



Government of Rajasthan  
Office of Project Director

**Rajasthan Urban Infrastructure Development Project**

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F3 (106) (32)/RUSDIP/PMU/CMS/2007/ 3203

Dated: 26.06.2014

**Sub: "EXIT PROTOCOL" - Construction Management System: Circular - 84**

Ref: The Guidelines issued by CMS circular no- 38 regarding "Exit Protocol" issued vide letter no. 14345-390 dated 24/9/2009 & CMS circular no- 37 regarding "As built drawing" vide letter no. 14298-344 dated 14/9/2009.

1. There is a need of proper "Exit Protocol" for the works, which are completed and are required to be handing over to the line department. Formats for Exit Protocols for handing over to the different line agencies after completion for different sectoral works have already circulated by earlier circular no. 38. It is re-iterated that it should be compulsorily prepared for all works and to be used at the time of handing over of the assets.
2. "As built drawings" is an important document for any sub-project and Exit Protocol, which helps later on in getting details and locating the status of created assets like sewerage network, pipe line network, water tanks, STP's & WTP's, drains, bridges, etc. on ground and their salient features. EE, IPIU are to ensure that the "As built drawings" are being prepared regularly during execution of works in accordance with the requirement of Contract Agreement. These drawings are to be submitted by the contractor for the completed part works with each running bill during execution and final detailed As-built drawings with the final bill after completion of the works as a necessary requirement for getting "Taking-over-certificate" as detailed in the respective clause of the Contract Agreement.
3. **EE, IPIU and ACP shall ensure that:**
  - a. "Exit Protocol" document for already completed works shall be submitted by June 2014 positively with a copy to sector in-charge, PMU and concerned line department in the town.
  - b. **Ongoing works:** As soon as the work is completed, digitized final detailed "As built drawings" are uploaded on state data portal with a copy to ACP, sector in-charge, PMU and concerned line department in the town.
  - c. **Completed works:** Digitized final detailed "As built drawings" are uploaded on state data portal for already completed works by June 2014 positively.
4. Majority of works in RUIDP are in advance stage of completion. The completed works are in process of handing over to the line agencies for their sustainability and O&M. It is necessary to have complete documentation / record of the completed packages for the closure of the Contracts; closure of the Project; handing over of record to the line agencies and the executive agency. It is therefore required that immediately after completion of the Contract; an e-file of each package should be prepared (in addition to hard copy) for permanent record of the Contract. The following procedure should be followed:
  - a. The ACM DSCs & AEn PIU in overall supervision of in-charge DSC and concerned XEn PIU should collect all information in an e-file consisting sub files of:
    - ✓ Design concept, survey and investigation details and detailed designs & engineering reports;
    - ✓ A&F sanction, Bidding Document along with Addendums if any, technical sanction with estimates;
    - ✓ Contract Agreement, Construction drawings, As built drawings, Location on base map;
    - ✓ Contract closure report, concluding summary for the package;
    - ✓ Benefits realized

- b. The EE PIU should designate AEn PIU (preferably in-charge package) in writing for each package with a targeted date for the completion of e-file for the completed works, for assisting the DSC in collecting all such information and verifying the required details.
- c. EE PIU should ensure that the e-file for the already completed Contracts is sent to this office by June 2014 positively. In case of ongoing Contracts, e-file should be prepared and updated regularly so that they are submitted within a month of completion of the package.
- d. The EE PIU should sent one e-file to the line agency at the time of handing over of completed work, one e-file to PMC for making Project Closure Report, one e-file to concerned sector in-charge in PMU for record of PMU RUIDP (record for executing agency). The PIU should also have this e-file for their record for all practical purposes in future.

All the members of PMU, IPIU, IPMC and DSC should abide this circular.

*M 30.5.14*  
**(Ambrish Kumar, IAS)**  
**Project Director**

F3 (106) (32)/RUSDIP/PMU/CMS/2007/

*3204 - 39*

Dated: *2.06.2014*

Copy to the following for information and compliance;

1. PA to PD, PMU, Jaipur.
2. Addl. PD / ACE (T) / FA / Dy. PD (Adm.) / Dy. PD (NLCP) / SE (Co-ord) / SE (WW) / (WS) / (Roads) / (Bridges) / PO (all) / CAO / All APOs / GAO / RUIDP, Jaipur.
3. Zone SE, RUSDIP, Jaipur (Dholpur) / Jodhpur (Barmer) / Kota (Jhalawar).
4. Executive Engineer, IPIU, RUSDIP Alwar, Baran-Chhabra, Barmer, Bharatpur, Bundi, Chittorgarh, Churu, Dholpur, Jaisalmer, Jhalawar-Jhalrapatan, Karauli, Nagaur, Rajsamand, Sawai Madhopur and Sikar.
5. Team Leader IPMC, Jaipur / DSC-I, Jaipur (Bharatpur) / DSC-II, Jodhpur (Churu) / DSC-III, Kota (Chittorgarh), RUSDIP.
6. ACP, RUIDP, Jaipur to send by e-mail and put up the Guidelines on the website.

*[Signature]*  
**Superintending Engineer (IV)**