



*DRA.*  
**THE ODISHA STATE POLICE HOUSING & WELFARE CORPN. LTD.**

(A Government of Odisha Undertaking)  
BHOINAGAR, BHUBANESWAR-751022,

Ph.:0674-2541545/2542921, Fax : 0674-2541543/2541206, E-mail: policehousing@rediffmail.com,  
Web:ophwc.ori.nic.in

*28*

Letter No. *14051*

Dt. *01.11.2016*

To

**All Divisional Joint Managers**  
OPHWC

**Sub : GUIDELINE FOR REQUISITION OF FUNDS BY DIVISIONS**

While going through the requisitions received from various divisions, it has been noticed that there are no details as regards total project cost, expenditures incurred so far and balance amount pending for expenditure. Therefore, the following new format has been prescribed for submission by the divisions while requesting for funds from Head Office.

Sl. No.	Project Name	Code	Name of Scheme	Work Order Value	Cumulative Expenditure incurred	Balance to be incurred	Fund Requisition
Sub Total (Scheme wise)							

Henceforth, for requisition of funds in future, information in the above format should be submitted to Head Office for release of funds. The work order column in the above format should contain only civil component in case of civil divisions and only electrical component in case of electrical division.

Earlier fund requisition format may be discontinued because the opening and closing balance of funds under various schemes at divisions can be viewed from Head Office. Above new format should be followed strictly while sending fund requisition.

*14052*  
Memo No. /OPHWC

Copy to the PS to CMD, for kind information of CMD.

*14053*  
Memo No. /OPHWC

Copy to the Chief Engineer, for information.

*Quishra*  
*01.11.2016*  
Financial Advisor

Dt. *01.11.2016*

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Memo No. <sup>14054</sup> /OPHWC

Dt 01.11.2016

Copy to the SE / CA / CS / DGM (Engg.) / DGM(D&D) / Jt. Manager (Monitoring) / Accountant (H.O.) for information and necessary action.

*Prishra*  
01-11-2016

**Financial Advisor**