

Website/e-mail

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

No. 12323/OPHWC

Dated 22.08.2017

To

All Project Managers(Engg)/Jt. Managers/  
Jt. Manager(Monitoring), OSPH&WC.

Sub: **Procedures for preparation of Revised Estimate.**

A. It has come to the notice of the undersigned that a number of revised estimates are sent to the Head Office without following the relevant codal procedures. As such checking of the same in Monitoring Section of the Head Office by recasting the same takes a lot of time. Moreover, sending of improper estimates to the Users and without proper checking of the estimate may lead to future complications. As such you are hereby directed that the following procedure should be strictly followed while preparing at your end and checking and placing the revised estimates for approval of the Chief Engineer/Superintending Engineer as the case may be.

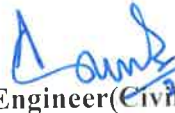
- A revised estimate must be prefaced with a detailed report indicating the reasons necessitated for preparation of such estimate.
- A revised estimate should consist of two parts i.e. the 1<sup>st</sup> part i.e. Part-A should include the details of work already executed, the quantity and rates as allowed for execution with reference to the M.B. and Part-B, the balance work should be estimated in quantity to complete the work at the CSR. It must be ensured that the combination of both the parts should lead to completion of work as agreed upon by the User

B. It has also come to the notice of the undersigned that for Part-A even though in most of the cases where departmental works were undertaken at a inflated rate, as finalized at the Divisional level without approval of competent authority and not inconsistent with Clause No. 4.8.2 of OAM, the executed works are being estimated at then prevalent schedule of rate in which the estimates were sanctioned. Besides for the balance work in Part-B which are to be executed, it is told that since the departmental works were undertaken and adequate time control for completion of the works could not be ensured, the User would not bear the extra cost involved towards enhanced departmental rate nor revised schedule of rate while sanctioning revised A/A. As such the revised estimate were sent at the allowable CSR of the User.

If this practice is said to have been adopted as desired by the User, the fact may be detailed in the preface report of the revised estimate so far the old pending works are concerned so as to avoid any further complication on the matter or adverse comment of Audit in future.

In all other cases the instruction issued above as marked 'A' should be followed without violation of the provisions of OPWD Code especially Para 3.4.1, 3.4.4 note, 3.4.10(iii) to avoid future complications.

Copy of this order should be kept in Guard File of Division as well as communicated to all APMs/DMs under your control for their guidance.

  
Chief Engineer (Civil) 2/21/8/17