



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

No. 12041 / OPHWC

Date: 20 /09/2016

To

All Joint Manager,  
OSPH&WC, Bhubaneswar.

**Sub: Modification of OAM on Purchase of Cement and office equipment.**

Considering the representations from divisions regarding purchase of cement without advance and procurement of office equipments, the Board of Directors in 130<sup>th</sup> Board meeting held on 8<sup>th</sup> September 2016 approved to modify the relevant clauses of the Operation Manual (OAM).

Accordingly, the following clauses of Operation Manual (OAM) replaced in place of existing clauses of Operation Manual of the Corporation with effective from 8<sup>th</sup> September 2016:-

".....**4.8.4.A.2** : Procurement of cement shall be made directly from the Companies / Authorized Dealer/Outlet as per the rates approved by the tender committee of the Head Office from time to time....."

*ofc*  
"....**5.7.2** : Estimates for procurement of small tools, office equipment, office furniture, fixtures, computers, electronic equipment may be sanctioned by the Joint Manger (Division Head) at Division level and Jt. GM (Finance) at Head office level up to Rs. 30,000 in each case and cumulatively it shall not exceed Rs. 50,000 in a year....."

This is for your information and necessary action.

Memo No. 12042 / OPHWC

*[Signature]*  
20-9-16  
a Company Secretary  
Date: 20 /09/2016

Copy to the Chief Engineer, OPHWC, Bhubaneswar / G.M. (Tech.)-cum S.E. OSPH&WC, Bhubaneswar for information.

Memo No. 12043 / OPHWC

*[Signature]*  
20/9/16  
a Company Secretary  
Date: 20 /09/2016

Copy to the P.S. to C.M.D./ Financial Advisor/ Executive Engineer (Engg.), OPHWC/ Executive Engineer (D&D), OPHWC/DGM (Admn.), OPHWC/ Chartered Accountant / Section Officer (Accounts) / Section Officer, Establishment/Accounts Section for information & necessary action.

*[Signature]*  
20/9/16  
a Company Secretary