

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

**FORMAT FOR DIVISION OFFICE INSPECTION BY CMD**

**A. PROJECTS:-**

**I. For Division:-**

1. No. of pending/ongoing projects as on 1.4.2016:-
2. No. of projects added in 2016-17 F/Y:-
3. No. of projects completed in 2016-17:-
4. No. of projects pending as on 1.4.2017:-

**Sub-Division Break-up (Data as above Sub-Division wise):-**

1. No. of pending/ongoing projects as on 1.4.2016:-
2. No. of projects added in 2016-17 F/Y:-
3. No. of projects completed in 2016-17:-
4. No. of projects pending as on 1.4.2017:-

**II. User-wise list of projects**

Type of Work	Name of User	Sl. No.	Name of Projects	Work Order Amount	Scheduled Completion Date	Current status of Projects	R/E entitled or not	Action taken by Division	Action needed at Head Office	
F2	Police	1.								
		2.								
		3.								
	Fire	ADD ON..								
		1.								
		2.								
		3.								



IV. List of projects which have exceeded time limitations and likely completion dates:-

V. List of projects which are pending at Head Office for sanction of deviation/EOT/Rescission orders/issue of revised work orders etc.  
(Give reference of dates of submission of R/E to Head Office).

Sl.No.	Name of the Project	Sent to Head Office	Whether reply received from Head Office or not.
1.			
2.			
3.			

VI. Total No. of P/Es submitted by Division Office for 2016-17:-

- a) Total No. of P/Es submitted in 2016-17:-
- b) Total No. of Work Orders received:-
- c) No. of projects where Work Orders were not yet received (Enclose list of projects):-

d) Enclose also list of projects where Work Orders from previous years (up to 2015-16) have not yet been received by Division Office:-

e) No. of P/Es pending at Division Office for submission to Head Office:-

VII. List out Nos. of Court cases/Labour court/PF cases pending against Corporation:-

VIII. F2 Contract Management:-

- a) Whether grievance of F2 Contractors including genuine deviations have been properly forwarded to Head Office and deviations timely approved by Head Office or not:-
- b) List of deviations still pending at Head Office without approval:-

**IX. Material Management:-**

1. MT Notes/material shortage approved at Division Office in 2016-17 F/Y:-
2. No. of projects where JM has checked MBs in 2016-17:-

**B. I. A.G. Audit Compliance and following up finance related guidelines/procedures of OAM:-**

- a) Latest A.G. Audit Report along with compliance report is to be put up to CMD for study and follow up action:-
- b) JM will indicate unsettled pending A.G. Paras (only reference) and indicate reasons for non-compliance till date:-

**II. Grievance of the staff:-**

**III. General Observations by CMD:-**

**Annexure-A:-** A separate Annexure-A will be attached which will not be included in the Inspection Notes in this format. CMD will interview each staff to judge his professional suitability for further continuity or otherwise .

Sl.No.	Names of DM/APM	Continuing from which date	Status (regular/adhoc/outsourced/contractual etc.)	Suitability for continuity (Grading out of 1-10)

**An Inspection Register will be opened all Divisions to incorporate aforesaid Inspection Notes of CMD/CE/SE.**

Sd/-

Chairman-cum-Managing Director

Memo No.191/CON/OPHWC

Dated 17.4.2017

- (i) Copy to Joint Managers of 9 Divisions, OSPH&WC for information and necessary action.
- (ii) Copy to Chief Engineer (Civil)/GM(Tech)-cum-SE/Financial Adviser/Company Secretary/DGM(D&D)/DGM(Engg)/Joint Manager (Monitoring), OSPH&WC for information and necessary action.

  
17/4/17  
Chairman-cum-Managing Director