

The Odisha State Police Housing & Welfare Corporation Ltd.  
Bhubaneswar-22

No.418/CON/OPHWC

Dated 21.9.2017

**OFFICE ORDER**

**Sub:- Constitution of Legal Cell**

1. It is seen that large number of works on F2 mode have been given in last two years. Besides large number of projects have been executed departmentally in previous years and in some cases; exceeding the work order amounts due to various reasons like non-adherence of codal procedures etc. All cases of various Courts, particularly Hon'ble High Court and SAT need to be pursued with follow up actions in a specific time frame of one week from the date of receipt of the order in Head Office. It is the responsibility of the concerned Sectional Heads to pursue follow up action in time bound manner in order to avoid adverse comments from Hon'ble Courts/Contempt Proceedings. All concerned Sections will maintain files accordingly to process the same in specific time bound manner by consulting our Legal Adviser i.e. Advocate(s).

(A) For project related cases/cost escalations/Contractor's claims/EoT/EMD/security deposit etc.:- Sri Ravi Sankar Patnaik, DGM(Engg) will be the Nodal Officer for processing all the files and take suitable orders from Chief Engineer as Technical Head.

(B) For all administrative matters:- Company Secretary Sri Sushanta Kumar Panda will be the Head of the Section and Nodal Officer will be Sri Smarak Ranjan Mohanty, Section Officer (Establishment) who will maintain a file.

(C) For Finance/Audit-related matter/pay fixation etc.:- Financial Adviser of the Corporation will take follow up action and his Steno will be acting as Nodal Officer.

(D) Any other matter, if not covered under aforesaid divisions will be taken care of by Company Secretary and Section Officer (Establishment).

2. Cases filed at Joint Manager/Project Manager level should also be informed to aforesaid Sectional Officers by e-mail promptly for taking follow up action within the specified time.

Any deviation on any matter/case will be viewed seriously and responsibility will be fixed.

  
21.9.17  
Chairman-cum-Managing Director

Memo No.419/CON/OPHWC

Dated 21.9.2017

Copy to Chief Engineer(Civil)/Financial Adviser/Company Secretary/DGM(Engg)/DGM(D&D)/All Project Managers/Joint Managers of eight Divisions/Section Officer (Establishment)/Steno to Financial Adviser, OSPH&WC for information and necessary action.

Copy to Website.

  
21.9.17  
Chairman-cum-Managing Director