

Draft v1.7

Guidelines for implementation of DDUGJY works

Vol -I: Survey and Work Execution



May 2017

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Chapter 1: Scope and Objectives

The objective of the scheme is strengthening the rural electrical network so as to provide 24X7 electricity supply to all the rural households in the state through the following works:

- i. Providing distribution network for releasing electric connection to APL and BPL households (separate BoQ for following areas)
 - o All unconnected Households (HH) Abadi areas
 - o Applicants eligible under Mukhya Mantri Gramin Gharelu connection yojna in non-Abadi areas.
 - o Applicants not eligible under Mukhya Mantri Gramin Gharelu Connection Yojna but are in vicinity of 500m from installed/proposed transformer (DT)
 - o Survey of all left out unelectrified HH not covered above for assessment of funds required for electrification
- ii. Intensive electrification of villages/dhanis. (partial or unelectrified)
- iii. Work under SAGY (**Saansad Adarsh Gram Yojna**)
- iv. New 33/11 kV Substation and associated 33 kV lines
- v. Separation of 11 kV Ag and Non-Ag feeders in villages having population as per census 2011
 - o above 3000.
 - o 1500-3000 for assessment of funds required

Chapter 2: Responsibilities of Discoms and Contractors

A. Roles and responsibilities of TW/DDUGJY wing

The roles and responsibilities of TW wing shall be as follows:

- a) Issuance of Detailed guideline for execution and survey
- b) Issuing list of approved vendors supplying material of same specification in discoms in last three years (vendor approval not required from TW.
SE (DDUGJY) will ensure to issue list of such approved vendors alongwith GTP by 31 May 2017)
- c) Approval of new vendors who were not previously supplying materials to discom, will be done as per provisions of SBD. Approval shall be done within seven days of receipt of such application/request, if they meet all the requirements.
- d) Approval of survey BoQ within 15 days of receipt of provisional/final BoQ.
- e) Arrangement of timely inspections and dispatch instructions of materials.
- f) To resolve day to day issues.

B. Responsibilities of Turnkey Contractors

The roles and responsibilities of contractors shall be as follows:

- a) To prepare - Work Execution Plan (PERT Chart) ,
- b) Presence in camps organized by O&M wing to identify new connection and conduct GPS survey for HH electrification.
- c) To submit request for approval of new vendor as per their requirement
- d) Purchase of materials as per approved schedule from approved vendors
- e) Maintaining project wise separate store for materials and maintaining inward/outward inventory register
- f) Weekly information to the XEN (DDUGJY) regarding stock position
- g) Execution of survey and works as per schedule and specifications – Contractor shall ensure to start the work from SAGY village
- h) Compilation and up-loading of physical as well as financial progresses to various concerned stakeholders.

- i) To actively participate with discoms in resolving all issues relating to project implementation including ROW, Forest Clearances, Railway Crossings etc.
- j) To take suitable measures on compliance of observations being raised by Discom or its any representatives and nodal agency (REC).
- k) To ensure compliance of the Quality Assurance Mechanism as per tender document and guidelines issued time to time.
- l) To implement and maintain a dedicated centralized bank account for the project, upload and up-date project wise physical progress in DDUGJY web portal.
- m) The Contractor shall assign a representative/ construction manager with the authority to make commitments and decisions that are binding on the Contractor.
- n) Follow any other provisions as provided in the tender document

C. Responsibilities of O&M Officers

The roles and responsibilities of O&M officers shall be as follows:

- a) Progress Monitoring and periodic review of works as per schedule
- b) Motivation and communication (including publication in local media) with local administration and public for raising awareness about the scheme
- c) Ensuring holding of camps for survey and release of connection.
- d) Verification of survey and work execution through feeder in-charge and concerned sub-divisional officers
- e) To resolve local issues such as RoW, land allotment, public hindrance etc.

Chapter 3 : Execution

A. Execution schedule

The contractor shall submit a revised PERT chart in view of guidelines in order no 145 dated 3-05-2017 of Advisor (Energy) for early completion of work including the following activities:

- 1) Camps for inviting connection
- 2) GPS survey and Documentation
- 3) Material Management
- 4) Erection & commissioning
- 5) Documentation of Work done

1) Camps for inviting interested applicants:

- Advisor(Energy) vide his order no 145 dated 3rd May 2017 (Copy of order attached as Annexure A) has fixed the schedule and timeline for holding camps for obtaining consent (Annexure B) from the prospective consumers in the scheme area, i.e., from 7th May 2017 to 31st May 2017.
- Zonal CE shall ensure adherence to above timelines in his zone.
- SE (O&M) in consultation with XEN (DDUGJY) shall issue notification to field offices (already directed to issue camp organization plan on 7th May) as well as to the concerned contractors. The contractor shall ensure that his representative is present in these camps.
- These camps shall be held in concerned Atal Sewa Kendras. In case Panchayat camps are scheduled to be held during 7th May – 31st May 2017, the SE(O&M) shall ensure that Discom shall align its program along with the Panchayat camps.
- SE (O&M) shall provide printed materials ([in attached format](#)) for distribution to unconnected HH in the camp areas.
- The concerned JEN shall ensure to communicate the date of camp to the concerned Sarpanch and all unconnected HHs with wide publicity atleast three days in advance.
- Concerned JEN, feeder in-charge and contractor's representative shall be responsible for communicating/advertising and collecting data in the prescribed consent form
- The JEN (O&M) shall ensure that adequate no of blank consent forms are available with him during the camp.

- Concerned AEN (O&M) will monitor the progress and compile information to be furnished to the SE (O&M)/XEN (DDUGJY), on daily basis
- Any un-electrified/partially electrified habitation as per census 2011 not covered under the scheme, survey should be conducted by the contractor and provide details separately for electrification of unconnected HH to the XEN DDUGJY.

2) GPS Survey and Documentation:

a) New -33/11 kV Substation and associated 33 kV and 11 kV lines

- Priority given to the electrification of HH and network strengthening, 33 kV Substations included in ST Plan and lines will be taken up on fund availability.
- Priority shall be given to the SS included in the S.T. Plan
- The concerned AEN (O&M) shall ensure availability of land and allotment from the competent authority for the new substations.
- Handing over the relevant documents of the allotted land to the contractor to commence work
- In the cases where land is available, contractor will ensure to complete the GPS survey of the sub-stations and associated 33 kV and 11 kV lines as per the timelines given in the order dated 3rd May 2017 (Annexure A).
- In case where land is not available, the AEN (O&M) concerned will ensure for allotment of land from the concerned revenue authorities latest by 31st July 2017.
- The contractor shall assist XEN (DDUGJY) of the project area for preparation of cases where any clearances or approval are required such as railway crossing, forest clearance, blasting, highway crossing etc. from the concerned departments
- The above requirement of clearances shall be initiated well in advance by contractor so that the timelines of execution are not hampered.

b) Feeder –segregation

- Separate Feeder shall be created for the villages having population as per Census 2011 in order of following priority to segregate load of that village (excluding Ag load) from the existing feeder:
 - More than 3000
 - 1500-3000
- Survey works of feeder segregation shall be carried out so as to capture all the information as specified in the survey formats circulated vide order dated 3rd May 2017 of Advisor (Energy), GoR.

- GPS coordinates of the route shall be captured and SLD shall be prepared in AUTOCAD

c) Installation of new DTs and LT lines

- GPS coordinates of the route of 11 kV Spur lines, DT location and LT lines shall be captured and SLD shall be prepared in AUTOCAD
- The contractor shall ensure that the new DTs proposed are near the load centre in consultation with concerned O&M officers for optimal utilization.
- Consent forms/ application forms of prospective consumers (BPL/APL) shall be collected by the contractor and GPS coordinates recorded for these households.

d) Approval Mechanism of Surveyed BoQ and work scope

- The approval of surveyed BoQ shall be limited to REC sanctioned cost.
- Survey details shall be filled in approved formats circulated vide letter dated 3rd May 2017 of Advisor (Energy), GoR.
- The completed GPS survey documents (a detailed BoQ and SLD) duly signed by contractor's representative and verified by concerned feeder in-charge, JEN (O&M) and XEN(DDUGJY). The compiled signed SLDs along with BoQs shall be submitted to SE (O&M), XEN (DDUGJY), SE (MIS) and SE (DDUGJY).
- Extra Items required for execution of project, not included in original bid BOQ shall be provided as free issue item by discoms. However erection cost shall be considered as prevailing Central Labour Rate Contract (CLRC).
- The above Survey works is to be completed by the contractor latest by 15th June 2017
- SE(DDUGJY) will ensure for approval of the surveyed BoQ within seven days of receipt of such surveyed BoQ and SLD.
- While approving the surveyed BoQ, if it is felt that funds allocated under the scheme falls short then, following priority shall be maintained:
 - First priority shall be provided to cover the scheme area
 - Second priority shall be provided to partially electrified villages in which household has been left after the implementation of 12th plan works
 - Third priority shall be given to cover the area that are feasible under the Mukhya Mantri Gharelu Connection Yojna (MMGCY), i.e., household that are within distance of 650 meters from the 11 kV system. While deciding the load center to cover this work, it shall be ensured that load centre to be created in such a

- manner so that maximum consumers can be connected with the distribution transformers in accordance with its capacity.
- The last priority shall be given to the households in non-abadi area. Possibility shall be explored to connect them using off-grid technologies.
 - Similarly to ensure the optimal utilization of the funds, the priority among the activities to be covered under the scheme shall be maintained as follows:
 - First priority shall be given to the connecting the unconnected households. Releasing of connection is the basic objective of this scheme
 - Second priority shall be given to work related with feeder segregation and metering
 - Third priority shall be given to augmentation of the existing 33/11 kV sub-stations
 - Last priority shall be given to the creation of new 33/11 kV sub-stations
 - Contractor may furnish BoQ in part or full as per survey for approval.
 - Contractor may even commence the work before approval of final BoQ by CLPC as per survey verified by XEN DDUGJY in concurrence with feeder incharge and sub division officers for which contractor may procure upto 50% of supply of PO BOQ.

3) Material Management

- **Vendor, GTP and drawing approval:** All the materials procured for DDUGJY works shall be purchased from the approved vendors by the concerned discoms.
- SE (DDUGJY) will upload the list of Approved vendors periodically (fortnightly) on the Discom(s) web portal.
- Any vendor approved by Discom shall be eligible for supply under both schemes i.e., DDUGJY and IPDS and for all contractors of that Discom.
- **Timeline for new vendor approval:** SE (DDUGJY) shall ensure to approve the vendors within 7 days from receipt of request.
- **Inspection:** Contractors shall furnish inspection offer in advance (15 days) to the SE (DDUGJY) for nomination of inspector for inspection of the material at the works of the vendor.
- Minimum 10% of the BoQ quantity shall be offered for inspection except for the last lot.
- The contractor shall ensure to supply the material to his store within 7 days from receipt of Despatch Instruction (DI).

- All the material inspected shall be as per the approved Material Quality Plan by the discom.
- **Store:** Project wise separate Site Stores shall be maintained and manned by turnkey contractor. Same store shall not be used for more than one projects even if neighboring districts' projects are awarded to the same agency. The turnkey contractor shall deploy his own manpower in stores for round the clock security and for its day to day operation through trained Store-keeper. Daily accounting of materials receipt, materials issues, materials in field are to be maintained by turnkey contractor. In no case, inter-project transfer of materials shall be permitted.
- The contractor shall ensure to purchase the material in such a manner that in no case material remains surplus/excess. No surplus/excess material shall be accepted by the Nigam.
- The contractor will ensure that the material used at the site is duly inspected and CTL passed.
- Random sampling of material from store/site may be carried out by authorized representative of the discom at any time to ensure quality.

4) Erection and Commissioning

a) Timelines

Part A:

HH Electrification (DT installation and erection of LT lines) - by 15th December 2017

Part B:

System Strengthening (33/11 kV SS, feeder segregation, augmentation) and metering – by 31st March 2018

b) Execution

- Contractor shall ensure to start the work in all the blocks in his project area simultaneously.
- Contractor shall ensure to execute the work strictly as per specification approved by Discoms.
- Contractor shall ensure to get verified the work executed from the feeder in-charge/JEN concerned.
- Contractor shall weekly intimate about execution done to the circle PMA/JEN (O&M) for 100% inspection of the executed work.

c) Safety

- The contractor shall ensure the clearances of LT lines from HT lines and nearby Houses are adequate and as per prescribed safety norms

- Contractor shall ensure safety of people (workers, inhabitants, animals) working in his work area.
- Contractor's workmen should be well equipped with safety equipment such as operating rod, earthing chain, safety belts, helmets etc.
- Work area must be blocked from public access during work as per requirement to prevent untoward incidents.
- The contractor shall acquaint himself with all the provisions of the SBD regarding safety provisions and CEA safety regulations.

d) Procedure to be adopted for release of connections (APL/BPL)

- Releasing of free BPL connections (BPL covered under census)
 - o Contractor shall prepare the application and complete all the requisite formalities regarding acceptance of application of all eligible BPL card holders in consultation with O&M officers.
 - o Contractor will lay the network for all eligible BPL card holders.
 - o After completing the network the completion report shall be submitted to concerned AEN (O&M) and XEN (DDUGJY).
 - o AEN (O&M) in turn will issue SCO for releasing connection by the contractor.
- The contractor shall cover all unconnected BPL HHs. The contractor shall coordinate with XEN (DDUGJY), XEN (O&M) and the contractor executing the work under 12th Plan to identify all the BPL household to cover under DDUGJY. The contractor shall ensure that no BPL household to be left out after completion of the DDUGJY works.
- Releasing of APL Connection
 - o The concerned field officers shall ensure to motivate all the unconnected HH residing in abadi or non-abadi area to avail electric connection. Preferably in such a manner that all the applications are received for the area in which the contractor has planned for work execution.
 - o The concerned AEN (O&M) shall ensure compliance of CE (HQ), JVVNL order no 240 dated 28-4-17 (**Annexure C**) regarding charges in acceptance of applications for domestic connection in rural areas.
 - o Job Orders for APL connections shall be issued by the concerned AEN (O&M) to the contractor
 - o As per job orders, the contractors shall erect infrastructure and will install DT without waiting for SCO.
 - o The compliance of infra along with DT installation shall be reported by contractor to the concerned AEN.
 - o The AEN will ensure to issue SCO and release of connections without delay by installing Meter and service line.
- While approving the BoQ, following priority shall be maintained for release of household connections

- First priority shall be provided for the release of BPL connections covered in the census list published by Government of India
- Second priority shall be provided for the release of BPL connections to which state government has issued BPL card
- Third priority shall be provided for the release of APL connections
- Fourth priority shall be provided for the release of connections in the households under the non-abadi area.

B. Documentation of Work

- Work executed by contractor shall be furnished in SLD (with GPS coordinates) along with BoQ utilized to XEN DDUGJY duly verified by feeder in-charge, JEN and Circle PMA
- Statement indicating comparison with Survey BoQ and actual work done shall be submitted by the contractor to XEN DDUGJY and circle PMA.

Chapter 4: Coordination and monitoring

A. General Guidelines

- XEN (DDUGJY) shall ensure to organize circle level meeting with SE (O&M) with all XEN/AENs along with contractor's representative to introduce about the work plan.
- AEN (O&M) will nominate one coordinating officer (one JEN) for day-to-day coordination at sub-divisional level with contractor. The name of such JEN shall be communicated to XEN (DDUGJY).
- The contractor shall provide the names of his representatives working in the project area to XEN DDUGJY/AEN concerned
- AEN will also provide list of feeder in-charge with their mobile nos to the contractor.
- The contractor will communicate weekly plan including area of work and nature of work through email to AEN(O&M),XEN (DDUGJY) and telephonically to feeder in-charge by every Saturday for the ensuing week (Monday).

B. Periodic Review Meeting

- XEN (DDUGJY) shall ensure to arrange a monthly review meeting at each divisional level in consultation with XEN (O&M) and PMA (Circle level) concerned for reviewing progress and resolving issues in execution, if any. The minutes of the meeting shall be communicated within 3 days of holding such meeting to SE (O&M) and SE (DDUGJY)
- SE (O&M) shall organize a monthly review meeting at circle level with all XENs, Contractor and PMA (Circle) to monitor the progress against the targets. SE (DDUGJY) and may be a participant in this meeting. Minutes of the meeting shall be communicated within 3 days to the Circle PMA, Corporate PMA, SE MIS, Director Technical and MD Discom.
- SE (DDUGJY) will schedule his visits for circle level review meetings in such a manner that all the circles are covered in a quarter.

C. Corporate level quarterly review

- SE MIS shall organize a quarterly review meeting under the chairmanship of MD discoms with all the SE O&M, SE (DDUGJY), PMAs (Circle and Corporate) and contractors to discuss the progress and issues faced in execution.

D. Mechanism for resolving issues

- **ROW issues:** The contractor shall ensure to timely intimate the RoW issues in his project area to the concerned SE (O&M) and XEN (DDUGJY)
- SE (O&M) shall ensure to resolve RoW issues as soon as it is communicated by contractor in following hierarchy
 - Amicable settlement with the concerned party - within 7 days
 - Settlement with the help of local administration (Collector), if required - within 15 days
 - Settlement with the help of MD and Chairman Discoms, if required – within 30 days
- SE (DDUGJY) shall resolve the issues or grievances, if any. He shall submit a **fortnightly report** to the respective MDs in a tabular form covering following details
 - Description of issue
 - Nature of issue (Critical/Non-critical)
 - Name of the entity that raised the issue
 - Duration from which issue lying pending
 - Action taken by SE (DDUGJY/IPDS) to resolve the issue
 - Description of the resolution provided along with the copy of office order issued.



Annexure A

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No.: Advisor (Energy)/F. /D. 145

Date: 03.05.17

→ The Managing Director,
Jaipur Vidyut Vitran Nigam Ltd.,
Ajmer Vidyut Vitran Nigam Ltd.,
Jodhpur Vidyut Vitran Nigam Ltd.,
Jaipur / Ajmer / Jodhpur.

Sub: Fast Track execution of DDUGJY scheme in the districts.

It has been decided to ensure execution of DDUGJY works in the districts within a span of next one year. Accordingly, the following guidelines are being issued for compliance by the management of Discoms, so that not only the envisaged timeline of execution is achieved, but also quality of work is maintained upto the mark alongwith complete transparency during the execution so as to curb the scopes of mal practices if any.

The works under DDUGJY of all the districts comprise of electrification of localities and release of connections to APL & BPL in the newly electrified localities and as well as in already electrified areas.

In addition to this, the scheme also includes system strengthening work such as separation of feeders, erection of new 33/11 KV Sub-stations etc. For the purpose of simplicity, the work of release of connections to APL and BPL has been assigned as Part-A of the scheme, remaining system strengthening work have been assigned as Part-B of schemes and Field/Material Quality Plan as Part-C.

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Part-A – Household electrification– Road map of all the schemes.

S. No	Name of activity	Purpose of activity	Date of commencement	Date of completion
1	Holding of camps for receipt of applications for new connections in the electrified as well as new localities.	To obtain application for new connections for assessing actual demand.	7.5.17	31.5.17
2	Pre commencement GPS survey of the scheme area by the contractor in format A.	Assessment of the infrastructure required along with SLD maps in the digital format showing GPS coordinates of transformer, pole as well as consumer.	1.6.17	15.6.17
3	Approval of survey including approval of digital maps of the pole/DT location, consumer location etc. Three copies of the approved road map shall be prepared duly signed by the Feeder Incharge/JEN/AEN. One copy shall be with the contractor, one for office record(digital format) and third copy shall be pasted on Panchayat Samiti HQ.	For the sake of transparency and facilitating data in GARV 2.0 app of REC	16.6.17	23.6.17
4	Commencement and completion of erection of the infrastructure	To achieve the objective of the scheme	1.7.17	30.11.17
5	Release of connections	To achieve the objectives of the scheme	15.7.17	15.12.17

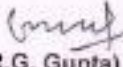
Part-B: System Strengthening

S. No	Name of activity	Purpose of activity	Date of commencement	Date of completion
1	GPS Survey by the Contractor as per format 'B'	To prepare digital map of the proposed infrastructure.	7.5.17	31.5.17
2	Verification of the GPS survey by the Discoms	To approve and optimize the infrastructure.	1.6.17	15.6.17
3	Revised approval of the Central Govt (if require as per the parameters of the scheme)	Work Optimization	16.6.17	30.6.17
4	Phasing of the work to be done	To freeze sequence of the execution of the infrastructure works which shall be followed by the contractor.	15.6.17	30.6.17
5	Execution of work plan	To ensure implementation of plan timely as per the sequence of the activities fixed to achieve the objectives of the scheme.	1.9.17	31.3.18

Part-C - Field Quality Plan

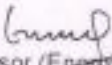
S. No	Name of activity	Purpose of activity	Date of commencement	Date of completion
1	Preparation of material quality plan	To ensure quality of the material.		30.6.18
2	Field Quality Plan	To ensure quality of field execution.		30.6.18

Survey Format – A & B are emailed separately to all contractor's as well as district Superintending Engineers.


(R.G. Gupta) 3/5/2017
Advisor (Energy)

Copy submitted to the following for kind information:

1. The Pr. Secretary to CM, Govt of Rajasthan, Jaipur
2. The Pr. Secretary – Energy, Govt of Rajasthan, Jaipur
3. The Chairman Discoms, Vidyut Bhawan, Jaipur
4. All Contractor.


Advisor (Energy) 3/5/2017

Annexure B

जयपुर/अजमेर/जोधपुर विद्युत वितरण निगम लि०

घरेलू कनेक्शन प्रोत्साहित करने हेतु केम्प का आयोजन

केम्प स्थल

घरेलू कनेक्शन के लिये सहमति पत्र

आज दिनांक को आयोजित केम्प में मुझे ज्ञात हुआ है कि मेरी ढाणी/गाँव में दीनदयाल उपाध्याय ग्रामीण ज्योति योजना के अन्तर्गत विद्युतीकरण किया जा रहा है। मेरा घरेलू आवास उपरोक्त ढाणी/गाँव में स्थित है जिसमें मैं विद्युत कनेक्शन लेने के लिये कृत संकल्प हूँ। निकट भविष्य में जब भी मेरी ढाणी/गाँव में वितरण तन्त्र की स्थापना होगी तो मैं तुरन्त प्रभाव से आवेदन कर कनेक्शन लेने के लिये सहमति प्रदान करता हूँ।

हस्ताक्षर	ढाणी व गाँव का नाम
नाम	पंचायत समिति
मोबाईल न०	जिला
दिनांक	

कार्यालय उपयोग हेतु

आवास का जीपीएस कॉर्डिनेट

कनिष्ठ अभियंता का नाम

कनिष्ठ अभियंता के हस्ताक्षर

Annexure C

जे.पी.आर.5-854

जयपुर विद्युत वितरण निगम लिमिटेड
कार्यालय अधीक्षण अभियन्ता(वा0)

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क० जेपीसी/अधी.अ. (वा.)/सी-1/एफ. /प्र०. 240 जयपुर, दिनांक- 28.04.2017

आदेश

विषय:- ग्रामीण क्षेत्र में घरेलू विद्युत कनेक्शन हेतु शुल्क के सम्बन्ध में।

दीनदयाल उपाध्याय ग्राम ज्योति योजना के तहत गाँवी एवं डाणियों में विद्युतीकरण कर घरेलू कनेक्शन जारी किये जा रहे हैं। इस योजना के अन्तर्गत बीपी.एल. परिवारों को नि.शुल्क एवं ए.पी.एल. परिवारों को विद्युत कनेक्शन नियमानुसार शुल्क जमा कराकर जारी किया जाना प्रस्तावित है। इस सम्बन्ध में यह स्पष्ट किया जाता है कि उपरोक्त योजनाओं में विद्युतीकृत गाँवी एवं डाणियों को आबादी क्षेत्र मानते हुये प्रचलित प्रावधानों के अनुरूप ए.पी.एल. परिवारों से निर्धारित कनेक्शन शुल्क रु. 1500/- एवं आवेदन शुल्क रु.200/- जमा करवाकर कनेक्शन जारी किया जाना सुनिश्चित करें।

यह आदेश अध्यक्ष डिस्कॉम द्वारा अनुमोदित है।

आज्ञा से

(ए.के. खण्डेलवाल)
मुख्य अभियन्ता (मुख्यालय)

Desktop/San/IPR