



No. PLN/MBDA/09560/2024/NF/2907

Dated: Shillong, the 14<sup>th</sup> Sep, 2026

### **Sub- Revised Guidelines for Maintenance of Measurement Books for Construction-related Activities under the MegLIFE Project**

The Measurement Book (MB) serves as an important record for documenting the actual physical measurements and quantities of work executed at site and is an essential document for verification, payment processing and audit purposes.

In continuation of the existing guidelines issued vide **Office Order No. PLN/MBDA/09560/2024/NF/2500 dated 31<sup>st</sup> October 2025**, the following revised instructions are issued for strict compliance by all concerned.

#### **A. Maintenance and Recording of Measurement Books**

- Printed Measurement Books (MBs) with numbered pages supplied by SPMU shall be maintained for recording measurements of construction-related activities undertaken under the MegLIFE Project.
- Each MB shall be given a serial number on the cover page and shall be appropriately identified with the DPMU/Block, VPIC/Village, MB Serial Number and Year.
- The Measurement Book shall record only the actual physical measurements of work executed at site.
- For each work/activity, the MB shall record the relevant particulars such as: Description of work/item; Location/site; Date of measurement; Physical dimensions/measurements; Calculated quantity; and an abstract of quantities for the work executed.
- No rates, unit rates or monetary values shall be entered in the Measurement Book. The MB shall be strictly limited to recording physical measurements and quantities.
- All measurements shall be recorded by the Field Engineer-in-Charge (FE) of the work after physical verification at site.
- The FE shall certify the measurements with a dated signature mentioning “Measured by Me”.

#### **B. Preparation and Verification of BOQ Before Execution**

- Before commencement of any construction activity, the Engineer/Field Engineer shall prepare the Bill of Quantities (BOQ) based on the approved design, estimate and site requirements.
- The BOQ shall clearly indicate the items of work, specifications, estimated quantities and applicable rates, as required for preparation of the financial estimate.
- The BOQ shall be prepared before commencement of construction/physical execution of the activity.
- The quantities recorded subsequently in the MB shall be cross-verified against the BOQ prepared by the Engineer before commencement of the work.
- Deviation of more than 5% between the BOQ quantity and the actual quantity executed shall be properly recorded with justification and approval by SPMU.

- The BOQ shall be treated as the reference document for assessing the quantities to be executed, while the MB shall serve as the record of the actual physical quantities measured at site.

### C. Preparation and Processing of Bills

- The FE shall personally inspect and verify 100% completed work before recommending payment.
- After recording the measurements, the MB shall be submitted to the BPM for test checking.
- The BPM shall physically verify the recorded measurements and quantities of the 10% structures and mark "Checked and Verified" with signature and date in the MB.
- The quantity stated in the MB must be cross-verified by the accountant against the quantities listed in the bill and the rates provided by the lowest bidder (I.1) in the comparative statement of quotations received from vendors before processing the bill
- The accountant shall verify the quantity calculations and ensure that the quantities claimed in the bill are traceable to the MB.
- The accountant shall mention the page number of the MB while writing the voucher against the payment made in the cashbook
- For works carried out by daily wage labourers, the quantities recorded in the MB shall be cross-checked with the Muster Roll before authorizing payment.
- The accountant shall mention the page number of the Muster Roll while writing the voucher against the payment made in the cashbook.
- The voucher must include the sanction memo number to which the attached bills correspond.

### D. Structure wise distribution of wages and material percentage to be followed hereafter-

| Activity               | Material % | Wage % |
|------------------------|------------|--------|
| Plastic Tank           | 80         | 20     |
| Conservation Pond      | 60         | 40     |
| Dug Out Pond           | 10         | 90     |
| Minor Irrigation Dam   | 70         | 30     |
| RCC Water Storage Tank | 65         | 35     |
| RCC/Vented Check Dam   | 70         | 30     |
| Spring Tapped Chamber  | 70         | 30     |

**Note-** This is excluding signboard funds (i.e. Rs.5000/-)

### E. Test Checking of Measurements

- Civil Engineers from the SPMU and the SWC Expert, PMC, shall perform monthly sample verification of 10% of the measurements recorded in the MB with the paid bills.
- The individual measurements/items checked shall be clearly indicated in the MB, along with the signature and date by the checking official.
- During test checking, particular attention shall be given to: physical dimensions; calculated quantities; quantity abstract; conformity with the BOQ; and quantities claimed in the corresponding bill.

### F. Periodic Review of Measurement Books at SPMU

- The Measurement Books shall be quarterly reviewed by the Civil and Finance vertical at SPMU.
- The review shall include verification of: completeness of physical measurements; correctness of quantity calculations; quantity abstract; cross-verification with BOQ; traceability of quantities to bills; and compliance with the prescribed MB recording procedure.

- The Civil Vertical, SPMU shall ensure that the quarterly review is conducted consistently and that identified deficiencies are communicated to the concerned DPM/BPM/FE for corrective action.

A sample Measurement Book showing the prescribed method of recording physical measurements, quantity calculations and quantity abstract, will be officially circulated via email to all concerned.

All DPMs, BPMs, FEs and Accountants shall follow these guidelines.

#### G. Responsibility of Officials

| Official                       | Key Responsibility                                                                                       |
|--------------------------------|----------------------------------------------------------------------------------------------------------|
| Field Engineer (FE)            | 100% Physical measurement of work at site, recording quantities in MB and certification of measurements  |
| FE                             | Preparation of BOQ before commencement of work                                                           |
| BPM                            | 10% Physical test checking of structures against the MB and verification of quantities against BOQ       |
| Accountant                     | Verification of quantity calculations in MB with the billing quantities and Mandays with the Muster Roll |
| DPM                            | Overall supervision and ensuring compliance with the guidelines                                          |
| SPMU Civil Team/PMC SWC Expert | Monthly 10% test checking and technical review of the physical structures against the MB                 |
| SPMU Civil and Finance Team    | Quarterly review of MB and financial verification                                                        |

*(Signature)*

(Gavade Sachin Shankar, IFS)

Addl. Secretary to the Govt. of Meghalaya  
Executive Director, MBDA  
Additional Project Director  
MegLIFE, MBDA, Shillong

Memo No. PLN/MBDA/09560/2024/NF/2907

Dated: Shillong, the 14<sup>th</sup> Sep, 2026

To:

- All DPMs and BPMs, MegLIFE, MBDA
- Civil and Finance Vertical, SPMU, MegLIFE, MBDA
- The SWC Expert, PMC, MegLIFE, MBDA

-for necessary action please

Copy to:

- The Project Director, MegLIFE, MBDA, Main Secretariat Building, Shillong
- The Deputy Project Director, MegLIFE, MBDA

-for favour of kind information

*(Signature)*

AGM, Project Management, SPMU  
MegLIFE, MBDA, Shillong