

THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.
BHOINAGAR, BHUBANESWAR-22.

No. 5813/OPHWC

OFFICE ORDER

Dated 05.07.2012

The following procedures are to be followed for co-ordination of office work relating to Monitoring Section, D&D Section and Finance/Accounts Section.

1. Correspondences regarding Plan, Design, Estimate and A/A from the user departments/agencies will be received by the Joint Manager D&D. On receipt of A/A, the Joint Manager D&D will endorse a copy of the same to Finance/Accounts Section, Joint Manager (Monitoring) and Joint Manager (Elect.). Joint Manager (Monitoring) will receive the correspondences pertaining to physical progress of the project, evaluation of the project and also ensure the submission of Monthly Progress Report (MPR) from the divisions. Correspondences regarding external electrifications, repair renovation will be received by the Joint Manager (Elect.).
2. D&D Section shall keep Monitoring Section, Electrical Section, Finance/Accounts Section informed of the list of estimate prepared and transmitted to various user departments/agencies. The D&D Section will endorse a copy of the work order along with copy of the front abstract page of the agreement in case of F-2 contract to the Monitoring Section, Electrical Section and Finance/Accounts Section. It will also prepare the revised estimate in case of F-2 contract taking into account the tender premium which will be submitted to the respective user departments for obtaining administrative approval. On receipt of administrative approval, Finance and Accounts Section will be intimated for realization of the balance fund and the files be initiated from the D&D Section.
3. All correspondences relating to receipt of funds will be maintained and monitored by the Finance/Accounts Section. A copy of the funds receipt statement will be endorsed to D&D and Monitoring Section of the Hdqtrs.
4. D&D Section shall ascertain that funds are available for the project before issue of work order for the same. Keeping in view the progress of work, persuasion for realization of balance fund will be initiated from D&D Section on the basis of monitoring from the Finance/Accounts Section.

5. Monitoring Section shall bring out physical progress report with expenditure in case of all ongoing projects as per MPR received from the different divisions. The Monitoring Section also will prepare a consolidated MPR showing physical and financial progress which will be placed before the CMD after being reviewed by the Chief Engineer on the basis of the MPR within 15th of the succeeding month. The Accounts Section of the Hdqtrs. will provide necessary monthly data in the format to the Monitoring Section in preparation of the MPR. He will prepare information sheet on progress of work on various meetings and reviews.

6. Finance/Accounts Section shall keep a track of utilization of funds basing on the progress report and ledger accounts maintained in Tally ERP Package. One Accounts Personnel of Account Section will be exclusively assigned with the responsibility for preparation of statement on project wise receipt and utilization of fund in case of different user agency.

Besides, the following activities will be pursued/followed up by the Accounts/Finance Section.

(i) Regarding the claim of reimbursement of funds on account of curtailment of estimates, the D&D Section will initiate the files through Joint Manager (D&D) regarding reimbursement/adjustment of differential cost of estimated amount and administrative approval amount. The files will be routed through the Finance/Accounts Section. Finance/Accounts Section will follow up such claims with the user departments/agencies.

(ii) Finance/Accounts Section will follow up with the user agency/administrative Deptt. for realisation of the differential amount as against the cost of administrative approval. Correspondence in this regard will be initiated from the D&D Section.

(iii) The files pertaining to claim for reimbursement of tender premium will be initiated from the Tender Section and will be followed up by Finance/Accounts Section.

Finance & Accounts Section will maintain a Reference Register with suitable templates in respect of the aforestated financial accounting processes for better monitoring and follow up.

In disposal in the above matters the concerned Section Heads of D&D Section, Monitoring Section & Electrical Section including concerned Assistant will be reporting to Financial Advisor.

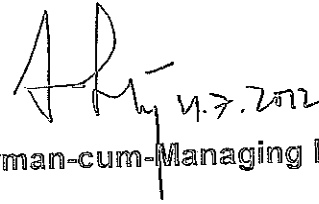
Sd/-

Chairman-cum-Managing Director

Memo No. 5814 /OPHWC

Dated 05.07.2012

Copy to the Chief Engineer(Civil)/Financial Adviser/Company Secretary & Jt. G.M.(Finance)/Dy. General Manager(Admn)/Chartered Accountant/Joint Manager (D&D)/Joint Manager(Monitoring)/Joint Manager(Electrical)/All Joint Managers of OSPH&WC Division Office/Asst. Manager(Accounts), OSPH&WC for information and necessary action.


Chairman-cum-Managing Director