

**POLICY GUIDELINE ON REIMBURSEMENT OF ADDITIONAL FUNDS
AND EXECUTION OF PROJECT WORKS.**

(A) CURTAILMENT OF ESTIMATE.

While according Administrative Approval the requisitioning authority limit the estimates arbitrarily in some of the projects. As a result of which, the corporation faces difficulties to complete the project work within the above limited approved estimated cost. The corporation is committed to complete the project in time. The required additional expenditure shall be met out of the interest money earned from that particular scheme to which the project relates to complete the project work in time.

However, the corporation shall submit consolidated claim, scheme-wise, to the user Department for adjustment of above additional expenditure.

(B) LESS FUNDS RECEIVED AS AGAINST ADMINISTRATIVE APPROVAL.

Similarly in some cases, less fund is placed by the user Department than the Administrative Approval amount. In such cases, the corporation shall complete the project work in time by utilizing fund earned out of the interest money of that particular scheme. However a consolidated claim shall be made with the user Department scheme-wise for adjustment of required funds. This shall be made after completion/handover of projects.

(C) TENDER PREMIUM.

In all cases of Tender Premium the Corporation shall follow the guidelines of MOU and approved Working Procedure of the Corporation. A revised abstract of estimate shall be submitted to the user agency adding supervision charges to the revised cost, for reimbursement of additional funds to complete the project in time. A proforma for submission of abstract of estimate to claim tender premium is enclosed as Annexure- 'A'.

(D) QUANTITY DEVIATION & COST ESCALATION.

All cases of quantity deviation, cost escalation shall be dealt as per norms of MOU and approved Working Procedure of the Corporation. In case of quantity deviation and cost escalation with more than 10% of the Administrative Approval amount a revised estimate shall be prepared as per norms of OPWD Code incorporating additional cost along-with corporation charges for reimbursement of additional funds from the user agency.

In the event the quantity deviation cost is less than 10% of Administrative Approval amount an abstract of estimate shall be prepared incorporating additional cost along-with corporation charges for reimbursement of additional funds from the user agency.

Concerned Joint Managers of the divisions shall submit the proposal as per the proforma enclosed as Annexure-B, project-wise, to incur expenditure over and above the Administrative Approval amount with proper justification to the Headquarter Office of the Corporation.

The Proposal shall be examined by a Committee in the Head Office of the Corporation.

The Committee is constituted with following Members.

- | | | |
|---|----|------------------|
| 1. Chief Engineer | :- | Chairman |
| 2. Financial Advisor | :- | Member |
| 3. Company Secretary & Jt. G.M. (Finance) | :- | Member |
| 4. Joint Manager (Monitoring) | :- | Member Convenor. |

The recommendation of the committee shall be placed before the CMD for necessary approval after which permission shall be given to concerned divisions for incurring additional expenditure to complete the project in time.

After completion of project, the concerned Joint Managers shall submit certification of project expenditure as per 'Annexure-C' to the head office for information and record. Besides, they will also prepare revised estimate/abstract cost estimate, as the case may be, according to the guidelines under Para (D) supra and send it to this head quarters for further follow up action.

Sd/-
Chairman-cum-Managing Director

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

CLAIM OF TENDER PREMIUM

1. Name of the Project :
2. Name of the Scheme & Financial year :
3. Claim Format :

S.L. No.	ITEM OF WORK	Estimated cost as per	Tender Cost
		A/A (In ₹)	(In ₹)
		“A”	“B”
(i)	Civil Cost		
(ii)	Internal Electrification		
(iii)	Internal PH & SI		
(iv)	Other Items (if any)		
	(a)		
	(b)		
	(c)		
	TOTAL:		
(v)	Tender Premium Amount (B-A)		
(vi)	Add Supervision Charges @ 10%		
	Grand Total:		
	Say:		

4. Claim of Tender Premium Amount :

Joint Manager (D&D)

Chief Engineer

Annexure-B

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

QUANTITY DEVIATION & COST ESCALATION.

- 1. Name of the Division** :

- 2. Name of the Work** :
 - (a) Location of the Work. :
 - (b) Name of the District :

- 3. Project Details** :
 - (a) Computer Code :
 - (b) Scheme & Financial Year :
 - (c) Work Order No. & Date :
 - (d) Work order amount :
 - (e) Completion time as per work order :

- 4. Project Execution Details** :
 - (a) Departmental :
 - (b) F2 contract basis :

- 5. Date of Commencement** :

- 6. Details of Quantity Deviation & Cost escalation** :
 - (a) Civil Cost :
 - (b) Internal Electrification :
 - (c) Internal PH & SI :
 - (d) Others :
 - (i)
 - (ii)
 - (iii)
 - (iv)

7. Brief Details of the work with Justification :

8. Details of probable expenditure item wise :

(a)

(b)

(c)

(d)

**9. Progress made as on date
(Both Physical & Financial) :**

10. Additional Fund Requirement :

11. Any other relevant information :

Official Seal and Date

Joint Manager

..... Division

PROJECT EXPENDITURE CERTIFICATE.

1. Name of the work:

(a) Location of the work :

(b) District :

2. Project Details:

(a) Computer Code No. :

(b) Scheme and Financial Year :

(c) Work order No. and Date :

(d) Work order Amount :

(e) Completion time as per work order :

3. Project Execution Details:

(a) Departmental :

(b) F2 contract basis :

4. Date of Commencement :

5. Date of Completion

(a) Whether completed in time :

(b) In case of delay in completion
reasons thereon :

6. Date of Handing over of the project :

7. Actual project Expenditure :

**8. Deviation and cost escalation
if any, with amount. :**

**9. Whether approval has been taken
from the competent authority in
case of S.L. No.-8 :**

CERTIFICATE

Certified that the project work mentioned above has been completed and handed over on (Date) and the project expenditure is ₹.....

Official Seal and Date

**Joint Manager
..... Division**