



Office of the,  
Principal Chief Engineer  
Western Railway HQ  
Churchgate,  
Mumbai-400 020

WR-HQRS0ENGG(WWMC)/5/2025/E-658439

**Date: 04.09.2025**

**DRM-ADI/MMCT/BRC/RJT/BVP/RTM**

**Subject: PCE Circular No. 88** *for Improvement of quality of works.*

Large numbers of works are ongoing in Indian Railways, and if quality is compromised, it can directly affect safety, durability, and public confidence. The recently criticism and accidents in Indian Railways, point to systemic lapses in quality control. Therefore, all executing agencies must ensure laid down protocols for supervision, execution of work as per approved design & methodology, material as per specifications shall be followed.

**A. Instructions for Design aspect**

1. All structural elements shall be designed and approved strictly in accordance with the instructions contained in the CBE's letter No. W65/0(Policy)Vol.VII/E203601 Dated 28.11.2024 or any latest applicable revisions/amendments issued from time to time.
2. As far as practicable, RDSO standard type plans or Headquarters-approved type plans shall be adopted.
3. Prior to commencement of any field work, the concerned field staff must ensure that only duly approved structural drawings are available at site. Execution of work based on unapproved or draft drawings is strictly prohibited.
4. For all structures located directly over the running track or in close proximity to the track, proper launching and dismantling schemes shall be prepared in detail. These schemes must be submitted in advance and obtain formal approval from Headquarters before execution at site.

5. All launching and dismantling operations shall be executed strictly in accordance with the approved scheme, without any deviation. The launching and de-launching scheme shall include step-wise execution procedures, detailing the precautions to be taken and the protection measures for launched/de-launched girders. Adequate precautions, deployment of sufficient manpower, appropriate machinery, and all stipulated safety measures shall be ensured as per the approved scheme.

**B. Method Statement for Works:**

1. One major gap in many Railway work sites is that execution often done without standardized methodology. To overcome this, adopt approved Method Statements for each important/ critical activity.
2. A Method Statement is a written, step-by-step document that describes how a specific activity will be carried out safely, efficiently, and as per quality standards laid down in IS codes and specifications
3. Execution of work shall be as per approved method statements only to ensure better quality of works.
4. Method statements are being issued for important/ critical works from HQ. For any site specific activity, executing agency can prepare method statements as per provisions under IS codes/ RDSO specifications/ other guidelines.
5. Method statements are to be made part of tender documents.

**C. Use of Approved Construction Materials**

1. Construction material must be as per specification of item under CPWD-DSR/ IRUSSOR. If any NS item is used, then specification requirement shall be mentioned in tender documents.
2. All construction material shall be passed/ approved by AEN as per the requirement of concerned code or specification.
3. Approved make/ Manufacturer of construction materials has already been advised to division vide letter no. WR-HQENGG(WWTC)/4/2019/ E-907 dated 21.08.2025 and same shall be part of tender documents.

#### **D. Work Site Registers**

It is noticed that proper field records are not maintained for the implementation of conditions of contract and execution of the work as per specifications. Maintaining proper records at construction site is an important prerequisite for effective performance of contract. It helps in project management by way of objectively monitoring progress of works, correct measurements and timely payments, ensuring quality in works as well as also safety of workers at worksites.

Keeping the above objectives in view, various registers along with its formats to be maintained at worksites and enforcing conditions are enclosed. The registers should be got printed by the divisions and each page should be machine numbered. It shall be ensured that the registers are always kept undated in the field. While processing bills of contractor, a certificate shall be given by Rly's Supervisor that all prescribed registers have been maintained and records are kept up to date. The certificate shall be signed by the Contractor in token of his acceptance of records in Registers. All the registers duly completed and signed by Contractor's Engineer and Railway Supervisors should be sent to divisional office at the time of passing of first on account bill as well as with the final bill. The Engineer in charge can further call the registers during passing of other on account bills also if he so desires. The certificate shall also mention that items or materials for which payment is proposed are meeting the specifications passed the requisite tests and records thereof have been duly maintained and there are no instructions pending for compliance. Sectional ADEN shall test check records and then countersign the certificate and submit the same to Sectional DEN/Sr. DEN along with Measurement Books for passing the bills.

This has the approval of PCE.

**NAND RAM** Digitally signed by  
NAND RAM  
Date: 2025.09.08  
10:01:58 +05'30'

**Chief Engineer (W & SD) CCG**

### **Construction site records**

In order to maintain accurate records of performance of contract, the Railway's representative will maintain the following registers at site:

- i. **Site Order Register** – This register shall be for issuing work related instructions to the Contractor by Engineer or his Representatives. Verbal orders/instructions are confirmed by the SSE/ADEN in writing in the register. Contractor shall promptly acknowledge orders given therein and comply with them within a reasonable time. Contractor shall also record the compliance in above register. Railways representative shall report such issues that have not been complied by the Contractor in a reasonable time frame to his higher-ups for its early remedy. Reply to the inspecting officers regarding compliance, needs to be communicated by the Contractor promptly. Contractor may also record his grievance, if any, in above register, which the Railway shall try to settle promptly. **Proforma for the register is attached as Annexure-i.**
- ii. **Drawings issue register-** All records of issue of drawings viz. General Arrangement, Architectural, Structural, Plumbing, Sanitary etc. to the contractor by the department shall be maintained in this register. If the contract warrants submission of drawings by the contractor such as those for temporary works, structural designs & drawings in Design & Built contract, as built/completion drawings etc, it shall also be entered into the register. This register will also form a basis for analysing delay in execution of works by either party to the contract. All drawings shall be always kept at site in a separate folder for ready reference. **Proforma for the register is attached as Annexure-ii.**
- iii. **Technical Register-** This register will show technical details at site of work indicating layout of work, foundation works, variation in structural dimensions from drawings, any technical details necessary for verification of measurements, hidden works etc. This register is also meant for recording details of "Approved Method Statement" for major important activities that requires thorough detailing to ensure quality & safety of the work being executed. **Proforma for the register is attached as Annexure-iii.**
- iv. **Piling register-** A separate piling register indicating details of pile load test, location, size, depth of pile, strata encountered, time of start and end of boring, time of start and end of concreting, depth of socketing etc. may be maintained. For small qty, piling details may be entered into Technical Register. **Proforma for the register is attached as Annexure-iv.**
- v. **Cement Register** - This register will be maintained to record daily receipt and consumption of the cement duly indicating the balance quantity. The quantum of the work done for the cement issued on a particular date will also be maintained. MTC and reference of Material Passing Register shall also be maintained in this register. **Proforma for the register is attached as Annexure-v.**
- vi. **Reinforcing Steel Register** - This register will record the details of reinforcements and its location of use in structural members. MTC and

reference of Material Passing Register shall also be maintained in this register. **Proforma for the register is attached as Annexure-vi.**

- vii. **Structural steel Register-** This register will record the details of structural steel and its location of use in structural members. MTC and reference of Material Passing Register shall also be maintained in this register. **Proforma for the register is attached as Annexure-vii.**
- viii. **Material Passing & Testing Register** – This register will show material brought at site, passed, rejected etc. with quantity, brand, specifications & test results etc. in a tabular format. The records of sieve analysis of coarse & fine aggregates, impact or abrasion tests etc., admixture test etc. shall also be maintained in this register or Material passing & testing register. The documents related to material passing shall be maintained in a separate folder for ready reference. **Proforma for the register is attached as Annexure-viii.**
- ix. **Concrete Cube register-** All mix design shall have approval of sectional DEN/Sr DEN as per instructions issued vide PCE Circular No. 81 for *Approval of Concrete Design Mix*. The cube register shall maintain records of cube casting and testing for 7 days and 28 days strength. Locations from where samples are taken shall be specifically mentioned. For concrete brought through RMC, samples shall be collected in presence of Engineer's representative and additional records of plant/source, transit mixtures, challan, time of travel, batching record, slump etc. shall also be maintained in RMC Register. Source of RMC Plant shall have prior approval of sectional DEN/Sr DEN. **Proforma for the register is attached as Annexure-ix.**
- x. **Ready Mix Concrete Register-** Ready mix Concrete Register shall contain information regarding Name of Structure, detail of Transit Mixer, its loading, arrival at Site & Time of discharge completion, Slump, Ambient time concrete Temperature and reference of delivery Challan No. & batch Report No. Cement content as per approved mix design and as per Received batch report No. Shall also be maintained. **Proforma for the register is attached as Annexure-x.**
- xi. **Daily Progress Register-** Daily progress register shall indicate daily progress of work done by the Contractor. It shall be got signed at least once in three days from Engineer in token of acceptance. **Proforma for the register is attached as Annexure-xi.**

**Note:**

- (a) Any other registers considered necessary by the Railway Engineer, shall also be maintained at site. Sectional DEN/Sr. DEN shall decide type of registers to be maintained at site at the time of commencement of work and approve them in writing.
- (b) All Registers, Proforma charts, etc. will be the property of the Railway.

- (c) All registers should indicate on first page, Name of Work, Name of Agency, CA No., Completion period, Date of commencement, Schedule date of completion, Extended date, if any, Contract value, Revised Contract value, Name of Rly's supervisor, Name of Contractor's Supervisor/Engineer, if any. The registers should be preferably machine numbered. Few pages (3-4) should be left in the beginning for the inspection remarks of higher up officers.
- (d) Registers as mentioned above will be maintained by the Engineer's Representative and shall be seen & signed regularly by the Contractor or his authorised Representative for compliance of instructions recorded therein for satisfactory completion of work.
- (e) One hard bound copy of the contract agreement and supplementary agreements, if any shall always be maintained at site for ready reference.
- (f) Copies of Geotechnical reports shall always be maintained at site for ready reference. All level books & survey records shall be duly preserved and maintained.
- (g) The Contractor for his own purposes, may also maintain accurate records, plans and charts showing the dates and progress of all main operations and the Engineer and his representative shall have access to this information all the times. Records of tests made shall be handed over to the Engineer's representative after carrying out the tests.

**Annexure-I**

1. 1st page shall be designated for General Information mentioned as under.

पश्चिम रेलवे  
Western Railway



मण्डल रेल प्रबंधक (कार्य) कार्यालय  
DRM (W)'s Office,  
Division).....Location.....

**SITE ORDER BOOK**

Register issued on:

Name of work: .....

Letter of Acceptance: .....

Contract Agreement No. ....

Value of Work: .....

Revised Value of Work: .....

Date of Completion: .....

Extended date of Completion: .....

No. of Machine Numbered Pages: .....

**Railways Officials**

Senior Section Engineer.....  
Contact No.....

Asst. Divisional Engineer.....  
Contact No. ....

Sr. Divisional Engineer.....  
Contact No.....

**Contractor's Officials:**

Contractor's Authorised Representative: .....

Contact No.....

Contract's Engineer.....  
Contact No.....

Signature of SSE/Works

Signature of Contractor's  
Authorised Representative/Engineer

- 2.** 3-4 pages shall be kept for remarks of higher inspecting officers having format as under.

Sr. No.	Date	Inspecting officers Name & Designation	Remarks	Initials

- 3.** Proforma for the Site Order Book shall be as under.

Sr. No.	Date	Instruction issued on the inspection of work with Signature & Designation	Contractor/Contractor's representative acknowledgment with Signature Name & Date	Compliance report by contractor's representative with Signature, Name & Date	Final remarks of the Railway Engineer with Signature, Designation & Date



**Annexure- II**

1. 1st page shall be designated for General Information mentioned as under

पश्चिम रेलवे  
Western Railway



मण्डल रेल प्रबंधक (कार्य) कार्यालय  
DRM (W)'s Office,  
Division).....Location.....

**DRAWING REGISTER**

Register issued on:

Name of work: .....

Letter of Acceptance: .....

Contract Agreement No. ....

Value of Work: .....

Revised Value of Work: .....

Date of Completion: .....

Extended date of Completion: .....

No. of Machine Numbered Pages: .....

**Railways Officials**

Senior Section Engineer.....  
Contact No.....

Asst. Divisional Engineer.....  
Contact No. ....

Sr. Divisional Engineer.....  
Contact No.....

**Contractor's Officials:**

Contractor's Authorised Representative: .....

Contact No.....

Contract's Engineer.....

Contact No.....

Signature of SSE/Works

Signature of Contractor's  
Authorised Representative/Engineer



**Annexure-III**

1st page shall be designated for General Information mentioned as under

पश्चिम रेलवे  
Western Railway



मण्डल रेल प्रबंधक (कार्य) कार्यालय  
DRM (W)'s Office,  
Division).....Location.....

**TECHNICAL REGISTER**

Register issued on:

Name of work: .....

Letter of Acceptance: .....

Contract Agreement No. ....

Value of Work: .....

Revised Value of Work: .....

Date of Completion: .....

Extended date of Completion: .....

No. of Machine Numbered Pages: .....

**Railways Officials**

Senior Section Engineer.....

Contact No.....

Asst. Divisional Engineer.....

Contact No. ....

Sr. Divisional Engineer.....

Contact No.....

**Contractor's Officials:**

Contractor's Authorised Representative: .....

Contact No.....

Contract's Engineer.....

Contact No.....

Signature of SSE/Works

Signature of Contractor's  
Authorised Representative/Engineer

2. 3-4 pages shall be kept blank for remarks of higher inspecting officers having format as under.

Sr. No.	Date	Inspecting officers Name & Designation	Remarks	Initials

3. Proforma for the Technical Register shall be as under-

Sr.No .	Date	PARTICULARS (PERTAINING TO WORK-SITE) (SKETCH/DIAGRAMS/NOTE/ INSTRUCTION/ Drawings...Etc)	APPROVALS/COMMENTS/ REMARKS OF (ENGINEER INCHARGE)	Contractor's Representative with Signature, Name & Date

**Annexure-IV**

1. 1st page shall be designated for General Information mentioned as under

पश्चिम रेलवे  
Western Railway



मण्डल रेल प्रबंधक (कार्य) कार्यालय  
DRM (W)'s Office,  
Division).....Location.....

**PILING REGISTER**

Register issued on:

Name of work: .....

Letter of Acceptance: .....

Contract Agreement No. ....

Value of Work: .....

Revised Value of Work: .....

Date of Completion: .....

Extended date of Completion: .....

No. of Machine Numbered Pages: .....

**Railways Officials**

Senior Section Engineer.....  
Contact No.....

Asst. Divisional Engineer.....  
Contact No. ....

Sr. Divisional Engineer.....  
Contact No.....

**Contractor's Officials:**

Contractor's Authorised Representative: .....

Contact No.....

Contract's Engineer.....  
Contact No.....

Signature of SSE/Works

Signature of Contractor's  
Authorised Representative/Engineer

2. 3-4 pages shall be kept blank for remarks of higher inspecting officers having format as under.

Sr. No.	Date	Inspecting officers Name & Designation	Remarks	Initials

3. Proforma for the Piling Register shall be as under-(**one page should be assigned for one pile followed by its sketch**)

Sr.No .	Pile No.	Date of Boring	Date of Casting	Concrete Grade	Datum level	Depth from Datum	Socketting in Rocks	Level of Pile bottom
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Cut off level	Payable Length	Liner top level	Liner bottom level	Payable length of liner	Sign. Of site engineer with date	contractor's representative with Signature, Name & Date
(10)	(11)	(12)	(13)	(14)	(15)	(16)

**Annexure- V**

1. 1st page shall be designated for General Information mentioned as under

पश्चिम रेलवे  
Western Railway



मण्डल रेल प्रबंधक (कार्य) कार्यालय  
DRM (W)'s Office,  
Division).....Location.....

### CEMENT CONSUMPTION REGISTER

Register issued on:

Name of work: .....

Letter of Acceptance: .....

Contract Agreement No. ....

Value of Work: .....

Revised Value of Work: .....

Date of Completion: .....

Extended date of Completion: .....

No. of Machine Numbered Pages: .....

#### Railways Officials

Senior Section Engineer.....  
Contact No.....

Asst. Divisional Engineer.....  
Contact No. ....

Sr. Divisional Engineer.....  
Contact No.....

#### Contractor's Officials:

Contractor's Authorised Representative: .....

Contact No.....

Contract's Engineer.....  
Contact No.....

Signature of SSE/Works

Signature of Contractor's  
Authorised Representative/Engineer

2. On second page following notes to be recorded by SSE/Works **"Original copy of Receipts/Challan shall be attested By SSE/Works mentioning the Name of Site where it is to be used"**. Photocopy of the same is to be kept on record.
3. 3-4 pages shall be kept blank for remarks of higher inspecting officers having format as under.

Sr. No.	Date	Inspecting officers Name & Designation	Remarks	Initials

4. Proforma for the Cement Consumption Register shall be as under-

Sr.No .	Date of Receipt	Source of receipt	Bill/Challan No.	Manufactures Test Certificate Reference	Qty. Received (Bags/ Kg)	Progressive total of Receipts (Bags/ Kg)	Date of issue	Qty issued (Bags / Kg)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Qty Returned at the end of the day (Bags/ Kg)	Net Qty Issued (Bags/ Kg)	Progressive Total of issued (Bags/ Kg)	Balance at the end of the day (Bags/ Kg)	Items of work for Which issued (Bags/ Kg)	Sign of Rly's Engineer with Date	Sign of contractor's Rep. With Date
(10)	(11)	(12)	(13)	(14)	(15)	(16)



**Annexure- VI**

1. 1st page shall be designated for General Information mentioned as under Annexure- vi.

पश्चिम रेलवे  
Western Railway



मण्डल रेल प्रबंधक (कार्य) कार्यालय  
DRM (W)'s Office,  
Division).....Location.....

**REINFORCEMENT STEEL REGISTER**

Register issued on:

Name of work: .....

Letter of Acceptance: .....

Contract Agreement No. ....

Value of Work: .....

Revised Value of Work: .....

Date of Completion: .....

Extended date of Completion: .....

No. of Machine Numbered Pages: .....

**Railways Officials**

Senior Section Engineer.....  
Contact No.....

Asst. Divisional Engineer.....  
Contact No. ....

Sr. Divisional Engineer.....  
Contact No.....

**Contractor's Officials:**

Contractor's Authorised Representative: .....

Contact No.....

Contract's Engineer.....  
Contact No.....

Signature of SSE/Works

Signature of Contractor's  
Authorised Representative/Engineer

2. On second page following notes to be recorded by SSE/Works **"Original copy of Receipts/Challan shall be attested By SSE/Works mentioning the Name of Site where it is to be used"**. Photocopies of the same is to be kept on record.
3. 3-4 pages shall be kept blank for remarks of higher inspecting officers having format as under.

Sr. No.	Date	Inspecting officers Name & Designation	Remarks	Initials

4. Proforma for the Reinforcement Register shall be as under-

Sr. No	Date	Location/Member	Description & Diagram of bar Including bar indication	Dia. of Bar	Spacing
(1)	(2)	(3)	(4)	(5)	(6)

Numbers Provided	Lap length	Total length	Total weight	Reference of Material Passing Register	Sign of Rly's Engineer with Date	Sign of Contractor's Representative. with Date
(7)	(8)	(9)	(10)	(11)	(12)	(13)

**Annexure-VII**

1. 1st page shall be designated for General Information mentioned as under

पश्चिम रेलवे  
Western Railway



मण्डल रेल प्रबंधक (कार्य) कार्यालय  
DRM (W)'s Office,  
Division).....Location.....

**STRUCTURAL STEEL REGISTER**

Register issued on:

Name of work: .....

Letter of Acceptance: .....

Contract Agreement No. ....

Value of Work: .....

Revised Value of Work: .....

Date of Completion: .....

Extended date of Completion: .....

No. of Machine Numbered Pages: .....

**Railways Officials**

Senior Section Engineer.....

Contact No.....

Asst. Divisional Engineer.....

Contact No. ....

Sr. Divisional Engineer.....

Contact No.....

**Contractor's Officials:**

Contractor's Authorised Representative: .....

Contact No.....

Contract's Engineer.....

Contact No.....

Signature of SSE/Works

Signature of Contractor's  
Authorised Representative/Engineer

2. On second page following notes to be recorded by SSE/Works "**Original copy of Receipts/Challan shall be attested by SSE/Works mentioning the Name of Site where it is to be used**". Photocopy of the same is to be kept on record.
3. 3-4 pages shall be kept blank for remarks of higher inspecting officers having format as under.

Sr. No.	Date	Inspecting officers Name & Designation	Remarks	Initials

4. Proforma for the Structural Steel Register shall be as under-

Sr.No.	Date of Receipt	Designation of Item	Source of Receipt & Challan No./ Bill No.	Quantity Receipt (MT)	Cum. Qty Received (MT)
(1)	(2)	(3)	(4)	(5)	(6)

Details of MTC	Details of 3 <sup>rd</sup> Party Test Report	Reference of Material passing Register	Item of work in which Consumed	Sign of Rly's Engineer with Date	Sign of Contractor's Representative. with Date
(7)	(8)	(9)	(10)	(11)	(12)

**Annexure-VIII**

1. 1st page shall be designated for General Information mentioned as under

पश्चिम रेलवे  
Western Railway



मण्डल रेल प्रबंधक (कार्य) कार्यालय  
DRM (W)'s Office,  
Division).....Location.....

**MATERIAL PASSING REGISTER**

Register issued on:

Name of work: .....

Letter of Acceptance: .....

Contract Agreement No. ....

Value of Work: .....

Revised Value of Work: .....

Date of Completion: .....

Extended date of Completion: .....

No. of Machine Numbered Pages: .....

**Railways Officials**

Senior Section Engineer.....  
Contact No.....

Asst. Divisional Engineer.....  
Contact No. ....

Sr. Divisional Engineer.....  
Contact No.....

**Contractor's Officials:**

Contractor's Authorised Representative: .....

Contact No.....

Contract's Engineer.....  
Contact No.....

Signature of SSE/Works

Signature of Contractor's  
Authorised Representative/Engineer

2. 3-4 pages shall be kept blank for remarks of higher inspecting officers having format as under.

Sr. No.	Date	Inspecting officers Name & Designation	Remarks	Initials

3. Proforma for the Material Passing Register shall be as under-

Sr.No.	Type of material & Date of Receipt	Voucher No. & date	Source of receipt	Quantity Received	Name of Brand/Manufacturer
(1)	(2)	(3)	(4)	(5)	(6)

Batch No./ Heat No.	MTC with Date, Folio No. Of File & Result thereof.	Permissible range of value as per normative IS Code	Test Result from 3 <sup>rd</sup> Party Lab	Approval/Rejection Remarks of ADEN	Sign of Rly's Engineer with Date	Sign of Contractor's Representative. with Date
(7)	(8)	(9)	(10)	(11)	(12)	(13)

**Annexure-IX**

1. 1st page shall be designated for General Information mentioned as under

पश्चिम रेलवे  
Western Railway



मण्डल रेल प्रबंधक (कार्य) कार्यालय  
DRM (W)'s Office,  
Division).....Location.....

**CONCRETE CUBE REGISTER**

Register issued on:

Name of work: .....

Letter of Acceptance: .....

Contract Agreement No. ....

Value of Work: .....

Revised Value of Work: .....

Date of Completion: .....

Extended date of Completion: .....

No. of Machine Numbered Pages: .....

**Railways Officials**

Senior Section Engineer.....

Contact No.....

Asst. Divisional Engineer.....

Contact No. ....

Sr. Divisional Engineer.....

Contact No.....

**Contractor's Officials:**

Contractor's Authorised Representative: .....

Contact No.....

Contract's Engineer.....

Contact No.....

Signature of SSE/Works

Signature of Contractor's  
Authorised Representative/Engineer

2. 3-4 pages shall be kept blank for remarks of higher inspecting officers having format as under.

Sr. No.	Date	Inspecting officers Name & Designation	Remarks	Initials

3. Proforma for the Concrete Cube Register shall be as under-

Sr. No	Date of Casting	Structure Location	Grade of Concrete, Qty, & No. of Test required	Cube Identification No.	Weight of Cube	Proposed Date of Testing		7 days Compressive Strength			
						7 Days	28 Days	Load (KN)	Comp. Strength (N/MM <sup>2</sup> )	Accepted Comp. Strength (N/MM <sup>2</sup> ) (Clause 15.4 of IS:456)	Avg. of accepted Comp. Strength (N/MM <sup>2</sup> )
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Table to be

continued.....

28 days Compressive Strength				Acceptance of Concrete as per <b>IS:456/CBC</b>	Signature	
Load (KN)	Comp. Strength (N/MM <sup>2</sup> )	Accepted Comp. Strength (N/MM <sup>2</sup> )	Avg. of accepted Comp. Strength (N/MM <sup>2</sup> )		Contractor's Representative	Railway's Representative
(13)	(14)	(15)	(16)	(17)	(18)	(19)



**Annexure-X**

1. 1st page shall be designated for General Information mentioned as under

पश्चिम रेलवे  
Western Railway



मण्डल रेल प्रबंधक (कार्य) कार्यालय  
DRM (W)'s Office,  
Division).....Location.....

**RMC REGISTER**

Register issued on:

Name of work: .....

Letter of Acceptance: .....

Contract Agreement No. ....

Value of Work: .....

Revised Value of Work: .....

Date of Completion: .....

Extended date of Completion: .....

No. of Machine Numbered Pages: .....

**Railways Officials**

Senior Section Engineer.....  
Contact No.....

Asst. Divisional Engineer.....  
Contact No. ....

Sr. Divisional Engineer.....  
Contact No.....

**Contractor's Officials:**

Contractor's Authorised Representative: .....  
Contact No.....

Contract's Engineer.....  
Contact No.....

Signature of SSE/Works

Signature of Contractor's  
Authorised Representative/Engineer

2. 3-4 pages shall be kept blank for remarks of higher inspecting officers having format as under.

Sr. No.	Date	Inspecting officers Name & Designation	Remarks	Initials

3. Proforma for the Ready Mix Concrete Register shall be as under-

Sr.No.	Date of Concreting	Location/ Structur/ Member	Estimated Quantity of Concreting	Transit Mixture No. & Qty.	Time of Loading
(1)	(2)	(3)	(4)	(5)	(6)

Time of arrival	Time of discharge Completion	Temperature		Slump		No. Of Cubes/Samples taken	Delivery Challan No. & its File Reference No.
		Ambient	Concrete	Reqd.	Actual		
(7)	(8)	(9)	(10)			(11)	(12)

Batch Report No. & its File Reference No.	Cement Content		Type of Cement and Grade	Sign of Rly's Engineer with Date	Sign of Contractor's Representative. with Date
	As per Approved Mix Design	As per Batch Report of RMC			
(13)	(14)	(15)	(16)	(17)	(18)

**Annexure-XI**

1. 1st page shall be designated for General Information mentioned as under

पश्चिम रेलवे  
Western Railway



मण्डल रेल प्रबंधक (कार्य) कार्यालय  
DRM (W)'s Office,  
Division).....Location.....

**DAILY PROGRESS REGISTER**

Register issued on:

Name of work: .....

Letter of Acceptance: .....

Contract Agreement No. ....

Value of Work: .....

Revised Value of Work: .....

Date of Completion: .....

Extended date of Completion: .....

No. of Machine Numbered Pages: .....

**Railways Officials**

Senior Section Engineer.....

Contact No.....

Asst. Divisional Engineer.....

Contact No. ....

Sr. Divisional Engineer.....

Contact No.....

**Contractor's Officials:**

Contractor's Authorised Representative: .....

Contact No.....

Contract's Engineer.....

Contact No.....

Signature of SSE/Works

Signature of Contractor's  
Authorised Representative/Engineer

2. 3-4 pages shall be kept blank for remarks of higher inspecting officers having format as under.

Sr. No.	Date	Inspecting officers Name & Designation	Remarks	Initials

3. Proforma for the Daily Progress/Labour/ Machinery Register shall be as under-

Date	Description of Work Executed	Labour Engaged		Machinery Mobilized
		Skilled	Unskilled	
(1)	(2)	(3)	(4)	(5)

Name of Contractor Supervisor	Name of Contractor Site Engineer	Approximate quantum of Work executed	Sign of Rly's Engineer with Date	Sign of Contractor's Representative. with Date
(6)	(7)	(8)	(9)	(10)