

GOVERNMENT OF MEGHALAYA
Office of the Superintending Engineer, P.W.D.(Roads)
Tura Circle, Tura.

CHAPTER - 4 (Manual 3)

Rules, Regulations, Instructions, Manual and Records for discharging functions.

Name / Title of Document : Assam Public Works Accounts Code as adopted.
Assam Public Works Department Manual as adopted.
Meghalaya Delegation of Financial Power Rules.
Meghalaya Financial Rules.
Accounts Code Vol. I to Vol. IV.
Meghalaya Treasury Rules.
Handbook of Circulars.

Type of Document

Rules

Brief Write up on the Document. The Rules and the Circulars were codified for transparency and accountability in the floating of notice inviting tender, Notice inviting quotations, Computation of tender and bidding documents, Measurement of works done, preparation, submission and subsequent payment of bills.

From where one can get a copy of Rules, Regulations, instructions, Manual and records.

Address :

1. Government Book Depot, Opposite to Secretariat Building, Shillong - 1.
2. The Director, Printing and Stationery Department, Shillong.

Fee charged by the Department for a Copy of Rules, Regulations, instructions, Manual and records (if any).

Printed price on the body of the book.

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CHAPTER - 6 (Manual - 5)

A Statement of the Categories of Documents that are held by it or under its control.

Sl. No.	Category of the Document	Name of the Document and its introduction in one line	Procedure to obtain the Document	Held by/ Under control of
1.	P.W.D. Budget Estimate Book	New proposals, sanctioned schemes and ongoing works. Items of works against each scheme for execution.	Secretariat Level. (PWD Department Roads and Buildings).	Secretary to the Government of Meghalaya, P.W.D. (R&B), Lower Lachumaire, Shillong
2.	Technical	New and sanctioned annual, special and periodical repair works estimate		
		Upto Rs. 1.00 Lac	SDO (T/C) of concerned EE, PWD (R & B).	EE, PWD (Roads & Buildings).
		Upto Rs. 4.00 Lac	EE, (T/C) of the concerned SE, PWD (R & B).	SE, PWD (Roads & Buildings).
		Upto Rs. 10.00 Lac	EE, (T/C) of the concerned Addl.CE, PWD(R).	Addl.CE, PWD (Roads).
		Above Rs. 10.00 Lac	CE, PWD (Roads & Buildings) Shillong.	Chief Engineer.
3.	Technical	Notice inviting Tender and Notice inviting Quotation, Detailed Notice inviting tender and Quotation along with tender and Quotation forms	SDO (T/C)/EE(T/C)/Deputy CE of concerned head of office	Concerned Officer of NIT / NIQ.
4.	Technical	Comparative Statement showing evaluation of rates and the lowest quoted rate of tenders, assessment and evaluation of contract documents and rates.	SDO (T/C)/EE(T/C)/Asst CE/Deputy CE of concerned head of office	Concerned Head of Office.
5.	Technical	Preliminary and Final Work Order. Offer Order of Works for execution with proposed outlay.	Concerned Head of the Office inviting/Quotation.	Same as above.
6.	Financial	Execution of tender agreements for contractual works, Works to be executed as per tender agreement.	Concerned Head of the Office inviting/Quotation.	Same as above.
7.	Financial	Cash Book, entry of Cash Receipts and Cash expenditure day to day in every month.	Concerned Head of Office.	Same as above.
8.	Financial	Cheque Book, Payment of liabilities against passed bills.	Concerned Head of Office.	Same as above.
9.	Financial	Receipt Book, all miscellaneous receipts including sale of SOR and Tender Documents.	Concerned Head of Office.	Same as above.
10.	Both Technical and Financial	Measurement Books, Quantity of works and supply executed by contract works	Concerned AE/JE in charge of works.	Same as above.
11.	Financial	Movement Register of Measurement Book- It pinpoints where the measurement book is lying.	Concerned Executive Engineer of the Division.	Concerned Executive Engineer of the Division
12.	Financial	First and Final Bill, Running Account Bill, Advance Bill-Abstract of quantity of works/ Supply executed multiplied by contractual rates.	Concerned Executive Engineer of the Division.	
13.	Financial	Contractors Ledger- Account of transactions with each Contractor.	Concerned Executive Engineer of the Division.	Concerned Executive Engineer of
14.	Financial	Register of works- Abstract of Sub-head wise outlay and expenditure against each scheme.	Concerned Executive Engineer of the Division.	Concerned Executive Engineer of the Division
15.	Financial	Voucher- Document of payment of Bills.	Concerned Executive Engineer of the Division.	Concerned EE of the Division.

Sl. No.	Category of the Document	Name of the Document and its introduction in one line	Procedure to obtain the Document	Held by/ Under control of
16.	Financial	Register of transfer entry order- Adjustment of establishment and other charges including wrong booking of expenditures.	Concerned Executive Engineer of the Division.	Concerned Executive Engineer of the Division
17.	General	Register of Contractors Registration - Registration of individual Contractors, firms, Company etc.	Concerned Executive Engineer, Superintending Engineer, Addl.CE & Chief Engineer.	Concerned Head of Office.
18.	Technical	Register of Technical sanction and Administrative Approval-Sanction order of detailed estimate and acceptance of proposal for incurring expenditure.	Concerned Executive Engineer, Superintending Engineer, Addl.CE & Chief Engineer.	Concerned Head of Office.

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Chapter - 11 (Manual-10)

The monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in Regulations.

Sl. No.	Name:	Designation:	Monthly Remuneration (Basic Pay)	Compensation/Compensatory Allowance:	The procedure to determine the remuneration as given in the Regulation
1.	Mr. Clithus W. Momin.	Superintendent Engineer.	11,600	Allowance	As per provision of the R.O.P Rule and the relevant time scale of pay
2.	Mr. Norman G. Momin.	Executive Engineer. Technical Consultant.	11,300	Hill Allowance, House Rent Allowance.	Same as above.
3.	Mr. Ardhendu Dey.	Accounts Officer.	10,075	HA	Same as above.
4.	Mr. Lucash W. Marak.	Junior Engineer.	5,750	HA, HRA	Same as above.
5.	Mrs. Maya Chakravarthy.	Head Assistant.	6,540	HA	Same as above.
6.	Mr. Lyndon K. Sangma.	Upper Division Assistant.	6,175	HA, HRA	Same as above.
7.	Mrs. Annamma Daniel.	UDA	5,695	HA	Same as above.
8.	Mrs. Malarina M. Marak.	UDA	5125	HA, HRA	Same as above.
9.	Mrs. Pinalish G. Momin.	LDA	4,755	HA	Same as above.
10.	Mr. Soneswar Baishya.	LDA	5,515	HA	Same as above.
11.	Mrs. Singi W. Momin..	LDA	4,660	HA, HRA	Same as above.
12.	Mrs. Swapna Biswas.	LDA	4,660	HA, HRA	Same as above.
13.	Mrs. Daizy Ch. Marak.	LDA	4,470	HA, HRA	Same as above.
14.	Mr. Dante Ch. Marak.	LDA	4,375	HA, HRA	Same as above.
15.	Mr. Clement Ch. Marak.	LDA	4,280	HA, HRA	Same as above.
16.	Mr. Nathulal N. Sangma.	LDA	5,040	HA	Same as above.
17.	Mr. Aparna R. Marak.	LDA	3,380	HA, HRA	Same as above.
18.	Mrs. Clara Alpha M. Sangma.	Steno.	4,175	HA, HRA	Same as above.
19.	Mrs. Enonish A. Sangma.	Tracer	4,375	HA, HRA	Same as above.
20.	Mrs. Mercyna Ch. Marak.	Tracer	3,170	HA, HRA	Same as above.
21.	Mr. Khijing M. Marak.	Duftary.	3,780	HA, HRA	Same as above.
22.	Mr. Joymohan A. Sangma.	Peon	2,980	HA, HRA	Same as above.
23.	Mrs. Santilla N. Marak.	Peon	2,560	HA, HRA	Same as above.
24.	Mr. Jemithson Sangma.	Peon	2,520	HA, HRA	Same as above.
25.	Mr. Gretwilson M. Sangma.	Chowkidar.	2,960	HA	Same as above.
26.	Mrs. Monua Goala.	Driver	2,960	HA	Same as above.

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