

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

No. 290/CON/OPHWC

Dated 09.09.2016

To

All Asst. Project Managers(Civil)/(Elect.),
OSPH&WC.

Sub: Basic guidelines for newly recruited APMs.

All Asst. Project Managers are instructed to adhere to following basic principles after joining in their new place of postings as ordered on dt. 8.9.2016.

- 1) Each APM will take a copy of the OAM from Division Office and read portions of job of APM, particularly Chapter-2(I,J) Chapter-4,5,6,3,7,8. They are advised to go through our website regularly while coming to Division Office or in their individual capacity. In our website, (ophwc.nic.in) even the entire OAM is available for ready reference. Besides above, instructions issued from Head Office from time to time are also available for your ready reference.
- 2) Bye-law of the Corporation has also been uploaded in our website (available under folder circulars) which should be read by you as the same is relevant for your day-to- day functioning.
- 3) You are also instructed to go through Annexure-8 of our OAM pertinent to OSPH&WC Employee Conduct Rules-2013(Copy of Conduct Rule is also available in our website). You are duty-bound to obey the rules under the aforesaid Conduct Rules with immediate effect. Any violation of Conduct Rule will be construed as misconduct and appropriate disciplinary action will be initiated.
- 4) Submission of Annual Property Statement:-
The Corporation has prescribed submission of Property Statement in a format vide letter No. 2543/OPHWC dt. 31.3.2016, which shall be submitted in the month of April of every year. As a newly engaged staff, you are supposed to submit the aforesaid Property Statement as on date of joining i.e. today. However, as fresh recruits, you are given an opportunity to submit the same directly by 20.09.2016 to the CMD in his name cover which will be kept secret. Copy of Property Statement format is also available in our website under folder "Office Order".

- 5) As a regular employee, your ACR from 2016-2017 will be initiated by Dy. Manager who will be your Reporting Authority except Divisional APMs. Jt. Manager will be your Reviewing Authority and the GM(Tech)-cum-SE is the Accepting Authority of your ACRs. Format of ACR is available at your Jt. Manager in Division office as well as in our website.
- 6) You are instructed to submit your Monthly Performance Review to your office through the Dy. Manager in a prescribed format which will be available with Division Office as well as website. You shall start submitting Monthly Performance Report from the month of September(9.9.2016 to 30.9.2016) and onwards. The Jt. Manager will give grading in every month on the basis of your monthly performance on achievement of turnover target, quality execution of projects, completion of projects, discipline etc. Every month you will get a grading from your Jt. Manager(viz. Outstanding-5, Below Average-1).
- 7) You are advised to enhance your Computer Proficiency as well as ERP-SAP skill and Information Technology.
- 8) You shall perform any other specific assignment/duties as entrusted from time to time by your divisional Jt. Manager.
- 9) You are instructed to submit following documents viz. Medical Fitness Certificate, Caste Certificate, HSC Certificate, Qualification Certificate, Permanent Address Proof, PAN Card, Addhar Card, Current Bank Account(all self-attested) and name of spouse, Legal Guardian/Person to be contacted in case of emergency with Cell No. and your Blood Group.

Sd/-

Chairman-cum-Managing Director

Memo No. 291/CON/OPHWC

Dated 09.09.2016

Copy forwarded to All Jt. Managers of 9 Divisions including Electrical for information and necessary action. They shall take personal care for professional upbringing and training of all APMs under their jurisdictions and explain them about the official proceduralities /decorum of OSPH&WC. All APMs must be advised to maintain strict sense of discipline, good morale/conduct at all point of time.

Website


Chairman-cum-Managing Director