



GW file

TO: Director, Preliminary Plan Review Bureau	 ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	SUBJECT: CONSTRUCTION PROGRESS POST CARDS Subject Code: 7.30
APPROVED:  Assistant Deputy Chief Engineer (Construction)	Code: <u>EI-73-15</u> Date: <u>2/13/73</u> Supersedes:

Beginning with the January 31, 1973 issue, the Construction Contract Status report will include the name of the Engineer In Charge for each project. Therefore, it is imperative that his name be legibly reported on the Construction Progress Post Cards that are sent to the Main Office.

On all future submissions of the post card, the E.I.C.'s name should be either typed or printed in the appropriate box. His signature is neither necessary nor desirable since legibility is of prime importance.

If there is a change of E.I.C.'s, call attention to it by some means on the first Progress Post Card after the change (outlining the E.I.C.'s name box with a red felt tip pen is suggested).

RNS:WJL:LG

PREL.	FINAL
PHOTOGRAM.	LANDSCAPE
RECEIVED FACILITIES DIVISION	
FEB 22 1973	
M. D. GRAHAM	
CIRC.	
FILE	DISCARD