
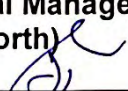



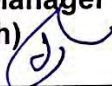
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Document Amendment Sheet

S. No.	Date of Amendment / Revision	Chapter No.	Page No.	Current Page Rev. No.	Summary of Changes

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1.0 Scope of Activities of RPO North SBU

1.1 Introduction



RITES Ltd. RPO North SBU has been established to provide consultancy services in the field of Detailed Engineering and Project Management Services for construction of industrial infrastructure facilities including "Merry Go Rounds system" & new Railway sidings for Power plant/container depot & other plants, Container terminals, ROB, Underpass and road expansion projects in North India.

1.2 Service Spectrum

RPO North SBU provides following services:

- a) Detailed Engineering for new railway sidings, Inland Container Depots, ROB, Underpass and road expansion projects including following activities.
 - Detailed engineering studies for provision of Railway sidings, Heavy duty pavement, building and allied works related to Inland Container Depot.
 - Preparation of bill of quantity and detailed cost estimate
 - Preparation of detailed project reports and detailed engineering reports
 - Getting DPR approval from concerned authorities

- b) Project Management Consultancy (PMC) services for construction of new railway sidings, Container depots, ROB, Underpass and road expansion projects and other related works including following activities -
 - Planning of works for execution
 - Tendering services including award of contract
 - Supervision of work at site
 - Quality control
 - Commissioning of the project

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2.0 Organisation

The organisation chart of RPO North is placed at Annexure A. This shall be revised every year on 1st January although there may be changes in between due to transfer/posting of officials.

3.0 Responsibility & Authority of main Functionaries

1. General Manager / Group General Manager

He is responsible for the overall planning and execution of all the works assigned to him by SBU Head, liaison with the Clients, tendering, monitoring progress, deployment of requisite manpower, ensuring quality control, receipt of payment, etc.

2. Project In-charge (AGM/JGM/SDGM/DGM)

He is responsible for the planning & execution of project assigned to him, acts as nodal officer for that project, ensuring project execution as per laid down standards, preparation of estimates, tender documents, calling and award of tenders, correspondence with Client and Contractors, making progress reports, releasing payments to contractors and realising fee from the Client and any other work assigned to him by SBU Head.

3. Manager/Engineer/Technical Asst.


He is responsible for direct supervision of the work being done departmentally or through contractor, execution of work as per planning, giving instructions to contractor, ensuring quality control, processing contractor's bills, etc. and any other work assigned to him by SBU Head.

4.0 Scope of QMS for RPO North Division

Corporate QM is applicable for RPO North unit in totality.

5.0 Quality Objectives of RPO North Division

1. To ensure customer satisfaction and quality of service through timely execution of projects and services.

 RITES <small>THE INFRASTRUCTURE PEOPLE</small> RPO North SBU	SUPPLEMENT TO CORPORATE QUALITY MANUAL ISO 9001:2008 SCOPE	DOC : SQM-RPO North- 01 Issue No. 01 Page No. 5 of 7
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2. To enhance skill-set and knowledge base of our personnel.
3. To strive for business growth, profitability and achievement of targets set by the Corporate Management

6.0 Resource Base

It is a new unit with highly Qualified & Experienced Engineers. However, it will be expanded based on work load.


7.0 Issue of Supplement to Corporate Quality Manual :

Supplement to Corporate Quality Manual for RPO North has been issued by RPO North Management Representative. RPO North Management Representative is authorized to execute the activities of preparing, updating, revising and amending the Supplement to Corporate Quality Manual with the approval of SBU Head. The distribution of Supplement to Corporate Quality Manual and release of amendments is controlled and carried out by RPO North Management Representative. Hard copy of Supplement to Corporate Quality Manual is not to issued as it will be available on RITES website only. Access to the same will be controlled through issue of password to authorized persons by RPO North Management Representative.

8.0 Revision and Amendment

The supplement to Corporate Quality Manual will be reviewed by Management Representative for revision, in consultation with the SBU Head as and when Corporate Quality Manual is revised. On revision the supplement to Corporate Quality Manual will be re-issued with a new Issue No. Amendment to individual sheets of the quality manual is possible. On amendment, page (s) is re-issued with a new Page Revision No. The revisions / amendments are to be approved by SBU Head prior to issue.

Each amendment / revision is introduced formally by the issue of a new sheet / document as the case may be. One copy of invalid sheet / document is retained by the Management Representative in archives for future reference. All other copies of the invalid sheet / documents are disposed off suitably. Obsolete copies

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retained with SBU Management Representative shall be stamped 'OBSOLETE' on all pages.

9.0 Abbreviation

Abbreviation	Full Form
RITES	RITES Limited
BOD	Board of Directors
MD	Managing Director
DT	Director Technical
DF	Director Finance
DP	Director Projects
ED	Executive Director
CS	Corporate Services
MR	Managing Representative
SBU	Strategic Business Unit
QA	Quality Assurance
RPO	Regional Project Office
SOP	Schedule of Powers
MOU	Memorandum of Understanding
MIS	Management Information System
HRD	Human Resource Development
QMS	Quality Management System

Approved By :
Effective Date : - 20.03.2018

Group General Manager/SBU HEAD/(RPO North)

ORGANISATION CHART

REGIONAL PROJECT OFFICE - NORTH

SUBHASH. C. GUPTA GM/RPO/N/SBU HEAD

