



North Bihar Power Distribution Company Limited

# Minutes

Review Meeting for Projects Dated-17-10-2014

## General Instructions during Review meeting

1. All Design/Drawing of different works to be executed under different schemes should be made available upto JEE Level.
2. Project monitoring cell has made a presentation on quality of work as per their field visit and Inspection. The presentation explained the lapses and glaring shortcomings in the execution of RGGVY and other schemes by various contractors. This presentation should be made available to all concerned so that the issues raised in the report should be rectified and the technical & general specifications of erections work to be strictly followed failing which strict action to be initiated against all concerned.
3. All letters/standing instructions/Approval or any other important circulars issued from Project department should be uploaded on the website so that it can be accessed by all concerned.
4. Review meeting of RGGVY will be conducted fortnightly separately from other projects.
5. Every AEE/JEE (Projects) should make their tour programme for their field visit of project work in their area and it should be duly approved by the concerned EEE(Project).
6. Reports which will be prepared for the meeting should reviewed by all Project departmental heads prior to the meeting in advance. Figures should be reconciled with agencies/field offices.
7. Officers from civil department should always be present in any meeting related to project/field visit.
8. The Pending Agreements of RGGVY 12th Plan should be done within one week else Tenders would be cancelled and amount will be forfeited.

