

V.—RENTING OF BUILDINGS.

243. It is the duty of the Executive Engineer to get tenants for public buildings not immediately required for Government use. They should generally be let from month to month, but lease may be given with the Chief Engineer's sanction. A clause in the agreement should be added, when necessary, to enable the Executive Engineer to terminate the lease at short notice in case the building is required by Government.

244. Rent should be recovered from local bodies provided with office accommodation in Government Buildings (See paragraph 275).

A panchayat Union occupying a Government building must provide its own record racks at its own cost, but may ask the Superintending Engineer concerned to render it any necessary assistance.

NOTE.— (1) Expenditure on addition and alterations to buildings occupied by local bodies should not be incurred without the specific sanction of Government.

(2) Panchayat Union which have not exercised the option of buying up record racks, formerly fixed in such buildings by Government, are required to pay rent, the cost of the racks being included in the capital cost of the building or the portion there of occupied by the Panchayat Union.

(3) It is not necessary to sanction data statements for calculating the rent of buildings not immediately required for Government use and let to local bodies or private persons under paragraphs 243 and 244.

245. Rent should be recovered from Commercial Departments and from departments of the Central Government for State Government buildings occupied by them wholly or partly for non-residential purposes as below:—

Rent should be charged at 7 per cent on the capital cost which represent.—

(i) Replacement cost of the building that is, the present value of the building including sanitary, water supply and electric installations and fittings in the building plus.

(ii) Current value of the land.—

(a) Market value of land be taken into account, subject to the condition that the maximum extent of land should be restricted to $1\frac{1}{2}$ times, the built up area (or the actual extent of the built up area) or to the actual extent which ever is less.

(b) where more than one building has been put up in the compound, the available land shall be divided by the number of separate buildings and adopted for calculations, subject to the maximum of $1\frac{1}{2}$ times the built up area.

(c) The current market value of land be fixed in consultation with the Revenue Department (not below the rank of Tahsildar.)

Municipal or Union Taxes should be paid by the occupying departments direct to the authorities concerned, except in the case of a Commercial Department or a department of the Central Government which occupies only a part of the building. In such cases the procedure laid down in Rule (i) (b) in Article 120, Tamil Nadu Financial Code, Volume I, should be followed.

Superintending Engineers of Circles are empowered to approve finally on the certificate of the audit officer data statements for calculating the rents of such buildings provided the rent is fixed strictly in accordance with the above rule and notes hereunder.

NOTE 1:—In the case of residential buildings occupied by officers of Commercial Departments, rents will be fixed and recovered by the Public Works Department in accordance with the rules in Section B of this Chapter as may be modified from time to time.

NOTE 2:—When buildings borne on the accounts of Irrigation, Navigation, Drainage or Flood Control Works for which capital and Revenue Accounts are kept are used for general purposes by other departments of Government, rent in accordance with the above rule shall be recovered from the department using the building.

246. Public Buildings let to private individuals should not be altered or enlarged at Government expense to suit the tenant, and persons occupying public buildings on rent are prohibited from making any alterations even at their own expense, except with the express concurrence of the Executive Engineer. The fact of any additions or alterations being made by the tenant confers no right of ownership on him, nor can the fact of the occupant having made additions or alterations at his own expense be considered as giving him any claim to a set of against or diminution of, rent. These conditions should be entered in the agreement or lease, vide Appendix XIII.

NOTE 1—The agreement form is a general one and does not preclude Superintending Engineers from inserting any special considerations which may be found desirable in the case of particular buildings or individuals. Such conditions should be inserted in consultation with the Government Pleader.

NOTE 2.—In cases in which the rent proposed to be recovered inclusive of Municipal or other taxes, which are payable in respect of the premises and which will be borne by the Lessor (i.e.) the Government; Clause (2) in paragraph 2 of the standard form should be omitted.

NOTE 3.—The lease agreement referred to above should be written on a stamped paper and the cost of the stamp be borne by the lessee. The agreement need not be registered

247. No public building in the charge of the Executive Engineer may be occupied as a private residence without his consent except under the orders of his departmental superiors or of the State Government.

“In cases where it is absolutely necessary the heads of departments may permit Gazetted and Non-gazetted officers under them to occupy the building or a portion of the building used as their office, as residence, if they are not able to find suitable accommodation elsewhere for a period not exceeding six months subject to the following conditions:—

Item (i) Full standard rent of the building or proportionate rent for the portion occupied as fixed by the Public Works Department should be recovered.

(ii) The occupation is not detrimental to the conduct of the office in the remaining portion.

(iii) the preservation of records is not endangered

(iv) the terms of the lease with the owner should be such to allow the use of the buildings for any purpose and not solely for office purpose;

If any case such temporary occupation is expected to exceed six months, the Executive Engineer concerned should certify that the building or the portion of the building so occupied for residential purposes will not be required by the occupying department and cannot be utilised for accommodating other state Government offices in the locality housed in rented buildings. The occupying department should then obtain the sanction of the Government for such continued occupation of the non-residential building or portion of the building as residence beyond six months.

248. On no account is any church, chapel, mosque, temple tomb or other building devoted to religious use, to be occupied as a dwelling house or for any other purpose, without the consent of the persons interested and the sanction of the principal, Civil or Political authority on the spot *see also* paragraph 191.

VI.—CUSTODY OF VACANT BUILDINGS

249. Whenever a public building which is not borne on the registers of the Public Works Department falls vacant it should be handed over to custody of the Revenue Department by the occupying Department. If it is considered desirable, for any special reasons, to transfer the building to the charge of the Public Works Department, orders of Government should be obtained. Public buildings borne on the register of Public Works Department should be handed over to the respective department when vacated.

VII.—TAXES

250. The rules for the payment of Municipal and local taxes on buildings in the occupation of departments of the Government of Tamil Nadu or of Government Servants under the administrative control of that Government are given in Article 120 of the Tamil Nadu Financial Code Volume I.

Provision for the payment of Municipal or other taxes on Public buildings should be made in the annual repair estimates in the cases indicated in Article 120 of the Tamil Nadu Financial Code, Volume I.

251. The Postmaster-General, Madras Circle, is responsible for the proper assessment, recovery and accounting of rents on residential buildings of the Posts and Telegraphs Department borne on the Registers of the Tamil Nadu Public Works Department and the claims and recovery of rents from occupants of such building will be audited and accounted for by the Deputy Accountant General, Posts and Telegraphs.

VIII.—REMISSION OF MUNICIPAL TAX FOR VACANT BUILDINGS AND FOR BUILDINGS WHOLLY OR PARTLY DEMOLISHED.

252. (i) Whenever a Government Building (Residential and non-residential) is likely to fall vacant the occupant of the building immediately before the actual vacancy occurs or the head of the office to which the occupant belongs, should on

the date of which the buildings falls vacant give notice of the vacancy direct to the Executive Authority of the Municipality concerned or the commissioner of the corporation concerned or the Executive authority of the panchayat concerned, as the case may be, a copy of such notice being simultaneously sent to the Executive Engineer of the Division concerned to enable him to claim remission. The head of the office mentioned above shall take similar action on the first day of every succeeding half-year, if the building continued to be vacant even then. The Executive Engineer shall thereafter in due course, claim remission of Municipal property tax or Panchayat house tax in cases when the vacancy lasted for thirty or more consecutive days under section 87 of the Tamil Nadu District Municipalities Act, 1920, or section 105 of the Madras City Municipal Act, 1919, or for one hundred and twenty or more consecutive days under sub-rule (1) of rule 5 of the rules issued in Notification No. 40 in G. O. Ms. No. 1248, Rural Development and Local Administration Department, dated 26th April 1961 as the case may be. The Officer paying the tax for a vacant building should ascertain that remission of tax has been claimed for the period that the building was vacant.

(ii) In the case of vacant buildings which are taken over by the Public Works Department from other departments and which continue to remain in charge of the Public Works Department it shall be the duty of the Section Officer concerned to give the necessary notice of the vacancy of the building to the local body concerned immediately they are taken over and thereafter on the first day of every half year, if the building continue to be vacant then, a copy of such notice being simultaneously sent to the Executive Engineer concerned.

(iii) When a Government building (whole or part) is demolished or destroyed, the Executive Engineer concerned should immediately give the requisite notice to the Municipality, village or town panchayat concerned and obtain remission of property tax under Section (89) (2) of the Tamil Nadu District Municipalities Act, 1920, or section 107 (2) of the Madras City Municipal Act 1919, or sub-rule (2) of the rule 5 of the rules issued in Notification No. 40 of G. O. Ms. No. 1248, Rural Development and Local Administration, dated 26th April 1961, as subsequently amended.

VIII-A. TAXES ON NEW BUILDINGS.

253. (i) Under section 107 of the Madras City Municipal Act section (89) (i) (a) of the Tamil Nadu District Municipalities Act and Rule 5 (i) (a) of Notification No. 40 issued in G. O. Ms. No. 1248, Rural Development and Local Administration, dated 26th April 1961, intimation should be given to the local body concerned about the construction of a new building or the reconstruction of a building within fifteen days from dates of completion or occupation whichever is earlier. This intimation shall in the case of buildings (residential and non-residential) on which the Public Works Department will have to pay the property tax, be given by the Executive Engineer concerned. In the case of other buildings, on which the Public Works Department will not have to pay the property tax, the intimation to the local body shall be given by the occupants or the heads of offices who will have to pay the tax on the buildings.

(ii) In order to avoid delays in the assessment and payment of Municipal Taxes on new buildings constructed by the Public Works Department, the corporation or the local body as the case may be shall be informed by the Executive Engineer of the cost of a new building within six months of its completion. In case where it is not possible to close the account of a work within six months of its completion provisional figures of cost so far as can be made out at the time, shall be given by the Executive Engineer so that the assessment may be calculated on these figures subject to revision when the final figures of cost are available.

IX.—SANITARY AND WATER SUPPLY INSTALLATIONS

254. All works and repairs in connection with sanitary installations and water supply to Government buildings should be carried out by, or through the agency of the Public Works Department except in special cases under the orders of the state Government.

X.—ELECTRICAL AND SANITARY WORKS.

255. Whenever a new building is constructed or an existing building is extended or improved in a place where there is public supply of electricity available and it is contemplated to provide an electric installation in the building, the estimate should provide for it.

As soon as administrative approval to a building is obtained and the detailed building plans are approved, the Executive Engineer should communicate a copy of the approved plans to the Electrical Engineers, P.W.D. The Electrical Engineer (P.W.D.) should without delay and in consultation with the Head of the Department concerned prepare detailed estimates and plans for the full electrical equipment required and obtain the counter signature of the Head of the Department to plans and estimates. The Electrical Engineer, P.W.D. should then obtain technical sanction of the higher authority, if and where such technical sanction is necessary. A copy of the approved plans and estimates should then be sent to the Executive Engineer in-charge of the construction work.

NOTE.—The Executive Engineers of Divisions can prepare detailed plans and estimates and also accord technical sanctions to estimates for electrical installations (new work, extensions and improvements) in Government Buildings in their charge up to a limit of Rs. 15,000.

Similarly, the Executive Engineer concerned will have detailed designs and estimates prepared in consultation with the Head of the Department and also where necessary with engineering specialist firms, for all construction, connections and fittings in connection with water-supply, sanitation and drainage required.

The detailed plans and estimates for sanitary and water supply installations are to be counter signed by the Head of the Department who will be at liberty to consult any officer of his department and who may send a representative to the office of the Electrical Engineer P.W.D. and to the Office of the Executive Engineer respectively to scrutinise the plans during preparation.

After such detailed plans and estimates for the electrical and sanitary installations are obtained the Executive Engineer should incorporate them in the detailed plan for the building work and obtain competent technical sanction. The actual construction work need not wait until this final sanction is ready. It should be started as soon as technical sanction to the building work is obtained.

As soon as the final plans and estimates, incorporating details of electrical and sanitary installations are ready, copies thereof should be sent to the Electrical Engineer, who will, in cases where tenders have to be called for, take necessary action in close consultation with the Executive Engineer as regards the time when he should call for tenders and start the electrical work. The EE should similarly settle at an early date the time when work on sanitary installations should be commenced. Tenders for the building, sanitary and electrical installations should also be called for in proper order in a co-ordinated programme, which should be settled by the Executive Engineer at the commencement of execution of the work to ensure that the use of the building is not delayed on account of failure of the sanitary and electrical contractors to complete their works in time.

It is imperative that there should be close co-ordination between the work of the Government servants concerned so that at no time is any delay allowed to occur in the preparation of plans and estimates, in obtaining technical sanction, in calling for tenders and in the actual execution of the works concerned. The Superintending Engineer of the Circle in which the building is situated will be responsible for seeing that the various works are carried out at the proper time and that unnecessary delay is avoided, and he will be held personally responsible for seeing that the above instructions are carried out.

Execution :—Original Works:—Private agency should be employed wherever possible for the carrying out all original works including minor works. Departmental construction which involves the accumulation of stores and the employment of special establishment should be avoided. Tenders should invariably be invited when the amount involved in a particular contract is Rs 2,000 or more.

Repairs : (Maintenance).—Wherever private agency is available, it should be employed. Tenders should be invited, for the purpose when the cost of repair is Rs. 2,000 or more. Departmental maintenance should be resorted to only when no reliable firm tender or where their tenders are excessive, Departmental repairs should be as a rule be confined to small items.

In all cases, the contractors should be required, to base their tenders on proper specification etc. of the department.

In places where electric supply is available to the public, payments may be made in advance for service connections to Government buildings, if the supply agencies demand such advance payment.

255-A. The Executive Engineers, Public Works Department are empowered to prepare in consultation with the Heads of Occupying Department plans and estimates for electrical works (both original and repair works), not exceeding Rs. 15,000 from out of allotment made in the original estimate, for electrical installations, not requiring any special technical specifications or scrutiny such as wiring provision of lightstfans and geysers, technically sanction the estimate, accept tenders for contracts and execute the works.

In the case of specialised works either by themselves such as provision of lifts, connecting high voltage lines, setting up of transformers. air-conditioning units etc. or combined with ordinary works, the works should be executed under the responsibility and supervision of Electrical Engineers and the procedure indicated in paragraph 255 of this code should be followed.

256. In cases, where heads of departments desire to carry out electrical works departmentally, the previous approval of Government should be obtained. In the case of State Transport Department such approval has been obtained in G.O. Ms. No. 31, Public Works dated, 4th January 1954. After such approval has been accorded they may have detailed plans and estimates prepared through any competent agency and may themselves call for tenders and have the works executed by suitable agency. Technical advice required or assistance needed in the execution of the works will be given by the Electrical Engineer.

The expenditure in connection with Electrical works executed through private agency by heads of departments should be borne by the departments concerned-see paragraph 95-97 (ibid) Heads or Departments should, however, intimate to the Executive Engineer concerned the charges incurred in the civil department on account of original works, extensions and improvements and repairs separately in order that he may maintain his capital accounts correctly.

NOTE 1--(1) As a General Rule, the Executive Engineers concerned shall have charge of the electrical installations in all Government Buildings whether borne on the Public Works Department books or

not (except those which are maintained under the control of the Electrical Engineer, Public Works Department concerned and Superintendents of Jails and Borstal Schools and certified Schools) and shall carry out the repairs and small extensions thereto with the help of the electricians or wiremen employed under them. The expenditure on works executed in any buildings by Executive Engineers should be met from funds provided in the Public Works Department Budget.

(2) The replacement of bulbs and fluorescent tubes and other bulbs of special types only in non-residential buildings, in cases of failure of the lights due to defects in the bulbs and fluorescent tubes and other bulbs of special types themselves should be attended to by the occupying departments except in the case of the electrical installation under the control of the Electrical Engineer Public Works Department concerned which are dealt with in (3) below.

(2) (a) Departments of Government occupying non-residential buildings can also purchase electric bulbs and fluorescent tubes and other bulbs of special types locally if the number required for replacement or stock is below a dozen. The expenditure on the purchase of electric bulbs and fluorescent tubes and other bulbs of special types should be debited to the budget of the department occupying the building.

(3) With a view to avoid inconvenience to several offices and to centralise the procurement of lamps in an economical and efficient manner, the supply and stock of bulbs and fluorescent tubes and other special types of bulbs will be made by the Electrical Engineer Public Works Department concerned in respect of the installation, under his control. These lamps will be handed over to the departments as and when demanded and their cost debited to the budgets of the respective departments. In respect of the Installations in the Raj Bhavan at Guindy and Ootacamund and the Legislators Hostel, however, the Electrical Engineer, Public Works Department concerned will himself prepare the indents and supply the bulbs and fluorescent tubes and other special types of bulbs debiting their cost to the Public Works Department budget.

(4) Whenever any building is taken over by this Government from another Government or a private party or from another Department of the Government an inventory of all fixtures, electric and sanitary fittings, furniture, etc. should be prepared at once and it should be got signed both by the Officer handing over charge of the building and the officer taking charge of it. The same procedure should be followed whenever any building of the Government is handed over to another Government private party or to another department of this Government.

(5) A list of all fixtures, electric and sanitary fittings, furniture etc., in each non-residential building owned, leased or rented by Government will be maintained by the Officer who is occupying the building. The fixtures and fittings etc. should be verified with the list at least once in a year by the officer occupying the building and if he notices any loss or damage during such verification, he will take requisite action for the recovery of the cost of the articles lost or damaged from the party responsible. The Officer will also sign the list with date in token of such verification. If and where there is a change in the officer occupying the buildings the outgoing officer should obtain from the incoming officer a certificate that all the fittings, fixtures, etc. noted in the list are in good order shortages or damages if any, should be brought at once to the notice of the officers concerned for necessary action.

(6) The instructions in note (5) above will be applicable also to residential buildings leased or rented by the Government.

XI.—BUILDINGS OF HISTORICAL INTEREST.

257. Buildings and ancient monuments of historical or archaeological interest will be borne on two lists.—

(i) Those that are declared protected under the Ancient Monuments Preservation Act, maintained from Union Revenues and.

(ii) Those maintained from state sources.

258. It is the duty of Executive Engineers to arrange for a systematic inspection of all such buildings and monuments in their divisions and to frame estimates for their repair. Archaeological Officers will advise on the proposals submitted by Officers of the Department, will recommend the order of precedence, will themselves suggest work of restoration, and will pass the plans of all work estimated for before they are carried out by the Public Works Department. During the execution of a work, the Archaeological Officers will assist the department by their advice.

“Alterations to or destruction of the old and historical structures, if necessary, should not be carried out without prior consultation with Archaeological experts or the Superintendent of the Union Department of Archaeology within whose area the monument lies”

NOTE 1—The cost of providing and maintaining approach roads to ancient monuments should be a State Charge

NOTE 2—Repairs to ancient monuments and temples not included in the standard list should not be carried out without the prior sanction of Government being obtained thereto.

NOTE 3.—In the case of repairs to ancient monuments it is not necessary to obtain the specific sanction of Government and the custodians of the temples or monuments but it is sufficient if the amounts to be sent on such work from Government funds are shown in the budget submitted by the Superintending Engineer to the Chief Engineer and are approved by the Government.

NOTE 4.—The Superintendent, Archaeological Survey of India Southern Circle/The Director or Archaeology, Tamil Nadu is empowered to sanction reappropriations of funds between all conservation works against sanctioned estimates not exceeding Rs. 5,000 whether for special repairs or annual repairs and maintenance subject to the condition that no reappropriation should be made in respect of any work to be executed by the Public Works Department without previously obtaining the consent of that Department.

XII.—USE OF GOVERNMENT BUILDINGS BY AUXILIARY FORCES.

259. The arrangements made with the concurrence of the Union Government under which Auxiliary forces are allowed to occupy buildings on the condition of keeping them in repair, or to make additions and alterations to buildings on which Government retain a lien, need not be disturbed.

XIII.—INSPECTION OF PUBLIC BUILDINGS.

260. (a) Every public buildings borne on the Public Works Department Registers should be carefully examined once in every year by the officers of the Public Works Department as indicated below such inspections being made in respect of the soundness or otherwise of the roof and floor timbers in the buildings and in respect of their general conditions, as laid down in Chief Engineer's Circular No. 1737/AC/37-CP, dated, 31st August 1937, which is reproduced at the end of this paragraph.

(i) Section Officers are to inspect once in every year all buildings (residential and non-residential) in their jurisdiction costing up to Rs 5,000 constructed prior to 1st January 1946 and costing up to Rs. 10,000 for buildings constructed after that date.

(ii) Sub Divisional Officers are to inspect every year, all buildings (residential and non-residential) in their jurisdiction costing above Rs. 5,000 and up to Rs. 25,000 for buildings constructed prior to 1st January 1946 and costing from Rs. 10,000 up to Rs. 50,000 for buildings constructed after that date.

(iii) Executive Engineers are to inspect every year, all buildings in their divisions costing Rs. 25,000 to Rs. 2 lakhs for buildings constructed prior to 1st January 1946 and costing from Rs. 50,000 to Rs. 5 lakhs for buildings constructed after that date.

(iv) Deleted.

(v) The Superintending Engineers are to inspect every year all buildings in the circle costing above Rs. 2 lakhs for buildings constructed prior 1st January 1946 and over Rs. 5 lakhs for buildings constructed after that date.

NOTE 1.—The class of officer who is competent to inspect public buildings should be determined with reference to the cost of each individual buildings and in doing so, each of the subsidiary buildings appended to a main building in a compound should be taken into consideration separately.

NOTE 2.—A certificate of inspection should be obtained from all field officers and filed in the office of Chief Engineer (Buildings.)

NOTE 3.—The Chief Engineer should submit to Government every year a certificate of having filed the certificates of inspection by field officers as also all copies of all certificates by Superintending Engineers.

(b) Every Public building not borne on the Public Works Department register costing Rs. 10,000 for buildings constructed prior to 1—1—1946 and Rs. 20,000 or more for buildings constructed after that date should also be inspected by the Public Works Department officers in the prescribed

manner once in three years. In the case of such buildings costing less than Rs. 10,000 for buildings constructed prior to 1-1-1946 and Rs. 20,000 for buildings constructed after that date arrangements for their inspection will be made by the head of the department concerned. If for any reason an officer of a civil department considers after inspection of a building that investigation by an Engineer is necessary, he will move the Executive Engineer of the Public Works Department division to depute a suitable officer to inspect the buildings.

(c) The Executive Engineers, the sub Divisional Officers and the Section Officers should record notes of their inspections in separate registers to be maintained by each of them.

All these registers should be shown to the Superintending Engineer during his annual inspection of Division Offices.

(d) Executive Engineers should inspect, as often as possible, buildings which show cracks or definite signs of deterioration and take early steps to effect the necessary improvements thereto.

Chief Engineer's circular memorandum No. 1737, AC/37-CP, dated 31st August 1937.

A case has recently occurred in which a Government building in Madras over 75 years old suddenly collapsed resulting in the loss of five lives. After careful enquiry and examination it was found that the collapse was not due to defective roof or floor timbers (they were all in good condition), but must have been due to the fact that some of the masonry piers supporting the roof and floor were carrying a weight greater than bad brick work could be expected to carry. Calculations of the loads carried by these piers showed that they were in excess of what is allowed now-a-days on brick masonry. Though they exceeded the safe working load now allowed the piers could have borne the loads without crushing if the brick-work was good. Examinations of the portions of the piers left standing showed that the brick work was very poor, the bricks were bad and were badly laid in poor mortar. The piers must have suddenly collapsed by crushing and this collapse brought down the floors and roofs, they were supporting and the fall of these in turn brought down other portions of the building. There was no indication that the piers were unduly stressed. There were no cracks or any other indications and the piers looked quite sound. There was no reason whatever for suspecting that they were overloaded.

2. Cases of collapse of Government buildings, as described above, are very rare. But this case forcibly illustrates the necessity for periodic and close examinations of building especially old ones. The existing orders require the regular inspection of buildings by officers and subordinates of this department with reference to their safety as affected by the condition of roof and floor timbers- vide Chief Engineer's Memoranda No. 3038-C dated 2nd July 1898, 3156-C dated 15th July, 1899, 304-C, dated 12th January 1926, 3236-Wks/28/CP/ dated 1st September, 1928 and 1738-A D/32-37 dated 6th October, 1932. This is ordinarily a sufficient and reasonable precaution. But the officers of this department should in addition also examine the buildings carefully. They should be on the look out for cracks, even slight ones or other signs of failure; and if any such are noticed, they should forthwith investigate the causes and take sufficient precautionary measures, wherever necessary to ensure the safety of the buildings.

They should investigate any cases of overloading of pillars and walls that they notice and should be on the look for such. In many buildings posts are overloaded and anybody of experience who keeps his eyes open should be able to detect such. The Chief Engineer realizes that it is not economically practicable to examine all old building in detail as to theoretical stability of the various parts of their masonry structures, but still considers it necessary to impress upon all ranks of the department the imperative necessity of periodic inspection of all Government buildings with reference to the instructions laid down in the abovementioned circular and particularly to the instructions given below.

3. The Chief Engineer hereby also directs that in future, whenever, it is proposed to acquire a private building for Government purposes, the stability of the masonry of the building should be especially examined as well as that of its timbers. A report of this examination and the results thereof should always be sent with the proposals for the acquisition of the building. Generally it is a bad policy to acquire old or indeed any private buildings badly built as most of them are.

XIV.—REGISTER AND PLANS OF BUILDINGS.

(a) REGISTER OF BUILDINGS.

261. Each Superintending Engineer will keep a register (in Public Works Department Form No. 126) of all buildings in-charge of the Department within his circle and each Executive Engineer