

**Guideline on Roles & Responsibilities for smooth & quality driven execution of work of DDUGJY (Deen Dayal Upadhyaya Gram Jyoti Yojna) and IPDS (Integrated Power Development Scheme) on turnkey projects**

The broad activities that have to be undertaken by all the stakeholders since award of contract duly complying with the timelines are as stated below:-

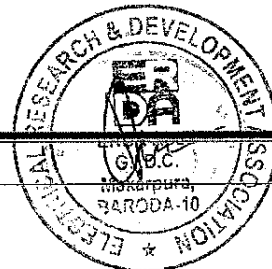
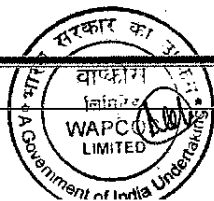
1. Foot Survey alongwith Single Line Diagram (SLD) on political map of each village / town
2. Approval of Foot Survey Report by Nodal officer
3. Receipt of Materials at site Store
4. Utilization of material for Erection, Testing & Commissioning
5. Submission of reconciliation and closure proposal

The designation-wise roles & responsibilities of stakeholders of DDUGJY and IPDS project out of the activities defined above are enumerated below:-

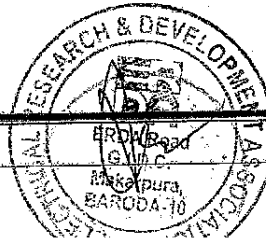
**Role of Superintending Engineer/Operation (SE) - Nodal Officer**

Concerned SE/Operation is the Nodal Officer for 11 kV works of DDUGJY / IPDS and nodal officer shall be fully responsible for overall successful and timely completion of DDUGJY / IPDS projects as per terms and conditions of the tender documents. In addition to the provision of the tender documents, the major roles and responsibilities are as under:-

- 1) **Formation of JVR Committee:-** The nodal officer shall form a joint verification committee of Minimum two XENs (Executive Engineers) alongwith one SDO/Incharge and one JE/Incharge for maintaining the records related to material movement alongwith the following major roles and responsibilities:-
  - a) JVR Committee shall ensure the receipt of the inspected material as per technical specification, approved drawing, scope of work, inspection report and dispatch instructions (DI). JVR Committee should ensure that the material is received at site store within 21 days of issuance of Dispatch Instructions (DIs), otherwise the materials shall be received only after the approval of Chief Engineer/PD&C, DHBVN, Hisar.



- b) Immediately after receipt of the material at site store, intimation be given to the concerned PMA (Project Monitoring Agency) i.e. M/s WAPCOS in case of DDUGJY and M/s ERDA in case of IPDS. Thereafter, a JVR (Joint Verification Report) of the material received (as per technical specification, approved drawing, scope of work, inspection report and dispatch instructions (DI)) is to be prepared by JVR committee (consisting of two XENs of Nigam) jointly with the Project Monitoring Agency (PMA). A copy of every JVR report shall have to be submitted to the office of CE/PD&C, DHBVN, Hisar.
- c) JVR Committee members shall ensure for making entry of received material in Form – 4 (maintained by JE/Incharge) and issuance of material to turnkey contractor only after receiving of the Trust Receipt against that particular material and only after having the signature on the copy of billty, copy of bill / VAT/ GST Invoice and copy of Challan of respective material as a token of acceptance of these documents.
- d) JVR Committee shall also ensure the submission of monthly supply bill against the material received during the preceding month, latest by 15<sup>th</sup> of every month to the office of FA&CAO/PD&C, DHBVN, Hisar under intimation to the office of CE/PD&C, DHBVN, Hisar for smooth monitoring of physical and financial progress of the project. In case, contractor has not submitted the monthly bill till 10<sup>th</sup> of month, the same shall be intimated by 11<sup>th</sup> of every month through email to the office of CE/PD&C, DHBVN, Hisar.
- 2) **Foot survey:** Nodal officer shall ensure the timely completion (within one month from the issuance of LOA) of joint foot survey by turnkey contractor, Project Monitoring Agency (PMA) and Nigam's representative.
- 3) **Survey Report:** The joint foot survey reports and maps should be approved by Nodal Officer within 5 days of submission of survey report received from concerned XEN/Operation(s) and further submission to office of CE/PD&C, Hisar along-with certificate that all quantity incorporated in the foot survey is on actual site requirement basis and there is no duplicity of work proposed in the foot survey.
- 4) **Receipt of Materials at site Store:** Random visit to the site store during the execution of the project.



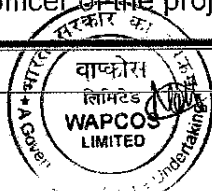
- 5) **Utilization of material for Erection, Testing & Commissioning:** Supervise the quality erection of inspected material in the field and random visit in the field during the execution of the project and inspection report of the same be submitted to the office of CE/PD&C, DHBVN, Hisar.
- 6) **Progress of the Projects:** Project review meeting be scheduled with Nigam's officers / officials, representative of Contractor and PMA once a month. During meeting monthly physical and financial report of the project be discussed and Minutes of Meeting along with monthly physical and financial report of the project shall be submitted to the office of CE/PD&C, DHBVN, Hisar latest by 7<sup>th</sup> of every month.
- 7) **Submission of reconciliation & closure proposal:** The record of all the reports required as per provision mentioned in the tender document be maintained for verification by nodal agency i.e. PFC for IPDS projects and REC for DDUGJY projects for smooth reconciliation and closure of the projects at the end.

#### **Role of Executive Engineer (XEN)**

Concerned XEN/Operation shall be fully responsible for overall successful and timely completion of DDUGJY / IPDS projects as per terms and conditions of the tender documents in the area falling under their jurisdiction. In addition to the provision of the tender documents, the major roles and responsibilities are as under:-

- 1) **Foot survey:** The concerned XEN/Operation shall ensure the timely completion of joint foot survey as per actual requirement of site by the turnkey contractor, Project Monitoring Agency (PMA) and Nigam's representative. XEN/OP shall check the joint foot survey report prepared on random basis for ensuring the correctness of the prepared foot survey with respect to the actual requirement.
- 2) **Survey Report:** The XEN/Operation shall verify the submitted survey reports by the concerned SDO/Operation within 2 days of submission and process it for further submission to the nodal officer i.e. concerned SE/Operation.
- 3) **Utilization of material for Erection, Testing & Commissioning:** Supervise the quality erection of inspected material in the field and random visit in the field during the execution of the project and inspection report of the same be submitted to the office of Nodal officer of the project.

32



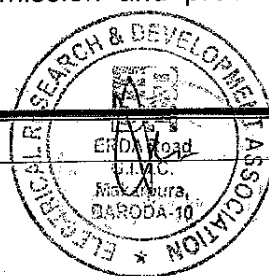
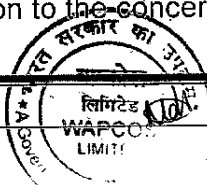
- 4) **Progress of the Projects:** Project review meeting be scheduled with SDOs / JEs, representative of Contractor and PMA (Project Monitoring Agency) once a month. During meeting, monthly physical and financial report of the project be discussed and Minutes of Meeting along with monthly physical and financial report of the project shall be submitted to the nodal officer of the project latest by 7<sup>th</sup> of every month.
- 5) **Verification of Erection Bills:** The XEN/Operation shall approve the erection bills of the material erected under his jurisdiction after receipt of verified erection bills submitted by the concerned SDO/Operation after ensuring that the materials (whose bills have been raised) have been erected at site. The XEN/Operation shall forward the erection bill to the nodal officer of the project i.e. concerned SE/Operation for further submission to the office of FA/P&D, DHBVN, Hisar for payment.
- 6) **Submission of reconciliation & closure proposal:** The record of all the reports required as per provision mentioned in the tender document be maintained for verification by nodal agency i.e. PFC for IPDS projects and REC for DDUGJY projects for smooth reconciliation and closure of the projects at the end.

#### **Role of Sub-Division Officer (SDO)**

Concerned SDO/Operation shall be fully responsible for overall successful and timely completion of DDUGJY / IPDS projects as per terms and conditions of the tender documents in the area falling under their jurisdiction. In addition to the provision of the tender documents, the major roles and responsibilities are as under:-

- 1) **Foot survey:** The concerned SDO/Operation shall ensure the timely completion of joint foot survey as per actual site requirement by the turnkey contractor, Project Monitoring Agency (PMA) and Nigam's representative. SDO/OP shall check the prepared joint foot survey report on regular basis for ensuring the correctness of the foot survey prepared with respect to the actual requirement. SDO/Operation shall ensure to eliminate the duplicacy of work, if any, while finalization of foot survey.
- 2) **Survey Report:** The SDO/Operation shall cross check the survey reports submitted by the concerned JE/Operation within 3 days of submission and process it for further submission to the concerned XEN/Operation.

32



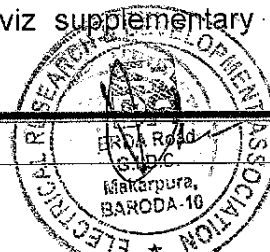
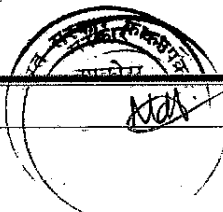
- 3) **Utilization of material for Erection, Testing & Commissioning:** Supervise the quality erection of inspected material in the field and regular visit in the field during the execution of the project and inspection report of the same be submitted to the office of concerned XEN/Operation. Any observation pointed out during execution of the DDUGJY / IPDS project shall be intimated to the turnkey contractor immediately under intimation to the concerned XEN/OP and nodal officer. SDO/Op shall also ensure the timely issuance of Permit to Work (PTW) to the turnkey contractor for erection of material at site. SDO/Operation shall facilitate the turnkey contractor in redressing the issues (i.e. ROW, forest clearance, highway / railway crossing, public hindrances etc.) faced at site during execution of the project.
- 4) **Verification of Erection Bills:** The SDO/Operation shall verify the erection bills of the material erected under his jurisdiction after ensuring the entry in the SMB (Small Measurement Book) of each bill by the JE/Operation and after ensuring that the material (whose bills have been raised) have been actually erected at site. The SDO/Operation shall forward the erection bill to the concerned XEN/OP for further approving the same.
- 5) **Dismantlement of material:** Ensure the return of the dismantlement material in the Nigam's store & copy of SRW be submitted through nodal officer.
- 6) **Submission of reconciliation & closure proposal:** The record of all the reports, required as per provision mentioned in the tender document be maintained for verification by nodal agency i.e. PFC for IPDS projects and REC for DDUGJY projects for smooth reconciliation and closure of the projects at the end.

#### **Role of Junior Engineer (JE)**

Concerned JE/Operation shall be fully responsible for overall successful and timely completion of DDUGJY / IPDS projects as per terms and conditions of the tender documents in the area falling under their jurisdiction. In addition to the provision of the tender documents, the major roles and responsibilities are as under:-

- 1) **Foot survey:** The concerned JE/Operation shall ensure the timely preparation and completion of joint foot survey as per actual site requirement jointly with the turnkey contractor, Project Monitoring Agency (PMA). JE/OP shall prepare the joint foot survey report with respect to the actual requirement viz-a-viz supplementary DPR of the

SE



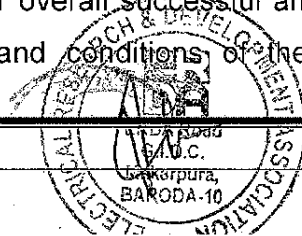
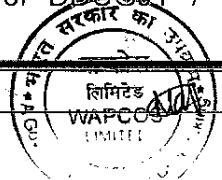
project. JE/Operation shall also ensure to eliminate the duplicacy of work, if any, while finalization of foot survey.

- 2) **Survey Report:** JE/Operation shall assist the turnkey contractor in preparation of Joint Survey Report and ensure for preparation and submission of the same within 21 days of issuance of Letter of Award to concerned SDO/Operation for finalization.
- 3) **Utilization of material for Erection, Testing & Commissioning:** Supervise and ensure the quality erection of inspected material in the field. Any observation pointed out during execution of the DDUGJY / IPDS project shall be intimated to the turnkey contractor immediately under intimation to the SDO/Operation. JE/Op shall also issue the Permit to Work (PTW) to the turnkey contractor for erection of material at site. JE/Operation shall facilitate the turnkey contractor in redressing the issues (i.e. ROW, forest clearance, highway / railway crossing, public hindrances etc.) faced at site during execution of the project.
- 4) **Verification of Erection Bills:** The JE/Operation shall get issue a separate SMB book, specifically for DDUGJY / IPDS project each. The JE/Operation shall make the entry in the SMB (Small Measurement Book) of each erection bill after ensuring that the materials (whose bills have been raised) have been erected at site.
- 5) **Dismantlement of material:** The JE/Operation shall get issue a separate SRW book, specifically for DDUGJY / IPDS project each and all the dismantled material be returned to the Nigam's store through these SRWs (Store Return Warrant) only and DDUGJY / IPDS project name shall specifically be mentioned in every SRW. The JE/Operation shall have to ensure the return of the dismantled material in the Nigam's store. JE/Operation shall ensure that all the SRW records after completion of concerned project are submitted to the nodal officer.
- 6) **Submission of reconciliation & closure proposal:** The record of all the reports required as per provision mentioned in the tender document be maintained for verification by nodal agency i.e. PFC for IPDS projects and REC for DDUGJY projects for smooth reconciliation and closure of the projects at the end.

#### **Role of Turnkey Contractor**

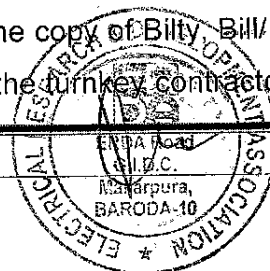
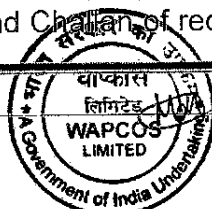
Concerned Turnkey Contractor shall be fully responsible for overall successful and timely completion of DDUGJY / IPDS projects as per terms and conditions of the tender

SR



documents. In addition to the provision of the tender documents, the major roles and responsibilities of the Turnkey Contractor are as under:-

- **ZERO Date:** The date of issuance of Letter of Awards is the zero date of the project. The Turnkey Contractor has to adhere all the timelines with respect to the zero date.
- **PERT Chart:** The Turnkey Contractor shall submit the detailed PERT Chart defining timeline of each activity with respect to zero date.
- **Foot survey:** Turnkey Contractor will complete the foot survey as per tender documents along with the representatives of Nigam and PMA within 30 days of issuance of letter of Award.
- **Survey Report:** Turnkey Contractor will prepare the Survey Report along with village / town wise Single Line Diagram (SLD) of existing and proposed infrastructure on political map and submit the same to the nodal officer within 30 days of issuance of letter of Awards.
- **Establishment of Site Store:** Turnkey Contractor shall have to establish a separate site store for each project (i.e. each tender enquiry) within jurisdiction area of project. The details of site store i.e. address and store incharge and his contact details has to be intimated to the Nigam, Project Monitoring Agency (PMA).
- **Work Execution Plan:** Turnkey Contractor shall submit the list of empanelled supplier of each item to the Nigam. The following documents shall be submitted by the contractor before raising any inspection call to the Nigam:-
  - a) Empanelled letter issued by Nigam
  - b) Manufacturing Authorization Form issued by the manufacturer on letter head and duly registered or notarized.
  - c) GTP / Drawing / Data Sheet of each item viz-a-viz tender specification.
  - d) Manufacturing Quality Plan (MQP) issued by manufacturer
- **Material received at site store:** Turnkey Contractor shall ensure that quality and quantity of the material received at Site store shall be in accordance with the inspection reports, Lorry Receipt (LR) and its sealing thereof. The flow of inspected material shall be regulated as under:-
  - a) The quantity of received material shall have to be entered in the stock register (maintained by the JE/Incharge) after retaining the copy of Bill/ VAT Invoice and Challan of received material and thereafter the turnkey contractor intimate to



the members of JVR committee and PMA (Project Monitoring Agency) for preparation of JVR report.

- b) After JVR report, the entry be made in the Form-IV and the material is to be issued against the Trust Receipt as entered in Form – IV (maintained by the JE/Incharge) with proper acknowledgement. The materials may be issued to the turnkey contractor only, after having the signature on the bilty, bill / VAT/ GST Invoice and Challan of respective material as a token of acceptance of these documents.
- c) Every trust receipt shall have to be deposited in the office of FA/P&D, DHBVN, Hisar by the JE/Incharge through Nodal officer.

**Note / Description:-**

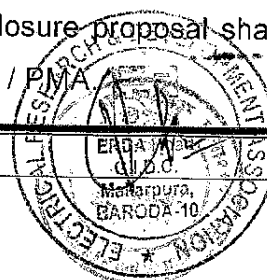
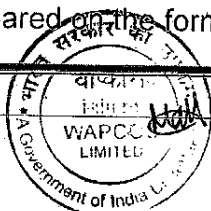
**Bilty:-** The bilty is important document both for transporter and receiver of goods. In transport bilty, there are lots of useful information which will be helpful for receiver to know whether goods are in same quantity or not.

**Bill/ VAT/ GST Invoice:-** A bill / VAT / GST Invoice is a commercial document issued by a seller (manufacturer) to a buyer (turnkey contractor), relating to a sale transaction and indicating the products, quantities, and agreed prices for materials or services the seller (manufacturer) had provided the buyer (turnkey contractor).

**Challan:-** It is an document, in which details of location wise number quantities are mentioned, which are to be transported / delivered at particular location.

- **Erection, Testing & Commissioning:** Turnkey Contractor shall get the Permit to Work (PTW) from the JE/Operation (feeder incharge) concerned. Turnkey Contractor shall have to ensure erection work as per tender drawings and under close supervision of the Project Monitoring Agency (PMA). Turnkey Contractor shall energize the electrical plants as per safety rules and only after the statutory clearances i.e. CEI.
- **Submission of reconciliation & closure proposal:** The Turnkey Contractor shall accomplish the work timely and ensure the reconciliation of materials used in the project viz-a-viz material procured. The project closure proposal shall have to be prepared on the formats to be supplied by the REC / PMA.

52





- Ensure the return of the dismantlement material in the Nigam's store through the SRW of concerned JE/Operation and copy of SRW be submitted to the nodal officer.

### **Role of Project Monitoring Agency**

Concerned Project Monitoring Agency (PMA) shall be fully responsible for overall successful and timely completion of DDUGJY / IPDS projects as per terms and conditions of the tender documents. In addition to the provision of the tender documents, the major roles and responsibilities of the Concerned Project Monitoring Agency (PMA) are as under:-

- **Foot survey:** Project Monitoring Agency (PMA) shall undertake the foot survey jointly with the turnkey contractor and Nigam's representative as per guidelines within 30 days of issuance of Letter of Awards (LOAs).
- **Survey Report:** PMA shall assist to the turnkey contractor in preparation of Survey Report for timely submission to concerned Nodal officer.
- **Material received at site store:** PMA shall assist the JVR committee for checking the quality and quantity in accordance with the inspection reports, Lorry Receipt (LR) and its sealing thereof.
- **Project Monitoring during Execution:-** PMA shall carry out the field quality inspection of DDUGJY / IPDS projects, to ensure the quality of material and the erection of work as per tender drawings /technical specification. PMA shall monitor the project wise physical and financial progress of each project and updating the same on the web-portal before 10<sup>th</sup> of every month.
- **Submission of reconciliation & closure proposal:** PMA shall assist the contractor as well as employer for reconciliation of materials used in the project viz-a-viz material procured. The project closure proposal shall have to be got prepared on the formats to be supplied by the REC / PMA.
- The PMA shall closely monitor the IPDS / DDUGJY projects strictly as per the guidelines of respective scheme.

Note: The above mentioned guidelines are general in nature and are framed for successful and timely completion of the IPDS and DDUGJY projects. However, the provisions stipulated in the Standard Bidding Document or REC / PFC instructions shall also to be adhered by all stakeholders.

\*\*\*\*\*

