

**Sub: Construction Management System- Circular-9**

**Ref: Guide lines for Record-keeping of the Data, Design Reports, Contract Documents and other Documents of RUSDIP.**

It is necessary that proper record keeping is followed at all levels, so that all the collected information and documents prepared are available for required use at different times. The following should be ensured:

1. All record related to data procured for preparation of CLIPs and approval documents for the II & III Trench from the ADB will be maintained by the IPMC. Such record should be listed by them. The IPMC should maintain the IEE's, RP's & other such documents; and should be provided to the PMU, IPIU & DSC's, if required during execution. The reports MPR's / QPR's etc. to be sent to the ADB should be prepared & properly maintained by the IPMC in consultation with the PO (Co-ordination) PMU who will also keep copy of these reports.
2. A City Information File shall be maintained in the IPIU and the concerned DSC offices for the data collected by DSCs, IPMC, CAPP, IPPMS or any other Consultants mobilized under RUIDP.
3. The each IPIU (completely) / DSC office (to the required extent) should have proper record of the Documents, Circulars & important orders, base maps, Manuals, Codes, standard Specifications, Agenda & Minutes of various important meetings i.e. Empowered Committee meetings, City Level Committee Meeting, Work Finalization Committee, Technical Committee, Review meetings at the PMU or any other important meetings in soft copy and hard copy as the case may be.
4. The DSC is required to maintain a separate file for land requirements / allotments required for RUSDIP sub-projects, consisting of all Khasra maps duly marked on the city map with all relevant details and the status of possession. Regular file for correspondence should be invariably be maintained by the IPIU taking copies of all such records from the DSC for their record as well as for future correspondence as soon as they are established. The sector in-charge of city in PMU should also maintain such file for their sub-projects and by an officer in PMU specifically designated for this purpose.
5. DSC's are required to carry out the surveys & investigations for the design purposes and at times during execution. This record should be kept by the IPIU in soft copy & hard copy and in the sub-project files for the specifically required survey & investigations for that sub-project.
6. The Survey reports, soil investigation reports, Concept designs, detailed designs, detailed estimates, Technical sanction proposals & approval, bid documents, general drawings / construction drawings collected / prepared by the DSC's & IPIU's for all sub-projects; should be properly maintained by the IPIU and the DSC of the town in soft & hard copy. IPIU will be solely responsible to keep this record with them from the very beginning and there should not be any lapse on this part as these documents are regularly required for interaction and handing over of the works to line agency by the IPIU after their completion.

This file of IPIU should also consist administrative & other approvals, forest clearance report, NOC's from different departments if any, City Level Committee meeting minutes and the decisions of Empowered Committee or any other important decision documents related to the sub-project.

7. The DSC / IPIU should submit the technical designs for technical sanctions with soft as well as required hard copies (15 numbers) to the PMU for its technical sanction. This record shall be properly maintained by the IPIU and by the concerned APO's of PMU dealing with the sector / matters of Technical Committee.
8. The IPIU should keep the record of original approvals, tender documents, their evaluation and the minutes of the meetings of TAC & TEC in their concerned package file; with the relevant A&F sanction and Technical sanctions. This file should consist of the hard copy of the technical sanction proposal with design, estimates, Letter of Acceptance, Notice to Proceed, Contract Agreement etc. All correspondence with the head office, contractor, other agencies etc. should be carried out on the continuous file to this file.
9. Contract-in-charge officer (APO) in PMU is required to start a separate contract management file for each package keeping copies of all important documents such as copy of NIT, A&F Sanction, Technical Sanction, Letter of Acceptance, complete set of Agreement, Notice to proceed and all other relevant documents including future correspondence for proper monitoring of all contracts. Naming of such files shall be done in a systematic manner as per practice prevailing in PMU; ACP in PMU is required to update the PMIS data base on receipt of these documents.
10. APO Bids, PMU is required to maintain complete correspondence from NIT and up to bid approval in a separate file for each sub-project consisting of the record of A&F sanction, Technical sanction, Bid document, Invitation for Bids, Newspaper publication, Bid evaluation report (technical & financial), Agenda & Minutes of TEC & TAC, Approvals from the competent authority, and other correspondences related to bid approval of the package.  
  
He will also maintain A&F Register, Technical sanction File with T.S. Register, Duplicate Tender document filed by the lowest evaluated bidder and original & duplicate documents of other bidders etc.
11. It should be assured that 'Letter of Acceptance be issued by the EE, IPIU as soon as bids are duly approved and letter of approval is issued by bid section. 'Notice to proceed' should be issued as soon as the requisite performance security is deposited and agreement is signed by the successful bidder. Copies of both these important documents should be endorsed by EE, IPIU's to ADB office, New Delhi, Project Director, F.A., Dy. PD (T), Controlling officer in PMU for the relevant sector, APO bids, ACP RUIDP, Team Leader IPMC, DSC of the town and Team Leader DSC's concerned. Complete set of Agreement in two copies is required to be submitted by concerned EE IPIU to Project Director, RUIDP along with soft scanned copy. One copy of this set shall be sent to ADB, New Delhi office by APO bids, PMU and the second set shall be given to respective contract-in-charge in IPMU. The soft copy should be maintained by the APO (Bids).
12. Proper register should be maintained by the AAO PMU for the Bid security, Bank Guarantees with their dates, PCCS numbers from ADB, payment to the contractors / others, receipts & expenditures, disbursement claims and other accounts related miscellaneous records. The record of Project Agreement with GOI & ADB, Loan Agreement with GOR – GOI & ADB, On lending Agreements with ULB's-GOR, Cabinet Memo & Approvals should be maintained by the

designated AAO/AO, PMU. The copy of Project Agreement, Loan Agreement, Cabinet Memo & its decisions should also be available with PO Co-ordination & APO (T-I).

13. The designated APO dealing with issue of Essentiality Certificates for each sub-project will maintain a specific file and the register for this purpose keeping all required details and the copy of issued EC. A copy of the issued EC will also be kept in the concerned Contract file by the sector in-charge APO.
14. The concerned AAO/ Accountant of IPIU should keep record in the register for the package wise issued Essentiality Certificates, their numbers & issue / expiry dates and the quantities in each certificate & the consumption after completion of the work. Similarly he should maintain the record of amounts deposited to different agencies under the provisional sums as a deposit work with the UC's received against the payments made by the contractor on behalf of RUIDP or by RUIDP.
15. IPIU & DSC should maintain a Stock register of inventories purchased by them for the project implementation for the items to be the property of RUIDP.
16. Attendance register of the personnel and taxi vehicles in DSC shall be maintained with proper marking of their official tour with place of visit / leave duly checked by the city in-charge / IPIU at each town.
17. The designated APO (Mon.) PMU will prepare and keep the record of the Monthly detailed progress report of RUSDIP for the monitoring at PMU and different levels in the Government and the SOR of the RUIDP with required updations.
18. APO (CMS), PMU will prepare and keep the record of the Agenda & Minutes of the Empowered Committee and will keep in booklet form for around every five EC meetings.
19. ACP will maintain the record of all software's, Hardware's, Register of Base maps & their further issue to different stakeholders.

This circular should be abided by all the members of PMU, IPIU, IPMC and DSC.

  
**(Karni Singh Rathore)**  
Project Director

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Copy to following for information and necessary action:

1. Addl. PD -I & II/ FA/ Dy. PD (T)/ Dy. PD (Adm.)/ SE (WW)/SE (WS)/ SE(R&B)/ SE (Mon) / PO (all)/ Sr. AO / All APOs / AAO/ PA to PD PMU, RUIDP, Jaipur.
2. SE PIU, RUIDP, Ajmer, Bikaner, Kota, Jaipur, Jodhpur and Udaipur.
3. Executive Engineer/APO's, IPIU, RUSDIP (Concerned), Alwar, Baran-Chhabra, Barmer, Bharatpur, Bundi, Chittorgarh, Churu, Dhaulpur, Jaisalmer, Jhalawar-Jhalrapatan, Karauli, Nagaur, Rajsamand, Sawai Madhopur and Sikar or the designated incharge of the cities.
4. Team Leader IPMC, RUSDIP, DSC-I, Bharatpur, DSC-II, Nagaur, DSC-III, Jhalawar, RUSDIP to circulate to their all concerned towns.
5. ACP, PMU, RUIDP, Jaipur to send by e-mail to IPMC, all DSC's & IPIU's.

  
**Dy. Project Director (T)**