

	<p style="text-align: center;"> दिल्ली सरकार GOVT OF NCT OF DELHI लोक निर्माण विभाग सचिवालय PUBLIC WORKS DEPARTMENT SECRETARIAT तृतीय तल, एम0 एस0 ओ0 भवन, इन्द्रप्रस्थ सम्पदा, आई0 टी0 ओ0, नई दिल्ली -02 3rd FLOOR, MSO BUILDING, IP ESTATE, ITO, NEW DELHI-02 </p>	
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F.No.dspwd-2/3817-3823

Dated: 31-08-2026

OFFICE ORDER

Subject: Weekly Inspection by Superintending Engineers of Road Maintenance Circles

Attention is invited to the OM dated 30.06.2026 (**Annexure-1**), whereby Junior Engineers and SO (Horticulture) were directed to undertake inspection for atleast 6 hours per week of the **roads** under their jurisdiction to monitor the status of 24 points pertaining to the entire cross-section of road as follows:

- A. Footpath: 11 Points
- B. Road (Blacktop Portion): 4 Points
- C. Central/Side Verge/Barrier: 7 Points
- D. Others: 2 Points

2. Attention is also invited to the Office Order (Modified) dated 18.07.2026 (**Annexure-2**) whereby the SE(PWD) were required to review the ongoing horticulture works twice a week and share the report to E-in-C.

3. The Junior Engineers are thereafter expected to take corrective measures in respect of any defects observed during their inspection.

4. The Superintending Engineers (SEs) are primarily responsible for supervision of the implementation of works by various Road Maintenance Divisions at the field level based on the directions issued by the PWD HQ. It has accordingly been decided that each SE of Maintenance Circle shall:

- (i) randomly select the road stretch of one of the Junior Engineers working in any of the divisions under his circle;
- (ii) undertake visit to the above selected stretch on Saturday FN;
- (iii) inform the details of the road stretch thus selected to the EE of the Division on Saturday morning, with directions to be present at the site; and
- (iv) furnish a report to the Dy. Secretary (Inspection), with copy to the Chief Engineer of the Road Maintenance Zone and Engineer-in-Chief positively by Saturday Evening of the defects observed during his inspection in the enclosed proforma

5. The Inspections shall be started by the SEs on **05.09.2026** and shall be continued on every Saturday (FN) without fail, choosing randomly the road stretch of one JE working in the road divisions under his circle.

6. This issues with the approval of Pr. Secretary (PWD).



(M.K. Nikhil)
Dy. Secretary (PWD)

To,

All SEs (Maintenance Circles) for necessary compliance

Contd...2

Copy for information to:

1. The Engineer in Chief (PWD), 12th Floor, MSO Building, New Delhi
2. ADG (M&H), PWD, MSO Building, New Delhi
3. All Chief Engineers (Maintenance Zones), MSO Building, New Delhi
4. Dy. Secretary (Vigilance/Inspection), PWD Secretariat, MSO Building, N. Delhi
5. All EEs/JEs concerned through Chief Engineers (Maintenance Zones)
- ✓ 6. System Analyst, PWD with the request to upload the Order on the website of PWD under relevant section.


Dy Secretary (PWD)

INSPECTION REPORT BY SUPERINTENDING ENGINEER

1.	Name of Superintending Engineer	
2.	Zone	
3.	Circle	
4.	Date of Inspection	
5.	Details of Road Stretch inspected	
a)	Name of Road Stretch	
b)	Name of JE In-charge	
c)	Start Point	
d)	End Point	
e)	Approximate Length (in meter)	
f)	Other Officers present during inspection (name and designation)	
6.	Deficiencies Observed in the Inspected Stretch: mention location, approximate length/area etc. as relevant	
A.	Footpath	
1.	Missing/Broken Footpath (mention location and approximate length)	
2.	MSW/C&D Waste dumped	

3.	Encroachments obstructing pedestrian movement	
4.	Uncovered Drains	
5.	Trees posing danger to pedestrian or structures	
6.	Unpruned Trees	
7.	Missing/Broken Kerbstones	
8.	Faded/Absent Kerbstone Painting	
9.	Missing/Broken Saucer Drains	
10.	Blocked/Absent Bell Mouths	
11.	Brown patches on periphery of trees	
B.	Road (Blacktop Portion)	
1.	Potholes	
2.	Cracks on Road Surface	
3.	Undulating Road Surface	
4.	Faded/Unclear/Missing Road markings/chainage	
C.	Central/Side Verge/ Barrier	
1.	Broken/Damaged Verges	
2.	Faded/Absent Painting on Verges	
3.	Height of Verges not as per standards	

4.	Brown Patches in Plantation areas	
5.	Sparse/inadequate density of plantation	
6.	Unpruned Trees	
7.	Unhealthy/poorly maintained plantation areas	
D.	Others	
1.	Damaged/Torn Flag, if any	
2.	Inadequate arrangement at any vulnerable waterlogging point	
Dated Signature of Superintending Engineer		



Annexure-1

लोक निर्माण विभाग

PUBLIC WORKS DEPARTMENT

दूरभाष/Phone: +91-11-23317926/23766924

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Through e-mail only



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./2026-27/1227

दिनांक: 30.06.2026

OFFICE MEMORANDUM

To ensure transparency, uniformity, and accountability in the inspection & maintenance of Roads by the Junior Engineers (Civil, Electrical & S.O. Horticulture), certain guidelines have been mandated for Junior Engineers during site visits. Each point must be verified on-site, and observations should be recorded with supporting photographs and remarks. It is obligatory on the part of officials to adhere to these provisions. Initially JE/ S.O Horticulture are expected to inspect the roads under their jurisdictions at least for 06 (Six) hours in a week to collect all the data's key points, reiterated below, must be strictly followed during inspection and reporting:

A. Footpath

1. Inspect and report if the footpath is missing or broken.
2. Check whether Municipal Solid Waste (MSW) or Construction & Demolition (C&D) debris has been dumped on the footpath.
3. Verify if there are any encroachments obstructing pedestrian movement.
4. Ensure that all drains along the footpath are properly covered.
5. Identify and report any trees posing danger to pedestrians or structures.
6. Confirm whether trees along the footpath are properly pruned.
7. Inspect kerb stones and report if they are missing or broken.
8. Check the condition of kerbstone painting and note if it is faded or absent.
9. Verify the presence and condition of saucer drains, reporting if they are missing or broken.
10. Inspect bell mouths and report if they are blocked or absent and get the bell mouth clean from maintenance van.
11. Observe trees for brown patches on the periphery and record findings.

B. Road (Blacktop Portion)

1. Inspect the road surface for potholes and record their location.
2. Check for cracks on the road surface and assess their severity.
3. Verify if the road surface is undulating and note uneven stretches.
4. Inspect road markings/ chainage and report if they are faded, unclear, or missing.

C. Central / Side Verge / Barrier

1. Inspect verges and report if they are broken or damaged.
2. Check the quality of painting on barriers and verges.

3. Verify that the height of verges and barriers is uniform and compliant with standards.
4. Observe for brown patches in plantation areas and record findings.
5. Assess the density of plantation and report if it is sparse or inadequate.
6. Confirm whether pruning of plants has been carried out.
7. Inspect the overall quality of plantation and report unhealthy or poorly maintained areas.

D. Others

1. Verify that flags are properly visible from the roadside.
2. Identify and report points prone to waterlogging during rains.

Instructions:

1. Each item must be checked during inspection.
2. Immediate safety hazards (e.g., potholes, uncovered drains, dangerous trees) should be flagged for urgent action.
3. Reports must include date, time, G.P.S location, and photographic evidence.

Urgent and Immediate attention is Required on:

1. Unauthorized road cuttings in night hours (if any).
2. Any central verge or footpath damaged in an accident in night hours.
3. To check any tree that falls down and block the road in monsoon season or otherwise.
4. To check any signage board which is tilted or damaged due to an accident.
5. To have a good coordination with other government agencies like "MCD, DJB, DDA, IGL, MTNL, TPDDL and other utility services, so that any problem can be sought out mutually within time hour.
6. Cleaning of signage boards and gantries in every six months and check its durability/ reflexivity
7. To check Thermoplastic paint and do it as per time schedule.
8. To check the Storm Water Drains w.r.t. electric pumps deployed by the PWD Electric wing before and regular check onset of monsoon season.
9. To have a good coordination with DMRC officials "JE's having the road area which comes under the Delhi Metro" as on many metro stations, sludge water comes on the road & damages the road surface.
10. It is urgent to check all road furniture are intact & working properly
11. To provide & check the different road signage marks like STOP, GO SLOW, SCHOOL AHEAD etc.

(जे.जे.आर. मीना)

प्रधान मुख्य अभियंता (अनु. एवं उ.)

लो.नि.वि.

सेवा में,

1. CE (East, North, South) PWD, GNCTD

3. All concerned EEs (Maintenance Divn.)/DD (Horticulture) PWD, GNCTD with direction to communicate this OM to all concerned AEs/AD (Hort.)/JEs (Civil & Elect.)/SOs (Hort.)
4. Guard File.

प्रतिलिपि सूचनार्थः

1. Pr. Secretary (PWD), MSO Building, New Delhi.
2. Engineer-in-Chief, PWD GNCTD, MSO Bldg., New Delhi.
3. Special Secretary-I, PWD GNCTD, New Delhi.



Annexure-2

लोक निर्माण विभाग

PUBLIC WORKS DEPARTMENT

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Through e-mail only



प्रधान मुख्य अभियंता (अनुरक्षण एवं उद्यान)

लोक निर्माण विभाग (दिल्ली सरकार)

12वीं मंजिल, बहुमंजिला भवन

आई.पी. एस्टेट, नई दिल्ली-110002



एक कदम स्वच्छता की ओर

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./2026-27/1423

दिनांक: 18.07.2026

OFFICE ORDER (MODIFIED)

The earlier office order vide no. 1405 dated 16.07.26 is hereby modified as below. The changes have been shown in bold letters. The other contents will remain unchanged which are shown in normal fonts.

S. No.	Agreement No.	Name of Agency	Name of SO (H)	Name of AD	Name of DD	Name of SE (PWD)
1	03/DD(H) South (Old M-114)/ PWD/2026-27	Rajdhani Flora and Infrastructure Developers Pvt Ltd	Sh. Mithlesh Kumar	Sh. Sunil Kumar	Sh. Dinesh Kumar	Sh. A.K. Jalan
2	04/DD(H) South (Old M-114)/PWD/2026-27	Rajdhani Flora and Infrastructure Developers Pvt Ltd	Sh. Shubham			Sh. Pankaj Rawal
3	02/DD(H) South (Old M-114)/PWD/2026-27	Rajdhani Flora and Infrastructure Developers Pvt Ltd	Sh. Somya Pal			Sh. C.B. Singh
4	02/DD(H)NOR TH/M314/PWD /2026-27	M/s. VCC Landscapes Private Limited	Sh. Deepak Kumar (Additional Charge)	Sh. Shiv Ram Meena	Sh. Harswaroop	Sh. Shivam Srivastava
5	03/DD(H)NOR TH/M314/PWD /2026-27	M/s. VCC Landscapes Private Limited	Ms. Chetan Bai Meena (Additional Charge)			Sh. Santosh Kumar
6	04/DD(H)NOR TH/M314/PWD /2026-27	M/s. VCC Landscapes Private Limited	Smt. Savita			Sh. Santosh Kumar
7	05/DD(H)NOR TH/M314/PWD /2026-27	M/s. VCC Landscapes Private Limited	Ms. Apurva Yadav			Sh. Rohit Meena
8	06/DD(H)NOR TH/M314/PWD /2026-27	M/s. VCC Landscapes Private Limited	Sh. Sambit Kumar Meher			Sh. Rohit Meena

S. No.	Agreement No.	Name of Agency	Name of SO (H)	Name of AD	Name of DD	Name of SE (PWD)
9	19/DDH/HD (East)/PWD/20 26-27	M/s. VCC Landscapes Private Limited	Ms. Nusrat Fatima (Additional Charge)	Vacant	Sh. Rajeev Kumar	Sh. Krishna Kumar Singh
10	18/DDH/HD (East)/PWD/20 26-27	M/s Millenium Agriotech	Sh. Usham Goutam			Sh. Rajendra Singh Rathore
11	12/DDH/HD (East)/PWD/20 26-27	M/s Millenium Agriotech	Smt. Priya Yadav			Sh. Sahanubhuti Ashok
12	20/DDH/HD (East)/PWD/20 26-27	M/s L&K Services Pvt. Ltd.	Sh. Devi Singh			Sh. Krishna Kumar Singh

The Director of Horticulture/Dy. Director (Hort.) will have the weekly programme of stretch wise of road and circulate to the various officers as listed above. The SO/AD has to monitor the work on daily basis at site and report to the Dy. Director (Hort.) and concerned SE w.r.t. work done, labour employed, T&P available at site and also give shortfall, if any. The SE as stated above will review the work twice a week at site and share the actual performance detail to E-in-C during weekly meeting on every Friday along with DoH and DD (Hort.).

If the agency does not perform well as per agreement, the suitable action may be initiated by the Dy. Director (Hort.) against the defaulter agency.

(जे.जे.आर. मीना)

प्र. मु. अभि. (अनु. एवं उद्यान)
लो.नि.वि.

Copy to:-

1. Pr. Secretary (PWD), MSO Building, New Delhi.
2. Engineer-in-Chief, PWD GNCTD, MSO Bldg., New Delhi.
3. SS-I, PWD, GNCTD
4. All CEs (Maintenance Zone), PWD, GNCTD
5. Director (Hort.), PWD, GNCTD.
6. All SEs (Maintenance Circle) PWD, GNCTD.
7. All DD (Hort.)/AD (Hort.)/SO (Hort.), PWD, GNCTD.
8. Guard file