

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

No. 72/eon/OPHWC
To

Dated 21.03.2016

All Jt. Managers,
OSPH&WC,

Sub: Quality control on works and adequate supervision thereof.

Though our Corporation at present is executing a number of major building works, it is felt to do away with some existing practices for enhancing quality and proper supervision of work. To maintain proper quality with due documentation and proper supervision of work, the following decisions have been taken, which should be implemented with immediate effect.

- 1) All Jt. Managers should visit all the sites under their control at least once in every month and all Dy. Managers at least once in 10 days (monthly minimum 3 times) of which one will be surprise visit. All sites must have Quality Control Register and Site Order Book and while inspecting the works by the concerned officers they must record their impression in respect of quality and progress of work in the Site Order Book and a copy of the same must be sent to the contractor and also to the G.M.(Tech.)-cum-S.E., OSPH&WC for taking up further follow up action.
- 2) The APM/DM who is in charge of the site must be issued with a Note Book duly numbered and certified by the Jt. Manager to record their day-to-day activities including details of work inspected/supervised by them. The Note Book should be numbered and should be treated as an important document alike the Measurement Book. During the first week of every month, the Dy. Manager will sign the Note Book of APM and Jt. Manager will sign the Note Book of Dy. Manager without fail. This should be shown to the Inspecting Officer during their visit on demand. This will definitely improve the quality of work at sites.
- 3) The monthly appraisals of Jt. Managers must be submitted to the Head office (in given proforma, vide Annexure-A) by 7th of the succeeding month without fail. Similarly all Dy. Managers will submit their Tour Diary to respective Jt. Managers by 7th of every month.
- 4) The Quality Control Register should be properly maintained at site and the Jt. Manager must ensure mix design in concreting work and frequency of test as per standard specification of Odisha Public Works Department before release of payment to the contractor especially on departmental work.
- 5) Visiting of sites by the Jt. Managers is mandatory on all Wednesdays and Thursdays. The photographs of all sites inspected by the Jt. Managers must be uploaded in the WhatsApp for perusal of the undersigned and perusal of CMD.

- 6) All sites must be provided with a Sign Board duly indicating the details of the project in respect of agency, date of commencement and completion, cost of the project and technical details of the project.
- 7) The Material Statement Accounts of all departmental works must be kept up-to-date and put up before the Inspecting Officer while inspecting the work. This must be ensured so as to avoid any complaint on misappropriation of materials on departmental work.
- 8) While finalization of the rate of materials by the Jt. Manager for departmental work, care must be taken to see that the cost of building materials at market rate should not exceed 10% to 15% of C.S.R. judiciously as per site condition. In case it exceeds the above percentage then approval of the next higher authority must be obtained so as to avoid any escalation of cost on departmental work.
- 9) Any departmental work for which agreement is made by the contactors must be supported by a working estimate as per Clause No. 4.8.3 and agreement must be done as per the Clause No.4.8.4 of OAM.
- 10) In case of departmental work or tender work all out efforts must be made by the Jt. Manager and Dy. Manager to see that the works are completed by the stipulated date of completion without time over run or cost over run. This should be strictly ensured for all works executed under you.
- 11) Past practice of excess execution in work in respect of quantity and amount must be avoided and should not be executed without due approval of the competent authority as per provision of OPWD Code so as to avoid fixation of present responsibility.
- 12) The original drawing and approved design should not be deviated without permission of the competent authority. Any oral instruction from user agency for deviation resulting extra expenditure should not be entertained.
- 13) Payment to all F2 contactors must be released at least once in a month.
- 14) While submitting estimate for Fire project and Judicial project the estimate should be in complete shape including compound wall and approach road.

This instruction should be followed strictly with immediate effect.

Receipt of the letter may please be acknowledged and circulated to all concerned and kept in Guard File.


Encl: Annexure 'A'

59/-
Chief Engineer(Civil)

Memo No. _____/OPHWC

Dated 21.03.2016

Copy submitted to the C.M.D., OSPH&WC for kind information.


Chief Engineer(Civil)
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MONTHLY APPRAISALS OF JOINT MANAGERS
(To be submitted every month by 7th by email/hard copy)
(w.e.f. March 2016)

Division:-

Name of the Joint Manager:-

Performance for the Month:-

1. Overall projects pending at beginning of month:-
2. Nos. of projects earmarked to be handed over for the month:-
3. Projects completed and handed over in the month:-
4. Shortfall in above:-
5. Specific reasons for above for each project (attach annexure):-
 - a.
 - b,
 - c.
 - d.
6. Visit dates to sites:-
7. Interaction dates with senior officers of district in the month (officer wise):-
8. Surprise visit dates to site:-
9. Work orders received during the month:-
10. Steps taken for tender process (F2) for projects during the month (project wise):-
11. Nos. of estimates pending for submission to Hqrs. at end of month:-
(Total No. submitted during the year _____)
12. Inspection about payment of minimum wages/use of quality steel/cement & cement-sand mixture, brick etc.:-
13. Status report about payment of bills to Contractors:-
14. Signature:-