustment
- 26. Running
- 27.
- 28.
- Cooling System 29. Radiator
- 30. Fan Belt
- 31. Water Pump
- 32. Thermostat
- 33. Hose Pipe
- 34.
- 35.
- Ignition & Electrical System 36. Battery
- 37. Starter motor & Switch
- 38. Dynamo & Regulator
- Magneto
- 40. Leads & wiring
- 41. Control Board & Instrument
- 42.
- 43.
- Fuel System 44. Tanks(S)
- 45. Lines
- 46. Filters(s)
- 47. Pump(s)
- 48. Injectors
- 49. Fuel Gauge
- 50, Air cleaner(S)
- 51.
- 52.

Lubrication 53. Tanks  
System 54. Pumps  
Coolers  
56, Filters  
Running Pressure  
Level  
Oil Gauge

---

Gear Box 62. Main Gear Box  
and 63. Auxilliary Gear Box  
Transmission 64. Final Drives  
65. Power Take-off  
Sprocket  
Front Idler

Track Group 70.Track Chains  
Track Links  
Track Shoes  
Track Pins & bushings  
Track Carrier rollers  
Track Idler rollers

Steering 78. Steering Drums  
Group 79. Steering Clutches  
80. Steering breaks  
81. Steering Controls

Chassis 84. Main frame  
& Frame 85. Crank case guard  
Main and Auxilliary springs  
Towering hooks

Dozer 91. Blade  
Outting edges  
U.Frame  
Hydraulic Jacks  
Hydraulic Fuel tank  
Hydraulic Pump  
High Pressure and low

Pressure pipes and hoses

- 98. Controls
- 99.
- 100.

P.C.V./ 101. Power Take Off shaft

- Winch 102. Bearings
- 103. Drums
- 104. Brakes
- 105. Cables
- 106. Controls
- 107.
- 108.

Hydrau 109. Hydraulic oil

- System 110. Tanks
- 111. Lines
- 112.
- 113
- 114.

Trace Drive 115. Front Idler

- Shaft front Idler
- Bearing front Idler
- Frok Front Idler
- Shaft Track Frame
- Bearing Track frame
- Track Frame
- Guide assy
- Track frame
- Guide assy. Inner
- Track Chain
- Guide Front
- Trace Chain
- Guide bear
- Shield sprocket rock
- Frame
- Master Link Track
- Track Link
- Bushing Track
- Master Link
- Track Chain assy.
- Track Shoes
- Front Track Idler
- Bushing track idler
- Track Pecker assy.
- (single Flange)
- Track Roller assy

(Double Flange)

Shaft Track Idler  
Track Spring

Sprocket	147.	Gear, sprocket drive
Drive	148.	Shaft sprocket drive penion
	149.	Segment sprocket
	150.	Sprocket
	151.	Bearings
	152.	Sprocket Rock Deflector
	153.	Oil seals
	154.	
	155.	

Hoist Drum	156.	Hoist Drum
Shaft	157.	Crowd Gear
Assembly	158.	Wedge for cable
Friction Band		
Friction Drive L.H.		
Friction Drive R.H.		
Brake Shoe		
Lining Block		
Drain Shaft		
Bearings		
Vacum Hose		
Quick release valve		
Steel wire ropes		

Boom and	171.	Buckets
Bucket	172.	Pulley Sleeve
	173.	Pulley Fair leads
Boom extension		
Boom points		
Rack and Pension		
(In case of shovel)		
	177.	
	178.	
	179.	
	180.	

Fuel/Oil

FUEL.....LITRES PER HR.

Consumption  
Test

OIL.....LITRES PER HR.

Modifications  
Suggested

Output Test  
Under Load

In the output satisfactory  
taking into consideration  
Soil condition .....

( Signature of the Unit Officer )

( Signature of Inspecting Officer )

Dated :

**MANUAL OF ORDER FROM NO. 70**

(Referred to in para 3.55 (sl. no. 52 )

**MACHINE HISTORY SHEET**

**PART I GENERAL DATA**

Nomenclature \_\_\_\_\_

Make \_\_\_\_\_ 3. Model \_\_\_\_\_ 4. Type \_\_\_\_\_

5. Chassis No. \_\_\_\_\_ 6. Engine No. \_\_\_\_\_

7. NPCC Code No. \_\_\_\_\_ 8. Capacity \_\_\_\_\_

9. Year of Manufacture \_\_\_\_\_ 10. Country of origin \_\_\_\_\_

11. Main engine (a) Make \_\_\_\_\_ (b) Model \_\_\_\_\_  
(c) H.P. \_\_\_\_\_ (d) Sl. No. \_\_\_\_\_

12. Auxilliary Engine (a) Make \_\_\_\_\_ (b) Model \_\_\_\_\_

(c) H.P. \_\_\_\_\_ (d) Sl. No. \_\_\_\_\_

13. Electric Motors : (a) Makes \_\_\_\_\_ (b) Type \_\_\_\_\_  
(c) H.P. \_\_\_\_\_ (d) R.P.M. \_\_\_\_\_ (e) Sl.No.: \_\_\_\_\_

Details of attachments like shovel, dragline, back hoe, clamshell, crane  
Hook, Hydraulic/cable Dozer etc.

Specification

Type

Details of important fitments, i.e. fuel pumps, turbocharges Torque convertor etc.

Fitment                      Make                      Type                      Sl.No.

Fuel Pump

Turbocharger

Torque Convertor















Used in Constru ction to date	Quantit y												
	Value												
Balanc e at Site	Quantit y												
	Value												

Reasons for excess or large savings

Accountant

Cost Engineer

**PART-II**

Job No Sub Job No.	Descript ion of Material s Unit	(Principal items (both quantities & values))										Petty items value only	Total (value only)
Material Brief particul ars (Sales & Transfer s of material s should be treated as minus													
Total carried overleaf Quantit y Value													







MANUAL OF ORDER FORM NO. 52 (Reference Rule 12 Appendix 2 )

Ledger account of members of NPCC Employees Contributory Provident Fund.

To be maintained for each subscriber to the fund as per para 6 of Indian Income Tax (Provident Fund Relief ) Rules

Recovery by employer .....

1. Account closed date.....

2. Paid to employee.....

3. Lapsed to employer.....  
or to fund .....

Name & designation.....Date of joining fund .....AccountNo. ....Trustee Secretary .....

Year & Month	Salary	Contribution				Interest				Exempt			Not Exempt			Additions to total income (col.11 & 12)	Amount on which abatement is to be allowed (col.10)	Remarks	Withdrawals Account			
		Contribution by employee	Regular contribution by employer	Employers contribution of a contingent nature	Total (3,4 & 5)	Interest on col.3	Interest on col. 4	Interest on col.5	Total	Contributions by employer not	Int. on sums in col. 6 not in excess of 1/3 <sup>rd</sup> of the salary for the year & allowed @ of not exceeding %	Employees contribution not exceeding 1/5 of his salary for the year	1 4+5-8	12 7-9	13 3-10				Non repayable	Advance	Repayment	Interest.
1	2	3	4	5	6	7			8	9	10	11	12	13	14	15	16	Rs.	Rs.	Rs.	Rs.	
Balance																						
B.F.																						
April																						
May																						
June																						
July																						
August																						
Sept.																						
Oct.																						
Nov.																						
Dec.																						
Jan.																						
Feb.																						
March																						
Total																						
Of the																						
Year																						
G.Total																						

Adjustment on Account of temporary with-Drawals account Col.8, 9 & 10 only Adjustment on Account of non-Payable withDrawals account Col.11,12 &13 Total carried over



**MANUAL OF ORDER FORM NO. 60**  
(Referred to in S. No. 27 of para 1.5)

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED**  
( A GOVERNMENT OF INDIA ENTERPRISE )

Register of Demurrage Wharfage Charges

Sl.No.	R.R. No. & date	Date of receipt of R.R. in Unit Officer	Date of receipt of material at destination	Date of taking delivery	G.R. Sheet No. or date	Amount of Demurrage/Wharfage charge paid
1	2	3	4	5	6	7

Name of S.O./S.K. taking delivery	Name of firm	Brief Reasons	Action taken by the Unit Office i.e. whether charged to firm or written off	Remarks
8	9	10	11	12

**MANUAL OF ORDER FORM NO. 61**

(Referred to in S. No. 2.8 (viii) sub-para 3[6])

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED**

(A GOVERNMENT OF INDIA ENTERPRISE)

Date of last claim

Period for which reimbursement was claimed

Period to which present claim pertains

Name of Child	School in which studying and location of the school (State also whether it is Govt. or a Govt. aided School).	Class in which studying	Monthly tuition fees paid actually (Receipts to be attached)	Amount of Govt. Scholarship, if any	Amount of scholarship received from other sources (N.P. Merit Scholarships and Scholarships specifically earmarked for items other than tuition fees need not be mentioned)	Amount of reimbursement claimed ( To be restricted to fees approved by educational authorities)
1	2	3	4	5	6	7

1. Certified that my Child/Children mentioned above in respect of whom reimbursement of tuition fees is claimed is/are studying in the school(s) mentioned in col. (2) which is/are recognised schools and that the tuition fees indicated against each have actually been paid by me.

**MANUAL OF ORDER FORM NO. 62**

(Referred to in S. No. 2.8 (viii) sub-para 3(6))

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED**

(A GOVERNMENT OF INDIA ENTERPRISE)

**Register of claims towards Reimbursement of Tuition Fees of Children**

Sl.No.	Name	Designation	Period to which the claim pertains	Amount claimed	Amount admitted	Dated initials of drawing officer/head of Office/immediate superior	Remarks
1	2	3	4	5	6	7	8

Separate register to be maintained for each office

**MANUAL OF ORDER FORM NO. 64**

(Referred to in S. No. 2.34 (ii))

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED**

(A GOVERNMENT OF INDIA ENTERPRISE)

**Overtime Register vide para 8 of the Ministry of Finance O.M. F.95-E III (B) /60 dated 1.6.61**

Sl.No.	Name	Designation of the Govt. servant required to perform overtime work	Emoluments	Hours of overtime work authorised by the competitive authority	Hours of overtime work performed by the Govt. Servant	Nature of work performed during overtime hours	Why the work could not be performed during the prescribed hours of work	Amount of overtime allowance paid	Initial of the competent authority
1	2	3	4	5	6	7	8	9	10

**PART V**

Rate of Depreciation.....Authority.....(b) Rate of reserve for .....  
 Authority .....major overhaul/minor repairs

Year	Qtr.	Total hours worked	Total depreciation earned	Residual value	Total repair reserve earned	Balance of repair reserve available	Location at close of quarter	Present condition	Estimated cost of repairs	Signature of Unit Accounts Officer	Signature of Unit Officer
1	2	3	4	5	6	7	8	9	10	11	12

I  
 II  
 III  
 IV  
 TTL

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I  
 II  
 III  
 IV  
 TTL

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I  
 II  
 III  
 IV  
 TTL

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