

ENGINEERING

Do's

- ❖ Before starting the contractual works, be conversant with GCC, Special conditions of contract and technical specification of agreement conditions..
- ❖ Maintain all the site registers as per CGE's letter no.W.146/P/O/VIG & Sys.imp dated 24.03.2004.
- ❖ In zonal Contract Work orders maintain registers for all important aspects.

- ❖ Enter date of handing over of site and get the signature of the contractor in the site order book immediately after the handing over of site.
- ❖ Ensure deployment of qualified Engineer as per the clause 26A of GCC AND Railway Board's letter No.2012/CE-I/CT/O/20 dated 10.05.2013. Initiate action for recovery from contractor in case of default.
- ❖ Ensure casting of Trial cubes after getting approval for design mix.

- ❖ Ensure copies of cement / steel bills for the receipt in the works contract.
- ❖ Ensure to get the signature of contractors representative while issuing Railway materials and also ensure proper recovery of hire charges.
- ❖ While dealing with the ballast supply contract the guidelines issue vide RB circular 2006/CE-II/MB/2 dated 25.05.07 and RDSO IRS-GE-1"specification of track ballast, June 2016 should be followed.
- ❖ To avoid encroachments maintain land boundary physically and update land boundary register.
- ❖ Maintain records of authorized way leave facility such as pipeline/cable crossings and land license agreements and ensure that action is initiated for renewal well before their expiry dates.
- ❖ For hiring of vehicles and machineries such as JCB, Lorries and cranes, log books and proper records for the quantum work done or output achieved should be maintained.

- ❖ Ensure the account of material transactions as per procedure through DMTR and ensure accountal of materials purchased through imprest.
- ❖ Maintain the movement register and diary for all staff.

DON'Ts

- ❖ Do not disturb stacked materials lots after submitting DS-8.
- ❖ Do not operate any major item, 25% more than AGT quantity without proper approval.
- ❖ Do not make final bill to the contractor unless all the Railway materials are handed over to custodian.
- ❖ Do not club contractor staff and department staff for the same work.
- ❖ Do not allow ballast collection without proper depot sketch approved, GLC from competent authority.
- ❖ Do not allow earth work before taking initial levels recorded in level book and signed by SSE/W, contractor and by AXEN/ADEN.
- ❖ Do not allow to collect the ballast samples

unless tested for mechanical properties as per the AGT condition and RLY Board guidelines and avoid simultaneous collection and dumping.

- ❖ Do not allow the contractor to dismantle redundant lines before taking inventory.
- ❖ Do not allow the work before all the materials like cement, steel, bricks, tiles, paint etc are tested and results passed as per the relevant I.S. Codes and Railway specifications.
- ❖ Do not deviate approved drawings, Agreement conditions etc during the course of work without proper approval.