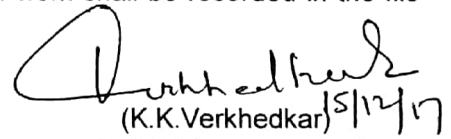


CIRCULAR

1. All EEs are required to submit the list of pending final bills of their respective division through their SEs within 7 days from this Circular. The list should also provide the details of the Action Plan for clearing these bills. This Action Plan will be monitored closely by SEs and in case there are delays then this will be reflected in the Performance Appraisal of concerned engineers. SEs shall submit monthly status reports to their respective CEs.
2. All SEs & EEs are required to regularly maintain the status of proposals initiated by them. In case of any undue delay at any level the same should be escalated to the Higher Authority.
3. All SEs/EEs are required to ensure that proper handing over and taking over of documents are done during the transfers of Engineers and particularly before their retirement.
4. All SEs will come up with the Action Plan for record keeping of the documents in their respective circles.
5. The standard proforma of the provisional extension letter to be issued to the agencies during the process of extension of time limit proposals is being issued shortly.
6. The TPQA procedure is being reviewed. All SEs & EEs are requested to submit their suggestions within 15 days to SE(QC).
7. The SAP "Go Live" is scheduled for 18.12.2017. All SE's will be the Nodal officers for their respective circles for all SAP related issues, net connectivity, hardware requirements and training. They will directly contact Zensar representative for SAP issues and System Manager for other issues for their respective circles.
8. System Manager during the meeting on 14.12.2017 assured that all net connectivity & hardware issues will be resolved within a month.
8. For contracts awarded in Pre-GST era, payments shall be made as per circulars issued from time to time till the issues are resolved. However, for works in which GST has been considered while quoting, the same will be processed as per the procedure by taking necessary invoice and showing GST amount separately.
9. All EMD & SD refund cases shall be processed in time bound manner and SEs shall monitor such cases.
10. Tender Committee meetings shall be conducted within 15 days of opening of the bids and all reasons for unavoidable delays if any till award of work shall be recorded in the file with supporting documents.


(K.K. Verkhedkar) 15/12/17
CE(NM)/Emp. No.25340

Separately to :

All SE's () / S.M.

All EE's ()

CC to :

ACE(I)/ ACE(II)/ ACE(III) : for inf. PI.

CE(NMIA)/ CE(SP) : for inf. PI.