



THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.
(A Government of Odisha Undertaking)

Website/Mail

No 3634 /OPHWC

Date. 10 /03 /2017

Guidelines for Works

This is regarding guidelines for smooth execution of works and to preserve interest of the Corporation by way of avoiding escalation of cost and time over run. All J.Ms, D.Ms and APMs are required to strictly adhere to the guidelines enumerated below;

- (1) Before preparation of estimates, the J.Ms shall clearly see that the site is inspected properly and the requirements of the projects like approach road, boundary wall etc. have been taken into consideration.
- (2) While preparing the D.P.R/estimates Clause of OAM.3.3.15 should be strictly followed with site realities taking into consideration, latest SoR and the site map in respect to the estimate duly signed by the local user authorities. A copy of the document shall be scanned and stored in the computer for future use/reference.
- (3) While preparing the estimates, detail minor requirements, specifications and every minor things required shall be vividly observed with an eye on the future requirements.
- (4) Ground requirements like plinth height shall be indicated at plan and estimate stage. In no case it shall be changed during the execution stage. Construction of building projects in sloping area must be planned as P.L be fixed in such a way that the filling area be filled up with dug materials to minimize the cost. Justification for such work shall definitely be incorporated in site map duly incorporating the levels as per the site condition.
- (5) Displacement of transmission line and dismantling of old building and possible delay to be caused there of shall be indicated in the site map.
- (6) In case of change in SoR from the original A/A; work should not be started without prior written approval of the user at any circumstance.

Starting of any work and then stalling it on the pretext of old SoR shall not be excused and such building would be completed by concerned JM, DM, APM and the extra cost thereof shall be the liability of concerned JM, DM and APM. In this case the required estimate should be prepared on the basis of current SoR and after getting the receipt of revised A/A, the work will be started.

- (7) No change in specifications or scope of work shall be made without written approval of the User.

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(8) All hindrances on the worksites shall be incorporated in site hindrance registers and be immediately informed to the local user and their respective Head Office for record and documentation.

(9) Work programme for each project must be prepared in consultation with the Contractor's and be reviewed by J.M and DM regularly to prevent any time over run. Before taking any project obtaining the approval of the work programme so prepared from the C.E/S.E shall be mandatory. Any deviation on the work programme/milestone by the contractor must be intimated in writing and liquidated damage be imposed as per the relevant clauses of agreement.

(10) There should not be any excess use of costly materials like steel etc., than the actual requirement. There shall not be any attempt to justify the using of costly materials for the sake of fulfilling the estimate. This should be done as per the structural designs, drawings and Measurement taken accordingly as per physical/actual.

(11) There should be open tender process as per market rates for procurement of non-scheduled items in a transparent manner like furnishing etc. as per the O.G.F.R guideline.

(12) Priority should be given to procure the materials in EPM/DGSD rate contracts.

(13) Source of materials like sand, chips in particular must be procured from the nearest places at par with the PWD/R.D (Lead Distance). If at a later stage it is found that lead is given for longer distance same would be the personal liability of concerned JM/DM/APM and recoverable from them jointly /proportionately.

(14) Under no circumstances expenditure shall exceed the work order amount.

(15) Material transfer shall not be done without maintaining proper accounting process as per the norms and conditions of OAM.(6.2.2, 6.2.3 & 6.3)

(16) It has been observed that the J.Ms as well as the authority at head Office had allowed execution of works without A/A on the basis of "go ahead". This is irregular and if at all such type of requests are received it should invariably be pursued for A/A. Anybody executing any work without A/A will be the personal risk of concerned APM/DM/JM, as decided in last BoD Meeting.

(17) All the J.Ms, DMS and APMs shall act in a way so that there is no cost escalation and avoidable expenditures are minimized.

(18) In previous years, some APMs/DMs/JMs had procured materials in excess of requirement and thereby causing loss to Corporation due to their non-use (like paints etc.) (vide paras 2.3.61, 2.3.62, 2.3.66, 2.3.74, 2.3.76, 2.3.91 etc of OAM), which should not be repeated in future.

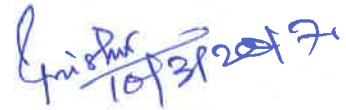
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(19) All JMs/DMs/APMs are again advised to follow all guidelines of OAM 2.3(D) to 2.3(J) of OAM in their day-to-day works.

This is reiterated in the interest and to safeguard the future prospect of the Corporation at large as some violations from APM/DM/JMs have been detected from projects of previous years.

Receipt of the instruction may please be acknowledged and circulated to all DMs/APMs for their reference and follow up action.

This is issued with approval of CMD.

A handwritten signature in blue ink, appearing to be 'S. Prasad', with the date '10/3/2017' written below it.

Financial Adviser