

Duties and Responsibilities of Supervision Consultant

1. Management and execution of works assigned to him.
2. Collection of engineering data required for preparation of correct estimates of works, preparation of estimates and preparation of site plans.
3. Giving lay out of works in accordance with sanctioned plans.
4. Management and supervision of actual execution of all works through contractors in accordance with sanctioned estimates, specifications standards and drawings.
5. Checking of foundations of all works and measurement. Checking measurement of underground works before they are covered up.
6. Supervision consultant shall take measurements himself and assist Assistant Engineer/Executive Engineer in taking measurements of works & checking and recording there off.
7. Loss of Measurement Book & other official documents is very serious matter. Supervision consultant shall take due care to protect them from theft, loss or destruction by any cause whatsoever.
8. He shall assist Assistant Engineer/Executive Engineer in carrying out quality control tests, maintenance of quality control registers as per PWD norms.
9. Assist Assistant Engineer/Executive Engineer in timely preparation of running and final bills monthly progress reports & point out any handicap in construction of works.
10. Reporting immediately to the Assistant Engineer/Executive/Engineer of any serious accident/occurrence resulting in serious injury or death of any person or damage to any work in his charge due to natural causes, etc.
11. Inspection notes of works must be complied with promptly and compliance report submitted to the Inspecting Authority and the Executive Engineer.
12. He will maintain daily diary giving details of journey, work done and result of Inspections.
13. Not to leave work sites without permission of AE/EE