

**Appendix-I**  
**CV format for Empanelment as State Quality Monitor**

1. Name:

2. Date of Birth:

3. Address:

4. Contact Nos: (a) Office Phone:  
(b) Residence Phone:  
(c) Mobile:  
(d) E-mail Id:

5. Qualifications:

S. No.	Year of Passing	Degree	Discipline	Remarks

6. Employment Record (Last 15 years):

S. No.	Organization/ Department	Post Held	Duration		Details of work/ experience
			From	To	

7. Date of Retirement:
8. Post from which retired:
9. Other Details (Membership of professional bodies, authorship of technical papers, consultancies, etc.):

10. Willingness to work as SQM:

The undersigned is interested to work as Sational Quality Monitor for PMGSY for the Year \_\_\_\_\_.

I understand that I may be assigned to carry out monitoring in any State in accordance with the Guidelines.

Signature:  
(Name)  
Dated:

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**Kerala State Rural Roads Development Agency**  
**Guidelines for State Quality Monitors**  
**Regarding Honorarium, Traveling Expenses and Incidentals**

The following Guidelines are hereby issued in partial super cession of the Guidelines issued earlier in relation to Honorarium, Traveling Expenses and other claims of State Quality Monitors.

1. The State Quality Monitor will be allowed the following claims:
  - a. **Travel Cost as per the entitlement** for the post from which the monitor has retired (If retired from Government Service) or in which currently working. In case of use of own car or taxi for the purpose of travel up to the District of duty, the Mileage Allowance will be paid as per provisions of travel of Government of India officials given as Sub - Section (IV) - Mileage Allowance for journey by road SR 46 and GoI decisions there under.
  - b. He will be entitled to Rs.500 per day of travel for meeting expenses such as cost of travel from residence to the mode of public transport etc. He will also be entitled for an honorarium of Rs.750 for every day of work and Rs.250 for every day of work for meeting expenses other than lodging charges during this period.
  - c. The State Quality Monitor will be allowed **Lodging Charges of Rs. 500 per day** if a certificate is produced by SQM to the effect that free lodging was not provided.
  - d. The monitor will also be allowed the **incidental charges of Rs. 250 per District inspected by State Quality Monitors**. The standard Format for the claim is enclosed. The claims should be submitted in this format. **State Rural Roads Development Agency**(An Agency of the Rural Development Department)**Government of Kerala**

## **FUNCTIONS OF STATE QUALITY MONITORS**

### **The Guidelines of the Second Tier State Quality Monitoring:**

The PMGSY envisages a 3-tier quality management system with the 1<sup>st</sup> tier at PIU Level, 2<sup>nd</sup> tier at State level (State Quality Monitor or SQM) independent of the PIUs and the 3<sup>rd</sup> tier at Central Level through National Quality Monitors. As the State Agencies are

primarily responsible for ensuring quality on a systematic basis, State Quality Monitors should inspect the works under the PMGSY on a sample basis in order to ensure that the quality management system is operating satisfactorily at the District Level in terms of construction of good quality roads. On the basis of the experience of more than a year and half, it is felt necessary that the second tier quality monitoring mechanism should be oriented more towards verification and review of procedures being adopted at 1<sup>st</sup> tiers of Quality Monitoring, to ensure that specified requirements for quality management are being met. In particular the SQM inspection should include systematic and independent examination to determine whether contractual provisions and arrangements having a bearing on quality are being implemented effectively and are suitable to achieve the objectives.

Accordingly, processes and reporting formats have been enclosed and the inspection report of the SQMs will henceforth be in three parts. Separate formats of inspection have been prescribed for works in progress and completed works. In supersession to earlier instructions "State Quality Monitor visit - Action by PIUs" and Standard Terms for Inspection by National Quality Monitors", the following guidelines will apply for facilitating effective National Quality Monitoring.

#### **1. Arrangements for Inspection by NQM/SQM.**

- a. The National Quality Monitors/State Quality Monitors will be sent a letter of request once in two months for carrying out inspection as per the programme for the forthcoming two months. A copy of this letter will also be endorsed to the State

Quality Coordinator for making necessary arrangements and informing the concerned PIUs. On receipt of the letter of request, the SQM will invariably inform the SRRDA about his tentative programme of his visit in the enclosed Fax/ Mail Back Form.

- b. The details of schedule of visit of NQM will be available on website <http://www.pmgysy.nic.in/> and <http://www.pmgysy.org/> in the last week of the preceding month to enable the SQC and PIUs to make necessary arrangements (procedure to view the schedule of NQM on the website is explained in Appendix A). PIUs have been strongly urged to obtain PMGSY E-mail accounts so that they can be intimated by email. The State Quality Coordinator (SQC)/ Head of PIU, after ascertaining the schedule of visit of the NQM/SQM in his District should contact the NQM/SQM and ascertain the dates and programme of his visit. The SQM too should endeavor to finalize the programme of his/her visit in consultation with the SQC at the earliest and inform the PIUs accordingly.
- c. It will be the responsibility of the SQC to ensure adequate arrangements for inspection by the NQM/SQM, including ensuring the supply of desired information to NQM/SQM by PIUs.
- d. The SQM is required to inspect three districts in a single visit in one State in each of the 2 months. The total districts inspected during one visit shall not exceed three. He/She should finalize a suitable programme to spend not more than 3 days in each district inspecting normally between 2 to 4 works

on each day (2 works in progress or 1 work in progress and 2 completed works or 4 completed works). The districts as well as blocks where the inspection of the works is to be carried will be indicated in the letter allocating the States. While every efforts will be made to select blocks with works eligible for inspection if, for any reason, the allotted blocks do not have any works where inspection is required, the SQM may choose neighboring block(s) for inspection but it should be only in exceptional cases and the SQM shall record the reasons in the report, as to why the works of allotted blocks could not be inspected.

- e. The SQM is expected to make his/her own arrangements to travel up to the District Headquarters. The PIU shall make necessary arrangements for transport required for inspection of works within the District and from one District to the next. The PIU may make arrangements of boarding of SQM in Government Guest Houses/ Inspection Bungalows but in case of non-availability of such an accommodation, the SQM may stay in private Hotels/ Guest Houses and the reimbursement to SQM for boarding charges will be done by SRRDA as per the guidelines regarding honorarium and travel expenses etc detailed in Appendix B.
- f. The programme of inspection is valid for the inspection of works for the months mentioned in letter of request only; therefore, in no case should the inspection spill over to the next month. The inspection of works would

therefore not be valid for purposes of reimbursement of expenses by SRRDA for a month other than the allotted one.

- g. Arrangement should be made by the PIU for carrying out Quality Control Tests, at the Contractor's field laboratory, mobile laboratory or District laboratory.

## **2. Prioritization of Works for Inspection:**

While inspecting the works, the SQM will prioritize the selection of roads as follows:

- a. **Priority 1** shall be to inspect works which are at earthwork stage. This is with a view to examine the system and procedures which is being followed by the PIU and the Contractor. SQM intervention at this stage would help in ensuring that subsequent stages of the work are carried out after system deficiencies are removed.

Under this category it would be sufficient that only one work of the contract package is examined. (As the PIU and Contractor would be common). In the next visit, the SQM should inspect any other road in progress under the same package. Thus not more than two roads shall be inspected under the same package.

- b. **Priority 2** ongoing works (excluding Phase I works) which have not been inspected at all by SQM before.

- c. **Priority 3** shall be ongoing works that have not been inspected by State Quality Monitoring Mechanism or SQM in the last 4 months.
- d. **Priority 4** shall be inspection of works completed after 31.03.04 which have not been inspected by SQM or NQM in the 6 month period upto completion.

Note:

- Completed Phase I works shall not be inspected by SQM whether or not inspected by any SQM earlier.
- Complaint cases and ATR cases shall be got inspected on case to case basis.
- The same road shall not be inspected if the previous inspection by NQM/ SQM is less than 3 months earlier.
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**3. Information and Details to be furnished to SQM by PIU:**

- a. The PIU will furnish to the SQM phase wise according to the priority 1,2,3 and 4 listed in Para 2 list of all works (inspected or not) for the Block of the District due to be visited, on following proforma:

Name of PIU \_\_\_\_\_

Date\_\_\_\_\_

List of Blocks \_\_\_\_\_

Inspection Priority No	Road Code	Name of Road	Phase and Date of Start of work	% of Progress	Details of Previous Inspection (if any) by SQM/ NQM		Action Taken/ Rectification Done and whether re- inspected
					Name of NQM/ SQM	Inspection Date	

- b. The SQM will select roads out of this list in accordance with the priority given in para 2 above, and shall enclose a copy of the list of roads given to him by the Programme Implementing Unit along with his report to the SQC and SRRDA. In case in that Block there is no eligible road, the list will still be sent along with the list of the Block selected by SQM for his visit.
- c. The PIU will also make available a road map showing the location of roads to enable planning of the itinerary and selection of works to be inspected.
- d. After the SQM selects the roads to be visited, the PIU will provide the necessary works information in respect of the road in Part I of the Inspection Report Format (enclosed as Appendix C-1 for on going works and C-2 for completed works). It is expected that the PIU will have updated details in

respect of all on going works and therefore the Part I of the Inspection Report can be made available without delay.

**4. Preparation of Inspection Reports by SQM:** The reporting for the inspection of on going works and completed works will be done on the respective formats (Appendix C-1 and C-2). The reporting format of the SQM report will be in two parts including Part I:

a. **Part II - Observations of SQM for On Going Works/ Completed Works:**

Based on the information supplied in Part I, the NQM will carry out the inspection and fill up this format Part II (Appendix D-1 for ongoing works and D-2 for completed works) for every work. *After the inspection, the NQM will handover one copy to the Head of PIU.*

b. The Reports need not be accompanied by any other supporting documents except where these are necessary to support a view or finding of the SQM.

**5. Guidelines to SQMs for filling up the Inspection Formats:**

a. **Inspection Format:** Before filling in Part II, the SQM should traverse the entire road up to the end habitation. While making observations in respect of items given in Part II, the SQM must keep in mind that the intention is to

improve and strengthen the system to achieve overall project quality. As such, the SQM should also focus on project management by the PIU and make his observations on:

- i. **Contract Management:** Observations regarding contractual provisions of identifying defects, communication to the Contractor and rectification thereof shall be recorded by the SQM. In addition, observations on issues of Time Control mechanism as adopted by the PIU shall be recorded. The observations regarding delays and work programme should be made as per the information submitted in Part 1, Clause 3 and 4.
- ii. **Designing and Estimation:** The observations should be made based on the scrutiny of the Detailed Project Report. The observations regarding traffic, CBR and appropriateness of design of CDs should be made based on the inspection of site. It may not be always necessary to conduct detailed tests or surveys for general assessment of adequacy.
- iii. **Geometrics:** The observations should be based on inspection of the entire road length and provisions made in the DPR.
- iv. **Quality Control Arrangements:** The observations should be based on visit to field laboratory, the test facilities available, adequacy of manpower for carrying out the tests, system of bringing samples to the testing lab as well as system of recording of results and

examination of Quality Control Register Part I and II. In case of a completed work, if the Site Laboratory is no longer there, the same Contractor's site laboratory for an ongoing work of the same package, if it is located nearby, can be seen. The observations in respect of technical staff and machinery of the Contractor should be based on site visit.

- v. **Attention to Quality:** The observations on number of tests conducted should be based on examination of Quality Control Register Part I. The system of identifying failed tests and action taken by Project Implementing Unit/ SQM should be examined and commented upon by the SQM.
- vi. **Inspections:** Observations regarding inspections and compliance of NQM/ SQM visit should be based on the information submitted by PIU in Part 1, field visit and discussion with the officers of PIU.
- vii. **Observations on Quality of Items of Work:** The SQM is expected to give the observations in respect of the items, which can be easily inspected or are under construction. **The SQM is not expected to make observations regarding the hidden items and in such case mention can be made in the appropriate clause.** It may not always be necessary to conduct detailed tests to support every observation. The SQM with his experience is expected to be able to make

observations based on hand feel tests or by visual inspection and make a mention accordingly.

- viii. **Other Observations:** The SQM may like to give some guidance or may like to make observations on the items, which are not covered in the Formats; such observations may be given in this paragraph.

#### **6. Post Inspection Discussion:**

During inspecting the roads within the District, the SQM should

- a. Ascertain the operation of the system of departmental inspections.
- b. Hold an informal meeting with the PIU officers and Contractors engineers in order to review the findings of the inspection and to suggest improvements in execution to obtain better Quality for all other works under the PIU.

#### **7. Submission of Inspection Report by SQM and Action by PIU/ SQC:**

- a. After the inspections in the District are over and copy of Part II of reporting format will be handed over by the SQM to the PIU, also copies will be sent to the State Quality Coordinator and SRRDA within 10 days of the date of completion of inspection.
- b. It is open to the SQM to discuss the specific issues arising from the road inspection with the head of the PIU. Unless the PIU disagrees with the conclusion/ recommendations, rectification work should be ordered immediately by the PIU. In case the head of the PIU feels that any portion of the Inspection Report or the suggested rectification is not appropriate he shall make a full report to the State Quality Coordinator.

- c. The SQC is expected to take immediate action to ensure that the Head of PIU takes immediate steps to implement the observations of SQM. The action taken report should be prepared by the PIU every month and sent to the SQC, who will examine and compile the ATRs.
- d. In case, the Inspection Report Part II is not handed over by the SQM before his departure from the District, the PIU will immediately inform the SQC and the SQC in turn will inform the SRRDA with details for further action.

#### **8. Action Taken Reports:-**

The SQM reports will be examined in SRRDA and internally graded as 'Satisfactory' or 'Unsatisfactory'. All cases where work appears unsatisfactory and all other cases where action is required will be forwarded by the SRRDA to the SQC for taking action and submitting an Action Taken Report. It may be mentioned here that the PIU/SQC should not wait for the communication from SRRDA and should start taking action based on inspection report furnished by SQM immediately after inspection. The following is the procedure in this regard.

At DPIU level the following action may be taken in respect of every work in which an action is required:-

- i) Action should be taken in respect of every work and every item of work inspected.

- ii) The Action Taken Report will be prepared by Executive Engineer/ Head of Project Implementing Unit in the prescribed Format and will be sent to the State Quality Control Coordinator. The State Quality Control Coordinator will mention his remarks and send a copy of Action Taken Statement to SRRDA.
- iii) A Monthly return will be sent by SQC to SRRDA enclosing ATRs in Proforma E as the Appendix E