Government of Rajasthan
Office of Project Director
Rajasthan Urban Infrastructure Development Project
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No. F3 (201) (57)/RUIDP/PMU/Ph-III/CMS/ 4/6/17
Date: 6.6.2017

Sub: Construction Management System: Circular – 4
Ref: Guide lines for Record-keeping of the Data, Design Reports, Contract
Documents and other Documents in Phase-III under RUSDP.

It is necessary that proper record keeping is followed at all levels, so that all the
information and documents prepared are available for further reference in future.
Being an "Employer’s Representative", it is prime responsibility of PMDSC to maintain
all the required records properly. Beside PMDSC, PIU is also equally responsible for
overall project management & execution of works. Superintending Engineer (Head of
PIU) & his team shall maintain the records in their office and ensure that records are
being maintained properly by PMDSC in their office and at site by contractor.
PIUs are hereby directed to ensure the record keeping of PMDSC/contractor on regular
basis. There should not be any lapses on this part as these documents are regularly
required for smooth execution and handing over of the works to line agency by the
PIU after their completion.

The indicative and tentative list of records, to be maintained is as under, but not
limited to:

1. Survey reports, soil investigation reports, Concept designs, detailed designs,
detailed estimates, technical sanction proposals & approval, Detailed Project
Reports (DPR), cost estimates, bid documents, Contract Agreement, general
drawings / construction drawings
2. Letters recommended by PMDSC & approved by PIU
3. Site Order Book at each site
4. Hindrance Register at each site
5. Material stock Register having details of material procured/utilized for the project.
6. Quality Control Lab Registers consisting of all the test conducted by contractor
/PMDSC/TPI/PIU.
7. Water Pipe Laying register
8. Sewer Pipe laying register
9. Hydro testing register
10. Commissioning register
11. Accident register
12. Machinery register
13. Design Mix register
14. Labour register at each sites
15. Daily work report Register
16. Work Passing Register
17. Measurement Books, cash books etc
18. Execution Drawing & approved Drawing Register
19. Road restoration register
20. Concrete pour card register
21. Permissions Issued by Departments
22. Correspondence Record
23. Register for the Bid security, Bank Guarantees with their dates, PCGS numbers from ADB, payment to the contractors / others, receipts & expenditures, disbursement claims and other accounts related miscellaneous records.

24. Register for issued Essentiality Certificates, their numbers & issue / expiry dates and the quantities in each certificate & the consumption after completion of the work.

25. Any other records as specified in the Contract and / or as instructed by PMDSC/ PIU/ PMU

Formats prescribed in the standard specification of RUIDP shall be followed with suitable modification, if required.

**Hindrance Register:**

It has always been emphasized that Hindrance Register should be properly maintained by Engineer in-charge and reasons for delay (on account of department/contractor) should be specifically recorded event wise with full details. Also as a general practice, every Time Extension case must be supported with copy of Hindrance Register and the record of corrective measures taken to overcome hindrance by Engineer in-charge. In this regard, following instruction are hereby issued to be made part of Hindrance register for the project works under Phase-III:-

1. In case of hindrance, due to whatsoever reason, it should be informed by contractor in writing to the Engineer In-charge with clear indepth description of the hindrance. The same should be clearly stated and properly maintained in Hindrance Register.

2. All the correspondences made regarding the hindrance, should be properly registered in hindrance register, with comprehensive illustration. Concerned Engineer in-charge should ensure to resolve the Hindrance occurred on the part of contractor from the time of first instance report/information given about the incident.

3. PIU officials, during the site visit/inspection shall ensure that hindrance register is available at site and will put their comments regarding acceptance/ rejection/ partly agreed etc., mandatorily with their designation & signature.

4. Inspecting agency (TPQA)/PMU officials during the site visit/inspection should also see the hindrance register and put their comments, if needed.

5. Concerned Engineer incharge should submit monthly extract of Hindrance register to the PIU in the first week of the month.

6. PIU shall scrutinize every detail mentioned in the register, establish its sanctity and after being fully satisfied, will consider the hindrance accordingly.

7. Hindrance register format is enclosed herewith, which shall be maintained mandatorily at each site.

This circular should be strictly abided by all the members of PMU, PIU, PMDSC.

**Project Director**

Date: 14.06.2017

Copy to following for information & necessary action:-
1. Addl. PD/ Financial Advisor/CE(WS)/ SE(WS)/ SE(WW)/SE-IV, PMU, RUIDP, Jaipur
2. SE/ EE, PIU-RUSDP, RUIDP (Concerned ULBs)
3. POS/APOs, PMU, RUIDP, Jaipur
4. Project Coordinator/Team Leader/Dy. CM/ACM, PMDSC
5. Team Leader, CAPC, Jaipur
6. ACP, RUIDP, Jaipur to send by e-mail and put up the Guidelines on the website.

**Superintending Engineer-IV**
### Rajasthan Urban Infrastructure Development Project

**HINDRANCE REGISTER**

- Name of Work:
- Agreement No. & Date:
- Name of Contractor/Firm:
- Contract amount:
- Stipulated date of start:
- Stipulated date of completion:

<table>
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<tr>
<th>S. N.</th>
<th>Details of Hindrance</th>
<th>Date of occurrence of Hindrance</th>
<th>Communication date in writing from contacting firm w.r.t. Hindrance</th>
<th>Recording/approving Authority</th>
<th>Date of overcome of Hindrance</th>
<th>Details of corrective measure taken by Engineers(s)</th>
<th>Total days of Hindrance (8=6-3)</th>
<th>Days attributable to contractor (with reasons)</th>
<th>Days not attributable to contractor (with reasons)</th>
<th>Recording/approving Authority</th>
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<tr>
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<td>Recorded by: PMDSC</td>
<td>(Has to be vetted by ER, if recorded by Support Engineer)</td>
<td>Verification by: PIU officials</td>
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* - Mention specific detail with reference of letters issued/ meeting done, minutes of meeting issued.