

PCE Circular No. 1 of 2014

EFFECTIVE PLANNING FOR EXPEDITIOUS EXECUTION OF WORKS WITH
QUALITY AND WITH IN SANCTIONED COST

There are large numbers of works which are being sanctioned every year through works programme (LAW & PWP). Presently, throw forward is very high and the execution of these works is taking very long time. Even limited funds allotted (Budget Grant) are not spent, under most of plan heads. It is mainly due to improper planning of various activities before execution of sanctioned works.

2.0 Therefore, planning of various activities before execution of sanctioned/existing works is very essential for expeditious completion of sanctioned works under various plan heads, during a year, with quality and within sanctioned cost.

3.0 The various planning works are to be done in 1st 6 months (50% time) from April to Sept (Non working summer & rainy season) and execution will be done in next 6 months of working winter season i.e. from October to March (50% time). In fact up to 90% time is given for planning in foreign countries and even some organisations in India.

4.0 Execution of old works can also be done in non-working season for which all planning works had been in last financial year & decided for commissioning in current financial year.

5.0 Various Planning works to be done for expeditious completion and commissioning of works, in a financial year.

The various planning works are to be done in the following sequence:-

- (i) Finalisation of list of "I" priority sanctioned total or part works (which are really important) to be approved by DRM of division or plan head coordinator in HQ. Then divisional officers shall examine & confirm whether these works can be commissioned in a financial year, and accordingly Bar Charts, duly signed by officers of divisions, construction and other PSUs etc., in consultation of divisional finance for funds and final approval of PCE & FA&CAO in HQ - by 31st March.
- (ii) Preparation & Approval of plans & drawings only for these works - by 30th of April. (for preparation & approval of various plans, directives as per PCE circular No-2 are to be followed.)
- (iii) Preparation of detailed estimates only for these works - by 31st of May.
- (iv) Arrangement/Re-appropriation of required funds only for these works - by 31th of May.
- (v) Acquiring of land, removal of encroachments etc., & procurement of materials etc., if required - by 31st May.
- (vi) * Preparation of tender schedules, eligibility criteria, realistic date of completion, special conditions etc., by division/ construction and approval of planning of invitation of tenders by HQ (PCE & FA&CAO)- by 30th of June.
- (vii) * Finalisation of tenders - by 30th of September.

* For Tendering/ contracts, directives as per PCE Circular No -3 are to be followed.

6.0 It is pertinent that the planning is one of important activities (10% of total activities requiring 90% time) & not urgent activity, as per 3rd habit "First things first" of "Seven habits of Highly effective people" by Stephen Covey and is to be done at higher level (JAG, SAG & HAG) giving quality time. Important activity like planning, require following 3 main actions:-

- i. To be done personally at higher level, without delegating at lower level.
- ii. To be done regularly, if not daily.
- iii. Bring excellent long term results at end of year like "Chinese bamboo tree" mentioned in Para 7 below.

7.0 If proper effective planning, as per Para 5 is done in the first 6 months (50% time), execution in next 6 months of working season (winter season) will be done with following advantages :-

- (a) Expeditious completion (in less than 50% time).
- (b) No cost overrun (within sanctioned cost).
- (c) With quality.
- (d) No observations from Audit & Accounts.
- (e) No observations from Vigilance.
- (f) No complaints from contractors etc.

8.0 Therefore, it is requested to follow above directives for various planning works, in true spirit, to have long term advantages, highlighted above

This has been issued with concurrence of FA&CAO.

(J.S. Gupta)
Principal Chief Engineer

No. W4/374/C.E's CIRCULARS/Pt.I/1132

dated: 24.02.14

Copy to:

1. GM for kind information please.
2. FA&CAO for information please and to give a copy to Sr. DFM's of division for n.a.
3. PHOD/CHOD's (Plan head coordinator) for n.a. please.
4. CAO/Con & FA&CAO/Con for information and n.a. please.
5. RVNL & other PSU's for information and n.a. please.
6. DRM's for n.a please & give a copy to plan head coordinators of division for n.a.
7. Sr.DEN/Co-ords/ KUR, SBP & WAT for information and n.a.
8. Sr. DEN/Estate/BBS, KUR, WAT & SBP for information and n.a.
9. EDCE/G, Rly Board for information please.