

**Dy. Chief Engineer / VQC / A**

R. No6. 355, 2nd Floor, Grihnirman Bhavan, Bandra (E), Mumbai-51.

No. Dy.CE/VQC/A/ 78 /2021

Date : 28/01/2021

CIRCULAR

Sub.: Updating and maintaining site registers issued by Vigilance & Quality Control Cell at Housing schemes.

It is observed that instruction given on 1st page of site register are not followed by concern staff. It is further observed that the site registers issued by Vigilance and Quality Control Cell for housing schemes are not maintained / updated properly. It is also observed that the instruction issued by higher officers during site visit are entered in pencil or in triplicate books, which is highly objectionable.

While issuing observation memos for schemes visited by VQC/A the para of updation of site registers is raised, however the Ex. Engineer of respective Boards are only ensuring that the site registers are maintained.

It is also observed that the field staff is not entering the dates of submission of materials for want of it's results from concern Institution / Laboratories / Govt. Polytechnic etc this is also not acceptable.

It is therefore instructed as follows :-

- 1. Site register must be maintained / updated regularly by field staff and must be signed by Ex. Engr. concern.**
- 2. Separate file must be maintained at site having copy of important document like approval of DTP, Administrative Approval, Technical Sanction, IOD, plans and designs etc.**
- 3. Field staff should make entries as soon as material sent for testing.**
- 4. Ex. Engr. concern must submit certificate for updation / maintenance of site register while replying for para of observation memo, without which the para will not be considered as complete compliance.**
- 5. The instruction issued by officers during site visit be entered in site register, no separate triplicate book is allowed to maintain.**

The above instruction must be followed scrupulously and concern Ex. Engr. will be held responsible for failure of field staff. Further the site registers shall also be shown to higher authorities during their site visit for their observations.



Dy. Chief Engineer
Vigilance & Quality Control Cell,
Authority

- Copy submitted to **Chief Engineer** - I/A for favour of information please.
- Copy submitted to **Chief Engineer** - II/A for favour of information please.
- Copy forwarded with compliments to the **Dy. Chief Engineer** /East/**BDD**/ /West/PPD, Mumbai Board/Nashik/Aurangabad/Konkan/Amravati /Nagpur /Pune Board for information and necessary action.
- Copy forwarded with compliments to the **Dy. Chief Engineer**/ Zone-I/II/III/IV/M.B.R.R.Board for information and necessary action.
- Copy to Ex. Engineer- I /II/VQC/A for information and necessary action.
- Copy to the **Executive Engineer**/Kurla /City /PPD /Bandra /**BDD**/ Goregaon/Borivali, Mumbai Board for information and necessary action.
- Copy to the **Executive Engineer** Nashik-I &II/Aurangabad/Konkan I,II,III/Amravati/Nagpur -I & II/Pune -I & II Board for information and necessary action.
- Copy to Dy. Engineers /Shri Sajnani /Shri Sonawane/ Shri Kumbhar for information and necessary action.