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O/o. the Prl. Chief Conservator of Forests, Social Forestry & Projects Thiruvananthapuram:13. Dt. 17.07.92.

C I R C U L A R



Sub: Termination of contract - preparation of balance schedule and revised estimate procedure - reg:

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As doubts have been raised by some subordinate officers regarding the preparation of balance schedule and revised estimate for the works terminated, the following procedure may be adopted:

If the contract has been terminated, the revised estimate may be prepared in three parts:

- 1) Works already done;
- 2) Balance work to be done as per agreement schedule;
- 3) Additional works if any required.

The cost of work as part I may be prepared based on the measurements taken for the works done and close as per the rates of the original estimate sanctioned.

Balance schedule may be prepared as per the current schedule of rates for this quantity of works left by the original contractor as per agreement schedule as part II.

Part III is for the extra works required if any.

During the submission of balance schedule revised estimate as specified earlier may also be furnished for sanction.

After taking the final measurements of the works done by the original contractor the final bill may also be prepared and furnished to the concerned authorities for closing the accounts. If technical staff is not available, you may engage one suitable technical hand for the purpose to speed up the arrangements.

[Signature]
(M. S. NAIR)

PRINCIPAL CHIEF CONSERVATOR OF FORESTS (SF&P).

To

- The Asst. Conservator of Forests (SF).....
- The Conservator of Forests (SF/Territorial) *Trichur*.....
- The Divisional Forest Officer.....

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Encl for A3-7482
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