

No. NHIII/P/1/79

Dated the 3rd January, 1979

To

All State Governments (Department dealing with National Highways)

Sub : Ensuring timely submission of completion reports for road and bridge works on National Highways and under other centrally financed schemes, docketing of completion drawings (as well as design folders for major bridge works) for reference and record

I am directed to invite your attention towards the contents of this Ministry's circular No. WI-70 (24)/52, dated 1st September 1953, wherein detailed instructions have been issued regarding furnishing of completion certificates or completion reports for works (accompanied by completion drawings for works costing Rs 5 lakhs or more) cited under the heading subject. As you may be aware, submission of completion reports alongwith the completion drawings is an essential requirement under codal provision as per various PWD Codes. In this connection, your kind attention is also drawn towards paras 106 and 107 of CPWD Code.

It has, however, been observed that unfortunately the importance of timely submission of completion certificates/completion reports is not being realised by the field officers of various State PWDs. There are a large number of centrally financed works for which these reports have not been furnished so far though these works were completed long ago. This may please be looked into and appropriate steps taken by the State Government/State PWDs to ensure timely submission of the same.

While the completion reports mentioned above serve the purpose of indicating the excess over sanctioned costs with detailed reasons therefor, the overall cost of projects, material deviations from sanctioned plans and specifications other than those approved by the competent authority, there is yet another essential requirement of collecting important documents like completion drawings for all projects irrespective of cost limits, detailed design folder (for important projects) and completion reports in the prescribed form and docketing them together in the form of neatly bound folders to be carefully preserved for future reference for proper maintenance and upkeep of the structures or for planning of some modifications or improvements in the structural elements as and when found necessary. Unfortunately, however, we find that such records are totally missing even in the case of very major projects, leading to enormous difficulties in dealing with structures in distress. The maintenance/preservation of such records, besides the usual bridge registers supposed to be maintained by the concerned authorities, is of paramount importance which cannot be over-emphasised. It is, therefore, requested that instructions may kindly be issued to the effect that after a bridge work or road project has been completed, the officers in-charge ensure that at least four sets of completion drawings, finally approved design calculations and an explanatory note highlighting important and salient features of the structure or any other important construction operations or modifications, which had to be resorted to during the construction of the bridge/road, are prepared and duly bound in a hard cover volume for better preservation during the years to come. The above mentioned note should also highlight any special features of the structure requiring special attention during maintenance and periodic inspection of the bridge/road. One set of the above mentioned documents should be kept in the Chief Engineer's office, one set should be retained in the Divisional or Circle office under whose jurisdiction the work had been carried out; one set to be kept by the office of the Assistant