



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



Grams: PLANCELL
Telefax: 044-28257051
Phone: 044-28276579
e-mail: riosouthceachennai@gmail.com

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 October 2017 held in November 2017.
2. Management Information System Reports pertaining to the month of October 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/ 1021 dated the 1st November 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: 01.11.2017

Subject: Record Note of discussion of Monthly Review Meeting for the month of October 2017-regarding
IS/ISO 9001 : 2008 held on 01.11.2017.

With reference to Monthly Review Meeting Notice issued vide letter No:
ISO/CEA/RIO/2009-10/ Nil Dated 01.11.2017, record note of discussion on Monthly Review
Meeting held on 01.11.2017 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.



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: 01.11.2017.

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

Monthly Review Meeting is proposed to be held on 01.11.2017 at 16.00 Hrs for the month of October 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

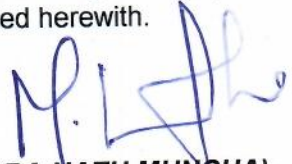
To:
All Officer of RIO (S), CEA, Chennai



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

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 October 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: 01.11.2017

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

OCTOBER 2017


| 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 | 23 | | |
| 2 | Applications received / reviewed for inspection under Regulation - 30 | 18 | | |
| 3 | Applications received for Inquiry of Fatal/Non-Fatal Accidents | NIL | | |
| 4 | Interaction with EI Division | NIL | | |

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

MONTH : OCTOBER 2017

No of cases : 23


| 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 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) | | Doc.No: PS/EI/RIO/MM/02 Issue No: 03 Page: 1/1 Page Rev.No: 01 Effective Date: 01.03.2012 |
| | Title: Monitoring Metrix of Periodical Inspection under Regulation 30 | | |
| Prepared by C.E (EI) | Approved by: Member (PS) | Issued by: Nodal Officer | |

MONTH : OCTOBER 2017

No of cases : **18**


| 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 Inspeciton, Site visit, Preparation & Issue of Inspeciton Report | 10 Days | 5 days | NIL | | | SE/ DD/ AD |
| 3 | Time taken for scrutiny of compliance and issue of acknowlegement | 10 Days | 4 days | NIL | | | SE/ DD/ AD |

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

MONTH : OCTOBER 2017

No of cases : **NIL**

| SL NO | Process / Activity Stage | Measurable Parameters (Criticle to Quality) | | | Reason | Corrective & Preventive 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) | | Doc.No: PS/EI/RIO/MM/04 Issue No: 03 Page: 1/1 Page Rev.No: 01 Effective Date: 01.03.2012 |
| | Title: Monitoring Matrix of Co-ordination & Monitoring with all RIO's | | |
| Prepared by C.E (EI) | Approved by: Member (PS) | Issued by: Nodal Officer | |

MONTH : OCTOBER 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 |