

PROCEDURE WHEN A MEASUREMENT BOOK IS LOST

Andhra Pradesh Government Works — Codal / Departmental Guidance

Primary references: Andhra Pradesh Financial Code, Volume-I, Articles 174–176; Andhra Pradesh P.W.D. Code, Para 298 (Miscellaneous Rules); and Govt. Memo No. 16995/COD/95-1, dated 26-04-1995 of I&CAD; Department.

1. Importance of the Measurement Book

A Measurement Book (MB) is the original record of actual measurements/counts forming the basis for payment for works and supplies. AP Financial Code Article 174 treats it as an important record which must be carefully preserved because it may be required as evidence in a court of law.

2. Immediate action on noticing the loss

1. Immediately report the loss through the prescribed departmental channel to the competent authority. Under AP Financial Code Article 175(11), losses of MBs are to be reported at once to the officer specified in the concerned departmental manual so that the loss can be dealt with, written off where justified, and responsibility/disciplinary action considered.
2. For AP Public Works / Irrigation Department practice, Para 298 of the AP P.W.D. Code identifies the **Superintending Engineer** as competent to deal with losses of Measurement Books, survey field books, levelling field books and log books of Government vehicles. The loss should therefore be reported immediately to the concerned SE.
3. Submit a written report explaining the circumstances of loss, including MB number, work name/code, period covered, officer to whom the MB was issued, last known custody/location, pages/measurements recorded, payments already made, and the circumstances in which the loss was discovered.
4. Preserve and collect all available connected records immediately—copies of bills, vouchers, contractor's bills, abstracts, check-measurement records, site orders, work registers, MB issue/receipt register entries, correspondence, photographs, digital records and other documents that can establish the measurements and payments.

3. Reconstruction / verification of measurements

The AP codal provision expressly requires the loss to be dealt with and responsibility to be considered. As a sound control measure, the lost measurements should be reconstructed from available records wherever possible. Where reconstruction from records is inadequate, fresh measurements/check measurements should be taken, to the extent physically possible, and clearly documented with reference to the lost MB.

Important: A reconstructed record should never be presented as the original MB. It should be distinctly identified as a reconstruction prepared because the original MB was lost, supported by available documentary evidence and fresh verification.

4. Responsibility and disciplinary action

AP Financial Code Article 175(11) states that losses of MBs are to be reported so that the loss may be written off and necessary disciplinary action taken against those responsible for the loss. The competent authority should therefore examine the circumstances, including custody, handover/receipt records, negligence, theft or other causes, and take action according to the applicable service/disciplinary rules where warranted.

5. Write-off of the lost MB

The loss is not automatically treated as written off merely because the MB has been reported. The competent authority must deal with the loss and, where appropriate, issue the necessary orders for write-off after examination of the circumstances and responsibility. For AP P.W.D./I&CAD; works, the cited departmental guidance places this function with the Superintending Engineer.

6. Recommended file procedure

Sl.	Action / record	Responsible / controlling authority
1	Record the loss immediately and secure connected records.	Officer having custody / immediate superior
2	Submit detailed loss report with circumstances and MB particulars.	Concerned AEE/AE/Officer, through proper channel
3	Verify MB issue/custody and handover entries.	Sub-Division / Division office
4	Reconstruct measurements from available records and/or arrange fresh verification where necessary.	Competent technical officers

Sl.	Action / record	Responsible / controlling authority
5	Assess payments already made and identify any financial risk/discrepancy.	EE / Divisional Accounts / competent officers
6	Examine responsibility and initiate disciplinary action if warranted.	Competent disciplinary authority
7	Pass orders on write-off of the lost MB, where justified.	Competent authority; for AP PWD/I&CAD practice, SE
8	Keep the loss report, enquiry/verification, reconstruction and write-off orders on permanent departmental record as prescribed.	Departmental record

7. Suggested contents of the initial loss report

- **Subject:** Loss of Measurement Book No. _____ — Report and request for necessary orders.
- **Work:** Name, agreement/estimate number, agency/contractor and location.
- **MB particulars:** MB number, date of issue, issuing office, pages used, period of measurements and officer responsible for custody.
- **Last custody:** Date/location/person last known to have custody and available handover/receipt evidence.
- **Nature of loss:** Misplacement / theft / destruction / other, with detailed circumstances and date of discovery.
- **Financial position:** Bills paid, bills pending, approximate value of measurements recorded, and any suspected discrepancy.
- **Action already taken:** Search conducted, records secured, reconstruction/verification initiated, and any other action.
- **Request:** Orders for enquiry, reconstruction/verification, responsibility, disciplinary action if warranted, and write-off as per competent authority.

8. Codal references — key points

Reference	Relevant provision
AP Financial Code, Vol-I, Art. 174	MB is the original record of actual measurement/count and must be kept with great care.
AP Financial Code, Vol-I, Art. 175(1)–(10)	Measurements must be recorded in the issued MB; entries are continuous; pages must not be torn out; MB contains an
AP Financial Code, Vol-I, Art. 175(11)	Losses of MBs must be reported at once to the officer specified in the departmental manual for write-off and necessary
AP P.W.D. Code, Para 298	Superintending Engineers are competent to deal with losses of MBs and such losses should at once be reported to them
Govt. Memo No. 16995/COD/95-1, I&CAD, 26-04-1995	Departmental guidance reiterates that SE is competent to write off loss of MBs, level/survey field books and log books, v

Caution on FIR / police complaint

The AP Financial Code / AP P.W.D. Code provisions cited above require immediate departmental reporting and action on loss. They do not, in the quoted provisions, make an FIR mandatory for every loss. If the circumstances indicate theft, suspected fraud, criminal misappropriation or other cognizable wrongdoing, the competent departmental authority should take appropriate action under the applicable law and departmental instructions.

Source documents

1. Andhra Pradesh Financial Code, Volume-I — Articles 174–176. 2. Andhra Pradesh P.W.D. Code — Para 298, Miscellaneous Rules. 3. Govt. Memo No. 16995/COD/95-1, dated 26-04-1995, I&CAD; Department. The AP Financial Code text available through the Andhra Pradesh Government Forest Department publication reproduces Article 175(11).