



GOVERNMENT OF NCT OF DLEHI
PUBLIC WORKS DEPARTMENT
3rd Level, MSO Building, PWD Headquarter NEW DELHI

No.F.4(29)/2015-16/PWD-II/85/Pt.file/1716-1721

Dated 9/3/2022

ORDER

As Public Works Department is primarily responsible for the creation and maintenance of critical public infrastructure across multiple domains in Delhi, it is essential that the quality of output and performance of the Department is maintained at the highest levels at all times. Crucial to the quest for excellence in performance, especially in timely execution of field works, is the stringent regime of site inspections, rigorous monitoring and proximate supervision. In this regard, it is frequently observed that key field level officers of the Department are often engaged in myriad meetings across various Departments and other routinely file work, leaving them with little time for site visits and field inspections, which invariably contributes to tardiness and delays. It is of utmost importance that all the ongoing works are regularly, properly and rigorously monitored by the Field Officers to ensure scheduled progress and timely completion, with optimum quality, without any time or cost over-runs.

Towards this end and to optimally and effectively utilize the expertise and experience of the Engineering cadre, it has been decided that the officers of the Engineering Wing shall, henceforth, devote the first half (Pre-Lunch session), on all working days, for field inspections/Site-visits of the ongoing projects under their respective jurisdiction. The inspections shall include all the ongoing works and projects, as well as, the maintenance work. The cascaded schedule of inspections and reporting modalities are as follows: -

1. The Engineer-in-Chief shall set up a Whatsapp group, wherein the Inspecting Officers would post photographs of the inspection of works done by them on a daily basis.
2. The **Junior Engineers, Assistant Engineers and Executive Engineers** will visit their respective sites, **on daily basis (Pre-lunch session)** and post the photographs of the ongoing works, on the said Whatsapp group. The photographs of the site, must include a snap taken in selfie mode also, with proper date and time stamping. Only 2 or 3 photographs are sufficient, so as avoid clogging the channel. A brief report on the field inspection, in the praforma enclosed, will also be submitted to the Superintending Engineers.
3. **Superintending Engineer** on his part, will also visit the sites/works under his jurisdiction, randomly **on daily basis** and compile a report and submit to the Chief Engineer.
4. **Chief Engineers** will undertake mandatory inspection, at least **twice a week** and prepare a report in the praforma enclosed for perusal of the Engineer in Chief.
5. The Engineer in Chief, in turn, would monitor the inspections done by the officers and submit a **fort-nightly** report for perusal of the Secretary, PWD.

This issues with the approval of the Secretary PWD

To

1. The Engineer in Chief PWD
2. All Chief Engineers of the PWD
3. All SE of PWD.
4. All EEs/AEs/JEs through the respective CEs.

Dif(w)/P.S.
for up

Circulate

DDO
Mansel

Ali
9/3/22

Deputy Secretary PWD

Circulated to
all CEs & DIVISIONS

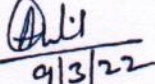
9/3/22

No dispwd/1716-1721

Date 09/03/2022

Copy for information to:-

1. Deputy Secretary (Works)
2. PA to Secretary PWD

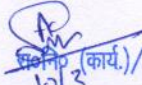

9/3/22
Deputy Secretary PWD



कार्यालय प्रमुख अभियन्ता
सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

प्र० सं०:- प्र०अ०/कार्य/...००.../162 दि० 10.3/22
सेवा में,

O/C


10/3
प्रति (कार्य)/उनि०(कार्य.)

CE (East), CE (South), CE (North), CE (Health), CE (Fdg), CE (OP),
CE (Proj), & all divisions send by E-mail.

DAILY INSPECTION REPORT

Date _____

Nature of work: **Civil Maintenance /Electrical Maintenance /Project**

SN	Details of the Project	Observation Report
1	Number/details of Projects, being looked after by the Engineer in brief	
2	Name of the Project inspected	
3	Location	
4	Estimated Cost of Project	
5	Scheduled Completion Date	
6	Present Stage of the work/Project	
7	Difficulties observed, if any	
8	Any suggestions for improvements	

Signatures of Inspecting Officer JE/AE/EE / SE

Name _____

Division _____

TWICE A WEEKLY INSPECTION REPORT FROM _____ TO _____

Nature of work: Civil /Electrical

SN	Details of the Project	Observation Report
1	Number of Projects, being looked after by the Engineer (Chief Engineer)	
2	Number of the Projects, inspected this week	
3	Names of the Projects inspected	
4	Present Stage of the Project	
5	Observations on the reports of SE	
6	Difficulties observed if any	
7	Any suggestions for improvements	

Signatures of Chief Engineer

Name _____

Division _____

FORTNIGHTLY INSPECTION REPORT FROM _____ TO _____

SN	Details of the Project	Observation Report
1	Number of the Projects, inspected by Engineers this week: JE AE EE SE CE TOTAL: Civil Maintenance (Total) Electrical Maintenance (total) Projects (Total) Others (Total)	
2	Major Observations on the reports of Chief Engineers	
3	Major Issues/Difficulties observed if any	
4	Steps/Suggestions for improvements	

Signatures of Engineer in Chief

Name _____