Sub:- Construction Management System: Circular – 12
Ref:- Standard Project Management and Monitoring Procedure under RUSDP.

The works under Contracts of RUIDP Phase-III are in progress in the towns (i.e. Design, Build, Execution and Operate Projects). The Project Management and Monitoring system plays very important role in completion of a project with in stipulated period as per scope of works of contract agreement. It is therefore important that the Contract and its conditions should be read carefully & understood by all the concerned stake holders for its execution in true spirit, good quality of work and timely commencing/completion of the activity. The following guidelines are important for project management and regular monitoring the progress of works and clarity in the responsibilities of the designated agency/officials:

1. Almost all the contracts have been awarded and works started on ground. Therefore, there is a need to understand the responsibilities of key persons given in the QAQC manual as well as the CMS circular issued by RUIDP time to time.

2. It is sole responsibility of each and every person of PIU/PMDSC/Contractor to understand their role and responsibility to complete the task in stipulated period with good quality, as per quality specification and with all safety measures.

3. Program Management, Design & Construction Supervision Consultant (PMDSC) as well as PIU, RUIDP is responsible for project management, design & construction supervision in project towns. Project Support Consultant (PSC), is responsible consultants for construction supervision in program loan towns.

4. To monitor the progress of project works, Employer’s Representative (ER) shall organize the weekly meeting for Project Loan towns on every Friday under the chairmanship of SE, PIU or their representative along with contractors & PMDSC personnel to review the progress of project works. Since, PIU heads are ER in program loan towns, therefore, in program loan towns, PIU head shall organize such meetings in their town.

5. In the meeting followings shall be discussed/reviewed and decided, but not limited to:
   (i) Contractor shall submit the previous week’s target achievement vis-a-vis the targets/commitments and the reasons of variances, if any. Check the justification of delay and ask the contractor to submit the catch-up plan and increase the resources, if required.
   (ii) Contractor shall submit the execution plan for next week with micro-planning of resources, materials, manpower & machinery, review this in the meeting and provide the comments of PIU/PMDSC/PSC on the submitted document.
   (iii) Contractor shall submit the status of SIP activities with targets & achievements vis-à-vis the targets as per Document Control Index (DCI)
along with the catch-up plan to achieve/complete the backlog of SIP activities.

(iv) Contractor shall submit the progress of works in prescribed format of daily progress report, with targets and achievement. Ensure that the progress are uploaded on primavera on regular basis and mandatorily at least on every Saturday.

(v) Discuss in details on any pending issues of site or submitted/raise by the contractor. Resolve the issues by mutual consent and get the approval of competent authority of PIU/PMDSC, if required.

(vi) Discuss the justification of hindrances raised by the contractor, if it is found that the delay is justified should be entered in hindrance register with comments for recommendation for approval by competent authority (as per the SOP) as per circular issued by RUIDP.

(vii) Review the procurement plan submitted by contractor, review the QAP approval and progress of TPI clearance.

(viii) Confirm that the measurement of work done are being entered in MB and the measurement shall be recorded regularly in joint measurement register daily with signature of contractor’s site engineers, support engineers of PMDSC and PIU representative.

(ix) The road restoration is a critical activity; ensure that all roads are restored as per contract clause within time period. The activity of road restoration, quality should be closely monitored and should be reviewed against the targets and committed to higher authorities. Instruct to the contractor to increase the resources, manpower/machinery to complete the back logs of road restoration as earliest.

(x) Ensure that before starting the road restoration in a stretch, JE/AE, Support Engineer and Site Engineer of contractor shall jointly visit the site and certify that all allied works has been completed. This shall also be witnessed/checked/cross checked by Senior Construction Engineer (SCE)/ ACM/DCM and PIU representative. Then only road restoration works shall be started.

6. The discussion and minutes of all weekly meeting should be recorded and minutes of meeting shall be issued with the sign of attendee and Employer’s Representative (DCM/ACM), copy of weekly meeting shall be sent to Contractor, PIU, TL, PMDSC and PMU.

This circular shall be strictly abided by all the members of PMU, PIU, PMDSC, PSC & Contractor.

Date: 18.05.2018

Copy to following for information and necessary action:
1. PA to PD/Addl. PD/FA/CE/ACE/SE-I/SE-II/SE-III/POs/APOs, PMU, RUIDP, Jaipur
2. SE, PIU, Pali/Tonk/Sriganganagar/Jhunjhunu/Bhilwara/Hanumangarh/Kota
3. EE, PIU, SawaiMadhopur/ Bikaner/ Udaipur/ Jhalawar/ Mt. Abu/Banswara
4. Team Leader/Project Coordinator/CM/ Dy. CM/ACM, PMDSC/ PSC, Jaipur, Pali/Tonk/Sriganganagar/Jhunjhunu/Bhilwara/Hanumangarh/Kota/SawaiMadhopur/Bikaner/Udaipur/Jhalawar/ Mt. Abu/Banswara
5. ACP, RUIDP, Jaipur to send by e-mail and put up the Guidelines on the website.

Addl. Chief Engineer