

कार्यालय अधीक्षण अभियंता
गुणवत्ता आश्वासन इकाई, लो.नि.वि. रा.रा.क्षे.
दिल्ली
11वां तल, लोक निर्माण विभाग मुख्यालय,
इंद्रप्रस्थ एस्टेट, नई दिल्ली-110002
दूरभाष: 23317790, 23318921

O/o THE SUPERINTENDING ENGINEER
QUALITY ASSURANCE UNIT, PWD NCT Delhi.
11th FLOOR, P.W.D. HEADQUARTERS, I.P. ESTATE,
NEW DELHI- 110002
PHONE : 23317790, 23318921
Email: sepwdldelhiqau@gmail.com

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दिनांक 22/09/2025

To,

1. The Pr. Chief Engineer (Projects), PWD (GNCTD), 9th Floor, MSO Building
2. The Pr. Chief Engineer (Maintenance), PWD (GNCTD), 12th Floor, MSO Building
3. The Chief Engineer (Project), PWD (GNCTD), 1st Floor, MSO Building.
4. The Chief Engineer (Health), PWD (GNCTD), 2nd Floor, MSO Building.
5. The Chief Engineer (East), PWD (GNCTD), 3rd Floor, MSO Building.
6. The Chief Engineer (North), PWD (GNCTD), 5th Floor, MSO Building.
7. The Chief Engineer (Flyover), PWD (GNCTD), 4th Floor, MSO Building.
8. The Chief Engineer (South), PWD (GNCTD), 7th Floor, MSO Building.
9. The Chief Engineer (Judiciary & Project Zone), PWD (GNCTD), 13th Floor, MSO Building.

Name of Work: Regarding Production of Site records and approved samples of materials during site inspection of works by QAU.

During inspection of various works by QAU, It is observed that field Units are not having readily available site records such as Cement Register, Site Order Book, Inspection Register, Hindrance Register, Approved Architectural/ Structural Drawings, MAS register, Sample Approval Register, Test Register of all materials, RMC Slips and RMC test reports, RA bills paid, Extra Item and Deviations statements sanctioned, Program chart, Monthly progress report, Fortnight labour reports, EPF and ESI records of workers engaged in work, GST Bills duly signed by agency for material purchases, details of technical representatives deployed in work with proof of their salary payments.

This is being viewed very seriously by the competent authority. It is requested to issue strict instructions to Executive Engineers to keep all the records updated and produce the same before QAU team during site inspection without any excuse. *In the of non-production of records during site inspection, case will be forwarded to competent authority for strict action against JE/AE/EE in-charge of the work.*

This issues with the directions of Competent Authority.

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नई दिल्ली-110002

प्रतिलिपि:-

1. PS to the Engineer-in-Chief, 12th Floor, MSO Building, I.P. Estate, New Delhi: 110002.
- 2/ Through PWD website.

अधीक्षण अभियंता