



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

No. \_\_\_\_\_/OPHC  
To \_\_\_\_\_

Dated .07.2016

All Jt. Managers,  
OSPH&WC,

**Sub: Quality Control on Works and lead of construction material while preparing estimates: Instruction thereof.**

**Ref:** This office letter No. 72/CON/OPHC dt. 21.03.2016.

In continuation to the above cited letter under reference, the following instructions are hereby brought to your notice for proper implementation of different projects being undertaken by OSPH&WC.

1	Lead on materials	Excess lead of construction materials have resulted in unwarranted hike in the cost of the projects. Lead of sand in some projects has been given for 120 KMs whereas it is available at about 30 KMs. Such practice are banned with immediate effect. As instructed earlier the lead of construction materials must be provided as per the nearest available point/lead as adopted by the local PWD or RD division whichever is lower.
2	Change of Plan & Elevation	The plan and front <u>elevation of the building</u> should not be changed from approved original drawing. <u>This is in consistent with the instruction given at Sl. 12 of the letter under reference. Substituted item or extra item or deviation in quantity</u> should be allowed only after prior approval of the competent authority as per the codal rules. If anybody does it without prior approval of competent authority then it will be chargeable to the JM/DM/APM concerned.
3	Casting of RCC structures	Before <u>casting of any RCC structure</u> in addition to the reinforcement, the centering and shuttering should also be checked by the DM/JM. Instruction for casting after due check must be recorded in the Site Order Book maintained at site so as to avoid future contractual complication.
4	Check measurement on RCC work before casting	<u>Casting of footing column, beams, slabs etc.</u> involving RCC work must be check measured by the JM and DM to the desired percentage and must be recorded in the MB before it's casting and mix must be machine mixed. In no case hand mixed be allowed.
5	Use of leveling Instrument	Raw practice of checking levels with water level are discontinued henceforth and levels must be taken and duly recorded with leveling instrument(to be purchased by all Divisions)

6	Release of payment of Contractors	<u>Payment to the contractors:</u> shall be released at least once in every month after duly certifying quality of works. Complaint regarding non-payment of dues to the contractor for months together will be viewed seriously.
7	Issue of Note Book to APMs/DMs	<u>Note Books to the field APMs/DMs:</u> Must be issued at once. Any deviation will be viewed adversely.
8	Monthly Progress Report	Monthly Progress Report of Divisions on all works should be submitted by 7 <sup>th</sup> of succeeding month by Jt. Manager personally after inspecting progress of each work so as to submit the report to the User Department by the Head office on the 10 <sup>th</sup> of succeeding month. JMs must keep local users also in loop by due intimation to them my mail.
9	Review of all projects by JMs	The Jt. Manager shall visit and review all his pending works at least once in a month and sort out the difficulties regarding its progress at his level with a copy to the Head office. Moreover, any problem to be sorted out at Head office must be reported every month till receipt of orders(directly to concerned officer to save delay).
10	Digging of Borewell	While executing P.H. works the working estimate must be got sanctioned by the competent authority and all the items should be estimated strictly as per the rate prescribed and approved by RWSS. Any extra payment made without following the instruction will be chargeable to the JM/DM/APM concerned.

Sd/-  
**Chief Engineer(Civil)**

Memo No. 8653 /OPHWC

Dated 18.07.2016.

Copy submitted to the CMD, OSPH&WC for kind information as discussed.

  
**Chief Engineer(Civil)**