



भारत सरकार Government of India
विद्युत मंत्रालय Ministry of Power

क्षेत्रीय निरीक्षण संगठन
Regional Inspectorial Organisation

केंद्रीय विद्युत प्राधिकरण

Central Electricity Authority

एन ई आर पी सी कॉम्प्लेक्स, डोंग पारमाओ, लापालांग, शिलांग-७६३००६, मेघालय
NERPC Complex, Dong Parmaw, Lapalang, Shillong-793006, Meghalaya

Phone No: 0364-2534082 / Tele-Fax No.: 0364-2534024



सं./NRIO/SH/ISO/MRM/2006/ 269-71

दिनांक/Date : 11.04.2018

Subject: Record notes of Monthly review meeting in respect of ISO 9001:2008 for RIO (NER), Shillong for the month of March 2018 held on 11th April 2018.

With reference to the monthly review meeting record notes of discussion on Monthly Review Meeting held on 11th April 2018 are enclosed in the annexure with reference to agenda points.

The following officers were present in the meeting –

1. Sh. Lalrinsanga, Director
2. Sh. Ajit Kr. Ray, Asstt. Director-II

Encl: As above.

Yours faithfully

(Ajit Kumar Ray)

Assistant Director-II

To

All Officers of RIO, Shillong

Copy for information to:

1. The CE(EI), CEA, Katwariya Sarai, New Delhi-16
2. The Nodal Officer & C.E., (SE&TD), CEA, Sewa Bhawan, R.K Puram, New Delhi-66
3. PPS to Member(PS), CEA, Sewa Bhawan, R.K Puram, New Delhi-66

Record notes with respect to Agenda Points

1. **Follow up action of the previous Monthly Review Meeting:**
The activities of the different sections for the month of March 2018 were reviewed.
2. **Results of Audit(CEA,BIS,RITES):**
2nd Half-yearly internal audit of RIO (NE), Shillong for the year 2017 with regard to ISO:9001-2008 was conducted by NERPC officers on 19.02.2018. No NC was raised.
3. **Customer Satisfaction Reports from MOP/Project Authorities:**
No Customer Assessment feedback from utilities received in this month.
4. **MIS Reports:**
An MIS report of this month is enclosed.
5. **Corrective/ Preventive actions:**
Nil
6. **Policy Changes if any:**
ISO report will be issued in 1st week of every month by Jan 2017
7. **Quality Objectives:**
All efforts made to implement the Quality Objective.
8. **Improvement of services rendered:**
Nil
9. **Resource needs:**
 - i) Vacant post of LDC to be filled.Action taken/initiated regarding resources needed enclosed at Annex.
10. **Any other issue of importance/recommendations for improvement:**
Nil



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Phone No: 0364-2534082 / Tele-Fax No.: 0364-2534024



सं./No.

दिनांक/Date :

No /.....

Date 11.04.2018

Subject- : MIS Report for the month of March-reg.

Please find enclosed herewith the duly filled MIS report for the month of March 2018 for your information and necessary action

Your's faithfully

(Ajit Kumar Ray)

Assistant Director-II

The chief Engineer(EI),CEA,NRPC Bldg. Katwaria Sarai,New Delhi-16
NO:RIO/SH/ISO/MIS/2006- 269(A)-271(A),

Copy To—

- 1.The chief Engineer and nodal officer (ps wing) SETD,CEA,Sewa Bhawan R.K Puram New Delhi-110066
- 2.The PPS to Member (PS),CEA,Sewa Bhwan,R.K.puram-1,New Delhi -110066



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सं./No.

RIO/SH/ISO/MRM/2006/ २५५-५७

दिनांक/Date:

09.04.2018

Subject: Monthly review Meeting in respect of ISO 9001:2008 for the RIO (NE), Shillong for the month of March 2018.

Monthly Review Meeting for the month of March 2018 is proposed to be held on 11th of April at 11:00 Hrs at the office of RIO, Shillong. The agenda points for the ISO meeting are listed below:

1. Follow up action of the previous Monthly Review Meeting.
2. Results of audit (CEA, RITES, BIS).
3. Customer Satisfaction Reports from MoP/Project Authorities.
4. MIS Reports.
5. Corrective/Preventive actions.
6. Policy changes, if any.
7. Quality objectives.
8. Improvement of services rendered.
9. Resources needs.
10. Any other issue of importance/recommendations for improvement.
11. Requirement of printer for the smooth office operation.

Yours faithfully

अजित कुमार राय
(Ajit Kumar ray)


Assistant Director-II

To,

All Officers of RIO, Shillong


Copy to:

- (1.) The CE (EI), CEA, Katwariya Sarai, New Delhi-110 16
- (2.) The Nodal Officer (SE & TD), CEA, Sewa Bhawan, R.K. Puram, New Delhi-66
- (3.) PPS to Member(PS), CEA, Sewa Bhawan, R.K. Puram, New Delhi-66

 PS Wing, EI Division, RIO(NE), CEA, New Delhi	QUALITY SYSTEM (ISO 9001 : 2008 clause 8.2.3)	Doc. No. PS/EI/RIO/MM/01 Issue No. : 03 Page : 2/2 Page Rev. No.: 00 Effective Date:19.03.2010
	Title: Monitoring Matrix of Quality Plan for Periodical Inspection/Approval under Regulation-43/32	
Prepared by : CE(EI)/EE	Approved by : Member(PS)	Issued by : Nodal Officer

Status of Applications received/reviewed for inspection during the month of March 2018 under Regulation 43 and 32

Sl. No	Deptt.	Brief Details of Installation	Date of Receipt of Application	Date of issue of comments	Date of receipt of clarification	Date of completion of application	Target	Date of Inspection	Date of issue of Inspection report	Date of receipt of compliance	Date of issue of approval	Remarks
NIL												

 PS Wing, EI Division, RIO(NE), CEA, New Delhi	QUALITY SYSTEM (ISO 9001 : 2008 clause 8.2.3)	Doc. No. : PS/EI/RIO/MM/02 Issue No. : 03 Page : 2/2 Page Rev. No.: 00 Effective Date:19.03.2010
	Title: Monitoring Matrix of Quality Plan for Statutory Inspections of electrical installations under Regulation-30	
Prepared by : CE(EI)/SE	Approved by : Member (PS)	Issued by : Nodal Officer

Status of Applications received/reviewed for inspection during the month of March 2018 Regulation 30

Sl . No	Deptt.	Name of Installation	Date of issue of Notice	Date of Receipt of Application	Date of issue of comments	Date of receipt of clarification	Date of completion of application	Target	Date of Inspection	Date of issue of Inspection report	Date of receipt of compliance	Date of issue of approval	Remark
NIL													