

**Government of Jammu and Kashmir**  
**Public Works (R&B) Department**

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**Subject: Standard Operating Procedures (SOP) For Maintenance of Roads.**

**CIRCULAR NO: 05 -PW(R&B) of 2021**  
**DATED: 03 - 03 - 2021**

Presently R&B Department maintains a road length of more than Forty thousand kms (40,178) created under the various developmental programmes across the UT, out of which road length of 23654 kms are blacktopped.

The Department is committed to provide good connectivity throughout the year and for that purpose invests huge amount through various UT sector programmes, centrally sponsored schemes, loan oriented schemes with a single aim to augment the better road connectivity across the UT.

It has been strongly felt to have regular audit of the roads for their proper and timely maintenance which include all works of routine maintenance, periodic maintenance, road rehabilitation including pavement repair, drainage repair, pot holes and also emergency maintenance.

With a view to streamline the procedure for the maintenance of the roads and to put in the standard mechanism, the following instructions in the shape of Standard Operating Procedures (SoPs) are issued.

1. Chief Engineers shall prepare the report on macadamization of roads done in the past three years under all sectors alongwith road length achieved and road wise status and action taken by XENs on DLP damaged roads
2. All the Chief Engineers of Jammu / Kashmir, Public Works (R&B) Department will categorize the road length as Inter District Roads, Major Roads, District Roads, Rural Roads, Local Roads etc alongwith their name, length, width, year & month of construction, life span, last renewal coat done and exact geographical location as per Annexure "A".

3. Junior Engineers and Work Supervisors shall keep a strict watch on the condition of the entire road under their jurisdiction and will prepare a report on format given at Annexure "B".
4. Damages caused during the DLP should be got rectified by the concerned contractor at the appropriate time to save the road from further damage. In case it is not being done, action under rules shall be initiated against the concerned Executive Engineer as well as the contractor.
5. The Road Supervisors and the Junior Engineers of each Sub Division shall be responsible for carrying out the road inventory and road condition surveys as per the prescribed procedures.
6. Data collected from the surveys shall be scrutinized, analyzed and estimates should be prepared and forwarded to Chief Engineer through proper procedure for immediate necessary action.
7. The result of entire road stretch survey under the jurisdiction of each Sub Division should be provided to Executive Engineer by every 25<sup>th</sup> instant otherwise disciplinary action be initiated.
8. The Executive Engineers shall finalize the priority list for the immediate maintenance plan and submit same to higher authorities for approval and necessary action.
9. The concerned Sub Divisions will make a survey regarding cleaning and de-silting road side drain / gutter constructed by PWD causing hazard to traffic movement and will do the job immediately after locating the problem. This exercise shall be done at least thrice in a year in the month of February, May & June, August & September and as and when required.
10. Pot hole filling should be done immediately on their occurrence to reduce further damage.
11. Dressing of berms should be done every year before and after monsoon.
12. Immediate removal of site dumping material after the construction is over to keep the road free from all impediments without which no bill to be prepared and payments to be made. A certificate from the contractor and site engineer be appended with Measurement Book.
13. Removal of encroachment should be carried out round the year.

14. Removal of fallen / damaged trees and their proper disposal through proper procedure.
15. Painting of Zebra Crossing, Km stones, Road Markings, Safety Signages should be done once in May / October and as and when required.
16. Maintenance of Road Register containing inventory of road with surface status on completion of construction / upgradation of road proposal for renewal coat be submitted to Chief Engineer for appropriate action.
17. Review of routine inspection for identification of defects / damages and performance evaluation by incharge Engineer bi-monthly.
18. The road workers will immediately report the road breach / blockade to concerned AEE / XEN for immediate attention. The report will include :
  - a. Name of road
  - b. Location / type of breach / blockade, its surface area
  - c. Date and time of occurrence
  - d. Assessment of assistance in the form of men and material required
  - e. Immediate procedure should be followed for smooth flow of traffic to prevent any jamming / accidents.
19. The Superintending Engineer shall hold a review meeting with its divisional / sub divisional officers before the 25<sup>th</sup> instant of every month and send his report to Chief Engineer PWD by 30<sup>th</sup> of the same month.
20. Road workers, Works supervisors and Junior Engineers will immediately report to higher authorities regarding violation of RD Act if any noticed.
21. The field staff will immediately inform the authority about the road accident with exact location and brief reasons and time.

The circular instructions are issued for strict compliance by all concerned.

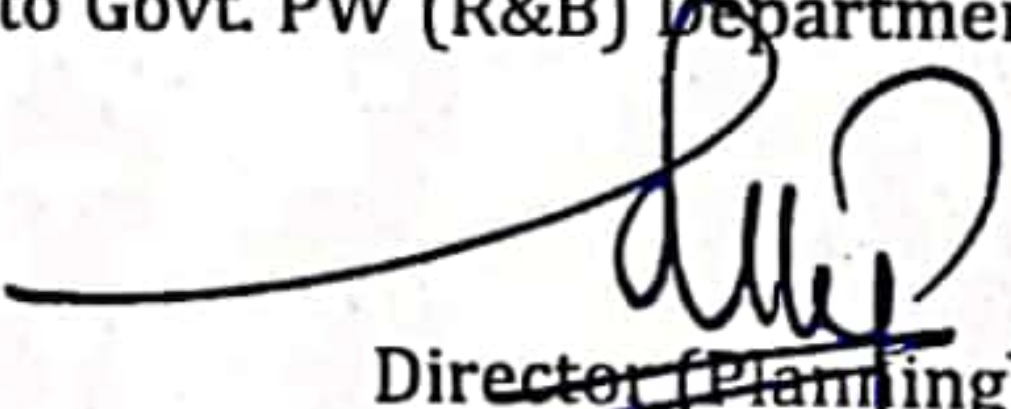
Sd/-  
**(Shailendra Kumar), IAS**  
Principal Secretary to Govt.,  
PW (R&B) Department

No: PW/(R&B)/Plan/09/2021

Dated: 03-03 -2021

**Copy to the: -**

1. All Financial Commissioners.
2. All Administrative Secretaries.
3. Principal Secretary to Hon'ble Lt. Governor, J&K.
4. Divisional Commissioner, Jammu / Kashmir.
5. Development Commissioner (Works).
6. Managing Director JKPCCLtd.
7. All Deputy Commissioners.
8. All Chief Engineer of PW (R&B) Department.
9. Director Finance, Public Works (R&B) Department.
10. All Superintending Engineer/ Executive Engineers of PW (R&B) Department.
11. Private Secretary to Advisor (B) to Hon'ble Lt. Governor, J&K.
12. Private Secretary to Chief Secretary, J&K.
13. Incharge Website.
14. Private Secretary to Principal Secretary to Govt. PW (R&B) Department for information of Principal Secretary.

  
Director (Planning),  
PW (R&B) Department

## ANNEXURE "A"

District:

Name of the Division:

Name of Sub Division:

Name of the Junior Engineer:

Name of the Work Supervisor:

Date of Inspection:

Total road length (Kms):

Total BT length (Kms):

(In kms)

S. No	Name of the Road	Type of Road	Total length / width	BT Status (Kms)	Last BT done (Kms)	Last BT done (MM-YYYY)	Surface damaged during DLP (Kms)	Surface restored within DLP (Kms)	Surface not restored during DLP period reasons thereof	Normal Renewal Coat due (Kms)	Normal Renewal Coat done (Kms)	Date of renewal coat (MM-YYYY)	Next renewal coat due (MM-YYYY)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

### Type of roads:

1. Inter District Road
2. Major District Road
3. Rural roads
4. Village roads
5. Local roads

## ANNEXURE "B"

District:

Name of the Division:

Name of Sub Division:

Name of the Junior Engineer:

Name of the Work Supervisor:

Date of Inspection:

Total road length:

(Rs in lacs and length in Kms)

S. No	Name of the road	Location	Year of construction (MM-YYYY)	Present status	Type of damage if any with date of occurrence RD wise	Damages repaired under DLP RD wise	Damages if not restored under DLP (reasons thereof)	Damages of road length other than falling under DLP RD wise	Funds reqd for damaged roads other than falling under DLP
1	2	3	4	5	6	7	8	9	10