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TO: Director, Preliminary Plan Review Bureau	 ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION
	SUBJECT: ENGINEERING FORMS INSTRUCTION 7.32-900-HC 165 CONSTRUCTION QUARTERLY REPORT Subject Code: 7.32-900-HC 165
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APPROVED:  <u>Asst. Deputy Chief Engineer (Construction)</u>	

To All Regional Directors

The subject forms instruction issued on 8/21/72 contains reporting requirements for quantitative construction output measurements.

Our experience with this report indicates that quarterly and even semiannual submissions do not generate sufficient benefits to justify the collating work required. Therefore, submissions should immediately be reduced to one covering the entire fiscal year. The next report will be due to this office as soon as possible after April 1, 1974.

However, this reduction in submissions does not in any way negate the importance of the report as a budgeting and management tool. Your continued cooperation in staying on top of this matter will enable us to present those hard facts essential to budget and obtain the staff and funds necessary to effectively run each Regional Construction program.

PREL.	FINAL
PHOTOGRAM.	LANDSCAPE
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FACILITIES DESIGN SUBDIVISION	
AUG 15 1973	
MALCOLM D. GRAHAM	
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