

Signal & Telecom Department

DO's

- Get approval of competent authority before asking the contractor to do any additional work not covered in the contract.
- While preparing schedule of work, define the scope of work accurately in detail to avoid any ambiguity.
- Methodology for return of excess of material/scrap should be specified in detail.
- In the contract, the point of handing over/taking over the material or extent of transport of material should be specified clearly.
- Ensure correct nature of soil before payment for cable laying work.
- Ensure proper depths to be mentioned in the MB for cable laying work.
- While recording Measurement Book follow the Engineering Codes 1315 and 1322. No measurements shall be copied to any paper other than M-book.
- Maintain site order book for instruction issued to the Executive sub-ordinate and contractor.
- Ensure before accepting the materials as per Approved List and as per specification.
- Actual measurement should be recorded in the M-book with 100% check. Random check/sample checks should not be done.
- 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.
- DMTR transactions must be closed on every day and initial the DMTR once in a week and send the statement to the project Headquarters every month.
- Ensure warranty certificate as per terms and conditions of rate contract while passing bills for RC items.
- Verify inspection certificate as per contract requirements.
- Ensure proper accountal and disposal of released material.
- Verify the DMTR before passing inspection certificate.
- Ensure proper specified cables while installing S&T equipments like IPS, Data logger, Electronics inter-locking etc.

DON'Ts

- Don't record measurements without carrying out the work.
- Don't counter sign on the Measurement Book.
- Don't accept materials supply without proper inspection.
- Don't change RDSO/RITES inspection certificate to consignee inspection without approval of competent Authority.
- Don't accept the material without original bills and invoices.
- GI pipes and similar pipes must be tested before accepting from its specified thickness or specified weight/meter only, but not based on paint mark.
- Don't accept the materials after the delivery period of Purchase Order.