

CIRCULAR NO. 503

SUB: FOLLOW-UP ACTION UPON THE INSPECTIONS
OF WORKS BY C.T.E. AND CE(QC).

It is needless to point out that the primary purpose of inspections of works conducted by CTE's Organisation as well as CE(QC) Wing of DDA is to ensure proper quality of works and observing of all the codal and contractual formalities. These desired objectives can only be achieved if there is promptness in the follow-up action on the observations of the CTE/CE(QC) and reporting compliance in a time bound manner.

Of late, some slackness in the follow-up actions and sending timely replies to the CTE/CE(QC) has been observed. To streamline the process, the following instructions must be scrupulously followed by all concerned :-

- a) SUBMISSION OF REPLIES TO CTE/CE(QC)
- i) First reply to the CTE/CE(QC) observation memo should be submitted by the concerned EE/Dy. Dir. within 60 days of the receipt of the same.
 - ii) Replies to all the subsequent rejoinders should be submitted by the EE/Dy. Dir. within 90 days of the receipt of the rejoinders.
 - iii) Paras referred to SES/Directors and CEs should be replied by them within 60 days of the receipt of such a reference.
 - iv) Replies to the subsequent rejoinders to the paras referred to SES/Directors/CEs, if any, should be send by them within 90 days of the receipt of such a rejoinder.

v) The case shall be ensured to be closed within 6 months of reply to the 2nd rejoinder.

b) RESPONSIBILITIES ABOUT THE FOLLOW-UP ACTION AND SUBMISSION OF REPLIES TO THE CTE/CE(QC).

i) If an officer fails to submit the first reply within the above specified period, his reporting officer should immediately communicate, in writing his displeasure for not sticking to the prescribed time schedule in sending replies to the CTE/CE(QC). In case reply is still not submitted within another 30 days to the reporting officer shall then issue a written warning to the concerned officer. In case of further delays matter will be reported to the disciplinary authority for necessary action against the officer concerned.

ii) wherever required, it would be the personal responsibility of the concerned EE/Dy.Dir. (H) to propose/initiate the reduction/deduction items & obtain approval of the SE/Dir. (Hort.) within the above stipulated periods of the submission of first reply/reply to the rejoinders, as the case may be.

iii) It would also ^{be} the personal responsibility of concerned SE/Director ^(H) to sanction these reduction/deduction items within 30 days of the receipt of the same from the EE/Dy. Dir. ^(H) after ensuring all the coval and contractual formalities..

iv) For proper monitoring & to maintain ^{it} above time schedule ^{it} would be incumbent upon the transferred officers to explicitly indicate the position of all the pending CTE/QC cases in their handing over charge reports. The relieving officer after assuming charge shall take stock of all the pending CTE/QC cases, so as to ensure adherence to the above mentioned time schedules.

This also supersedes all previous instructions issued on the subject.

(R.K. BHAMBARI)
ENGINEER MEMBER
21/7/11

1. All Chief Engineers i/c CE(QC) & CE(Elect.)
2. All Supt. Engineers i/c SE(QC) & SE(Elect.)
3. Directors (H), (Hort.) North & South.
4. All Ex. Engineers (Civil & Elect.).
5. All Dy. Director (Hort.).
6. File No. P.26(EE)95/Viq./EE(Viq.)8/DIA.