

कार्यालय प्रमुख अभियंता,  
निर्माण विभाग, मध्यप्रदेश भोपाल

क्रमांक 401/सा/भरोल/191/2010/5113  
/11/2010

भोपाल दिनांक 29/11/10

प्रति,

1. सभस्त मुख्य अभियंता,
2. सभस्त अधीक्षण यंत्री,
3. सभस्त कार्यपालन यंत्री,  
लोक निर्माण विभाग,  
मध्यप्रदेश।

विषय:- लोक निर्माण विभाग में अस्थाई श्रमिकों को रखने की प्रवृत्ति पर प्रतिबंध  
लगाने बाबत।

कार्य विभाग संहिता 1983 खण्ड-1 परिशिष्ट-4 सेक्शन-1 कडिका 4.005 में

विशेषीय तौर पर कार्य कराने के लिये कार्यपालन यंत्री की स्वीकृति के उपरांत  
श्रमिकों को कार्य पर रखने का प्रावधान एवं प्रकिया वर्णित है म.प्र.शासन.लोकनिगवि0

के आदेश क्रमांक एफ-23-102-97 द्वारा भस्टर रोल का उपयोग वहां ऋतु उपरांत  
15 अक्टूबर से 30 नवम्बर की अवधि में सड़कों की क्षति दुरुस्त हेतु सीमित अवधि

में सक्षम अधिकारी की अनुमति से करने हेतु निर्देशित किया गया था। हाल ही में  
शासन की जानकारी में यह आया है कि उक्त प्रतिबंध के बावजूद कृतिपय संभागों  
में काफी अधिक संख्या में अस्थाई श्रमिकों को कार्य पर रखकर भुगतान किया गया  
है जिससे विषयांकित प्रकिया को और प्रतिबंधित एवं नियंत्रित करने की आवश्यकता  
है। अतः भविष्य के लिये अस्थाई श्रमिकों को कार्य पर रखने के प्रावधान को पूर्णतः  
प्रतिबंधित किया जाता है। केवल अपवाद स्वरूप एवं अपरिहार्य स्थिति में जहां  
अत्यावश्यक हो वहां श्रमिकों को रखने का प्रस्ताव संबंधित कार्यपालन यंत्री द्वारा

संलग्न प्रपत्र में संबंधित मंडल के अधीक्षण यंत्री की अनुमति के साथ मुख्य  
अभियंता कार्यालय को भेजा जाये एवं मुख्य अभियंता की अनुमति उपरांत ही  
अस्थाई श्रमिकों को कार्य पर रखा जाये। मुख्य अभियंता से प्राप्त प्रस्ताव का  
संभुचित परीक्षण कर केवल अपवाद स्वरूप स्थिति में ही श्रमिकों को सीमित अवधि

1/2/11

में रखने की अनुमति जारी करेंगे, एवं इसका मासिक रिटर्न औचित्य के साथ प्रतिमाह इस कार्यालय को प्रस्तुत करें।

कार्य विभाग संहिता खण्ड-1 कंडिका 4.005 से 4.016 तक उल्लेखित प्रावधानों का यथावत् पालन भी सुनिश्चित किया जावे।

सहपत्र:- उपरोक्तानुसार

— शोलेन्य अग्रवाल

प्रमुख अभियंता 2911

लोक निर्माण विभाग, मध्यप्रदेश भोपाल

पृ.कं. 401/सा/म.रोल /191/2010  
/11/2010

भोपाल

दिनांक

प्रतिलिपि:-

1. विशेष सहायक, मा. मंत्री जी लो०नि०वि० मंत्रालय भोपाल की ओर सूचनार्थ।
2. प्रमुख सचिव, म.प्र.शासन, लो०नि०वि० भोपाल की ओर सूचनार्थ।

प्रमुख अभियंता

लोक निर्माण विभाग, मध्यप्रदेश भोपाल

in the morning. At headquarters, the attendance will be checked by Sub-Engineer atleast twice a week and atleast once a week outside headquarters. A cross mark X must be placed against each absent person so that no blank space is left.

- (b) Acquittance roll will be based on the number of days a labourer has actually worked plus authorized holidays and leaves.
- (c) A register of work progress will be maintained in which following information will be recorded in five columns:-
  - (i) Instructions for work to be done.
  - (ii) Compliance of instructions.
  - (iii) Quantities of measurable work/details of measurable work.
  - (iv) Details of materials consumed.
  - (v) Wages payable.
- (d) The Sub-Engineer will review the register of work progress twice a week at headquarter and at least once a week in case of out station works. The Sub-Engineer/S.D.O. will ensure adequate progress.
- (e) Any recruitment to regular gangs will be done only with the permission of S.E. Labourers more than 58 years of age shall not be employed/ continued in regular gangs.

4.004. A separate muster roll will ordinarily be kept for labour employed against each estimate for works, repairs or manufacture. Labour employed on petty works and repairs may, however, be included in one muster roll maintained by S.O. for all such works in his section.

#### Rules for Engaging Casual Laborers on Muster Roll

4.005. (i) The Executive Engineer will issue sanction for engaging casual labourers on rolls. The sanction will specify the maximum number of labourers of various categories/bullock carts etc for which a daily wages rate exists in C.S.R. and period of employment on muster roll. This sanction will be quoted on the cover pages of the muster roll. The S.D.O. shall report to the E.E. the number of the muster roll used against each such sanction.

The S.D.O. may engage the minimum number of casual laborers under unavoidable circumstances during emergencies affecting Public Services, but shall immediately intimate E.E. the details there of and obtain his sanction .

- (ii) The S.O. in charge will prepare the muster roll. He shall record attendance on first day giving name, father's/husband's name and village.
- (iii) The name of the work, the number and the amount of the estimate etc. must be entered clearly in the place provided for the purpose.

- (iv) The names of the work people must be grouped by classes, and the attendance and totals by classes must be entered in ink at the time the attendance is taken. A cross mark X must be placed against each absent person in every muster roll so that no blank space is left.
- (v) The attendance should be recorded daily by the S.O. who will enter his initials against the total of each class of labour and dated initials against the grand total at the foot of the column in which he enters the attendance.

**Exception**—If however, a S.O. has more than one gang to supervise and gangs are so located that it is physically impossible for him to take the attendance daily S.D.O. may permit him to take it as frequently as possible and in no case less than twice a week. On other days the attendance shall be entered by Mistry Muster Clerk, Amin or Mate. The S.O. shall verify them as far as possible. He will place his dated initials against the total on the day on which the attendance is taken by him and simple initials without date against the totals of the other days.

- (vi) The S.O. must never pass a gang without checking the attendance and entering his dated initials in the appropriate places. He must also check the progress of work shown in part-III of the muster roll generally not less often than once a week.
- (vii) E.E./S.D.O. will invariably check the attendance of casual labourers as frequently as possibly when they inspect work and will record the fact of inspection on the muster roll.
- (viii) The muster roll must be kept on the work, in charge of the mate or head of the gang. He will be provided with a tin case to keep the muster roll.
- (ix) Errors in a muster roll must be corrected in ink and initialled by the person making the corrections. Erasures are not permitted.
- (x) The E.E. is required to furnish him format prescribed in Appendix 4.01 a monthly return to C.T.E. and S.E. in respect of Muster Rolls exceeding Rs.5,000 each.

#### Measurement of Progress

- 4.006. Measurements of work done on muster roll should be taken frequently, generally not less than twice a week by the S.O./E.I./R.A./Amin/Mistry/Muster Clerk or in respect of electrical work by the Wireman and in the case of work done in mechanical workshop by the Foreman. Measurement not taken by S.O./E.I./R.A. must be checked by him. The location of the work must be clearly stated.
- 4.007. In cases where the measurements are recorded initially by the S.O./E.I./R.A./measurements will be entered in Part-III of the muster roll and in measurement book simultaneously. In cases where measurements are taken by Amin/Mistry/Muster Clerk/wireman/Foreman the same will be recorded by him initially in Part-III of muster roll. The S.O./E.I./R.A. will enter the same in M.B. after his check.