

DELHI DEVELOPMENT AUTHORITY

No: *Im* 1(10)83/3639

Dt: 17/3/87

CIRCULAR NO. *195*

Reference is invited to this office circular Nos.13, 61 and 161 wherein instructions were issued that CEs/SEs/EEs should inspect the works frequently in order to ensure that the works are executed in accordance with design and specification laid down for the works. It is again enjoined upon all SEs/SEs/CEs that they must inspect all major works as frequently as possible and issue inspection notes giving their observations on the quality of the work & defect noticed.

CEs/SEs should also take in depth inspection and monitoring of some works at regular intervals. This ~~monitoring~~ should cover all aspects viz progress, site work, quality, finalisation of bill, related accounts, CTE/CE(OC)'s observations, casting, services, Horticulture etc. CEs would also inspect functioning of one division once a month. This office inspection of division shall include procedures by division office, fairness/correctness in tender receipt, NIT display, contractor's ledger, upkeep of progressive expenditure, maintaining proper records and agreement etc. SEs would also inspect atleast 2 works in depth every month and atleast would inspect one division in a month.

Copies of the inspection notes would be sent to all concerned. Copies of these notes will also be sent to E.M.

*V.S. M...*  
*12/3/87*  
Engineer Member

To

1. All C.Es, DDA
2. All S.Es, IDA i/c Dir.(Hort), DDA
3. All EEs i/c Dy.Directors(Hort.) DDA