

Action Plan for obtaining ISO:9001 certification of the Department of Rural Development

1. Constitution of Management Committee

The Management Committee has been constituted which has the following officers:

Name	Designation	Committee
Shri S. Vijay Kumar	Secretary (RD)	Chairman
Shri Arvind Mayaram	AS&FA	Secretary
Shri Niten Chandra	Joint Secretary (Administration & Coordination)	Management Representative
Shri D.K. Jain	Joint Secretary (Rural Employment-I)	Member
Shri M. Muruganandam	Joint Secretary (Rural Employment-II)	Member
Dr. P.K. Anand	Joint Secretary (Rural Connectivity)	Member
Shri T. Vijay Kumar	Joint Secretary (Rural Livelihoods)	Member
Shri Sanjay Kumar Rakesh	Joint Secretary (Social Assistance)	Member
Shri P.P. Mitra	Chief Economic Adviser	Member
Shri C.R.K. Nair	Adviser (Statistics)	Member
Shri D.N. Pathak	Chief Controller of A/cs	Member
External Members for Rural Connectivity		
Secretary General	Indian Road Congress	Member
Director	Central Road Research Institute	Member

2. Scope for ISO 9001

- Providing all-weather connectivity to all eligible unconnected habitations covered in core network having population of 500 or more persons in plain areas and 250 or more persons in Hill States, Tribal (Schedule V), Desert (as identified in DDP) areas and 78 Selected Backward and Tribal Districts under Integrated Action Plan.
- To upgrade selected through routes in support of the main objective
- To have a planned maintenance strategy to provide sustainable farm-to-market connectivity.

3. Organizational structure

Organizational structure is placed at **Annexure-1**.

4. Vision and Mission

Vision: Rural Connectivity to assist in sustainable and inclusive growth of rural India.

Mission: To assist in Sustainable and Inclusive growth of rural India for eradication of rural poverty, through provision of all weather access to the rural areas to bring them in the mainstream of social and economic activities, through farm-to-market connectivity.

5. List of processes with designations

S. No.	Name of process/ procedures	Process owner
1.	Rural Roads Network Planning	Director (Technical),NRRDA
2.	Management of Approval of PMGSY Project	Ministry of Rural Development
3.	Monitoring of the Management of Maintenance System	Director (Projects-I), NRRDA
4.	Management of Quality of PMGSY Roads	Director (Projects-III), NRRDA
5.	Web Based System for Online Management, Monitoring and Accounting of PMGSY (OMMAS)	Director (F&A), NRRDA

6. List of sequence of interaction of processes

Ministry/ Department : Ministry of Rural Development, Rural Connectivity and National Rural Roads Development Agency			
Process 1: Rural Roads Network Planning			
Sequence of activities			
S. No.	Activity	Responsibility	Remarks
1	Identification of unconnected and connected habitations.	PIU	
2	Preparation of DRRP	PIU	
3	Consultation with Public Representatives	PIU	
4	Preparation of Core Network Maps and Data	PIU	
5	Consideration and approval of Core network	District Panchayat	
6	Scrutiny and approval by District Panchayat	District Panchayat	
7	Vetting of Core Network by State Level Standing Committee (SLSC)	SLSC	

8	Forwarding of Core Network to Ministry of Rural Development	State Govt.	
9	Preparation of CNCPL and CUPL	PIU	

Process 2: Management of Approval of PMGSY Project			
Sequence of activities			
S. No.	Activity	Responsibility	Remarks
1	Identification of the eligible road works from CNCPL and CUPL.	PIU	
2	Preparation of DPRs	PIU	
3	Scrutiny of all DPRs	STA	
4	Submission of Annual Project Proposals with sample DPRs and Brief for Empowered Committee	State Govt.	
5	Scrutiny of sample DPRs and checklist	Director (Tech), NRRDA	
6	Presentation of proposals to Empowered Committee	Director (Tech), NRRDA	
7	Recommendation of Project Proposals by Empowered Committee	Empowered Committee	
8	Issue of Sanction Letter	MoRD concerned Director	

Process 3: Monitoring of the Management of Maintenance System			
Sequence of activities			
S. No.	Activity	Responsibility	Remarks
1	Development of Maintenance Plan by State Government including Preparation of PCI based road inventory	State Government	
2	Year-wise assessment of maintenance funds required for PMGSY roads.	State Government	
3	Credit of maintenance funds to SRRDA Account	State Government	
4.	Monitoring of Maintenance Expenditure	Director (Projects-I)	

Process 4: Management of Quality of PMGSY Roads			
Sequence of activities			
S. No.	Activity	Responsibility	Remarks
1	First level of quality control at field level	PIU	
	Second level (quality management) through SQMs	SQC	
	Third level (Quality assurance) through NQMs	Director (P-III)	

2	Deployment of NQMs for random inspection of PMGSY road works	Director (Projects-III)	
3	Submission of ATRs/ rebuttal proposals if any regarding non-rectified defects for NQM observations along with SQC recommendation to NRRDA	SQC/ Chief Engineer of State	
4	Decision regarding re-grading of ATRs	Director (Projects-III)	
5	Monitoring of Quality Control Mechanism through OMMAS	Director (Projects-III)	

Process 5: Web Based System for Online Management, Monitoring and Accounting of PMGSY

Sequence of Activities			
S. No	Activity	Responsibility	Remarks
1.	Maintenance of OMMAS	Director (F&A)/ Senior Technical Director NIC through C-DAC	Outsourced to C-DAC under AMC.
2.	Enhancement/Upgradation of OMMAS	Director (F&A)/ Senior Technical Director NIC through C-DAC	Outsourced to C-DAC under AMC.
3	Monitoring data entry and updation of OMMAS	Director (F&A)	Data entry is mostly done by SRRDAs and their PIUs.
4.	Training in OMMAS to field staff	Director (F&A) with assistance of C-DAC	Training being given wherever necessary.
5.	Using OMMAS for MIS and decision support	SRRDA, NRRDA, MoRD	

7. Duties of each Identified Designations

S. No.	Designation	Responsibility
1.	Joint Secretary (RC) & Director General, NRRDA	To oversee the affairs of the Agency of NRRDA & preside over the meetings of Executive Committee.
2.	Director (Finance & Administration), NRRDA	General Administration of NRRDA / General Body and Executive Committee of NRRDA; Annual Action Plan; Finance; Accounts & Audit; Parliamentary Matters. maintenance & upgradation of OMMAS; RTI, Grievance redressal and SEVOTTAM.

3.	Director (Projects-I), NRRDA	PMGSY in States and Special Intervention States / Policy Matters / Overall Project Monitoring and Coordination / Operations Manual, World Bank/ADB Matters.
4.	Director (Projects-II), NRRDA	World Bank Technical Assistance / Training and HRD Matters
5.	Director (Projects-III), NRRDA	Quality Control Systems / Works Procurement Systems including Standard Bidding Document / Special Intervention States / Information Education & Communication (IEC) / Regional Reviews
6.	Director (Technical), NRRDA	District Rural Roads Plan / Core Network / Principal & State Technical Agencies / R&D / Special Projects / Rural Roads Manual / Book of Specifications / Standard Data Book / Technical Design & Specifications / Technical Scrutiny of Proposals / Empowered Committee / Coordination with Indian Road Congress / Library

8. List of Documents

Doc ument No.	Document Title	Description	Responsibility
1.	National Rural Roads Development Agency: Memorandum of Association Rules & Regulations & Bye-Laws (Documents available on website Link: http://pmgsy.nic.in/blcvr.htm), IRC:SP:20:2002, IRC:SP:42, IRC:SP:62-2004, IRC:SP:72-2007.	Memorandum of Associations, Rules and Regulations & Bye-Laws of NRRDA, IRC Publications	MoRD
2	Pradhan Mantri Gram Sadak Yojana (PMGSY): Programme Guidelines (Documents available on website Link: http://pmgsy.nic.in/pmq31.asp)	Guidelines for implementation of the Programme (PMGSY)	MoRD
3.	Operations Manual (Documents available on website Link: http://pmgsy.nic.in/opmn1.htm)	User manual for operation of PMGSY	NRRDA
4.	Online Management, Monitoring and Accounting System	User manual for operating	NRRDA

	User Manual Version 2.0 (Documents available on website Link: http://www.omms.nic.in/citizens/en/publications/default.asp)	the web based system (OMMAS) for online management, monitoring and accounting of PMGSY	
5.	PMGSY Accounts Manual Programme Fund & PMGSY Administrative Expenses Fund Accounts Manual and Maintenance Fund Accounts Manual (Documents available on website Link: http://pmgsy.nic.in/downloads/acmnpf_may05.pdf http://pmgsy.nic.in/downloads/adminexp_may05.pdf http://pmgsy.nic.in/downloads/Mainten_fund.pdf)	User Manual for compilation of Works Accounts of SRRDAs & PIUs	NRRDA
6.	Maintenance Guidelines/ Policy/ Management System http://www.pmgsy.nic.in/op14.htm	User manual for operation of PMGSY	NRRDA
7.	SQM/ NQM Policy/ Guidelines http://pmgsy.nic.in/downloads/QAHVoll.pdf http://pmgsy.nic.in/downloads/QAHVollI.pdf http://www.pmgsy.nic.in/qua4.asp	Quality Assurance Handbook for Rural Roads Volume-I &II, Quality Guidelines to National Quality Monitors	NRRDA

MINISTRY OF RURAL DEVELOPMENT (ORGANISATIONAL CHART- RURAL CONNECTIVITY)

