

Guidelines for Project Management System For XII Plan RGGVY

1.0 RGGVY Cell at PIA Headquarter / CPSU's Regional Headquarter

A separate RGGVY cell at State owned PIA's corporate office or CPSUs regional headquarter shall be operationalised which shall have role and responsibilities as under:

1.1 Project Planning, Monitoring & Reviewing including Funds management:

- 1.1.1 To prepare, maintain and update project wise Detailed Project Reports - online and in physical form,
- 1.1.2 To prepare, finalize and approve detail Work Execution Plan of district wise RGGVY Projects capturing time bound commitment for various inputs by PIA and Turnkey Contractor for successful implementation of RGGVY projects like approval of GTP, approval of sub-contractor, approval of drawings, supply of materials, mobilization of men, material and equipment etc at site for successful completion of works.
- 1.1.3 Compile and up-load, in RGGVY web portal, district wise physical as well as financial progresses of RGGVY Projects with respect to mutually agreed and planned progress depicting status of various mile-stone targets.
- 1.1.4 To compile and upload the minutes of meeting of State Level Coordination Committee Meetings held in RGGVY web portal.
- 1.1.5 To compile the progress at PIA level and to forward it to all stake holders including Ministry of Power, REC and State Government.
- 1.1.6 To monitor, analyze and review districts wise and thus DISCOM wise physical, financial and quality assurances works' progress of RGGVY works at least once in a month, record minutes of review meetings.
- 1.1.7 To actively participate in resolving all ongoing and pending issues related to project implementation including ROW, Forest Clearances, Railway Crossings, Payment to contractors and policy matters with turnkey contractor.

- 1.1.8 To implement and maintain PIA wise centralized bank account, process and release project wise payments to turnkey contractors, upload and up-date project wise physical progress in RGGVY web portal. In addition to that requisite entries in Central Plan Scheme Monitoring System (CPSMS) portal should be insured. Physical as well as financial progresses shall be uploaded in standard Bill of Material format of the district wise contract. The same format shall also be used citing “up to date” & “Since Previous” progresses for processing of district wise /contract wise payments to the contractors.
- 1.1.9 To process claims of district wise turnkey contractors and to release payments. This office shall be authorized to operate RGGVY centralized bank account.
- 1.1.10 To oversee the progress and compliance of the Three Tier Quality Monitoring mechanism at all the RGGVY Projects.
- 1.1.11 To submit project wise claim as per release guidelines to REC for release of funds.
- 1.1.12 To be a nodal office to correspond with Central Institutions on all subjects pertaining to RGGVY Projects of PIA,
- 1.1.13 To create a grievance redressal cell for addressing the grievances of various agencies at State/HQ/DISCOM level.

1.2 Manpower & Office Structure at Headquarter in a DISCOM:

Sl. No.	Manpower Deployment (for total projects valuing <i>more than</i> 100 Crore for a State/DISCOM Regional Head of CPSU)	Manpower Deployment (for total projects valuing <i>upto or less than</i> 100 Crore for a State/DISCOM/ Regional Head of CPSU)
1	An officer of Chief/Addl. Chief Engineer level supported by One Superintending Engineer and two EE/AE officers (all full time on regular pay roll of PIA), three contract Engineers, three contract Computer Data Operators. In-charge of PMS cell shall report directly to CMD/MD of DISCOM/ ED of Concerned CPSU. The Engineer-in-charge of this office shall	An officer of Addl. Chief/ Superintending Engineer level supported by One Superintending /Executive Engineer and two AE/JE officers (all full time on regular pay roll of PIA), two contract Engineers, two contract Computer Data Operators. In-charge of PMS cell shall report directly to CMD/MD of DISCOM/ ED of Concerned CPSU. The Engineer-in-

	<p>be designated as Nodal Officer for that particular PIA / DISCOM.</p> <p>In case of CPSU, an officer of the level of GM level supported by one Manager/Chief Manager (technical) full time and remaining staff as stated on contract basis</p>	<p>charge of this office shall be designated as Nodal Officer for that particular PIA / DISCOM.</p> <p>In case of CPSU, an officer of the level of Addl. GM level supported by one Manager/Chief Manager (technical) full time and remaining staff on contract basis as stated.</p>
2	<p>A finance officer of the level of Superintending Engineer, supported with one regular Accountant/ Sr. Accountant and two contract basis computer data operators. The officer in-charge of this section shall report to the Chief Engineer/Nodal Officer.</p> <p>In case of CPSU, an officer of the level of Manager/Chief Manager (Finance) along with one regular Accountant/ Sr. Accountant full time and remaining staff will remain same as stated on contract basis.</p>	<p>A finance officer to the level of Superintending/Executive Engineer, supported with one regular accounts officer/ Sr. Accountant and two contract basis computer data operators. The officer in-charge of this section shall report to the Chief Engineer/Nodal Officer.</p> <p>In case of CPSU, an officer of the level of Manager/Dy. Manager (Finance) along with one regular Accountant/ Sr. Accountant full time and remaining staff will remain same as stated on contract basis.</p>

1.2.1 Office Infrastructure at Headquarter in a DISCOM:

Sl. No.	Office Infrastructure (for total projects valuing <i>more than</i> 100 Crore for a State/DISCOM)	Office Infrastructure (for total projects valuing <i>more than</i> 100 Crore for a State/DISCOM)
1	<p>14 Nos latest configuration of reputed make computers with broadband connectivity, 5 Nos of 3-in-1 printers having facility of scanner, fax & copier, 03 Nos Heavy duty LaserJet printers and 02 nos of laser jet printers, 5 Nos landline telephones, mobile phones (for all officers/contractual manpower), 01 Nos. mobile internet data card including suitable sitting arrangements, official furniture, fixtures and stationary etc. to discharge their duties efficiently. Two vehicles are to be deployed to this office for official visits of various</p>	<p>12 Nos latest configuration of reputed make computers with broadband connectivity, 3 Nos of 3-in-1 printers having facility of scanner, fax & copier, 02 Nos Heavy duty LaserJet printers and 02 nos of laser jet printers, 5 Nos landline telephones, mobile phones (for all officers/ contractual manpower), 01 Nos. mobile internet data card including suitable sitting arrangements, official furniture, fixtures and stationary etc. to discharge their duties efficiently. Two vehicles are to be deployed to this office for</p>

	RGGVY sites.	official visits of various RGGVY sites.
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2.0 RGGVY Cell at Project/District:

A separate cell at district wise PIA's office shall be operationalized which shall have role and responsibilities as under:

2.1 Project Planning, Monitoring & Reviewing, Project Implementing, Fund Management, Quality Assurance and Training:

2.1.1 All project implementation related activities related to project execution like surveying, technical clearance for execution, execution of works at field, day to day dealing with Turnkey Contractor,

2.1.2 Project planning, monitoring and quality assurances (he would be designated as Engineer- in-Charge for RGGVY projects),

2.1.3 Dealing with all issues related to disputes, ROW problems, Local hindrances, Forest Clearances, Electrical Inspectors Inspection, Measurement of works, receipt and issue of materials supplied under turnkey contract, time extension, quantities variations, payments to the contractor, preparation of DPRs, prepare and periodically revise the physical as well financial progresses of the works, uploading of data related to projects in RGGVY portal. This office shall work in tandem with office of Nodal Officer.

2.1.4 Periodical preparation of district wise physical, financial and up-loading of progresses in RGGVY web portal and in Central Plan Scheme Monitoring System,

2.1.5 It will be sole responsibility of the PIA's cell at district level to assure Quality of RGGVY works within the project. Quality Assurance Engineers shall conduct surveillance checks, examine QA records of the turnkey contractors, reports of TPIA & take mid-course corrective measures, conduct regular training program and ensure all QA documentations, compliance to observations raised by 3-tier quality monitors,

2.1.6 To facilitate Tier-II and Tier- III quality monitors to undertake inspections,

2.1.7 To compile and upload the minutes of meeting of District Level Coordination Committee Meetings held in RGGVY web portal.

2.1.8 To share best practices and to impart construction standards training and project implementation training to PIA's own staff, contractors skilled/unskilled workers utilizing PIA resources.

2.1.9 To measure and process the payments of turnkey contractors,

2.1.10 To arrange for handing over of completed works to DISCOM's Operation Department, to list out discrepancies noted at the time of handing over of completed works and to ensure their compliances to the satisfaction of Operation Department of DISCOM.

2.1.11 To arrange energisation of completed works in consultation with Operation Department of DISCOM.

2.2 Manpower & office Structure:

2.2.1 District wise / project RGGVY cell shall have two sections. One section will look in to project execution, MIS creation, Project planning, monitoring and reviewing, measurement and payments part and other section shall look in to quality assurance part of project.

2.2.2 Manpower & Office Structure in a District :

Sl. No.	Manpower Deployment (for projects valuing <i>more than 20</i> Crore)	Manpower Deployment (for projects valuing <i>upto or less than</i> 20 Crore)
1	Project execution cell shall have One Executive Engineer level officer who shall be the in-charge of district for the RGGVY works who shall be supported by 2 Nos of AE/JE level officer (all are on regular payroll), 2 Nos Engineers and 2 Nos computer data operators on contractual basis. The in-charge of this office shall be designated as Engineer-in-Charge for RGGVY work. In case of CPSU, an officer of the level of DGM level supported by two DM/AM (technical) full time and remaining staff as stated on contract basis	Project execution cell shall have One Executive Engineer officer who shall be the in-charge of district wise the RGGVY works who shall be supported by 1 No of AE/JE level officer (all are on regular payroll), 2 Nos of Engineers and 2 Nos of computer data operators on contractual basis. The in-charge of this office shall be designated as Engineer-in-Charge for RGGVY work. In case of CPSU, an officer of the level of DGM level supported by one DM/AM (technical) full time and remaining staff as stated on contract basis
2	Quality Assurance cell shall be headed	Quality Assurance cell shall be headed

	<p>by an officer of the rank of Assistant Engineer (full time on regular payroll) supported by two junior engineers and two contract basis computer data operators. District wise in-charge would report to Executive Engineer (Engineer-in Charge) of the district.</p> <p>In case of CPSU, an officer of the level of DM/AM (technical) level supported by two Engineers/JE (technical) full time and remaining staff as stated on contract basis.</p>	<p>by an officer of the rank of Assistant Engineer (full time on regular payroll) supported by one junior engineer and one contract basis computer data operators. District wise in-charge would report to Executive Engineer (Engineer-in Charge) of the district.</p> <p>In case of CPSU, an officer of the level of DM/AM (technical) level supported by two engineers (technical) full time and remaining staff as stated on contract basis.</p>
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2.2.3 Office Infrastructure in a District:

Sl. No.	Office Infrastructure (for projects valuing <i>more than 20 Crore</i>)	Office Infrastructure (for projects valuing <i>upto or less than 20 Crore</i>)
1	<p>This cell shall have 12 Nos latest configuration of reputed make computers with broadband connectivity, 4 Nos - printers, scanner cum fax machines, 2 Nos of heavy duty LaserJet printers & 2 nos normal duty Laser jet printers, 3 Nos landline telephones, mobile phones (for all officers/contractual manpower), 01 Nos. mobile internet data card including suitable sitting arrangements, official furniture, fixtures and stationary etc. to discharge their duties efficiently. Two vehicles are to be deployed to this office for official visits of various RGGVY sites.</p>	<p>This cell shall have 09 Nos latest configuration of reputed make computers with broadband connectivity, 3 Nos - printers, scanner cum fax machines, 2 Nos of heavy duty LaserJet printers & 2 Nos of normal duty LaserJet printers, 3 Nos landline telephones, mobile phones (for all officers/contractual manpower), 01 Nos. mobile internet data card including suitable sitting arrangements, official furniture, fixtures and stationary etc. to discharge their duties efficiently. Two vehicles are to be deployed to this office for official visits of various RGGVY sites.</p>

3.0 Others:

- 3.1 The first tranche of payments to PIA shall be released as advance. Upon deployment of teams as above, providing office furniture, fixtures, vehicles and communication facilities. Chief Project Manager (REC) of the state will submit the compliance to this effect before release of next instalment payments to PIA/CPSU.

3.2 Thereafter, monthly reporting of manpower deployment at site shall be intimated to CPM of concerned states, as non-deployment of team shall result into cut in administrative charges payable to PIA.