



**CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD
PLANNING & DESIGN**

CIRCULAR

Cir.No. CMWSSB/P&D/GIS/ SPL /2023

Date: 01.03.2024

Sub: CMWSSB – Engg – P&D – GIS – Mapping of Assets created in project wings, O&M – I and O&M – II Wings – As constructed drawings to be submitted to GIS for updation in shape file format - As and when completed for part bill and final bill – Procedures to be followed – Reg

Ref: 1. Cir.No CMWSSB/P&D/GIS/ SPL /2023, dated: 10.10.2023
2. Cir.No CMWSSB/Co-ordn/ SPL /004/2023, dated: 25.01.2024

The GIS wing is entrusted with the work of updating the assets on a dynamic basis and hence it is mandatory for all assets created or modified to be submitted to GIS wing on a continuous basis.

Works contracts of values ranging from few lakhs to crores of rupees are being awarded regularly, to create new assets and renewal/ rehabilitation of the existing assets. Though the financial accounting procedures are in place, the physical changes of the assets are not properly accounted.

Hence, it was considered that a procedural change is the need of the hour, in the billing system for all the works contracts, to have an overall monitoring and management of the Boards' assets. **The Activity of updation of the Geo Database of Assets needs to be linked to the financial procedures being carried out with respect to the works contracts.**

Accordingly, two circulars cited above were issued for compliance. However, as the "As constructed" drawings have not been submitted in the required format, the following procedures to be followed by the Engineering Wing and Finance wing for all the works hereafter:

- a. The statement "**The 'As constructed' Drawing in shape file format with attribute data has been submitted to GIS section**", should be furnished by the concerned Engineers in the M Book for each and every bill.
- b. Only upon certification by the GIS wing of the receipt of "As constructed" Drawing in M Book, bill payments to be made by the Finance Wing in Head office, WTPs, STPs, Regional Offices and Area offices
- c. The above instructions are to be strictly complied with, and disciplinary action will be taken against any official not complying with the above instruction.

xxx sd/- 01.03.2024
Dr.T.G.VINAY I.A.S.,
MANAGING DIRECTOR

Copy to : All CEs
All SE's
All Executive Engineers/ Area Engineers
Finance (Contracts) wing
IT Wing (for uploading the circular)