

**Rajasthan Urban Infrastructure Development Project**

AVS Building, Jawahar Circle, JLN Marg, Jaipur - 302017

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**Sub: Construction Management System - Circular No. – 20.****Ref: Guidelines for Capacity building of staff through Construction Management Workshops & training program.**

Two days Work shop was conducted at Jaipur through CAPP on Construction Management Systems on 24-25/10/2008 aiming to train/ make aware the personnel of IPIUs/ DSCs/ IPMC on the various aspects of Construction Management System i.e. Construction Management Circulars, QAQC Manuals, Standard Specifications (Green book), Contract Monitoring techniques, III party inspection procedures, various Quality Control tests and method of conducting these tests, Site Management Covering all relevant report, other record keeping formats and other field requirement at site office etc.

It is hereby directed that such type of orientation program in each sector i.e. Pipeline works, Structures (Bridges, Reservoirs, Buildings, Drains etc.), Road works, Sewerage works and Construction Management & Procedures; should be conducted for engineers who are engaged by DSCs, Contractors and IPIUs. The workshop should be held regularly either at DSC office or at site office. EE, IPIUs shall list out all the persons of IPIUs & DSCs; and issue order for attending workshop and making power point presentation by all Engineer's of DSC & IPIU on different subjects. Monthly status report of such workshop should be sent to PMU.

Apart from sector specific orientation, the following aspects should be covered in these workshops:

**1. Quality Assurance & Quality Control:**

- i) Quality Control Tests and Methods of conducting these tests
- ii) Quality of process (Workmanship, Reinforcement Placing, Shuttering, Timbering in Trenches etc.)
- iii) Quality of inputs (cement, sand, aggregates, steel, pipes, special fittings, gaskets etc.)
- iv) Quality of output (Cubes Strength, Sectional Testing, Density, Finishing, Alignments, Gradients, Commissioning etc.)
- v) III party Inspection Procedures (Timely Intimation Procedures, Sampling, Testing, Marking, etc.)
- vi) Record keeping of the quality control tests.

**2. Documents:**

- i) Quality Assurance & Quality Control Manual
- ii) Standard Specifications (Green book)
- iii) Various Construction Management Circulars
- iv) DPR / Bid document / Contract Agreement

**3. Contract Monitoring:**

- i) Techniques (Work plan, Milestone charts, PERT Charts, Micro Planning monthly weekly daily, envisaging hurdles & bottlenecks, etc.)
- ii) Inspection Procedures & Approvals (Stage-wise Checklists, Recording of approvals, Approval of excavation plan, Recording of all observations; All test results including those non-confirmation tests with reason etc.)


#### 4. Contract Record Keeping:

- i) Correspondence File, Contract File (consisting of all record related to evaluation, Contract award and Contract Agreement), Construction Drawings, MB, Level Books, Billing Procedures, Payments etc

#### 5. Safety & Worksite Management

- i) Availability of Contract documents / codes / Manuals / other related documents / QAQC registers / inspection logs / registers in accordance to QAQC Manual etc. at site office
- ii) Convenience to Traffic (proper sign boards etc.)
- iii) Stacking and Storage of material, Site cleanliness
- iv) Availability & Working conditions of site testing instruments/equipments in field lab
- v) Placing & safe disposal of surplus excavated material etc.
- vi) Ensure required Scaffolding, Barricading, Shoring, Timbering in Trenches, enclosures, Warning Precautionary Signs & Boards, Safety Equipments etc.
- vii) Availability of Helmets, Jacket, gloves, boots, safety belts & other accessories at site and ensuring their use by all
- viii) Proper safety measures for existing electric poles/ lines/ cables/ telephone cables etc. coming in the alignment of project works.
- ix) Corrective steps to eliminate any shortcomings in safety

EE, IPIU should work out a schedule for these workshops in consultation with DSC Engineer's. The program should comprehensively cover the above aspects. Judicious minor expenditures on these workshops for logistics will be incurred by DSC and will be reimbursed in sub head of Workshops & seminar under Provisional Sum of DSC Contract. Centralized workshops should also be conducted by IPMC through their subject experts in consultation with the PMU.

  
(Karni Singh Rathore)  
Project Director

Dated 28/11/2008

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Copy to following for information and necessary action:

- 1 Addl. PD -I & II/ FA/ Dy. PD (T)/ Dy. PD (Adm.)/ SE (WW)/ WS / PO (all)/ Sr. AO / All APOs / AAO/ PA to PD PMU, RUIDP, Jaipur.
- 2 Chief Engineer, PIU, Bisalpur, RUIDP, Jaipur.
- 3 SE Jodhpur, Executive Engineer/APO's, IPIU, RUSDIP (Concerned), Alwar, Baran-Chhabra, Barmer, Bharatpur, Bundi, Chittorgarh, Churu, Dholpur, Jaisalmer, Jhalawar-Jhalarapatan, Karauli, Nagaur, Rajsamand, Sawai Madhopur and Sikar.
- 4 Team Leader IPMC, DSC-I, Bharatpur, DSC-II, Nagaur, DSC-III, Jhalawar, RUSDIP.
- 5 DSC-I, Alwar/ Dholpur/ Karauli/ Sawai Madhopur, DSC-II, Churu/ Jaisalmer/ Barmer/ Sikar and DSC-III, Chittorgarh/ / Rajsamand/ Bundi/ Baran, RUSDIP.
- 6 ACP, RUIDP, Jaipur to send by e-mail and put up on the website.

  
Dy. Project Director (T)