



GOVERNMENT OF INDIA
CENTRAL ELECTRICITY AUTHORITY
REGIONAL INSPECTORIAL ORGANISATION (SOUTH)
BLOCK IV, FLOOR III, SHASTRI BHAVAN, CHENNAI – 600 006
Grams: PLANCELL : Telefax: 28257051 : Phone:28276579

No: ISO/CEA/RIO/2010-11

Dated: 02.02.2018

Subject: Record Note of discussion of Monthly Review Meeting for the month of January 2018-regarding
IS/ISO 9001 : 2008 held on 02.02.2018.

With reference to Monthly Review Meeting Notice issued vide letter No:
ISO/CEA/RIO/2009-10/ Nil Dated 02.02.2018, record note of discussion on Monthly Review
Meeting held on 02.02.2018 is enclosed with reference to Agenda Points.


(VEERENDRA NATH MUNCHA)
Deputy Director

To:
All Officer of RIO (S), CEA, Chennai

Copy for information to:

Chief Engineer (EI), Central Electricity Authority, NRPC Campus, 18-A, Qutab Institutional Area,
Shaheed Jeet Singh Marg, Katwaria Sarai, New Delhi - 110 016.

Minutes of the Meeting:-

- 1 Follow up action of the previous monthly meeting

- 2 Results of Audit (CEA) - Compliance with Audit Para
Already Complied

- 3 Customer Satisfaction Reports for MOP/ Project
NIL

- 4 MIS Reports
MIS Report prepared

- 5 Corrective / Preventive Actions
NIL

- 6 Policy changes, if any
NIL

- 7 Quality objectives
NIL

- 8 Improvement of Services rendered
NIL

- 9 Resources needs
One Fax Machine required to be purchased

- 10 Any other issue of importance /recommendations for improvement
One Post of Stenographer needs to filled.



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Grams: PLANCELL : Telefax: 28257051 : Phone:28276579

No: ISO/CEA/RIO/2010-11

Dated: 02.02.2018.

Subject: Monthly Review Meeting in respect of IS/ISO 9001:2008 for RIO (S) for the month of January 2018

Monthly Review Meeting is proposed to be held on 02.02.2018 at 16.00 Hrs for the month of January 2018. The following shall be the agenda.

- 1 Follow up action of the previous monthly meeting
- 2 Results of Audit (CEA, RITES, BIS)
- 3 Customer Satisfaction Reports from Clients
- 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


(VEERENDRA NATH MUNCHA)
Deputy Director

To:
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Subject:

MIS REPORT

MIS Report format duly filled in for the activity in hand of the Regional Inspectorial Organisation (South), CEA, Chennai for the month of January 2018 is enclosed herewith.


(VEERENDRA NATH MUNCHA)
Deputy Director

Chief Engineer (EI), Central Electricity Authority, NRPC Campus, 18-A, Qutab Institutional Area,
Shaheed Jeet Singh Marg, Katwaria Sarai, New Delhi - 110 016.

No: ISO/CEA/RIO/2010-11

Dated: 02.02.2018

PS Wing, Delhi	QUALITY SYSTEM (IS/ISO 9001: 2008 Clause 8.2.3)		Doc. No: PS/EI/RIO/MIS/01
	Title: MIS REPORT / FORMATS		Issue No: 03
Prepared CE(EI)/SE	Approved by: Member (PS)	Issued by Nodal Officer	Page No: 1/1
			Page Rev. No: 01
			Effective Date: 01.03.2012

JANUARY 2018

Sl No.	Item of Work	No of cases Received	Present Status of completion	Remarks
1	Applications received / reviewed for inspection under Regulations - 43, 32 & 36	13		
2	Applications received / reviewed for inspection under Regulation - 30	17		
3	Applications received for Inquiry of Fatal/Non-Fatal Accidents	5		
4	Interaction with EI Division	NIL		



QUALITY SYSTEM
(IS/ISO 9001 : 2008 Clause 8.2.3)

**Title: Monitoring Matrix of Initial Inspection/
Approval under Regulation 43, 32, 36**

Doc.No: PS/EI/RIO/MM/01
Issue No: 03
Page: 1/1
Page Rev.No: 01
Effective Date: 01.03.2012

Prepared by
C.E (EI)

Approved by:
Member (PS)

Issued by:
Nodal Officer

MONTH : JANUARY 2018

No of cases : **13**

SL NO	Process / Activity Stage	Measurable Parameters (Criticle to Quality)			Reason	Corrective & Prevantive Action	Responsibility
		Parameter	Actual	Deviation if any			
1	Time taken for Physicqal scrutiny of Application, determinaltion of Jurisdiction and issue of comments	10 Days	5 day	NIL			SE/ DD/ AD
2	Time taken for Preparation of Inspecton, Site visit, Preparation & Issue of Inspecton Report	10 Days	5 day	NIL			SE/ DD/ AD
3	Time taken for scrutiny and issue of Approval after receipt of compliance report	10 Days	4 day	NIL			CE/ SE/ DD/ AD



PS Wing, CEA,
New Delhi

QUALITY SYSTEM
(IS/ISO 9001 : 2008 Clause 8.2.3)

**Title: Monitoring Metrix of Periodical
Inspection under Regulation 30**

Doc.No: PS/EI/RIO/MM/02
Issue No: 03
Page: 1/1
Page Rev.No: 01
Effective Date: 01.03.2012

Prepared by
C.E (EI)

Approved by:
Member (PS)

Issued by:
Nodal Officer

MONTH : JANUARY 2018

No of cases : 17

SL NO	Process / Activity Stage	Measurable Parameters (Criticle to Quality)			Reason	Corrective & Prevantive Action	Responsibility
		Parameter	Actual	Deviation if any			
1	Time taken for Physicqal scrutiny of application, and issue of comments	10 Days	5 days	NIL			SE/ DD/ AD
2	Time taken for Preparation of Inspecton, Site visit, Preparation & Issue of Inspecton Report	10 Days	5 days	NIL			SE/ DD/ AD
3	Time taken for scrutiny of compliance and issue of acknowledgement	10 Days	4 days	NIL			SE/ DD/ AD

**QUALITY SYSTEM
(IS/ISO 9001 : 2008 Clause 8.2.3)**

**Title: Monitoring Matrix of Inquiry of Electrical
Accidents**

Doc.No: PS/EI/RIO/MM/03
Issue No: 03
Page: 1/1
Page Rev.No: 01
Effective Date: 01.03.2012

Prepared by
C.E (EI)

Approved by:
Member (PS)

Issued by:
Nodal Officer

MONTH : JANUARY 2018

No of cases : **FIVE**

SL NO	Process / Activity Stage	Measurable Parameters (Criticle to Quality)			Reason	Corrective & Prevantive Action	Responsibility
		Parameter	Actual	Deviation if any			
1	Initial scrutiny of report	2 Days		NIL			SE
2	Detailed analysis & request for additional information	5 Days	NA	NIL			SE/DD/AD
3	Analysis of additional information	3 Days	NA	NIL			SE/DD/AD
4	Site Visit if required	10 Days	NA	NIL			SE/DD/AD
5	Preparation of final report with recommendation and send it for approval of CE. Communication to the concerned organisation	7 Days	NA	NIL			SE/DD/AD
6	Approved report by CE is communicated to the concerned organisation	7 Days	NA	NIL			SE/DD/AD
7	Analysis of compliance report	7 Days	NA	NIL			



**QUALITY SYSTEM
(IS/ISO 9001 : 2008 Clause 8.2.3)**

Title: Monitoring Matrix of Co-ordination & Monitoring with all RIO's

Doc.No: PS/EI/RIO/MM/04
Issue No: 03
Page: 1/1
Page Rev.No: 01
Effective Date: 01.03.2012

Prepared by
C.E (EI)

Approved by:
Member (PS)

Issued by:
Nodal Officer

MONTH : JANUARY 2018

No of cases : **NIL**

SL NO	Process / Activity Stage	Measurable Parameters (Criticle to Quality)			Reason	Corrective & Prevantive Action	Responsibility
		Parameter	Actual	Deviation if any			
1	Time taken for preparation of required information/reports/details required by EI Division	5 Days	NIL	NIL			SE/DD/AD
2	Time taken for submission of required information/reports/details required by EI Division	2 Days	NIL	NIL			SE/DD