Through e-mail only

लोक निर्माण विभाग

PUBLIC WORKS DEPARTMENT

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प्रधान मुख्य अभियंता (अनुरक्षण एवं उद्यान)
लोक निर्माण विभाग (दिल्ली सरकार)
12वीं मंजिल, बहुमंजिला भवन
आई.पी. एस्टेट, नई दिल्ली-110002

Pr. Chief Engineer (Maint. & Hort.)
Public Works Department (GNCTD)
12th Floor, MSO building
I.P. Estate, New Delhi -110002

फाईल स. 23(52)/प्रधान मुख्य अभि. (अनु. एवं उद्यान)/लो.नि.वि./2026-27/**842** दिनांक: **21.05.2026**

OFFICE ORDER

Sub: Performance of maintenance vans working in each Zone / Circle / Division / Sub division.

In the subject matter, it is directed that the work done by each maintenance van on a weekly basis has to be ascertained by each Junior Engineer (JE) / Assistant Engineer (AE) incharge of the van working in their respective jurisdiction.

The assessment must specifically include:

1. **Pot holes:** Check the no. of existing potholes in their stretch and get attended the same. If there are no potholes, Nil report may be submitted on each Friday by 5 PM.
2. **Tiling Work:** Check the tiling works done on a weekly basis, measured in square meters, within their jurisdiction report on each Friday by 5 PM.
3. **Painting Work:** Check the painting work on kerb stones/side railing of flyover measured in square meters. The report may be submitted on each Friday by 5 PM.
4. **Bell Mouth Cleaning & Saucer Drain Cleaning:** The cleaning and removal of silt from the saucer drains parallel to the road and the bell mouth of storm water drain as well as the flyover has to be clean weekly basis and report on each Friday by 5 PM.

All these entries must be made in a tabulated form, signed by the AE and JE, and submitted to the office of the Executive Engineer concerned. **All Executive Engineers concerned are directed to communicate this order to the respective AEs and JEs concerned with the work for strict compliance.**

Mobile Van number_____, Week (from _____to _____)

1.	Pot hole identified	……Nos.	
	Pot hole repaired	……Nos.	
2.	Tiling work done (sqm)	……sqm	
3.	Painting work done sqm)	……sqm	
4.	Bell Mouth and Saucer Drain (Nos. & meters)	……Nos.	……Mtr.

(J.J.R. Meena)
Pr. CE (M&H), PWD

To,

All CEs / SEs / EEs, PWD, GNCTD

Copy for information to:

1. SS-I, PWD, GNCTD
2. Engineer-in-Chief, PWD, MSO Building, I.P. Estate, New Delhi.
3. System Analyst, PWD, with the request to upload this order on the website.
4. Guard File.