

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

No. 405/CON/OPHWC
To

Dated 26.11.2016

The Heads of all Sections,
OSPH&WC.

Sub: Prompt reply of letters received from various Quarters.

It is observed that replies to the letters received from Users and other Govt. Sectors are not being attended to in time. Such abnormal delay to the response to the queries and other issues as raised by the Users are very often putting the Corporation to unnecessary embarrassing situation and ultimately makes the matter complicated at a later stage.

It is therefore impressed upon that whenever important letters are received requiring prompt action, it should be duly dealt with personally by the Heads of Sections to ensure that appropriate replies are sent within a maximum period of 10 days.

For accomplishment of the task, the following arrangements are made for early disposal of all important correspondences received in the Head Office.

SI.No.	Subject	To be disposed of by
1.	All matter relating to Finance, Tender Premium, UCs, Audit Compliance Report, correspondence with AG, Tax Authorities	Financial Advisor
2.	Correspondence on technical matters for work up to Rs. 50.00 lakhs of all departments	1.GM(Tech)-cum-SE 2.DGM(Engg)(in absence of SE)
3.	Correspondence on technical matters above Rs. 50.00 lakhs of all Departments	1.Chief Engineer 2.DGM(D&D)(in absence of CE)
4.	All Revised Estimates, Correspondences pertaining to EOT, Deviations, Rescission of Projects, monthly/periodical submission of progress reports/status reports of projects to all Users	Jt. Manager(Monitoring)
5.	All matter relating to CCTNS, CCTV & Electrical Connectivity, Fire protection related correspondence	JM(Electrical)
6.	Legal matter relating to administration, establishment, regulatory affairs, correspondence on routine matters and other matter not specified to anybody	DGM(Admn.)


Chairman-cum-Managing Director

Memo No. 406/CON/OPHWC

Dated 26.11.2016

Copy to all concerned for information and necessary action.


Chairman-cum-Managing Director