



**Government of Rajasthan**  
**Office of Project Director**  
**Rajasthan Urban Infrastructure Development Project**

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F3 (106) (32)/RUSDIP/PMU/CMS/2014/ 6637-57

Dated 28.07.2014

**Sub: Construction Management System: Circular-85**

**Ref:** Capacity Building and training for Human Resources of Urban Local Bodies and provide equipment to discharge roles and responsibilities of ULB.

In respect to RUIDP works, there is a need to build the capacity and training of ULB staff and also a need to provide equipment to discharge the roles & responsibilities of ULBs in efficient manner. Following directions are prescribed:

1. Director, DLB will issue direction to the Chief Executive Officers/ Commissioner / Executive Officers of all ADB project town to participate in capacity building program organized by RUIDP, IPIUs, CAPP of RUIDP directly or through HCM RIPA/ MNIT/ Project Consultants/ ADB. Chief Executive Officer should ensure participation of ULB staff in capacity building program.
2. At least one engineering staff of ULB, will be permanently deployed to the IPIU unit of concern town for proper project implementation and monitoring. Project Manager (PM), IPIU will inform for the progress on monthly basis. PM will discuss on the issues and its solutions to Chief Executive Officer / Commissioner / Executive Engineer of concern ULB.
3. Director, DLB will organize training program through HCM RIPA on Rules and Provisions of Municipal Act, GF&AR, RSR, Computerized Municipal Accounting / E-Governance for Citizen Services, Revenue, Accounting and Administrative Efficiency / Fire Fighting & Disaster Management for capacity building of ULB staff. Training expenditure on above will be deposited by RUIDP to HCM RIPA on demand from Budget Head-4217-Capacity Development and implementation Support.
4. For ADB Sponsored Training, such as ADB Procurement Procedures, ADB Consultant Selection Procedures, ADB Disbursement Procedures, Project Management, ADB Safeguard Procedures, Construction Management, Capturing Gender Equality Results in ADB Operations, Workshop on Water Demand Management, ADB Workshop on Municipal Accounting Reforms, Workshop on Trenchless Technologies for Urban Projects, ADB Financial Management and Accounting and FIDIC Contract Management training, ULB will nominate one participant from each ADB project town. Traveling expenditure shall be reimbursed by concerned ULB as per rules.
5. Project Manager, IPIU will organize one / two days seminar in concern town on selection, design and DPR preparation for their presentation with help of PMC/ DSC and one day orientation program for plumber to ensured that the high level of efficiency is maintained while providing service connection and installation water meter, one day orientation program for rag - pickers (The rag-pickers are poor community, mostly rural immigrant families, illiterate, careless about health, malnourished and intentionally or unintentionally involved in Solid Waste collection & disposal in very young age.) to literate about health hygiene and method of segregation of solid waste disposed community with help of NGO/ CAPP unit. The expenditure will be borne by RUIDP from Budget Head-4217-Capacity Development and implementation Support.

6. **Capacity Building Training Program:** Efficient Construction Management is one of the major critical areas for successful implementation of RUIDP activities. The various stakeholders will have frequent orientations on various issues relating to Construction Management and RUIDP organize in house Construction Management System (CMS) training, with help of RUIDP Staff as resource persons, on annual basis, to resolve various issues of IPMU, IPMC, IPIU and DSC officials/ new comer's engineers and carried out project activities in an efficient and planned manner. RUIDP also arrange the Technical Orientation training program on Water Supply sector, Waste water Management (Sewerage) sector, Solid Waste Management sector, Storm Water Drainage sector through MNIT for all RUIDP Engineering Staff as well as ULBs Engineering Staff to refresh them technically. The participants of ULBs will also be encourage in the in the workshops organized in future on ADB policy/ requirement and Procurement/ Bidding procedure/ safeguard/ RUIDP Specification/Construction supervision and Quality control for the benefit of ULB staff as a long term perspective and ULBs should ensure sending their representative on regular basis.
7. Construction contracts should have long term O&M provision by the main contractor. O&M contracts will be signed between the three parties (RUIDP, Contractor and ULBs) and then the schemes will be transferred to the concerned ULBs.
8. Proper exit protocol will be developed for each project which is to be handed over to concerned ULB after completion of the contract as per the details provided in RUIDP circular no 37, 38 & 84. Detailed Project Report (DPR)/ As built drawings/ Design/ Maps will be handed over to concerned line agencies by the PIU. One set of such document will be provided to the DLB. Drawings will be provided in Autocad, PDF and digitized format.
9. Proper Information boards showing the scope of contract, time lines and contact details of responsible officers etc shall be installed at important locations. Wide publicity for the works and awareness campaign shall be made through electronic media and other modes.

SE (Co-ord.) is directed to work out a schedule for these workshops in consultation with IPIUs & CEO of concerned ULB. The program should comprehensively cover the above aspects.

**This bears the approval of Secretary, LSGD on file.**

M 24.7.14  
**(Amrish Kumar)**  
**Project Director**

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 Copy to following for information and necessary action:

Dated 24.07.2014

1. PS to ACS, UDH& LSGD, GoR, Jaipur
2. PS to Secretary, LSGD, GoR, Jaipur.
3. PA to PD, PMU, Jaipur.
4. Director, Directorate of Local Bodies for necessary action.
5. All officers in PMU, RUIDP Jaipur.
6. Zone SE, RUSDIP, Jaipur(Dholpur)/Jodhpur(Barmer)/Kota(Jhalawar).
7. Executive Engineer, IPIU, RUSDIP (all) for necessary action and provide the copy of same to CEO, ULB.
8. Team Leader IPMC, Jaipur/ DSCs (all) RUSDIP.
9. ACP, RUIDP, Jaipur to send by e-mail and put up the Guidelines on the website.

*Cantaru*  
**Superintending Engineer (IV)**