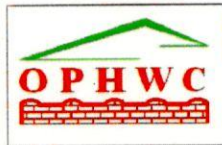


# **MEMORANDUM OF UNDERSTANDING**

**BETWEEN**



**THE ODISHA STATE POLICE HOUSING &  
WELFARE CORPORATION LTD.  
[A SILVER RATED PSU]**

**AND**



**HOME DEPARTMENT  
GOVERNMENT OF ODISHA**

**FOR THE YEAR  
(2017-18)**

## PART-I

### VISION:

To organize ourselves as a total quality organization, setting standards of excellence in all our professional endeavours and be reckoned as an outstanding construction Corporation among our peers.

### MISSION:

To deliver quality construction at optimum cost in record time to the satisfaction of our customers while earning reasonable return on investment.

### CORE VALUES:

**Integrity:** We must conduct ourselves fairly, with honesty and transparency. Everything we do must stand test of public scrutiny.

**Excellence:** We must constantly strive to the highest possible standards in the services and goods we provide.

**Organizational and professional pride:** We must function and conduct ourselves and in such manner so as to have pride in the organization we serve and also the profession we are in.

**Customer as our most valued stake-holder:** 'Customers are not outsider to our business, they are part of it. They are the purpose of our work.'

**Economically sustainable:** While delivering quality construction at optimum cost, we should ensure that the Corporation makes profit and remains financially viable.

### MANDATES:

The main mandates of the Corporation as per the Memorandum and Article of Association are:

1. To undertake construction of buildings for the housing of police personnel.
2. To formulate and execute Housing schemes for the benefit of the serving police personnel.
3. To undertake construction of building for the residential and non-residential purpose for the Police, Vigilance, Fire service, Prison, Judiciary and other government departments.
4. To undertake construction of buildings necessary for Schools, Hospitals and other welfare measures for the benefit of the police personnel as original works on deposit of cost from Police Relief and Welfare and other equivalent funds.
5. To take up construction, repairs, maintenance, modification and renovation of roads, buildings and other civil structures through competitive tender or on the basis of direct placement of works.



## PART-II

### Functional Responsibility of the Odisha State Police Housing & Welfare Corporation.

#### **1. General Working Procedure.**

- a. The Corporation being a legal entity under the Companies Act shall be regulated as per the Memorandum & Article of Association. The resolutions adopted by the Board of Directors from time to time shall be the mandate in exercise of autonomy & delegation of financial powers of the Corporation.
- b. The Corporation shall transact the business in execution of projects (Civil, Electrical and PH Works), Procurement of goods and other Services in accordance with settled procedure as per the Operational Manual of the Corporation.
- c. OPWD Code and amendments thereon made by Works Department shall be the basis for execution of Civil, Electrical and PH Works of Projects.
- d. The Corporation shall be abided by orders of State Government in Home Department, Finance Department and other Line Departments for delivery of service. The Corporation shall not take any decisions contrary to the prescribed regulations of the State Government.
- e. Departmental execution of work on (K2) agreements shall be taken up selectively where the work is non-responsive in Tender/e-tender or due exigency (on the basis of specific request of I.G Operations/S.P/Commandant/Jail Superintendent etc.) without any financial limit or on security reasons with due justification.
- f. Cluster tendering system i.e combination of 4 to 5 projects having estimated cost exceeding Rs.10 Crores shall be allowed to attract higher class contractors as a remedy to no response.
- g. The Corporation shall be under mandatory obligation to execute the works of the user organizations under Home Department as approved and communicated to the Corporation by the Department from time to time. The works/ projects of user organizations under Home Department which have not been concurred with prior approval of the Department shall not be taken up by the Corporation for execution.
- h. The physical and financial progress of each projects shall required to be furnished by the Corporation to the stakeholder user organization at least twice in a year by the end of September and March of each year for furtherance of timely completion of projects.
- i. The Corporation or the contractors of the Corporation shall not employ child labour as defined under Child Labour (Prohibition & Regulation) Act, 1986.
- j. The CSR expenditure of the Corporation will be in consonance with the Section 135 and Schedule - VII of the Companies Act, 2013
- k. The Corporation shall be required to take necessary corrective steps to overcome the shortcomings in the existing system as recommended by audit A.G (O) in the course of Performance Audit.





### PART-III

#### MoU Performance Evaluation criteria and Targets 2017-18

#### I. STATIC PARAMETERS (45%)

			Targets - 2017-18						2016-17	2018-19
		Unit	Weight	Excellent	Very Good	Good	Fair	Poor	Audited	Planned
	FINANCIAL PERFORMANCE INDICATORS									
i.	Turn Over	Rs. In Crores	15	360	340	330	325	320	403.08	300
ii.	Net Profit (After Tax)	Rs. In Crores	8	13.45	13.06	12.67	12.48	12.29	17.03	12
iii.	Administrative expenses to turnover	%	7	5.5	5.55	5.6	5.65	5.7	5.44	7.67
iv.	Contribution to State Govt. Exchequer	Rs. In Crores	8	12	11	10	9	8	14.06	10
v.	Turnover per employee (291 Nos.)	Rs. In Crores	7	1.23	1.17	1.13	1.12	1.1	1.39	1.03

#### 2 DYNAMIC PARAMETERS (35%)

i.	Execution of projects on F2 Contract/ e-tender	%	10	80	75	70	65	60	75	80
ii.	Completion of Project	No. of Projects	5	709	675	641	607	574	826	650
iii.	Completion of Projects within scheduled time	No. of Projects	5	273	260	247	234	221	220	273
		%		38	33	28	23	18	27	38.5
iv.	Projects completed in LWE affected areas	No. of Projects	5	523	498	473	448	423	462	523
		%		73	68	63	58	53	56	73
v.	Project Management System through ERP	%	5	50	45	40	35	30	45	60
vi.	Employee Training and Motivation	Training Man Days	5	600	550	500	450	400	581	650

#### 3 GENERAL MEASURES (20%)

i.	Authentication of Accounts for 2016-17	Time	7	31.8.17	30.9.17	31.10.17	31.11.17	31.12.17	08.09.16 (15-16)	31.8.18 (17-18)
ii.	Submission of annual report to Admn. Dept. (2016-17)	Time	5	31.12.17	31.01.18	28.02.18	31.3.18	30.4.18	09.02.17 (15-16)	31.12.18 (17-18)
iii.	Fatal Accidents at work sites.	No.	2	Nil	Nil	1	2	3	Nil	Nil
iv.	Corporate Social Responsibility	Rs. In Lakh	3	40	35	30	25	20	7.74	40
v.	Infrastructure Related Welfare Activities	Rs. In Lakh	3	60	50	40	30	20	33.60	70



**Santosh Upadhyay, IPS**  
Chairman-cum-Managing Director  
On behalf of  
The Odisha State Police Housing &  
Welfare Corporation Ltd.

Chairman-cum-Managing Director  
The Odisha State Police Housing &  
Welfare Corporation Ltd.  
Bhubaneswar-22



**Asit Kumar Tripathy, IAS**  
Addl. Chief Secretary to Government  
Home Department  
On behalf of Government of Odisha

**Addl. Chief Secretary**  
**Govt. of Odisha**  
**Home Department**

## **PART-IV**

### **Responsibility of Home Department and the User Organizations**

- I. Work valuing Rs.200 Crores approximately in respect of user organizations namely Police, Fire Services, Prison, Court and Bhawan Establishments etc will be awarded on nomination basis to the Corporation.
- II. Supervision charges shall be allowed in the estimates of works, procurement of goods and other Services by the user organizations as per applicable Works Department guideline of Govt. of Odisha.
- III. The user organizations shall provide litigation-free land to the executing agency and observe the required other formalities for execution of the projects while according A/A by the competent authority as per Rule 13 of the DFPR. Scheduled completion of projects will start from actual physical hand over of land without any obstruction like existing buildings, trees etc.
- IV. Adequate fund shall be provided by the user organization to the Corporation in accordance with the working procedure prescribed by the Government Works Department for completion of projects in scheduled time.
- V. The arrear claims in respect of completed projects and funding towards ongoing projects shall have to be decided by the user organization as per the guidelines and instructions issued from Home Department on different occasions for settlement of accounts between inter-se.
- VI. The terms of the MoU shall be mutatis mutandis applicable to the user organizations for execution of projects and other services as approved by Home Department from time to time.
- VII. In case of any ambiguity/doubt or disagreement between the Corporation with the user organizations, the decision of Government in Home Department shall be binding on both the parties.



**PART-V**

**ACTION PLAN FOR IMPLEMENTING AND REVIEW OF THE MOU**

Evaluation and review of performance will be done half-yearly by the Home Department, Government of Odisha. Information for the purpose of evaluation will be given to the Home Department in the proforma as given in Part-III.



**Santosh Upadhyay, IPS**  
Chairman-cum-Managing Director  
On behalf of  
The Odisha State Police Housing &  
Welfare Corporation Ltd.

Chairman-cum-Managing Director  
The Odisha State Police Housing &  
Welfare Corporation Ltd.  
Bhubaneswar-22

Place: Bhubaneswar

Dated: 20/11/15



**Asit Kumar Tripathy, IAS**  
Addl. Chief Secretary to Government  
Home Department  
On behalf of  
Government of Odisha

**Addl. Chief Secretary**  
**Govt. of Odisha**  
**Home Department**