



Bhakra Beas Management Board

Right To Information Act 2005

Manual - 3

IS / ISO 9001



IS/ISO 14001



IS 18001



Procedure followed in Decision Making Process

Sr. No.	Procedure followed in Decision Making Process							
1.	For taking decision on various matters the rules/regulations of BBMB 1974 and 1976 respectively are followed.							
2.	The Instructions based upon the statutory rules from time to time. Refer Chapter 4 (manual 3).							
3.	<p>The process of decision making for the service realization is as under:</p> <ul style="list-style-type: none"> ▪ In overall context the sharing of water and power among the Partner States is governed through Punjab Reorganization Act and other joint agreements viz. Bhakra Nangal Agreement etc. ▪ The annual budget meetings are held with the representatives of the partner states for finalisation of annual budget/ revised budget. ▪ Monthly meetings of Technical Committee are conducted to determine customer requirements and to review the performance of the previous month. Technical Committee has representation of all the participating states with the following constitution: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Head</th> <th>Chairman/BBMB</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;">Members</td> <td>Member Irrigation & Member Power of BBMB.</td> </tr> <tr> <td>Chief Engineers/ Irrigation of Participating States.</td> </tr> <tr> <td>Technical Member of Participating State Electricity Boards/Power Utilities.</td> </tr> <tr> <td>Chief Engineer, Central Water Commission.</td> </tr> </tbody> </table> ▪ Monthly releases of water on 10 daily basis are decided during these meetings based upon the inputs related to the reservoir position, expected inflows, projected demand of partner states & water carrying capacity of canals. The generation schedules pertaining to agreed water releases are prepared by the Power Regulation Directorate of BBMB. Any subsequent changes to the schedules are communicated to Power Regulation Directorate which plans rescheduled generation of power. ▪ The information is shared with the National Regional Load Dispatch Centre (NRLDC) & State Electricity Boards/Power Utilities through regular interactions. ▪ Similarly instructions for day to day releases are communicated by Director Water Regulation, BBMB, Nangal. ▪ The Annual Budget Meetings are held with the representatives of the Partner States for finalization of the revised budget for the current year and budget proposal for the following year. ▪ The services rendered by BBMB as welfare measures to its employees and their families as well as the local population viz Hospitals/Health Centers/Dispensaries, schools etc. are rendered after review of the requirements of the beneficiaries – patients in case of hospitals / dispensaries, students / their parents in case of school, visitors in case of guest houses etc.. These reviews are made taking into consideration existing / available facilities, extant rules / regulation for availing these services / other legal / administrative requirements etc. 	Head	Chairman/BBMB	Members	Member Irrigation & Member Power of BBMB.	Chief Engineers/ Irrigation of Participating States.	Technical Member of Participating State Electricity Boards/Power Utilities.	Chief Engineer, Central Water Commission.
Head	Chairman/BBMB							
Members	Member Irrigation & Member Power of BBMB.							
	Chief Engineers/ Irrigation of Participating States.							
	Technical Member of Participating State Electricity Boards/Power Utilities.							
	Chief Engineer, Central Water Commission.							

4.	<p>Communication</p> <p>All communication are treated with utmost care, to ensure timely, effective appropriate response with necessary follow up actions, if any mainly during the periodic Board meetings.</p> <ul style="list-style-type: none"> - Project profile/ salient features / capabilities and strengths of BBMB are available even on web site (www.bhakra.nic.in) and are updated periodically. - All communications with respect to status of management of works, status of supply of power/water, progress of any developmental work are effectively handled at Board/operational level and responded in a timely manner through personal discussions, periodical reports and reviews, letters, fax, wireless, e-mails etc., as suitable. - All communications relating to customer/Partner State feed- back /complaints including public grievances are effectively handled at the senior-most levels, as per the gravity of the situation. These are analyzed and examined for prompt action. These communications can be received during personal meetings, during inspection visits or any other modes. - Proactive efforts for maintaining good interaction/relations with local administration / community are made by respective Chief Engineers through regular meetings with officers of concerned department/surpanches /taluka, village level officers. - The communications with beneficiaries of Welfare Services, mechanism exists for providing information on the services rendered, rules and regulations for availing these services to the beneficiaries as well as attending to their enquiries, complaints and other communications as per the merit of the case. 		
5.	The documented procedures / defined criterion for decision process along with the flow charts are given in Procedure Manual of respective Chief Engineers, Secretary, Special Secretary, Director/HRD, Director/Consultancy & Security and CVO.		
6.	Channel of supervision and accountability.		
7.	Time Limit for taking a Decision		
8.	Related provisions, acts, rules etc.		
➤ Chief Engineer/Transmission System, BBMB, Chandigarh.			
A. LIST OF PROCEDURES:			
Sr.No.	Process	Title of Procedures	Doc. No.
I.	Administration	i) Procedure for management of Transmission System-Works.	TS/ADM/P/01
		ii) Procedure for management of Transmission system-Establishment.	TS/ADM/P/02
		iii) Security of the sub-stations	TS/ADM/P/03
II.	Sub Station	Procedure for	
		i) Maintenance of substation	TS/SS/P/01
		ii) Operation of substation	TS/SS/P/02
III.	Transmission Line	Procedure for maintenance of Transmission lines.	TS/TL/P/01
IV.	Services	Procedure for	
		i) Operation & maintenance of guest houses.	TS/SER/P/01
		ii) Operation of Dispensary	TS/SER/P/02

V.	Utilities	Procedure for i) Maintenance of residential and nonresidential buildings. ii)	TS/UTL/P/01
		iii) Drinking water supply	TS/UTL/P/02
		iv) Disposal of waste (solid & sewerage)	TS/UTL/P/03
		iv) Maintenance of vehicles	TS/UTL/P/04
VI.	PLCC	Procedure for i) Attending to breakdown of EPABX and battery chargers.	TS/CC/P/01
		ii) Planned maintenance of PLCC equipment.	TS/CC/P/02
		iii) Attending to breakdown of PLCC cabinets, protection couplers.	TS/CC/P/03
		iv) Monitoring performance/activities of P&T Cell and CC Division.	TS/P&C/P/01
VII.	Protection & Testing	Procedure for i) Thermo vision scanning ii) Attending breakdown of protection schemes/ equipment iii) Commissioning of new substation equipment/relays iv) Planned testing of protection schemes & equipment v) Calibration of instruments vi) Carrying out deposit work.	TS/P&T/P/01 TS/P&T/P/02 TS/P&T/P/03 TS/P&T/P/04 TS/P&T/P/05 TS/P&T/P/06
VIII.	Purchase	Procedure for purchases	TS/PUR/P/01
IX.	Design	Procedure for 1. TS/CC/P/03 Design of substation/Transmission System	TS/DSG/P/01
		2. Designing equipment/replacement	TS/DSG/P/02
		3. Designing line shifting/crossing	TS/DSG/P/03
X.	Store	Procedure for operation of stores	TS/ST/P/01
B. LIST OF WORK INSTRUCTIONS:			
Sr.No.	Title		Doc. No.
I.	Work instructions for Utilities:- i) Mtc. Schedule for water supply system		TS/UTL/WI/0201
	ii) Works instruction for drinking water supply		TS/UTL/WI/0202
	iii) Schedule for disposal of waste (Solid & Sewerage)		TL/UTL/WI/0301
	iv) Mtc. Schedule for sewerage pumps/Motor		TS/UTL/WI/0302
II.	Work instructions for Services:- i) Detail of Guest Houses		TS/SER/WI/0101
	ii) Payment Check List		TS/SER/WI/0102
	iii) Cleanliness Check List for Guest House		TS/SER/WI/0103
III.	Work instructions for sub-station i) Mtc. schedule for the sub-station equipments.		TS/SS/WI/0101
	ii) Safety code		TS/SS/WI/0102
	iii) Schedule for Calibration of various meters, instruments and		TS/SS/WI/0103

	gauges etc.		
IV.	Work instructions for Transmission line.		
	i) Maintenance Schedule for EHV Transmission lines		TS/TL/WI/0101
C. LIST OF QUALITY PLANS:			
Sr.No.	Process	Title	Doc. No.
I.	Sub Station	Quality Plan for Sub-Station	TS/SS/QP/01
II.	Transmission Line	Quality Plan of maintenance of Transmission line.	TS/TL/QP/01
III.	Services	i) Operation & maintenance of guest houses.	TS/SER/QP/01
		ii) Operation of Dispensary	TS/SER/QP/02
IV.	Utilities	i) Maintenance of residential and non-residential buildings.	TS/UTL/QP/01
		ii) Drinking water supply	TS/UTL/QP/02
		iii) Disposal of waste (solid & sewerage)	TS/UTL/QP/03
		iv) Maintenance of vehicles	TS/UTL/QP/04
V.	Store	Quality Plan for operation of stores	TS/ST/QP/01
VI.	PLCC	Quality Plan for Planned Maintenance/ Breakdown of PLCC Equipment's.	TS/CC/QP/01
VII.	Purchase	Quality Plan for Purchases	TS/PUR/QP/01
VIII.	P&T	Quality Plan for P&T	TS/P&T/QP/01
➤	Chief Engineer/System Operation, BBMB, Chandigarh (SYSTEM OPERATION)		
A.	LIST OF PROCEDURES:		
Sr.No.	Title		Document No.
I.	Procedure for Management of System Operation-Works		SO/ADM/P/01
II.	Procedure for Management of System Operation-Establishment		SO/ADM/P/02
■	(POWER REGULAITON DIRECTORATE)		
A.	LIST OF PROCEDURES		
Sr.No.	Category	Title	Document No.
I.	LD-I	I. Procedure for maintenance of SLDC software.	SO/PR-LD-1/P/01
		II. Procedure for Management of office security.	SO/PR-LD-1/P/02
		III. Procedure for Management of office canteen.	SO/PR-LD-1/P/03
II.	LD-II	I. Procedure for maintenance & updation of Real time Power System Network Data under ULDC.	SO/PR-LD- II/P/01
		II. Procedure for maintenance of SLDC Hardware at RTU Stations/ Sub LDC/ SLDC under ULDC.	SO/PR-LD- II/P/02
		III. Procedure for maintenance of auxiliary power supplies.	SO/PR-LD- II/P/03
III.	Computer Cell	I. Procedure for maintenance of hardware and other equipment.	SO/PR- EDP/P/01

		II. Procedure for Data Processing.	SO/PR- EDP/P/02
		III. Procedure for maintenance of Application Software Packages	SO/PR- EDP/P/03
		IV. Procedure for Allotment of various codes.	SO/PR- EDP/P/04
		V. Procedure for Windows Server Maintenance.	SO/PR- EDP/P/05
		VI. Procedure for maintenance of Service Packs/Antivirus Packs.	SO/PR- EDP/P/06
		VII. Procedure for Database Server Maintenance	SO/PR- EDP/P/07
		VIII. Procedure for Network Planning & Maintenance	SO/PR- EDP/P/08
		IX. Procedure for Software Development.	SO/PR- EDP/P/09
		X. Procedure for maintenance of Website.	SO/PR- EDP/P/10
		XI. Procedure for Backup & Recovery.	SO/PR- EDP/P/11
		XII. Procedure for annual Maintenance.	SO/PR- EDP/P/12
		XIII. Procedure for Disposal of E-Waste & other Hardware	SO/PR- EDP/P/13
IV.	POWER CONTROL DIVISION	I. Procedure for preparation of Ex-Bus Generation Schedule for Reservoir based Power Houses (Bhakra & Pong).	SO/PR- PCD/P/01
		II. Procedure for preparation of Ex-Bus Generation Schedule for Dehar Power House.	SO/PR-PCD/P/02
		III. Procedure for Planned Shutdown of Generating Units.	SO/PR- PCD/P/03
		IV. Procedure for Planned Shutdown of Transmission Lines.	SO/PR- PCD/P/04
		V. Procedure for Grid revival	SO/PR- PCD/P/05
		VI. Procedure for Monitoring of System Voltage.	SO/PR- PCD/P/06
		VII. Procedure for Monitoring Loading of ICTs and Transmission Lines.	SO/PR- PCD/P/07
		VIII. Procedure for maintenance of works associated with SLDC Control Room & Power Control Division.	SO/PR- PCD/P/08
B. LIST OF WORK INSTRUCTIONS:			
Sr.No.	Category	Title	Document No.
i.	POWER CONTROL DIVISION	Work instruction regarding procedure for 15 Minutes Day-Ahead Ex-Bus Generation Schedule for BBMB Power Houses.	SO/PRPCD/WI/0101
		Work instructions for maintenance of works associated with SLDC Control Room and Power Control Division	SO/PR-PCD/WI/0801
ii.		Work instructions for maintenance of works associated with SLDC Control Room and Power Control Division	SO/PR-PCD/WI/0802

		Work instructions for maintenance of works associated with SLDC Control Room and Power Control Division	SO/PR-PCD/WI/0803
C.	LIST OF QUALITY PLANS:		
Sr.No.	Category	Title	Document No.
i.	POWER CONTROL DIVISION	Quality plan for planned shutdown for Generating Units.	SO/PR-PCD/QP/0301
		Quality plan for allowing shutdowns of Transmission Lines	SO/PR-PCD/QP/0401
		Quality plan for maintenance of works associated with SLDC Control Room and Power Control Division	SO/PR-PCD/QP/0801
➤	Chief Engineer/Bhakra Dam, BBMB, Nangal. (BHAKRA COMPLEX)		
A.	LIST OF PROCEDURES:		
Sr.No.	Title of Procedure		DOC No.
I	Water Regulation Directorate Hydrology Division, Phase – I, Hydro-meteorological observations		
i	Measurement of snow fall		NGL/RGLN-HYD/P-01
ii	Measurement of winds speed		NGL/RGLN-HYD/P-02
iii	Measurement of evaporation		NGL/RGLN-HYD/P-03
iv	Measurement of discharge		NGL/RGLN-HYD/P-04
v	Measurement of temperature & relative humidity		NGL/RGLN-HYD/P-05
vi	Measurement of sunshine hours		NGL/RGLN-HYD/P-06
vii	Measurement of atmospheric temperature		NGL/RGLN-HYD/P-07
viii	Measurement of atmospheric pressure		NGL/RGLN-HYD/P-08
ix	Measurement of rain fall		NGL/RGLN-HYD/P-09
•	Regulation Division, Phase – I		
i	Regulation of Water Releases – During Depletion Period		NGL/RGLN/P-01
ii	Regulation of Water Releases – During Filling Period		NGL/RGLN/P-02
iii	Preparation of Water Accounts		NGL/RGLN/P-03
iv	Water Power Studies.		NGL/RGLN/P-04
v	Daily Recording & Transmission of data		NGL/RGLN/P-05
II	Dam Safety Directorate		
	Phase – I		
i	10 yearly inspections of Dam Safety Committee experts.		NGL/DS/P01/01 Issue 1.1
ii	Compilation of pre-monsoon & post monsoon inspection reports.		NGL/DS/P-I/02
iii	Yearly health status report to CWC		NGL/DS/P-I/03
iv	Scheduled inspections by Dam Safety Committee.		NGL/DS/P-I/04
III	Bhakra Beas Design Directorate		
	Phase – I		

i	Processing of data and publication of Annual Observation Reports.	NGL/DESIGN/P-01
ii	Issuance of Design & Drawings of different structures.	NGL/DESIGN/P-02
IV	Nangal Mechanical Circle	
	Phase – I	
A	Bhakra Mechanical Division	
i	Pre-monsoon & Post monsoon inspection of all gates & hoist at Bhakra Dam	NGL/NMC-MECH/P-01
ii	Yearly inspection at River outlet gates.	NGL/NMC-MECH/P-02
iii	Testing of River outlet gates	NGL/NMC-MECH/P-03
iv	Capital Maintenance of river outlet gates	NGL/NMC-MECH/P-04
v	Maintenance of elevators	NGL/NMC-MECH/P-05
vi	Maintenance of 14/15 ton Hoists	NGL/NMC-MECH/P-06
vii	Maintenance of 150 ton gantry crane	NGL/NMC-MECH/P-07
viii	M & O of dehumidifying plant	NGL/NMC-MECH/P-08
ix	Capital Maintenance of penstock head gates.	NGL/NMC-MECH/P-09
x	Inspection of trash racks	NGL/NMC-MECH/P-10
xi	Guniting of Shattered Rocks at Bhakra Dam	NGL/NMC-MECH/P-11A
xii	Grouting of Shattered Rocks at Bhakra Dam	NGL/NMC-MECH/P-11B
xiii	Pinning & Rock Bolting of Shattered Rocks	NGL/NMC-MECH/P-11C
xiv	Maintenance of radial gates	NGL/NMC-MECH/P-12
xv	O & M of mini cursing plants.	NGL/NMC-MECH/P-13
xvi	Dewatering of Seepage Water	NGL/NMC-MECH/P-14
xvii	Maintenance of transport vehicles	NGL/NMC-MECH/P-15
xviii	Maintenance of Heavy vehicles	NGL/NMC-MECH/P-16
xix	Maintenance and operation of field repair shop	NGL/NMC-MECH/P-17
xx	Maintenance of Water Supply system at Bhakra Dam	NGL/NMC-MECH/P-18
xxi	Running of Bhakra Train	NGL/NMC-MECH/P-19
xxii	Maintenance of Loco Engine	NGL/NMC-MECH/P-20
xxiii	Maintenance of Railway Track	NGL/NMC-MECH/P-21
xxiv	Maintenance of wagons & coaches	NGL/NMC-MECH/P-22
xxv	Receipt & issue of Petrol & Diesel	NGL/NMC-MECH/P-23
B	Bhakra Electrical Division	
	Phase – I	
i	Maintenance of Sub Station at Bhakra Dam	NGL/NMC-BE/P-01
ii	Maintenance of Transmission System at Bhakra Dam	NGL/NMC-BE/P-02
iii	Maintenance of Communication System at Bhakra Dam	NGL/NMC-BE/P-03
iv	Maintenance of Electrical System of permanent structures at Bhakra Dam	NGL/NMC-BE/P-04
v	Maintenance of outdoor & indoor light point/fitting at Bhakra Dam	NGL/NMC-BE/P-05
vi	Removal of Trash in Gobid Sagar at Bhakra Dam	NGL/NMC-BE/P-06
vii	Maintenance of log boom at Bhakra Dam	NGL/NMC-BE/P-07
	Phase - II	
i	Maintenance & repair of internal wiring in Residential & Non-Residential Buildings at Nangal	BHD/BED/P-08

ii	Maintenance of Sub Stations at Nangal	BHD/BED/P-09
iii	Maintenance of distribution lines in Township area	BHD/BED/P-10
iv	Maintenance & repair of Street Light Fittings in Township area.	BHD/BED/P-11
v	Maintenance & repair of Air Conditioners, Air Conditioning Plant, Water Coolers & other electrical equipments at Nangal	BHD/BED/P-12
C	Procurement, Central Stores & Disposal Division	
	Phase – I	
i	Procurement of Material	NGL/NMC-PUR/P-01
ii	Receipt & issue of Material	NGL/NMC-PUR/P-02
iii	Disposal of surplus spare parts	NGL/NMC-PUR/P-03
iv	Disposal of scrap material	NGL/NMC-PUR/P-04
v	Disposal of surplus machinery	NGL/NMC-PUR/P-05
D	Workshop Division	
	Phase – I	
i	Maintenance of Electrical Machines	NGL/NW/P-01
ii	Fabrication of Rubber Products	NGL/NW/P-02
iii	Maintenance of Vehicles & Cranes	NGL/NW/P-03
iv	Operation of Sheet Metal Shop	NGL/NW/P-04
v	Pipe Fabrication	NGL/NW/P-05
vi	Tower Fabrication	NGL/NW/P-06
vii	Fabrication of Stop Log Gate	NGL/NW/P-07
viii	Fabrication of Trash Rack cleaning Machine	NGL/NW/P-08
ix	Operation of Machine Shop	NGL/NW/P-09
x	Maintenance & Repair of Machines in Machine Shop	NGL/NW/P-11
xi	Canteen services	NGL/NW/P-12
xii	Operation of Cast Iron Castings	NGL/NW/P-13
xiii	Operation of Carpentry & Painting Shop	NGL/NW/P-14
xiv	Operation of acetylene plant	NGL/NW/P-15
xv	Operation of Oxygen Plant	NGL/NW/P-16
xvi	Operation of Air Compressor	NGL/NW/P-17
xvii	House keeping	NGL/NW/P-18
xviii	Apprentice Training School	NGL/NW/P-19
xix	Operation of estimating, production & inspection Sub Divn.	NGL/NW/P-20
xx	Security Section	NGL/NW/P-21
xxi	Upholstery job work	NGL/NW/P-22
xxii	Repair of Guide Vanes	NGL/NW/P-23
xxiii	Repair of Tug	NGL/NW/P-24
E	Bhakra Dam Circle	
A	RM & SR Division,Phase-I	
i	Inspection & repair of Spillway apron of Bhakra Dam	NGL/BDC/RM&SR/P-01
ii	Sediment Analysis of Silt Samples	NGL/BDC/RM&SR/P- 02
iii	Capacity survey of Bhakra Dam	NGL/BDC/RM&SR/P-03
iv	Inspection of Spillway by Divers	NGL/BDC/RM&SR/P- 04
v	Management of Bhakra Reservoir area.	NGL/BDC/RM&SR/P- 05
B	Bhakra Dam Division, Phase-I	

i	Observation by instrumentation Sub Division at Bhakra Dam	NGL/BDC/BDD/P-01
ii	Geodetic Observation work of Settlement Observation Sub Division Bhakra.	NGL/BDC/BDD/P-02
iii	Maintenance of Civil Works of Bhakra Dam	NGL/BDC/BDD/P-03
iv	Chemical Analysis of Water Air & Cement Sample	NGL/BDC/BDD/04/P- 01
v	Physical Analysis of Concrete Sample	NGL/BDC/BDD/04/P- 02
vi	Fire Control	NGL/BDC/BDD/EMS/P-05
C	Nangal Dam Division Phase - I	
i	Maintenance of River Head & Canal Head Regulator – Civil Structures	NGL/BDC-NDD/P-01
ii	Maintenance of NHC – Canal Banks, Dowels, Lining, Drain, Outer sloops & Cross drainage works	NGL/BDC-NDD/P-02
iii	Capital Maintenance of automatic bye – pass radial gates at Ganguwal & Kotla on NHC	NGL/BDC-NDD/P-03
iv	Maintenance of Gates & Gearing at Nangal Dam	NGL/BDC-NDD/P-04
D	Building Construction & Township Division, Phase - II	
i	Operation of sewerage plant at Nangal Township	BHD/BC&TOWNSHIP/P-01
ii	Arrangement of drinking water supply at Nangal Township	BHD/BC&TOWNSHIP/P-02
iii	Maintenance and repair of sanitary installations in BBMB colony	BHD/BC&TOWNSHIP/P-03
iv	Maintenance and repair of residential buildings in BBMB colony at Nangal	BHD/BC&TOWNSHIP/P-04
v	Maintenance and repair of non-residential buildings at Nangal	BHD/BC&TOWNSHIP/P-05
vi	Up-keep of various rest houses at Nangal Township	BHD/BC&TOWNSHIP/P-06
vii	Maintenance and repair of road net works in BBMB area at Nangal	BHD/BC&TOWNSHIP/P-07
VI	BBMB Hospital, Nangal, Phase - II	
i	Registration and treatment of patients in OPD, Emergency & Indoor	BHD/HOSPITAL/P-01
ii	Maintenance and Calibration of equipments	BHD/HOSPITAL/P-02
iii	Receipt, issue of storage of medicines and up keep of medicine and other items/material	BHD/HOSPITAL/P-03
iv	Management of different wards	BHD/HOSPITAL/P-04
v	Management of Laboratory and Radiology department	BHD/HOSPITAL/P-05
VII	BBMB DAV School, Phase - II	
i	Admission of students in school & deposit of admission fees and other dues.	BHD/SCHOOL/P-01
ii	Planning of academic session	BHD/SCHOOL/P-02
iii	Selection of teachers and their placement/duty roster	BHD/SCHOOL/P-03
iv	Monitoring the performance of teachers	BHD/SCHOOL/P-04
v	Monitoring the performance of students	BHD/SCHOOL/P-05
vi	Counselling of students	BHD/SCHOOL/P-06
vii	Extra curricular activities	BHD/SCHOOL/P-07
viii	Management of computer Lab, Physics Lab, & Chemistry Lab.	BHD/SCHOOL/P-08

ix	Management of School Library	BHD/SCHOOL/P-09
x	Participation in Tournaments	BHD/SCHOOL/P-10
xi	Training and Refresher Courses for teachers	BHD/SCHOOL/P-11
xii	Parents/students feed back and parents teachers meeting	BHD/SCHOOL/P-12
VIII	Project Security, Phase - II	
i	Security of vital installations at project sites.	BHD/SECURITY/P-01
IX	Bhakra Beas Training Centre, Phase - II	
i	Running of Bhakra Beas Training Centre at Nangal.	BHD/TRAINING/P-01
B.	LIST OF WORK INSTRUCTIONS:	
Sr.No.	Title of Work instructions	
I.	Nangal Mechanical Circle Phase – I	DOC No.
A	Bhakra Mechanical Division	
i	Yearly inspection at River outlet gates.	NGL/NMC-MECH/WI- 02
ii	Testing of River outlet gates	NGL/NMC-MECH/WI- 03
iii	Capital Maintenance of river outlet gates	NGL/NMC-MECH/WI-04
iv	Maintenance of elevators	NGL/NMC-MECH/WI- 05
v	Maintenance of 14/15 ton Hoists	NGL/NMC-MECH/WI-06
vi	Maintenance of 150 ton gantry crane	NGL/NMC-MECH/WI- 07
vii	M & O of dehumidifying plant	NGL/NMC-MECH/WI-08
viii	Capital Maintenance of penstock head gates.	NGL/NMC-MECH/WI-09
ix	Guniting of Shattered Rocks at Bhakra Dam	NGL/NMC-MECHWI-11A
x	Grouting of Shattered Rocks at Bhakra Dam	NGL/NMC-MECH/WI-11B
xi	Pinning & Rock Bolting of Shattered Rocks	NGL/NMC-MECH/WI-11C
xii	Maintenance of radial gates	NGL/NMC-MECH/WI- 12
xiii	O & M of mini cursing plants.	NGL/NMC-MECH/WI-13
xiv	Dewatering of Seepage Water	NGL/NMC-MECH/WI- 14
xv	Maintenance of transport vehicles	NGL/NMC-MECH/WI-15
xvi	Maintenance of Heavy vehicles	NGL/NMC-MECH/WI- 16
xvii	Maintenance of Water Supply system at Bhakra Dam	NGL/NMC-MECH/WI-18
xviii	Receipt & issue of Petrol & Diesel	NGL/NMC-MECH/WI- 23
B	Bhakra Electrical Division	
	Phase – I	
i	Maintenance of Sub Station at Bhakra Dam	NGL/NMC-BE/WI-01
ii	Maintenance of Transmission System at Bhakra Dam	NGL/NMC-BE/WI-02
iii	Maintenance of Communication System at Bhakra Dam	NGL/NMC-BE/WI-03
iv	Maintenance of Electrical System of permanent structures at Bhakra Dam	NGL/NMC-BE/WI-04
v	Maintenance of outdoor & indoor light point/fitting at Bhakra Dam	NGL/NMC-BE/WI-05
vi	Removal of Trash in Gobid Sagar at Bhakra Dam	NGL/NMC-BE/WI-06
vii	Maintenance of log boom at Bhakra Dam	NGL/NMC-BE/WI-07
	Phase - II	
i	Maintenance & repair of internal wiring in Residential & Non-Residential Buildings at Nangal	BHD/BED/WI-08
ii	Maintenance of Sub Stations at Nangal	BHD/BED/WI-09
iii	Maintenance of distribution lines in Township area	BHD/BED/WI-10
iv	Maintenance & repair of Street Light Fittings in Township area.	BHD/BED/WI-11

v	Maintenance & repair of Air Conditioners, Air Conditioning Plant, Water Coolers & other electrical equipments at Nangal	BHD/BED/WI-12
C	Workshop Division	
	Phase – I	
i	Maintenance of Electrical Machines	NGL/NW/WI-01
ii	Fabrication of Rubber Products	NGL/NWWI-02
iii	Maintenance of Vehicles & Cranes	NGL/NW/WI-03
iv	Pipe Fabrication	NGL/NW/WIP-05
v	Tower Fabrication	NGL/NW/WI-06
vi	Operation of Machine Shop	NGL/NW/WI-09
vii	Working of galvanizing and pickling	NGL/NW/WI-10
viii	Maintenance & Repair of Machines in Machine Shop	NGL/NW/WI-11
ix	Canteen services	NGL/NW/WI-12
x	Operation of Cast Iron Castings	NGL/NW/WI-13
xi	Operation of Carpentry & Painting Shop	NGL/NW/WI-14
xii	Operation of acetylene plant	NGL/NW/WI-15
xiii	Operation of Oxygen Plant	NGL/NW/WI-16
xiv	Apprentice Training School	NGL/NW/WI-19
xv	Operation of estimating, production & inspection Sub Divn.	NGL/NW/WI-20
xvi	Security Section	NGL/NW/WI-21
xvii	Upholstery job work	NGL/NW/WI-22
xvii	Gas cutting process.	NGL/NW/WI-25
xix	Welding process.	NGL/NW/WI-26
xx	Marking and cutting process.	NGL/NW/WI-27
II.	BHAKRA DAM CIRCLE	
A	RM & SR Division, Phase-I	
i	Work Instructions for Assembly sequence	NGL/BDC/RM&SR/01/WI/01
ii	Guidelines For Personnel working in compressed air	NGL/BDC/RM&SR/01/WI 02
iii	Repair of Spillway Damage	NGL/BDC/RM&SR/01/WI03
iv	Dismantling sequence.	NGL/BDC/RM&SR/01/WI04
v	Safety precaution during silt sampling	NGL/BDC/RM&SR/02/WI 01
B	Bhakra Dam Division, Phase-I	
i	Geodectic Observation Work. Proper handling /transportation of instrument/equipment.	NGL/BDC/BDD/02/WI 01
ii	Installation/setting of instruments/equipment.	NGL/BDC/BDD/02/WI0 2
iii	Taking Geodetic Observations.	NGL/BDC/BDD/02/WI0 3
iv	Safety precautions	NGL/BDC/BDD/02/WI0 4
v	Fire Control Guidelines for Fire Fighting Fire standing orders.	NGL/BDC/BDD/05/WI0 5 NGL/BDC/BDD/05/WI0 2
C	Nangal Dam Division Phase - I	
i	Maintenance of River Head & Canal Head Regulator – Civil Structures	NGL/BDC-NDD/01/WI/01
ii	Maintenance of NHC – Canal Banks, Dowels, Lining, Drain, Outer sloops & Cross drainage works	NGL/BDC-NDD/02/WI01
iii	Capital Maintenance of automatic bye – pass radial gates at Ganguwal & Kotla on NHC	NGL/BDC-NDD/03/WI01

iv	Maintenance of Gates & Gearing at Nangal Dam	NGL/BDC-NDD/04/WI01
D	Building Construction & Township Division, Phase -II	
i	Operation of sewerage plant at Nangal Township	BHD/BC&TOWNSHIP/WI-01
ii	Arrangement of drinking water supply at Nangal Township	BHD/BC&TOWNSHIP/WI-02
iii	Maintenance and repair of sanitary installations in BBMB colony	BHD/BC&TOWNSHIP/WI-03
iv	Maintenance and repair of residential buildings in BBMB colony at Nangal	BHD/BC&TOWNSHIP/WI-04
v	Maintenance and repair of non-residential buildings at Nangal	BHD/BC&TOWNSHIP/WI-05
vi	Up-keep of various rest houses at Nangal Township	BHD/BC&TOWNSHIP/WI-06
vii	Maintenance and repair of road net works in BBMB area at Nangal	BHD/BC&TOWNSHIP/WI-07
III	BBMB Hospital, Phase - II	
i	Registration and treatment of patients in OPD, Emergency & Indoor - Work instructions for Injection room. -Work instructions for dressing room. -Work instructions for emergency department.	BHD/HOSPITAL/WI- 01A BHD/HOSPITAL/WI- 01B BHD/HOSPITAL/WI-01C
ii	Management of different wards -Work instructions for Male/Female wards.	BHD/HOSPITAL/WI- 04
iii	Management of Laboratory and Radiology department -Work instructions for Laboratory - Work instructions for X-ray Department.	BHD/HOSPITAL/WI- 05 BHD/HOSPITAL/WI- 05B
C.	LIST OF QUALITY PLANS:	
Sr.No.	Title of Quality Plans	DOC No.
I	Water Regulation Directorate	
	Hydrology Division, Phase – I	
	Hydro-meteorological observations	
i	Measurement of snow fall	NGL/RGLN-HYD/QP- 01
ii	Measurement of winds speed	NGL/RGLN-HYD/QP-02
iii	Measurement of evaporation	NGL/RGLN-HYD/QP-03
iv	Measurement of discharge	NGL/RGLN-HYD/QP- 04
v	Measurement of temperature & relative humidity	NGL/RGLN-HYD/QP- 05
vi	Measurement of sunshine hours	NGL/RGLN-HYD/QP- 06
vii	Measurement of atmospheric temperature	NGL/RGLN-HYD/QP-07
viii	Measurement of atmospheric pressure	NGL/RGLN-HYD/QP- 08
ix	Measurement of rain fall	NGL/RGLN-HYD/QP-09
	Regulation Division, Phase – I	
i	Regulation of Water Releases – During Depletion Period	NGL/RGLN/QP-01
ii	Regulation of Water Releases – During Filling Period	NGL/RGLN/QP-02
iii	Preparation of Water Accounts	NGL/RGLN/QP-03
iv	Water Power Studies.	NGL/RGLN/QP-04
v	Daily Recording & Transmission of data	NGL/RGLN/QP-05
II	Dam Safety Directorate	
	Phase – I	

i	10 yearly inspections of Dam Safety Committee experts.	NGL/DS/P-I/01, issue 1.1
ii	Compilation of pre-monsoon & post monsoon inspection reports.	NGL/DS/QP-I/02
iii	Yearly health status report to CWC	NGL/DS/QP-I/03
III	Bhakra Beas Design Directorate	
	Phase – I	
i	Processing of data and publication of Annual Observation Reports. a) Quality Plan(Bhakra Nangal Project) b) Quality Plan (Pong Dam) c) Quality Plan (BSL Project).	NGL/DESIGN/Bh/QP- 01 NGL/DESIGN/PONG/QP-01 NGL/DESIGN/BSL/QP-01
ii	Issuance of Design & Drawings of different structures.	NGL/DESIGN/P-02
IV	Nangal Mechanical Circle	
	Phase – I	
A	Bhakra Mechanical Division	
i	Pre-monsoon & Post monsoon inspection of all gates & hoist at Bhakra Dam	NGL/NMC-MECH/QP-01
ii	Yearly inspection at River outlet gates.	NGL/NMC-MECH/QP- 02
iii	Testing of River outlet gates	NGL/NMC-MECH/QP- 03
iv	Capital Maintenance of river outlet gates	NGL/NMC-MECH/QP-04
v	Maintenance of elevators	NGL/NMC-MECH/QP- 05
vi	Maintenance of 14/15 ton Hoists	NGL/NMC-MECH/QP-06
vii	Maintenance of 150 ton gantry crane	NGL/NMC-MECH/QP- 07
viii	M & O of dehumidifying plant	NGL/NMC-MECH/QP- 08
ix	Capital Maintenance of penstock head gates.	NGL/NMC-MECH/QP-09
x	Inspection of trash racks	NGL/NMC-MECH/QP-10
xi	Guniting of Shattered Rocks at Bhakra Dam	NGL/NMC-MECH/QP-11A
xii	Grouting of Shattered Rocks at Bhakra Dam	NGL/NMC-MECH/QP-11B
xiii	Pinning & Rock Bolting of Shattered Rocks	NGL/NMC-MECH/QP- 11C
xiv	Maintenance of radial gates	NGL/NMC-MECH/QP-12
xv	O & M of mini cursing plants.	NGL/NMC-MECH/QP-13
xvi	Dewatering of Seepage Water	NGL/NMC-MECH/QP-14
xvii	Maintenance of transport vehicles	NGL/NMC-MECH/QP-15
xviii	Maintenance of Heavy vehicles	NGL/NMC-MECH/QP-16
xix	Maintenance and operation of field repair shop	NGL/NMC-MECH/QP-17
xx	Maintenance of Water Supply system at Bhakra Dam	NGL/NMC-MECH/QP-18
xxi	Running of Bhakra Train	NGL/NMC-MECH/QP-19
xxii	Maintenance of Loco Engine	NGL/NMC-MECH/QP- 20
xxiii	Maintenance of Railway Track	NGL/NMC-MECH/QP-21
xxiv	Maintenance of wagons & coaches	NGL/NMC-MECH/QP-22
xxv	Receipt & issue of Petrol & Diesel	NGL/NMC-MECH/QP-23
B	Bhakra Electrical Division	
	Phase – I	
i	Maintenance of Sub Station at Bhakra Dam	NGL/NMC-BE/QP-01

ii	Maintenance of Transmission System at Bhakra Dam	NGL/NMC-BE/QP-02
iii	Maintenance of Communication System at Bhakra Dam	NGL/NMC-BE/QP-03
iv	Maintenance of Electrical System of permanent structures at Bhakra Dam	NGL/NMC-BE/QP-04
v	Maintenance of outdoor & indoor light point/fitting at Bhakra Dam	NGL/NMC-BE/QP-05
vi	Removal of Trash in Gobid Sagar at Bhakra Dam	NGL/NMC-BE/QP-06
vii	Maintenance of log boom at Bhakra Dam	NGL/NMC-BE/QP-07
	Phase - II	
i	Maintenance & repair of internal wiring in Residential & Non-Residential Buildings at Nangal	BHD/BE/QP-08
ii	Maintenance of Sub Stations at Nangal	BHD/BE/QP-09
iii	Maintenance of distribution lines in Township area	BHD/BE/QP-10
iv	Maintenance & repair of Street Light Fittings in Township area.	BHD/BE/QP-11
v	Maintenance & repair of Air Conditioners, Air Conditioning Plant, Water Coolers & other electrical equipments at Nangal	BHD/BE/QP-12
C	Procurement, Central Stores & Disposal Division	
	Phase – I	
i	Procurement of Material	NGL/NMC-PURQ/P-01
ii	Receipt & issue of Material	NGL/NMC-PUR/QP-02
iii	Disposal of surplus spare parts	NGL/NMC-PUR/QP-03
iv	Disposal of scrap material	NGL/NMC-PURQ/P-04
v	Disposal of surplus machinery	NGL/NMC-PUR/QP-05
D	Workshop Division	
	Phase – I	
i	Maintenance of Electrical Machines	NGL/NW/QP-01
ii	Fabrication of Rubber Products	NGL/NW/QP-02
iii	Maintenance of Vehicles & Cranes	NGL/NW/QP-03
iv	Operation of Sheet Metal Shop	NGL/NW/QP-04
v	Pipe Fabrication	NGL/NW/QP-05
vi	Tower Fabrication	NGL/NW/QP-06
vii	Fabrication of Stop Log Gate	NGL/NW/QP-07
viii	Fabrication of Trash Rack cleaning Machine	NGL/NW/QP-08
ix	Operation of Machine Shop	NGL/NW/QP-09
x	Maintenance & Repair of Machines in Machine Shop	NGL/NW/QP-11
xi	Canteen services	NGL/NW/QP-12
xii	Operation of Cast Iron Castings	NGL/NW/QP-13
xiii	Operation of Carpentry & Painting Shop	NGL/NW/QP-14
xiv	Operation of acetylene plant	NGL/NW/QP-15
xv	Operation of Oxygen Plant	NGL/NW/QP-16
xvi	Operation of Air Compressor	NGL/NW/QP-17
xvii	House keeping	NGL/NW/QP-18
xviii	Apprentice Training School	NGL/NW/QP-19

xix	Security Section	NGL/NW/QP-21
xx	Upholstery job work	NGL/NW/QP-22
xxi	Repair of Guide Vanes	NGL/NW/QP-23
xxii	Repair of Tug	NGL/NW/QP-24
V	Bhakra Dam Circle	
A	RM & SR Division, Phase-I	
i	Inspection & repair of Spillway apron of Bhakra Dam	NGL/BDC/RM&SR/QP-01
ii	Sediment Analysis of Silt Samples	NGL/BDC/RM&SR/QP-02
iii	Capacity survey of Bhakra Dam	NGL/BDC/RM&SR/QP-03
iv	Inspection of Spillway by Divers	NGL/BDC/RM&SR/QP-04
v	Management of Bhakra Reservoir area.	NGL/BDC/RM&SR/QP-05
B	Bhakra Dam Division, Phase-I	
i	Observation by instrumentation Sub Division at Bhakra Dam	NGL/BDC/BDD/QP-01
ii	Geodetic Observation work of Settlement Observation Sub Division Bhakra.	NGL/BDC/BDD/QP-02
iii	Maintenance of Civil Works of Bhakra Dam	NGL/BDC/BDD/QP-03
iv	Chemical Analysis of Water Air & Cement Sample	NGL/BDC/BDD/04/QP-01
v	Physical Analysis of Concrete Sample	NGL/BDC/BDD/04/QP-02
vi	Fire /Rescue Call	NGL/BDC/BDD /QP-05
C	Nangal Dam Division Phase - I	
i	Maintenance of River Head & Canal Head Regulator – Civil Structures	NGL/BDC-NDD/QP-01
ii	Maintenance of NHC – Canal Banks, Dowels, Lining, Drain, Outer sloops & Cross drainage works	NGL/BDC-NDD/QP-02
iii	Capital Maintenance of automatic bye – pass radial gates at Ganguwal & Kotla on NHC	NGL/BDC-NDD/QP-03
iv	Maintenance of Gates & Gearing at Nangal Dam	NGL/BDC-NDD/QP-04
D	Building Construction & Township Division, Phase - II	
i	Operation of sewerage plant at Nangal Township	BHD/BC&TOWNSHIP/QP-01
ii	Arrangement of drinking water supply at Nangal Township	BHD/BC&TOWNSHIP/QP-02
iii	Maintenance and repair of sanitary installations in BBMB colony	BHD/BC&TOWNSHIP/QP-03
iv	Maintenance and repair of residential buildings in BBMB colony at Nangal	BHD/BC&TOWNSHIP/QP-04
v	Maintenance and repair of non-residential buildings at Nangal	BHD/BC&TOWNSHIP/QP-05
vi	Up-keep of various rest houses at Nangal Township	BHD/BC&TOWNSHIP/QP-06
vii	Maintenance and repair of road net works in BBMB area at Nangal	BHD/BC&TOWNSHIP/QP-07
VI	BBMB Hospital, Nangal, Phase - II	
i	Registration and treatment of patients in OPD, Emergency & Indoor	BHD/HOSPITAL/QP- 01
ii	Maintenance and Calibration of equipments	BHD/HOSPITAL/QP- 02

iii	Receipt, issue of storage of medicines and up keep of medicine and other items/material	BHD/HOSPITAL/QP- 03
iv	Management of different wards	BHD/HOSPITAL/QP-04
v	Management of Laboratory and Radiology Department	BHD/HOSPITAL/QP-05
VII	BBMB DAV School, Phase - II	
i	Admission of students in school & deposit of admission fees and other dues.	BHD/SCHOOL/QP-01
ii	Planning of academic session	BHD/SCHOOL/QP-02
iii	Selection of teachers and their placement/duty roster	BHD/SCHOOL/QP-03
iv	Monitoring the performance of teachers	BHD/SCHOOL/QP-04
v	Monitoring the performance of students	BHD/SCHOOL/QP-05
vi	Counseling of students	BHD/SCHOOL/QP-06
vii	Extra-curricular activities	BHD/SCHOOL/QP-07
viii	Management of computer Lab, Physics Lab, & Chemistry Lab.	BHD/SCHOOL/QP-08
ix	Management of School Library	BHD/SCHOOL/QP-09
x	Participation in Tournaments	BHD/SCHOOL/QP-10
xi	Training and Refresher Courses for teachers	BHD/SCHOOL/QP-11
xii	Parents/students feedback and parents teachers meeting	BHD/SCHOOL/QP-12
VIII	Project Security, Phase - II	
i	Security of vital installations at project sites.	BHD/SECURITY/QP-01
IX	Bhakra Beas Training Centre, Phase - II	
i	Running of Bhakra Beas Training Centre at Nangal.	BHD/TRAINING/QP-01
➤	Chief Engineer/Generation, BBMB, Nangal.	
A.	LIST OF PROCEDURES QMS (PONG POWER HOUSES):	
(A)	<u>Operation</u>	<u>Document No.</u>
1.	Starting of unit & Monitoring of operating parameter	PPH/OP/P-01
2.	Stopping of Unit	PPH/OP/P-02
3.	Issue and cancellation of permit to work.	PPH/OP/P-03
4.	Restoration of supply after grid failure	PPH/OP/P-04
5.	Running of machine on synchronous condenser for regulation of system voltage.	PPH/OP/P-05
(B)	<u>Mechanical Maintenance</u>	
	<u>Turbines</u>	
1.	Capital maintenance of machines (Turbine and Generator)	PPH/MM/P-01
2.	Annual and six-monthly maintenance of turbine (Runner and Draft tube)	PPH/MM/P-02
3.	Annual and six-monthly maintenance of turbine (Guide bearing & shaft gland system)	PPH/MM/P-03
4.	Annual and Six-monthly maintenance of turbine (governor , governor oil system, guide vane operation mechanism).	PPH/MM/P-04
5.	Inspection of runner after pre-defined running hours.	PPH/MM/P-05

	<u>Generators</u>	
6.	Annual & six monthly maintenance of Generator (Stator & Rotor)	PPH/MM/P-06
7.	Annual & six monthly maintenance of Generator (Thrust, Guide bearing and coolers.	PPH/MM/P-07
	<u>Maintenance of Mechanical auxiliary system</u>	
8.	Maintenance of pumps.	PPH/MM/P-08
9.	Overhauling of compressors (HP / LP)	PPH/MM/P-09
10.	Draft tube & PRV gate maintenance	PPH/MM/P-10
11.	Maintenance of EOT & semi gantry cranes	PPH/MM/P-11
12.	Maintenance of passenger elevator at Pong Power House & emergency gates.	PPH/MM/P-12
13.	Maintenance of firefighting system (transformer, generator, cable gallery)	PPH/MM/P-13
14.	Maintenance of ventilation & AC system.	PPH/MM/P-14
15.	Scheduled maintenance of emergency gates of penstock (P-1,P-2,P-3) & their` hydraulic hoist	PPH/MM/P-15
(C)	Electrical Maintenance.	
1.	Annual & six monthly maintenance of unit transformer, auxiliary transformer & bus duct.	PPH/EM/P-01
2.	Annual & six monthly maintenance of Electro Hydro governors.	PPH/EM/P-02
3.	Annual and six monthly maintenance of 220 KV sub-station equipment and bus bar.	PPH/EM/P-03
4.	Annual and six monthly maintenance of 66 KV sub-station equipment and bus bar	PPH/EM/P-04
5.	Maintenance of DC battery in Power House and Switchyard.	PPH/EM/P-05
6.	Scheduled maintenance & testing of protection system of machines.	PPH/EM/P-06
7.	Scheduled maintenance & testing of Protection system of transmission lines 220/66 KV.	PPH/EM/P-07
(D)	RE	
1.	Maintenance & repair of vehicles.	PPH/RE/P-01
2.	Overhauling of vehicles.	PPH/RE/P-02
3.	Operation of vehicles	PPH/RE/P-03
4.	Procurement procedure	PPH/RE/P-04
5.	Receipt & issue of material	PPH/RE/P-05
6.	Disposal of surplus/obsolete items	PPH/RE/P-06
7.	Civil Maintenance and sanitary fitting of residential and non-residential building	PPH/RE/P-07
8.	Electrical maintenance of residential and non-residential building.	PPH/RE/P-08
B.	LIST OF PROCEDURES EMS (PONG POWER HOUSES):	
(A)	Electrical & Mechanical Maintenance	Document No.
1.	Electrical and mechanical maintenance of equipments and protection system of Power House.	PPH/EM&MM/IO/01
2.	Workshop	PPH/EM&MM/IO/02
3.	Laboratory	PPH/EM&MM/I O/03
4.	Storage of oil and lubricant	PPH/EM&MM/IO/04
5.	Canteen	PPH/EM&MM/I O/05

6.	Batteries Management.	PPH/EM&MM/IO/06
7.	Operation and maintenance of 220KV switchyard.	PPH/EM&MM/I O/07
8.	Oil filtration plant.	PPH/EM&MM/I O/08
9.	Diesel Generating Set.	PPH/EM&MM/I O/09
(B)	RE,PPH Divn.	
1.	Maintenance & repair / overhauling of vehicles	PPH/RE/IO/01
2.	Operation of Vehicles	PPH/RE/IO/03
3.	Receipt and issue of material	PPH/RE/IO/05
4.	Civil Maintenance & sanitary fitting of residential and non-residential buildings	PPH/RE/IO/07
5.	Electrical Maintenance of residential and non-residential buildings.	PPH/RE/IO/08
C.	Procedures for QMS for Guest Houses and other Residential/Non-Residential Buildings	
1.	Procedure for maintenance of internal electric wiring system of Residential/Non- Residential Buildings.	BPHs/RE/P/01
2.	Procedure for Maintenance of Civil Works / Water supply and Sanitary fittings for Residential and Non-Residential Buildings.	BPHs/RE/P/02
3.	Procedure for Operation and Maintenance of Guest Houses.	BPHs/RE/P/03
D.	Procedures for EMS for Guest Houses and other Residential/Non-Residential Buildings	
1.	Failure mode and effect analysis for evaluation of impacts of environmental aspects for Residential and Non-Residential Buildings.	BPHs/RE/EP/01
2.	Failure mode and effect analysis for evaluation of impacts of environmental aspects for Guest Houses.	BPHs/RE/EP/02
➤	Chief Engineer/Beas Dam, BBMB, Talwara. (TALWARA CIRCLE)	
A1.	LIST OF PROCEDURES QMS (TOWNSHIP DIVISION, BBMB, TALWARA TOWNSHIP):	
Sr.No.	Name of Procedure	Document Nos.
1.	Supply of drinking water in BBMB colony Talwara Township.	BD/TOWNSHIP/P/01
2.	Maintenance of Sanitary installation internal Water Supply System & Sewerage system.	BD/TOWNSHIP/P/02
3.	Disposal of Sewerage Water in BBMB Colony Talwara Township.	BD/TOWNSHIP/P/03
4.	Running Repair & Maintenance of Pumps at Water Works, Talwara Township.	BD/TOWNSHIP/P/04.
5.	Operation & Maintenance of BBMB Guest House, Talwara Township.	BD/TOWNSHIP/P/05
6.	Maintenance of Residential & non-residential buildings.	BD/TOWNSHIP/P/06
7.	Maintenance of Nursery in BBMB Colony Talwara Township.	BD/TOWNSHIP/P/07
8.	Disposal of Solid Waste in BBMB Colony Talwara Township.	BD/TOWNSHIP/P/08
9.	Enforcement of Allotment Rules in BBMB Colony Talwara Township.	BD/TOWNSHIP/P/09
10.	Allotment of BBMB houses in Talwara Township.	BD/TOWNSHIP/P/10
LIST OF QUALITY PLANS PERTAINING TO TOWNSHIP DIVISION, BBMB, TALWARA TOWNSHIP.		
Sr.No.	LIST OF QUALITY PLANS	Document Nos.

1.	Supply of drinking water in BBMB colony Talwara Township.	BD/TOWNSHIP/QP-01
2.	Maintenance of Sanitary installation internal WaterSupply System & Sewerage system.	BD/TOWNSHIP/QP-02
3.	Disposal of Sewerage Water in BBMB Colony Talwara Township.	BD/TOWNSHIP/QP-03
4.	Running Repair & Maintenance of Pumps at Water Works, Talwara Township.	BD/TOWNSHIP/QP-04.
5.	Operation & Maintenance of BBMB Guest House, Talwara Township.	BD/TOWNSHIP/QP-05
6.	Maintenance of Residential & non- residential buildings.	BD/TOWNSHIP/QP-06
7.	Disposal of Solid Waste in BBMB Colony Talwara Township.	BD/TOWNSHIP/QP-07
8.	Enforcement of Allotment Rules in BBMB Colony Talwara Township.	BD/TOWNSHIP/QP-08
9.	Allotment of BBMB houses in Talwara Township.	BD/TOWNSHIP/QP-09
A2.	LIST OF PROCEDURES QMS (Superintendent, Procurement Stores and Disposal Division):	
Sr. No.	Description of Procedure	Document No.
1	Purchase of material.	BD/PS&D/P/01
2	Receipt/Issue of Material	BD/ PS&D/P/02
3	Disposal of Surplus Spare parts.	BD/ PS&D/P/03
4	Disposal of Scrap material.	BD/ PS&D/P/04
5	Disposal of Surplus Machinery.	BD/ PS&D/P/05
6	Evaluation of Impacts of Environmental Aspects.	BD/ PS&D/P/06
7	Control Measures for Environmental Aspects.	BD/ PS&D/P/07
A3.	LIST OF PROCEDURES QMS (MECHANICAL DIVISION):	
1.	Machine shop activities	BD/MECH/P/01
2.	Operation of Canteen	BD/MECH/P/02
3.	Carpenter & Paint Shop Activities.	BD/MECH/P/03
4.	O& M of Diesel Supply Station	BD/MECH/P/04
5.	Supply of Compressed air in the Dam area.	BD/MECH/P/05
6.	Supply of water in Dam Area,	BD/MECH/P/06
7.	Workshop area.	BD/MECH/P/07
8.	Allotment/Deployment of Vehicles	BD/MECH/P/08
9.	Breakdown Maintenance of Vehicles	BD/MECH/P/09
10.	Scheduled Maintenance Maintenance/Repair of Radial Gates.	BD/MECH/P/10
11.	Procedure for Operation of Radial Gates	BD/MECH/P/11
12.	Monthly Maintenance of Hoist	BD/MECH/P/12
13.	Quarterly Maintenance of F/D Crane	BD/MECH/P/13
14.	Dock & Painting Scheduled Maintenance of Motor Boats	BD/MECH/P/14
15.	Maintenance of anchorage points of	BD/MECH/P/15
16.	Floating Equipment's	BD/MECH/P/16
C1.	LIST OF QUALITY PLANS (TOWNSHIP DIVISION):	
1.	Supply of drinking water in BBMB colony Talwara Township.	BD/TOWNSHIP/QP-01

2.	Maintenance of Sanitary installation internal Water Supply System & Sewerage system.	BD/TOWNSHIP/QP-02
3.	Disposal of Sewerage Water in BBMB Colony Talwara Township.	BD/TOWNSHIP/QP-03
4.	Running Repair & Maintenance of Pumps at Water Works, Talwara Township.	BD/TOWNSHIP/QP- 04.
5.	Operation & Maintenance of BBMB Guest House, Talwara Township.	BD/TOWNSHIP/QP-05
6.	Maintenance of Residential & non-residential buildings.	BD/TOWNSHIP/QP-06
7.	Disposal of Solid Waste in BBMB Colony Talwara Township.	BD/TOWNSHIP/QP-07
8.	Enforcement of Allotment Rules in BBMB Colony Talwara Township.	BD/TOWNSHIP/QP-08
9.	Allotment of BBMB houses in Talwara Township.	BD/TOWNSHIP/QP-09
C2.	LIST OF QUALITY PLANS (MECHANICAL DIVISION):	
1.	Machine shop activities	BD/MECH/QP/01
2.	Operation of Canteen	BD/MECH/QP/02
3.	Carpenter & Paint Shop Activities.	BD/MECH/QP/03
4.	O& M of Diesel Supply Station	BD/MECH/QP/04
5.	Supply of Compressed air in the Dam area.	BD/MECH/QP/05
6.	Supply of water in Dam Area, Workshop area.	BD/MECH/QP/06
7.	Allotment/Deployment of Vehicles	BD/MECH/QP/07
8.	Breakdown Maintenance of Vehicles	BD/MECH/QP/08
9.	Scheduled Maintenance	BD/MECH/QP/09
10.	Maintenance/Repair of Radial Gates.	BD/MECH/QP/10
11.	Procedure for Operation of Radial Gates	BD/MECH/QP/11
12.	Monthly Maintenance of Hoist	BD/MECH/QP/12
13.	Quarterly Maintenance of F/D Crane	BD/MECH/QP/13
14.	Dock & Painting	BD/MECH/QP/14
15.	Maintenance of anchorage points of	BD/MECH/QP/15
16.	Floating Equipments	BD/MECH/QP/16
17.	Quality Maintenance of Elevators	BD/MECH/QP/17
18.	Machine shop activities	BD/MECH/QP/01

