

DELHI . DEVELOPMENT AUTHORITY

No.EM.1(10)33/616

Dated: 18.1.85

CIRCULAR NO. 75

As per standing instructions, cement registers are required to be maintained at the different work sites for account of cement by the Junior Engineers.

The cement received for the work must be stored in the site store meant for the work. As far as possible, only one store should be maintained for each work. However, if the number of stores reqd. to be maintained for a particular work is more than one, then the total number of stores, location of each store be clearly indicated on the cement register and should also be indicated on each store.

As certain sites the work relating to the operation of the cement godowns and maintenance of cement register has been entrusted to different JEs. These cement godowns are being operated by these JEs without regard to any fixed schedule or rotation. In order to streamline the system, it has been decided that only one JE will operate the cement godown and will make necessary entries in the cement register for a fixed duration which may be specified by the EE. After the period of a particular JE for operation of the cement godown and also hand over the cement register to the other JE for operation of the same for the subsequent period. The cement godown shall be operated by one JE during a particular period as assigned by the EE.

The above instructions should be followed meticulously by all concerned in addition to the existing instructions on the subject.

Sd/-
(J.K. VARSHNEYA)
ENGINEER MEMBER

Copy to:-
All CEs.
All SEs.
All EEs.