

DELHI DEVELOPMENT AUTHORITY

No.EM.1(10)83/3299

Dated: 16.6.83

CIRCULAR NO. 25

During inspection of DDA Housing projects at Munirka and Kishangarh in the presence of V.C. and E.M., D.D.A., the Secretary (Works & Housing) suggested that a register may be maintained at the site of all projects wherein information about the inspections of the work by all inspecting officers could be kept in a regular and chronological order. This register would be a ready record of the inspections carried out by various inspecting officers.

Instructions about regular inspections and maintainance of site order books have already been issued vide E.M.'s Circular No. 13, dated 19.5.83. According to these instructions inspecting officers are required to give their remarks in the site order books/registers. If some officers prefer to issue inspection notes, copies of these inspection notes and action taken in compliance, is to be available at site of work at all times.

Maintenance of this register is additional and has been considered necessary so as to provide a compact record of all inspections including those of CTE and Quality Control Wing. This register should be opened immediately at all works and properly maintained by the site engineer. Enclosed proforma may be followed in this register. CEs/ACEs/SEs/EEs are requested to ensure compliance.

Sd/-
(K.D. BALI)
ENGINEER MEMBER.

PROFORMA FOR THE REGISTER TO BE MAINTAINED AT SITE

(50)

S.No.	Date	Name of Inspecting Officer	Officer's Inspection Note recorded on site order book/register.	Whether inspection not issued	Reference of observations made/inspection not issued.
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