

K-15017/7/2016-HC
Government of India
Ministry of Urban Development
Heritage City Division

Nirman Bhawan, New Delhi
Dated: 7th April, 2016

Office Memorandum

Subject: Formation of Project Management and Supervision Unit (PMSU) at City Mission Directorate for Monitoring and Supervision in HRIDAY Scheme

In order to perform effectively Project Management, Monitoring and Supervision work for the execution of the projects under HRIDAY scheme, a Project Monitoring and Supervision Unit (PMSU) is required to be established in each city at the earliest. The PMSU will comprises of nominated Engineer-In-Charge and engineers by City mission directorates, experts from HRIDAY City Anchors and representatives of DPR preparation agencies.

The size for PMSU has been fixed on the basis of the quantum of projects and City Mission director should ask the HRIDAY City anchor and DPR preparation agency to deploy competent and sufficient manpower to perform the works of PMSU.

(There will be a third party project monitoring and inspection agency which will perform periodical audits for the project execution under the scheme)

Team structure of PMSU:

S.N	Designation	Required Qualification & Experience	Source	Number of Representatives for the cities with Projects worth	
				Up-to Rs. 40 Cr.	Above Rs. 40 Cr.
	Project Manager	Engineer with 10+ year experience	City Mission Directorate will nominate from Line department	1	1
	Project Engineer	Engineer from any line department with 7+ years of experience		1	2
	Project Management Expert	BE/B.Tech/B.Arch with 5+ years of experience in Project management of urban	HRIDAY City Anchor will deploy suitable candidate	2	3

		Infrastructure projects			
	Project Engineer/Architect	BE/B.Tech/B.Arch with 5+ years of experience	DPR preparation agency will deploy suitable candidate	1	1

(No extra cost will be paid to HRIDAY City anchor or DPR preparation agency for deployment of resources in PMSU)

National Mission Directorate will guide and support PMSU in developing organizational procedures and formats for Monitoring and Supervision works. Scope of the work of this PMSU is mentioned as below.

1. Project Progress Monitoring and Control

- I. The PMSU will review and monitor the Project schedule submitted and accepted by City Mission Directorate against which project work will be monitored. This schedule should contain the milestones, timelines and completion dates of all the project activities.
- II. The PMSU will assess and report progress status for the different Project activities based on monitoring of physical work done and the approved schedule.
- III. Monitoring shall be daily and reporting shall be fortnightly which includes progress and target versus scheduled completion dates for each work package based on physical progress of Project Work.
- IV. PMSUs team will manage and coordinate the Project, in accordance with the principles, requirements and procedures concerning execution of the Project and HRIDAY polices and Guidelines.
- V. Prepare and present periodic progress reports to City mission directorate and National Mission Directorate
- VI. The progress reports to be prepared by PMSU shall cover:
 - Planned Vs Actual Progress as per schedule
 - Completed Milestones
 - Expected Completion dates
 - Details of Manpower at site
 - Project cost status (Payment to the contractor, etc.)
 - Any issue related to contract, risk Unavailability of resources drawings etc.
 - Any specific data, status required by CMD/NMD.

National Mission Directorate will guide and support the PMSU in developing the MIS and reporting formats.

2. Construction and Site Management

- I. PMSU will ensure Coordination and interface management of all activities on construction sites.
- II. PMSU will ensure all construction work is performed under safe conditions, and that high health and environmental standards are maintained
- III. PMSU will Highlight critical areas, and identify remedial actions.
- IV. PMSU will Certify measurements of works completed by Contractors, and verify the payments of Contractors' bill as per billing procedure
- V. Report progress and work program, establish procedures for final listing of different Contractors work, and perform progressive take over and Contract closeouts.
- VI. Conduct and minute all meetings with Contractors, vendors and Government officials.

3. Contract Management & Cost Control

- I. PMSU will manage the documents with correspondence with the contractor.
- II. PMSU shall provide assistance in ensuring the adherence of terms and conditions mentioned in contract agreement with contractor during life cycle of the project.
- III. PMSU will verify the invoices/payment requests from Contractors prior to payment of the contractor.
- IV. PMSU will develop the necessary procedures to budget, record, control, forecast and report on Project cost.
- V. PMSU will assess on a continuous basis claim(s) from Contractors, discuss and resolve disputes and support the mission directorate in the event a claim requires an amendment to an existing Contract.
- VI. PMSU will review and assess the request of change in scope, design, estimates, drawing or material by contractor and escalate it for approval with their suggestions

4. Quality Assurance

- I. PMSU will ensure that the materials to be used for the projects are as per the technical specification given in the toolkit or the DPR supported by the documentation Manufacturer/Inspecting Agency
- II. Ensure conformity of drawings/Quantities/ specifications with the Contract/DPR and Toolkit.
- III. Ensure that Contractors develop/apply Quality Assurance (QA) Manuals that meet the relevant norms and standard of the ULB/Department/State (whichever is applicable) Issue instructions and give directions for corrective actions on QA non-conformance
- IV. PMSU shall develop Quality Control protocols for the projects like dates of periodical material testing, acceptable standards, sample sizes, etc. and ensures

that the material testing should preferable done from Govt. certified labs or Govt. engineering colleges.

5. Support to Third Party Audit/inspection:

1. The PMSU shall extend their full support during any third party inspection of the project executed under HRIDAY.

City Mission Directorate requested to constitute PMSU for their cities on or before 30th April, 2016 and send details of the PMSU to the National Mission Director.



Shailendra Vikram Singh
Director (Heritage Cities)

To

1. All District Magistrates/Deputy Commissioners/All Municipal Commissioners/ Chief Executive Officers
2. All HRIDAY City Anchors,
3. HRIDAY, National Project Management Unit

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