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No. RW/NHIII/P/26/84

Dated the 5th Sept., 1984

To

All Regional Officers and Engineer Liaison Officers

Subject : ROs and ELOs quarterly reports in respect of road and bridge works financed by the Central Government—Prescribed format of

With reference to Ministry's instructions dated the 7th August, 1984 on the above noted subject, it has now been decided that the quarterly reports should be furnished in the format enclosed.

2. The report should be concise, well drafted and should not repeat any information which has been already intimated separately or in any previous report.
3. Where it is considered that some action is required to be taken by the Ministry, the same may be clearly suggested.

Copy to : All Chief Engineers and Superintending Engineers at Headquarters.

SUB : ROs/ELOs QUARTERLY REPORT ON ROAD & BRIDGE WORKS

RO/ELO Office :

State :

Ref :

Quarter :

1. SLIPPAGE IN PROGRESS OF PRE-1976 AND 1976-78 WORKS
 - (i) Job details

- (ii) Targets (as finalised in the last review meeting) and achievements
- (iii) ~~Reasons for slow progress~~, revised programme, remedial action being taken by the State PWD
- 2. CASES WHERE POOR COORDINATION BETWEEN BRIDGE AND APPROACH CONSTRUCTION IS OBSERVED
 - (i) Job details
 - (ii) Problems
 - (iii) Action suggested to be taken by the Ministry
- 3. ASSOCIATION IN PROJECT FORMULATION
 - (i) No. of works included in the annual plan
 - (ii) Names of projects for which data have been finalised during this quarter
 - (iii) Cumulative number of project finalised
 - (iv) Advance action for projects to be taken up in subsequent plans.
- 4. RESEARCH SCHEMES
 - 4.1 Research Association (Research schemes with which RO/ELO is associated and comments regarding their implementation)
 - 4.2 Research schemes not progressing satisfactorily
 - (i) Reasons
 - (ii) Action suggested to be taken by the Ministry
 - 4.3 Utilisation of research projects which have been completed or for which interim recommendations are available.
- 5. MAINTENANCE
 - 5.1 Renewal Programme
 - (i) Implementation of the renewal programme for the current year (kms renewed against sanctioned programme)
 - (ii) Finalisation of the renewal programme for the next year (must be finalised by December)
 - 5.2 FDR works not progressing satisfactorily.
- 6. QUALITY CONTROL AND R&D PROMOTION
 - 6.1 Position regarding augmentation of laboratory facilities, setting-up of (i) Regional laboratories (ii) R&D and Quality Promotion Cell (iii) Traffic Engineering Cell (also report whether laboratories have the requisite equipment and trained staff, point out deficiencies if any)
 - 6.2 Implementation of Quality Control and Maintenance of records (Ministry's letter No. RW/NHIII/P/1/83 dt. 19.4.83)
 - 6.3 Suggestions towards further improvement of quality control system in the country.
- 7. INSPECTION
 - 7.1 Works inspected and reference of the inspection notes/letters issued.
 - 7.2 Observance of the prescribed frequency of inspection (as per maintenance manual)
- 8. PAVEMENT ROUGHNESS MEASUREMENT
 - 8.1 Position of procurement of roughometers
 - 8.2 Progress on the use of roughometers
 - 8.3 Month-wise details of surprise checks carried out and results thereof (Give date, name of officers of MOT/State, sections checked and values obtained)
- 9. POSITION IN RESPECT OF OTHER IMPORTANT MATTERS
 - 9.1 Implementation of Vohra Committee Recommendations
 - 9.2 Highway inventorisatation
 - 9.3 Fixing of new traffic signs and painting km stones as per June 1981 instructions.
 - 9.4 Implementation of management information system (submission of progress reports, traffic census data etc. in the prescribed format)
 - 9.5 Adoption of maintenance manual
 - 9.6 Institutional improvements in the State-Computerisation, monitoring cells etc.
 - 9.7 Position of pending cases.
 - 9.8 List of works sanctioned but not yet started (upto the quarter under-report) with Job Nos. & Dates of sanction
- 10. Matters Requiring Ministry's Immediate Attention (Estimates, designs, budgetary aspects etc).

Note : Added vide letter No. RW/NHIII/P/26/84 dated 16.8.1985