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KARNATAKA POWER TRANSMISSION CORPORATION LIMITED
Corporate Identity Number (CIN): U40109KA1999SGC025521

No: B19/345/85-86

Corporate Office,
Kaveri Bhavan,
Bangalore -560 009.
Dated: 23.07.2016

CIRCULAR

Sub: Adopting CPM Network diagram along with activity charts in KPTCL projects executed on Total Turnkey or Partial Turnkey basis – Reg.

It is observed that the present practice of obtaining the activity chart from the successful bidder and approved by Chief Engineer, T&P has not been sufficiently effective in monitoring the progress of projects. It has been seen that the respective zonal Chief Engineer is not at all involved in the activity chart preparation and approval process and no discussions are held between respective zonal Chief Engineer and the successful bidder while preparation of the work breakdown structure (activity chart) and time estimates for each of the activity.

There is a need to adopt "Just in Time" concept where right material in right quantity at right price and at right place is made available at right time is ensured. It is also imperative that the activity chart / work break down structure be drawn collectively by the successful bidder and the respective executing authority from KPTCL side and there upon the approval is accorded.

The Critical path Method (CPM) of monitoring the projects need to be practiced mandatorily and all activities and mile stones lying on the critical path are to be monitored closely, each fortnight by the respective Superintending Engineers of all Works circles. These major mile stones at a macro level should be presented during the review meetings at corporate office by the Chief Engineers. CPM Network diagrams or GANTT Charts/Activity Chart are to be prepared by the agencies in consultation with the KPTCL authorities and approved by the zonal Chief Engineers. Base line time schedule


(Handwritten signatures and dates)
24/7/16
AEE-41 AE-1
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for each activity is to be mentioned and with reference to this baseline actual progress / achievement is to be monitored.

Hence the following procedures are envisaged. The Zonal Chief Engineers must ensure implementation of these guidelines in all the projects executed in their zones.

1. A kick off meeting is to be held at the respective zonal office for each LOI issued along with the successful bidder chalk out the work breakdown structure along with time schedule for each activity in the work breakdown structure. Payment towards Supply, Erection and Civil portion shall be made as per the DWA conditions.
2. During the kickoff meeting concerned Chief Engineer shall ascertain from the agency, any requirement of additional or left out items in DWA so that processing of work slips at the end of the project could be avoided.
3. The CPM network diagram / Gantt chart shall be prepared by the agency in consultation with the KPTCL AEE/EE within seven days from the date of issue of LOI which has to be duly approved by the concerned Zonal Chief Engineer, a copy of which shall be sent in hard and soft copies to Tendering and Procurement and Project Monitoring section in KPTCL, Corporate Office.
4. The concerned Superintending Engineer Shall have fortnightly review of all the projects in accordance with the activity chart and ensure that payments towards the completed portion of the projects are made as per the DWA conditions. All issues regarding technical guidance, Work Slips, PV & QV bills, Line clears, Row shall be discussed and minutes of the meeting be drafted. The concerned Chief Engineer should also participate as much as possible in these meetings.
5. Concerned Chief Engineer shall hold monthly progress review meetings based on the approved activity charts.
6. Any modifications or changes needed to be made to the CPM / GANTT chart may be done duly keeping the original base line intact, calling the revised baseline as 'base line 2' with all justifications which shall be audited.

7. Review meetings at the corporate office shall be held once in 2 months where atleast the major milestones will be discussed based on the approved activity chart and CPM / GANTT diagram
8. Every meeting shall start with the Action Taken Report (ATR) on all the issues discussed in the preceding review meeting.


Deputy General Manager (Tech),
KPTCL, Bengaluru.

Copy to:

1. All Chief Engineers, Electricity, KPTCL.
2. All Financial Advisors, KPTCL.
3. All Superintending Engineers, Elecl., KPTCL.
4. All Controllers of Accounts, KPTCL.
5. All Executive Engineer, Ele., KPTCL.
6. All Deputy Controllers of Accounts, KPTCL.

Copy for information to:

1. EA to MD/DT, KPTCL, Kaveri Bhavan, Bengaluru.
2. PS to MD/DT/DF/D(A&HR)/Director & Company Secretary, KPTCL, Kaveri Bhavan, Bengaluru.
3. The Superintending Engineer (Ele.), IT & MIS, with a request to arrange to upload this Circular in KPTCL website.