



Government of India  
Central Electricity Authority  
**Regional Inspectorial Organisation**  
Block IV, Floor III, Shastri Bhawan, Chennai – 600 006



**Grams:**  
PLANCELL

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***Sub: Implementation of IS/ISO 9001: 2008 Certification Scheme – regarding.***

Please find enclosed the following documents for further necessary action.

1. Minutes of Monthly Review Meetings for the month of August 2017 held in September 2017.
2. Management Information System Reports pertaining to the month of August 2017.

(VEERENDRA NATH MUNCHA)  
Deputy Director

The Chief Engineer and Nodal Officer (PS), System Engineering and Technology  
Development Division, Central Electricity Authority, Sewa Bhawan, New Delhi – 110 066  
No. ISO/CEA/RIO/2016-17/ 773 dated the 4<sup>th</sup> September 2017.

✓ **Copy to:-**

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



**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: 04.09.2017

Subject: Record Note of discussion of Monthly Review Meeting for the month of August 2017-regarding IS/ISO 9001 : 2008 held on 04.09.2017.

With reference to Monthly Review Meeting Notice issued vide letter No: ISO/CEA/RIO/2009-10/ Nil Dated 04.09.2017, record note of discussion on Monthly Reivew Meeting held on 04.09.2017 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: 04.09.2017.

Subject: Monthly Review Meeting in respect of IS/ISO 9001:2008 for RIO (S) for the month of August 2017

Monthly Review Meeting is proposed to be held on 04.09.2017 at 16.00 Hrs for the month of August 2017. 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:  
All Officer of RIO (S), CEA, Chennai



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CENTRAL ELECTRICITY AUTHORITY  
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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 August 2017 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: 04.09.2017

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

AUGUST 2017


SI No.	Item of Work	No of cases Received	Present Status of completion	Remarks
1	Applications received / reviewed for inspection under Regulations - 43, 32 & 36	28		
2	Applications received / reviewed for inspection under Regulation - 30	8		
3	Applications received for Inquiry of Fatal/Non-Fatal Accidents	1		
4	Interaction with EI Division	NIL		

	<b>QUALITY SYSTEM</b> <b>(IS/ISO 9001 : 2008 Clause 8.2.3)</b>		Doc.No: PS/EI/RIO/MM/01 Issue No: 03 Page: 1/1 Page Rev.No: 01 Effective Date: 01.03.2012
	<b>Title: Monitoring Matrix of Initial Inspection/          Approval under Regulation 43, 32, 36</b>		
Prepared by C.E (EI)	Approved by: Member (PS)	Issued by: Nodal Officer	

MONTH : AUGUST 2017

No of cases : 28

SL NO	Process / Activity Stage	Measurable Parameters ( Criticle to Quality )			Reason	Corrective & Preventive 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 Inspecciton, Site visit, Preparation & Issue of Inspecciton 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	<b>QUALITY SYSTEM</b> <b>(IS/ISO 9001 : 2008 Clause 8.2.3)</b>		Doc.No: PS/EI/RIO/MM/02 Issue No: 03 Page: 1/1 Page Rev.No: 01 Effective Date: 01.03.2012
	<b>Title: Monitoring Matrix of Periodical          Inspection under Regulation 30</b>		
Prepared by C.E (EI)	Approved by: Member (PS)	Issued by: Nodal Officer	

MONTH : AUGUST 2017

No of cases : 8

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




 PS wing CEA, New Delhi	<b>QUALITY SYSTEM</b> <b>(IS/ISO 9001 : 2008 Clause 8.2.3)</b>		Doc.No: PS/EI/RIO/MM/03 Issue No: 03 Page: 1/1 Page Rev.No: 01 Effective Date: 01.03.2012
	<b>Title: Monitoring Matrix of Inquiry of Electrical Accidents</b>		
Prepared by C.E (EI)	Approved by: Member (PS)	Issued by: Nodal Officer	

MONTH : AUGUST 2017

No of cases : **ONE**

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			

	<b>QUALITY SYSTEM</b> <b>(IS/ISO 9001 : 2008 Clause 8.2.3)</b>		Doc.No: PS/EI/RIO/MM/04 Issue No: 03 Page: 1/1 Page Rev.No: 01 Effective Date: 01.03.2012
	<b>Title: Monitoring Matrix of Co-ordination &amp; Monitoring with all RIO's</b>		
Prepared by C.E (EI)	Approved by: Member (PS)	Issued by: Nodal Officer	

MONTH : AUGUST 2017

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