

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

Office Order No. 12655/OPHWC

Dated 31.12.2012.


Consequent upon creation of Monitoring Cell in the Head Office of the Corporation, there have been efforts in the past to define the duties and responsibilities to be discharged by the Monitoring Cell in shape of various office orders. Besides, an office order was issued (No. 5813/OPHWC dt. 05.07.2012) for co-ordination of office works relating to D&D, Monitoring and Finance/Accounts Sections of this Corporate office. In spite of series of instructions, a clear delineation of works of all three Sections could not be achieved. As the turn-over of the Corporation has been increasing manifold over the years, it has been imperative to closely monitor the progress of projects, maintain financial discipline in sync with mission statement of the Corporation i.e., 'To deliver quality construction at optimum cost in record time to the satisfaction of our customers while earning reasonable return on investment' ensuring optimum co-ordination among all three key wings of the Corporate Office.

Therefore, in supersession of Office Order No. 2920/OPHWC dt. 16.4.2010, 9972/OPHWC dt. 23.11.2011 & 5813/OPHWC dt. 5.7.2012 the following procedures are being issued in order to streamline and co-ordinate the functioning of the D&D, Monitoring and Finance/Accounts Sections.

1. D&D Section shall deal with preparation of Plan and Estimates and Recast Estimates (as per prevailing SoR), Structural designs, Tender/ 'e'-procurements, engagement of Consultants/Architects and issue of Work Orders for all projects. Besides, it will also ensure execution of Agreement with user deptt./user agency in deposit works in consultation with the Company Secretary.
2. After issue of the work orders, the Monitoring Wing shall deal with the management of the projects and co-ordinate with Divisions, with the user Deptts. and other agencies. The Monitoring Wing will pursue matters relating to curtailment of fund as against estimated cost, under receipts as against administrative approval, Tender excesses or Tender premium, quantity deviation

and cost escalation. It will continuously follow up the matter with the user departments till funds are received or adjusted as the case may be. The Finance/Accounts Section shall assist the Monitoring Section in respect of such financial matters as and when required vide Office Order No. 11439/OPHWC dt. 30.11.2012.

3. Monitoring Section shall bring out physical progress report with expenditure in case of all ongoing projects as per Monthly Progress Report (MPR) received from different Divisions. The Monitoring Section will also prepare a consolidated MPR showing physical and financial progress which will be placed before the C.M.D. after being reviewed by the Chief Engineer on the basis of the MPR within 15th of the succeeding month. The Accounts Section of the Hdqrs. will provide necessary monthly data to the Monitoring Section in the preparation of the MPR. It will prepare information sheet on progress of work for various meetings and reviews.
4. Finance/Accounts Section shall keep track of utilization of funds, availability of funds and timely release of funds against the projects as per the ERP Tally Package. All three Sections shall co-ordinate with each other for supply of information and data for reviews and meetings.
5. In order to avoid duplication of paper works, the files are to be maintained by the D&D Section under the custody of the Sr. Assts as enjoined vide Office Order No. 12501/OPHWC, dt. 24.12.2012.
6. After a project is completed in all respect, including financial aspects, both the Jt. Managers, D&D & Monitoring Wings will certify in the note sheet for closure of the file and get the endorsement of F.A. Thereafter, the file will be sent to Record Room under proper acknowledgement.


31.12.2012
Chairman-cum-Managing Director