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Dt. the 4th December, 1986.

5Technical Circular No. 171

Sub: Carrying out important work-Documentation of  
important events. History Book.

Delhi Development Authority has to carry out a number of important construction works. It is necessary to keep a detailed perspective and the functions the building has to serve while carrying out each individual work.

It also becomes necessary to document important events, occurrences and steps during the course of construction. There are a number of records which are maintained at site which have some bearing with the operation of the contract. Apart from this, there should be a record at site (which should be maintained by the AE) which also indicates the chronological stages in the construction work.

The book which should be maintained by AE shall be used to write whenever important events in connection with the work occur. For instance, it should indicate the date of start of work, the physical condition of the area when the work was started, event by event when each important stage of the work has been reached people connected with the work etc. For example, if the building is a ten-storeyed structure with basement and pile foundations, record should be documented about the name of the contractor, when the pile foundation work was started, when the first pile was tested, when the first group of piles was completed, when the actual basement was started, when the main structure is completed etc. etc. Important activities like major changes in specifications, the condition which necessitated such changes should be recorded. If VIPs have visited the work, record should faithfully document any comments (good or bad) made by the VIP, his reaction to the building, suggestions etc.

If any significant changes are made from time to time, these should be documented. If any problems are faced regarding the services, any structural problems, problems faced with bad work which cannot be accepted etc., if any tests are done at various stages which are not of routine nature, the details of such tests should also be chronicled. In other words, this book should give a history of the stages, problems and vicissitudes through which the work has progressed. This book is not

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meant to be used for any contractual purpose but only for chronological events. This book is not to be used for criticizing part work or people who were earlier associated with the work.

This book should be used for inscribing the various stages by officers at the level of AEs and above only. This is not a contractual document.

It is advisable to keep such a history book for all works costing more than Rs.60 lacs and also for buildings more than 6-storeyed height or any building which has a technical importance or which is of a special nature. It is requested that CEs may kindly put this in practice in selected works to start with and ensure their up keep. The document should be interesting and should create interest in any person who likes to go through it. We can keep photographs of the work at different stages of construction in this book.

Action taken may be intimated from time to time.

*V. S. S.*  
Member  
4/12/86  
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All CEs.

*Completed*  
*R. J.*  
*4/12/86.*