

CHAPTER X

GOVERNMENT BUILDINGS

I—General

274. In addition to the departmental buildings the Public Works Department executes or controls the construction and maintenance of buildings of other administrative departments, the responsibility for the construction and maintenance of which has not been transferred by the local Government to those departments. See paragraph 264 of the Volume V of the Handbook.

II—Insurance of Government Buildings

275. Insurance of Government buildings is not to be effected, except in the case of specially valuable property liable to special risks, for which the special sanction of the local Government should be obtained.

P.W.D.C.
300

III—Fixtures and furniture

(a) FIXTURES

276. Every government building should be provided with all necessary fixtures, and the repair of these should be carried out periodically as part of the repair to the building. All petty repairs of fixtures and the replacement of broken glass in doors and windows required during the intervals between periodical repairs will, however, ordinarily be carried out by the officer using the building. (See rule 10 of Appendix X of Volume V of the Handbook).

C.P.W.C.
112.

NOTE—Punkah includes its suspending ropes, tubes pulleys and its pole or board and the flap attached thereto. It does not include covering for the flap, frills or pulling rope.

(b) FURNITURE

(i) General

277. The divisional officer will not supply nor repair furniture, screens, purdahs or tatties; nor will he perform any of the duties specified above as devolving on the departmental officer in charge. Furniture for new offices may, however, be supplied by the divisional officer and charged in his accounts, provided the

P.W.D.C.
302.

277—280] PUBLIC WORKS ACCOUNT RULES [CHAP. X

special sanction of the local Government has been obtained to the inclusion of the cost of such furniture in the estimates of the offices concerned. This rule does not apply to the case of furniture for travellers' rest-houses, staging bungalows or circuit-houses, the outlay on the supply and repair of which will be treated as charges of the civil department. In the case of Public Works inspection bungalows, the furniture should be supplied and repaired at the cost of the department.

(ii) Official Residences of the Governor

P.W.D.C.

278. The Military Secretary to the Governor is responsible for the administration of the furniture funds of the official residences of the Governor of the United Provinces, and for the upkeep of a stock list and the purchase, repair and maintenance of furniture. He shall submit to the Accountant General an annual certificate in the annexed form. During the second and fourth year of the incumbency of Governor, and at least once in every three years the certificate of verification should be countersigned by the divisional officer of the Public Works Department in token of his joint responsibility for the actual verification.

Form of certificate

Certified that all furniture in has been inspected and checked with the stock lists maintained. I am satisfied (i) that all new supplies up to date have been correctly brought on to the inventories, (ii) that the inventories are correct in all respects, (iii) that the articles in stock agree with the inventories, (iv) that sale-proceeds have been properly accounted for, and (v) that sanctions of competent authority exist for writing off all articles taken off the inventory.

IV—Purchase and sale of Government Buildings*(a) PURCHASE OF BUILDINGS*P.W.D.C.
304.

279. No building may be purchased without the orders of the local Government, to whom a survey and valuation report by the divisional officer, approved by the superintending engineer, should, in all cases, be submitted.

*(b) SALE AND DISMANTLEMENT OF BUILDINGS*P.W.D.C.
805.

280. Permanent government buildings may be sold or dismantled under the orders of the local Government

or any subordinate authority to whom power has been delegated.

(Temporary buildings erected during the construction of a work may, under the sanction, previously obtained, of the superintending engineer, be sold or dismantled on the completion of the work or when the purpose for which they were erected has been served.) It is the duty of the divisional officer to report when, in his opinion, any building or other property of the Government in his charge ought to be sold or dismantled.)

V—Hire of office accommodation for officers

281. (1) The superintending engineers may fix the amount of rent for their office accommodation within the following limits, any higher rent being fixed by the local Government :

When the accommodation is provided in a separate building	Rs.100 a month.
When the accommodation provided in a building partly used as a private residence	One half the total rent subject to a maximum of Rs.45 a month.

P. W. D. C.
306.

(2) When it is necessary to hire a separate building for the accommodation of offices of superintendents of works or divisional officers, the amount of office rent to be paid by Government will be fixed by the superintending engineer, up to a maximum of Rs.100 per mensem, any higher rent being fixed by the local Government.

(3) When divisional officers and superintendents of works provide accommodation for their offices in the building (not being a government building) in which they reside, they may, under the orders of the superintending engineer, be allowed to draw office rent up to Rs.30 a month, chargeable in the monthly contingent bill. In special cases the office rent may, at the discretion of the superintending engineer, be increased to a maximum of Rs.45 a month; but in no case should it exceed half the rent of the whole house subject to the same maximum.

(4) When a sub-divisional office is necessarily accommodated in the sub-divisional officer's residence (not being a Government building), the sub-divisional officer may, under the sanction of the superintending engineer, be allowed a fair proportion of the rent actually paid for

281—283] PUBLIC WORKS ACCOUNT RULES [CHAP. X

the house he occupies on account of the accommodation which he necessarily has to provide for the office establishment attached to his sub-division, up to a maximum of Rs.20 per mensem. The superintending engineer may fix a higher rent up to one-half total rent subject to a maximum of Rs.45 on the following conditions :

(i) In calculating the accommodation set apart for office purposes, no allowance should be made for a separate room, apart from the office, to be occupied by the sub-divisional officer.

(ii) The sub-divisional officer's immediate superior must certify both as to the amount of necessary accommodation and that it is actually available and suitable in the house in question.

(iii) He must also certify that no Government building is available, and that no suitable separate building can be hired for the purpose at a less cost.

If the building is a private one, the rent to be paid by Government should be limited to one-third its actual rent and to Rs.20 per mensem. In the case of a building hired specially as a sub-divisional office, the rent to be paid will be fixed by the superintending engineer up to a maximum of Rs.20 per mensem. In special cases the superintending engineer may fix a higher rent not exceeding Rs.100 per mensem, any higher rent being fixed by the Government.

NOTE—When it is found necessary to hire a private building for use as an office, or combined office and residence, a lease should invariably be executed. The lease should be executed on the standard form drawn up by government conveyancer, or where such a standard form does exist, the draft of the lease should be drawn up in consultation with that officer.

VI—Renting of buildings

P. W. D. C.
309

282. No government building in charge of the department may be occupied as a private residence without the consent of the divisional officer except under the orders of superior officers or of the local Government. See also paragraphs 290 and 290A of this Volume.

P. W. D. .
310

283. On no account is a church, chapel, mosque, temple, tomb or other building devoted to religious use, to be occupied as a dwelling house or for any other pur-

pose without the consent of the principal civil or political authority on the spot, *see* also paragraph 384.

VII—Taxes

284. Municipal taxes on Public Works buildings or buildings occupied as residences are payable by the department occupying them and are debitable to that department. In the case of buildings occupied as residences, taxes which are by local rule or custom ordinarily leviable on tenants should be paid, subject to note 1 below, by the occupant during the term of his occupancy, even though he be entitled to quarters rent-free. If by local rule or custom the tax is chargeable to the owner it will be payable by the Government and will be ordinarily adjusted as part of the cost of maintenance. [See Fundamental Rules 45A-III (a) and (b) and 45B-III (a) and (b).] The responsibility for the acceptance of the assessment rests with the divisional officer in charge of the building, and, on the divisional officer recording his acceptance, the payment will be arranged for by the department concerned. If the assessment appears unduly high, proceedings should be taken to obtain redress under the ordinary municipal law, and recourse should not ordinarily be had to the special provisions of Act XI of 1881. No municipal cantonment ^{is applicable to} government buildings situated in Volume V of the Handbook of Appendix X to

P. W. D. C.
311.

NOTE 1—(a) Taxes which are levied by local rule or custom are treated by the Government as part of the rent. Thus, if the building occupied by a government servant who pays rent for the same, the amount due from him for rent *plus* owner's taxes is limited to 10 per cent. of his emoluments. If the building is occupied by a government servant rent-free, no part of the owner's taxes is recovered from him.

(b) As regards taxes which by local rule or custom are recoverable from tenants and may thus be considered as service taxes, the following rules apply:

(i) Such taxes must be paid by the government servant occupying a government building without payment of rent.

(ii) Exemptions from the payment of such taxes or reduction on the amount of the taxes in cases in which government servants, who by reason of the nature of their duties occupy more expensive residences than they would if they were left to make their own arrangements, require the sanctions of the local Government. If owing to changes of government servants there is likely to be difficulty in recovery, the local Government may fix a lump sum for recovery in the case of each residence. But charges which are levied not on the basis of rental but as payment for a definite amount of service rendered, *e.g.*, the quantity of water or electric light supplied, must be paid in full by the occupants.

(c) In cases in which the amount of tax payable to the municipality in respect of a building has to be borne partly by the government servant

284—288] PUBLIC WORKS ACCOUNT-RULES [CHAP. X

occupying the building and partly by the Government, the tax will be paid in full by the Government in the first instance and the amount payable by the government servant will be recovered from him.

NOTE 2—For further instructions regarding the payment of municipal taxes see Appendix 46 of the Buildings and Roads Branch Manual of Orders.

NOTE 3—Recourse to the special provisions of Act XI of 1891 should be had only when an amicable (though possibly arbitrary) settlement with the local authority has failed in cases when the property to be assessed is, from its nature, such as not to admit of the application of ordinary principles in assessing the payment thereon of any particular tax, e.g., when the assessment is on the letting value, and the property is of such a nature that it is difficult to conceive its being let and impossible to form any estimate of the rent that would be obtained for it if the Government offered to let it.

P. W. D. C.
312.

285. In the case of official residences of the Governor the taxes are paid by the Public Works Department and not from the Governor's contract grant.

VIII—Sanitary, water-supply and electrical installations

P. W. D. C.
313.

286. All works and repairs in connexion with sanitary, water-supply and electrical installations to government buildings under the control of the department should be carried out by, or through the agency of, the department, except in special cases under the orders of the local Government. (See also paragraphs 276 and 277 of Volume V of the Handbook.)

IX—Buildings of his⁽¹⁾ of Appendix I-B.

P. W. D. C.

X—Registers and plans of buildings

(a) REGISTER OF BUILDINGS

P. W. D. C.
315.

288. Each superintending engineer will keep a register (in form no. 28 of Volume V of the Handbook) of all buildings in charge of the department within his circle, and each divisional officer a similar register of all the buildings within his division. In these registers the value of the land comprised in a property will be shown separately from the value of the building or buildings thereon the value of each separate structure being also shown separately. In the case of a purchased property the price paid will be apportioned between the various items comprising the property, e.g., land, main building, servants' quarters, compound wall, well, etc.

CHAP. X] GOVERNMENT BUILDINGS [289—290A

(b) PLANS OF BUILDINGS

289. In case of buildings and works borne on the returns of the department the divisional officer will be held responsible that plans of such buildings are corrected on completion of any alterations. P. W. D. C.
31 9,

XI—Terms of Occupation of Government Residences

290. The rules regarding the occupation of government residences contained in paragraph 291B and 291C of Volume V of the Handbook should be strictly followed.

XII—Renting of non-residential buildings

290A. Rules contained in paragraph 291D of Volume V of the Handbook, should be followed when a non-residential building is let to a private person for residential or business purposes or is allotted to a government servant as a residence. If a lease of the building is granted under paragraph 291D of Volume V, it will be sanctioned by the Superintending Engineer, while the rent will be sanctioned by the Executive Engineer.