

F3 (106) (32)/RUSDIP/PMU/CMS/2007/ 1771-1821

Dated: 26.04.2010

Sub: Construction Management System - Circular – 48.

Ref: Workshop & review meetings for capacity building of IPIUs & DSCs for implementation of sub-projects.

It has been noticed during review meeting that there is lack of co-ordination between IPIUs & DSCs particularly in preparation of Design, Bid Documents, Contract Administration etc. which may adversely affect the project progress. In order to have better co-ordination between IPIUs & DSCs following directions are hereby issued:

1. There shall be regular meeting on every Monday (next day in case of holiday) at each IPIU with DSC to review all ongoing / pending activities. Minutes of each meeting shall be issued by IPIU jointly signed by DSC and a copy will be endorsed to PMU. PO(Mon), PMU shall keep status of these meetings in tabular form which will be apprised to Project Director on monthly basis.
2. There shall be monthly meeting/workshop at each DSC Head Quarter i.e. Bharatpur, Nagaur & Jhalawar to be arranged by TL DSCs with all EEs of concerned DSC town to have better acquaintance about preparatory activities and their follow up action to have co-ordination with the designers and other experts. The schedule for monthly meeting shall be as follows:

S. No.	DSC	Day of meeting (next day in case of holiday)
1.	DSC-I	1 st Wednesday of month
2.	DSC-II	2 nd Wednesday of month
3.	DSC-III	3 rd Wednesday of month

3. TL DSC will prepared itinerary for the workshop for whole day by assigning specific responsibility to each EE IPIU for making presentation aiming to make aware EE, IPIU/ DSC staff on the various aspects of Construction Management System covering topics as follows:

S. No.	Designated person	Topic
1.	Team Leader	First half of day – City wise status of issues/ DPR/ Design Documents/ Construction Drawing/ future action.
Second half of day		
2.	EE-I	General / Special Conditions of Contract / Contract Agreement (Preamble to BOQ)
3.	EE-II	Preparation of Work Plan / Essentiality Certificate
4.	EE-III	Price Adjustment clause / Variation clause
5.	EE-IV	CMS Circulars related to preparatory activities (No.
6.	EE-V	Safeguard documents – Implementation of Resettlement Plans / IEE

The topics shall be assigned to each EE on rotation basis.

4. In the next meetings the following other topics may be considered for second half session and the topics mentioned at s. no.3 may also be rotated as per requirement:
 - ✓ Technical specifications (for their ongoing works)
 - ✓ CMS Circulars (bifurcate in terms of the sector, quality assurance, safety measures, other miscellaneous topics in the circular)
 - ✓ Contract Monitoring techniques, Site Management covering all relevant report, record keeping formats and other field requirement at site office etc.

- ✓ Share experiences of each other for better understanding of quality assurance/approval of vendors/safety measures/submission of disbursement claims etc.
- 5. The PIU's should also held such workshops on regular basis (at-least fortnightly) for capacity building of PIU&DSC staff at their towns.
- 6. During preparation of design & bid documents, concerned AE/EE IPIUs will co-ordinate with Team Leader DSC and will visit DSC Head Quarter for assisting the DSC in preparation of design and bid documents and also make themselves familiar about data, design concept, technical specifications, drawings, bid conditions, and to have soft data available with them of final design reports / DPRs.
- 7. The EE PIUs will submit monthly report of such workshops / review meetings PIU & DSC / Contract Review meetings PIU, DSC & Contractor in the tabular form as below. PO (M) PMU will compile all such information and apprise PD by 15th of every month.

Name of IPIU..... Month.....

S. No.	Item	No. meetings/ workshop held	Date of meetings/ workshop held	Remark
1.	Monday Meetings			
2.	Contract Review Meetings (CRMs)			
3.	Fortnightly workshop			
4.	Monthly meeting			
5.	Workshops			
6.	Any other item			

This circular is equally applicable to all members of PMU, IPIU, IPMC & DSC.

(Vaibhav Galriya)
Project Director

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Copy to following for information and necessary action:

1. Addl. PD / FA/ Dy. PD (T)/ Dy. PD (Adm.)/SE (Co-ord)/ SE (WW)/ (WS) / (R&B)/ PO (all)/ Sr. AO / All APOs / AAO/ PA to PD PMU, RUIDP, Jaipur.
2. Executive Engineer, IPIU, RUSDIP (Concerned), Alwar, Baran, Barmer, Bharatpur, Bundi, Chittorgarh, Churu, Dhaulpur, Jaisalmer, Jhalawar-Jhalrapatan, Karauli, Nagaur, Rajsamand, Sawai Madhopur and Sikar.
3. Team Leader IPMC, CAPP, DSC-I, Bharatpur, DSC-II, Nagaur, DSC-III, Jhalawar, RUSDIP.
4. DSC-I, Alwar/ Dholpur/ Karauli/ Sawai Madhopur, DSC-II, Churu/ Jaisalmer/ Barmer/ Sikar and DSC-III, Chittorgarh/ / Rajsamand/ Bundi/ Baran, RUSDIP.
5. ACP, RUIDP, Jaipur to send by e-mail and put up the CMS Circular on the website.

Dy. Project Director (T)