



**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.**  
(A Government of Odisha Undertaking)

Letter No. 12027 /OPHWC

Dated 20/9 /2016

To

**All Joint Managers  
OPH&WC.**

**Sub: Comprehensive instructions on Project Management.**

In observance & technical scrutiny of the day to day execution of project works, the following guidelines are issued for proper implementation of contract/work management.

1. While making correspondences with the head office on project matters, the project Code should invariably be mentioned.
2. All revised estimates should be accompanied with project information among others, (i) SoR in original estimate along with SoRs in course of execution (ii) date of handover of the site, (iii) Date of actual commencement (iv) details of non-scheduled items such as dismantling of old & dilapidated structures, leveling/filling, site development etc. and (v) date of completion & handover to the User authorities etc.
3. Any items of work that was not a part of the listed items of the agreement or the approved estimates should not be executed without preparation of detailed estimates of quantities and without obtaining prior approval of the Chief Engineer. Perceivable increase in quantities in foundation & plinth as per site conditions should be executed only after taking prior approval from the Head office so that the user authorities could be moved in time for addl. financial allocation in the supplementary budget for the completion of the project as per schedule.
4. There should not be mis-match of lead statement & conveyance calculations as per original estimates & revised estimates. Lead statements shall be preferably at par with that of line dept. viz. PWD divisions in the area.
5. These instructions are applicable for any type of execution of works awarded either under departmental works or F-2 Agreement.
6. EOT applications, particularly the hindrance clause should properly be scrutinized by the Joint Manager. The causes of delay stated by the contractor should be personally verified for its genuine reasons, justified and recommended for acceptance or the contention as may be felt unacceptable should be rejected summarily. Due care must be taken to see that works are always executed only on 'in-force' agreement. Execution of work on F-2/K-2 agreement which is not in force will be the personal responsibility of the divisional Joint Manager. Needless to say, periodical review on validity of each work under execution and achievement of milestone as envisaged in the work programme is among the prime duties of the Joint Manager.
7. Deviation statement should be prepared on the items in corroboration of agreement followed by extra items sanctioned by competent authority. Reasons for exorbitant variation should be clarified in the remarks column with due elaboration & due justification.

8. No repair works is permissible for the new works as per OPWD Codal provisions. However, any requirement of repair work before handover/within the defect liability period of the project will be the liability of the contractor /Joint Manager for F-2 /departmental executions respectively.
9. For any works under DGS&D/EPM rate contract, the approved firm must adhere to the specifications as prescribed by the aforesaid statutory authorities of the Govt.
10. Format for preparation of working estimates for the stalled projects is enclosed for guidance.

**Encl: As above**

Memo No. 12028/OPHWC,

  
20/9/16  
**Chairman cum Managing Director**  
Dated. 20/9 /2016

Copy to the Chief Engineer / G.M (Tech.) cum S.E / F.A / C.A/ D.G.M (Engg.)/ D.G.M (D&D)/ J.M (Montg.)/J.M (Elect.)/ for information and necessary action.  
CC: Website

  
20/9/16  
**Chairman cum Managing Director**  


Procedure for preparation of working estimates for the stalled projects for which fund will be provided by the Corporation from its own sources

- |  |            |
|--|------------|
| 1. Labour payment details as per MB statement                            | Format I   |
| 2. Materials consumption statement as per format I                       | Format II  |
| 3. Expenditure details (as per tally)                                    | Format III |
| 4. Working estimate as per division appd Rates<br>For balance quantities | Format IV  |

Suggestion:

1. A chart showing the original estimated quantities (-) qty. executed = balance quantities
2. Balance materials available at site as per consumption statement with amount
3. Working estimate as per divisional approved rates for materials & labour
4. Working estimate amount (-) amount of balance quantities available at site
5. The differential cost will be recommended to the authority for sanction to complete the balance works

  
9/9/16.  
Joint Manager (Montg.)



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**FORMAT - II**  
**(Materials consumption statement)**

Sl.NO	Description of Items	Unit	Cement	8mm	10mm	12mm	16mm	20mm	Brick	Sand	Chips	Metal
1	EW Excavation	Cum										
2	PCC 1:4:8	Cum										
3	RCC 1:2:4											
4	B.W in CM 1:6											
5	Steel											
6	12 mm CP 1:6											
7												
8												

Total

*[Signature]*

Joint Manager (Montg.)

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### Format III

#### Expenditure Abstract

Sl. No	Description	Ref.	Rates	Amount
1	Labour Payment	As per details at		XXXXX
2	Materials			
3	Brick Sand			
4	Chips			
5	contingency			
6	1.2.3.			
7				
			Total	XXXXXXXX

The amount should tally with the expenditure incurred as pwer Tally.

### **FORMAT IV**

working estimates for balance qty to be excecuted. Analysis as per divisional approved rates

The division will be allowed payment as per working estimates deducted with the amount of materials available at site (balance qty.)

  
9/9/16.

**Joint Manager (Montg.)**