

## **1. Selection Criteria for Empanelment as State Quality Monitors (SQMs)**

State quality monitors have been empanelled by all the States and at present same set of SQMs are carrying out inspections of Roads as well as Long Span Bridges. Large numbers of long span bridges are now being constructed under PMGSY by the Executing Agencies of State Rural Roads Development Agencies. As such, SRRDAs should empanel separate SQMs for inspection of bridge works, having requisite experience of design and supervision/ construction of long span bridges. Candidates applying for empanelment as SQM for bridge works will have to provide a list of bridges designed and supervised / constructed by them.

It is also possible that some candidates have qualification and experience of design and construction/ supervision of both roads and bridge works. Such candidates can be considered for inspection of both roads and bridge works. However, such candidates will have to indicate their candidature for empanelment as SQM for inspection of roads or bridges or roads and bridges both, in their application.

1.1 Independent SQMs- Retired Engineers of State or Central Govt. Departments, PSUs, Retired or Serving Faculty Members of Govt. Engineering Colleges/ IITs/ NITs/ Govt. Research Institutes as SQMs

**Criteria No. 1-** The candidate should be a Graduate in Civil engineering from a recognized University.

### **Criteria No. 2**

(i) – **For inspection of Road Projects-** The candidate should have retired from the post not below the level of Executive Engineer or equivalent from a Govt. organization, Central/State public sector undertakings (PSUs) or their subordinate offices. Retired or serving faculty members of government engineering colleges/IITs/NITs/Government research institutes, etc. who have worked/ consulted in the field of road construction, can also apply.

(ii) – **For inspection of Bridge projects -** The candidate should have retired from the post not below the level of Executive Engineer or equivalent from a Govt. organization, Central/State Public sector undertakings (PSUs) or their subordinate offices. Retired or serving faculty members of Government engineering colleges/IITs/NITs/Government research institutes, associated with bridge design and supervision consultancy work, can also apply.

**Criteria No. 3 -** No applicant would be allowed to work as SQM after completing the age of 70 years. Therefore, the applicant should not have attained the age of 67 years on the last date of application so that the applicant is able to work as SQM for approximately 3 years, subject to satisfactory performance.

#### **Criteria No. 4**

(i) – **For inspection of Road Projects** - The candidate (retired Government engineer) should possess the experience of working in the field of construction of roads for at least 5 years in last 10 years before his retirement from government service. Also, in the last 5 years, he should have worked at least for 2 years in the field of roads (any field out of planning and designing, execution or management of construction or maintenance of roads). Retired or serving faculty members of government engineering colleges/ IITs/ NITs/ Government research institutes, should possess minimum 10 years experience in the field of planning/ design/ supervision/ execution/ consultancy of construction and maintenance of roads.

(ii) – **For inspection of Bridge Projects**- The candidate (retired Government engineer) should possess the experience of working in the bridge sector (any field out of planning / design / execution) for at least 8 years, out of which at least 4 years should be in execution of bridge projects. Retired or serving faculty members of government engineering colleges/ IITs/ NITs/ Government research institutes should have minimum 08 years of experience of design / supervision consultancy of bridge projects. The candidates would be required to furnish the list of bridge works in which they were associated at the planning/design/execution/ supervision/ consultancy level.

#### **Criteria No. 5 - Recommending Authority:**

The candidate (retired *Government engineer and retired or serving faculty members*) should have been recommended by the concerned State Government or by Government of India organizations, administrative head of the PSUs or head of the institute (as applicable), clearly indicating that his integrity is not questionable.

**Criteria No. 6** - The candidate should be willing to work as State Quality Monitor with high ethical standards and sign the code of conduct. The candidate shall not inspect any work executed under his supervision or chain of command.

**Criteria No. 7-** The reporting is to be done through web and mobile based application. The candidate, therefore, should have working knowledge of computers and smart phones or be willing to learn the same within the stipulated time.

### **1.2 Departmental SQMs- Serving Engineers of Independent Quality Management Divisions of Executing Agencies of State Govt's Nodal Department as SQMs**

**Criteria No. 1** - The candidate should be a Graduate in Civil Engineering from a recognized University.

#### **Criteria No. 2**

(i) – **For inspection of Road Projects**- The candidate should be working not below the level of Executive Engineer or equivalent in a Govt. organization, Central/State public sector undertakings (PSUs) or their subordinate offices and having experience of working in the field of construction / supervision of roads for at least 5 years in last 10 years.

(ii) – *For inspection of Bridge projects* - The candidate should be working not below the level of Executive Engineer or equivalent in a Govt. organization, Central/State public sector undertakings (PSUs) or their subordinate offices having experience of working in the field of construction / supervision of bridges for at least 4 years in last 8 years.

**Criteria No. 3** - Recommending Authority:

The candidate should have been recommended by Chief Engineer of the concerned State Government or by Government of India organizations, administrative head of the PSUs, clearly indicating that his integrity is not questionable. The CE should also certify that there are no departmental proceedings/allegations/complaints about bad quality/ financial irregularities, pending against the candidate.

**Criteria No. 4** - The candidate should be willing to work as State Quality Monitor with high ethical standards and sign the code of conduct. The candidate shall not inspect any work executed under his supervision.

**Criteria No. 5**- The reporting is to be done through web & mobile based application. The candidate, therefore, should have working knowledge of computers and smart phones or be willing to learn the same.

### **1.3 Technical Agencies as SQMs- State Quality Monitors from qualified technical agencies for second tier of quality Monitoring**

As technical agencies for second tier quality monitoring will be procured through competitive bidding, the minimum qualification and experience requirements to be specified in the request for proposals (RFP) should be as given in this paragraph. This should be scrupulously verified at the time of technical evaluation of bids. Though, once the technical agency is procured, the same set of personnel shall only be allowed to work as SQMs, whose names were indicated in the bid before technical evaluation. However, in case of replacement, a person with same set of minimum qualification and experience can be allowed to work as SQM, with prior approval of CEO of SRRDA.

**Criteria No. 1** - The candidate should be a Graduate in Civil Engineering from recognized University.

**Criteria No. 2** – (i) – *For inspection of Road Projects* - The candidate should possess minimum 15 years experience. He should have experience of working in the field of planning and designing/construction/supervision/ maintenance of roads for at least 10 years in last 15 years.

(ii) – *For inspection of Bridge Projects*- The candidate should possess, experience of working in the bridge sector (any field out of planning / design / execution) for at least 10 years, out of which at least 5 years should be in execution of bridge projects. The candidates would be required to furnish the list of bridge works in which they were associated at the planning / design/ execution/ supervision level.

**Criteria No. 3** - The candidate should be willing to work as State Quality Monitor with high ethical standards and sign the code of conduct.

**Criteria No. 4**- The reporting is to be done through web & mobile based application. The candidate, therefore, should have working knowledge of computers and smart phones or be willing to learn the same.

## **2. Selection Committee and procedure for Empanelment of State Quality Monitors (SQMs)**

2.1 Retired Engineers of State or Central Govt. Departments, PSUs, Retired or Serving Faculty Members of Govt. Engineering Colleges/ IITs/ NITs/ Govt. Research Institutes as SQMs.

SRRDA would publish the advertisement for empanelment of SQMs from time to time in newspapers with wide circulation in the State and nearby areas, and also on website of SRRDA, depending upon the requirement. Individuals interested to work as SQMs may apply against the advertisement. Applicants shall send their application by Email (*as scanned copy*) in the format given at Annexure-I. The duly recommended application, in the prescribed format as per Annexure-I (a) for retired engineers, and as per Annexure-I (b) for retired or serving faculty members), may be sent to “The Chief Executive Officer” of the concerned SRRDA, within the prescribed time.

The State Quality Monitors would be empanelled based on qualification, experience, achievements and personal interview, which can also be held through video conferencing, by a selection committee, which will have the following composition:

- i. Chief Executive Officer (CEO), SRRDA - Chairman
- ii. Engineer in Chief (E-in-C) or Chief Engineer(CE) - Member  
(Whoever is in-charge of PMGSY works)
- iii. Technical Expert, Coordinator of PTA/ STA - Member  
(Professor/ Associate Professor)
- iv. One serving or retired officer of Indian Administrative Service (IAS) - Member  
(Nominated by ACS/ Principal Secretary, in-charge of PMGSY)
- v. NQM Emeritus - Member
- vi. State Quality Coordinator (SQC) - Member & Convener

It should be ensured that, out of the three external members of selection committee listed at serial numbers (iii), (iv) and (v) above, at least two members are present in the meeting. The committee will analyse the CVs, short list and call for interviews, such number of candidates as deemed fit, conduct personal interviews, which can also be held through video conferencing. Candidate as well as members of selection committee can also attend the selection committee meeting through VC.

## **2.2 Serving Engineers of Independent Quality Management Divisions of Executing Agencies of State Government's Nodal Department**

The State may empanel serving officials (not below the rank of Executive Engineer) with minimum qualification and experience prescribed in para 3.2 above. Applications of such eligible working engineers of quality management divisions of state government's nodal department, who are willing to work as SQM, may be invited through a circular. Applicants shall send their application by Email (*as scanned copy*) in the format given at Annexure-I. The application duly recommended in prescribed format given at Annexure-II for serving engineers, by the concerned Chief Engineer may be sent to "The Chief Executive Officer" of the concerned State, as and when required.

The suitability of these officers may be assessed by CEO and SQC of SRRDA before empanelment, and these officers may be allowed to work as SQMs. However, their empanelment should be ratified through the same committee as indicated in para (2.1) above.

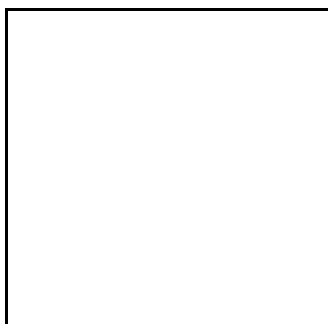
## **2.3 State Quality Monitors from qualified technical agencies for second tier of quality monitoring**

As the services of technical agency for second tier quality monitoring will be procured through bidding, the qualification and experience requirements should be scrupulously verified at the time of technical evaluation of bids. Though, once the technical agency is procured, the same set of personnel shall only be allowed to work as SQMs, whose names were indicated in the bid before technical evaluation. As such, selection of such personnel may not be required through internal selection committee as indicated in para (2.1) and (2.2) above. However, in case of replacement, a person with minimum qualification and experience as prescribed in para (1.3) can be allowed to work as SQM, with prior approval of CEO of SRRDA.

## **3. Orientation cum Training of State Quality Monitors**

All provisionally empanelled SQMs will be provided, minimum 2 days induction orientation cum training by concerned SRRDA in partnership with NRIDA, before assignment of duties, including that for operation of mobile application for uploading the inspections. Refresher training, of one day, should also be provided to all the working SQMs, every year. A panel of faculties shall be prepared by concerned SRRDA for such trainings. Upon selection, the provisionally empanelled SQMs will be required to sign a code of conduct as given at Annexure-III.

**..... (Name of State) SRRDA's Advertisement No.:**  
**Application format for Empanelment as State Quality Monitor**



(Passport size coloured photograph of candidate to be pasted in the box)

1. **Name:** .....  
(As per service records):
  
2. **Date of Birth:** ...../...../.....  
(Date/ Month/ Year)  
  
(in words) .....
  
3. (i) **Date of Retirement from Govt. Service:** ...../...../.....  
Date/ Month/ Year  
(in case of retired officer)
  
- (ii) **Date of Regular Appointment in Academic/ Research Institute:**  
Date/ Month/ Year ...../...../.....  
(in case of working officials)
  
4. **Communication Address:**
  
  
  
  
  
  
  
  
  
  
5. **Contact Information:**  
  
(a) Residence base phone:  
  
(b) Mobile No(s). :  
  
(c) e-mail ID (in CAPITAL LETTERS) :
  
  
  
  
  
  
  
  
  
  
6. **Educational & Professional Qualifications:**

Sl. No.	* Degree	Year of Passing	Subject / Discipline / Specialization	University	Remarks
1.	Bachelors Degree				
2.	Masters Degree				
3.	Doctoral Degree				
4.	Other Degree				
5.					
6.					

\* enclose copy of Certificates

7. (i) PAN\*\* number- .....

\*\* enclose copy of documents

**8. Employment record of last 10 years of Government service:**

Sl. No.	Organisation/ Department	Post Held / Level ***	Duration		Details of work experience
			From	To	

\*\*\* EE/SE / Addl. CE/ CE/ E-in-C/Secretary/ Professor/ Associate Professor

**9. Employment record post retirement:**

Sl. No.	Organisation	Position held	Duration		Details of work experience
			From	To	

**10. Field of Specialization / Special Interest (if any):**

**11. Post from which retired:**

12. **Other Details (Membership of professional bodies, authorship of technical papers, consultancies, etc.):**

(May attach extra sheet, if required)

13. **Application made for Inspection of:** *(Check any ONE BOX)*

Road Projects:

Bridge Projects:

Road & Bridge Projects:

Please attach the list of bridge works associated with:

*(if applying for inspection of bridge projects or bridge and road projects)*

14. **Whether any departmental enquiries / corruption cases initiated against the candidate, during service period:** (Yes/No)

If yes, - results of the same:

15. **Whether the recommendation of the concerned State Govt. /Govt. of India organization enclosed:** *(as per Selection Criteria No. 6):* (Yes/No)

*(if no, whether it will be provided by last date ?)*

**Willingness to work as SQM:**

(a) The undersigned is maintaining good health and is willing to take up field inspection assignments and other office works as National Quality Monitor under PMGSY.

(b) I understand that I may be assigned to carry out field inspections in any State in accordance with the Guidelines.

**Declaration:** I hereby declare that the details furnished above are true and correct to the best of my knowledge. In case any of the above information is found to be false or misleading or misrepresenting, I am aware that I may be held liable for it and my empanelment as SQM may be immediately cancelled and necessary action, as deemed fit, may be taken against me.

Signature.....

Name of applicant:.....

Date: .....



**Recommendation for Empanelment as State Quality Monitor**

**(For retired government / PSU engineers)**

(On the letter head of the recommending authority. It should have full name, designation, address and telephone number of the signatory, so that it can be verified)

Date.....

To,  
**The Chief Executive Officer**  
State Rural Road Development Agency,  
.....

Subject: Recommendation for Empanelment as State Quality Monitor (SQM) under PMGSY.

Sir,

Shri. ....(name of the candidate), was a regular employee of the ....(name of the State government department/ Government of India organisation/ PSU) and has retired from the active service on ....(date of retirement).

2. Shri ..... (name of candidate) has high ethical standards and his/ her integrity is beyond doubt. No penalty related to corrupt practices was imposed on him during his active government service and no departmental enquiry is pending against him.

3. This department has no objection for his empanelment as State Quality Monitor, under PMGSY.

Yours sincerely,

Signature of the recommending authority  
(name and designation)

**Recommendation for Empanelment as State Quality Monitor  
(For serving /retired faculty members)**

(On the letter head of the recommending authority. It should have full name, designation, address and telephone number of the signatory, so that it can be verified)

Date.....

To,  
**The Chief Executive Officer,**  
State Rural Road Development Agency,  
.....

Subject: Recommendation for Empanelment as State Quality Monitor (SQM) under PMGSY.

Sir,

Shri. ....(name of the candidate), is a regular faculty member of this of the ....(name of the State government engineering college/State government research institute/IITs/ NITs/ research institute of central government) and has joined this institute as regular employee on ....(date of joining the institute).

2. Shri ..... (name of candidate) has high ethical standards and his/ her integrity is beyond doubt. No penalty related to corrupt practices has been imposed on him during his active government service and no departmental enquiry is pending against him.

3. This department has no objection for his empanelment as State Quality Monitor, under PMGSY.

Yours sincerely,

Signature of the recommending authority  
(name and designation)

**Annexure-II**

**Recommendation for Empanelment as State Quality Monitor  
(For serving engineers of independent quality management divisions)**

(On the letter head of the recommending authority. It should have full name, designation, address and telephone number of the signatory, so that it can be verified)

Date.....

To,  
**The Chief Executive Officer,**  
State Rural Road Development Agency,  
.....

Subject: Recommendation for Empanelment as State Quality Monitor (SQM) under PMGSY.

Sir,

Shri. ....(name of the candidate), is a regular faculty member of this of the ....(name of the State government department) and has joined this department as regular employee on ....(date of joining the institute).

2. Shri ..... (name of candidate) has high ethical standards and his/ her integrity is beyond doubt. No penalty related to corrupt practices has been imposed on him during his active government service and no departmental enquiry is pending against him.

3. This department has no objection for his empanelment as State Quality Monitor, under PMGSY.

Yours sincerely,

Signature of the recommending authority  
(name and designation)

**Code of Conduct for State Quality Monitors (SQMs), Engaged by  
State Rural Roads Development Agency (SRRDA),  
..... (Name of State)**

**Introduction**

The purpose of Code of Conduct is to ensure an ethical conduct in the Second Tier inspection of works under Pradhan Mantri Gram Sadak Yojana (PMGSY).

Under the Second tier of quality management mechanism operational for the National programme, PMGSY, the inspection of works by State Quality Monitors (SQMs) is an independent assessment of quality of works executed in under this programme. The Main objective of second tier is to assist the Executing Agency in ensuring the quality of work by periodic inspection at defined stages of construction. The quality management mechanism of SQM is to independently verify that the quality of road works executed confirms to the prescribed Standards and to see whether the prescribed quality management mechanism in the State is effective. The role of this tier is also to provide guidance to the implementation machinery and the field engineers rather than '**fault finding**', as such; the basic duty of the SQM is to inspect the road works as per the guidelines prescribed by NRIDA and prepare inspection report giving clearly his findings and suggestions for improvement. High ethical conduct is expected of the person who is engaged as State Quality Monitor.

It is important to structure the Independent Quality Monitoring in such a way that actual field realities are brought out, however, it is more important to ensure that the independent monitors carry out inspections properly and report truthfully.

A code of conduct is necessary and appropriate for the State Quality Monitors because of the trust placed in the independent quality management system. The Code of Conduct extends beyond the definition of independent quality monitoring to include two essential components:

1. Principles that are relevant to the profession and practice of independent quality monitoring of road works;
2. Rules of Conduct that describe behavioral norms expected of Independent Quality Monitors. These rules are an aid to interpreting the Principles into practical applications and are intended to guide the ethical conduct of State Quality Monitors.

**Applicability**

This Code of Conduct applies to both individuals and technical agencies that provide independent quality monitoring services under PMGSY.

## **Principles**

State Quality Monitors are expected to apply and uphold the following principles:

### ✓ **Integrity**

The integrity of State Quality Monitors establishes trust and thus provides the basis for reliance on their judgment.

### ✓ **Objectivity**

State Quality Monitors exhibit the highest level of professional objectivity in gathering, evaluating and communicating information about the activity or process being examined. State Quality Monitors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments

### ✓ **Confidentiality**

State Quality Monitors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

### ✓ **Competency**

State Quality Monitors apply the knowledge, skills and experience needed in the performance of independent quality monitoring services.

## **Rules of Conduct**

### **1. Integrity**

State Quality Monitors:

- 1.1. Shall perform their work with honesty, diligence and responsibility.
- 1.2. Shall observe the law and make disclosures expected by the law and the profession.
- 1.3. Shall not knowingly be a party to any illegal activity or engage in an act that brings discredit to the profession or to the organization for which the SQM is working.
- 1.4. Shall respect and contribute to the legitimate and ethical objectives of the organization for which SQM is working.
- 1.5. Shall not take Spouse/Close relations during inspection visits

## **2. Objectivity**

State Quality Monitors:

- 2.1. Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organization and the programme for which the SQM is working.
- 2.2 Shall not accept anything that may impair or be presumed to impair their professional judgment.
- 2.3 Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.
- 2.4 Shall endeavour in guiding the executing machinery on correct technical procedures in Rural Road building.

## **3. Confidentiality**

State Quality Monitors:

- 3.1 Shall be prudent in the use and protection of information acquired in the course of their duties.
- 3.2 Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organization or the programme for which the SQM is working.

## **4. Competency**

State Quality Monitors:

- 4.1. Shall perform independent quality monitoring in accordance with the Guidelines issued from time to time by SRRDA and National Rural Infrastructure Development Agency (NRIDA), for second tier quality monitoring.
- 4.2 Shall continually improve their proficiency and the effectiveness and quality of their services.

The upper age limit for working as SQM shall be upto the age of 70 years subject to satisfactory performance and good conduct. (Not applicable for Departmental Working Officers, DWOs).

**Acceptance of above Code of Conduct by State Quality Monitor (SQM)**

I am aware that as SQM, I may be assigned the duty for inspection of PMGSY projects within the State and I will abide by it. I am also aware that empanelment as SQM not necessarily means that I shall be assigned duty every month.

As SQM, I will attend assignment of inspection within three months of successfully attending the Orientation-cum-training programme.

I, ..... hereby give my acceptance to the Code of Conduct to work as State Quality Monitor.

Signature.....

Name.....

Address.....

.....

.....

Contact No.....