

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

By E-mail/Website

No. 67/CON/OPHWC

Dated 23. 2.2017

To

All Joint Managers of
OSPH&WC including JM(Electrical).

Sub:- Fiscal Discipline in Divisions.

While going through various Audit Reports of Concurrent Audits done by MHA as well as AG Audits, few important points have come to my notice regarding improvement in maintenance of financial records in all Divisions as well as important Registers at project sites.

1. Important relevant records like Site Order Book, Hindrance Register, Material at Site A/c etc. were not properly maintained at some places which must be maintained by concerned technical staff of the Corporation.
2. Lack of prevalence of monitoring mechanism for keeping a watch over the progress on construction activities by Joint Managers.
3. Land site whose title is not clear should not be included while submitting proposal for plan and estimates. It must be ensured that the proposed land site is clear and free from encumbrances so that there may not be any delay in acquisition of land site and construction/completion of the project.
4. During procurement of non-plan components, agreements with the firms are being entered on non-judicial stamp on plain papers. The same has been objected by Audits as agreements entered in such manner will prove to be ineffective.
5. Inordinate delay in execution of construction works on the part of Joint Managers.

6. Clear mention of land site availability with dated signature of S.P. etc. alongwith indication of availability of any transmission lines/old structures indicating replacement/demolition must be mentioned in the site map being signed by Supdt. of Police/Commandant etc.
7. Accounts & Work Procedures as enumerated in Chapter 5, 6, 7, 8, 9 & 10 of Operation & Accounts Manual must be scrupulously followed by all Joint Managers, Dy. Managers, Asst. Project Managers and Accountants. Any violation by any individual will invite strict departmental action.
8. Besides, AG Audit has given specific instructions while conducting Audit of various Divisions, which must be complied properly and timely. It must be ensured that all Audit Objections, Paras and Points referred to the Divisions must not be repeated in future by Joint Managers and Accountants in the Divisions.

I expect 100% compliance of prescribed guidelines in maintenance of records at sites as well as Division Offices. Chief Engineer has issued several instructions on technical matter including EoT/Deviations which must be followed up meticulously while dealing the cases always. Emphasis must be given always to quality works and timely completion of projects.

Receipt of the letter may be acknowledged.



Chairman-cum-Managing Director