

OFFICE OF MEMBER(WS)
DELHI JAL BOARD:GOVT. OF NCT OF DELHI
VARUNALAYA PHASE-II:KAROL BAGH:NEW DELHI

No. DJB/M(WS)/QCC/2004/ B-3- 12/5/66 Date 27/8/04

INSTRUCTIONAL ORDER: C-3

1. Recently a site was inspected by a team of Quality Control Cell, where an under ground tank was proposed to be constructed after demolition of the existing tank. At the time of inspection, demolition of roof slab was in progress. The thickness of slab was about 300 mm and the concrete was in good condition. No sign of rusting/deformation was observed on visible reinforcement bars. The brick walls also appeared to be structurally safe.

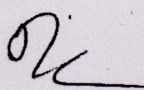
It is therefore instructed that before demolition of any structure, concerned CE/SE must check the structure for its structural stability. It may also be seen whether the structure can be made functional by doing minimum required works, instead of demolition and reconstruction. Demolition of any structure be decided after careful consideration to avoid infructuous expenditure.

In view of above all SEs/CEs may inspect similar works which have already been awarded or are in progress.

2. For the works requiring structural design, EEs' will get Soil Bearing Capacity Tests done and proper structural design /drawings will be prepared and approved by concerned EE/SE (depending upon the technical sanction power) so as to finalize the actual quantum of work required. All the estimate should have correlation with the dimensions of drawings prepared for proposed work. All the documents like drawings, details of measurements, Bill of Quantities, Special conditions etc. shall be signed by the concerned E.E. at the time of sanctioning or submission for sanction, of the competent authority.

3. A number of works are awarded on the basis of "SPOT QUOTATIONS" showing the urgency of the works. But during inspection of a work by Quality Control Cell it has been observed that about 90% work should have been completed as per schedule, but at site the work was not even started and required action was not taken by the concerned EE at his level or against the contractor, for delay. This clearly shows that there was no urgency of the work.

To keep a check, SEs will maintain, EE wise register of works awarded on "SPOT QUOTATION" basis w.e.f. 1.4.2004, as per performa enclosed. They will monitor the progress of such works regularly. When a work is completed, concerned EE will inform his SE, who will visit the site to confirm that the work has indeed been completed. The date of completion will be recorded in the MB in the presence of the SE, who will initial the date in token of his agreement with the date. If the work is not completed in time, penalty shall be imposed on the contractor for delay, otherwise very purpose of inviting "SPOT QUOTATIONS", is defeated. SEs shall review all works awarded on "SPOT QUOTATION" basis, which are pending or in progress and shall initiate necessary action.



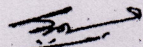
4. Progress of works, awarded on regular tender basis, shall also be monitored regularly by EEs for works costing more than Rs. 10 lacs. Prompt action shall be taken if there is delay in start of the work or if the progress of work is not as per schedule, on the basis of Progress Report submitted by the respective EEs.

5. Site Inspections are planned by Quality Control Cell considering that sufficient progress of work would have been achieved in the work according to time schedule and accordingly prior intimation of site inspection is sent by EE(C)QC but it has been reported that many EEs do not inform EE(C)QC about non-starting of the work. When the team reaches the site it is informed that the work has not been started. This results in wastage of time of the Inspection Team. In future it will be the responsibility of EE-in-charge of the work to intimate EE(C) QC in advance about the status of the work, in writing, if sufficient progress has not been achieved as per schedule, so that inspections can be rescheduled to avoid wastage of time.

Instructional Orders C-1 & C-2 were issued for submission of records by EEs but till date complete records such as monthly progress report (as per proforma), approved drawings etc. have not been sent by some EEs. If the documents are not submitted within a week, the EEs will be held personally responsible for non-compliance of the Instructional Orders.

6. In case of Tubewell works, concerned EE shall intimate EE(C)QC atleast 2 days in advance for lowering of casing / pipe etc., either on phone or through Special Messenger.

7. Final measurements, of all measurable items, shall be recorded within one month of the completion of work. Final payments for works costing more than Rs. five lacs shall be made within six months of the completion of work and for other works within three months. All Final Bills shall be diarized in divisional office and record of Final Bills shall be maintained by the Junior Account in a Register of Final Bills.


MEMBER(W.S)

ALL CEs/DIR(F&A)/SEs

DYA&FOs/EEs

Copy for kind information to:

CEO/Member(F)/Member(DR)

PROFORMA

RECORD OF SPOT QUOTATIONS

Division: EE.....

Work Order No.	Date of W.O.	Name of Work	Agency	% above/below	Awarded Cost	Head of A/c	Stipulated Dt. of start	Stipulated Dt. of compln	Actual Dt. of start	Actual Dt. of compln	Action taken for delay, if applicable