



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
Central Warehousing Corporation
(A Government of India Undertaking)



No. CWC/Engg Division/Circular/2019-20 /2107

Date: 03.07.2019

CIRCULAR

SUB: Guidelines for executing the work at site - reg.

Instances have come to the notice that at some sites of the works, checking of construction material has not been ensured before use in the work which resulted in dispute with the contractor. The Competent Authority has viewed it seriously. Hence following guidelines are required to be adopted in the works by the site engineers.

1. Before start of the work the Site Engineer is required to check all construction materials to be used in the work and brought at site by the contractor to meet the requirement of the items of the work provided in the schedule, CPWD specification, IS codes etc. Similarly, they are required to get the construction materials tested through field/lab testing wherever required as per the list of mandatory tests provided in the contract conditions/CPWD specifications as applicable before use in the work and also during execution of the work at required frequency.
2. The records for work registers and testing performas like site order book, level book for taking levels, hindrance register, cement register, bitumen register, MAS register, sample register, test register, register for bulking of sand, silt content register, register for dismantled material, road roller register, register for particle size distribution for coarse aggregate & fine aggregate, CC cubes etc. are to be ensured to maintain properly and regularly wherever applicable according to nature of the work.
3. Monthly progress report of the work/works is to be reported to the corporate office regularly.
4. The RA / final bill is to be prepared and submitted as per time schedule provided in the contract agreement.

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5. The quarterly progress reports for the quarters ending June, Sep, Dec and March of the financial year to be submitted to Vigilance Division after compilation for onward submission to CVC be submitted regularly in the first week of subsequent month of the quarter.
6. Completion of the work be reported immediately to the Corporate Office so as to release the payment to the contractor timely to avoid litigation.

Kalicharan
03/07/19
(Kalicharan)

Executive Engineer (C)

Distribution to:

- 1) Sr. PA to MD/PS to Dir.(MCP), CWC, CO, New Delhi.
- 2) All HOEs of ROs, with the request to circulate the guidelines to all engineers working under RO.
- 3) All SEs/EEs/AEs, CWC, CO, New Delhi.
- 4) EE(Vig.), CWC, CO, New Delhi.
- 5) Circular file.
- 6) Guard file.