PAKISTAN RAILWAYS

PAKISTAN RAILWAYS CODE FOR THE ENGINEERING DEPARTMENT

Riaz Ahmad & Company
Chartered Accountants

(CHAPTERS I TO XXII)

20 October, 2011

PAKISTAN RAILWAYS CODE FOR THE ENGINEERING DEPARTMENT

PREFACE

1. Corrections issued prior to 17th February, 1962 were incorporated in the provisional issue. Now, an elaborate exercise has been carried out to revise "Pakistan Railways Code for the Engineering Department" for upgraded Financial and Management Information System, under supervision and control of Mr. Mubarik Khan, Project Director, Project Management Unit (PMU), Ministry of Railways and expert review of Mr. Mushtaq A. Malik, Divisional Superintendent Railways (Retired).

2. This code contains the rules and instructions for the guidance of officers and staff of Pakistan Railways regarding duties of departmental officers, preliminary investigation of railway projects, surveys and standards of constructions, traffic and engineering surveys, rules and procedure for the acquisition of land, custody, management and disposal of land, estimates, execution of works, contracts for works, initial records, procedure for disbursements, monthly accounts of lines under construction, opening of new lines and its initial accounts, completion of works, buildings and rents, miscellaneous works, budget.

3. The rules and orders embodied in this Code are to be followed with due care and caution and are applicable to Pakistan Railways.

4. In case, Chief Engineers (Civil) or any other concerned Principal Officers desire to make any amendment in the procedure laid down in this Code, they should address to Member Finance through concerned General Manager for such authorization in each case.

5. Contributions made by Messrs Saeed Akhtar, General Manager Operations, Muhammad Ali, Deputy Director, (PMU) and efforts made by Riaz Ahmad & Company, Chartered Accountants, Consultants, in accomplishing this task are highly appreciated and placed on record.

Islamabad,

00-00-2012

Arif Azim

Secretary

Ministry of Railways

Government of Pakistan

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INTRODUCTORY NOTES

1. Index Letters for Codes

The following index letters are used for distinguishing the several Pakistan Railways Codes from each other.

S for the Stores Department.
W Mechanical Department (Workshops).
A Accounts Department.
T Traffic Department (Commercial).
E Engineering Department.
G General Code.

2. Paragraph Numbers

For convenience of indexing and of reference, the paragraphs have been numbered according to a 3/4 figure "code", in which the last two figures give the number of the paragraph and the remaining figures the number of the chapter. Thus paragraph 101 of any code is paragraph 1 of chapter 1 of that code and paragraph 1421, paragraph 21 of chapter XIV.

3. References to Paragraphs

Reference in a code to the paragraphs of any other code is made by putting the paragraph number first, followed by the index letter of the code concerned as the suffix. Thus 1235 S means paragraph 35 of Chapter XII of the Pakistan Railways Code for the Engineering Department and 25 App. 3S means paragraph 25 of Appendix III to the Pakistan Railways Code for the Stores Department.

4. References to "Forms"

The "forms" referred to in any of the Pakistan Railways Codes take the number of the paragraph of the code in which they are described, the index letter of the code in question being *prefixed* to the number of the paragraph in which the form is illustrated. Thus S1539 is the form that is described and illustrated in paragraph 39 of Chapter XV of the Pakistan Railways Code for the Stores Department.

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CHAPTER I

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CHAPTER I

DUTIES OF DEPARTMENTAL OFFICERS

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CHAPTER I

DUTIES OF DEPARTMENTAL OFFICERS

107. The Chief Engineer, with the approval of the General Manager in the case of an Open Line, will fix the headquarters of Executive Engineers and Assistant Engineers.

108. Subject to the limitation of the sanctioned strength for a division, an office or a work under his control, the Chief Engineer has full powers in regard to the postings and transfers of the staff subordinate to him.

109. The Chief Engineer will exercise a concurrent control with the Financial Adviser and Chief Accounts Officer over the duties of the officers of the department in connection with the accounts of expenditure, and will give all possible support to that officer in enforcing strict attention to the regulations concerning the disbursement of money, the custody of stores and the maintenance and submission of accounts. He will have no authority over the Financial Adviser and Chief Accounts Officer in regard to internal check of expenditure, but will have a claim on him for assistance in matters relating to accounts and finance, and compliance with his wishes to the fullest extent possible. The Chief Engineer should arrange to keep the Financial Adviser and Chief Accounts Officer fully cognizant of all proceedings and proposals affecting in any way the financial interests of the line, so that the latter may watch them properly and give the Chief Engineer the requisite advice and aid to enable him comply with the demands of financial regularity.

110. The Financial Adviser and Chief Accounts Officer, as the head of the Accounts Branch, is required to check and make inspections of the accounts of disbursing officers; but this will not relieve the Chief Engineer of the responsibility for the maintenance of the authorized system of accounts throughout the railway. In his capacity as the Financial Adviser to the Railway Administration, the Financial Adviser and Chief Accounts Officer should unreservedly give his advice in all matters affecting railway finance, and such advice should be sought by the Chief Engineer in all cases. The Financial Adviser and Chief Accounts Officer and the Chief Engineer should aid each other to render the management of the accounts of the department, as perfect as possible. It will be the duty of the Chief Engineer to maintain in his office a Schedule of Rates for each division and a book of Standard Specifications and to satisfy himself that the rates allowed for works are not excessive. In his orders on the Divisional Statement of Objectionable Items (E.1537), the Chief Engineer should give such information as will be of assistance to the Financial Adviser and Chief Accounts Officer in watching the regularization of items of expenditure held under objection.

111. The Chief Engineer is empowered to take summary measures for the correction of any faults of system or practice, whether in the execution of work, or in the preparation of accounts by officers of the Engineering Department, which may come to his knowledge.

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Divisional Officers

112. The construction of a railway will be distributed over divisions, the limits of which will be settled by the General Manager and, when necessary for the convenient execution and supervision of work, a division may, with his sanction, be divided into two more Sub-Divisions, each in charge of an Assistant Engineer.

113. An Open Line will be similarly divided into Divisions, and Sub-Divisions the limits of which will be subject to the approval of the General Manager.

114. The Executive Engineer or a Divisional Engineer is in immediate charge of a Construction Division or an Open Line Engineering Division respectively. On railway where the "Divisional System" is obtaining, the Executive Engineers will be in charge of allotted sections of the division and will be designated Divisional Engineers.

115. For the purpose of this Code, the term "Executive Engineer" includes a Divisional Engineer unless contrary is clear from the context.

116. The Executive Engineer should arrange for the proper execution of works in his division, superintend the works, and the accounts and, where he has a drawing account, distribute funds to his subordinates. He is responsible for the punctual execution of orders issued by the Chief Engineer.

117. Executive Engineers are responsible for the accuracy of all drawings they submit and should attest them by their signatures.

118. It is the duty of Executive Engineer to pay strict attention to the economical application of all labour and materials. He should also strive to make arrangements for bringing economically into use, on all occasions, the articles obtainable from Stores and those procurable in the markets and the natural products of his division.

119. Executive Engineers are strictly prohibited from commencing the construction of any work or expending public funds or entering into any commitments without the sanction of competent authority; also from making or permitting any, except trifling deviations from any sanctioned design or drawing in the course of execution unless under specific authority or in case of emergency, under the rules in Chapter X, all unauthorized expenditure will be incurred at the risk of the officer responsible.

120. Executive Engineers are responsible for the good quality of all work done under their orders, and cannot, without proper authority, transfer to any one else the executive charge of works entrusted to them for construction.