W416/P/O/VIG. & Sys.Imp. 24-03-2004.

DRM/W/MAS, PGT, TVC, TPJ, MDU & Dy.CE/EWS/AJJ

Sub: - Registers to be maintained in all workspots – issue of formats - reg.

Ref: - (i) Chief Technical Examiner's / CVC letter No VE/CTE/CVC/2000 dated 18-01-2001.

(ii) This office letter of even No. dated 17-10-2003, 23-10-2003 and 15-12-2003

Chief Technical Examiner's organisation of CVC while carrying out intensive examination have observed, vide reference (i) above, various discrepancies in maintenance of registers in the field units maintained for recording progress of execution of works and advised the Railway to issue necessary improvements. They have indicated that registers for site orders and others are not authenticated, pages are not certified and not issued by the competent authority. There are also no registers showing the day-to-day receipt and consumption of materials such as cement, steel, water proofing compounds, primer, paint, lime, bitumen etc and different formats are being used by different units, they have pointed out.

Hence, in order to maintain uniformity and improve functional efficiency and also to improve transparency in contract working, the following formats of registers are developed by this office in consultation with field units.

(i) Site Order Book
(ii) Hindrance Register
(iii) Cement Assessment Register
(iv) Cement Stock & Consumption Register
(v) Steel Assessment Register
(vi) Steel Stock & Consumption Register
(vii) Material Passing / Consumption Register (Register for lime / water proofing compound/ paint/ bitumen/ other consumables)
(viii) Cube Testing Register
(ix) Daily Progress & Labour Register

Important instructions for adherence are:

(i) All pages are to be machine numbered or hand numbered and each page to be initialed by ADEN/AXEN/Controlling officer for supply.
(ii) Registers are to be authenticated by the controlling officer.
(iii) Contractor's representative and Railway Engineer (representative)'s signature are to be made for each transaction.

Henceforth, all field units should follow the above and open registers for works following the above instructions meticulasouly.

For instructions regarding how to maintain these registers, Vigilance Bulletin (Issue 2000), may be referred. Extracts of the same are enclosed.

This issues with approval of Chief Engineer / Co-ordination/MAS

Encl: As above (9 sheets)

(S.VIJAYAKUMARAN)
Chief General Engineer
For Principal Chief Engineer

Signature Not Verified
Digitally signed by ARUTJOTHI THIRUMAL
Date: 2023.07.20 18:39:13 IST
Reason: IREPS-CRIS
Location: New Delhi

Copy to: CAO/CN/MS & CAO/CN/MTP,
CPM/RE/MS
CE/SWR & CAO/CN/BNC
DRM/W/SBC & DRM/W/MYS
-for information & nec. action (with encl)

Copy to: SDGM & CVO/MAS – for information (with encl)

SITE REGISTERS

1). Site Order Book
2). Hindrance Register
3). Cement Assessment Register
4). Cement Stock & Consumption Register
5). Steel Assessment Register
6). Steel Stock & Consumption Register
7). Material Passing / Consumption Register (Register for lime / water proofing compound/ paint/ bitumen/ other consumables)
8). Cube Testing Register
9) Daily Progress & Labour Register

FORMAT : 1

SOUTHERN RAILWAY

SITE ORDER BOOK

Name of work:
AGT. No / Date:
Name of the contractor: **Starting date of construction :**

Date	Site Order by Inspecting officials	Signature of the official	Noting Signature		Compliance details	Remarks	Compliance Signature	
			Contractor	SE			Contractor	SE

Notes:
1. For every work, separate site order book should be maintained.
2. Site orders should be recorded specifically and chronologically
3. Wherever required, site orders may be supported by sketches.

Special Note: Any objection of the contractor to the site orders shouild be brought to the notice of the DEN/XEN or higher officials immediately by the contractor separatly.

FORMAT: 2

SOUTHERN RAILWAY

HINDRANCE REGISTER

Name of work:
AGT. No / Date:
Name of the contractor: **Starting date of construction :**

Sl.No.	Nature of hindrance	Date of occurance	Date of removal	Period of hindrance	Over lapping period	Total period of hindrance	Extension recommended	Extension approved	Clause under GCC	Signature	
										Contractor	SE

Note: Separate register to be maintained for each work.

FORMAT: 3

SOUTHERN RAILWAY

CEMENT ASSESMENT REGISTER

Name of work:
AGT. No / Date:
Name of the contractor: **Starting date of construction :**

Date	Description of work	BSR / Non -BSR Item	Mix	Unit	Quantity	Cement required per Unit in kg	Total Cement required in		Signature	
							kg	Bags	Contractor	SE

Note: Separate register to be maintained for each work.

FORMAT : 4

SOUTHERN RAILWAY

CEMENT STOCK & CONSUMPTION REGISTER

Name of work :
AGT. No / Date:
Name of the contractor:

Starting date of construction :
Location of stores:

Date	Opening balance	Receipt					Signature		Issues					Signature		Closing balance
		Date	Qty.	Ref.	Test certificate	Total receipt	Contractor	SE	Date	Qty.	Ref.	Purpose of issue	Total issues	Contractor	SE	

Note:
1. Quantity is in bags (50 kg each)
2. Separate register to be maintained for each work.
3. Under Ref, show source of receipt / voucher No. etc cement received from departmental supply or from any other source should also be shown in the receipts. Cement issued to any other work should also be shown in issues.

FORMAT : 5

SOUTHERN RAILWAY

STEEL ASSESSMENT REGISTER

Name of work :
AGT. No / Date:
Name of the contractor: **Starting date of construction :**

Date	Description of work	Member	Size of Bar	No of bars	Total cut length	Unit weigth (kg/m)	Total weigth	Signature	
								Contractor	SE

Note: Separate register to be maintained for each work.

FORMAT : 6

SOUTHERN RAILWAY

STEEL STOCK & CONSUMPTION REGISTER

Name of work :
AGT. No / Date:
Name of the contractor: **Starting date of construction :**

Date	Opening balance	Receipts					Signature		Issues									Signature	
		Date	Qty.	Ref.	Test certificate	Total receipt	Contractor	SE	Member	Name of bar	Dia	Spacing	Nos	Total cut length	Unit weight (kg/m)	Total weight (kg)	Total issue	Contractor	SE

Notes:
1. Quantity in kgs.
2. Separate register to be maintained for each work.
3. Under Ref, show source of receipt / voucher no etc. Record barwise wherever necessary.

FORMAT: 7

SOUTHERN RAILWAY

MATERIAL PASSING / CONSUMPTION REGISTER
(REGISTER FOR LIME/ WATER PROOFING COMPOUND / PAINT / BITUMEN /OTHER CONSUMABLES)

Name of work:
AGT. No / Date:
Name of the contractor: **Starting date of construction :**

Date of Receipt	Name / Nature of work	Opening Balance	Item Description	Details of Receipt				Total received (with unit)	Test certificate	Signature		Details of Issues			Closing Balance	Remarks (in the case of materials)	Signature of the	
				Voucher No	Brand	Quantity	Expairy date			Contractor	SE	Date	Quantity	Total issued			Contractor	SE

Note: Separate register to be maintained for each work.

FORMAT: 8

SOUTHERN RAILWAY

CUBE TESTING REGISTER

Name of work:
AGT. No / Date:
Name of the contractor: **Starting date of construction :**

Sl.No.	Date of concreting	Name of component	Grade of concrete	Compressive Strength in N/mm^2					Signature		Compressive Strength in N/mm^2					Remarks	Signature	
				Date of testing	After 7 days curing						Date of testing	After 28 days curing						
					I	II	III	Avg	Contractor	SE		I	II	III	Avg		Contractor	SE

Note: Separate register to be maintained for each work.

FORMAT: 9

SOUTHERN RAILWAY

DAILY PROGRESS & LABOUR REGISTER

Name of work:
AGT. No / Date:
Name of the contractor: **Starting date of construction :**

Date	Status of work (in the beginning)	Progress (on date)	Cotractor labour (available at site)	Remarks	Signature	
					Contractor	SE

Note: Separate register to be maintained for each work.