

**The Odisha State Police Housing & Welfare Corporation Ltd.
Bhubaneswar-22**

Office Order No. 50/3 OPHWC

Dated 30 / 03 / 2017

Guidelines for works

In continuation to this Office Guideline No. 3634/OPHWC dt.10.03.2017, the following Guidelines are further issued in the interest of the Corporation keeping in view of observations of A.G. Audit communicated from time to time.

1. A data-base shall be maintained on tender and contract for effective tender and contract management (both at Division Office & Technical Wing of Corporate Office).
2. As indicated in Para 17 of the above referred guideline, there should not be any cost escalation on projects unless otherwise approved to do so by User (In writing) or by C.E(as per OAM)
3. Cement procurement for RCC mix shall be made as per prescribed standard and test certificate regarding actual cement requirement in RCC work.
4. There should not be unauthorized change of design without obtaining written approval of appropriate authority i.e User (DG office/DG Fire Office etc.)
5. TDS deduction from Service Provider / Suppliers as applicable is mandatory. Without entry in stock and valid transport supported by sufficient document, no payment shall be released to suppliers.
6. Principle of stores management shall be strictly followed as prescribed. No purchase from unregistered dealers/ suppliers be made and in case of inadvertent purchase done by mistake, it shall be ensured that necessary VAT is properly paid to Govt. treasury. It has been observed by audit that in few cases purchases have been made from unauthorized sources resulting in loss of revenue. Such wrong practices are forbidden for once & all. All observations by A.G Audits must be followed strictly in future.

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7. It is again reiterated that buildings both for Office and Residential accommodation shall not be constructed with excess plinth area or height than in prescribed drawing and design and A/A.

8. There shall be prudent management of stores to stop pilferage of building materials at all sites. JMs shall ensure that more than required materials does not pile at projects (Departmental works) in consistent with Clause 2.3.68 of OAM.

This is issued with the approval of the C.M.D.



Financial Advisor