

D.O. NO. NHI-48 (8)/68

Dated the 4th September, 1968

Sub : Procedure to be followed in the issue of inspection notes/tour notes.

In order to have a uniform policy in the matter of issue of inspection notes/tour notes by senior officers of the Roads Wing working at headquarters and in the regional offices, it has been decided that *no inspection notes* will be issued by any officer other than the Director General (Road Development). Whenever an officer goes on tour of inspection he should submit within a week of his return to the headquarters a tour note containing his observations about the progress of works etc. and other important points noted by him during his tour. In the forwarding notes specific attention should be drawn to important and unusual matters. Relevant extracts of these tour notes should be taken and brought on to the concerned file and action, as necessary, initiated by the Inspecting Officer himself as quickly as possible.

2. The inspecting officers may discuss cases with the respective officers of the State Government wherever they feel that immediate instructions are required to be issued to stop further work when progress is not satisfactory but the final decision in all such cases should be left to be taken by the State Government officers themselves.

3. Separate tour notes/reports for road works and bridge works should be sent by the regional officers, common points being, however, included in both the notes.

4. Officers upto the rank of Superintending Engineer should submit their tour notes to the Chief Engineers concerned who in his turn will submit them to the ADG. Tour notes of Chief Engineers will be submitted to the ADG's concerned and DG (RD) and the notes by the ADG's will be submitted to DG (RD).

5. If an inspecting officer feels that certain important observations made by him should be brought to the notice of the State Government immediately, official/demi-official reference might be made by him to the respective authorities concerned after obtaining orders of the competent authority. In no case copies of tour notes will be sent to the State Governments/Chief Engineers.