



F. 1-2/2017-NVS/GM/

Dated: 12.06.2018

Subject:- Instructions on Inspection Report during the site visit by NVS officials – reg.

It has been observed during the examination of various cases in the file that Inspection Report (IR) during various stages of site visit by NVS officials is not available and in place of Inspection Report one-page performa of Physical Verification Report is placed which do not serves the purpose of the site visit. The physical verification report doesn't give the complete over-view of the project, its quality, impediments and short-comings etc., as a result the proper documentation of the status of the site/work/project is missing.

In order to have a proper assessment and record of the project stage, quality with which the work is being executed, shortcomings in the project, site related issues, technical issues etc., it is being instructed that all officials from NVS Headquarters/Regional Office while visiting the site shall issue detailed Inspection Report and the one-page performa of Physical Verification Report shall be supplementary performa over the Inspection Report.

These instructions contained herein shall be scrupulously followed with immediate effect.

S. K. Agrawal
12/06/18

(S. K. AGRAWAL)
General Manager(Constn.)

Copy to:-

- (1) All Executive Engineers/AE, NVS Hqrs.
- (2) All Executive Engineers, NVS, all Regional Offices.
- (3) All JEs, NVS Hqrs.
- (4) All JEs, NVS, all Regional Offices
- (5) JSA, NVS Headquarter : for uploading the same on NVS website

Bhawan
PA to GM(Constn)