



Office of RUDSICO, External Aided Project (RUIDP)

Rajasthan Urban Drinking Water Sewerage and Infrastructure Corporation Ltd (RUDSICO)

{Erstwhile Rajasthan Urban Infrastructure Finance and Development Corporation Ltd}

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No. F3 (201) (57)/RUIDP Ph-III/CMS/1780

Date: 18.05.2018

Sub. Construction Management System Circular-11

Ref: Guidelines for record keeping of work done on the request of public representative.

It has been observed that PIUs are generally receiving valuable suggestions/demand from different stakeholder during execution of work in town as per the requirement of local residents and the same is incorporated by PIU unit in the ongoing works to the maximum/feasible extent. However, record for such matters is not maintained or available in systematic manner which can be quickly as and when it is required.

PIUs are directed to prepare and maintain the record of suggestions / complaints / demands received from district administration and public representatives i.e Hon'ble MP/ MLA/ Chairman of UIT / ULB etc. in the ongoing work under town. Their suggestion / demand received through letters / verbal communication shall be recoded properly in a register maintained for this purpose.

It's quite an endeavor to get the matters examine and take necessary action accordingly. They should be responded by PIUs within reasonable time frame according to the gravity of the matter and time required in processing. All PIUs are directed to prepare a register wherein all such matters shall be recorded and will be available at a glance as ready reckoner for reference in future in the following format.

S. N	Name	Reference Date	Description	Action Taken	Whether the work was done or not. Reason for not done	Remark
1						
2						
3						

It is mandatory that all the PIUs shall maintain the register as above and will be updated on regular basis which will be seen by PMU officials during their visit to town.

This circular shall be strictly abided by all the members of PIU, PMDSC, PSC & Contractor.


Project Director

Date: 18.05.2018

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Copy to following for information and necessary action:

1. PA to PD/APD/ FA/ CE/ ACE/SE-I/SE-II/SE-III/ POs/APOs, PMU, RUIDP, Jaipur
2. SE, PIU, Pali/Tonk/Sriganaganagar/Jhunjhunu/Bhilwara/Hanumangarh/Kota
3. EE, PIU, Sawai Madhopur/ Bikaner/ Udaipur/ Jhalawar/ Mt. Abu/Banswara
4. Project Coordinator/Team Leader/Dy. CM/ACM, PMDSC/PSC, Jaipur/ Pali/Tonk/ Sriganaganagar/Jhunjhunu/Bhilwara/Hanumangarh/Kota Sawai Madhopur/ Bikaner/ Udaipur/ Jhalawar/ Mt. Abu/Banswara for necessary action.
5. Team Leader, CAPC, Jaipur.
6. ACP, RUIDP, Jaipur to send by e-mail and put up the guidelines on the website.


Addl. Chief Engineer