

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT & INVESTMENT
CORPORATION LIMITED, UDYOG BHAWAN, TILAK MARG, JAIPUR-5**

No. ACE/Circular/2010/732

Date : 1 May, 2010
JUNE

CIRCULAR-T-2/2010

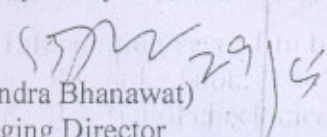
It has been observed that requisite registers/records/information related to execution of various development & maintenance works are not being maintained properly at unit offices even after repeated instructions issued from time to time from Head Office level. Even monthly/milestone wise bills are not prepared regularly.

Therefore, all the unit heads are directed to ensure preparation of monthly/milestone wise bills of all the works regularly even if requisite progress is not achieved. This will help proper monitoring of the progress and also to deal with time extension cases. Unit heads are further directed to prepare & update all the relevant record regularly. To streamline the procedure for uniform record keeping, the related record/register/information have been divided in following five groups as under :

- (1) **Register to be maintained in Account's Section of unit office.**
 - a. Tender sale register
 - b. Tender opening/negotiation register.
 - c. Agreement register.
 - d. M.B. movement register.
 - e. Contractor's ledger.
- (2) **Information/record to be maintained by Technical Staff of unit office.**
 - a. Site order book.
 - b. Register of check measurement of works.
 - c. Stage passing register.
 - d. Quality control register for related work
- (3) **Information to be submitted by unit office on monthly basis in format P-1 to P-4**
(Circulated vide no. ACE/443 dated 10.04.2010).
- (4) **Information to be submitted by unit office on quarterly basis in format P-5 to P-11**
(Circulated vide no. ACE/671 dated 20.05.2010).
- (5) **Maintenance works & its record keeping**
(Guidelines circulated vide office order no. ACE/955 dated 27.07.2009).

Formats related to groups 1 & 2 are being sent by post and through E-mail for ready reference.

All these updated records should be made readily available to Nodal Officer & other Inspecting Officers during their visits to industrial areas. All unit heads are directed to adhere the instructions strictly and any laxity would be view seriously.


(Rajendra Bhanawat)
Managing Director

RAJASTHAN STATE INDUSTRIAL DEVELOPMENT & INVESTMENT
CORPORATION LIMITED, UDYOG BHAWAN, TILAK MARG, JAIPUR-5

No. ACE/Circular/2010/ 730

Date : 1 May, 2010
June

CIRCULAR-T-I/2010

During the recent visits to various industrial areas, it has been observed that there is lack of proper demarcation of plots, directions broads, signage, display of detail of basic data and greenery in the area.

Instructions were issued from time to time for proper upkeep of industrial area so as to facilitate the entrepreneurs and to safe guard the RIICO property. All the unit heads are once again enjoined upon to make proper arrangement for clear demarcation of plots, RIICO land and provide greenery in the area. It is also important to upkeep the infrastructure facilities after declaration of area as developed. All the unit heads are again directed to follow instructions as mentioned under :

- (i) All the plots/land which are yet to be allotted, should be demarcated properly by constructing masonry pillars of 60 cm. height above ground level duly plastered, painted and numbered. The shape of pillars be kept as 'L', 'T' and '+' as the case may be by keeping each leg length as 1.00 mt.
- (ii) Outer boundary of the area should be demarcated by similar X-section masonry pillars of 5.00 mt. length x 1.50 mt. height by leaving a gap of 5.00 mt. in between two pillars. These pillars should also be plastered, painted and written as "RIICO land (Name of ind. area)".
- (iii) At the entrance of each industrial area, there should be proper display of basic details of the industrial area i.e. no. & size of plots, location map, allotment procedure and contact person by fixing suitable size of board, guide map, cantilever, overhead board as per suitability at site.
- (iv) Road signage on all important locations out side & within the industrial area should be provided and maintained properly.
- (v) Board of RIICO land property should be fixed on important locations particularly encroachment prone land by clear display of instructions that "The property belongs to RIICO. Any trespasser shall be liable to punishment".
- (vi) More emphasis should be given on plantation, rain water harvesting, reuse of water, cleaning of drains, collection and disposal garbage and general upkeep of industrial areas. Efforts should be made to take up maintenance work on turnkey basis through one agency only for a period of three years so as to have better coordination and to deliver quality work.

The above referred work are to be carried out from the provision available in the AS of the area and budget allocated under the head of maintenance of the area. In case of non availability of sufficient budget in the existing provisions, proposal for allocation of additional budget/sanction may be sent immediately under special maintenance head by giving proper justification.

All the unit heads are instructed to follow these instructions strictly and send compliance report within 15 days from the issue of this circular.

(Rajendra Bhanawat)
Managing Director

Register
to be maintained
in Account's Section of
unit office

निविदा प्रपत्रों की बिक्री का रजिस्टर
(कार्यों/सागान या अन्य मदों के लिए)

(लो.नि.वि. ले. नियम 101)

[illegible]

राजस्थान सरकार

विभाग

खण्ड

निविदायें खोलने का रजिस्टर

(नियम 332 एवं परिशिष्ट XI)

- 1- निविदायें खोलने की दिनांक
- 2- कार्य का नाम
- 3- बेचे गये निविदा प्रपत्रों की संख्या
- 4- प्राप्त किये गये निविदा प्रपत्रों की संख्या

क्रम संख्या	ठेकेदार का नाम	दर	शर्तें, यदि कोई हो	ठेकेदार के हस्ताक्षर	विशेष विवरण
1	2	3	4	5	6

निविदाओं पर अन्तिम निर्णय

रद किया/

.....%अधिक/ कम दर पर

निर्णय का दिनांक

.....के पक्ष में स्वीकृत किया गया

कमेटी के सदस्यों के दिनांक सहित हस्ताक्षर

1

2

3

4

5

मण्डल लेखाकार/

लेखाधिकारी के हस्ताक्षर

अभियंता के हस्ताक्षर

REGISTER

[illegible]

Register

Section.....

Name of Dealing Clerk.....

ISSUE

[illegible]

1. Name of work :
2. Admn. Sanction No. & Date
3. Estimated Cost :
4. Technical Sanction No. & Date :
5. Name of Contractor
6. Earnest money deposited Rs. _____ dt. _____ Receipt No. _____
7. P.G. money deposited Rs. _____ dt. _____ Receipt No. _____

8. No. & Date of work order & amount : _____
9. Major head : Dev./Mtc./Sple.Mtc. Sub Head : _____
10. Stipulated of commencement _____
11. Stipulated date of completion : _____
12. Actual date of completion : _____
13. M.B. No. _____

[illegible]

Information/record
to be maintained
by Technical Staff of
unit office

राजस्थान सरकार

विभाग

खण्ड

उप-खण्ड

भाग (क)

कार्यस्थल आदेश पुस्तिका

(देखें लोक निर्माण वितीय एवं लेखा नियम 444)

(कार्य स्थल आदेश पुस्तिका के प्रथम पृष्ठ पर लिखने हेतु)

1. कार्य का नाम
2. कार्य (जॉब) संख्या
3. प्रशासनिक स्वीकृति
(क) संदर्भ एवं दिनांक
(ख) राशि
4. तकनीकी स्वीकृति
(क) संदर्भ एवं दिनांक
(ख) राशि
5. अनुबंध
(क) संख्या एवं तारीख
(ख) राशि
6. ठेकेदार का नाम
7. प्रारम्भ होने की निर्धारित दिनांक
8. पूर्ण होने की निर्धारित दिनांक
9. पूर्ण होने की वास्तविक दिनांक
10. वित्तीय प्रगति की दर
11. कोई अन्य बिन्दु

GOVERNMENT OF RAJASTHAN

Department

Division.....

Sub-Division.....

REGISTER OF CHECK MEASUREMENTS OF WORKS & WORKS SUPPLIES

(Referred to in PWF & A Rule 413)

Name of Work..... Job No..... Name of Contractor..... Agreement No..... Amount of Agreement.....

S. No.	Serial No. of Bill	Amount		Name of AEn Submitting the bill	% age checked by AEn	Date of Test check	M.B.'s No.	Page Numbers of M.B.'s checked by XEn	Selective Items			Date of Test check
		of bill	upto end of bill						Item checked	Value of Items checked	Total value of selective items	% age checked (Col. 9B/9C)
1	2	3A	3B	4	5	6	7	8	9A	9B	9C	9D

Other Items				Total			Results of test check	Dated Initials		Remarks
No. of items checked	Value of items checked	Total value of other items	% age checked (Col. 10B/10C)	Total value of selective + other items (Col. 9C+10C)	Total value of items checked (Selective + others) (9B+10B)	%age checked (Col. 11B/11A)		Divisional Accountant	Ex. Engineer	
10A	10B	10C	10D	11A	11B	11C	12	13A	13B	14

- Note :
1. Separate page to be assigned to each agreement.
 2. Register to be maintained in Sub-Division as well as in Division
 3. In the register to be maintained in Sub-Division :
 - (a) In Col. 4, name of Jr. Engineer, to be written instead of Asstt. Engineer.
 - (b) Col. 5 to be deleted.
 - (c) In Col. 8 name of Asstt. Engineer to be written instead of Ex. Engineer.
 - (d) In Col. 13-A and 13-B, Divisional Accountant and Ex. Engineer to be replaced by S.D.C. and Asstt. Engineer.

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT & INVESTMENT
CORPORATION LIMITED: UDYOG BHAWAN: TILAK MARG: JAIPUR.**

No. AGM(T)/Gen./Circular/579

Dated 10th October, 2007

CIRCULAR (T -3) /2007

Sub: Maintenance of "Stage Passing Register"

The need for quality control on execution of development works has been emphasized time and again. Norms have also been prescribed for conducting quality control tests during execution of works which need to be adhered to strictly.

It has also been emphasized vide circular dated 16.5.2006 (copy enclosed) that properly specified supervisory team should be deputed on works to have dedicated supervision and clear accountability.

In order to further improve supervision and control on quality of works execution maintenance of a "Stage Passing Register" is henceforth made mandatory with following provisions :

1. The "Stage Passing Register" will be maintained for each work as per proformae enclosed.
2. It will be mandatory to maintain the "Stage Passing Register" for works costing Rs.10.00 lac and more.
3. The agencies executing the work will take up subsequent stage of work only after the preceding stage is duly checked, passed and so recorded on the "Stage Passing Register".
4. A copy of relevant pages of "Stage Passing Register" indicating stages passed will be compulsorily enclosed with the running & final bills and the same shall be checked by the Unit Head at the time of passing the bill.
5. The "Stage Passing Register" will be an essential part of the final bill to be maintained in the office record along with the file of the work.

Maintenance of "Stage Passing Register" as detailed above may be ensured and the receipt of the circular acknowledged.

Sd/-

(Kuldeep Ranka)

Managing Director

RIICO LIMITED.....

STAGE – PASSING - REGISTER

Name of Work :

Name of Agency :

Work order no. & date :

Amount of work order :

Stipulated date of Commencement :

Stipulated date of Completion :

Actual Date of Completion :

[illegible]