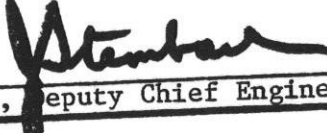


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TO: Director, Preliminary Plan Review Bureau	ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION	
	SUBJECT: JOB REPORT (CONSTRUCTION PROJECT PROGRESS POST CARD) Subject Code: 7.30	
Distribution:	<input checked="" type="checkbox"/> Main Office	<input checked="" type="checkbox"/> Regions
		<input type="checkbox"/> Special
APPROVED:	 J. Sternbach, Deputy Chief Engineer, Construction	
	Code: EI 75-50	Date: 7/25/75
	Supersedes: none	

A Main Office, bi-weekly construction progress report is being changed to a monthly report. Therefore, the mid-month construction progress post card Form C-228e will no longer be required.

Effective immediately this post card Form C-228e should only be submitted on the last day of each month, reporting progress through the last day of the month. All other provisions of Instruction No. 70-35, dated June 8, 1970, and Forms Instruction Code 9.0-C228, dated July 25, 1969, remain in effect.

In reporting "% Elapsed Time" on the post card, the figure should be proportioned between the official award date and the contract completion date shown in the contract proposal (Reference: Forms Instruction Code 9.0-C228 dated 7/25/69). If the contract continues beyond the completion date shown in the proposal, the same daily increment should be utilized and the reported percentage will exceed 100%. Time extensions should not affect this computation since the "% Elapsed Time" is a function of the original contract time.

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