OFFICE ORDER

Order pertaining to the activities to be undertaken prior to the project execution by RISL was issued vide ref. no. F.4.2(18)/RISL/Tech/2011 dated 21/05/2012.

Rule 30 of GF&AR Part-II has made it mandatory for agreement to be signed by departments with RISL. Moreover, it is necessary to obtain advance before initiating a project. Keeping these in mind, the Flowchart containing activities to be done, prior to the project initiation by RISL, has been revised and is annexed herewith for guidance of all the RISL Officers.

(Sanjay Malhotra)
Managing Director, RISL

Copy forwarded to the following for information and necessary action:
1. PA to MD, RISL
2. PA to Director (T), RISL
3. PA to Director (F), RISL
4. All Officers of RISL

Managing Director
START

PROJECT INCEPTION
(User Department contacts RISL for a new project)

ACCEPTANCE
(Obtain approval from Competent Authority Chairman/ MD)

Yes

APPOINTMENT OF POIC
(Project Officer-In-Charge appointment by RISL)

PID CREATION
(Creation of Project ID in Register/ System/ Software)

PROJECT PROPOSAL + PI
(Preparation of PPR by RISL including Cost estimates and forwarding Performa Invoice along with Draft Agreement to User dept.)

PROJECT APPROVAL
(Project approval by User dept.)

No

REVISE PPR
(Revise PPR in consultation with User dept.)

Yes

Is User Dept. a Govt. Dept. and Project Value > Rs. 25 Lacs

Yes (Both)

AGREEMENT SIGNING + OBTAIN ADVANCE PAYMENT + BUDGET PROVISIONING
(POIC to ensure the Agreement Signing with User dept., Obtaining Advance Payment from User dept. and Budget provisioning in RISL for current FY and subsequent FYs, if any)

TECH. SOLUTION DOCUMENT + TECH. SANCTION BY PC
(Preparation of Technical Solution document by POIC followed by Technical Sanction by PC as per recommendations of TC)

ADMIN & FINANCIAL SANCTION (RISL) + PC CONSTITUTION
(POIC to get AS & FS issued and Constitute PC-1/2/3/4)

PROJECT EXECUTION...
(RFP, Bid Process Management, Vendor Selection, Project Implementation, Monitoring...)

No

STOP

No (Either not a Govt. dept. OR Project Value <= Rs. 25 Lacs)

MD, RISL