



ASSAM ELECTRICITY GRID CORPORATION LIMITED

BIJULEE BHAWAN, PALTANBAZAR, GUWAHATI – 781 001

Ph: +91-361-2739520

Fax: +91-361-2739513

Website: aegcl.co.in, e-mail: md_aegcl@yahoo.co.in

OFFICE ORDER

Modalities for works to be executed under ADB Funded Project of Assam Electricity Grid Corporation Limited is detailed in the enclosed Appendix- I. For the counterpart activities the modalities have already been decided vide Order No MD/AEGCL/General/Misc-Extra/2010/01 Dated: 08.09.2010.

The same is being once again circulated vide Enclosure-I.

Managing Director

Memo No. MD/AEGCL/General/Misc-Extra/2010/07

Date: 20.01.2011

Copy to:

1. The PS to Chairman, Assam State Electricity Board, Bijulee Bhawan, Paltan Bazar, Guwahati-01 kind appraisal to the Chairman, ASEB.
2. The all Chief General Managers, AEGCL for information.
3. The all General Managers, AEGCL for information.
4. The all Deputy General Managers, AEGCL for information.
5. The all Senior Managers, AEGCL for information.
6. Related file.

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Managing Director

MODALITIES TO BE FOLLOWED FOR EXECUTION OF ADB FUNDED WORKS

SENIOR MANAGER (T&T)

Overall responsible for the Site Implementation.

- Will supervise all activities of the Project.
- Senior Manager (T&T) will require to submit weekly progress report to the Nodal Officer with copy to respective DGM and GM.
- Senior Manager (T&T) will ensure that no material from project site will be allowed to divert without written permission of the ordering authority.
- On satisfactory completion of the project Senior Manager (T&T) will issue the request of Taking Over and the entire Project will be taken into account as a created asset.
- Any site alteration of the project will only be undertaken after approval from the ordering authority herein the Managing Director. Amendment if any will be done by the Managing Director only.
- Will verify the supply invoices on the basis of materials reached to site. He will ensure that the materials are entered into the Turnkey Contractor's site stock register.
- Will verify the Price Variation Invoices.
- Will be responsible for entry of all erection activities of electrical equipments and will verify all invoices.
- Will receive the verified invoices and duly entered and signed MB from Senior Manager (Civil) for civil works.
- Senior Manager (T&T) will forward all invoices to the respective DGM (T&T)

DGM (T&T).

- He will be overall responsible for implementation.
- Monitor the progress of the activities
- On receipt of verified invoices DGM (T&T) will issue the Pass Order.
- DGM (T&T) will forward the Invoices to the DGM-I, HQ (the designated Nodal Officer)

DGM – I (Nodal Officer).

- On the basis of those verified Invoices DGM – I, HQ will process Invoices.
- The summary Invoices will be forwarded to CGM (F&A) through CGM (Transmission)
- He will be responsible for all activities at Head Quarter Level.

Senior Manager (F&A) (Nodal Officer Finance)

- Will check the invoices and make necessary arrangement to accord Pay for order after ensuring statutory deduction of taxes.
- He will also intimate the net pay order to the field DGM (T&T) & Senior Manager (T&T)
- Will return Invoices to the Nodal Officer (DGM-I)
- After taken over of the project by AEGCL he will assure the book entry for asset creation vis-a-vis in tariff accounting.
- He will be coordinate for CAG Auditing and generation of statutory Audit Report. Timely generation of Statutory Audit report is one major parameter for withdrawal.

DGM – I (Nodal Officer).

- DGM – I will then prepare the Withdrawal Application of the net payable amount.
- Withdrawal application will be signed by CGM (Transmission) and in his absence / leave CGM (F&A) will sign.
- DGM-I will then record the same and forward the same to the Director (PMU) through CGM (Transmission)


MANAGING DIRECTOR, AEGCL