

NO: EM1 (10)83/ 2332

Dated:- 25.2.93

CIRCULAR NO. 380

- SUB: (i) Need for more frequent inspections by senior officers.
(ii) Issue of instructions in writing either in site order book or through inspection notes.
(iii) Keeping the approved samples of fixtures/fittings at the site office.

V.C., DDA, during one of his surprise inspections of a work recently, observed that the defects noticed by the senior officers during their inspections, or their observations on quality of work, had neither been recorded in the site order book nor conveyed through any of the Inspection Notes. It also gave an impression that sufficient inspections of the works, especially at the crucial stages of construction, were not being carried out by senior officers. Needless to point out that the inspections conducted by senior officers lose their impact and utility, if the observations are not conveyed in writing and followed up to a logical end.

It was also observed that the samples of the materials approved by the Engineer-in-charge had not been kept at the site office to facilitate comparison, so as to ensure that the materials actually being used at site were as per the approved samples.

V.C./DDA has taken a serious view of these deficiencies.

It is therefore, enjoined upon all engineers that:-

1. The construction works must be inspected more frequently by the senior officers, especially at the crucial stages of construction such as foundations, structure and finishing.
2. The defects/deficiencies observed by the senior officers during their inspections of the work must be conveyed in writing either by recording the same in the Site Order Book or through their Inspection Notes as required under the provisions of chapter-III Section-26 of CPWD Manual-Vol.II, so as to ensure that a proper record of such inspections

is maintained and the observations are followed up to a logical end.

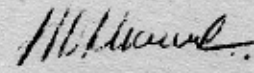
3. Approved samples of various fittings and fixtures must be kept at site office, so that these are always available to the site staff as well as to the Inspecting Officers to facilitate checking, and to ensure that the fittings/ fixtures being actually used at site are as per the approved samples.

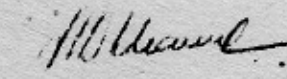
These instructions must be followed scrupulously by all concerned.

1. All C.E.s, DDA.
2. Director(MM)
3. All SEs/DDA.
4. Director(Hort.) S& N.
5. All EEs, DDA.
6. All Dy. Director(H), DDA.
7. File No. EM13 (1)93/T.C.

Copy to:-

V.C./DDA for information.


(H.D. SHARMA)
ENGINEER MEMBER


ENGINEER MEMBER.
D.D.A.