



Rajasthan Police Housing & Construction Corporation Ltd.

(Government of Rajasthan Undertaking)

CIN NO. U45201RJ2013SGC043014

Regd. Office : 756, Police Head Quarter, Lal Kothi, Jaipur (Raj.)
Phone : 0141-2740784, Fax : 0141-2744254, e-mail: rajphcc@gmail.com

No. 852

Date 24.07.2018

OFFICE ORDER No. 17/2018

RPHCCL with the intend to maintain quality and timely completion of projects, engage Consultants for designing, preparation of drawings and to supervise the execution of the Projects. While supervising execution of the projects the Consultant places Site Engineers at each project. The Site Engineers are the employees of the Consultants. It is found on inspections of these projects that the Consultants do not maintain and keep certain mandatory documents, registers and drawings at sites with their employees at the site. Due to the absence of these registers/ drawings/ documents the RPHCCL officers find it difficult to supervise the works properly.

To mitigate these problems, the following instructions are issued which the Consultants and officials of RPHCCL shall strictly follow. Any difficulty in following these instructions shall be notified to this office for reconsideration and reform.

The Consultants shall maintain, upkeep and keep the following Documents/ Registers/ Drawings at the project site.

1. Site Layout Plan including all details of Roads, all drawings like Sewer line, Water supply, Water harvesting, Rain water, Plantation etc. with dimension dully marked

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2. Site Inspection Book.
3. Quality Control Register
4. Daily Work Progress Register
5. Drawing Register
6. All Testing Reports from Suppliers.
7. Materials Register, which give detailed description of material used at site and about their quality measurement.
8. Working Drawing with all details.
9. All detail drawing with plan, front, rear and side elevation and cross section.
10. All structural drawings with proof check.
11. Detailed drawing of elevation requirements.
12. Doors and window details with cross section and section used with specification.
13. Details of all toilet and kitchen fixture and pipe line horizontal and vertical internal/ outer showing with all offsets accessories and dimension.
14. Detail of all electric points, power point, switch boxes, TV cable, AC point and all others details regarding internal and external electric work with all dimension.
15. Detail drawing of terrace with drain out pipe and slope.
16. Detail of kitchen counter and ward-robe with storage space, loft and under counter.
17. Details of all type flooring with levels marked.
18. Details drawings of stair/ balcony/ parapet with railing height and design pattern.
19. Details of septic tank/ soakage well with levels.
20. Copy of Bill of Quantity and 'G' Schedule.

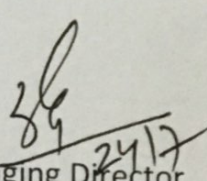
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Officers of the RPHCCL and the Consultants whenever visit the Project Site shall ensure that the Consultants maintain the above records at the site. They shall affix their remarks about the availability of the above documents and their updation in the Site Inspection Book. Non-compliance of this instruction by the Consultants will be viewed as violation of conditions of agreement.

(A. Ponnuchamy)
Managing Director
RPHCCL, Jaipur.

Copy for information and compliance to :

1. General Manager with the direction that the above conditions and items shall be included in all agreement with CONSULTANTS henceforth.
2. Dy. General Manager/ Zonal Head, Udaipur.
3. All Asstt. General Managers.
4. All Consultants.
5. Guard File.


Managing Director
RPHCCL, Jaipur.

RPHCCL Jaipur

No.	618
Date	25/7/2018
A.D.	
G.M.	
Dy. C	
A.O	
Section	
A. P. 2018 Receipt Clerk	