

DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S OFFICE

NO.: EM 1(10)/W/II/Pt. XI/45<sup>98</sup>05

DT.: 10.5.2001

CIRCULAR NO.: 539

SUB. : Maintaining Master Register at site of work by the field staff.

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With a view to maintain a consolidated record of the on-going activities at the site of work like issue of drawings/<sup>issue/</sup>consumption of materials, instructions to contractor, recording of hindrances in the work etc. Master Register is maintained by the field staff. It has been observed that these various items under Master Register are not maintained properly by the field staff. Vigilance/ S.C. Cell during an inspection have observed several short comings in recording of information in Master Register maintained for the purpose, the brief description of which is given as below:-

1. The Master Register should be serially machine numbered and issued bearing a specific number of division under the signature of Executive Engineer.
2. Issue of drawings.

All the drawings relevant to the work are required to be issued to the contractor. Whenever drawings ( Architectural, Structural, Landscape etc.) are issued to the contractor, the details thereof i.e. Drawing number, brief description, date of issue of drawings by the competent authority, date of issue to the contractor should be recorded and dated acknowledgement from the contractor in lieu of the same be obtained in the register.

3. Test Check of Cement Register.

Indent No & Gate Pass number should be indicated against receipt of cement at site. The entries under index column of Cement Test Check <sup>be entered</sup> jointly for the test check by the EE & the AE and not separately. Also the result of test check under the column to be indicated. The signature should bear the date & no undated signature be done. Cuttings and overwriting to be avoided. Whenever unavoidable, to be duly signed.

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Periodical Test Check of Cement godowns to be done atleast once a week/fortnight by the AE/EE respectively, the date and time as also designation of checking authority to be indicated under the signature. The specific items of work alongwith its locations for which cement issued be mentioned in the requisite column.

4. OTHER STIPULATED MATERIALS:

All stipulated materials on receipt from stores to be immediately issued to the contractor and USR in token of its receipt be obtained from the contractor.

The specific locations and the number of joints done of a particular dia of pipe, for a day's work to be indicated in the appropriate column against consumption of lead. The actual consumption of lead, paint, bitumen etc. is required to be compared with theoretical consumption.

5. SITE ORDER BOOK:

The instruction/compliance of the order given by the officials/officers in the site order book should be recorded with dated initials, stating the designation alongwith.

6. Hindrance Register

Whenever any hindrances occur during the execution of a work, the same are recorded in the hindrance register maintained for the purpose by the JE/AE duly noted by contractor. It has been observed that the JE/AE do not append their dated signatures along with their designation at the time of occurrence/clearance of hindrance which may be done.

7. TFST REGISTER:

The tests are required to be recorded at the very time of drawl of sample, which is not being complied with. The Material Test Register, Cube Register, Bricks testing register are not maintained properly and do not depict complete information viz. date of testing of specimen, mark of specimen not recorded in the register, name of lab from where sample to be got tested etc. This is to be entered by the JE/AE under his dated signatures.

8. Centring & Shuttering Register:

While approving the C/s, the designation of the officer approving the centring and shuttering along-with the <sup>date of</sup> approval of the same are required to be entered in the register under his dated signature. Further the date of removal of shuttering should also be recorded appropriately.

9. Record of Levels:

The Ground /Formation levels are required to be testechecked independently by the AE/EE to the tune of 50%/10% respectively.

10. Material Approval Register:

The materials being used in the work are required to be approved by the EE-in-charge and entered in the Material Approval Register maintained for the purpose.

All the field engineers are directed to follow the above instructions meticulously in maintenances of Master Register or relevant record.

*Done 8.5.2001*  
( E.R. RAVINDRA )  
CE(HQ)

Copy to:

1. All CEs ( Civil)/( Elect.)/(QC)/HQ & (Design)- Chief Architect, DDA.
2. All SEs ( Civil)/Elect./QC/ODD & Design.  
Sr. Architect- Circulation through Chief Architect, DDA.
3. CVO, DDA.
4. SE (Vig.) I, SE(Vig.)II & SE(Vig.) III, D.D.A.
5. Project Manager Flyover Projects Gr. I & II, DDA.
6. Dir.(Hort.) North & South, Dir. (MM), DDA.
7. Dir.(Works), DDA
8. All E's ( Civil), (Elect.), (QC) & (Design)- through their respective CEs/Dirs./Project Manager ( Flyover/SEs(Vig.)), DDA.
9. All Jt. Dir./Dy. Dir.(Hort.) Circulation through respective Dir.(Hort.), DDA.
10. E.O. I,II, III and IV to E.M., D.D.A.
11. File No. EM1(10)93/Vol.I

Copy for information to:-

1. VC, DDA
2. EM, DDA.

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( V.B. CHOPRA )  
E.O. I TO E.M.  
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