

## **QUALITY CONTROL AND TECHNICAL AUDIT UNIT-I**

Manual-1

### **PARTICULARS, FUNCTIONS AND DUTIES**

{Section 4(i)(b)(I)}

#### **1. Aims and Objectives:-**

##### **(a) Inspection of on going works**

Quality Control and Technical Audit Units undertakes inspection of ongoing works related to various departments, such as, Civil, Horticulture and Fire Deptt. etc. by randomly selection for observance of progressively improved and uniform quality during various stages of construction.

##### **(b)Material Testing Laboratory(MTL)**

The Material Testing Lab. was established in N.D.M.C. with the objective to have an in-house material testing facility.

The MTL had been upgraded and engaged in providing services for Testing of Construction Materials.

All the tests are being carried out as per procedure established by the Bureau of Indian Standards.

The MTL is totally committed to provide excellent, time bound and value added services in the area of construction material testing, so as to enhance customer satisfaction. The MTL was accredited with International Standards ISO 9001:2008 Certification on 26<sup>th</sup> March, 2010.

#### **2. Water Quality Monitoring Unit (WQMU)**

WQMU is situated in Amrit Bhawan, Vinay Marg. WQMU had been accredited with ISO 9001:2015 certification since 09.02.2018. Following testing facilities are available at WQMU.

- (i) Drinking Water.
- (ii) Water for Construction Purpose.
- (iii) Water used in Swimming Pool.
- (iv) Bore Well Water.

In addition to above, testing of treated water from STP's has recently been introduced.

#### **3. Mission/Vision**

Management of quality systems and procedures to achieve and sustain quality of works executed under all divisions of Civil Engineering Department, Horticulture Deptt., Fire Department and to offer necessary guidance, if any, to the field units with regard to quality, adherence of agreement clauses, maintenance of records in all respect.

#### **4. Brief history and background for its establishment**

Mandated as per C.P.W.D. Manual in context of NDMC works.

#### **5. Organization Chart of QC&TA Unit-I & II(Civil)**

##### **(a) QC&TA Unit-I**

- (i) EE(QC&TA-I)
- (ii) A.E.-I(QC&TA-I)
- (iii) A.E.-II(QC&TA-I) i/c Material Testing Lab.
- (iv) JE-I(QC&TA-I) (Lab.)
- (v) JE-II(QC&TA-I) (Lab.)

**(B) QC&TA Unit-II**

- (i) EE(QC&TA-II)
- (ii) A.E.-I(QC&TA-II)
- (iii) A.E.-II(QC&TA-II) i/c (WQMU).
- (iv) J.E.(WQMU)

**6. Allocation of Business:**

Matter relating to Quality Control & Technical Audit in r/o Civil, Horticulture & Fire Deptt works through random selection.

**7. Duties to be performed**

Endorsement of inspection reports to field units for rectifications of defects/observance of quality and further follow-up action.

**8. Details of Service rendered:**

Assigning accountability at different levels, issuing instructions/ guidelines/ circulars and highlighting commonly observed irregularities.

**9. Citizen interaction**

N/A

**10. Postal address of the main office, attached/subordinate office**

**Unit-I**

Main Office attached/subordinate offices situated at 2<sup>nd</sup> Floor, Shaheed Bhagat Singh Place, Gole Market, New Delhi-110001.

**Unit-II**

Situated at 2<sup>nd</sup> Floor, Pragati Bhawan, Jai Singh Road, , New Delhi-110001.

**11. Map of office location**

**Unit-I**

Quality Control & Technical Audit Unit-I, 2<sup>nd</sup> Floor, Room No.238, Shaheed Bhagat Singh Place, Gole Market, New Delhi-110001.

**Unit-II**

Quality Control & Technical Audit Unit-II, 2<sup>nd</sup> Floor, Pragati Bhawan, Jai Singh Road, New Delhi-110001.

**12. Working hours for office and public**

Between 9.00A.M. to 5.30 P.M.

**13. Public Interaction:**

N/A

**14. Grievance redressal mechanism:**

Office open for public meeting, if any, between 3.00P.M. to 4.00P.M. regarding QC&TA related issues.