**Matter to be discussed with AGM (M&E-Services)**

**(Extracted from minutes)**

**2.1 Ferrules**

SBDRC with representatives of GKWSP and M&E Section were discussed on the specification and a drawing for Ferrules. A draft drawing with specifications were circulated among all DGM (RSC). There were no major comments from them. A letter was sent to George Kent (Malaysia) for their consent to use their drawing of ferrule with some modifications as NWSDB drawing.

A letter was sent to PD (GKWSP) under the signature of GM with a copy to Addl. GM(WSP) to encourage and to train fitters in the RSC-Central on the usage of tapping machine to give service connections under NRW package of the GKWSP

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|  1. Issue a circular instructing O&M personnel to use tapping machine for giving service connection.
2. AGM (M&E-services) to give course material on which training course materials to be prepared and to draft a letter to AGM (MPD&T) for Addl. GM (Sew) ‘s signature.
3. AGM (MPD&T) has circulated a letter calling for applications for the Training Programme to be conducted to train Pipe Fitters.
4. AGM (M&E-services) to circulate the draft letter to George Kent (Malaysia) Berhard for comments.

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|  **10-04-2012** | **Action:**1. **AGM (M&E-Services)**
 |
| **20-04-2012** | **Action:**1. **AGM (M&E –Services)**
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| **31-08-2012** | **Action:****C – AGM (MPD&T)** | **Follow up:****AGM (M&E-Services)** |
|  **05-04-2012** | **Action:**1. **AGM (M&E-Services)**
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**4.1 SBD for Supply and Installation of Pumps**

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| An instruction sheet on how to use the Standard Specifications and include particular specifications/requirements for each tender will be published in the web.A separate section will be introduced for the inclusion of the particular requirements. The soft copy of the sheet has been prepared by AGM (M&E Services) and to be handed over to AGM (Doc). |
| **20-04-2012** | **Action:****AGM (M&E Services)** |

A letter has been sent to RSCs & PDs under the signature of the GM instructing to carry out designs for case by case and to consult DGM (M&E) or DGM (P&D) for any specials design issues.

**5.3 Use of Installation Type Drawings and Standard Specification Templates in E&M Design Work**

AGM (M&E-Services) letter No. AGM/M&E services /SBDRC dated 04/11/2011 was tabled, on 23-11-2011 and further discussion was taken place.

 His comments were as follows;

**Standard Specification and Type Drawing**

Just incorporating typical templates and typical Drawing is wrong.

AGM (M&E- Services) is preparing necessary modification to SBD of pumps which will be easier for preparation of Bidding Documents by Design Engineers.

Designer must refer literature of manufacturers and use them in detail Design and Drawings.

Pure embedding of “Typical/Standard Templates” in lieu of “design” should be completely discouraged as the practice is wrong and creating the unnecessary problems.

**Thumb Rules for Initial Layout, Estimations etc**.

During initial layout, estimations etc. data from a typical similar product can be used with “adequate” allowance.

However, the initial drawings, estimations etc. must be converted to Shop Drawings, Exact Estimations once the actual manufacturer, model, make is decided. For this the data in the particular manufacturer’s literature be carefully selected and used.

1. “Guide for Bulk Meters Selection & Installation” and
2. “Instructions for customization of the SBD for Supply & Installation of Pumps & Accessories” was circulated, among DGM (RSCs) and PDs for their comments

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| A training session on above to be arranged for Design Engineers. Mr. Paul to be arranged as a resource person for a training program to CEs  |
| **30-04-2012** | **Action :** **AGM (M&E Services)** |

 **SBD for Water Meters (D20)**

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| 1) Comments of SBDRC to be included.2) AGM (M&E- Services) to handover soft copy of the corrected  specification to AGM (Doc).3) A reply to be sent to DGM (RSC-Central) for his comments.  |
| **27-03-2012** | **Action :**  **a) AGM (Doc)** |
| **20-03-2012** | **Action :**  **b) AGM (M&E-Services)** |
| **15-03-2012** | **Action :**  **c) AGM (M&E-Services)** |