General Managers,
All Indian Railways.

Sub:-Preparation of Survey Reports.

It is observed that Survey Reports (RETS, PETS & Updating etc.) submitted to Railway Board for sanction, are not being prepared in a systematic manner and with adequate information as per relevant paras of Indian Railways Code for Engineering Department. Formats adopted by different Railways are not as per the manual and different railways are following different formats.

To standardize the submission of Survey Reports and also to maintain uniformity for the sake of proper evaluation of the reports, it is directed that Railway should strictly follow standard formats as per relevant paras of Engineering Code only.

It is also advised that different segments of the report should be separated by a blank sheet of different colour to clearly identify various parts of the report.

Copy to: CAO/Cs, All Indian Railways.

(Anisur Rehman)
Director Works-II