Guidelines for Departmental Execution of works under XII Plan RGGVY

Generally works under XII Plan shall be executed on Turnkey mode. However, in exceptional cases where circumstances so warrant, with the approval of Monitoring Committee, works can be taken up departmentally.

While executing works through departmental execution mode, following shall be ensured by State Govt:

1. Deployment of separate and specific team at Project site and at DISCOM Headquarter for Project Monitoring Cell (PMS), Project Accounting, Quality Assurance related works. PIA shall ensure availability of all office facilities, communication facilities, Vehicles etc,

All the expenditures which will be incidental to the administration / execution of schemes shall be restricted to the % overhead charges of PIA provided under RGGVY Guidelines of MoP/GoI.

2. Materials procurement:

a. Following key materials needed for RGGVY works are to be indented, procured, stored and utilized keeping separate accounting since indent to utilization:
   i. Pole/ support,
   ii. Conductor,
   iii. Transformer – distribution / power,
   iv. GI Stranded wire/ solid wires,
   v. Meters,
   vi. Power and service cables,
   vii. Breakers, panels,
   viii. Pre-fabricated steel structures items – V Cross arms, Channel, clamps, cross bracings,
   ix. Insulators

b. The procurement for above materials shall be made at centralized location. Quantities of individual projects shall be assessed and combined for tender purpose. Mode of tendering for procurement of above materials shall be OPEN TENDER.

c. On finalization of order, specific instructions should be given to supplier to:
   i. Supply requisite quantities to district level stores and raise their invoices destination wise,
ii. Staggered delivery period matching with progress of execution of physical works at site. Materials lying idle at stores for want of matching materials or any other mismatch should be avoided,

d. All these activities shall be executed separately. Unique codification shall be given to the RGGVY materials during procurement, store, issuance and capitalization.

e. RGGVY materials procured as above shall not be diverted for any other purposes/works in the utility or in other utilities of the states,

f. Suitable identification marks in terms of labeling, strip markings, stamping etc are to be adopted for RGGVY material,

g. Any surplus materials resulted upon completion of works shall be taken in to the stock by PIA. These surplus materials shall not be booked under XII Plan RGGVY projects.

3. **Execution of works:**

a. District wise / RGGVY Project wise contract for physical execution of works shall be awarded in which petty materials supply shall also be the responsibilities of the contractor along with execution/erection, testing and commissioning of the works.

a. District wise single contract is to be awarded for execution. In case, award of more than one execution contract is inevitable, for the sake of proper accounting of projects, that same bill of quantities and same rates and terms/conditions are to be used for all the contracts so awarded. **Mode of tendering for procurement of above materials shall be OPEN TENDER.**

4. Three tier Quality Monitoring Mechanism shall be adopted by PIA during implementation of project. Observations conveyed by inspection authorities shall be complied within stipulated time of 45 days,

5. Bi-monthly progress reporting on procurement of materials and execution of works shall be submitted to REC,

6. Standard bill of materials shall be adopted for physical as well financial reporting of the projects,

7. Funds shall be released to PIA as per following:
a. Transfer of funds shall be made as per prevailing RGGVY XII Plan funds transfer practices. **Final 10% payments shall be linked with completion of works in all respect and capitalization thereof in books of accounts of respective DISCOM.**

b. On completion of works, works are to be capitalized in books of accounts of PIA,

c. Annual audit of RGGVY accounts shall be performed through independent auditors and reports shall be submitted to REC.

8. **Internal review:** The progress of XII Plan RGGVY projects shall be submitted to Heads of Department¹ / Chairman/Managing Director of the DISCOM for intimation and review once in a month.

9. PIA shall also report the progress with regard to procurement, installation/erection, testing & commissioning etc. through a separate online MIS system designed for the purpose of departmental execution.

¹ In case distribution is looked after by Energy Department