

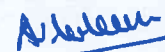
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North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

Regional Project Management Unit
House no 102, Dilip Huzuri Path
Guwahati 781006
Dated 20/05/2017

Office Memorandum

In order to assess the progress of works undertaken in Community Development Plan and other Infrastructure development taken up/ being taken up under Value Chain & Marketing support at NERLP, Measurement Book (MB) is required to be maintained for all such activities. The Guideline on Measurement Book is attached for ready reference.

The Measurement Book will be issued by the District Project Manager to the technical consultant-engineer and Technical Consultant-Engineer will be responsible for recording the measurements and maintenance of the MB.



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To,

1. Regional Project Managers/ Assistant Project Managers(all), NERLP.
2. District Project Managers(all).

MEASUREMENT BOOK

1. Background:

Adequate agricultural infrastructures raises farm productivity and lower the farming costs. Agricultural infrastructures primarily includes a wide range of public services that facilitate production, processing, preservation and trade viz. water/irrigation, farm power/energy, road connectivity, storage etc. NERLP recognizes the growing importance of such infrastructures and its strategic role in agricultural growth and economic development and therefore plans to implement a number of infrastructure projects under Community Development Plan (CDPs) and Value Chain and Marketing Support component of the project. For a transparent mechanism in the implementation of such interventions, monitoring the works done at different stages of the activity becomes very important. This can effectively be done by maintaining the Measurement Book (MB).

Measurement Book (MB) is an important document in which measurements are recorded for the work done by contractors or materials received at site or services rendered. For transparent implementation, maintaining Measurement Book at different stages of each activity is very important. Contractor payments are made based on the measurements recorded in the MB. However, since the activities under the NERLP will be implemented by the community themselves and there will be no contractors involved at any stage of the work, the MB will be maintained not necessarily for the purpose of billing but to ensure completion of works so that Utilization Certificates (UC) can also be consequently prepared.

2. Objective:

- For transparency of works that are implemented by the project by maintaining the measurement of work done at different stages of each activity.
- On completion of activity, value of that intervention can be calculated at any time by multiplying the quantity with the rate.
- Measurement Book (MB) is an important document to justify the work at the time of evaluation and audit and also during other visits that is completed as per the estimate.

3. Handling of Measurement Book (MB)

- Measurement Book (MB) will be at the DPMUs and is serially numbered, recorded to whom issued, date of issue etc.
- MB will be issued by the DPM to the technical consultant-engineer of the DPMU for recording of measurements.
- Both detailed and abstract of MBs together will be submitted by the engineer to the DPM, MBs will be preserved at the DPMU.
- Based on the progress of works of CDPs and infrastructures under Value Chain & Marketing support, measurements will be recorded by the engineer.
- Entries are made on the site and no rough work is accepted in the MB.

4. Recording of Measurements:

- Measurements are recorded legibly.
- Measurement Book needs to be entered in S.I units only.
- Overwriting in the measurement book is not allowed. If there is need of any correction, it is necessary to mark the line as wrong entry and then enter fresh entry counter signed by the recording person.
- Actual expenditure on labour and consumption of construction materials should be according to the labour and material component calculated on the MB. If there is any difference, it should be within the permissible limit of +/- (10%). If there is any case where there is variation of more than the permissible limit, a note should be written citing reasons for the variation.

5. Format of Measurement Book (MB)

S. No	Description of Works	Details of Actual				Quantity/Content/Area
		No.	Length	Breadth	Height/Depth	

6. Writing the Measurement Book (MB)

- Each set of measurements should commence with entries
 - Work name as given in the sanction order
 - Work Location
 - Work commencement date
 - Work completion date
 - Measurement Recoding date
- Measurement of work is done sequentially.
- Item specification is written clearly in ink. No overwriting is allowed.
- No blank pages are left in MB. It should be cancelled by drawing two diagonal lines if any.
- Actual measurements executed-length, breadth, height etc entered in respective columns.
- After the measurements are taken, abstract is prepared carrying forward the quantities to the abstract MB.

7. Format for the Abstract of MB:

After entering the measurements in the MB, an abstract need to be framed. Although abstract is prepared for billing purpose, but in our case an overall abstract will be prepared for evaluating the total cost of materials and labour used. This will enable us to quantify the total cost incurred in the CDP.

S. No.	Description	Quantity	Unit	Rate	Amount
