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No. RW/NH.III/P/20/83

Dated the 18th Dec. 1984

To

All Secretaries of State/Union Territories PWDs.

Subject : Guidelines on utilisation of the 1% provision allowed in the NH work estimates for quality control.

I am directed to say that this Ministry has been allowing 1% of the cost of the NH work in the work estimates to meet the expenses on the quality control staff employed for field work, cost of

[1-Superseded vide circular dated 16.08.2002](#)

[2-Amended vide circular dated 15.11.2001](#)

equipment, implements/instruments and consumables etc. This Ministry has issued instructions and also detailed guidelines regarding conduct of tests and expected quality standards etc. from time to time. The Indian Roads Congress has also published the Handbook of Quality Control for construction of Roads and Runways (IRC special publication No. 11).

2. However it has been observed that some of the items of expenditure being charged presently to the quality control provision have no relevance to the quality control. It has been found necessary to exercise proper control in this regard so that the funds meant for quality control are used appropriately.
3. This Ministry has therefore, formulated the guidelines indicating the items of expenditure which can be charged to the provision of 1% for quality control provided in National Highway work estimates. A copy of the guidelines is enclosed for compliance. These guidelines may please be followed scrupulously in future and brought to the notice of all concerned for compliance.

GUIDELINES ON UTILIZATION OF THE 1 PER CENT PROVISION ALLOWED IN THE NH WORK ESTIMATES FOR QUALITY CONTROL

Quality Control on the highway works is an integral part of the sound construction management system. The rates of individual items of work in the estimates sanctioned by this Ministry in respect of the NH works include to some extent an element of exercising quality control on works. However, to ensure assurance of quality during execution through tests and checks, this Ministry has been allowing 1% of the cost of the work. This is to meet the expenses on the quality control staff employed for field work, cost of equipment implements/instruments and consumables etc. This Ministry from time to time has issued instructions and detailed guidelines regarding conduct of test and expected quality standards etc. the Indian Roads Congress has also published the Handbook of Quality Control for Construction of Roads and Runways (IRC Special Publication No. 11)

- 2.1. It has been observed that some of the items of expenditure being charged presently to this provision have no relevance to the Quality Control and it is felt that unless proper care and control are exercised in this regard, quality of the work is likely to be affected adversely. It has hence been decided to lay down guide-lines as to the items of expenditure which can be charged to the provision of Quality Control. These are as follows :

- (i) **Staff** : The main supervisory staff shall be from the organisation set up. The quality control field staff specifically recruited/hired/transferred/shared for the specific job or the project for assisting in collection/preparation of samples, conduct of tests, movement of materials/ implements/equipment, etc., depending upon the size and magnitude of the work, can be charged to this provision.
- (ii) **Field Laboratory** : Cost of the new equipment/implements or the book value if transferred from other work (s) or hire charges and maintenance charges including the cost of setting up the field laboratory.
- (iii) **Consumables** : Cost of the consumables like oil, chemicals, reagents, filter papers and others used for testing the samples and running the laboratory.
- (iv) **Testing Charges** : The specialised testings which cannot be done by field laboratories as far as possible, shall be got done through the State, Central or other authorised and approved laboratories. The actual payments made in this regard can be charged.
- (v) **Transportations** : Transportation and movement charges for the samples, equipment, staff, etc., in respect of the quality control of the work/project.
- (vi) **Credit for the Salvage/book value of the equipment, materials, implements etc.**
The credit for the residual value of the usable equipments, implements, materials, etc., which were originally charged to a particular work, determined as per prevailing practice shall be given to the work estimate on completion of the work.
- (vii) **Expenditure incurred on training of field level staff.** The objective of the training being
 - (a) familiarisation with the specifications
 - (b) knowledge of correct sampling procedure
 - (c) learning testing methodology.

- (viii) Expenditure on experimental work for effecting location specific improvements in materials and techniques.
- 2.2. **Accounting** : The details of the account under this account head shall be maintained separately as is being done in case of the main work, contingencies and work charged establishment and the expenditure shall be debitabe on actual basis.