भारत सरकार Government Of India
रेल मंत्रालय Ministry Of Railways
(रेलवे बोर्ड) (Railway Board)

No. 2013/CE-I/CT/O/25/VOC New Delhi, Dated 26.08.2013

- **Principal Chief Engineers and**
  Chief Administrative Officers (Const.),
  All Indian Railways,
- **Chief Engineers, All Production Units,**
- **ED/Works, RDSO, Lucknow.**

Sub : Upkeep and record of Measurement Books (MBs) by field units.

Ref : Para E-1314 of 'Indian Railway Code For The Engineering Department 2012'.

1. Attention is invited to Para E-1314 of Engineering Code, which reads as follows :

'The Measurement Books should be considered as very important record. All the books belonging to a Division should be numbered serially and a register of them (Form E-1314 given below) should be maintained in the Divisional Office showing (1) the serial number of each book, (2) the name and designation of the person to whom issued; (3) the date of issue and (4) the date of its return, so that its eventual return to the Divisional office may be watched.

A similar register (Form E-1314 given below) should also be maintained in the Sub-Divisional office. Books no longer in use should be withdrawn promptly, even though not completely written up. The eventual return of all measurement books should be insisted on. They should be carefully preserved for ten years. To ensure this, Measurement Books should be carefully listed and made over to the Open Line authorities when the construction / Divisions are closed.'

2. It is expected that all field officers are ensuring proper compliance to the above mentioned Para of Engineering Code.

3. The subject matter has been examined in Board and it has been decided by Board (ME) that in addition to procedure laid in Engineering Code -

(a) All field officers will ensure that all the current Measurement Books are brought back to the Divisional/Dy.CE (Const.) Office on 30th April every year.

(b) In the Divisional/Dy.CE(C) Office, the Measurement Books, which are no longer in use shall be retained and other Measurement Books shall be re-issued.

(c) While re-issuing the Measurement Books, the last used page number shall also be noted down in the register against the MB.

(d) This statement of Measurement Book submitted to the Divisional/ Dy.CE(C) office and Measurement Books re-issued shall be countersigned by the Sectional Sr.DEN/DEN/XEN and also by Sr.DEN(Co.) / Dy.CE(C).

(e) All the Measurement Books shall be reissued by 7th May every year.

(f) It will be responsibility of the Bill Section of the Divisions/ Dy.CE(C) office as well as ADEN's office to ensure that measurements are entered only in Measurement Books, issued during the current year.

(g) All measurements in respect of a single works contract shall be entered in only one Measurement Book. Once this Measurement Book is filled up, then only a new Measurement Book will be used for this work."

4. Please acknowledge receipt.

26.9.13

(आलोक कुमार)
कार्यकारी निदेशक/सिविल इंजीनियरिंग(जी)/रेलवे बोर्ड
[Phone : 030-44803 (Rly.); 011-23383379 (MTNL); 09910487302 (CUG Mobile)]
e-mail address : edceg@rb.railnet.gov.in

Copy to :

- PSO/Sr.PPS to ME, ML, MM and MT for kind information of ME, ML, MM & MT in Railway Board.
- The General Managers, all Indian Railways, PUs etc.; Director Generals, RDSO/Lucknow & NAIR/Vadodara.
- AMs / Civil Engg, Works, Mech. Engg., Electrical, Signal, Tele, Traffic and Commercial in Railway Board.
- Advisers / Vigilance, L&A, Projects, Bridges in Railway Board.
- Director / IRICEN, Pune