

**Rajasthan Urban Infrastructure Development Project**

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Dated: 4.10.2009

**Sub: Construction Management System - Circular No. -41****Ref: Guidelines for recordkeeping of record entries & bills for the works under RUSDIP- (RUIDP - Phase II).**

It has been observed and given to understand by the DSC & PIU engineers that most of their time is consumed in preparation of bills of the contractors which at times affects the work progress. After making record entries of the individual items in MB, these nomenclatures are again repeated in the details of quantities and further in the Abstract of bill. There are always chances of writing incomplete/incorrect items description apart from the major time consumed in the repetition of writing of the description by two times in each bill. To avoid such non-resulting time consuming exercise and to reduce the errors due to repeated writing of the items, to avoid calculation errors and fast checking of the bills without affecting the procedure of record keeping in general, following guidelines are hereby issued:

- i. The DSC & IPIU should make all record entries in the regular certified issued MB on day-to-day basis.
- ii. A computer excel sheet shall be created by enlisting all items with their description (other columns may also be their like unit/quantities as per BOQ/rates etc. which may be hide if not required but may be used for comparison/variations in the executed/BOQ quantities). This excel sheet should be used for compilation of record entries of each item from the already recorded quantities in the MB to prepare detail of quantities. Printout of these sheets shall be binded as MB and given a number from the MB register duly authorized by the XEn IPIU, and will be treated as MB for all future records.
- iii. This computer sheet shall be further converted in to the Abstract of bill with required column and the printout of the same shall be binded and given a MB no. from the MB register duly authorized by the XEn IPIU.
- iv. All these MBs will be kept as record of MBs related to bills & work.

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

(Dinesh Kumar)  
Project Director

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Copy to follo ving for information and necessary action:

1. Addl. PD/ FA, Dy. PD (T)/ Dy. PD (Adm.)/ SE (WW)/ WS / PO (all)/ Sr. AO / All APOs / AAO/ PA to PD PMU, RUIDP, Jaipur.
2. 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.
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)