

NO.EM.1(10)83/2602

Dated: 17.5.83

CIRCULAR NO. 12

Sub: Survey & rectification of defects in an organised and systematic manner-maintenance of register-recording of certificates.

During my recent inspection to various works it has been observed that in many cases the work of rectification of defects is going on in a rather haphazard and adhoc manner. For proper & effective rectification, it is necessary to organise this in a systematic manner.

It has been decided that the following procedure may be followed for rectification of defects:-

1. To start with, a complete survey of all defective work shall be made by the AEs personally with the help of his JEs. The results of this survey will be recorded in a register of defects maintained at site in the proforma enclosed. After the survey is completed by the AEs & recorded in the register, EE shall also inspect the work thoroughly and check whether all the defects have been correctly surveyed and recorded or not.
2. The register of defects should clearly indicates the defects noticed in the work, itemwise, for each flat separately. For example, while checking the masonry work he may notice the defects like poor mortar in some particular walls. These walls should be clearly identified cracks, use of inferior bricks, inadequacy of lintal beams, out of plumb etc. Similarly, for other items also the nature of e defects and their location should be noted.
3. After the survey is completed, the rectification of defects should be taken up in an organised manner from one end. The rectification work done should also be recorded in the register of defects at the appropriate place and flat by flat. Record entries must be made wall by wall to indicate that in these particular walls & flats, the rectification work has been fully completed.
4. After completing the rectification work, the JE, AE & EE must record a certificate in the register of defects regarding completion of the rectification work satisfactorily.

The SE incharge must also countersign this register after the rough inspection, before payment is made for any work. These registers shall be kept on record & will be frequently checked by SEs/ACEs/CE.

5. Chief Engineer/Addl. Chief Engineers will please ensure that:-
- i. All defective items are completely identified & put on record.
 - ii. The work of rectification is carried out in a systematic and time-bound manner.
 - iii. No covering work (like plastering) shall proceed until the defective work is properly rectified/replaced by work of good quality.
 - iv. SEs clear certificate shall be required for structural soundness & proper quality for all blocks.
 - v. Rectification work is actually done and the aforesaid directions are not allowed to boil down to paper certificates.

Officials found guilty of negligence in compliance of the above instruction for rectification of defective work shall render themselves liable for disciplinary action.

Sd/-
(K.D. BALI)
ENGINEER MEMBER

SAMPLE PROFORMA FOR SURVEY AND RECTIFICATION OF DEFECTS

(24)

Name of Division _____
 Name of work _____
 Name of Contractor _____

Name of EE _____
 Name of AE _____
 Name of JE _____

Reference to inspection reports of:-

1. C.T.E. _____
2. C.E.(QC) _____
3. CE/ACE _____
4. SE/EE _____

Sl.No.	Block & Flat No.	Item of work	Location of defect	Nature of defects	Date of rectification	Certification of JE/AE/EE	Remarks
1.	Block No. 2	Walls	No. 1 No. 4 No.7 No.11	Out of plumb Weak mortar vertical joints hollow Inferior bricks and out of plumb. Crack at lintel level. Lintel bearing not proper			
		Slabs	No.3	Cracked			
		Stair case	No.6 1st flight 1st Landing	Weak concrete Lesser thickness of waist slab weak concrete Cracks.			
		Plastering		Bath room-weak mortar			
		Internal		Room No. 1			
		External		Room No.2 Uneven			
		Flooring		Defective slab, grinding not proper, poor finishing			

Terraces & roofs	Slope defective, grinding, not done properly.
Water and sanitary installations	-
RCC Tanks	-
Other miscellaneous Items	-