



Office of RUDSICO, External Aided Project (RUIDP)
Rajasthan Urban Drinking Water Sewerage and Infrastructure Corporation Ltd (RUDSICO)
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No. (301)(59)(3)/RUIDP/PMU/PH IV/13003

Date: 23.02.2026

Office Order

A Meeting was held on dated **12.02.2026** to Deliberate regarding the methodology for assignment and execution of activities post expiry of the PMCBC Contract under RUIDP Phase-IV. The list of officials who attended the meeting is enclosed at Annexure "A". To deliberate upon and recommend an appropriate methodology for the assignment, execution and management of activities previously handled by PMCBC under RUIDP Phase-IV, in view of the expiry of the PMCBC contract, ensuring continuity of work and compliance with ADB guidelines. The following shall be ensured and complied:

1. Monthly Progress Reports (MPR) & Quarterly Progress Reports (QPR) and Draft & Final Project Completion Reports: -

- The Monthly Progress Reports (MPR) and Quarterly Progress Reports (QPR) shall be prepared and submitted by the concerned SE/EE-PIU In-charge to the respective Zonal Additional Chief Engineer (ACE) with accuracy, completeness, and consistency of data.
- Thereafter, the Zonal ACE shall compile the reports at the zonal level in close coordination with ACE (Monitoring) with recommendations/observations.
- The consolidated MPR/QPR shall then be submitted to the PMU with recommendations/observations for approval of the Competent Authority before forwarding the same to the Asian Development Bank (ADB).
- The overall responsibility for monitoring, consolidation at the PMU level, and timely submission to ADB shall rest with Dy. Project Director (Technical).

2. Capacity Building, Training Plans & Evaluation Reports and Safeguard Monitoring Reports (as per ADB Guidelines): -

- It is instructed that the Training Plans & Evaluation Reports and Safeguard Monitoring Reports (as per ADB requirements) shall be prepared and submitted by the concerned SE/EE-PMU In-charge to the Superintending Engineer (Coordination) with the help of CMSC-01 & CAPPCC.
- Thereafter, SE (Coordination) shall review and consolidate the reports at the PMU level to ensure completeness, compliance with ADB guidelines, and consistency of data.
- The consolidated report shall then be submitted to the Dy. PD(T), after verification and recommendation for obtaining approval of the Competent

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Authority, before forwarding the same to the Asian Development Bank (ADB).

- The overall responsibility for monitoring, consolidation at the PMU level, and timely submission to ADB shall rest with the SE (Cord.).
- If required, additional subject experts may be engaged under CMSC-01/CAPPC, subject to prior approval of the Competent Authority. Such experts shall undertake frequent site visits to all towns as necessary, and payment of their remuneration, including admissible allowances, shall be regulated strictly in accordance with the provisions of the contract agreement.
- Capacity building activities may be undertaken through programmes conducted by HCM Rajasthan State Institute of Public Administration (HCM RIPA), Directorate of Local Bodies (DLB), RUDSICO under AMRUT 2.0, as well as training programmes supported by Asian Development Bank (ADB), and other relevant programmes/ training may be organized under the CMSC-01/CAPPC consultancy contract.

3. DPR, BOQs, Technical Specifications, Cost Estimates & Bidding Documents and Procurement etc.: -

- The preparation, vetting, and record maintenance of the aforesaid shall lie with the Bid Section, with necessary technical assistance and inputs from CMSC-01, Zonal ACE and SE town in-charge in PMU wherever required.
- The Bid Section shall ensure that all documents are prepared in accordance with approved DPRs, applicable ADB procurement guidelines, standard bidding documents, and prevailing departmental procedures & GoR Orders/guidelines.
- The overall responsibility for verification, technical correctness, compliance with prescribed procedures, and effective coordination at the PMU level shall rest with the Dy. Project Director (Technical). The Dy. PD (Technical) shall ensure close liaison and coordination with the concerned SE (Town In-charge) at PMU for smooth execution and timely compliance.

4. Design, Drawings & As-Built Drawings – Review and Approval Mechanism:

- All Design Drawings shall be reviewed by reputed technical institutions such as IIT / NIT / BITS Pilani/ Govt. Engg college, after incorporation of observations (if any), the drawings shall be approved by the concerned **PIU Head**.
- It must be ensured that: The design review is carried out in accordance with the provisions of the Contract Agreement. All technical comments/observations of the reviewing institution/authority are duly addressed. Approval is granted strictly as per contractual conditions, technical specifications, and applicable standards & GoR orders/guidelines.
- The concerned Zonal ACE shall ensure that no execution is undertaken without a duly approved design/drawings as per the Contract Agreement with competent approval.

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5. SIP & Contract Management Responsibilities: -

The ACE of the respective Zone shall ensure:

- Monitoring compliance with FIDIC Conditions of Contract and other contractual provisions, Detailed review and examination of project progress, Contract Variations, Extra/Substituted Items, Extension of Time (EOT) proposals, Contractor's Claims and Disputes, Identification of delays, bottlenecks, and contractual risks, and suggesting appropriate remedial and mitigation measures and Proper documentation and record maintenance for contractual matters all in respect to competent approval as per GoR Orders/Circulars.
- If required, expert opinion may be obtained from reputed institutions such as IITs, NITs, or BITS Pilani by the PIU Head, through Zonal ACE.
- Ensuring timely issuance/review of contractual notices as per FIDIC requirements and competent approval as per GoR Orders/Circulars.

At the PMU Level, the ACE (Monitoring) shall ensure

- Overall supervision and monitoring of contract management functions across all Zones, as mentioned above, shall be carried out at the PMU level by the concerned SE (Town In-charge), who shall ensure effective coordination, compliance with contractual provisions, and timely resolution of issues.
- Scrutiny and validation of variations, EOT cases, and claims with proper justification and documentation prior to approval by Competent Authority.
- Ensuring uniform interpretation and application of FIDIC provisions across the project.
- Advising the Employer/Project Director on contractual risks, exposure, and dispute prevention strategies before and after occurrence.
- Monitoring timelines of notices, determinations, and decisions under the contract and submit a report to APD time to time.

6. Financial & Disbursement Responsibilities :-

- Preparation of disbursement claims in accordance with **ADB guidelines**, Financial management reporting, Development of revenue enhancement models & Preparation of financial frameworks, Monitoring of economic and financial analysis of sub-projects.
- The primary responsibility for the above activities shall lie with the Accounts Section of the Rajasthan Urban Infrastructure Development Project (RUIDP).

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7. SOR, QAP, QC Manual, O&M Manual, vendor approval for Project:-

- All proposals pertaining to Quality Assurance Plan (QAP), Quality Control (QC) Manual, Operation & Maintenance (O&M) Manual, and Vendor Approval shall be prepared by PIU incharge with the help of CMSC-01.
- The proposals shall be examined at the ACE Zone level and, if considered necessary, technical comments/recommendations may be obtained from reputed institutes such as the Indian Institute of Technology (IIT), National Institute of Technology (NIT), or Birla Institute of Technology and Science, Pilani, & Govt. Engg. College.
- After due review at the ACE Zone level and incorporation of observations, wherever applicable, approval shall be accorded by the concerned PIU In-charge in accordance with the contract provisions.
- In case the Quality Assurance Plan (QAP) or vendor has already been approved by Rajasthan Urban Infrastructure Development Project (RUIDP) in any other project, re-approval shall not be required. However, the PIU In-charge shall ensure that the concerned vendor is not blacklisted by any Government Department/Agency and that all provisions of the Contract Agreement are strictly complied with.
- The overall responsibility for coordination and monitoring of the said process at the PMU level shall lie with the Superintending Engineer (Vigilance).
- The updation of the Schedule of Rates (SOR) shall be undertaken with the assistance of CMSC-01 and other required subject experts. All related expenditure shall be borne under the CMSC-01 contract. The responsibility for ensuring proper and timely updation of the SOR shall rest with ACE (Monitoring). Further, overall coordination, monitoring of progress, and follow-up action shall be carried out by SE (Vigilance) to ensure completion within the stipulated timeline and in compliance with the prescribed procedures and applicable guidelines.

8. Site Visit by Officials & other compliances: -

- Regular site visits of project towns shall be undertaken to ensure effective monitoring, supervision, and quality control as per the following frequency: the Additional Project Director (APD)/Chief Engineer shall visit as and when required; the Additional Chief Engineer (Monitoring) [ACE (Mon.)] shall conduct at least one visit every month.
- The concerned Zonal Additional Chief Engineer (ACE), Superintending Engineer (PMU), and Executive Engineer (EE) shall conduct at least two visits per month with prior approval of the Competent Authority. It shall also be ensured that each town under respective jurisdiction is covered at least once in every quarter.
- During such visits, the officers shall ensure that the project is being implemented strictly in accordance with the contract agreement, approved drawings, specifications, timelines and ADB & GoR guidelines. A

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detailed inspection report shall be submitted to the Project Director on the next working day following the visit.

- Special inspections in project towns may be carried out, as and when required, through reputed institutes such as the Indian Institute of Technology (IIT), National Institute of Technology (NIT), Birla Institute of Technology and Science, Pilani, or Government Engineering Colleges, with the prior approval of the Competent Authority, based on the requirement identified by PMU/PIU.
- All work related to IT, GIS and MIS shall be undertaken with the assistance of the IT Cell of RUIDP, and the same shall be monitored by Dy. PD (A) to ensure timely execution and proper implementation in accordance with prescribed procedures.
- The Deputy Project Director (Technical) [Dy. PD (T)] shall be accountable for ensuring timely compliance & communication with all applicable requirements required by the Competent Authority and the funding agency.
- Action Taken Report (ATR), wherever applicable, shall be submitted to the undersigned accordingly for review and record.

In order to streamline the procedures following shall be ensured: -

- a) All communication and proposals from the PIU must be routed through the ACE of the concerned Zone to PMU.**
- b) For referring all technical matters to reputed institutions such as IITs, NITs, BITS Pilani, and Government Engineering Colleges, shall be submitted through ACE of the concerned Zone after technical vetting to a committee comprising of APD (Chairperson), FA (Member), Dy. Pd (T) (Member) and SE (Consultancy) (Member Convener).**

The Committee shall scrutinise all proposals of the above-mentioned technical matters to be referred to such institutions, and submit its recommendations with expected financial expenditure/implications, within 03 working days of meeting, to the undersigned for approval and accordingly send to ACEs Zone for further process.

This order shall take immediate effect.

(Hari Mohan Meena, IAS)
Project Director, RUIDP

No. (301) (59)(3)/RUIDP/PMU/PH IV/ 13004-13015

Date: 23.02.2026

Copy to following for information and necessary action:

1. PA to PD, RUIDP, Jaipur.
2. PA to APD/FA, RUIDP, Jaipur.
3. Chief Engineer, RUIDP, Jaipur.
4. Addl Chief Engineer(Mon./Zone-Jaipur & Jodhpur).
5. Dy PD (A/T), RUIDP, Jaipur.
6. Concerned SE/EE of PMU/PIU.
7. Gaurd Copy.

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