

FORM 23 A
STANDARD MEASUREMENT BOOK
(Referred to in paragraph 10.2.10 of C.P.W.A Code)

Instructions of Standard Measurement Book

- I. To be recorded when the Standard Measurement Book is received in the Division from the Forms Store.

Certified that the pages in this measurement book have been counted and found to beNo page has been torn out.

Head Clerk

- II. To be recorded when the Standard Measurement Book is issued.

Certified that the pages in this measurement book have been counted and found to be No page has been torn out.

Executive Engineer/
Sub-Divisional Officer/
Executive Subordinate

- III. Certificate on Completion of the Standard Measurement Book.

Certified that this Standard Measurement Book No. has been checked and it is found that :

- (a) No page torn out and missing and blank pages have not been left out uncanceled.
- (b) Corrections are properly made and initialled by a responsible officer.
- (c) Entries of Measurements (and abstracts thereof) have been recorded legibly in ink.
- (d) The number and date of each voucher in which the quantities are entered for payment are noted.
- (e) The entries are crossed off after Carrying Over the contents to abstracts.
- (f) In the case of cancelled measurements the reason for cancellation has been given and cancellation signed by the person who made the measurement and by the Sub-divisional Officer.
- (g) The Index is complete.
- (h) Each set of measurements is signed by the officer by whom they were actually made.
- (i) Each set of measurements bears in addition to the signature of the officer or the subordinate who made measurement, the signature of clerk who

checked the cancellations and signature of Sub-divisional Officer who passed the Measurements.

- (j) Measurements have been test checked by the superior officers of the department and entries made in the review notes.
- (k) The book containsmachine numbered Leaves.

Signature
Accountant

Signature
Ex-Engineer

.....Division

.....Division

IV. Certificates of yearly inspections (Year.....)

Certified that this Standard Measurement Book has been inspected by me and that entries therein have not been tampered with and that all corrections due to additions and alterations in the building have been made and the latter are up to date and reliable record.

Signature
Accountant

Signature
Ex-Engineer

.....Division

.....Division

Certificates of yearly inspections (Year.....)

Certified that this Standard Measurement Book has been inspected by me and that entries therein have not been tampered with and that all corrections due to additions and alterations in the building have been made and the latter are upto date and reliable record.

Signature
Accountant

Signature
Ex-Engineer

.....Division

.....Division

Certificates of yearly inspections (Year.....)

Certified that this Standard Measurement Book has been inspected by me and that entries therein have not been tampered with and that all corrections due to additions and alterations in the building have been made and the latter are upto date reliable record.

Signature
Accountant

Signature
Ex-Engineer

.....Division

.....Division

GENERAL INSTRUCTIONS

1. The Standard Measurement Book should be numbered in an alphabetical series so that they may be readily distinguished from those assigned to ordinary Measurement Book.
2. The Standard Measurement Book of buildings are maintained in order to facilitate the preparation of estimate for periodical repairs and preparing bills for such repairs done by contract or departmentally.
3. When a payment is based on Standard Measurement Book reference to which should be recorded in the Measurement Book where payment is made, the Gazetted officer or subordinate preparing the bill for payment should certify that the whole of the real works (or works since previous running bill, as the case may be) as per standard the real measurements has been done and that has not previously been billed for in any shape.
4. The Standard Measurement Books should be considered as very important accounts records and maintained very carefully and accurately as they may have to be produced as evidence in court of law.
5. The entries of measurements (and abstract thereof) in the Standard Measurements Book should be recorded legibly in ink and certified as correct by a responsible officer.
6. The Divisional Officer should certify once a year that all the Standard Measurement Books of the division have been inspected by him and that entries therein have not been tampered with and that all corrections due to additions and alterations in the building have been made in the books and the latter are reliable and upto date.
7. All the measurements should be recorded neatly and directly in Standard Measurement Book at site of work. The recording of measurement elsewhere and copying them in Standard Measurement Book is forbidden. The person recording the measurement will also record a dated certificate "Measured by me" and sign his full name. Measurements should be recorded by Executive Engineer/Assistant Executive Engineer/Assistant Engineer/or by an executive subordinate which should be checked cent per cent by Assistant Engineer and 10% by the Divisional Officer.

8. Each set of measurements should commence with entries stating :
- (a) Full name of building as given in the building register;
 - (b) Situation of building; and
 - (c) Date of measurement.

9. On transfer, an officer or a subordinate should make over Standard Measurement Book issued to his successor and necessary movement should be shown in the movement register (i.e) the S.M.Bs. should be shown as received from the relieved officer and issued to the relieving officer. The transfer should also be recorded after the last entry in each book and signed and dated by the relieved and relieving officer or subordinate.

Particulars	Details				Contents or Area
	No.	Length	Breadth	Depth	