

**Sub: Construction Management System: Circular - 38****Ref: Guidelines for "Exit Protocol" for the Works completed under RUSDIP- (RUIDP - Phase II) works.**

There is a need of proper "Exit Protocol" for the works which shall be completed in coming time. It will also form the part of executive summary for contract completion report. Formats for Exit Protocols for handing over to the Line Agencies after completion are enclosed. The formats have been designed as per specific inputs of each work. Six different sectors have been identified to cover up the works taken up in RUSDIP. These may be modified as per convenience for the packages which are not directly related to these specific formats. The details and enclosures of the formats are as follows:

1. Protocol for handing over of Water Supply Scheme to PHED (Annexure "A")
2. Protocol for handing over of Waste Water System to Urban Local Body (Annexure "B")
3. Protocol for handing over of Road / Bridge to PWD/ Urban Local Body (Annexure "C")
4. Protocol for handing over of Drainage System to Urban Local Body (Annexure "D")
5. Protocol for handing over of Hospital to Medical & Health Department / Fire Station to Urban Local Body (Annexure "E")
6. Protocol for handing over of Heritage Works to Archaeology Department/ Urban Local Body (Annexure "F")

The IPIUs are required to send the basic data information to sector in-charge, PMU and information of handing over and final closure of the Packages in the enclosed format (Annexure "G") for keeping track of the "Exit Protocol".

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

  
(Dinesh Kumar)  
Project Director  
Dated: 24.07.2009

F3 (106) (32)/RUSDIP/PMU/CMS/2007/14345-390

Copy to following for information and necessary action:

1. Addl. PD/ FA/ Dy. PD (T)/ Dy. PD (Adm.)/ SE (W/W)/ WS / PO (all)/ Sr. AO / All APOs / AAO/ PA to PD PMU, RUIDP, Jaipur.
2. SE Jodhpur, 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 and also to inform local line agencies.
3. Team Leader IPMC, 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 circular on the website.

  
Dy. Project Director (T)

**EXIT PROTOCOL FOR HANDING OVER  
OF DRINKING WATER SUPPLY SCHEMES  
TO PUBLIC HEALTH ENGINEERING DEPARTMENT**

1. IDENTIFICATION NUMBER OF PACKAGE:
2. NAME OF WORK:
3. NAME OF CONTRACTOR
4. DATE OF SUBSTANTIAL COMPLETION:
5. DATE OF HANDING OVER:
6. DEFECT LIABILITY OF CONTRACTOR UPTO:
7. HANDING OVER DETAILS:

(Only the items applicable to the package need to be incorporated in the Exit Protocol)

**i. Package Details:**

- a. A short note explaining the package and its objectives.
- b. Details of Colonies to be benefited with population
- c. Population present and design.
- d. Design parameters.
- e. Target & Achievements
  - i. Increase in water supply capacity
  - ii. Number of new connections,
  - iii. reduction in power costs,
  - iv. reduction in wastage of water,
  - v. Improvement in supply pressures and or quality
  - vi. Corresponding health benefits

**ii. Pumping Stations:**

- a. Number of Pumping Stations in the System
- b. Number/Make Model Number of Pumping Sets of different duty conditions with vendor address
- c. Stipulated Duty of Pumping Sets Q, H, Efficiency for each type of pump
- d. Copy of the set of performance curves
- e. Make and HP of motors
- f. Details of starters
- g. Details of Transformers installed if any,
- h. List of Spares with vendor addresses
- i. Completion Drawings of Pumping Stations
- j. Operating Instructions including the PLC program for operation.
- k. Power Connection Details like service number, maximum demand, etc.

**iii. Tube Wells: Total Number of Tube Wells. Details as below for each Tube Well**

- a. Bore Hole Log of the Tube Well
- b. Water Table and Water Column
- c. Water Analysis report
- d. Estimated Yield lph & draw down
- e. Motor and Pump Make and Model
  - i. HP of set
  - ii. Duty Point H, Q & efficiency
  - iii. Performance Curve
- f. Starter Panel
  - i. Make of Panel
  - ii. Starter Make and Model

iii. List of instruments in Panel/makes

iv. Circuit Diagram

g. Other Installations

iv. **Water supply Line Network:**

- a. Completion Map of the System showing type of pipe, diameter, location, valves and fittings. Map should show enough levels and land marks to enable easy orientation in field. (Soft and Hard Copy)
- b. Statement of length of pipe lines in various type and diameters
- c. Description of different supply zones and valve operations if required
- d. Details of hydraulic tests conducted on pipes and results

Type of pipe/Class	Diameter	Pressure at which tested in field	Permissible losses/km in ltr/km	Losses in final tests range

v. **Water Treatment Plants:**

- a. Capacity of Plant
- b. Type of Plant
- c. Design Parameters
- d. Completion Drawings
- e. List of Spares with vendor address
- f. O & M Manual given by contractor and accepted.
- g. Estimated requirements of chemicals every year
- h. Important Photographs
- i. Estimated power consumption per year
- j. Estimated sludge generation / year

vi. **Water Meter**

- a. Type & Size
- b. Make and Model
- c. Capacity
- d. Location of Installation
- e. Objective of Installation

vii. **Operation Maintenance Contract:**

- a. The details of the O & M Contract if it is a part of the contract should be given along with the conditions and rates approved in the Contract.
- b. List the training program undertaken to the line agency staff.
- c. Guarantees of the equipment if any
- d. Address, contact person, telephone/fax numbers of the main equipment suppliers.

#### HANDING OVER / TAKING OVER

The handing over and taking over is to be done after the line agency is satisfied about the completeness of the work for its satisfactory operation. In general it should be ensured that the flow line is clear. The defects noticed if any should be recorded separately and signed by the handing over and taking over authority. The Handing over Agency will ensure its rectifications within the defect liability period.

Similarly if any defects are observed which are on account of construction defects and not due to normal use during the defect liability period, they will be pointed out by the taking over agency in due course and will be got rectified by RUIDP from the contractor before releasing the Security Deposit.

HANDED OVER

Name

Designation

RUIDP

TAKEN OVER

Name

Designation

PHED

**EXIT PROTOCOL FOR HANDING OVER  
OF WASTE WATER SCHEMES  
TO URBAN LOCAL BODY**

1. IDENTIFICATION NUMBER OF PACKAGE:
2. NAME OF WORK:
3. NAME OF CONTRACTOR
4. DATE OF SUBSTANTIAL COMPLETION:
5. DATE OF HANDING OVER:
6. DEFECT LIABILITY OF CONTRACTOR UPTO:
7. HANDING OVER DETAILS:

(Only the items applicable to the package need to be incorporated in the Exit Protocol)

**i. Objective of Package Details:**

- a. A short note explaining the package and its objectives
- b. Details of Colonies with population to be benefited
- c. Population present and design.
- d. Design parameters.
- e. Target Disposal Point – Treatment Plant or not
- f. Main benefits targeted
  - i. Number of house holds to be connected to achieve 100% connectivity in each colony.
  - ii. Corresponding health benefits

**ii. Pumping Stations:**

- a. Number of Pumping Stations in the System
- b. Number/Make Model Number of Pumping Sets of different duty conditions-vendor names and addresses
- c. Stipulated Duty of Pumping Sets Q, H, Efficiency for each type of pump
- d. Copy of the set of performance curves
- e. Make and HP of motors
- f. Details of starters
- g. Details of Transformers installed if any.
- h. List of Spares –vendor names and addresses
- i. Completion Drawings of Pumping Stations
- j. Operating Instructions including the PLC program for operation.
- k. Power Connection Details like service number, maximum demand, etc.

**iii. Sewerage System:**

- a. Completion Map of the System showing type of pipe, diameter, location, manholes, G.L. and Manhole invert levels at least at all junction manholes, drop manholes and alternative line manholes. Man holes should be numbered. Map should show enough land marks to enable easy orientation in field. (Soft and Hard Copy)
- b. Statement of length of sewers in various type and diameters, number of main line manholes, number and listing of drop manholes, number of house connection chambers.
- c. Details of hydraulic tests conducted on sewers and manholes and results

**iv. Sewage Treatment Plants:**

- a. Capacity of Plant
- b. Type of Plant
- c. Design Parameters and comparison of effluent quality desired and achieved with test reports.

- d. Completion Drawings
  - e. List of Spares –vendors and addresses
  - f. O & M Manual given by contractor and accepted.
  - g. Estimated requirements of chemicals every year
  - h. Estimated power consumption per year
  - i. Estimated sludge generation / year
  - j. Important Photographs
- v. **Operation Maintenance Contract:**
- a. The details of the O & M Contract if it is a part of the contract should be given along with the conditions and rates approved in the Contract.
  - b. Guarantees of the equipment if any
  - c. Address, contact person, telephone/fax numbers of the main equipment suppliers.
  - d. List the training program undertaken to the line agency staff.

**HANDING OVER / TAKING OVER**

The handing over and taking over is to be done after the line agency is satisfied about the completeness of the work for its satisfactory operation. In general it should be ensured that the flow line is clear. The defects noticed if any should be recorded separately and signed by the handing over and taking over authority. The Handing over Agency will ensure its rectifications within the defect liability period.

Similarly if any defects are observed which are on account of construction defects and not due to normal use during the defect liability period, they will be pointed out by the taking over agency in due course and will be got rectified by RUIDP from the contractor before releasing the Security Deposit.

Handed Over

Taken Over

Name Designation

Name Designation

**EXIT PROTOCOL FOR HANDING OVER  
OF ROADS / ROB  
TO PWD/ URBAN LOCAL BODY**

1. IDENTIFICATION NUMBER OF PACKAGE:
2. NAME OF WORK:
3. NAME OF CONTRACTOR
4. DATE OF SUBSTANTIAL COMPLETION:
5. DATE OF HANDING OVER:
6. DEFECT LIABILITY OF CONTRACTOR UPTO:
7. HANDING OVER DETAILS:

(Only the items applicable to the package need to be incorporated in the Exit Protocol)

- i. **Objective of Package Details:**
  - a. Short Note explaining the package and its objectives.
  - b. Details of Traffic Surveys carried out.
  - c. Main benefits Targeted/ Achieved
    - i. ....
    - ii. ....
- ii. **Roads:**
  - a. Road Constructed/widened from to
  - b. Description of the road profile lanes, lane width, median, foot path, tree lane, space for utilities along with representative cross sections.
  - c. Details of drainage provided
  - d. Details of the road furniture provided.
  - e. Copy of completion drawing
- iii. **ROB:**
  - a. Foundation and support System Details
  - b. Railway Span
    - i. Span
    - ii. Type of Beam and support system
    - iii. Crash Barrier Details
    - iv. Foot Path
    - v. Type of road surface
  - c. Via Ducts Nos. and span, Type of Beams
  - d. Approaches
    - i. Lengths
    - ii. Reinforced Earth Panels / Retaining Wall
- iv. **Road Section Details:**
  - a. Carriage Way Details
  - b. Foot Path Details
  - c. Median
  - d. Street Lighting System details
  - e. Railing Details
- v. **By Lanes and Drain System Details:**
  - a. Number of By lanes
  - b. Width and Type of constructions

vi. Drawings:

- a. Copy of Completion Drawings including GAD, architectural, structural, electrical and drainage details.

vii. Permissions:

- a. Copies of MOU with Railways
- b. Details of Funds deposited with Railways

**HANDING OVER / TAKING OVER**

The handing over and taking over is to be done after the line agency is satisfied about the completeness of the work for its satisfactory operation. The defects noticed if any should be recorded separately and signed by the handing over and taking over authority. The Handing over Agency will ensure its rectifications within the defect liability period.

Similarly if any defects are observed which are on account of construction defects and not due to normal use during the defect liability period, they will be pointed out by the taking over agency in due course and will be got rectified by RUIDP from the contractor before releasing the Security Deposit.

HANDED OVER

TAKEN OVER

\_\_\_\_\_

\_\_\_\_\_

Name  
Designation  
RUIDP

Name  
Designation

**EXIT PROTOCOL FOR HANDING OVER  
OF DRAINAGE SCHEMES  
TO URBAN LOCAL BODY**

1. IDENTIFICATION NUMBER OF PACKAGE:
2. NAME OF WORK:
3. NAME OF CONTRACTOR
4. DATE OF SUBSTANTIAL COMPLETION:
5. DATE OF HANDING OVER:
6. DEFECT LIABILITY OF CONTRACTOR UPTO:
7. HANDING OVER DETAILS:

(Only the items applicable to the package need to be incorporated in the Exit Protocol)

i. **Objective of Package Details:**

- a. Short Note explaining the package and its objectives.
- b. Details of Colonies with population to be benefited
- c. Population present and design.
- d. Design parameters and capacity.
- e. Main benefits targeted

- i. ....
- ii. ....

ii. **Drain Open/Covered/Conduit System:**

- a. Completion Map of the System showing type of drain/conduit, size, location, bed levels, sections, slopes, inlets and connectivity with existing other drains. (Soft and Hard Copy)
- b. Statement of length of drains of different kind and the conduits.
- c. Details of flow tests conducted and results.

iii. **Operation Maintenance Contract:**

- a. The details of the O & M Contract if it is a part of the contract should be given along with the conditions and rates approved in the Contract.
- b. Details of the Provisions made in the Package to make the maintenance of the system easy.

**HANDING OVER / TAKING OVER**

The handing over and taking over is to be done after the line agency is satisfied about the completeness of the work for its satisfactory operation. The defects noticed if any should be recorded separately and signed by the handing over and taking over authority. The Handing over Agency will ensure its rectifications within the defect liability period.

Similarly if any defects are observed which are on account of construction defects and not due to normal use during the defect liability period, they will be pointed out by the taking over agency in due course and will be got rectified by RUIDP from the contractor before releasing the Security Deposit.

HANDED OVER

Name

Designation RUIDP

TAKEN OVER

Name

Designation



**EXIT PROTOCOL FOR HANDING OVER  
OF HOSPITALS/FIRE STATIONS  
TO M&H DEPARTMENT / URBAN LOCAL BODY**

1. IDENTIFICATION NUMBER OF PACKAGE:
2. NAME OF WORK:
3. NAME OF CONTRACTOR
4. DATE OF SUBSTANTIAL COMPLETION:
5. DATE OF HANDING OVER:
6. DEFECT LIABILITY OF CONTRACTOR UPTO:
7. HANDING OVER DETAILS:

(Only the items applicable to the package need to be incorporated in the Exit Protocol)

**i. Objective of Package Details:**

- a. Detailed Note explaining the package and its objectives.
- b. Main benefits Targeted/ Achieved
  - i. ....
  - ii. ....

**ii. Drawings:**

- a. Copy of Completion Drawings including architectural, structural, electrical and sanitary fitting details.
- b. List of Equipment and Furniture. Main Specifications of important equipment – vendor names and addresses
- c. Important Photographs

**iii. Operation and Maintenance:**

- a. Details of the O & M contract if any under the package
- b. Guarantees of the equipment if any
- c. Address, contact person, telephone/fax numbers of the main equipment suppliers.

**HANDING OVER / TAKING OVER**

The handing over and taking over is to be done after the line agency is satisfied about the completeness of the work for its satisfactory operation. The defects noticed if any should be recorded separately and signed by the handing over and taking over authority. The Handing over Agency will ensure its rectifications within the defect liability period.

Similarly if any defects are observed which are on account of construction defects and not due to normal use during the defect liability period, they will be pointed out by the taking over agency in due course and will be got rectified by RUIDP from the contractor before releasing the Security Deposit.

HANDED OVER

TAKEN OVER

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

**EXIT PROTOCOL FOR HANDING OVER  
OF HERITAGE PACKAGES  
TO ARCHAEOLOGY DEPARTMENT/ URBAN LOCAL BODY**

1. IDENTIFICATION NUMBER OF PACKAGE:
2. NAME OF WORK:
3. NAME OF CONTRACTOR
4. DATE OF SUBSTANTIAL COMPLETION:
5. DATE OF HANDING OVER:
6. DEFECT LIABILITY OF CONTRACTOR UPTO:
7. HANDING OVER DETAILS:

(Only the items applicable to the package need to be incorporated in the Exit Protocol)

**i. Objective of Package Details:**

- a. Note explaining the package and its objectives. Also giving the details of the work done
- b. Special reference to the typical heritage material specifications used and source of materials
- c. Main benefits Targeted/ Achieved
  - i. ....
  - ii. ....

**ii. Equipment or Installation provided:**

- a. List of any additional installations that may have been installed on the site.

**iii. Drawings:**

- a. Digital Photograph prints of the works conditions before and after the intervention as available.
- b. Copy of Completion Drawings including architectural, structural, electrical and sanitary fitting details.
- c. Specifications of the main works carried out
- d. List of specialized agencies (including individual artisans) if any used for carrying out the works with their addresses

**iv. Operation and Maintenance:**

- a. Details of the O & M contract if any under the package
- b. Guarantees of the equipment if any
- c. Address, contact person, telephone/fax numbers of the main equipment suppliers.

**HANDING OVER / TAKING OVER**

The handing over and taking over is to be done after the line agency is satisfied about the completeness of the work for its satisfactory operation. The defects noticed if any should be recorded separately and signed by the handing over and taking over authority. The Handing over Agency will ensure its rectifications within the defect liability period.

Similarly if any defects are observed which are on account of construction defects and not due to normal use during the defect liability period, they will be pointed out by the taking over agency in due course and will be got rectified by RUIDP from the contractor before releasing the Security Deposit.

HANDED OVER

TAKEN OVER

\_\_\_\_\_

Name

Designation

RUIDP

\_\_\_\_\_

Name

Designation

PROGRESS OF PACKAGE COMPLETION / HANDING OVER

CITY:

S. No.	Package No.	Name of Work	Name of Contractor	Date of Notice to Proceed	Amount of Work Order	Period of Completion	Completion date	Final Time Extension date	Liquidated Damages Imposed	Final Bill Paid date	Final cost of the work	Handing Over to Line Agency date	Likely date of releasing Performance Guarantee	Likely date of releasing retention money
		DRINKING WATER SUPPLY												
		WASTE WATER												
		DRAINAGE												
		ROADS												