

DO'S & DON'TS FOR EXECUTION OF CONTRACTUAL WORKS

DO's

- Get approval of competent authority before asking the contractor to do any additional work not covered in the contract.
- Methodology for return of excess of material / scrap should be specified in detail.
- The point of handing over / taking over the material of extent of transport of material should be specified clearly.
- Maintain filed Book consisting of details of daily progress recording particulars with reference to works in progress location wise.
- Maintain site order book consisting of instruction issued to the Executive sub-ordinate and contractor.
- Ensure before accepting that the materials are as per Approved List and as per specification.
- Always insist for qualified Technical supervisor as per agreement conditions at the time of commencement of work otherwise communicate immediately to the officer concerned and record the same in M-book certification to enable recovery.
- Verify inspection certificate to enable recovery.
- Verify inspection certificate and manufacturer's purchasing vouchers as per contract requirements.
- Ensure proper accountal and disposal of released material.
- On completion of work, site order book and other important field records should be handed over to the competent authority under whom the work is carried out.
- Joint inventory is to be carried out for the material to be released, before commencement of the work.
- PG to be submitted within 21 days from the date of issue of LOA if it is submitted between 21-60 days – penal interest of 12% to be recovered, if it is beyond 60 days – contract is liable to be terminated.

DON'ts

- Do not record measurements without carrying out the work.
- Do not accept the material without original bills and invoices.
- Do not deviate the location without approval of sanctioning authority of the work.

- Do not execute the contract work without currency extension.
- Do not issue excess quantity of railway material / equipments to the contractor.
- Do not accept the left over material, which is defective, from the contractor after completion of work.
- Do not accept the materials more than the scheduled quantity without obtaining approval from competent authority.
- Do not allow to pass the bills without Test Check.
- Below JA grade Officer should not issue any credentials.
- Do not overlook the inspection clause or alter the inspection clause.