

**DELHI JAL BOARD
GOVT. OF N.C.T. OF DELHI
OFFICE OF THE MEMBER (WATER SUPPLY)
VARUNALAYA PHASE-II : KAROL BAGH : NEW DELHI-5.**

No. F-15 /DJB/M(WS)/2009-*86996 to 87035* DATED: 08.09.2009

INSTRUCTIONAL ORDER

To ensure smooth functioning of various installations of the department, quality control in the works and effective control over the subordinates, it is necessary that officers of the rank of Superintending Engineers and Chief Engineers need to have regular inspections of installations and works under their control.

It is therefore instructed that Superintending Engineers need to have minimum two inspections (fortnightly) in a month and Chief Engineers need to carry out inspections at least once in a month for each of the installations and works under their control. In case of maintenance works, these instructional orders apply to all works having awarded cost of Rs. 10.00 lacs or more in the case of Superintending Engineers and for all the works having awarded cost of Rs. 25.00 lacs or more in the case of Chief Engineers. However inspections to works having awarded costs lower than the given here above shall not be limited by these instructional orders.

It is also instructed that;

1. An Inspection Register is required to be maintained at every site of work and departmental installations, duly issued by Executive Engineer and docketed from the Division Office.

2. The Performa for inspection register shall be as per Enclosed Annexure.
3. Whenever SE visits the site/installation, SE shall record the date and time of visit, items inspected and their observations. Entry of visit should be made even if no defects were observed.
4. Similarly, C.E. shall record his observations in inspection register, at least in 50% visits and in other visits he shall at least sign the inspection register in token of his visit to the work.
5. If for some reason, C.E. is not in a position to do so, he may direct the E.E. to record his observations in the inspection register and send a copy of those observations to the C.E. by way of confirmation.
6. Alternatively, C.E. / S.E. may issue inspection notes, copies of which shall be pasted in the inspection register.
7. It will be the responsibility of the E.E. to ensure that the observations of the inspecting officers for each and every visit are available in the inspection register either through recorded notes or through pasting the inspection notes.
8. In case of execution of works, E.E. /A.E shall carry over such observation and defects, on which action is to be taken by contractor, to the site order book with cross reference in the inspection register. In case of departmental installations, reference of action taken to redress defects shall be given in the inspection register.

9. It is also necessary that the observations recorded in the inspection register by SE/ CE are reviewed during subsequent inspections to ensure their compliance.

10. These are also required to be reviewed during Q.A. inspections.


Member (WS)

All Chief Engineers & Superintending Engineers


Member (WS)